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# The Haryana Pond and Waste Water Management Authority

Plot No-9, DHL Square, 3<sup>rd</sup> Floor, IT Park, Sector-22, Panchkula

E-Mail Id: [ms.haryanapondauthority@gmail.com](mailto:ms.haryanapondauthority@gmail.com)

Website: [www.hpwwma.org.in](http://www.hpwwma.org.in)

Letter No:-HPWWMA/2025/ADMN/43/ 5074

Dated: 3 /10/2025

## NOTICE INVITING QUOTATION

Scaled single stage two cover quotations ( I-Technical Bid & II- Financial Bid) are invited from the intending quotationers/cinematic developers/general film producers for **"Preparing Documentary Film (3-5 Minutes) for Haryana Pond & Waste Water Management Authority (HPWWMA) at 3<sup>rd</sup> Floor, DHL Square IT Park, Sector-22, Panchkula"**.

Interested firms/ agencies/ individuals may send their sealed quotations quoting their rates at which they would be able Prepare "The Documentary Film (3-5 Minutes) for Haryana Pond & Waste Water Management Authority (HPWWMA) as per term & conditions as mentioned in **Annexure-I**.

1. The cover containing the quotations should be sealed & supper – scribed, **"Quotation for "Preparing Documentary Film (3-5 Minutes) for Haryana Pond & Waste Water Management Authority (HPWWMA) at 3<sup>rd</sup> Floor, DHL Square IT Park, Sector-22, Panchkula"** and should be addressed to the , "Member Secretary, HPWWMA, Sector-22, Panchkula, and put in the tender box kept in the office of HPWWMA in the working hours 9:00am to 5:00 pm during working days of the week and not later than 3 PM on 17.10.25.The quotations received after the last date & time as prescribed or received in any manner other than through tender box would not opened & would be summarily rejected . The time schedule of receipt and opening of quotation is as under:-

### Schedule – A .

S. No.	PARTICULARS.	REMARKS
1	Ref. Number	HPA/ADMN/2025/0023A
2	Last date & time of bid submission by	17.10.2025(15:00 hrs.)
3	Date & Time of opening of Technical Bids	17.10. 2025 (15:30 hrs.)
4	Date & Time of opening of Financial Bids	Will be decided later
5	Bid validity	02 Months.

2. The quotations will be opened in the presence of the participating bidders or their authorized representatives, who may like to be present at the time of opening of quotations.
3. The HPWWMA reserves the right to reject any or all the quotations without assigning any reason thereof.

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The complete bidding documents i.e., description of items & key dates can be viewed/downloaded from the website: <http://www.hpwwma.org.in>. please note that the HPWWMA reserves the right to accept or reject the quotation process at any stage without assigning any reason thereof.

**Office Superintendent  
HPWWMA, Panchkula.**

**Scope of Work:-**

- a. The agency will produce documentary film of 3-5 minutes on the work done by HPWWMA.
- b. Type of video shoot is still video/cinematic shoot/full HD camera.
- c. Complete video including drone shoot.
- d. Voice-over to be recorded by an experienced RJ professional, preferably a female voice.
- e. Script and shoot plan to be approved by HPWWMA before filming.
- f. Final delivery within 7 days of work order.
- g. 3/4 testimonials as well as minimum 4 bytes required.
- h. Content must include site-visuals, interviews, achievements, before-after pond views, subtitles (Hindi, English)
- i. One complete video with complete editing composition effects.
- j. Payment shall be done as per work order on satisfactory completion of respective jobs.
- k. Agency must maintain confidentiality of shared information.
- l. HPWWMA reserves the right to terminate the contract for unsatisfactory work or violations.

**Terms & Conditions:-**

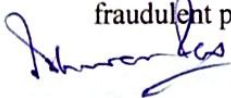
1. No advance payment will be made.
2. The job assigned should be completed within 7 days of confirmed work order as per time line given at **Annexure – A**.
3. The firm should be registered with the Government for the purpose of Tax-GST etc. and the certified copies should be attached with the bid documents.
4. Rates should be quoted in figures as well as in words in the prescribed format as **ANNEXURE-I**. The rates should be inclusive of all taxes & nothing extra will be paid in the shape of tax/duties of any kind.
5. Payment for only the accepted and approved job will be made within 15 working days of submission of bill .
6. In case of delay in delivery without valid reason, a penalty of 1% per day of the order value will be imposed subject to a maximum of 10%.
7. The competent authority in the HPWWMA reserves the right to amend any of the terms and conditions contained in the Quotation Documents.



8. Duly constituted committee shall open and evaluate the quotations and accordingly accept the quotation on the basis of lowest quote.
9. In case, the bidder is found to have breached any condition(s) of the purchase order at any stage or services of the bidder found not to the satisfaction of the HPWWMA, the work order may be terminated. The decision of the HPWWMA, in this regard, shall be final and binding.
10. The quotationer has to give a declaration in the attached form (ANNEXURE-III) that he has not been black listed/ debarred by any the Government or PSUs.
11. Dispute, if any will be subject to Panchkula Jurisdiction only.

**Vender Eligibility criteria: -**

1. Bidder should possess valid GST Number. Attested copy of the same must be submitted with the Bid.
2. The bid shall be valid for two months.
3. Information furnished by the Agency/Bidder as per ANNEXURE-II should be self-attested.
4. The Bidder should not have been blacklisted by any of the Department/ Ministry/ Organization. A duly signed declaration to this effect must be submitted by the agency.
5. The invitation of quotation is open to all cinematic developers, their authorized agencies and general film producers.
6. Haryana Pond and Waste Water Management Authority shall reject the bid, if it detects that bidder recommended for award has ever been found engaged in corrupt or fraudulent practice while competing for the contract.



Office Superintendent  
HPWWMA, Panchkula.



**ANNEXURE-I**

**Name of Work:- "Preparing Documentary Film (3-5 Minutes) for Haryana Pond & Waste Water Management Authority (HPWWMA) at 3rd Floor, DIL Square IT Park, Sector-22, Panchkula".**

S/N	Description Items	Unit	Qty.	Rate (In Rs. Incl. All Taxes)	Amount (In Rs. Incl. All Taxes)
1	3-5 min. Documentary Film for Haryana Pond & Waste Water Management Authority (HPWWMA) as per Terms and Conditions below.	Each	1 No.		
<b>Net Amount</b>					

**Terms and Conditions are as follows:**

1. No advance payment will be made.
2. The job assigned should be completed within 7 days of confirmed work order as per time line given at **Annexure - A**
3. The firm should be registered with the Government for the purpose of Tax-GST etc. and the certified copies should be attached with the bid documents.
4. Rates should be quoted in figures as well as in words in the prescribed format as **ANNEXURE-I**. The rates should be inclusive of all taxes & nothing extra will be paid in the shape of tax/duties of any kind.
5. Payment for only the accepted and approved job will be made within 15 working days of submission of bill.
6. In case of delay in delivery without valid reason, a penalty of 1% per day of the order value will be imposed subject to a maximum of 10%.
7. The competent authority in the HPWWMA reserves the right to amend any of the terms and conditions contained in the Quotation Documents.
8. Duly constituted committee shall open and evaluate the quotations and accordingly accept the quotation on the basis of lowest quote.
9. In case, the bidder is found to have breached any condition(s) of the purchase order at any stage or services of the supplier found not to the satisfaction of the HPWWMA, the work order may be terminated. The decision of the HPWWMA, in this regard, shall be final and binding.
10. The quotationer has to give a declaration in the attached form (**ANNEXURE-III**) that he/the firm has not been black listed/ debarred by any the Government or PSUs.
11. Dispute, if any will be subject to Panchkula Jurisdiction only.

Date:- .....

.....  
Signature of Authorized Person

Name.....

Address.....

*(Handwritten signature)*

**ANNEXURE-II****Information to be Furnished by the Firm/Bidder:-**

Sr. No	Particulars	To be filled by the Bidder
1.	Name of Firm/Agency	
	Address	
	Name of Proprietor	
	Telephone no.	
	Mobile No.	
	Email. Address	
	Name of Business partner, if any	
2.	PAN Number (Copy to be enclosed)	
3.	CST/VAT Registration Certificates (Copies to be enclosed along with TIN numbers)	
4.	Service TAX Registration no. copy to be enclosed	
5.	The firm should have submitted ITR during last three years (FY 2021-22, 2022-23 & 2023-24).	
6.	Whether terms and conditions are acceptable or not?	
7.	Whether the firms is blacklisted by any Government/Department or any criminal case is registered against the firm on its own/partners anywhere in India (if No, an undertaking to this effect may be attached. (In Annexure-III)	

Date:- .....

.....  
Signature of Authorized Person

Name.....

Address.....





**ANNEXURE-III**

**Declaration**

To

Member Secretary,  
Haryana Pond & Waste Water Management Authority.  
Plot No.-9, DHL Square, 3<sup>rd</sup> Floor, IT Park, Sector-22, Panchkula-134109.

R/Sir,

I/We.....  
.....hereby confirm that our firm has not been banned o blacklisted by any government organization/ Financial Institution/ Court/ Public Sector Unit/ Central Government and no Police /Vigilance enquiry/Criminal case is pending against us.

Date:- .....

.....  
Signature of Authorized Person

Name.....

Address.....

Mob. No.....

