

# The Haryana Pond and Waste Water Management Authority

Plot no-9, DHL Square, 3<sup>rd</sup> Floor, IT Park, Sector-22 Panchkula-134109

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

HPA/ADMN/0024/52521

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Dated : 4/11/22

## Notice Inviting Quotation

Sealed quotations are invited from the intending quotationer on item rate basis for preparation of documentary/tele films for the work related to renovation & restoration of ponds in the office of Haryana Pond & Waste Water Management Authority (HPWWMA) at 3<sup>rd</sup> floor, DHL Square IT Park, Sector-22, Panchkula as per the format of quotation.

1. Interested firms/agencies/individuals may send their sealed quotations quoting their rates at which they would be able for preparation of documentary/tele films for the work related to renovation & restoration of ponds to Haryana Pond & Waste Water Management Authority (HPWWMA) at Panchkula as per terms & conditions as mentioned in (Annexure I).
2. The cover containing the quotations should be sealed & super-scribed, "**preparation of documentary/tele films for the work related to renovation & restoration of ponds**" and should be addressed to the "Member Secretary, HPWWMA, 3<sup>rd</sup> Floor, DHL Square IT Park, Sector 22 , Panchkula, and put in the tender box kept in the office of HPWWMA. The quotations received after the last date & time as prescribed or received in any manner other than through tender box would not be opened & would be summarily rejected. The time schedule of receipt and opening of quotation is as under:  
**Last Date & Time for receipt of Quotation: 10.11.2022 up to 03:00 pm**  
**Date & Time Opening of Quotation: 10.11.2022 at 03:30pm**
3. The quotations will be opened in the presence of participating bidders or their authorized representatives, who may like to be present at the time of opening of the quotations.
4. The HPWWMA reserves the right to reject any or all the quotations without assigning any reason thereof.

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. The rates to be quoted on the Performa downloaded from the website of HPWWMA as above.

  
Member Secretary  
HPWWMA, Panchkula

**Abstract of Cost**

**Name of Work:** Preparation of documentary/tele films for the work related to restoration & renovation of ponds by HPWWMA.

Sr. No	Name of Segment	Time	Rate inclusive of all taxes (In Rs)		Amount (in Rs)
			In Fig	In Words	
1	Documentary Film	2-5 Mins			
2	Documentary Film	6-10 Mins			
3	Documentary Film	11-15 Mins			

**Sign of Applicant**

**Date:**

**Term & Conditions:**

- i) The rates are inclusive of all taxes and charges.
- ii) The work will be completed within 15 days after issuing the work order as per below schedule:

Sr. No.	Particulars	Time Schedule
1.	Submission of preliminary documentary/tele film along with complete presentation.	Within 7 days of issue of work orders.
2.	Re-submission of modified documentary/tele film along with complete presentation after due modifications as suggested by HPWWMA.	Maximum up to 9 days of issue of work orders.
3.	The documentary/tele film as above to be presented before ACS, IWRD.	Maximum up to 11 days of issue of work orders.
4.	Submission/presentation of final documentary/tele film after making required corrections as pointed out by HPWWMA along with complete documents as per work order conditions.	Maximum up to 15 days of issue of work orders.

- iii) Type of video Shoot is Still Video/ Cinematic Shoot/ Full HD Camera.
- iv) One Complete Video with Drone Shoot.
- v) Voice over will be RJ celebrity preferably female voice.
- vi) One complete video with complete editing composition effects.
- vii) 2 numbers of Testimonials are required.
- viii) The minimum numbers of Bites required are 3 bites for 2-5mins, 5 bites for 6-10mins & 8 bites for 11-15mins.

**Sign of Applicant**

**Member Secretary,  
HPWWMA, Panchkula**