

Dear Sir,

Sub:- "Invitation Of Quotation For Production Of 2-3 Minutes Short Film On Prevention Of HIV & AIDS Program 2024-25"

- 1) We are invited to submit your most competitive Quotation For Production Of 2-3 Minutes Short Film On Prevention Of HIV & AIDS Program 2024-25"

| Sr. No | Media | Time Line | Rate | Frequency |
|--------|--|---|--|---|
| 1 | Production Of 2-3 Minutes Short Film On Prevention Of HIV & AIDS | Film Should be Made Within Two Weeks After Issuance of PO | Budget Estimation Should be included pre production with social media promotion. | 2-3 minutes short film (1 nos) & Minimum 4 reels for social media |

- 2) **Bid Price :**
- The contract shall be for the service as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
 - All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
 - The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
 - The prices shall be quoted in Indian Rupee- only.
- 3) **Validity of Quotation:**
Quotation shall remain valid for a period of not less than 30 days after the deadline date specified for submission.
- 4) **Each bidder shall submit only one quotation in prescribed format attached with this inquiry letter in a sealed envelope superscripting.**
"Invitation of Quotation For Production Of 2-3 Minutes Short Film On Prevention Of HIV & AIDS Program 2024-25"
- 5) **Evaluation of Quotations:**
The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which
- are properly signed; and
 - conform to the terms and conditions and specifications.
- The quotations would be evaluated for all the items together / would be evaluated separately for each item.
- 6) Following documents should be attached along with the quotation while submission:
- Signed inquiry format
 - Pan card
 - Addhar Card.
- 7) **Award of Contract:**
The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 The bidder whose quotation is accepted will be notified about the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 8) **Payment shall be made after submitting the bill on quarterly basis after completion of each quarter.**
- 9) **You are requested to provide your offer last by 22-07-2024 up to 5.00 p.m.**
- 10) **Quotations will be open in the presence of the bidders or their representative who choose to attend 11.00 pm on 23-07-2024 in the office of the MSACS.**
- 11) **We look forward to receiving your quotations and thank you for your interest in this project.**


Joint Director IEC
MSACS


Assistant Director Procurement
MSACS



Date :-

To,
The Project Director
Maharashtra AIDS Control Society
R. A. Kidwai Marg, Near Wadala Over bridge,
Wadala (W), Mumbai – 400 031.

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Ref :- Your inquiry no. _____ date _____

Quotation

| Sr. No. | Media | Time Line | Rate | Frequency | Amount |
|--------------|--|---|--|---|--------|
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| Amount | | | | | |
| GST | | | | | |
| Total Amount | | | | | |

We agree to provide above service in accordance with the requirements given in your inquiry letter for a contract price of Rs. _____ (amount in figures) Rupees- _____ (amount in words).

All other terms & conditions mentioned in the invitation of quotation are acceptable to us.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Name & Address of supplier

Signature of supplier

Note: on your letterhead