



Nashik Municipal Smart City Development Corporation Ltd.

CIN: U93090MH2016SGC285193

Office: Loknete Panditrao Khaire Panchavati Divisional Office,
4th Floor, Makhmalabad Naka, Panchavati, Nashik – 422003.

E-mail: ceo@nashiksmartcity.in, Tel: 0253-2518833



Outward No: NMSCDCL/Admin/926/2024

Date: 30/09/2024

Invitation for Quotation

Name of Work: Selection of agency for formulation of Coffee Table Book for projects of Nashik Smart City.

Dear Sir/ Madam,

The Scope of the work includes (but not limited to),

- Overall conceptualization of the Coffee Table Book by analysing the projects of the Nashik Smart City (NMSCDCL),
- Conceptualization of the project's unique features, from smart infrastructure to its cutting-edge technology, and its impact on improving the quality of urban living in nashik,
- Creative production and art direction,
- Scripting and structuring,
- Shoot Planning (preparing shot-lists, requirement lists and itinerary),
- Meetings with authority and stakeholders, Location recce etc.,
- Deployment of Production (Crew, Backend etc.) teams and required equipment's, tools, and tackles at project locations,
- High-quality photography with aerial shots,
- High-quality videography (6 nos. each of duration 60 to 100 seconds) with aerial shots, background music and voice-over narration to present the 6 nos. of individual projects and also, to present comprehensive projects, in both English and Marathi,
- Content writing/ creation of articles and blogs etc. for impactful projects
- Success stories through citizen, authority (NMSCDCL) and dignitary testimonials
- Contributors,
- Layout and design of the Coffee Table Book,
- Coffee Table Book Printing,
- Handover of soft copies of Coffee table book, photographs, and videos in Pen Drive.

Submit/quote your rates **excluding GST** for the above work in the following format on or before 7th October 2024 up to 5:00 PM.

Sr. No.	Category	Unit	Rate/ Unit	Amount (Exclusive of GST)
1.	Photography of projects as per scope envisaged in above mentioned Scope of work	Lumpsum		
2.	Videography of projects (Duration: 60 to 100 seconds) as per scope envisaged in above mentioned Scope of work	7 nos.		
3.	Printing of Coffee Table Book	50 nos.		
Total (In Rs.):				

Indicative List of Content:

1. Introduction of Nashik city (profiling, context setting, overall vision),
2. About the Nashik Smart City,
3. Title of the Coffee Table Book
4. Projects implemented by Nashik Smart City
 - Funding mechanism,
 - Project conceptualization,
 - Impact of the project (outcomes),
 - Success stories through citizen, authority (NMSCDCL) and dignitary testimonials,
 - Good quality high resolution photographs (minimum 350 dpi),
 - Contributors.
5. Specification of the Coffee Table Book
 - Square in Size,
 - Hard Bound Cover,
 - Glossy pages to be used for the content (minimum 150 GSM).
6. Good professional quality high resolution videos including (but not limited to) voice over (English and Marathi), background music, colors etc. (minimum 4k UHD/ 2160P).

Terms and Conditions:

1. The agency should visit the NMSCDCL Office for understanding the complete requirement of NMSCDCL.
2. The agency shall have experience in formulating at least 1 Coffee Table Book for any of the Government/ Smart City and at least 1 Coffee Table Book for Private/ Public Limited companies.
3. The Selected (L-1) agency will have to demonstrate their solutions & proposal to NMSCDCL Pre issuance of Work Order.
4. All the equipment's, tools, and tackles, accessories etc. required for said works shall be arranged by the selected agency themselves.
5. All the logistics, travelling, food expenses etc. shall be borne by the selected agency.
6. The timeline for the submission of electronic version of the Coffee table book post sample approval is by 25th October 2024 and for the submission of physical copies of the Coffee table book is by 30th October 2024.
7. The damage caused, if any, by the selected agency to any equipment or NMSCDCL's/ Government/ Public/ Private etc. properties due to negligence at work shall be recovered from the selected agency.
8. Right to accept or reject the quotation is with NMSCDCL without giving any reason.

Payment Terms:

1. 25% Advance Payment shall be given post submission of declaration on valid stamp paper as per Annexure A which is to be submitted by selected agency prior to issuance of Work Order.
2. Remaining Payment shall be made only after completion of work as per scope mentioned above and submission of Invoice.
3. GST shall be paid extra. All other taxes, charges shall be paid by selected agency.
4. The quotation should also mention the PAN Details, GST number, Bank Account Details, MSME Details etc.

The Quotations should be submitted in sealed envelope to the following address on or before 7th October 2024 up to 5:00 PM.



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The Chief Executive Officer,

Nashik Municipal Smart City Development Corporation Ltd.,

Loknete Panditrao Khaire Panchavati Divisional Office, 4th Floor, Makhamalabad Naka, Panchavati,
Nashik – 422003, Maharashtra.

(Mahendra Shinde)

Administrative Officer

Nashik Municipal Smart City
Development Corporation Ltd.

Annexure A

(To be submitted on the Appropriate Stamp Paper by the selected agency)

Date:

To

The Chief Executive Officer,

Nashik Municipal Smart City Development Corporation Limited (NMSCDCL)

Loknete Panditrao Khaire Panchavati Divisional Office,

4th Floor, Makhmalabad Naka,

Panchavati, Nashik 422003, Maharashtra

Subject: Self Declaration for Total Responsibility in response to the Invitation of Quotation for Selection of agency for formulation of Coffee Table Book for projects of Nashik Smart City.

Reference No: NMSCDCL/ Admin/ /2024 dated / /2024

Dear Sir,

With reference to your "Invitation for Quotation for Selection of agency for formulation of Coffee Table Book for projects of Nashik Smart City", we hereby examined the Invitation for Quotation, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the Invitation for Quotation for Selection of agency for formulation of Coffee Table Book for projects of Nashik Smart City.

We agree for unconditional acceptance of all the terms and conditions set out in the Invitation for Quotation Document and also agree to abide.

This is to certify that we undertake the total responsibility for the implementation of requested work as per the requirement of the Invitation for Quotation. If failed to provide the services within timeline, I/We are liable for penalty as decided by NMSCDCL.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this _____ Day of 2024

(Authorized Signatory with Seal) Printed Name

Designation:

Name and Address of Company:

Date:

Place: