



## Tamilnadu Trade Promotion Organisation

(A Joint Venture of ITPO (Govt. of India) and TIDCO (Govt. of Tamilnadu))

Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai - 600 089.

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TNTPO/Admin/1051/2024

Dated: 05.11.2024

### NOTICE INVITING QUOTATION

The Tamil Nadu Trade Promotion Organisation (TNTPO), Chennai – 600089 is committed to its mission of promoting the best possible Trade and commerce promotional activities in the State of Tamil Nadu to support for sustainable promotion of Trade and industrial / Commerce development. TNTPO also aims to encourage trade activities to different trades by developing a multimedia information strategy via websites, social networks such as Facebook, YouTube and short documentaries Films and corporate videos.

TNTPO intends to produce a corporate video showcasing the major upgraded amenities and facilities available in the Exhibition Halls and Conventional Centre of Chennai Trade Centre both in existing and new buildings to enable the event organizers to come forward for booking to promote their Trade activities and exhibit their new products. The Production of one no. of Corporate Video covered for a **4 to 5 minutes** duration and three nos. of Corporate Videos covered **One minute** of duration (each) with Tamil and English voice.

A description of the Production work or Scope of work is detailed below.

#### Pre-Production & Production Work

Work shall entail a site visit with the creative team, voice-over script formation execution of the filming process using an Aerial camera to showcase prominent city landmarks, Cinematographer, Camera assistants, Direction team, Cine Line Camera lenses and lights.

### Post Production Work

Film Editor & Studio rental, Colour grading works, Tamil and English Voiceover artist fees and recording studio, Complete licenses audio production & SFX, CG super's text, Date Management team & Final Rendering in high resolution.

Hence, TNTPO invites **sealed quotations** covered the following details from firms who are well versed in the production of Corporate Video up to **3.00 P.M. on 12.11.2024** and the same will be opened at 3.30 P.M. on the same day in the presence of Tender Committee Members.

Sl. No	Particulars	
1.	Name of the Firm:	
2.	Address of the Firm:	
3.	PAN No.	
4.	GST No.	
5.	Bank details- (NEFT / RTGS)	
6.	Production Cost in Rs.	
7.	GST - % & Amount in Rs.	
8.	Total cost (Sl. No. 6 + 7) in Rs.	
9.	Terms of the payment	
10.	Days required to complete the work (maximum 15 days)	
11.	Seal & Signature of the Bidder	

**Terms and Conditions:**

1. The Bidder should have done similar corporate film works not less than 5 minutes and One minutes (each) with voiceover script writing experience in Tamil / English.
2. The Bidder should have done similar works in Tamil Nadu or neighbouring States - preferably Government departments. (Proof to be attached).
3. The Bidder should be completely eligible for hiring a professional team to match the current corporate film making standards as per the current market.
4. The Bidder should have GST / PAN.
5. The Bidder is completely responsible for the quality of the video and must procure the latest film making equipments for the filming-making process and should not disturb the ambience of the venue at any cost.
6. The Bidder, if necessary, should capture Chennai City to show its elegance and beauty of exhibiting the Trade Centre complete view of in the drone perspective.
7. The Bidder must have all resources within Tamil Nadu to complete the said project.
8. The Bidder must give a detailed information report for the arrangements of the shoot to happen inside the Trade Centre.
9. The master copies of the film (Raw stock footage) and the edited video will be the sole property of TNTPO and the same is required to be handed over to TNTPO in the high-resolution format. Further, the selected bidder shall not use this in any form without permission from the Managing Director, TNTPO.

Sd/-  
Managing Director  
TNTPO