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LADAKH ECOLOGICAL DEVELOPMENT GROUP
KARZOO, LEH - 194101, UT LADAKH, INDIA

Notice Inviting Quotation

Order No: LEDeG/BORDA/49/23/160

Date: 21st March 2023

Ladakh Ecological Development Group (LEDeG) would like to invite quotations from professional videographers/Production house/Studios to produce a **Documentary on the Legacy Waste Remediation in Bombgarh Leh, Ladakh**. The primary objective this video is to showcase the history of the site, the various types of waste disposed of, the potential environmental and health impacts, and the ongoing efforts to mitigate these impacts. The video will be used to raise awareness among the local community and stakeholders about the legacy waste issue and its remediation efforts.

We would like to request interested Production house/studios/professional videographers to submit their quotations along with experience details. Additionally, we would like to emphasize that the selected videographer will be required to work closely with our team to ensure that the video aligns with our vision and requirements.

1. About LEDeG

The Ladakh Ecological Development Group (LEDeG) is a grassroots organization here in referred as LEDeG that has been working towards a vision of a sustainable future for Ladakh that is built on its culture and environment. The mission of LEDeG is to demonstrate ecologically sound development models and to advocate regionally appropriate development policies. For close to three decades, LEDeG have been working towards bettering the lives and livelihoods of the rural communities living in the remote villages of Ladakh and trying to influence development policies at the regional level.

This project, supported by BORDA, is aimed at capacitating the local governments of Leh and Kargil to deliver better Water, Sanitation and Hygiene (WASH) services to its residents ultimately leading to better health and quality of life outcomes. The project is involved in a range of activities, including trainings and workshops aimed at direct capacity building to demonstrating integrated and nature-based water and sanitation solution, developing improved operation modules and designs for existing solutions etc.

2. Project Title

Documentary on the Legacy Waste Remediation in Bombgarh Leh, Ladakh.

3.Scope of Work

S.No.	Task	Description
1	Develop a script	Write a script covering the history of the site, types of waste disposed, potential impacts, and ongoing mitigation efforts.



2	Select visual content	Choose appropriate visuals such as photos, videos, and animations to support the script.
3	Capture footage	Capture high-quality footage using a DSLR camera with 4K resolution capability, utilizing creative camera angles and movements for visual variety.
4	Aerial footage with drone	Utilize a drone to capture aerial footage to provide additional visual variety.
5	Record and edit video	Record the script and overlay visuals to create a final video, edit for a clear and concise message that meets the intended purpose.
6	Render video in 4K resolution	Ensure the final video is rendered in 4K resolution.
7	Collaborate with sound engineer	Collaborate with the sound engineer to identify any specific sound requirements, review the script and storyboard for potential sound issues.
8	Equipment selection and setup	Select and set up appropriate microphones, mixing consoles, and other equipment needed for the shoot. Ensure all equipment is functioning correctly.
9	Add sound effects	If necessary, add sound effects to enhance storytelling.
10	Motion Graphics and Titles	Create and add motion graphics and titles to the video to provide context and enhance storytelling.
11	Share video with Comm & PR, internal teams/focus groups	Obtain feedback and make necessary revisions.

4. Timelines

S. No.	Deliverables	Date
1	Float of NIQ	21 st March 2023
2	Last date of Quotation submission	28 th March 2023
3	Work order	29 th March 2023
4	Starting of assignment	30 th March 2023
5	Completion of assignment	18 th September 2023

6. Payment Schedule

The payment schedule will be as follows:

Serial	Payment	Schedule
1	On Completion and finalization of script	20%
2	First draft of Video	20%
3	Completion of the Assignment	60%

7. Evaluation Mechanism

LEDeG is committed to a fair and equal opportunity of all interested agencies irrespective of religion, gender, and region. The quotations received will be scrutinized on the following basis:

Serial	Parameter	Description	Weightage
1.	Bid price	Documentary on the Legacy Waste Remediation in	60

		Bombgarh Leh, Ladakh	
2.	Experience	A minimum of 5 documentary-style films produced demonstrating the ability to capture high-quality footage with DSLR cameras, collaborate with sound engineers and motion graphics designers, and deliver a clear and concise message that meets the intended purpose.	40



All the eligible videographers will be marked on bid price and experience. Once all the quotations are compared, a work order will be sent to the contractor chosen.

8. Instruction to Bidders

- The price quotations are to be mentioned in exact amount in INR.
- Format for the bid is attached as Annexure 1.
- Quotation must be submitted before 28th March 2023 end of day through mail To chosdon@ledeg.in , CC- Asma@ledeg.in or you can submit hard copy to LEDeG office, Karzu, 194101 Leh by 4:00 pm

Best Regards,



**Annexure:1
FORMAT FOR BID**



Executive Director,
Ladakh Ecological Development Group
Karzoo, Leh,
Union Territory of Ladakh

We hereby offer to submit our quotation for selection of Individual / Agency for the Assignment titled “_____”

Date:
Our brief profile is as under-

No.	Parameters	Particulars/Description
1	Name & Address of Production house/Studios/Videographers	Attach relevant registration documents
2	Contact Details	Mobile:
3	Experience	

Quote for below description:

1	Develop a script	Write a script covering the history of the site, types of waste disposed, potential impacts, and ongoing mitigation efforts.	Amount
2	Select visual content	Choose appropriate visuals such as photos, videos, and animations to support the script.	
3	Capture footage	Capture high-quality footage using a DSLR camera with 4K resolution capability, utilizing creative camera angles and movements for visual variety.	
4	Aerial footage with drone	Utilize a drone to capture aerial footage to provide additional visual variety.	
5	Record and edit video	Record the script and overlay visuals to create a final video, edit for a clear and concise message that meets the intended purpose.	

6	Render video in 4K resolution	Ensure the final video is rendered in 4K resolution.
7	Collaborate with sound engineer	Collaborate with the sound engineer to identify any specific sound requirements, review the script and storyboard for potential sound issues.
8	Equipment selection and setup	Select and set up appropriate microphones, mixing consoles, and other equipment needed for the shoot. Ensure all equipment is functioning correctly.
9	Add sound effects	If necessary, add sound effects to enhance storytelling.
10	Motion Graphics and Titles	Create and add motion graphics and titles to the video to provide context and enhance storytelling.
11	Share video with Comm & PR, internal teams/focus groups	Obtain feedback and make necessary revisions.



We certify that the above particulars are correct, and we understand and agree that if any statement is found to be false or not correct, LEDeG reserves the right to reject our application.

I/we certify that if appointed for selection, I/we shall avoid the clash of interests and maintenance of confidentiality.

Name:

Signature: