



NGMA (M) / Quotation Inquiry Videos / 2024-25

Date: 20/09/2024

Quotation Inquiry: Detailed Videos at National Gallery of Modern Art, Mumbai

Date: 20th September, 2024

To: [Video Production Company Name]

Dear Sir/Madam,

I am writing to request a quotation for professional video production services at the National Gallery of Modern Art (NGMA), Mumbai. We are seeking to create a series of detailed videos showcasing our exhibits and collections.

About NGMA

National Gallery of Modern Art, Mumbai is a subordinate office of Ministry of Culture, Government of India, who is pioneer name in the field of Modern and Contemporary Art of India and regularly organizes national and international exhibitions of eminent artists. As a part of our outreach programmes, we provide engaging and interactive learning experiences for students of all ages. Our museum features a wide range of exhibits from paintings, sculptures and art installations that align with educational standards and offer a hands-on approach to learning.

Project Overview

1. **Location:** National Gallery of Modern Art, Mumbai
2. **Number of Videos:** Approximately 10-15 videos
3. **Duration:** Each video to be 3-5 minutes long
4. **Quality:** High-definition (4K preferred)
5. **Purpose:** To showcase art pieces, exhibitions, and provide virtual tours
6. **Number of Videos:** 2

Specific Requirements

1. **Pre-production:**
 - o Scriptwriting and storyboarding
 - o Location scouting within the gallery
 - o Obtaining necessary permissions

2. **Production:**
 - Professional lighting to highlight artworks accurately
 - High-quality audio recording for narration
 - Drone shots for establishing views (if permitted)
 - Interviews with curators or artists (if applicable)
3. **Post-production:**
 - Editing and colour grading
 - Addition of graphics and lower thirds
 - Background music (royalty-free or licensed)
 - English subtitles
4. **Deliverables:**
 - Final edited videos in 4K resolution
 - Raw footage
 - Project files for future editing

Additional Information

- The shooting schedule will need to be coordinated with gallery operations to minimize disruption.
- All equipment must be insured, and your team must take necessary precautions to protect the artworks.
- Please include details about your experience with similar projects, especially in museum or gallery settings.

Quotation Details Required

1. Itemized costs for pre-production, production, and post-production
2. Any additional costs (e.g., equipment rental, travel expenses)
3. Estimated timeline for project completion
4. Payment terms and conditions
5. Any warranties or guarantees on the final product

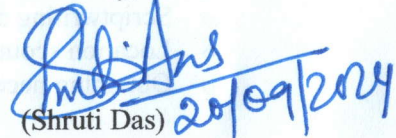
Submission Guidelines

Please submit your detailed proposal and quotation by **26th Sept, 2024 till 5 PM**. Submissions should be sent via email to **ngma.mumbai@gmail.com** with the subject line **"Quotation: Detailed Videos - NGMA Mumbai"**.

Please provide a detailed quotation based on the above requirements. If you need any additional information or clarification, please don't hesitate to contact me.

We look forward to your response and the possibility of working together on this exciting project.

Sincerely,



(Shruti Das) 20/09/2024

Dy Curator & HOO
NGMA, Mumbai

Shruti Das
Head of Office
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