



## NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)  
Rajendranagar, Hyderabad - 500030.

### INVITING TENDER FOR EMPANELMENT OF AGENCIES FOR PHOTOGRAPHY/ VIDEOGRAPHY AND OTHER SERVICES

#### 1. Invitation of bids

- i. On-line bids are invited under two bid system for Photography/& Videography work and other services. Manual bids shall not be accepted.
- ii. Tender document may be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in>. The time schedule for the tendering activities shall be as under:

#### Critical Date Sheet

Tender No.	CDC/AV/Photography works Tender/2019
Date of notification of tender notice on CPP Portal	<b>09/11/2022 at 05.30 PM</b>
Start of downloading of tender document by the intending bidders	<b>10/11/2022 at 11.00 AM</b>
Pre-Bid Meeting Date & Time	<b>14/11/2022 at 03.00 PM</b>
End Date & Time of submission /uploading of bids by the intending bidders along with scanned copy of Earnest Money Deposit	<b>30/11/2022 at 03.00 PM</b>
Last date of submission of Demand Draft in original payable in favour of NIRDPR, Hyderabad towards Earnest Money Deposit (EMD)	<b>30/11/2022 by 03.00 PM</b>
Amount of Earnest Money Deposit	₹. 16,500/- (Rupees Sixteen Thousand Five Hundred only)
Date & Time of opening of Technical Bid received online by the last date and time	<b>01/12/2022 at 04.00 PM</b>
Date & time of opening of Financial Bid	To be notified later for only those Bidders qualified in technical evaluation.
Estimated expenditure on account photography / videography works	<b>₹.5.50 lakh for 2 years</b>
Tendering Authority	Assistant Registrar (E) i/c National Institute of Rural Development & Panchayati Raj

	(NIRDPR), Rajendranagar, Hyderabad-500 030, Telangana, Tel. 040-24008405,
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- iii. Bids shall be submitted online only at CPPP website:  
<https://eprocure.gov.in/eprocure/app>
- iv. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
Rajendranagar, Hyderabad – 500 030.

**INVITING TENDER FOR EMPANELMENT OF AGENCIES FOR PHOTOGRAPHY/  
VIDEOGRAPHY AND OTHER SERVICES**

**1. Scope of work:**

- 1) The agency should cover the photos and Video events at NIRDPR and field visits as and when required and sometimes even at short notices also. No transportation cost will be bear by NIRDPR. However, the agency may quote their rates inclusive of transportation charges.
- 2) Photography services must be able to capture high-resolution (300dpi) images of key attendees, exhibits, speakers, candid crowd photography and group photos / portraits in specified area within NIRDPR or field.
- 3) The agency must also be able to edit and deliver high-resolution images in digital format on regular sizes.
- 4) Deliver various products like High-quality photos that can be re-produced in print, multi-media and online formats. These could include publications, flyers, posters, banners, films, presentations, websites, CDs, etc.
- 5) The photographs are to be printed on high quality on glossy (if informed matte also) paper, using Kodak/Konica/Fuji paper chemicals with accurate colours.
- 6) Videography services must be able to film portions of events, including capturing B-roll footage onsite. Subjects may include speeches, presenters, award recipients, or testimonials. Services must also be able to edit and deliver both FHD or UHD (4K) footage in digital format.
- 7) **For Photography:** Coverage with their own latest DSLR (high resolution) digital camera/having 18mm to 105 mm zoom lens (ED lens), Tele lens and other required lenses, dedicated flash with strobe lights.
- 8) **For Videography:** coverage with their own equipment like FHD/UFD/4k/2k/ XD CAM having all required tripods, LED lights and other required equipment.
- 9) High quality footage required for broadcast or non-broadcast.

**Deliverables**

**Photos:** After coverage, the printed or digital photographs will be provided as per required size and are to be delivered along with soft copies on the same day/next day as per requirement.

All photographs taken in digital, the soft copy should be given to NIRDPR with High resolution out put. Photograph size can vary from 4"x6"to 12"x10". Images should be

delivered in electronic format (.jpg, .png, .tiff, etc.) on CD- ROM or DVD-ROM or **if request for copied in hard disk.**

**Videos:** Deliver both FHD or 4K resolution footage in digital format. Films in Full High-Definition 1920x1080p or high resolution 3840 x 2160 or 4096 x 2160 pixels. All videos should be broadcast quality only, copies be HD- DVD, Blu Ray **or if request for copied in hard disk.**

**Conditions:**

The programmes / events to be covered from time to time. In case of unavoidable circumstances, if the programme / event is cancelled / postponed information will be provided to the concerned agency.

It is the responsibility of the agency to arrange the photo session well in advance (as per group size) minimum 30 minutes with all required items like chairs, stands, platforms and if required any other at the location and to keep them back at same place after taking group photos.

Group photographs should be given with NIRDPR logo, program / course title and the names of the participants as given by program directors / Audio Visual Section in soft form to be printed on photos as per specified.

**2. Eligibility Criteria for bidders and selection procedure:**

1.	EMD for Rs. 16,500/- (Rupees Sixteen thousand Five Hundred only)
2.	PAN details of the firm
3.	GST Registration
4.	Name of three major customer preferably govt. agencies to whom such services were provided during the preceding three years.
5.	The firm should be located within a proximity of 10 kms from NIRDPR Office

**2. Submission of Tender**

The tender shall be submitted online in two parts, viz., Technical bid (**Annexure-I**) and Financial bid (**Annexure-II**). The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

**3. Instructions to bidder for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### 4. Methodology of Evaluation of bids and empanelment

Item wise L1 rate will be decided based on the lowest rate quoted by the bidder under **each item** and a composite L1 rate list will be prepared. All the bidders will be empanelled on this composite L1 rate list only. The work to the empanelled bidders will be allocated on **rotation basis**.

#### 5. GENERAL TERMS AND CONDITIONS

- a. The empanelment / contract period will be for a period of **two years** from the date of empanelment/contract, which is extendable for one more year on mutual consent of both the parties on same terms and conditions. However, the contractor shall provide service till completion of the contract period or finalization of the next tender whichever is later.
- b. The quotations in (technical and financial bids) for this work are accepted on or before **30.11.2022 at 03.00 p.m.**
- c. Mere fulfillment of all the stipulations as constrained in the document, terms and conditions annexed to the quotation does not confer any right on the bidders to acceptance of their quotation.
- d. The bidder should enclose a Demand Draft for **Rs.16,500/-** (Rupees Sixteen Thousand Five Hundred only) in favour of NIRDPR payable at Hyderabad drawn on any Commercial Bank to the bid document towards EMD. The EMD amount will not carry any interest whatsoever.
- e. The successful bidder will be required to pay Performance Security/Security Deposit of **Rs.27,500/-** (Rupees Twenty Seven thousand five Hundred only). The security deposit so collected will not carry any interest.
- f. List of Offices/Departments/Institutions where the bidder is already undertaking similar services, should attach photo copy of the work order issued by the clients.
- g. The NIRDPR reserves the right to forfeit the EMD of empanelled bidder on account of (i) premature withdrawal from the bidding (ii) non-payment of security deposit. The decision of the Director General, NIRDPR shall be final in this regard.
- h. NIRDPR reserves the right to forfeit the security deposit of the empanelled firm who do not execute the work assigned as per the Work Order. The decision of the Director General, NIRDPR shall be final in this regard.

- i. Penalty is liable to be levied on the empanelled firm which does not execute work according to quality and time limit specified in the Work Order. In case such incidents found, the quantum of penalty levied would be as below:-

1 <sup>st</sup> Occasion	-	Penalty of Rs. 1000/-
2 <sup>nd</sup> Occasion	-	Penalty of Rs. 2000/-
3 <sup>rd</sup> Occasion	-	Penalty of Rs. 3,000/-

Any further dereliction will lead to termination of contract.

- j. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.
- k. The agencies may be asked to exhibit their Photography/Videography of similar nature of works before the authority of NIRDPR.
- l. Payment terms: Payment within 30 days from the date of satisfactory completion of photography / video work and on submission of the Tax Invoice. No advance amount will be paid. Statutory taxes as applicable at source will be deducted from the Bill. All payments will be made by crossed cheque payable at Hyderabad.
- m. The successful bidder should cover the photo events at NIRDPR as and when required as per the instructions of the authorized officer with their own SLR (high resolution) digital camera having 18mm to 105 mm zoom lens (ED lens). Tele lens dedicated flash with strobe lights. After coverage, the photographs will be provided as per required size and are to be delivered along with soft copy at AV section of CDC, NIRDPR with delivery challan and bill. The authorized representative will inform the programmes to be covered from time to time. In case of unavoidable circumstances, if the programme scheduled is cancelled / postponed, the Institute shall not pay any amount for attending such visits by the bidder. The successful bidder should also take group photos of the participants who attending various training programmes at the identified location by the authorized representative of the Institute. It is the responsibility of the bidder to carry required number of chairs (depending on the number of participants) from Lecture Hall to the identified location and to keep them back at same place after taking group photos.
- n. For printing of photographs as required by NIRDPR, the successful bidder should collect the soft copies of the same from the authorized representative of the Institute and deliver the photos on the same day/next day or as per the instructions.
- o. The photographs are to be printed on glossy paper, using Kodak/Konica/Fuji paper. The photos/videos are to be delivered to Audio Visual Section on the next day.
- p. The bidder should attend the converge of photography even at short notices also.

- q. Group photographs should be given with course title and if required the names of the participants as given by Audio Visual Section in soft form.
- r. All photographs should be taken in digital format and the soft copies of the same should be given to Audio Visual Section.
- s. **Termination of contract:** The Institute reserves the right to terminate the contract due to poor performance etc., by giving two months' prior notice.
- t. **Arbitration:** In the event of any question, dispute or difference arising out of these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the DIRECTOR GENERAL, NIRDPR or a person appointed by him. The award of the arbitrator shall be final and binding on both the parties to this contract.
- u. **Jurisdiction:** Any dispute under contract will be subject to jurisdiction of local courts at Hyderabad only.
- v. The Director General, NIRDPR reserves the right to reject any or all the bids without assigning any reasons. The decision of the Director General, NIRDPR will be final in the matter.



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ  
Rajendranagar, Hyderabad – 500 030.**

**TECHNICAL- FINANCIAL BID FOR EMPANELMENT OF AGENCY FOR  
PHOTOGRAPHY/VIDEOGRAPHY AND OTHER SERVICES**

**From:**

To  
The Assistant Registrar (E)  
National Institute of Rural Development & Panchayati Raj  
Rajendranagar  
Hyderabad – 500 030.

**Sub: Technical-Financial Bid for empanelment of agency for Photography /  
Videography and other services – Reg.**

**Sir,**

**PART – 1: TECHNICAL BID**

1. Name and Address of the Bidder :
2. Telephone No :
3. Fax No :
4. Name of three major customer preferably govt. agencies to whom such services were provided during the preceding three years:

- i)
- ii)
- iii)

5. Details of PAN
6. Details of GST
7. Distance of the firm from NIRDPR (in kms.)
8. EMD Details :  
D.D. No. \_\_\_\_\_  
Date: \_\_\_\_\_  
Amount Rs. \_\_\_\_\_/-  
Bank: \_\_\_\_\_  
Branch: \_\_\_\_\_

Documents related to SI.No.4-8 should be attached with quotation.



**PART-II: FINANCIAL BID**

I / We hereby offer the following rates for taking photographs / videography at NIRDPR and supply of different size photographs as indicated below:

Sl. No	Description of the item	Qty.	Rate quoted (Rs)	
			In figures	In words
<b>A. In house i.e. NIRDPR photographer will take photograph – only printing needs to be done by the vendor)</b>				
1.	Printing and supply of different size photographs			
1.1	-4"X6" size	1		
1.2	-8"12" size	1		
1.3	-12"X10" size	1		
1.4	-12X18" size	1		
2	Printing of digital / negative 4"X6" size	1		
3	Passport size 4 copies	4		
4	Charges extra passport size photos (4 copies)			
5	Video coverage with 3 CCD FHD cameras / 4k cameras (FHD or UHD quality) – editing, titles, dubbing for event/half day coverage – final output should be delivered in FHD or 4 k format in DVD or hard Disk3			
5.1	Rate for one hour			
5.2	Rate for half a day			
5.3	Rate for full day			
6	3 CCD camera FHD quality / 4k cameras – editing, titles, dubbing for event/full day coverage) – final output should be delivered in FHD or 4k format in DVD or hard Disk.			
<b>B. Both i.e. Vendor will take photograph and printing also needs to be done by them</b>				
1.	Printing and supply of different size photographs			
1.1	-4"X6" size	1		
1.2	-8"12" size	1		
1.3	-12"X10" size	1		
1.4	-12X18" size	1		
2	Printing of digital / negative 4"X6" size	1		
3	Passport size 4 copies	4		
4	Charges extra passport size photos (4 copies)			
5	Video coverage with 3 CCD FHD			

	cameras / 4k cameras (FHD or UHD quality) – editing, titles, dubbing for event/half day coverage – final output should be delivered in FHD or 4 k format in DVD or hard Disk3			
5.1	Rate for one hour			
5.2	Rate for half a day			
5.3	Rate for full day			
6	3 CCD camera FHD quality / 4k cameras – editing, titles, dubbing for event/full day coverage) – final output should be delivered in FHD or 4k format in DVD or hard Disk.			

- 1 Further, we accept all the terms and conditions of the documents in bid form and this acceptance shall prevail over any other conditions, if any given in our bid.
- 2 We undertake to provide services even at a short notice. The rates quoted will be valid for one year.

**SIGNATURE OF THE BIDDER AND SEAL**

Date :

Place :