

F.No.: NIRDPR/Admn.E/emp.photo/2019-20/

VINEET K. TANDON
ASST. REGISTRAR (Trg.)

May 15, 2019

**Sub: Tender enquiry – Calling sealed quotations for empanelment of
Photography/Videography agency – Reg.**

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Sirs,

Sealed quotations are invited from reputed photo studios from Hyderabad for empanelment for providing **“Photography/Videography and other services”** at NIRDPR. The empanelled agency has to cover the important events of the Institute as and when required from time to time.

2. A copy of bid document containing scope of work, terms and conditions , technical-cum-commercial bid form (Annexure-I) is enclosed for your reference.

3. Your sealed quotation duly marked on the cover as “Quotation for empanelment of Photography/Videography” so as to reach **on or before 29.5.2019 in the Office of Assistant Registrar (Trg.), NIRDPR, Rajendranagar, Hyderabad – 500 030.**

Yours faithfully,

ASST. REGISTRAR (Trg.)

Encl: as above



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

**SEALED QUOTATIONS ARE INVITED FOR EMPANELMENT OF AGENCIES FOR
PHOTOGRAPHY/VIDEOGRAPHY AND OTHER SERVICES**

1. Scope of work:

The agency should cover the photos and Video events at NIRDPR and field visits as and when required and some times even at short notices also.

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.

The agency must also be able to edit and deliver high-resolution images in digital format on regular sizes.

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.

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.

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.

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.

For Videography: coverage with their own equipment like FHD/UFD/ 4k/2k/ XD CAM having all required tripods, LED lights and other required equipment.

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 4Kresolution 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.**

2. Eligibility Criteria for bidders and selection procedure:

1.	EMD for Rs. 2,000/- (Rupees two thousand 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 proceeding three years.
5.	The firm should be located within a proximity of 10 kms from NIRDPR

3. 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.

4. GENERAL TERMS AND CONDITIONS

- i) The sealed quotations in (technical and financial bids) for this work are accepted on or before 29.5.2019.
- ii) Mere fulfilment 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.
- iii) The bidder should enclose a Demand Draft for **Rs. 2000/-** (Rupees two thousand 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.
- iv) The successful bidder will be required to pay performance security/security deposit of Rs. 10,000/- (Rupees Ten thousand only). The security deposit so collected will not carry any interest.

- v)** Lit of Offices/Departments/Institutions where the bidder is already undertaking similar services, should attach photo copy of the work order issued by the clients.
- vi)** 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.
- vii)** 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.
- viii)** 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.
- ix)** 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.
- x)** The agencies may be asked to exhibit their photography/videography of similar nature of works before the authority of NIRDPR.
- xi)** Payment terms: Payment within 30 days from the date of satisfactory completion of photography / video work and on submission of the bill. 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.
- xii)** 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 lends). 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.
- xiii)** 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.

- xiv)** 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.
- xv)** The bidder should attend the converge of photography even at short notices also.
- xvi)** 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.
- xvii)** All photographs should be taken in digital format and the soft copies of the same should be given to Audio Visual Section.
- xviii)** The contract period is for a period of two years 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.
- xix) Termination of contract:** The Institute reserves the right to terminate the contract due to poor performance etc., by giving two months' prior notice.
- xx) 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.
- xxi) Jurisdiction:** Any dispute under contract will be subject to jurisdiction of local courts at Hyderabad only.
- xxii)** 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.

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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 Asst. Registrar (T)
National Institute of Rural Development & Panchayati Raj
Rajendranagar
Hyderabad – 500 030.

Sir,

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

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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 proceeding
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 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
A. Inhouse i.e. NIRDPR photographer will take photograph – only printing needs to be done by the vendor)				
1.	Printing and supply of different size photographs			
	-4"X6" size	1		
	-8"12" size	1		
	-12"X10" size	1		
	-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 Disk			
	Rate for one hour			
	Rate for half a day			
	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. Both i.e. Vendor will take photograph and printing also needs to be done by them				
1.	Printing and supply of different size photographs			
	-4"X6" size	1		
	-8"12" size	1		
	-12"X10" size	1		
	-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			
	Rate for one hour			

	Rate for half a day			
	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 :