

V.G. NAIK  
ASST. REGISTRAR (T)

Stores/2014/02  
July 28, 2016

To

Sub: Invitation of sealed quotations for empanelment of  
photography/videography services – Reg.

# # #

Sirs,

National Institute of Rural Development & Panchayati Raj (NIRD&PR) requires the services of "Photographer/ Videographer" to cover the important events of the Institute from time to time.

2. A copy of bid document containing technical bid form (Annexure-I), financial bid form (Annexure-II) and detailed terms and conditions (Annexure-III) is enclosed for your reference.

3. It is requested that sealed quotation along with the prescribed earnest money deposit of Rs. 2,000/- (Rupees two thousand only) in the form of Demand Draft drawn at any Scheduled Bank in favour of NIRD, payable at Hyderabad and other documents duly superscribed "Quotation for empanelment of photography services" on the cover may be submitted so as to reach the undersigned upto 3.00 pm on 10.8.2016 for taking further necessary action at our end.

4. You or your authorized representative may, if you so wish, attend the opening of bids scheduled at 3 above.

Yours faithfully,

ASST. REGISTRAR (T)

Encl: as above

***NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ***

(Ministry of Rural Development, Government of India)

**Rajendranagar, Hyderabad – 500 030.**

**QUOTATION FOR EMPANELMENT OF PHOTOGRAPHER SERVICES**

**QUOTATION**

From:

To

The Asst. Registrar (T)  
National Institute of Rural Development & Panchayati Raj  
Rajendranagar,  
Hyderabad-500030.

Madam,

Sub: - Quotation for empanelment of photographer services - Reg.

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**PART – I: TECHNICAL BID**

1. Name and Address of the Bidder :
2. Telephone No. :
3. Fax No. :
4. Month and year of establishment of the firm
5. Name of three major customers preferably govt. agencies to whom such services were provided during the preceeding three years:
  - i)
  - ii)
  - iii)

6. Annual turnover during: -

2013-2014 : Rs. \_\_\_\_\_  
2014-2015 : Rs. \_\_\_\_\_  
2015-2016 : Rs. \_\_\_\_\_

7. EMD Details:

D. D. No. \_\_\_\_\_  
Date: \_\_\_\_\_  
Amount Rs. 2,000/-  
Bank: \_\_\_\_\_  
Branch: \_\_\_\_\_

**SIGNATURE OF THE BIDDER  
& STAMP**

Date: \_\_\_\_\_

## Annexure-II

## FINANCIAL BID

I / We hereby offer the following rates for taking photographs at NIRD 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. Inhouse 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			
	- 4" X 6" size	1		
	- 8" 12" size	1		
	- 12" X 10" size	1		
	- 12" X 18" size	1		
2.	Printing of digital / negative 4" X 6" size	1		
3.	Passport size 4 copies	4		
4.	Charges extra passport size photos (4 copies)			
5.	Video coverage with 3 CCD cameras (DVD quality) – editing, titles, dubbing for event/half day coverage – final output should be delivered in DVD format			
	Rate for one hour			
	Rate for half a day			
	Rate for full day			
6.	3 CCD camera (DVD quality) – editing, titles, dubbing for event/full day coverage) – final output should be delivered in DVD format.			
<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			
	- 4" X 6" size	1		
	- 8" 12" size	1		
	- 12" X 10" size	1		
	- 12" X 18" size	1		
2.	Printing of digital / negative 4" X 6" size	1		
3.	Passport size 4 copies	4		
4.	Charges extra passport size photos (4 copies)			
5.	Video coverage with 3 CCD cameras			

	(DVD quality) – editing, titles, dubbing for event/half day coverage – final output should be delivered in DVD format			
	Rate for one hour			
	Rate for half a day			
	Rate for full day			
6.	3 CCD camera (DVD quality) – editing, titles, dubbing for event/full day coverage) – final output should be delivered in DVD format.			

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:

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
(Ministry of Rural Development, Government of India)  
Rajendranagar, Hyderabad – 500030.

**QUOTATION FOR EMPANELMENT OF PHOTOGRAPHER SERVICES**

**TERMS AND CONDITIONS**

- 1. The sealed quotations in two bid system (technical and financial bids in separate covers) for this work are accepted on or before 10.8.2016.**
2. Mere fulfillment of all the stipulations as contained in the document, terms and conditions annexed to the quotation does not confer any right on the bidders to acceptance of their quotation.
3. The bidder should enclose a Demand Draft for **Rs. 2,000/-** (Rupees two thousand only) in favour of Registrar and Director (Admn.), NIRD payable at Hyderabad drawn on any Commercial Bank to the bid document towards EMD. The EMD amount will not carry any interest whatsoever.
4. 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.
5. List of Offices/Departments/Institutions where the bidder is already undertaking similar services should be attached.
6. The NIRD 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, NIRD shall be final in this regard.
7. NIRD 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, NIRD shall be final in this regard.
8. 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.

9. 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.
10. After opening the technical bid, those qualified will be required to present their work i.e. photographs and videos to the Technical Evaluation Committee, who is the authority for according technical qualification.
11. Payment terms are full 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.
12. The successful bidder should cover the photo events at NIRD 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 / negative at AV section, NIRD 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.
13. The successful bidder should collect CD/exposed film as and when required from the authorized representative of the Institute and deliver the photos on the same day/next as per requirement.
14. The photographs are to be printed on glossy paper, using Kodak/Konica/Fuji paper chemicals with accurate colours. The photos/video cassettes are to be delivered at Audio Visual Section on the next day.
15. The bidder should attend the coverage of photography even at short notices also.
16. 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.

17. All photographs taken in digital, the soft copy should be given to Audio Visual Section.

18. The contract period is for a period of one year which is extendable for one more year on mutual agreement on same terms and conditions. However, the contractor shall provide service till completion of the contract period or finalization of the new tender whichever is later.

19. Termination of contract: The Institute reserves the right to terminate the contract due to poor performance etc., by giving two months' prior notice.

20. 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, NIRD or a person appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract.

21. Jurisdiction - Any dispute under contract will be subject to jurisdiction of local courts at Hyderabad only.

22. The Director General, NIRD reserves the right to reject any or entertain one or all the bids without assigning any reasons. The decision of the Director General, NIRD will be final in the matter.

**ASST. REGISTRAR (T)**