

Subject: Engagement of agency on rate contract for photography and videography for various function of Noida/Delhi base project offices for the period of one Year.

Sir,

EdCIL (India) Limited is a Mini Ratna Category –I, Central Public Sector Enterprise under the Ministry of Education having its Corporate office, EdCIL House, 18A, Sector 16A, Noida. This Corporation is interested to invite techno-commercial bids for empanelment of photographer for various functions for the period of One year.

The last date for submission of sealed quotations as per the annexure I & II attached latest by **07.07.2021 upto 1500 hrs**. If you are in a position to meet the below-mentioned requirement, you are requested to submit your sealed quotation, based on our terms and conditions as under as per the following terms and conditions:

1. Technical bid requirement as per Annexure I:

- i) Details of bidding party; including Name, Address, Contact information, Manpower
- ii) Copy of PAN card & GST number.
- iii) Proof of the office with complete address.
- iv) A Copy of at least 3 bills/work order issued by PSUs/MNCs/Govt. Dept.
- v) 5-7 Samples of best photography jobs done for the companies/organization work order/bills are being submitted (regular/outdoor)
- vi) Signed copy of tender documents as a token of acceptance of all terms & conditions.

2. Scope of work:

- i) The work would cover taking photography/ videography of official events, visits arranged still object, structures, buildings, sponsored / hosted or participating events by EdCIL and also passport size photos on requirement.
- ii) Making of photo digital albums of VIP visits/events as and when required.
- iii) All the photos have to be taken with a digital SLR camera of high resolution. The soft copies of photos/video should be emailed to the concerned officials on the same/next day of the event and a DVD of the total coverage should be submitted to the Administration within a day after the event for every assignment.
- iv) The photographer will be required to cover various events in Noida and Delhi – NCR.

- v) The photographer will have to be present at the venue on the date and time of the assignment allotted at least 30 minutes before the start of the function. In case of delay, the vendor/party may be penalized. The agency should be well-equipped with all necessary hardware and software for smooth processing and transfer of the still/video coverage. Occasionally, the photographer may have to carry a card reader/data cable to an event for transferring images etc. from the venue itself.
 - vi) EdCIL reserves the right to terminate the services of the party at any point of time without assigning any reason whatsoever.
 - vii) The empanelment and finalized rates will remain valid for one year from the date of issue of work order. EdCIL may extend the contract for further two years with mutual consent, based on satisfactory performance by the agency.
 - viii) Rates should be inclusive of professional charges, DVD, conveyance charges etc.
 - ix) The agency should be able to provide service at very short notices.
 - x) All accessories required for photography/ videography has to be arranged by the agency.
 - xi) If the agency is not in a position to continue the contract and propose to withdraw, agency should give three months' notice prior to actual date of withdrawal.
- 3. Payment :** Only E-Payment shall be made to the empanelled agency. After empanelment, agency shall be required to submit the following documents:
- i) Vendor registration form duly signed & stamp by the agency.
 - ii) A Cancelled Cheque of agency's bank A/c.
 - iii) If PAN No. is in individual's name, we would require a letter/certificate certifying that the vendor is a sole proprietor of the firm. Within seven days after completion of work, bidders shall submit their invoice alongwith supporting documents to EdCIL.
 - iv) Payment subjected to deduction of TDS under the Act.

Yours faithfully,

(Sushant Dey)
Deputy Manager (Admin.)

Annexure I

Technical Bid

1	Name of the Bidder :	
2	Address of the bidder	
3	Contact Information (Name of the contact person, telephone no., fax no., e-mail id, mobile no. etc.)	
4	Manpower Details	
5	Registration No. (If registered under shop & establishment Act)	
6	Pan No. (enclosed self attested copy of PAN no.)	
7	GST No.(enclosed self attested copy of GST no.)	
8	Copies of latest work order/bills issued by any 3 (three) PSUs/MNCs/Govt. Dept.	
9	Samples of 5-7 best photography job (regular/outdoor) done for PSUs/MNCs/Govt. Dept.	

(Signature & stamp of the authorized person)

Annexure II**Price Bid**

S.No.	Type of Job	Rates excluding taxes (Rs.)
1	Digital photography	
A	Full Day (8 hours- Only soft copy of DVD)	
B	Half Day (4 hours- Only soft copy of DVD)	
C	1-2 hours- (Only soft copy of DVD)	
2	Videography with editing with DVD	
A	Full Day	
B	Half Day	
C	Additional DVD of video coverage	
3	Photo Print	
A	5" x 7" size photograph	
B	Poster-size 12"x18"	
C	Poster-size 18"x24" photo print	
D	Visa Photographs	
E	Passport size photograph	
F	Thumb size photograph	

Note: The above rates include camera charges, conveyance & DVD charges for Noida and Delhi offices.

(Signature & stamp of the authorized person)