

Hall No. 2, North Block,  
New Delhi: the 22 July, 2019

### e-TENDER NOTICE

e-Tender is invited for hiring of Photography and Videography services as and when required for official functions and meetings of the Ministry of Home Affairs, New Delhi. The contract will be valid for a period of **One Year (12 months)**.

2. The Tender shall be accepted under Two Bid System (Technical Bid and Financial Bid). The firms who are interested, have to submit their Bids online through e-procurement portal <http://eprocure.gov.in/eprocure/app> only. Tenders sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc., are also required to be scanned and uploaded along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. Only such firms are eligible to submit their tender/bid which fulfills following conditions.

- d) Proof of Registration with the Delhi Sales Tax/Delhi Value Added Tax (DVAT) Act 2004/GST; Proof of Service Tax/GST Registration Certificates;
- e) Proof of PAN Card; and
- f) Proof of Turnover during the last three (3) years.

4. The **Earnest money Deposit (EMD)** of **Rs.1,00,000/-** (Rupees One Lakh only) in the form of Demand Draft/Pay Order/Bankers cheque drawn in favour of **Drawing & Disbursing Officer (Cash)**, Ministry of Home Affairs, New Delhi has to be submitted to the Under Secretary (Ad.III), MHA, New Delhi (Hall No. 2, Jalebi Chowk, North Block, New Delhi) by **11:00 A.M.** till 14.08.2019. The Earnest Money will be refunded to the un-successful bidder's after finalization of the contract. After award of contract the contractor has to deposit **Rs.2,00,000/-** in the form of **FDR** in favour of **DDO(Cash), MHA, New Delhi** as Performance Security Deposit to be valid up-to 14 months from the date of commencement of contract.

5. All entries in the tender form should be legible and filled clearly, if the space provided for furnishing information is insufficient; a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction in the Bid is permitted.

6. The interested, firms may quote their rates indicating the charges for all the items in respect of the material service and manpower required for the purpose as per the proforma given at **Annexure**.

7. The contract shall be awarded initially for one year which can be extended further on mutual understanding. The rates quoted should be valid for one year. Conditional bids shall not be considered and will be rejected summarily.

8. The service will also be required for taking photographs in the meetings chaired by Ministers either at office or at their residences besides attended to various functions/meetings as organized by Ministry from time to time. This will also involve travelling out of station if required from time to time. The Photographer & Videographer shall visit as and when called for Photography and Videography services.

9. The Technical Bid shall be opened online on the scheduled date and time at **11:00 A.M.** on **16.08.2019**. The Financial Bid shall be opened only for those bidders who shall be found successful in Technical Bid.

9. No bidding firm will be allowed to withdraw its bid after bids have been opened. If any firm intends to withdraw after opening of Technical Bid their EMD will be forfeited.

10. The Ministry reserves the right to reject any or all the tenders at any time or relax/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof, any inquiry after submission of the quotation will not be entertained.

11. The tender documents can be downloaded from the e-procurement portal/ websites : <http://eprocure.gov.in/eprocure/app> from **23.07.2019** to **14.08.2019** up-to **11:00 A.M.**



(S. Samanta)

Under Secretary to the Govt. of India.....

Tele. No. 23094906

(SUSRUTA SAMANTA)

अवर सचिव / Under Secretary

गृह मंत्रालय

Ministry of Home Affairs

भारत सरकार / Govt. of India

## Terms and conditions of the contract shall be as under:-

1. The services of Photographer and Videographer shall be called for official functions and meeting of Ministers and Senior Officers of this Ministry as and when required from time to time.
2. Period of Contract initially would be for one year (12 months). However, the contract would be further extended for maximum two (2) years on the basis of satisfactory service provided by the firm during the above mentioned period.
3. The contract can be terminated by this Ministry at any time without assigning any reason thereof. The decision of this Ministry shall be final and binding on the contractor/firm.
4. Payment will be made to the contractor after the successful completion of the work. No advance payment will be made to the firm.
5. The rates as quoted will be valid during the whole contract period. Request for increasing the rates between contract period shall not be entertained.
6. The Contract will be awarded to the firm for Photography and Videography services for official use in the Ministry of Home Affairs as mentioned at **Annexure**, item wise on the basis of lowest (**L-1**) rates (The unrealistic rates quoted by the firm may not be accepted for any of items).
7. The tenders received after the specified date and time will not be considered. The Ministry reserves the right to reject any quotation/bid as a whole or in part without assigning any reason.
8. The tenders received without earnest money will not be considered. The earnest money will be returned in respect of the unsuccessful bidders after finalization of tender process. No interest will be paid on this earnest money. Further, Solvency certificate issued by Nationalized/recognized bank for amount of Rs. 20,00,000/-(Twenty lakh only) must be enclosed/uploaded with bids.
9. The successful bidder will have to deposit **Rs.2,00,000/-** in the form of **FDR** in favour of **DDO (Cash), MHA, New Delhi** as Performance Security Deposit to be valid up-to 14 months from the date of commencement of contract.
10. The contractor shall not employ any person who has not completed the eighteen years of age. The contractor shall be responsible for payment of wages/settlement of dues of workers/employees engaged by the firm and this Ministry shall not be a party to any dispute between the contractor and workers/employees. There would be no relationship between this Ministry and labour/employees so engaged by virtue of this contract.
11. At present, the contractor should have been providing services for the similar work at least with two Government Departments. Certificates/ Award letters in this regards has to be uploaded in the portal.

12. The firm should have a valid registration certificate of Service Tax/GST/Tin Pan No. etc. and annual turnover more than Rs.10,00,000/- per annum for the last three years. Copies of the same has to be uploaded with Technical Bid.
13. The firm should not have been black listed by any Ministry/Department of the Government of India. The tendering firm/bidders shall have to give a certificate stating that they have not been blacklisted & banned with the Government Ministries/Departments.
14. Each page of the tender document must be signed with seal of the proprietor/signing authority. If any information furnished by the contractor is found to be incorrect at any time, the tender/contract is liable to be terminated without any notice.
15. The bidder should give a certificate in their letter-head stating that the character and antecedents of the persons to be engaged/deployed for providing Photography & Videography services in this Ministry are duly verified by the Delhi Police.



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Copy to :-

1. Section Officer. I.T. Cell, MHA, North Block with the request that above mentioned tender notice may kindly placed on the MHA's website for information of general public.
2. The Caretaker, North Block, NDCC-II Bldg., MDCNS, Jaisalmer House, New Delhi for pasting the copy of the tender notice on the Notice Board in their respective buildings.



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**ANNEXURE**

<b>Item No.</b>	<b>Name of Item</b>	<b>Rates (Rs.)</b>
1.	Visiting charges for taking still photography for meeting/conference for two hours	
2.	Visiting charges for taking still photography for meeting/conference for more than two hours	
3.	Rate of Colour photographs per copy 5 x 7 inches	
4.	Rate of Colour photographs per copy 8x10 inches	
5.	Rate of Passport/visa size colour photographs per copy size 5cm x 5cm	
6.	Leather foam one album of Photos, Qty. 50	
7.	Leather foam one album of Photos, Qty. 100	
8.	Leather foam one album of Photos, Qty. 200	
9.	Scanning charges per sq. inch with CD	
10.	Cost of one CD (still Photography)	
11.	Photo frame charges of Italian beading with glass and hard board	
12.	Video coverage for meeting/conference for two hours with DVD (complete)	
13.	Video coverage for meeting/conference for more than two hours with DVD (complete)	
14.	Audio recording for meeting/conference for two hours with Pen Drive	
15.	Audio recording for meeting/conference for more than two hours with Pen Drive	