

e-TENDER NOTICE

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

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.

- a) Proof of Registration with the Delhi Sales Tax/Delhi Value Added Tax (DVAT) Act 2004/GST; Proof of Service Tax/GST Registration Certificates;
- b) Proof of PAN Card; and
- c) Proof of Turnover during the last three (3) years. (10 Lakh per annum)

4. Estimated value of the Contract is approximately Rs.35 Lakh.

5. The **Earnest money Deposit (EMD)** of **Rs.75,000/-** (Rupees Seventy Five Thousand 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 **15/01/2020**. 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.

6. All entries 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.

7. 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-II**.



8. The contract shall be awarded initially for one year which can be extended further on the basis of satisfactorily service as well as on mutual understanding. The rates quoted should be valid for one year. Conditional bids shall not be considered and will be rejected summarily.

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

10. The Technical Bid shall be opened online on the scheduled date and time at **11:00 A.M.** on **16/01/2020**. The Financial Bid shall be opened only for those bidders who shall be found successful in Technical Bid.

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

12. 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.

13. The tender documents can be downloaded from the e-procurement portal/websites: <http://eprocure.gov.in/eprocure/app> from **24/12/2019** to **15/01/2020** up-to **11:00 A.M.**



Under Secretary to the Govt. of India.
Tele. No. 23094956

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 on the basis of lowest (L-1) rates quoted for each segment as mentioned at **Annexure-II. (The unrealistic rates quoted by the firm may not be accepted for any of items and the bid of said firm will be rejected summarily).**
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.
9. Solvency certificate issued by Nationalized/recognized bank for amount of Rs. 20,00,000/- (Twenty lakh only) must be enclosed/uploaded with bids.
10. 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.
11. 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 as per Labour Law 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.
12. The contractor should have provided services for the similar work at least with some Government Departments in preceding five years. Certificates/ Award letters in this regard especially for photography and videography services have to be uploaded in the portal.

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13. 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.
14. 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 an undertaking stating that they have not been blacklisted & banned with the Government Ministries/Departments.
15. 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. No irrelevant document should be uploaded with Technical bid to confuse the Department. Only required document as per the tender document be uploaded. Otherwise, bid of those bidders will be rejected summarily.
16. 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.
17. Information sharing in terms of photographs and videos especially on electronic platforms like various social media platforms as well as websites including MHA website is strictly prohibited and may attract penal action as deemed fit.



(S. Samanta)

Under Secretary to the Govt. of India
Tele Ph. 23094956

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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Sl. No.	Criteria	To be filled by Tenderer (attach the relevant document, if required and mention the page no.)
1.	Name of the Agency:	
2.	Nature of Agency: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a PSU)	
3.	Full Address of Registered Office alongwith Telephone No., Fax No. and e-mail address	
4.	Full Address of Operating/Branch Office in Delhi alongwith Telephone No., Fax No. and e-mail address	
5.	Registration No. of the Agency/Firm	
6.	PAN of the Firm	
7.	GST of the Firm	
8.	Proof of turnover during the last three years (According to tender document)	
9.	Certificate/Award letters especially for photography and videography services presently providing at least with two Government Departments.	
10.	Solvency Certificate of Rs. 20,00,000/-(Rs. Twenty Lakh only)	
11.	EMD of Rs. 75,000/-(Rs. Seventy Five Thousand only)	
12.	Certificate of satisfactory performance from the Government Departments to whom with the services are rendered. Certificates so furnished must be issued after publication of this tender.	
13.	Undertaking by the firm:- (a) to provide clearance from Police authorities in respect of the workers to be employed (b) that it is not blacklisted by any of the Govt. Department etc. (c) stating that information sharing in terms of photographs and videos especially on electronic platforms like various social media platforms as well as websites including MHA website will not be done by the employees of the firm.	



Photography (Segment-A)

Item No.	Name of Item	Rates (Rs.)
1.	Visiting charges for taking still photography (High Definition & Full frame latest camera) for meeting/conference for: (i) One hour (ii) two hours (iii) four hours (iv) Half day-6 hours (v) Full day-12 hours	
2.	Rate of Colour photographs per copy size in inches: (i) 4x6" (ii) 5x7" (iii) 8x10" (iv) 10x12"	
3.	Rate of Passport/visa size colour photographs per copy size 5cm x 5cm	
4.	Leather foam one album of Photos, Qty. 50	
5.	Leather foam one album of Photos, Qty. 100	
6.	Leather foam one album of Photos, Qty. 200	
7.	Cost of one DVD (still Photography)	
8.	Photo frame charges of Italian beading with glass and hard board per sq. inch.	

Videography (Segment-B)

Item No.	Name of Item	Rates (Rs.)
1.	Visiting charges for carrying out digital videography (Fully HD with latest camera) for meeting/conference for: (i) One hour (ii) two hours (iii) four hours (iv) Half day-6 hours (v) Full day-12 hours	
2.	HD Triport & Sound SLR Lead for meetings/Conference	
3.	Cost of one DVD (for videography)	
4.	Audio recording for meeting/conference for: (a) two hours with Pen Drive (b) more than two hours with Pen Drive	