

SARDAR PATEL UNIVERSITY, MANDI (H.P.)

(A State Government University)

E-mail: deanplaning@spumandi.ac.in Telephone Number: 01905-292295

Website: <http://www.spumandi.ac.in>

SPU -Mandi/photography/2024

Dated: 18-07-2024

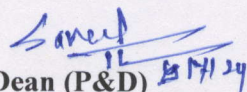
TENDER FOR EMPANELEMNT OF PHOTOGRAPHERS/ VIDEOGRAPHERS

NOTICE INVITING TENDER

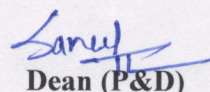
Sealed tenders are hereby invited for digital Photographic jobs with Still and Video coverage, from the reputed professional photography agencies/firm/individual & photo enthusiastic for university which must reach in the office of undersigned on or before 06/08/2024, 11:00 AM complete in all respect. Tender received late or incomplete will not be accepted. Interested parties/firms can download detailed tender document from university website (<http://www.spumandi.ac.in>). The envelop of sealed Tender should be clearly super scribed as **"Tender for EMPANELEMNT OF PHOTOGRAPHERS/ VIDEOGRAPHERS"**. Both envelop "Technical Bid" and "Financial Bid" separately should contain in it. The tender must be accompanied with a Demand Draft of Rs.500/- (Rupees five Hundred only) in favor of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P.) as tender cost. The tenders (Technical Bid) will be opened on the same day at 11:30 am in the office chamber of Store & Purchase Officer SPU, in the presence of tenderers or their representatives who may wish to remain present on the day. In case the opening day is declared as holiday, tenders shall be opened on the next working day as per the above mentioned time schedule.

Tenders are to be submitted in Two Bids system i.e. Technical Bid & Financial Bid. The financial bid shall be opened of the technically qualified contractors only after sample selection of articles.

Copy to: University Notice board/website for wider publicity.


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Sardar Patel University


Dean (P&D)

Sardar Patel University

Tender for digital Photographic jobs with Still and Video coverage.

1. Technical Bid Envelop Contains following:-

- a. Terms and conditions of the tender ("Annexure-B" should be signed by the contractor with the stamp of the firm).
- b. **An Undertaking:**(as per **Annexure-III**) only on a non-judicial stamp paper of Rs.100/- to abide by the terms and conditions of tender, dully signed and stamped by the Bidder.
- c. Copy of GST
- d. Copy of PAN
- e. Proof of identification/Address i.e. Voter ID Card, Aadhar Card and Driving License.
- f. Tender form fee Rs. 500/- must be in the shape of Demand Draft in the name of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P)
- g. Earnest money as prescribed in tender "Annexure D" of Rs. 10,000/- (Ten Thousand only) must be in the shape of Demand Draft or FDR duly pledged in favor of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P)
- h. Pre-qualification/Technical bid (Check list) **Annexure-III**

2. Financial Bid Envelop contain following:

It shall contain Annexure "II" which reflects quoted rates only (should be signed by the contractor with the stamp of the firm). The financial bid shall be opened of the technically qualified contractors/ firms/individual.

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Annexure – B

GENERAL TERMS AND CONDITIONS

1. The bidder must have the sufficient capacity of latest cameras, operators, and complete infrastructure for carrying out the work. He will not be allowed to delegate / transfer/outsource / assign his /her contract or part thereof to some other party to the disadvantage to this office.
2. The competent authority of this office reserves the right of placing order for all work as per requirement to one or more contractor at the approved lowest rates.
3. No increase in quoted price will be allowed during the validity of the bid.
4. No advance payment will be made. Taxes applicable will be deducted as per rules.
5. The tenders received by the due date and time will only be considered and the tenders received after the due date and time will be rejected without assigning any reason.
6. The responsibility for delivering the photographs or any other related jobs to the office within the required period of time. No separate payment will be made for transport vehicle & materials. The deputed photographer/videographer of the firm has to reach of his own at the destination/place for photo/video coverage.
7. The competent authority of this office has full right to accept or reject in part or any or all the tenders without assigning any reason and also to cancel the order at any time/stage. The bidder will have no right to claim any loss/damages etc. on cancellation of the supply order.
8. The competent authority of this office shall not be responsible for any loss/damage caused to cameras/operators.
9. The bidder will provide Colour Photographs (of different sizes, as per official requirement) on official functions, meetings and other such occasions. The hired photographer shall be required to visit the offices of the university.
10. All the photographs, DVD/Pen drive, RAW files (Still & Video) etc. will be the property of the university.
11. University will not pay for the conveyance, equipment charges etc. if any, for covering any assignment.
12. Individual /firm would require delivering the photographs in the office within given time of the assignment covered.

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13. The offer should be submitted by reputed agency having at least 2 years experience in undertaking such jobs.
14. The offer should also enclose the list of at least 3 names of the reputed organization including Govt. Departments. Clients for which photography/videography jobs have been undertaken by the agency.
15. Application by those firms who do not submit performance certificates from their previous or present clients are liable to be rejected.
16. Each page of the application should be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so. (Certified copies to be enclosed).
17. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of the eligibility criteria does not guarantee selection.
18. The concern Company/Firm which stands blacklisted/Banned either by Tender Inviting Authority or Govt. department or by any other State Government or its procurement agency, on the date of bid submission, shall not be eligible to participate in the Tender.
19. Canvassing in any form in connection with pre-qualification is strictly prohibited and the application of such person/organization that resort to canvassing will be liable to rejection.
20. The proof of experience must be attached with the Tender/Application.
21. Earnest money of Rs 10,000/- shall be deposited with the tender, in the form of Draft/FDR on the name of Finance Officer, Sardar Patel University Mandi which will be converted into performance security and will be kept with the university for the period of validity of the tender.
22. Registration with Photographers Association/NSIC is necessary (self-certified copy to be attached in technical bid).
23. The University reserves the right not to make payment for prints found to be dim, defective or otherwise considered unsuitable.
24. The hired photographer has to turn up at the designated place at a short notice, if required, (within two hours) of the notice/information.
25. There should be independent telephone connection and mobile phone with the photographer of the firm so that he could be contacted, whenever necessary.

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26. The responsibility for delivering the photographs on any other related jobs to the university within the required period will be that of the firm or the photographer.
27. If the firm does not abide by the terms/conditions, university reserves the right to forfeit the security deposit and no further contract would be given to the photographer/firm.
28. The term of contract will be of Two years & further can be extended with same terms and conditions on mutual consent of both the parties.
29. Accordingly, tenderers are requested to quote their rates on the items indicated in the financial bid (Annexure-II).
30. The Photo material should be delivered at Sardar Patel University Campus Paddal, Mandi Himachal Pradesh. No transportation charges will be paid.
31. The firm/ individual have to submit the Raw+Edited version of video coverage in Pen drive. The firm will also submit One Pen drive of still photo coverage.
32. The penalty will be levied in case, there is disruption of services. The disruption along with the penalty amount that would be charged is given below:

If vender failed to provide photographer	Penalty of Rs.1,000/- per function will be levied.
If photographer provided by Vendor fails to perform the duty.	Penalty of Rs.700/- per day.
If the hired photographer reports late for duty.	Same as above
If the photographic services given sub- standard	Same as above

33. The university has right to terminate or cancel the tender at any stage or time without assigning any reason.

Stamp and sign of the firm/bidder

Place.....

Dated.....

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PRE-QUALIFICATION/TECHNICAL BID (CHECKLIST)

Name of the Bidder/Authorized Agent if applicable _____

Contact No. (M) _____ (Landlines) _____

E-mail: _____ Fax No. _____

S. No.	Details of documents	Yes/No
1.	Earnest money Rs. 10000/- in the shape of FDR/DD	
2.	Tender cost fees Rs. 500/- in the shape of DD	
3.	Income tax filling proof and PAN No. submit self- attested copy of filling income tax return for financial year 2021-22 and 2022-23, 2023-24	
4.	Self-attested copy of Permanent Account Number (PAN).	
5.	GST-self attested copy of enrolment number	
6.	An Undertaking: (as per Annexure III) only on a non-judicial stamp paper of Rs. 100/- to abide by the terms & conditions of tender, duly signed and stamped by the Bidder.	
7.	Address proof of the firm/Proprietor with Telephone No.	
8.	Name of the Proprietor/Partner/Directory (as the case may be)	
9.	Name(s) of the existing customer(s) if any, list along with proof must be provided.	

Stamp and sign of the firm/bidder

Place.....

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Annexure-II

Financial Bid

S. No.	Particulars	Rate
1.	Digital Photography still with mirror less camera of offset specification, Rates be quoted for providing the services for 01 hour 02 hour 04 hour Full day	
2.	Print of Photograph, glossy/mat finish Rates be quoted for photography of 4"x 6" 5"x 7" 6"x 8" 8"x 12" 10"x 12" 12"x 15" 16"x 18" 16"x 24"	
3.	Digital Videography (Including editing) Rates be quoted for providing the services for: 01 hour 02 hour 04 hour Full day	
4.	Cinematography film Service on per day basis (Including editing)	

Taxes as applicable will be paid extra.

Stamp and sign of the firm/bidder

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NOTE: Undertaking must be submitted only on a non-judicial stamp paper of Rs.100/- (Rs. One hundred only).

UNDERTAKING

1. I.....Proprietor/partner/Director/Authorized Signatory of M/s.....certify that I have gone through the terms and conditions mentioned and undertake to comply with them. The rates quoted by me are valid and binding on me if accepted for the duration contract period.
2. I, the undersigned hereby bind myself to university for providing goods and services of photography, during the period under contract period commencing from the date.....and valid for one year.
3. That the goods of photography will be on good condition and services would be satisfactory as per requirement of the university. The decision of university shall be final and binding on me.
4. EMD/Bid security deposited by me for Rs.in the form of DD in the name of finance officer is attached here with and shall remain in the custody of university till the expiry of the tender and I will not ask for refund of bid security during the validity of contract, if approved.
5. The conditions herein contained shall form part or and shall be taken as included in the agreement to be entered into or treated as agreement itself of the discretion of university.
6. I/We declare that my /our firm has not been blacklisted/ debarred by any of the department blacklisted or debarred in the past, they have revoked the same.
7. I/We also submit that our firm/owner has no vigilance case/CBI case pending against us/our principal.
8. I/We undertake that I have not submitted any false documents with the tender.

Affirmation:

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further I pledge and solemnly affirm that nothing has been concealed by me and if anything comes to the notice of the corporation during the validity of tender period, Sardar Patel University will have full authority as it deems fit, which may amount to rejection of tender without assigning any reason.

Place:

Signature of the Bidder

Date:

Stamp of the firm

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