



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ**  
(Ministry of Rural Development, Govt. of India)  
Rajendranagar, Hyderabad - 500030  
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**NOTICE INVITING e-TENDER**

**FOR EMPANELMENT OF AGENCIES FOR PHOTOGRAPHY/ VIDEOGRAPHY WORK  
AND OTHER RELEVANT SERVICES**

On-line bids are invited under two bid systems (Technical & Financial) from experiences and reputed firms for Photography/ Videography work and other relevant services. Manual bids shall not be accepted.

The detailed bidding document, etc., can be viewed / downloaded from the CPP portal website: <https://eprocure.gov.in/eprocure/app> or Institute website: <https://nird.org.in>. Bidders are required to upload and submit their e-bid only on Central Public Procurement Portal only (<https://eprocure.gov.in/eprocure/app>). The time schedule for the tendering activities shall be as under:

**Critical Date Sheet**

Tender Ref. No.	CDC/AV/Photography works Tender/2019
Date of notification of tender notice on CPP Portal	15/03/2024 at 12.40 PM
Start of downloading of tender document by the intending bidders	15/03/2024 from 12.40 PM
Pre-Bid Meeting Date & Time	21/03/2024 at 03.00 PM
Start Date & Time of submission of e-Tender on CPP Portal	22/03/2024 from 09:30 AM
End Date & Time of submission /uploading of bids by the intending bidders along with scanned copy of Earnest Money Deposit	06/04/2024 at 06.30 PM
Last date of submission of Demand Draft in original payable in favour of NIRDPR, Hyderabad towards EMD	05/04/2024 by 03.00 PM
Amount of Earnest Money Deposit	₹11,000/- (Rupees Eleven Thousand Only)
Date & Time of opening of Technical Bid received online by the last date and time	08/04/2024 at 11.30 AM

Date & time of opening of Financial Bid	To be notified later for only those Bidders qualified in technical evaluation.
Estimated bid value on account of photography / videography works and other relevant services	<b>₹ 5.50 lakhs for 2 years</b>
Tendering Authority	<b>Assistant Registrar (E) i/c</b> National Institute of Rural Development & Panchayati Raj (NIRDPR), Rajendranagar, Hyderabad-500 030, Telangana Tel. 040-24008405

- i. Manual bids/ physical bids shall not be accepted. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- ii. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

**Assistant Registrar (E) i/c**



**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ  
Rajendranagar, Hyderabad - 500 030.**

**INVITING e-TENDER FOR EMPANELMENT OF AGENCIES FOR  
PHOTOGRAPHY/ VIDEOGRAPHY AND OTHER RELEVANT SERVICES**

**1. Scope of work:**

- 1) The agency should cover the photos and Video events at NIRDPR and field visits as and when required and sometimes even at short notices also. No transportation cost will be bear by NIRDPR. However, the agency may quote their rates inclusive of transportation charges.
- 2) Photography services must be able to capture high-resolution (300dpi) images of key attendees, exhibits, speakers, candid crowd photography and group photos / portraits in specified area within NIRDPR or field.
- 3) The agency must also be able to edit and deliver high-resolution images in digital format on regular sizes.
- 4) Deliver various products like High-quality photos that can be re-produced in print, multi-media and online formats. These could include publications, flyers, posters, banners, films, presentations, websites, CDs, etc.
- 5) The photographs are to be printed on high quality on glossy (if informed matte also) paper, using Kodak/Konica/Fuji paper chemicals with accurate colours.
- 6) Videography services must be able to film portions of events, including capturing B-roll footage onsite. Subjects may include speeches, presenters, award recipients, or testimonials. Services must also be able to edit and deliver both FHD or UHD (4K) footage in digital format.
- 7) **For Photography:** Coverage with their own latest DSLR (high resolution) digital camera/having 18mm to 105 mm zoom lens (ED lens), Tele lens and other required lenses, dedicated flash with strobe lights.
- 8) **For Videography:** coverage with their own equipment like FHD/UFD/ 4k/2k/ XD CAM having all required tripods, LED lights and other required equipment.
- 9) High quality footage required for broadcast or non-broadcast.

**Deliverables**

**Photos:** After coverage, the printed or digital photographs will be provided as per required size and are to be delivered along with soft copies on the same day/next day as per requirement.

All photographs taken in digital, the soft copy should be given to NIRDPR with High resolution output. Photograph size can vary from 4" x 6" to 12" x 10". Images

should be delivered in electronic format (.jpg, .png, .tiff, etc.) on CD- ROM or DVD-ROM or Pen Drive or **if request for copied in hard disk.**

**Videos:** Deliver both FHD or 4K resolution footage in digital format. Films in Full High-Definition 1920x1080p or high resolution 3840 x 2160 or 4096 x 2160 pixels. All videos should be broadcast quality only, copies be HD-DVD, Blu Ray or **if request for copied in hard disk.**

**Conditions:**

The programmes / events to be covered from time to time. In case of unavoidable circumstances, if the programme / event are cancelled / postponed information will be provided to the concerned agency.

It is the responsibility of the agency to arrange the photo session well in advance (as per group size) minimum 30 minutes with all required items like chairs, stands, platforms and if required any other at the location and to keep them back at same place after taking group photos.

Group photographs should be given with NIRDPR logo, program / course title and the names of the participants as given by program directors / Audio Visual Section in soft form to be printed on photos as per specified.

**2. Eligibility Criteria for bidders and selection procedure:**

1.	The agency/ firm should be registered under the Indian Companies Act./ Indian Partnership Act/ Proprietorship Act/ Societies Act etc. Necessary supporting document like copy of certificate of incorporation should be enclosed.
2.	Earnest Money Deposit (EMD) of Rs. 16,500/- (Rupees Sixteen thousand Five Hundred only) needs to be furnished in the form of Demand Draft in favour of "NIRDPR" payable at Hyderabad. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or those registered with the Central Purchase Organization or Department or Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) are exempted from EMD submission [Subject to production of valid certificate].
3.	The agency/ firm should have valid PAN
4.	The agency/ firm should have GST Registration
5.	The agency/ firm should have a minimum of three years of relevant work experience with reputed organizations, Central Govt. Ministries/ departments/ PSUs/ Autonomous/ Statutory Bodies/ State Governments. Attach photo copy of the work order issued by the clients.  Name of three major customer preferably govt. agencies to whom such services were provided during the preceding three years.
6.	The firm should be located within a proximity of 10 kms from NIRDPR Office

### 3. Submission of e-Tender:

The bidders should upload their bids on CPP Portal in two separate parts, viz.:

- (i) **Technical Bid [Cover-I]**: The bidding agencies are required to submit documents as detailed in **Annexure-I**. Only the bids complying with the Minimum Eligibility Criteria shall be allowed to participate in the technical bid.
- (ii) **Financial Bid (BoQ) [Cover-II]**: to be submitted as per **Annexure-II**.

The duly filled financial bid (**BOQ**) as per Performa given in the tender documents at **Annexure-II** will have to be **submitted electronically/ online on CPP portal**. Conditional price bid shall be summarily rejected. If the financial bid file is found to be modified by the bidder, the bid will be rejected.

#### ***Technical Evaluation:***

1. Only the agencies who fulfill the Minimum Eligibility Criteria and upload the documents as mentioned in **Annexure-I** shall be eligible for technical evaluation.

#### ***Financial Bid Evaluation:***

2. Only the agencies, who qualify in Technical evaluation, will be eligible to participate in the financial bidding evaluation. The date and time for opening of the Financial Bid will be intimated on a later date on CPP Portal.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### 4. Instructions to bidder for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### 5. Methodology of Evaluation of bids and empanelment

Item wise L1 rate will be decided based on the lowest rate quoted by the technically qualified bidders under **each item** and a composite L1 rate list will be prepared. All the bidders will be empanelled on this composite L1 rate list only. The work to the empanelled bidders will be allocated on **rotation basis**.

### 6. **GENERAL TERMS AND CONDITIONS**

- i. The empanelment / contract period will be for a period of **two years** from the date of

empanelment/contract, which is extendable for one more year on mutual consent of both the parties on same terms and conditions. However, the contractor shall provide service till completion of the contract period or finalization of the next tender whichever is later.

- ii. Mere fulfillment of all the stipulations as constrained in the document, terms and conditions annexed to the quotation does not confer any right on the bidders to acceptance of their quotation.
- iii. The bidder should enclose a Demand Draft for ₹11,000/- (Rupees Eleven Thousand Only) in favour of NIRDPR payable at Hyderabad drawn on any Commercial Bank to the bid document towards **EMD**. The EMD amount will not carry any interest whatsoever.
- iv. The successful bidder will be required to pay **Performance Security/ Security Deposit** of ₹16,500/- (Rupees Sixteen Thousand Five Hundred Only) in form of DD/Bank Guarantee. The security deposit so collected will not carry any interest. **(Note: The Performance Security Deposit indicated above will be proportionately divided into the number of service providers finally empanelled)**. The EMD will be returned to the successful bidder after receipt of Performance Security Deposit.
- v. List of Offices/ Departments/ Institutions where the bidder is already undertaking similar services, should attach photo copy of the work order issued by the clients.
- vi. The NIRDPR 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, NIRDPR shall be final in this regard.
- vii. NIRDPR 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, NIRDPR shall be final in this regard.
- viii. 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. In case such incidents found, the quantum of penalty levied would be as below:-

1 <sup>st</sup> Occasion	-	Penalty of ₹ 1,000/-
2 <sup>nd</sup> Occasion	-	Penalty of ₹ 2,000/-
3 <sup>rd</sup> Occasion	-	Penalty of ₹ 3,000/-

Any further dereliction will lead to termination of contract.

- ix. 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.
- x. The agencies may be asked to exhibit their Photography/Videography of similar nature of works before the authority of NIRDPR.
- xi. **Payment terms:** Payment within 30 days from the date of satisfactory completion of photography / videography work and on submission of the Tax Invoice. No

advance amount will be paid. Statutory taxes as applicable at source will be deducted from the Bill. All payments will be made by NEFT/RTGS. **GST will be paid to the service provider as per applicable.** No other extra charges will be paid.

- xii. The successful bidder should cover the photo events at NIRDPR 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 at AV section of CDC, NIRDPR 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.
- xiii. For printing of photographs as required by NIRDPR, the successful bidder should collect the soft copies of the same from the authorized representative of the Institute with purchase order/Indent and deliver the photos on the same day/next day or as per the instructions.
- xiv. The photographs are to be printed on glossy paper, using Kodak/Konica/Fuji paper. The photos/videos are to be delivered to Audio Visual Section on the next day.
- xv. The bidder should attend the converge of photography even at short notices also.
- xvi. 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.
- xvii. All photographs should be taken in digital format and the soft copies of the same should be given to Audio Visual Section.
- xviii. **Termination of contract:** The Institute reserves the right to terminate the contract due to poor performance etc., by giving two months' prior notice.
- xix. **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, NIRDPR or a person appointed by him. The award of the arbitrator shall be final and binding on both the parties to this contract.
- xx. **Jurisdiction:** Any dispute under contract will be subject to jurisdiction of local courts at Hyderabad only.
- xxi. The Director General, NIRDPR reserves the right to reject any or all the bids without assigning any reasons. The decision of the Director General, NIRDPR will be final in the matter.

Signed and scanned copies of the following document should be submitted in Cover-I on CPP portal:

S. No.	Document	File type
1	Copy of registration certificate of the agency/ firm	.pdf
2	<b>Earnest Money Deposit (EMD) of ₹11,000/- (Rupees Eleven Thousand Only) drawn in the form of Demand Draft in favour of "NIRDPR" payable at Hyderabad.</b> Scanned copy of the Demand Draft to be uploaded.  Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or Department are exempted from EMD submission [Subject to production of required MSE certification].	.pdf
3	Name of three major customers preferably govt. agencies to whom such services were provided during the preceding three years: Photo copy of the work order issued by the clients.	.pdf
4	Copy of GST Certificate	.pdf
5	Copy of PAN number	.pdf
6	Copy of Certificate to the effect that the agency is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the agency or its owner or partners anywhere in India (A self-attested declaration certificate has to be attached on the letter head of the agency).	.pdf
7	Details of the Agency / Firm as per <b>Annexure - A</b>	.pdf



**Details of the Agency/ Firm**  
(To be submitted with *Technical Bid*)

S. No.	Particulars		Information to be supplied by intending bidder
1	Name of the Firm	:	
2	Address of the Firm	:	
3	Telephone Nos.	:	
4	Mobile Nos.	:	
5	E-mail address	:	
6	Website address, if any	:	
7	Type of the Company/ Firm/ Others (specify) (A copy of registration certificate issued by concerned authorised to be submitted)	:	
8	Year of establishment of the Company/ Firm/ others	:	
9	Name of three major customer preferably govt. agencies to whom such services were provided during the preceding three years:	:	1. 2. 3.
10	Details of PAN	:	
11	Details of GST	:	
12	Earnest Money Deposit: (Amount: ₹11,000/- (Rupees Eleven Thousand Only))		
a)	DD No. :		Date :
b)	Name of Issuing Bank:		Branch:
13	Bank Details of the Bidder Firm : The bidders have to furnish the Bank Details as mentioned below for return of EMD / Payment for supply if any (if selected)		
a)	Name of the Bank	:	
b)	Full address of the Branch concerned	:	
c)	Account No. of the Firm	:	
d)	IFS Code of the Bank	:	

**FINANCIAL BID (BoQ)**

I / We hereby offer the following rates for photography/ videography and other relevant services as indicated below:

Sl. No	Description of the item	Qty.	Rate quoted (₹) exclusive of GST	
			In figures	In words
<b>A. NIRDPR photographer will take photograph - Charges only for Printing hardcopy of photograph from <u>softcopy</u> / only printing hardcopy of photograph from <u>softcopy</u> taken during event coverage / <u>others sources</u></b>				
1.	Printing and supply of different size photographs			
1.1	4"X6" size	1		
1.2	8"X12" size	1		
1.3	12"X10" size	1		
1.4	12"X18" size	1		
2	Printing of digital / negative 4"X6" size	1		
3	Passport size 4 copies set	4		
4	Charges extra passport size photos (4 copies set)	4		
<b>B. Event Coverage (Photography) [Charges for Event Coverage (photography) and supply of softcopy of all the digital photos (including passport photos &amp; photos of the event)]</b>				
1	For 1 hours	1		
2	For 2 hours	1		
3	For Half day	1		
4	For Full day	1		
<b>C. Charges for Taking Group Photographs at NIRDPR and also Printing hard copy of photographs in different sizes (on call) along with providing softcopy of Group Photographs to NIRDPR (as per specifications of tender document)</b>				
1.	Printing and supply of different size photographs			
1.1	4"X6" size	1		
1.2	8"X12" size	1		
1.3	12"X10" size	1		
1.4	12"X18" size	1		
5	<b>Video coverage with 3 CCD FHD cameras/ 4k cameras (FHD or UHD quality) done by NIRDPR photographer/ videographer - Only editing, titles, dubbing for event coverage - final output should be delivered in FHD or 4 k format in DVD/pen drive or hard Disk by the vendor.</b>			

5.1	Rate for 1 hour	1		
5.2	Rate for half a day	1		
5.3	Rate for full day	1		
6	<b>Video coverage with 3 CCD FHD cameras / 4k cameras (FHD or UHD quality) done by Vendor and also editing, titles, dubbing for event coverage - final output should be delivered in FHD or 4 k format in DVD/pen drive or hard Disk by the Vendor</b>			
6.1	Rate for 1 hour	1		
6.2	Rate for Half a day	1		
6.3	Rate for Full day	1		

\* GST will be paid as per norms.

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 two years.

**SIGNATURE OF THE BIDDER  
AND SEAL**

Date :

Place :