



**INDIA TRADE PROMOTION ORGANISATION**

*(A Government of India Enterprise)*

**ITPO Gate no.9, Pragati Maidan**

**New Delhi-110001 (INDIA)**

**NOTICE INVITING TENDER (NIT)  
FOR THE WORK OF  
PHOTOGRAPHY & VIDEO COVERAGE  
INCLUDING EDITING  
AND  
PRODUCTION OF TEASERS, REELS FOR  
WEBSITE & SOCIAL MEDIA**

Tender Document can be downloaded from following websites:

<https://indiatradefair.com/tenders/listing>  
<https://www.eprocure.gov.in/eprocure/app>

**INDIA TRADE PROMOTION ORGANISATION  
ITPO/195/D&D/PVC2024**

**TABLE OF CONTENTS**

<b>Sl. No</b>	<b>Description</b>	<b>Page No.</b>
1	BACKGROUND	5
2	SCOPE OF WORK	5-6
3	GENERAL TERMS & CONDITIONS	6-9
4	ELIGIBILITY CRITERIA	9-10
5	TENDER FEE & EARNEST MONEY DEPOSIT (EMD)	10
6	SUBMISSION OF BID (INSTRUCTIONS FOR ONLINE BID SUBMISSION):	10-17
	<ul style="list-style-type: none"> <li>a. REGISTRATION</li> <li>b. SEARCHING FOR TENDER DOCUMENTS</li> <li>c. PREPARATION OF BIDS:</li> <li>d. SUBMISSION OF BIDS (GENERAL INSTRUCTIONS)</li> <li>e. BID SUBMISSION PROCESS <ul style="list-style-type: none"> <li>i. TECHNICAL BID SUBMISSION</li> <li>ii. FINANCIAL BID SUBMISSION</li> <li>iii. ONLINE BID SUBMISSION</li> </ul> </li> <li>f. ASSISTANCE TO BIDDERS</li> <li>g. GENERAL INSTRUCTIONS TO THE BIDDERS</li> <li>h. BID VALIDITY</li> </ul>	
7	BID OPENING	17-18
8	BID EVALUATION	18
9	TECHNICAL EVALUATION	18-22
	TECHNICAL EVALUATION CRITERIA <ul style="list-style-type: none"> <li>a. FINANCIAL EVALUATION</li> <li>b. SELECTION OF SUCCESSFUL BIDDER</li> </ul>	
10	AWARD OF CONTRACT	22-23
11	PERFORMANCE SECURITY	23
12	<b>ANNEXURE - I - Document Checklist</b>	<b>24</b>
13	<b>ANNEXURE - II - Technical Bid</b>	<b>25-26</b>
14	<b>ANNEXURE - III - Tender Acceptance Letter</b>	<b>27</b>
15	<b>ANNEXURE - IV - Experience Details</b>	<b>28</b>
16	<b>ANNEXURE - V - Mandate Form for Electronic Fund Transfer</b>	<b>29</b>
17	<b>ANNEXURE - VI - Self Declaration form about non-blacklisting</b>	<b>30</b>

**NOTICE INVITING TENDER (NIT) FOR  
PHOTOGRAPHY, VIDEO COVERAGE & PRODUCTION OF TEASERS, REELS FOR  
WEBSITE AND SOCIAL MEDIA AT  
INDIA TRADE PROMOTION ORGANISATION (ITPO)**

**Date: 19/02/2024**

**NIT No ITPO/195/D&D/PVC2024**

INDIA TRADE PROMOTION ORGANISATION invites NOTICE INVITING TENDER (NIT) through online bids in two bid system from professional photographers, videographers, freelancers, agencies, and Production Houses for work of commercial photography & video coverage with editing and production of teasers, reels for social media.

**The validity of the Contract shall be for a period of 2 years from the date of Award of Contract and further extendable by additional 1 year based on satisfactory work performance.**

The NIT document/details can be downloaded from the ITPO website

<https://indiatradefair.com/tenders/listing> and

<https://www.eprocure.gov.in/eprocure/app>

**TENDER SCHEDULE/ BID-DATA SHEET**

Date of Issue/Publishing	20.02.2024
Start date and time of submission of Bid	20.02.2024 from 09.00 AM
Last Date and Time for Uploading of Bids	02.03.2024 up to 06:00 PM
Date and Time of Opening of Technical Bids (Cover-I)	04.03.2024 @ 10.00 AM
Date of Opening of Financial Bids (Cover-II)	Shall be Communicated after completion of the technical evaluation.
Last date for seeking clarifications / receipt of queries related to the bid.	Send queries to <a href="mailto:brijlal@itpo.gov.in">brijlal@itpo.gov.in</a> <a href="mailto:debjitsikdar@itpo.gov.in">debjitsikdar@itpo.gov.in</a> <a href="mailto:sahilaggarwal@itpo.gov.in">sahilaggarwal@itpo.gov.in</a> till 02.03.2024 @ 12.00 PM
Presentation	The date for presentation will be declared later, after Technical Bids opening
Number of Covers	02 (Two)- Cover-I (Technical Bid) and Cover- II (Financial Bid)
Tender Process Fee (Non-refundable) to be deposited through NEFT / RTGS (NOT EXEMPTED)	Rs. 1180/- (Rupees One thousand one hundred and eighteen only) Including GST
Cost of Tender Document/ Registration Fee	Nil
EMD (Earnest Money Deposit) to be deposited through NEFT / RTGS (to be refunded after Award of contract /empanelment of agencies)	Rs. 30,000/- (Rupees Thirty Thousand only)

Performance Guarantee Deposit (to be refunded after the conclusion of the contract)	<b>5% of the Total Bid Value</b>
Contact detail	<b><u><a href="mailto:brijlal@itpo.gov.in">brijlal@itpo.gov.in</a></u> <u><a href="mailto:debjitsikdar@itpo.gov.in">debjitsikdar@itpo.gov.in</a></u> <u><a href="mailto:sahilaggarwal@itpo.gov.in">sahilaggarwal@itpo.gov.in</a></u> Mob: 99714 06601 78384 43437</b>
Bid Validity	90 days from the date of opening of financial bid
Location of the Delivery of items as per BOQ	<b>INDIA TRADE PROMOTION ORGANISATION (A Government of India Enterprise) ITPO Gate no.9, Pragati Maidan New Delhi-110001 (INDIA)</b>

**Note:**

- 1) Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.
- 2) The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.
- 3) In case, the last date of receipt of tenders and / or the day of opening of tender is declared as a Public Holiday or there is non- functioning of the ITPO office due to any unavoidable reason, the next working day will be treated as a day for the purpose at same time. No separate intimation will be given.

**Tender Inviting Authority  
ITPO**

## 1. BACKGROUND:

India Trade Promotion Organisation, hereinafter known as ITPO, is the premier trade promotion enterprise of the Ministry of Commerce & Industry, Government of India is committed to showcase excellence achieved by the country in diverse fields especially trade and commerce. Its mission is to promote, facilitate, encourage, and coordinate various activities and programmes to enhance India's share of exports. ITPO provides a wide spectrum of services to trade and industry and acts as a catalyst for growth of India's trade and commerce.

- a. The organization has completed its ambitious plan of redevelopment of Pragati Maidan, evolving into a state-of-the-art International Exhibition-cum-Convention Centre, and rechristened as **Bharat Mandapam** on 26<sup>th</sup> July, 2023 by the Hon'ble PM, Shri Narendra Modi. Fulfilling the aspirations of the global MICE fraternity, it will cater G2G, G2B & B2B activities and promises to attract participants and business delegates from across the world with its sheer magnificence, business conduciveness, architectural excellence and being a majestic landmark destination to be experienced in its entire splendour.
- b. This NIT is for engaging services of a company/firm/agency/ proprietor(s) to provide high quality **photography & video coverage services including production of teasers, reels for website and social media.**

## 2. SCOPE OF WORK:

ITPO wishes to avail the services of a Company/Firm/Agency/ Proprietor (sole/joint) to provide high quality photography and video coverage services, including editing and production of short films/ teasers / reels for social media which shall broadly include the following jobs:

- a. Carrying out commercial photography with complete professional equipment such as Camera, Lenses, Filters, Colour Correction Card, Flash, Reflectors, Tripods, Studio Backdrop, Monitors, Fill In lights, umbrella lights, light kits etc. pertaining as per ITPO's requirements related to:
  - i) ITPO's trade fairs at Bharat Mandapam / other places as decided by ITPO within Delhi NCR
  - ii) Infrastructural and arial photography of Bharat Mandapam with drones as per requirement.
  - iii) Providing advertorial photographs as per ITPO's specifications
  - iv) Photographs for hosting on ITPO's corporate website
  - v) ITPO's internal corporate events like seminars, board meetings, farewell functions, workshops, portraiture photographs.

- b. High quality video editing and production work for teasers, short clips, social media posts / reels which shall involve:
  - i) Video planning and story boarding
  - ii) Location assessment
  - iii) Digital asset management and organisation
  - iv) Creating video footage, controlling lighting, sound, and other technical aspects
  - v) Video editing and revisions
  - vi) Colour enhancement and manipulation.
  - vii) Audio editing and mixing
  - viii) Effects and animation
- c. The intending bidder should have its office, workshop / works & Lab located in Delhi/ NCR.
- d. It would involve the company/firm/agency/ proprietor/ freelancers to deploy additional manpower / assistants / helpers in preparation of the venue like setting up props, lights, camera with basic cleaning and scene preparation to consistently maintain high quality production work throughout the assignment.
- e. The production material (photographs & video) shall be delivered by the selected agency either online (cloud link) or offline (Portable nvme SSD / SATA hard drive/USB pen drive & high-quality hardbound Photo Album) as per ITPO's requirement.

## 2.1 LOCATIONS:

Head Quarter:

**India Trade Promotion Organisation**

**Bharat Mandapam, Gate no.9,**

**Pragati Maidan, New Delhi-110001 (INDIA)**

## 3. GENERAL TERMS & CONDITIONS

- i) All the columns in Technical Bid format needs to fill by the bidders and submitted online on CPP portal.
- ii) **Bidders who Score more than 70 % and above marks in technical bid assessment will qualify for the financial bid.**
- iii) In the event of default in supply, ITPO reserves the right to cancel the order and to claim damages from the successful bidder, and reserves the right to award the contract to another vendor at the cost and risk of the successful bidder.
- iv) **The Technical Bid should not contain any indication of the price. In case any indication of the price quoted is included in the Technical Bid, such Bids shall be rejected. No correspondence will be entertained in this regard.**

- v) Amendments and clarifications, if any, to this tender will be hosted on the website of the ITPO and CPP portal and ITPO shall not intimate the bidders individually of the same. The bidders, are therefore, advised to visit the ITPO 's website regularly till the date of closing of the tender.
- vi) All material, photographs, video footage and all such information, etc generated during assignments will be the property of the ITPO and will have sole rights for its use in future and will be copyright protected.
- vii) For verification of information submitted by the Bidders, the Committee at their discretion may, if required, visit the Bidder's offices/studio/photo lab at its own cost.
- viii) The Bidders shall provide all the necessary documents, samples, and reference information as desired by the Committee.
- ix) The Bidders shall also assist the Committee in getting relevant information / references/ photographs, etc if desired.
- x) The expenditure on travelling, accommodation, any other allowance, etc incurred during the photography / video coverage and production assignments would be borne exclusively by the Bidder / Agency.
- xi) ITPO reserves the right:
  - a. To reject any / all applications without assigning any reasons thereof.
  - b. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the ITPO without assigning any reasons thereof.
  - c. To include any other item in the scope of work at any time after consultation with prospective agencies or otherwise.

**xii) Arbitration**

In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process. In the event any doubt, dispute or difference arising out of or in relation to the Contract remains unresolved, both the parties to the Contract will mutually appoint a Sole Arbitrator, in accordance with the Arbitration and Conciliation Act, 1996. The provisions of Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply to both the parties. The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English. The venue of the arbitration proceedings shall be the Office of ITPO, i.e. Pragati Maidan, New Delhi.

**xiii) Compliance with laws**

It shall be the sole responsibility of the Bidder(s) to comply with/observe all applicable laws, rules, regulations, orders, directives and guidelines of any Government/Statutory Authority/Regulatory body of India including all the labour laws, as amended from time to time, and also obtain/hold

licenses/permissions/clearances required for the purpose of this Tender Document/Contract/Agreement.

**xiv) Jurisdiction**

All disputes arising out of and in relation to the Tender Document/Contract/Agreement between the parties herein shall be governed by Laws of India subject to the exclusive jurisdiction of the courts of Delhi only.

**xv) Force Majeure**

If at any time, during the continuance of this Tender Document/ Contract/ Agreement, the performance in whole or in part, by either party, of any obligation under this Contract is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, act of State or direction from Governmental Authority, explosion, pandemic, quarantine restriction, strikes and lockouts (as are not limited to the establishments and facilities of the Parties), fire, floods, natural calamities or any act of GOD (hereinafter referred to as "Event"), provided notice of happenings of any such Event is given by the affected party to the other, within 7 Calendar days from the date of occurrence thereof, neither Party shall, by reason of such event, be entitled to terminate this Contract, nor shall either Party have any such claims for damages/compensation/costs/expenses against the other, in respect of such non-performance or delay in performance provided the Contract shall be resumed as soon as practicable, after such Event comes to an end or ceases to exist. The decision of the CMD, ITPO as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Tender Document/Contract/ Agreement is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may, at its option, terminate the Tender Document/Contract/Agreement.

**xvi) Indemnity**

Bidder(s) shall indemnify, defend and hold ITPO and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third party claims whatsoever – whether financial or otherwise, including liability for payment of contributions/dues to EPFO/ESIC/Govt. Departments/Local Bodies/Statutory Authorities etc. which ITPO may sustain, incur, suffer or be exposed to at any time during the subsistence of the Tender Document/Contract/Agreement and subsequent thereto arising out of a breach by the Biddert(s), its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.



**xvii) Confidentiality**

The Bidder(s) shall maintain high level of professional ethics and shall not act in any manner, which is contrary to any laws and/or detrimental to ITPO's interest. Bidder(s) shall treat as confidential any and all data, information and records, obtained/received in the performance/execution of its responsibilities, in strict confidence and shall not reveal such data, information or records to any other person/party without the prior written approval of the ITPO, even after expiry of Tender Document/Contract/Agreement. ITPO shall take necessary legal and other remedial actions for infringement of this clause.

**xviii) Intellectual Property Rights**

ITPO's name/logo/other IPRs shall be the sole and exclusive property of ITPO only. For any misuse/misrepresentation/unauthorized use of ITPO's name/ logo/ IPRs by the Bidder(s) and/or their sub-agents/sub- contractors/ employees etc., the Bidder(s) shall be held solely responsible. ITPO shall not be responsible for any harm or loss caused to any third party because of any such misuse/ misrepresentation/unauthorized use of ITPO's name/logo/IPRs. Bidder(s) shall indemnify ITPO against any misuse/ misrepresentation/ unauthorized use of ITPO's name/logo/IPRs and/or any claim(s) relating to infringement of any intellectual property rights committed by them/their sub-agents/sub-contractors/employees etc. ITPO shall take necessary legal and other remedial actions, as deemed fit, for such violations.

**4. ELIGIBILITY CRITERIA:**

- a. The bidder should have a minimum turnover of Rs. lakhs per year in providing commercial photographic services for conferences, seminars / trade shows in the last three years. Bidders shall be required to submit copies of Income Tax Returns for the last 3 years along with Turnover certificates attested by a Chartered Accountant.
- b. The bidder should be a photography agency/ production house/ commercial photographer/ freelancer with an experience of minimum of 5 years of having provided for conference / event photography & related services on hire basis for conferences / events in reputed venues like Vigyan Bhawan, reputed hotels, Indoor/Outdoor Events etc. Copies of work orders / Bills and satisfactory completion certificate / proof of receipt of payment in support of these events are required to be furnished as per the requirement of NIT.
- c. The bidder should have its own production, designing and video and image editing setup / equipment necessary for carrying out the work.
- d. The Bidder will submit Annexures included in the Tender document the effect that the information submitted by him is correct and he will abide by the decision of competent authority of ITPO regarding the tender. In the event of the information submitted by the bidder is found to be false or fabricated in any manner whatsoever, the bidder may be suspended and/or debarred from bidding for all future projects/proposals of ITPO.

- e. The bidder should have not been de-registered/blacklisted, previously by any government organization. A Certificate to this effect to be submitted on the letter head of the firm/ agency.
- f. The bidder should have a PAN Number (mandatory) and GST Registration (if applicable).

#### 5. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):

- a. The Bidder should submit **Tender Processing Fee of Rs. 1180/-** (Rupees One thousand and one hundred and eighteen only) – Non-Refundable / Not-Exempted and **Earnest Money Deposit (EMD) of Rs. 30,000/-** (Rupees Thirty Thousand only) – refundable, separately in the form of NEFT/RTGS in the name as per the details below:

<b>Name of the Beneficiary</b>	<b>India Trade Promotion Organisation</b>
<b>Name of the Bank</b>	<b>Central Bank of India</b>
<b>Branch Address</b>	<b>Pragati Maidan, New Delhi</b>
<b>Account No.</b>	<b>1167404133</b>
<b>Type of Account</b>	<b>Saving</b>
<b>RTGs Code</b>	<b>CBIN 0284078</b>
<b>MICR CODE</b>	<b>110016150</b>
<b>PAN NO.</b>	<b>AAATI2955C</b>
<b>GSTIN of ITPO</b>	<b>07AAATI2955C1ZX</b>

- b. The Technical Bid without Tender Fee & EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit copy of valid NSIC / MSME Registration Certificate for exemption of EMD.
- c. The Tender Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- d. The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.
- e. Refund of EMD: The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.

#### 6. SUBMISSION OF BID (INSTRUCTIONS FOR ONLINE BID SUBMISSION):

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal and submitting their bid online on the e-tendering portal as per uploaded bid. Prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal (URL: <http://eprocure.gov.in/eprocure/app>). For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from ITPO Website ([www.indiatradefair.com](http://www.indiatradefair.com))

## 6.1 REGISTRATION:

- a. Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- b. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- c. Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- d. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- e. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

## 6.2 SEARCHING FOR TENDER DOCUMENTS:

- a. Various built-in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- c. Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

## 6.3 PREPARATION OF BIDS:

- a. Bidder should consider any corrigendum published on the tender document before submitting their bids.
- b. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- c. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- d. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- e. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- f. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard Documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **6.4 SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):**

- a. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder must digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Tender Document.
- c. Bidder must select the payment option as "e-payment" to pay the tender fee / EMD as applicable and enter details of the instrument.
- d. Bidder should prepare the EMD as per the instructions specified in the tender document. The EMD in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of EMD amount in original by the said time, the uploaded bid will be summarily rejected.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bid click "Complete" (i.e., after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- j. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

## 6.5 BID SUBMISSION PROCESS:

The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only.

### a. TECHNICAL BID SUBMISSION:

Bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, without which the tender will be considered incomplete and hence, summarily rejected.

- i. The Technical Bid should be accompanied by the relevant documents, duly signed, and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.
- ii. Due date: The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered.
- iii. The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- iv. The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- v. The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- vi. ITPO reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.

- vii. ITPO reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- viii. Any change/corrigendum/extension of closing/ opening dates in respect of this tender shall be issued through e-tender Portal (URL: <http://eprocure.gov.in/eprocure/app>) and ITPO website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit ITPO website for updates and at least 2 days before the closing date of submission.
- ix. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.

**b. FINANCIAL BID SUBMISSION:**

- i. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidder to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable. The format of Financial Bid is also given at Annexure-VIII for reference only.
- ii. The Financial Bid (Price Bid) shall be submitted in electronic form only in conformity with the tender specifications on the portal only by the time & date as specified in NIT.
- iii. The financial cover shall contain price bid in the enclosed "Price Bid format" i.e. in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by ITPO in any circumstances.
- iv. The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- v. Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.
- vi. The bidders are advised to quote their rates in Indian Rupees (INR) only.
- vii. All duties, taxes and other levies payable by the vendor shall be included in the total price. However, GST will be extra paid as actual.
- viii. Quoted rate should be all-inclusive. No extra charges shall be entertained other than the quoted rate.
- ix. The cost of Domain based readable (for at least 20 roles) shall be inclusive in above quoted rates.

**c. ONLINE BID SUBMISSION:**

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

<b>COVER - 1 (TECHNICAL BID)</b> All Documents establishing conformity to the Eligibility Criteria (Following documents to be provided as single PDF file)				
<b>Sl. No</b>	<b>Documents</b>	<b>Content</b>	<b>Supporting Documents to be uploaded</b>	<b>File Type</b>
1	Technical Bid	INDEX/ COMPLIANCE SHEET ( <b>As per Annexure-I</b> ) indicating the page number of each document submitted	Annexure - I	.pdf
2		Technical Bid As per <b>Annexure - II</b>	Annexure - II	.pdf
3		Proof of Tender Processing Fee and EMD.	Copy of UTR / Transaction receipt	.pdf
4		Tender Acceptance Letter as per <b>Annexure-III.</b>	Annexure-III	.pdf
5		Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.	Signed and scanned copy of PAN	.pdf
6		Copy of GST Registration Certificate (if applicable)	Signed and scanned copy of GST	.pdf
7		Copy of ESI and EPF Registration certificates and latest copy of challan of the contribution. (if applicable). Sole proprietor applicants are required to submit undertaking issued from an authorised Chartered Accountant if exemption is sought from submission of ESIC / EPF registration.	Signed and scanned copy of ESIC / EPFO registration along with copy of challan from 1 <sup>st</sup> April 2022 to 31 <sup>st</sup> March 2023.  In case of exemption, certificate from Authorised Chartered Accountant may be submitted.	.pdf
8		The firm has to declare the status such as partnership/ proprietorship (Sole /Joint)/ company etc. Details of the Proprietor, Directors, contact person (with Names, address, phone number etc.) should be furnished with the tender on the letter head of the agency.	Memorandum of Association and Articles of Association including Certificate of Incorporation/ Partnership deed / certificate of sole proprietorship etc. be uploaded.	.pdf
9		Annual turnover of the agency / copy of self-attested and authenticated ITR of the	Signed and scanned copies of ITR from	.pdf

		photographer (freelance applicant) in the area of services related to commercial photography jobs for the years 2019-21, 2021-22, & 2022-23	authorised Chartered Accountant	
10	Technical Bid	Detail of Experience as per <b>Annexure-IV</b> , along with the copy of work order and completion / performance certificates in the same sequence.	Annexure -IV Work orders/ Bills/ successful. completion certificate supporting documents citing experience.	.pdf
11		MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per <b>Annexure- V</b> .	Scanned and signed copy of Annexure-V	.pdf
12		Self-Declaration about Non-Black Listing as per <b>Annexure-VI</b> .	Scanned and signed copy of Annexure-VI	.pdf
13		Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.	Scanned and signed copy of the entire tender document	.pdf
14		All other documents, as required in terms of the tender, to claim eligibility.	Scanned and signed copies of supporting documents	.pdf
		Note: ITPO may ask the vendor to submit any other certificate/ document as it may deem fit.		

COVER - 2 FINANCIAL BIDS (PRICE-BID)			
Sl. No	Documents	Content	File Type
1	Financial Bid	Price Bid in given format BOQ only.	.xls

## 6.6 ASSISTANCE TO BIDDERS:

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

## 6.7 GENERAL INSTRUCTIONS TO THE BIDDERS:

- a. The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- b. Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ eToken in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital



Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'.

- c. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure>.

**6.8 BID VALIDITY:** The bids shall remain valid for a period of 120 days from the date of opening of the financial bid. In case the Bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender. In case the Bidder withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

6.9 The Submission of bids does not entitle any Agency for automatic grant of award.

6.10 Any enquiry after submission of the proposal will not be entertained.

6.11 Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm / Company who resort to canvassing will be liable for rejection without any further reference.

6.12 ITPO reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.

## **7. BID OPENING:**

- a. The online bids will be opened by a Tender Process Committee duly constituted for this purpose. Online bids (complete in all respect) received along with Tender Fee and
- b. EMD (if any) will be opened as mentioned at "Tender Schedule" in presence of bidder's representative if available.
- c. The Agencies may depute their authorized representatives to remain present during the Proposal opening process subject to submission of valid authorization letter in the name of the representative to attend the Proposal opening process. Only one representative will be allowed to participate in the tender opening.
- d. Place for opening of Bids: India Trade Promotion Organisation, Pragati Maidan, New Delhi
- e. The Technical bid will be opened first and evaluated. The Financial bid of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.

- f. Presentation: A Separate meeting for presentation will be conducted online / offline, to assess the technical competence of the bidders. The link of Meeting notice for presentation will be shared with only those bidders, whose bid / application would have been received as per the prescribed format, by the closing time and date as indicated in the beginning of this document. Maximum of two representatives per bidder will be permitted to attend meetings for presentation, subject to the submission of valid authorization letter.
- i. This presentation will be the part of evaluation of technical bids and the date for presentation will be declared later, after Technical Bids opening and prequalification of Technical Tenders.
- g. In case the last date of receipt of tenders or the day of the opening of tender is declared as a Public Holiday, or there is non- functioning of the organisation due to any unavoidable reason, the next working day will be treated as a day for the purpose at the same time. No separate intimation will be given.

## 8. BID EVALUATION:

**ITPO will use Cost Evaluation under Combined Quality Cum Cost Based System (CQCCBS), the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%. Proposals with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. Total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.**

## 9. TECHNICAL EVALUATION:

S.No.	Parameter		Scoring Protocol	
	Documentation Eligibility	Supporting Documents to be attached	TOTAL: 100 MARKS	
1	<p>The annual turnover of the agency in having provided for Conference Photography &amp; related Services on hire basis for conferences / events in reputed or similar venues like Vigyan Bhawan, Bharat Mandapam, Rashtrapati Bhawan, reputed hotels, Indoor/Outdoor Events etc. for the years 2019-21, 2021-22 and 2022-23 should be at least Rs. 6 lakhs in each year:</p> <ul style="list-style-type: none"> <li>For three years (annual turnover): Upto Rs. 6 lakhs</li> <li>More than Rs. 6 lakhs to Rs. 9 lakhs</li> <li>More than Rs. 9 lakhs to Rs. 12 lakhs</li> </ul>	Annexure -II, Certificate from authorized Chartered Accountant, copy of ITR, Balance sheet Statement etc.	8  9  10	Max. Marks       <b>10</b>

2	<p>The prospective bidder must have at least 3 (Three) years continuous working experience in the field of providing Conference Photography &amp; related services etc. on hire basis for conferences/events up to 01.01.2024:</p> <ul style="list-style-type: none"> <li>• Up to continuous 3 years' experience</li> <li>• More than 3 to 6 years' experience</li> <li>• More than 6 years' experience</li> </ul>	<p>Annexure -II</p> <p>Memorandum of Association and Articles of Association including Certificate of Incorporation/ Partnership deed / certificate of sole proprietorship etc. be uploaded. Work orders/ Bills/ successful completion certificate supporting documents citing experience.</p>	<p>6 8 10</p>	<p>Max. Marks</p> <p>10</p>
4	<p>Details of experience of the agency: The intending bidder should have provided the services of conference / event photography/ editorial /advertorial/ infrastructural and product shoot &amp; related services etc. on hire basis for minimum 10 Nos (ten) satisfactory Conferences / Events in the past three years ending 01.01.2024 out of which at least 7-8 events/ conferences are organized for Central/ State Governments/ Public Sector Undertakings (PSUs)/ Government Bodies/ Corporate Houses and Companies</p> <ul style="list-style-type: none"> <li>• 10 events</li> <li>• 10-20 events</li> <li>• 20-30 events</li> </ul>	<p>Annexure -IV</p> <p>Certified copies of Work order/ Pay order</p>	<p>10 12 15</p>	<p>Max. Marks</p> <p>15</p>
5	<p>Details of experience of the agency: The intending bidder should have provided Cinematic Teaser editing for making video clip with sound effects, colour effects, transition effects, colour grading, compatible for email, You Tube, what app etc.</p> <ul style="list-style-type: none"> <li>• 10 events</li> </ul>	<p>Annexure -IV</p> <p>Certified copies of Work order/ Pay order.</p>	<p>10</p>	<p>Max. Marks</p> <p>15</p>

	<ul style="list-style-type: none"> <li>• 10-20 events</li> <li>• 20-30 events</li> </ul>		<b>12</b> <b>15</b>	
6	<p>Qualification of the photographers/editing team members from reputed / recognised institution. For each additional team member, marks will be awarded as per criteria mentioned below, subject to maximum of 5 marks.</p> <ul style="list-style-type: none"> <li>• Certificate course</li> <li>• 3 years diploma</li> <li>• BFA / MFA in visual communication/fine arts/ Photography</li> </ul>	<p>Annexure -II</p> <p>Self-Attested copies of awarded degrees/ diploma to be attached to establish credentials.</p>	<b>1</b> <b>2</b> <b>3</b>	<p>Max. Marks</p> <p><b>5</b></p>
7	<p>Minimum No. of technical manpower with relevant experience. For each additional team member, marks will be awarded as per criteria mentioned below, subject to maximum of 5 marks.</p> <ul style="list-style-type: none"> <li>• 1 -3 photographer, videographer &amp; Video Editor</li> <li>• 4- 6 photographer, videographer &amp; Video Editor</li> <li>• 7-10 or more photographer, videographer &amp; Video Editor</li> </ul>	<p>Annexure- II</p> <p>Certified copies indicating active members on company payroll. to be attached</p>	<b>1</b> <b>2</b> <b>3</b>	<p>Max. Marks</p> <p><b>5</b></p>
8	<p><b>Presentation</b></p> <p>The presentation should substantiate in detail the agency profile, a complete range of photography equipment available with the agency along with latest technology up gradation, technical manpower and support staff available with the agency. It should also clearly show the number of events held and their profile as mentioned in the tender document. The Presentation should also show the bidder capability &amp; credibility in terms of innovation / latest trends in their field of activities and keeping pace with latest technical and creative advancements. The maximum marks for the Power Point Presentation are 50. The presentation will be evaluated by the Evaluation Committee on parameters that include: -</p>			<p><b>50</b></p>

	<ul style="list-style-type: none"> <li>• 8-10 Photographs and Cinematic teaser clips of key past events handled by the bidder clearly showcasing the:               <ul style="list-style-type: none"> <li>a) Conceptualising , storyboarding, methodology to execute &amp; run the events/project.</li> <li>b) Creativity and aesthetics, innovation / latest trends in their field of activities and keeping pace with latest technological advancements.</li> <li>c) Knowledge of latest video editing work with professional grade software and hardware.</li> <li>d) Inventory list of professional camera and light equipment, including technical specifications related to video editing work i.e studio grade workstations and software.</li> <li>e) Photography related material other than those specified in the tender document.</li> </ul> </li> </ul>			
--	--	--	--	--

#### 10. FINANCIAL EVALUATION:

- a. The financial evaluation will be for 30 marks and will be only for the technically qualified bidders. The lowest priced qualified bidder will get the maximum financial score (30) while the others will have a pro-rated score lower than 30. More specifically, the financial score of a technically qualified bidder is calculated as  $\text{financial score} = 30 * (\text{lowest price bid}) / (\text{price bid of the bidder})$ .
- b. The Financial Evaluation shall be done on the total amount of quoted rates.
- c.

#### 11. SELECTION OF SUCCESSFUL BIDDER:

- a. The bidder with the highest total score (technical + Financial) will be declared as the successful bidder. In case of tie, the bidder having higher financial score will be declared successful.
- b. The following formula will be used to evaluate the overall ranking of the qualified tenders.
- c. Selection of tender will be based on overall score calculated from the formula. An Example of the same is presented below:

$$\text{Overall Score} = \frac{\text{Score of Technical Bid} \times 70}{\text{Highest Score of Best Technical Bid}} + \frac{\text{Lowest Financial Bid} \times 30}{\text{Price of Financial Bid}}$$

Bidder	Score of Technical Bid	Price of Financial Bid	Overall Score	Overall Rank
Company A	90	480	98.75	First
Company B	80	470	91.58	Third
Company C	80	460	92.22	Second

- d. ITPO reserves the right to seek clarifications or additional information/ documents from any Agency regarding its technical Proposal. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the Agency does Not furnish the clarification(s) or additional information/ document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- e. Technical Bid containing commercial details or revelation of prices in any form or by any reason before opening the Financial Bid shall not be considered.
- f. ITPO reserves the right to reject any application without assigning any reason.
- g. The decision of Competent Authority, ITPO will be final in all matters relating.
- h. In case the day of opening of proposal is declared as a Public Holiday or there is non- functioning of the organisation due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.

## 12. AWARD OF CONTRACT

- i. The Successful Bidder should accept the offer within 10 days from the date of Receipt of "Letter of Offer", failing which the offer will be cancelled.
- ii. In case the successful bidder backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), ITPO will have right to forfeit the EMD.
- iii. The ITPO is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counteroffer rate is offered to the bidders.

- iv. ITPO reserves the right to negotiate the quoted price with the successful Agency to arrive at the fair and reasonable price.
- v. ITPO does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and the bidder's performance.
- vi. It is clearly understood by the parties that no financial liability of any type is created by issuance of work order.
- vii. The quantities mentioned in the tender are indicative and not the actual quantities. The actual quantities may be more or less than the quantities mentioned in the tender. The selection of the successful bidder would be based on the number of quantities in which a party is L-1 and not by the aggregate amount created by computer. The successful bidder will have to work on the overall lowest rates i.e. on the item-wise lowest quoted rates in various quantities of items in tender. In case any party refuses or disagrees, ITPO has full right to take work from the other party. ITPO reserves its rights to allocate the job to more than one photographer or any agency based on the urgency and technical requirements of the project.

### **13. PERFORMANCE SECURITY**

The successful Agency is required to furnish 5 % of Total Estimated Contract Value as security deposit. EMD will automatically be converted into performance security and the Agency will be required to furnish balance amount (if any) for performance security in form of Demand Draft from any scheduled commercial Bank or through NEFT in favor of India Trade Promotion Organisation, New Delhi which would be returned after completion of work. No interest will be payable on performance security. In case of breach of contract, performance security shall be forfeited, and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.

**ANNEXURE-I**  
**INDEX/ COMPLIANCE SHEET**  
 (To be submitted on the letterhead of the agency)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid as per <b>Annexure-II</b>				
2.	Proof of Tender Processing Fee and EMD				
3.	Tender Acceptance Letter as per <b>Annexure-III</b>				
4.	Copy of Permanent Account Number (PAN)				
5.	Copy of GST Registration Certificate				
6.	Details of the Proprietor, Directors and top executives (with Names, address, phone number etc.) on the letter head of the agency.				
7.	Annual turnover of the agency / proprietor(s) in the area of <b>photography &amp; video coverage services including production of teasers, reels for website and social media</b> jobs for the years 2020-21, 2021-22 and 2022-23				
8.	Details of work experience (as per <b>Annexure-IV</b> )				
9.	Proof of Experience: PO/ WO/ Agreement/ Experience Certificate/ Performance certificate from the clients. (to be attached in support of Annexure - IV)				
10.	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per <b>Annexure- V.</b>				
11.	Self-Declaration about Non-Black Listing as per <b>Annexure-VI</b>				
12.	Duly signed and stamped of the entire Tender document along with its addendum/corrigendum, if any				
13.	All other documents, as required to claim eligibility				

Place:

Date:

(Signature with stamp of the Agency)



## ANNEXURE-II TECHNICAL BID

(To be submitted on the letterhead of the Agency/ Firm)

Copies of all supporting documents duly signed and stamped by the Agency in support of below particulars must be attached along with this checklist.

Sr.No	Particulars	To be filed in by the Tenderer	
1.	Name of the Bidder (Agency)		
2.	Whether brief profile of the agency is enclosed (Max 1-2 pages)		
3.	Address of the Bidder (Agency)	Email ID:	
		Tel (with Code).	Fax.
4.	Authorised person to be contacted	Name: Position in the Company: Email ID: Tel:	
5.	Year of establishment		
6.	Whether agency empaneled with DAVP (Yes or No) (copy of empanelment to be furnished)		
7.	Details of empanelment with DAVP		
8.	Type of Company (Proprietorship-Sole or Joint/ Public Sector Unit/ Private Limited/ Public Limited/ Sole proprietorship/ ) (Copy of certificate to be enclosed)		
9.	Registration Details / Certificate of Incorporation (copy of the registration to be enclosed)		
10.	PAN No: (Copy to be enclosed)		
12.	Annual Business turnover for last three financial years, duly certified by the Chartered Accountant (in Lakhs)	FY 20__-20__ : Rs_____(in Lakhs) FY 20__-20__ : Rs_____(in Lakhs) FY 20__-20__ : Rs_____(in Lakhs) Avg. Turnover of Last Three Years: Rs. _____ (in Lakhs)	
13.	GSTN No.		

**A) Operational Team Members' Resume**

1. Name ---
2. Specify role to be played --
3. Current job title ---
4. Experience in yrs. (provide details regarding name of organizations worked for Designation responsibilities tenure etc.) ----
5. Name of Organization and tenure served ---
6. Number of years with the Current Organization-----.
7. Current job responsibilities ---
8. Summary of Professional/ domain Experience ----
9. Assignments handled ---
10. Educational Background, Training/Certification including institutions, Specialization areas etc.-----

**B) Expertise in Photographic Hardware & Software:** Experience in commercial Cinematic teaser production Experience and professional knowledge in the latest editing software (e.g.: Adobe Premiere Pro, Apple Final Cut pro, After Effects, Sony Vegas, DaVinci Resolve etc). Give details.

**C) Availability of appropriate infrastructures/equipment & other technical resources**

S.No	Equipment Description (Camera, Lights, Video Editing Hardware with specifications and Software etc)	Quantity
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

(Self-certified documents on any of the above information may be furnished)

**Verification:**

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by ITPO, if it deems fit.

Signature of authorized signatory Name:

Seal:

**ANNEXURE-III**  
**TENDER ACCEPTANCE LETTER**  
(On the letter head of the Agency/ Firm)

To  
General Manager  
Design and Display Division  
India Trade Promotion Organisation  
Pragati Maidan, New Delhi - 110001

Date:

Sub: Acceptance of Terms & Conditions of tender for **“THE WORK OF PHOTOGRAPHY & VIDEO COVERAGE INCLUDING EDITING AND PRODUCTION OF TEASERS, REELS FOR WEBSITE & SOCIAL MEDIA”** vide Tender Ref. No. ITPO/195/D&D/PVC2024 Date: 19/02/2024

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned “Tender/Work’ from the web site(s) namely as per your notice given in the above-mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of ITPO is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
6. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**ANNEXURE-IV****DETAILS OF EXPERIENCE**

(To be submitted on the letterhead of the Agency)

Sr. No	Name of the client	Location of the event	Description of the event	Date of Event	Work Order OR Bill.		Satisfactory Completion Certificate	
					Work Order Details	Bill Details	Completion certificate	Receipt of Payment details
1.								
2.								
3.								
4.								
5.								

**Note:** Agencies are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Agencies may add row / rows in the above format, if No of organizations / Institutions are more or may add additional sheet also.

Certificate from a firm  
of Chartered Accountant

Signature of Agency

Signature and Seal

Name:

Designation:

Organization Name:

Contact No.:

**ANNEXURE-V****MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

(To be submitted on the letterhead of the Agency/ Firm)

The General Manager  
Design and Display Division  
India Trade Promotion Organisation  
Pragati Maidan, New Delhi -110001

Date: / /

Sub: Authorization for release of payment / dues from India Trade Promotion Organisation through Electronic Fund Transfer/RTGS Transfer.

**1. Name of the Firm/Company/Institute:****2. Address of the Firm/Company/Institute:**

City \_\_\_\_\_ Pin Code \_\_\_\_\_ E-Mail ID\_ Mob No: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

**3. Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFS Code:(11-digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

**DECLARATION:**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold India Trade Promotion Organisation (ITPO) New Delhi responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Firm/Company/Institute:**


---

 Certified that particulars furnished above are correct as per our records.

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

**N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.**

**ANNEXURE- VI**  
**SELF-DECLARATION ABOUT NON-BLACK-LISTING**  
(To be submitted on the letterhead of the bidder)

To  
The General Manager  
Design and Display Division  
India Trade Promotion Organisation  
Pragati Maidan, New Delhi -110001

Date:

Subject: Self Declaration About Non-Blacklisting for “**THE WORK OF PHOTOGRAPHY & VIDEO COVERAGE INCLUDING EDITING AND PRODUCTION OF TEASERS, REELS FOR WEBSITE & SOCIAL MEDIA**” vide Tender Ref. No. ITPO/195/D&D/PVC2024 Dated: 19/02/2024

Dear Sir,

In response to tender under reference, I/ We hereby declare that presently our firm/ agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Date:

Yours faithfully,

(Name & signature with stamp of the bidder)