

INDIA TRADE PROMOTION ORGANISATION
(A GOVT. OF INDIA ENTERPRISES)

No.195-ITPO(14)/Tech./2014

Dated 10-09-2014

TENDER NOTICE

On behalf of Chairman & Managing Director, India Trade Promotion Organisation (ITPO), Senior Manager (Tech.), ITPO, Room No. 216, Pragati Bhawan, Pragati Maidan, New Delhi – 110001 invites sealed application for the following works from the specialized firms/ individuals for:

S.No	Name of work	Duration of Contract	Estimated Cost for one year Rs.	Performance guarantee deposit (to be deposited before award of contract.
1.	Photo & Video Coverage (Empanelment of Photographers)	2 years	Rs.2,75,000.00	5%

- 1) The Financial & Technical bids are to be submitted in **separate envelopes** indicating **“Technical Bid’ and “Financial Bid’**
- 2) Last date for submission of Bids is 17.9.2014 by 1.00 pm. positively in Room No. 216 Pragati Bhawan, Pragati Maidan New Delhi – 110001. The Bids received after the stipulated date/time will not be entertained.
- 3) Photography test will be conducted before opening the Technical Bids in Room No.216 at 2.30 pm. on 17.9.2014.
- 4) Technical bids of only those photographers who qualify in the test will be opened.
- 5) The result of the Committee taking the photography test will be final & binding.
- 6) The Technical Bid will be opened on 17.9.2014 at 4.00 pm.

In case of any clarification, please contact Senior Manager (Technical), ITPO, Room No.216, Pragati Bhawan, Pragati Maidan, New Delhi – 110001 on any working day (Monday to Friday) from 10.00 am to 6.00 pm.

Senior Manager (Technical Division)

Pre qualification criteria:

- 1. Basic requirements:
 - a) Digital camera Nikon/Canon/Fuji with minimum 12 mega pixel and above.
 - b) Flash: Nikon: SB-600/800, 900 & 901
OR
Canon: 580 – EX2
 - c) For Studio work and table top photography – Proline 300 D (Digital light) and 23 nos. lights.
 - d) For digital video coverage: Sony pd 170,Z-5,Z-7 and 2200 SONY
- 2. Kindly indicate other equipment available with you:
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- 3. Before opening the Technical Bids Photographers will have to be present to give photography test.
- 4. Technical bids of only those photographers who qualify in the test will be opened.
- 5. The result of the Committee taking the photography test will be final & binding.
- 6. The decision of the Technical Committee on the Technical Bid will be final & binding.
- 7. Sample photographs to be attached.
- 8. PAN No./TIN No.

Signature.....

Name.....

Designation.....

Name of the Firm.....

Address.....
.....

Telephone No.....

India Trade Promotion Organisation
(Technical Division)

M/s.....

Date of Opening.....

Sub: Quotation for photo coverage

(A) Rate for assignment charges for photo coverage with CD or DVD:

- i) Half Day Rs.....
- ii) Full Day Rs.....

(B) Rate for Digital studio/Exhibition photo coverage (Lighting shoot) with DVD:

- i) Half Day Rs.....
- ii) Full Day Rs.....

(C) Rates for digital printing (color) various size:

<u>Size</u>	<u>Ist Copy</u>	<u>Addl. Copy</u>
Stamp size	Rs.....each	Rs.....each
PP Size	Rs.....each	Rs.....each
5"x7"	Rs.....each	Rs.....each
8"x10"	Rs.....each	Rs.....each
8"x12"	Rs.....each	Rs.....each
10"x12"	Rs.....each	Rs.....each
12"x15"	Rs.....each	Rs.....each
16"x20"	Rs.....each	Rs.....each
20"x24"	Rs.....each	Rs.....each

(D) Rates for photo coverage Rs.....each CD
converted to additional CD/DVD Rs.....each DVD

(E) Rate for Digital video coverage with DVC, Title etc. included:

- i) Half Day Rs.....
- ii) Full Day Rs.....

(F) Rate for additional DVD converted to digital video coverage:

- Rs.....each (1st copy)
- Rs.....each (additional copy)

(G) Rates for Photo album:

- i) 5"x7" size(containing 100 photos) Rs.....each
- ii) 5"x7" size (containing 200 photos) Rs.....each

(H) Rates for Album binding back to back pasting with Album cover in various size with stamping on album cover:

- i) 8"x12" Rs.....
- ii) 10"x12" Rs.....
- iii) 12"x18" Rs.....

Terms & Conditions:

1. The empanellment as well as the rates will be valid for 2 years.
2. ITPO reserves the right to reject all the quotations or award the work to any Photographer without assigning any reason what so ever.
3. Photography test will be conducted before opening the technical bids.
4. Technical bids of only those photographers who qualify in the test will be opened.
5. The result of the Committee taking the photography test will be final & binding.
6. The decision of the Technical Committee on the Technical Bid will be final & binding.
7. **Lowest rates received on various items of work shall be applicable to all the empanelled photographers for 2 years. A formal letter confirming the acceptance of these terms should be given by the empanelled firms/photographers.**
8. ITPO has the right to reject any print that is sub-standard.
9. The prints & video DVD must be deposited in photo lab within one day after the shoot.
10. The bill must be deposited in Photo Lab within a week after completion of event/fair.
11. The work/job is required to be completed on or before the due date failing which the penalty will be levied @5% for each day of delay.
12. No payment will be made if the work/job is not carried out as per specifications/instruction.
13. Tax deducted at source will be deducted as per rules of the Govt.

Signature.....

Name.....

Name of the Firm.....

Address.....

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Telephone No.....

PAN No.....

Note: All the items/rates must be filled. No corrections/ Overwriting is permissible. Incomplete quotations will not be accepted.

