



Delhi Tourism

TENDER FOR EMPANELEMNT OF PHOTOGRAPHERS AND VIDEOGRAPHERS

**DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION
LTD.**

18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI-110024

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD.
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI-110024

E-PROCUREMENT TENDER NOTICE FOR EMPANELMENT OF PHOTOGRAPHERS AND
VIDEOGRAPHERS

Last Date and Time of Bid Submission 26/10/18 at 03:00 PM
Technical Bid Opening Date and Time 26/10/18 at 04:00 PM
Financial Bid Opening Date and Time : to be intimated later on

Physical copy of EMD of Rs. Ten thousand only shall be submitted at DTTDC, Head Office on or before due date. In case of exemption of fee/EMD self attested a copy of NSIC certificate may also upload on website www.delhitourism.gov.in and along with other required documents.

Eligibility Criteria - Inviting requests from registered clubs/bodies/associations/institutions/organization/agencies dealing with full time assignments for empanelment as photographers & videographer who can undertake the job for various events etc. of DTTDC organized from time to time.

1. Tenders are invited for digital Photographic jobs with Still and Video coverage, from the reputed professional photography agencies & photo enthusiastic for DELHI TOURISM TRANSPORTATION DEVELOPMENT CORPORATION LTD.18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI-110024 as per Performa enclosed as Annexure-"I, II and III". The NIT has been uploaded and is available along with terms and conditions at www.delhitourism.gov.in & Tender Information System of Govt. of Delhi. All the tenders should submit / reach Date and Time mentioned in annexure. The estimated cost of the tender is Rs.one lakh approximately. No tender form shall be sold by the Corporation.
2. Corrigendum in respect of this tender, if any, shall be uploaded only on the above-mentioned website only and shall not be advertised in the newspapers. all the prospective bidders are advised to keep themselves updated for such corrigendum.
3. Validity of tender: Two Years and extendable for one more year on mutual consent basis.
4. All the bidders who intend to participate in this tender are required to SUBMIT their bids to: -

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD.18-A,
DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI-110024

Chief Manager (PR & Publicity)

The tender shall have three covers as follows:

1. **EMD-** In this cover, the bidder shall deposit a DD **value Rs.10,000/-** In case of exemption of fee enclose self attested a copy of NSIC certificate.

Technical Bid – In this Cover, the bidder shall submit the duly filled up prescribed Performa. The bidders cannot modify the technical specifications or items specified in the Tender Documents to quote their bids, if any bidder is found to have modified the technical specification; his/her tender shall be rejected straightway without entertaining any correspondence in the matter. The firms shall submit the hard copies of the documents/literatures alongwith technical bid.

1. **Financial Bid** – In this cover, the bidder shall submit the rate of the items/services rendered for which he has submitted in the technical bid along with other details as specified in the Performa for Financial Bid. All quoted rates to be exclusive of GST.

The documents submitted by the Bidder must be self attested by the proprietor/partner or authorized signatory himself/herself and properly numbered.

B) No documents/certificate will be accepted after the Closing Date & Time of the tender. Tender's sent by post or courier will also not be accepted.

I. Documents for 'Prequalification/Technical Bid'

2. Earnest Money Deposit (EMD)/ Bid Security: - Every bidder shall have to deposit the earnest money in the Form of Bank Draft of Rs.10,000/- from any nationalized bank in favour of DTTDC Ltd. valid up to **01.11.2020** from the date of opening of the tender. No Post dated EMD shall be acceptable. The Bid Security must reach the corporation before Closing Date and Time of submission of Bid. Self attested copy of registration with NSIC be enclosed for the purpose of exemption from EMD.
3. Income Tax filing proof and PAN No. submitted self-attested copy of filing income tax return for financial year 2015-16 and 2016-2017 along with self attested copy of valid Permanent Account Number (PAN).
4. **GST:** - Submit self attested copy of GST enrolment Number.

5. **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.

AUTHORIZED SIGNATURE.....

NAME IN CAPITAL LETTER.....

MOBILE NO.....

FAX NO.....

E-MAIL:.....

Stamp of the firm / bidder

Place

Date:-

GENERAL TERMS AND CONDITIONS

1. The bidder must have the sufficient capacity of 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 on any other related jobs to the office within the required period will be that of the firm or the photographer No separate payment will be made for transport vehicle & materials. The deputed photographer/videographer of the firm has to reach of him 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. 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 corporation.
10. The rates towards the prints should be inclusive of assignment charges etc.
11. All the photographs, DVD, RAW files etc. will be the property of DTTDC Ltd.

12. DTTDC Ltd. will not pay for the conveyance, equipment charges etc. if any, for covering any assignment.
13. For outside NCR, DTTDC will bear the transportation, lodging and boarding expenses for the photographers.
14. Agencies would require delivering the photographs at the Head Office of the corporation within given time of the assignment covered.
15. The offer should be submitted by reputed agency having at least 5 – 7 years experience in undertaking jobs in questions- certificate / job order in this regard to be submitted alongwith technical bid.
16. The offer should also enclose the list of at least 10 names of the reputed organization including Govt. clients for which photography / videography jobs have been undertaken by the agency.
17. Application by those firms who do not submit performance certificates from their previous or present clients are liable to be rejected.
18. 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).
19. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of the eligibility criteria does not guarantee selection.
20. The concern Company/Firm which stand black listed/Banned either by Tender Inviting Authority or Govt. of India 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.
21. The Company/Firm shall indemnify, defend and hold DTTDC, its officers, directors, employees and other related parties harmless from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments that includes reasonable attorney's fees, cost and expenses, incidental thereto, which may be suffered by, accrued against, by reason of any claim arising out of or relating to any act or error or omission, or misconduct of the Company/Firm, its officers, directors, agents, employees or subcontractors.

22. 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.
23. The proof of experience must be attached with the Tender/Application.
23. Earnest money of Rs 10,000/- shall be deposited with the tender, in the form of Draft issued from nationalized bank in favor of DTTDC Ltd. which will be converted into caution money and will be kept with DTTDC for the period of validity of the tender.
24. Registration with Photographers Association of India / NSIC is necessary (self certified copy to be attached in technical bid).
25. The corporation reserves the right not to make payment for prints found to be dim, defective or otherwise considered unsuitable.
26. The hired photographer has to turn up at the designated place at a short notice, if required, (within two hours) of the notice/information.
27. There should be independent telephone connection and mobile phone with the photographer of the firm so that he could be contacted, whenever necessary.
28. The responsibility for delivering the photographs on any other related jobs to the Corporation within the required period will be that of the firm or the photographer.
29. The Corporation would not be responsible to help the hired photographer in getting the photographic materials on concessional rates or be liable to enhance the rate of contract in the event of imposition of any taxes, on the photographic material, during the year of contract.
30. If the firm does not abide by the terms/conditions, Delhi Tourism reserves the right to forfeit the security deposit and no further contract would be given to the photographer/firm.
31. The Contract can be extended for a period of one year with same and terms and conditions on mutual consent of both the parties.
32. Accordingly, renderers are requested to quote their rates on the items indicated in the financial bid **(annexure-II)**.

33. The rate of the successful Bidder will be valid up to **two year from the date of acceptance of the contract.**

34. The Photo material should be delivered at DELHI TOURISM TRANSPORTATION DEVELOPMENT CORPORATION LTD.18-A, DDA, SCO COMPLEX, DEFENCE COLONY, and NEW DELHI-110024. No transportation charges will be paid.

35. The Firm has to submit the original DVD of video coverage. The firm will also submit one DVD/CD of Still photo coverage.

36. In case of any dispute regarding service, the decision for Delhi Tourism shall be final.

37. 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 are sub-standard.	Same as above

38. The tender will be valid for the two years which can be extended one more year on mutual consent of both the parties. Delhi Tourism reserves the right to terminate or cancel the tender at any stage or time without assigning any reason.

39. If any dispute arises, MD & CEO can appoint an arbitrator and decision of MD & CEO will be final.

AUTHORIZED SIGNATURE.....

NAME IN CAPITAL LETTER.....

MOBILE NO..... **FAX NO**.....

E-MAIL:.....

Stamp of the firm / bidder

Place

Dated.....

Annexure-I

PRE-QUALIFICATION/TECHNICAL BID (CHECK LIST)

Name of the Bidder/Authorized Agent if applicable-----

Contact No.(M)------(Land lines)-----

E-mail id-----Fax No. -----

Sl. No.	Details of documents	Yes/No	Page Number
1	Bid Security (also known as Earnest money Deposit) Name of the Bank/Date and its validity, Amount of Bid Security		
2	Income tax filling proof and PAN No. submit self-attested copy of filling income tax return for financial year 2015-16 and 2016-17, along with self attested copy of valid Permanent Account Number (PAN).		
3	GST – self attested copy of enrolment number		
4	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, duly signed and stamped by the Bidder.		
5	Address of the firm co. with Telephone No.		
6	Name of the Proprietor/Partner/Directory (as the case may be)		
7	Name(s) of the existing customer(s) if any, the list may be provided		
8	Name, type, made and year of the machines/computer used in scanning developing and printing (in all sizes) along with software.		

AUTHORIZED SIGNATURE.....

NAME IN CAPITAL LETTER.....

MOBILE NO.....

FAX NO.....

E-MAIL:.....

Stamp of the firm / bidder

Place Date:-

Annexure-II

1. Type of the Product/Service and rate offered therein:

<u>S.No.</u>	<u>Particulars</u>	Rate (Including of All Taxes and Charges (in figure)	Rates (in words) (Including of All Taxes and Charges)
1	Per photo & reprinting charges 1. Post Card Size 2. 5"x7" 3. 8"x10" 4. 10"x12" 5. 12"x15" 6. Passport size (25 copies)		
3	Lamination (per sq inch) – good quality.		
4	Mounting with lamination charges for (prints-per-sq. inch)		
5	Digital Video recording charges for the functions in DVD's Charges for 4 hours Charges for 8 hours (including cost of DVDs in both cases)		
6	Assignment charges for still photography – half day (upto 4 hours) / full day (8 hours)		
7	Digital Video Recording with 3 digital cameras. half day (4 hours) / full day (8 hours)		

AUTHORIZED SIGNATURE.....

NAME IN CAPITAL LETTER.....

MOBILE NO.....

FAX NO.....

E-MAIL:.....

Stamp of the firm / bidder

Place

Date:-

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

UNDERTAKING

To

MD & CEO
DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD.
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI-110024

Sir/Madam,

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 DTTDC 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 Corporation. The decision of Delhi Tourism shall be final and binding on me.
4. Bid security deposited by me for Rs.----- in the form of DD in the name of DTTDC is attached here with and shall remain in the custody of DTTDC 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 DTTDC.
6. I/We declare that my /our firm has not been blacklisted/ debarred by any of the department of Government of NCT of Delhi. If blacklisted or debarred in the past, they have revoked the same.

7. I/We also submit that our firm /principal 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, DELHI TOURISM TRANSPORTATION DEVELOPMENT CORPORATION LTD.18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI-110024 will have full authority as it deems fit, which may amount to rejection of tender without assigning any reason.

DATE

Place:

Signature of the Bidder Date:

Stamp of the firm