

Tender for Empanelment of Photography and Videography

Dated: 16.01.2017

1. Rajiv Gandhi National Institute of Youth Development (RGNIYD) proposes to engage a panel of firms for undertaking official photography/ videography of RGNIYD for a period of one year. The work would cover taking photography/ videography of official events, visits arranged still object, structures, buildings, sponsored / hosted or participating events in RGNIYD and also passport size photos on requirement. (Encl-I)

2. If interested, please submit your most competitive offer indicating all terms and conditions including credit facility that can be extended, discount admissible, payment terms, list of clientele with documentary proof, etc. in a sealed cover super scribing "Empanelment of photography/videography firm for RGNIYD" to The Registrar, Rajiv Gandhi National Institute of Youth Development, Post Box No. 06, Sriperumbudur, Tamilnadu – 602105 on 06th February 2017 (The format for submission is at Encl . II)

3. Further the following terms and conditions will apply in case you are awarded the work.
 - The Camera and its ancillary items have to be provided by the firm.
 - The firm should have their own transportation to reach the location.
 - The firm selected would have to make its own arrangements for necessary lights, shooting assistance and other facilities.
 - The firm has to provide photographs in its original size and also of any size as per RGNIYD requirements.
 - The firm awarded the work can be disqualified during the tenure of the contract in case of poor quality work, unreasonable delay in responding to the RGNIYD's requirements, lack of minimum standard of equipment for the work.

- All the photos have to be taken with a digital SLR camera of minimum 12 mega pixel or above resolution.
- RGNIYD shall issue instructions on the size and numbers of prints to be taken.
- For Videography – professional Digital Video Camera with camera support should be used.
- RGNIYD will not be responsible for any damage of the equipment, due to the mishandling of the firm. It is the sole responsibility of the firm.
- The firm should have email access in order to send photographs through mails in case of emergency.
- All payments relating to employees working under the control of the firm has to be borne by the firm.
- If the firm is not in a position to continue the contract and propose to withdraw, firm should give three months' notice prior to actual date of withdrawal.
- RGNIYD has absolute powers to cancel the contract at any time by giving one month notice.
- In case any dispute arising out of the contract, either during the currency of its operation or any time thereafter, the decision of The Registrar, Rajiv Gandhi National Institute of Youth Development is final and binding on the contract.
- Conditional tender will not be accepted.
- The contract is not transferable. No sub-letting of the contract is permissible.
- The execution of the work during the extended period also, shall be only under the conditions and at the rates specified in the contract.
- No claim shall be made by the contractor on the grounds of executing the work beyond the completion period stipulated in the contract.

- The firm shall be responsible for any violation of the provisions of the contract.
- The rates shall be firm for the entire duration of the contract and there shall be no revision in rates. Any and all taxes applicable as per statutes shall be explicitly mentioned as to whether the rates are inclusive of such taxes or payable extra and also the rate of tax. Income tax deduction at source shall be made from the payments as per rules and certificate of TDS will be issued. The firm shall submit its PAN along with the quotation.
- If the firm fails to observe the time limit prescribed by RGNIYD, for doing an entrusted activity, no bills will be entertained for such delay.
- The firm should be aware of the provisions of all laws enacted affecting their activities. The firms are solely responsible for any sort of legal complications arising due to their negligence, mistakes and consequences arising thereof. The firms at a later date shall not make any plea of ignorance of relevant laws RGNIYD, will under no circumstances be responsible for any such ignorance on their Part.
- If the service provided by firm is found to be unsatisfactory at any time/ or it is found that the information provided for awarding the work is false, RGNIYD will have the right to blacklist such firm.
- The normal payment terms of RGNIYD is that the bill is settled within 20 days of submission of bills.
- The selection of L1, L2 & L3 etc bid will be based on over all quoted amount & experience submitted.

SCOPE OF WORK

1. The work would cover taking photography/ videography of official events, visits arranged still object, structures, buildings, sponsored / hosted or participating events in RGNIYD and also passport size photos on requirement
2. All the photos have to be taken with a digital SLR camera of minimum 12 mega pixel resolution.
3. For Videography – professional Digital Video Camera with camera support should be used.
4. The firm has to provide photographs in its original size and also of any size as per RGNIYD requirements.
5. The edited / corrected photos, copied to a CD, should be delivered at the administration for further process normally within 2 days. However in case of emergency the photographers shall download the photos to PC kept at the Website Manager/Programmer cabin/room for uploading the same in the RGNIYD website.
6. The firm has to keep a backup of all the digital images taken in safe custody and shall hand over a copy to RGNIYD, as and when required. Photos/ Digital Images/ Clippings should not be passed on to any agency/persons without the permission from RGNIYD.
7. Making of photo digital albums of VIP visits/events as and when required.
8. Rates should be inclusive of professional charges.
9. The firm should be able to provide service at very short notices (4 Hours).
10. All accessories required for photography/ videography has to be arranged by the firm.

ENCLOSURE – II

Sl. No	Description	Unit	Price	Addl. Copies (Per copy)
1.	Digital Photography (As and when required)			
a)	Half Day (only soft copy on DVD)			
b)	Full Day (only soft copy on DVD)			
2.	Videography with editing			
a)	Half Day			
b)	Full Day			
	Passport Size			
	Print size (6 x 4)			
	Print size (8 x 5)			
	Print size (12 x 8)			

PRE-QUALIFICATION CRITERIA

1. Experience in providing photography/videography services to PSU's / Large Private Sector commercial Organizations.
2. The firm should have been in this business of photography/videography for a minimum of 3 years.
3. The firm should have sufficient number of staff to meet the requirements.
4. A digital SLR camera of minimum 12 mega pixel or higher resolution should be used for photography.
5. For Videography – professional Video Camera DV with camera support should be used.
6. Firms located in sriperumbudur or Chennai will be having an added advantage.

Registrar