

F. No. P.29-1/NSS/PAC/2014
Government of India
Ministry of Youth Affairs & Sports
NSS, PORGRAMME ADVISER'S CELL
12/11, Jamnagar House, New Delhi-110011

20th November, 2014

To

Interested firms

Sub: Quotation for photography/videography during Republic Day Parade Camp, 2015 – reg.

Sir/Madam,

NSS Programme Adviser's Cell, Ministry of Youth Affairs & Sports, Government of India is organizing NSS Republic Day Parade Camp, 2015 from 1 – 31 January, 2015. In this camp, 230 NSS Volunteers, Programme Officers and Officials will be participating.

In this context, quotation are inviting for providing of photography/videography services during the camp on the following terms & conditions :-

1. The bid will be given in **one sealed envelope**, superscribed **“Tender for Photography/videography Services.”**
2. **The tender should be submitted in two separate sealed cover/envelop in two parts as under :-**
 - a) **Technical bid** – Envelop should superscribed **“Technical bid for Photography/Videography”** and it should contain all technical details i.e. EMD, latest I. Tax/S. Tax certificate, experience certificate.
 - b) **Financial bid** – The second cover should contain the rates etc. as per Annexure – I and it should be superscribed **“Financial bid for Photography/Videography”**.
3. The bidder will furnish the following documents alongwith the technical bid :-
 - a) Proof of photography/videography services to any organization in last year.
 - b) Copy of latest Income Tax return filed/Service Tax Certificate.
 - c) A demand Draft/bankers cheque of Rs. 5,000/- (Rupees five thousand only) as earnest money deposit drawn on any nationalized bank in favour of “Accounts Officer, PAO (Sports)”. Name and address should be written on the reverse side of the DD/Bankers cheque. DD/Bankers Cheque should be kept in the separate envelop attached with technical bid.
4. Financial Bids of only those companies will be opened who are found eligible in Technical Bid. The contract can be terminated by this Ministry at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect, the decision of the Ministry shall be final and binding on the Contractors.

5. No denial will be accepted from the firm after the contract is awarded to the firm. In case of such denial earnest money will be forfeited and firm will be blacklisted forever. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason.
6. TDS on payment wherever applicable will be deducted as per Income Tax Rule of Government of India. **The quotations should be inclusive of all taxes & same may be reflected in the quotation.**
7. Quotation in sealed cover should reach to the NSS, Programme Adviser's Cell, Room No. 152-154, 12/11, Jamnagar House, New Delhi by 2.00 PM on 04.12.2014 and the quotation will be opened on the same day at 3.00 PM in the presence of bidders or their authorized representative.

Yours faithfully

(Dr. G. K. Tuteja)
Programme Adviser (NSS)

BID PROFORMA FOR PHOTOGRAPHY/VIDEOGRAPHY

To

The Programme Adviser (NSS)
NSS, Programme Adviser's Cell
12/11, Jamnagar House, New Delhi

Sir,

In response to your letter No. F. No. P.29-1/NSS/PAC/2014 dated, calling sealed tenders for Photography/Videography services during NSS Republic Day Parade Camp, 2015, we quote our rates as under :-

Photography (with Album)			Videography (with DVD)
Size 5' x 7'	Size 10' x 12'	Size 12' x 18'	Digital video coverage (full day)

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of the Authorized Person)
With name, full address & Telephone Number

(Seal)