

eFile No.G/1/2021-GA
National Human Rights Commission
Manav Adhikar Bhawan, Block C,
GPO Complex, INA, New Delhi- 110023

Dated: the 1st May, 2024

Last Date For Submission of Tender is 21st May, 2024 upto 5 PM

NOTICE INVITING TENDER

Sub: Annual contract for Photography/Videography Work in the Commission.

The National Human Rights Commission is interested to invite quotations/bids for award of Annual Contract for 'Photography / Videography Work on need basis' for various functions/ programmes organised by the Commission from time to time, within the Commission or outside the Commission.

2. Any inquiry regarding aforesaid matter can be made from Section Officer (General Administration) (Telephone No.24663399) on any working day between 10:30 AM to 04:00 PM.

1. TENDER

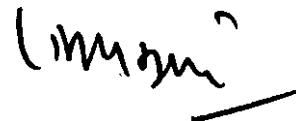
(i) The interested parties may submit their bids/ quotations (in the form of **two bid system** viz. Technical Bid and Financial Bid) in a sealed envelope superscribed in Bold Letters as "**Annual Contract for Photography/ Videography Work**" and addressed to the Deputy Secretary, National Human Rights Commission, Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi- 110023. The bids/quotation accompanied must be dropped in the **Tender Box** placed in Reception at Manav Adhikar Bhawan, Block-C, G.P.O. Complex, INA, New Delhi-110023 latest by **21.05.2024** as per the instructions given in this tender notice.

(ii) The terms and conditions, which are given below, may be gone through thoroughly and ensure to make a specific mention in your quotation to that effect that the terms and conditions are acceptable to the vendor, in full.

(iii) The tenderers are expected to examine all the instructions, Proforma's terms and conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender/bid.

2. BIDS

2.1 TECHNICAL BID – This bid shall contain the following documents (all essential):-



(i) **DECLARATION** - The Declaration (**Annexure-I**) duly filled up and signed by the authorised signatory of the bidding firm should be kept in **Technical Bid** envelope along with other documents/ information prescribed in this tender notice;

(ii) **REGISTRATION CERTIFICATE** - The bidder must furnish a copy of the Registration Certificate of the firm;

(iii) **EXPERIENCE & LIST OF CLIENTS** - The bidder must have at least 02 year experience in the field and furnish list of clients in Govt./Semi Govt. Sectors/PSUs with address, name of contact person and contact numbers where they have contract and also submit the certified copies of contracts of at least 02 organizations as a proof;

(iv) **UNDERTAKING ABOUT BLACKLISTING** - The bidding firm should not have been **blacklisted** by any Government/ Semi-Govt Department. The bidder should furnish an **Undertaking** to this effect (in **Annexure-I**) that they (firm/agency) have not been blacklisted by Govt/Semi Department/office;

(v) **GST/ PAN** - The bidder must have GST and PAN number. The Copies of the GST certificates/ PAN Card should be enclosed as a proof; and

(vi) **Bid Security Declaration**- In place of a Bid security/EMD, the bidders has to accept/sign the Bid Security Declaration.

2.2 FINANCIAL BID – This Bid shall contain the rate quoted by the bidder:-

(i) **FINANCIAL BID** - The bidder shall quote/indicate the rates for all items (in Indian Rupees) offered by it in the '**Proforma for Financial Bid**', placed at **Annexure – II**. Please quote rates in appropriate column;

(ii) **The bidder must quote the price excluding/without GST/Service Tax.**

(iii) *The bidder shall quote/indicate the rates for all jobs (in Indian Rupees) offered by it in the 'Proforma for Financial Bid' attached with this letter as Annexure – II.*

2.3 GENERAL INSTRUCTIONS:-

(i) The Technical Bid and the Financial Bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed in bold letters as "**Annual Contract for Photography/ Videography Work**";

ii. The technical bids would be opened in the first instance and evaluated by a committee and only the technically acceptable bids would be considered further;

iii. The bids received after due date and time will not be accepted;

(Signature)

iv. The quotations/ bids which are not in conformity with the instructions contained in this letter are liable to be rejected. However, in any case, the Commission reserves the rights to reject any bid/quotation without assigning any reasons;

(v) List of items, in approximate numbers, for which rates are to be quoted is indicated in the enclosed Proforma (**Annexure-II**) for "**Proforma for Financial Bid/Quotation**". However, the Commission reserves the right to exclude any of the items mentioned in the list from the contract. The terms and conditions, which are given below, may be gone through thoroughly and ensure to make a specific mention in your quotation to that effect that the terms and conditions are acceptable to you, in full.


3. GENERAL TERMS & CONDITIONS OF THE CONTRACT

- i. Taxes, levies and any other charges should be indicated separately;
- ii. The contract shall be awarded for a period of 12 months from the date of commencement of the contract and it can be extended/ renewed, normally for another 02 years, on mutual consent basis depending on satisfactory performance of the firm. However, the Commission reserves the right to terminate the contract by giving one month's notice without assigning any reasons or to entrust the job to any other firm / party at the risk / expenses of the defaulting contractor;
- iii. The bidding firm/ photo studio must be specialized in Digital photography;
- iv. The bidding firm/ photo studio should have sufficient experience of covering officials functions/ conferences/ seminars/ meetings indoor as well as outdoor;
- v. The contract shall be on need basis;
- vi. The Commission will normally inform the requirement of the photographers well in advance. However, the firm entrusted the contract will also be required to depute its professionals within an hour's notice as and when required;
- vii. The services of photographers may be required during office hours as well as beyond office hours and even on Saturday/Sunday/ holidays;
- viii. The photos selected by the Commission would only be developed and handed over to the Commission;
- ix. The contracted firm / photo studio would be required to execute the job and give the same in DVD form on the next day. However, if need so arises, the prepared DVD or photos will have to be delivered on the same day;
- x. The DVDs will be delivered with proper labeling indicating the subject matter and date of the programme;
- xi. The DVDs and photos will have to be delivered in the Commission for which no extra charges will be paid by the Commission;
- xii. Video of the event is to be provided in .mp4 format.
- xiii. In case of default or failure to provide satisfactory service, the Commission reserves the right impose penalty as may be considered appropriate by it depending on the gravity of fault; The Commission's decision in this regard shall be final and binding on the contracted firm / photo studio;
- xiv. Immediately after award of the contract, the contractor shall be required to furnish **Performance Guarantee** in the form of Security Deposit of Rs 10,000/- through Demand Draft / Bankers' Cheque drawn in the name of "**National Human Rights Commission**".

(Signature)

- xv. Any kind of payment due to the vendor will be considered only after furnishing of the Performance Guarantee.
- xvi. The payment will be released on submission of bills duly verified / countersigned by the concerned officer/ section;
- xvii. The Commission shall deduct TDS u/s 194c of the IT Act, 1961 & GST respectively;
- xviii. The rates quoted by the vendor will remain valid for a minimum period of one year from the date of award of contract and also during the extended period of contract, subject to approval of the Commission.
- xix. The contracted firm shall invariably furnish the complete address of the premises of its offices, go-downs and workshops where inspection can be made together with full name & address of the person who is to be contacted for this purpose;
- xx. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken;
- xxi. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid;
- xxii. The Commission shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing the work in the Commission or at any other place. **Neither the tenderer nor his engineers/workers shall have any claim on this Commission for compensation or financial assistance on this account; and**
- xxiii. The contracted firm / photo studio shall furnish the complete address of the premises of its office, studio, workshop etc. with full name & address, Landline No. and Mobile Nos, of the person who is to be contacted for this purpose.

Yours faithfully,



(Sanjay Kumar)
Deputy Secretary
(Ph: 24663245)

DECLARATION

(To be kept in Technical Bid Envelope)

M/s _____

(Name, address and Landline and Mobile No. of bidding the bidding firm/ agency):-

S. No.	Documents kept in the 'Technical Bid' envelope	Whether enclosed (The firm would write YES or NO)
01	Copy of Registration/License of the firm	
02	Certificate/proof/documents regarding at least 02 year experience in the field	
03	Experience – List of Clients Govt/Semi Govt./ PSUs offices with address, name of contact person and contact numbers and certified copies of contracts of at least 02 organizations as a proof.	
04	Self certificate in respect of not being blacklisted from any Government Ministry/Department	
05	GST registration certificate of the contractor/ agency / firm.	
06	Copy of PAN.	
07	Bid Security Declaration	

- i. It is hereby declared that the Terms & Conditions of the NHRC's NIT No. G/1/2021-GA dated 01.05.2024 are **fully acceptable to this Firm/ Agency**.
- ii. It is also declared that our firm has **never been black-listed** by any government/Semi Govt department.

"Bid Security Declaration"

(a) That I/ we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(b) That in the event we withdraw or modify our bid during the period of validity or I/we have awarded the contract and I/we fail to sign the contract Or to submit a performance security within given time line and I/we will be suspended from being eligible for bidding/ award of all future contract(s) of National Human Rights Commission for a period of **two years** from the date of committing such breach.

(To be signed by the Authorized Signatory
of the Firm/Agency with Name and Stamp)

Note:-Financial bids of only those firms will be opened who qualify in the technical bids.



PROFORMA FOR FINANCIAL BID/QUOTATION

S. No.	Description of Job	Rate for Digital Photography Work (In Rs)
1.	Assignment Charges for coverage of still photography without print (to be uploaded in computer of the Commission)	Half Day (5 hours)
		Full Day (8½ hours)
2.	Assignment Charges for coverage of video photography (to be uploaded in computer of the Commission)	Half Day (5 hours)
		Full Day (8½ hours)
3.	Assignment charges for coverage of High Definition Videography (to be uploaded in computer of the Commission)	Half Day (5 hours)
		Full Day (8½ hours)
4.	5"X7" size colour print	(upto 10 photos) Rate Per print
		(upto 20 photos) Rate Per print
		(Beyond 20 photos) Rate Per print
5.	8"X10" size colour print	(upto 10 photos) Per print
		(upto 20 photos) Per print
		Beyond 20 photos Rate Per print
6.	Re-print per copy	5"X7" size colour print
		8"X10" size colour print
7.	Charges of providing CD/DVD of photographs/ videos (per CD/DVD)	
8.	Converting Normal Video/Cassette Film into DVD (per DVD)	
9.	Converting Mini Video/Cassette Film into DVD (per DVD)	
10.	Passport size colour print (25 print) (including assignment charges)	
11.	Visa Size Colour print (12 Print) including assignment charges	
12.	Reprint of Passport(25 print) / Visa size colour Print (12 print)	
13.	Album Charges (5"X7")	36 Leaf
		72 Leaf
		100 Leaf
8.	Wireless lapel microphone with sound technician	
9.	Editing with subtitling charges inclusive of time coding (per minute charges)	

(Signature)

10.	Video editing charges including colour correction, audio enhancement and graphical editing (per minute charges)	
11.	Lighting setup (per day)	
12.	Teleprompter (per day)	

(To be signed by the Authorized Signatory
of the Firm/Agency with Name and Stamp)

(Signature)



Basic Details

Organisation Chain	National Human Rights Commission		
Tender Reference Number	G/1/2021-GA		
Tender ID	2024_NHRC_754992_1		
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Annual contract for Photography/Videography Work in the Commission
2	Finance	.xls	Annual contract for Photography/Videography Work in the Commission

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work / Item(s)

Title	Annual contract for Photography/Videography Work in the Commission				
Work Description	Annual contract for Photography/Videography Work in the Commission				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	365
Location	Delhi	Pincode	110023	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Delhi

Critical Dates

Publish Date	01-May-2024 05:00 PM	Bid Opening Date	22-May-2024 11:00 AM
Document Download / Sale Start Date	01-May-2024 05:00 PM	Document Download / Sale End Date	21-May-2024 05:00 PM
Clarification Start Date	02-May-2024 10:00 AM	Clarification End Date	21-May-2024 12:00 PM
Bid Submission Start Date	02-May-2024 10:00 AM	Bid Submission End Date	21-May-2024 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Annual contract for Photography/Videography Work in the Commission	292.41

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NIT.pdf	Annual contract for Photography/Videography	292.41

Tender Inviting Authority

Name	Sanjay Kumar
Address	National Human Rights Commission Manav Adhikar Bhawan, Block C, GPO Complex, INA, New Delhi- 110023

Tender Creator Details

Created By	DURGA MADHAB TRIPATHY
Designation	Under Secretary (GA)
Created Date	01-May-2024 04:24 PM