

(MDIG/IS/2023-24 dated 29 August 2023)



**LIMITED TENDER
FOR**

EMPANELMENT OF PHOTOGRAPHER & VIDEOGRAPHER AGENCY AT MDI GURGAON

Management Development Institute Gurgaon, (hereinafter referred to as the "Institute") established in 1972, is a top-ranking business school in India with the vision to be a 'Global Business School', a center of excellence in management education, high-quality research, executive management development programmes, and value-added consultancy. It is the first Indian Business School and second in Asia to be accredited by 'Association of MBAs' (AMBA), UK. Various surveys have consistently ranked MDI amongst the top 10 B-Schools of the country.

The Institute invites bids (Two Bid System) from the reputed professional photographer and videographer services providing agencies based at Gurugram only who have at least minimum 5 years or more professional standing (please attach proof in support) for empanelment at MDI Gurgaon, to undertake the photography & videography work, as per requirement of MDI Gurgaon from time to time. **The agency should be capable of use of Drone Cameras, Airdrop (AirDrop is a proprietary wireless ad hoc service in Apple Inc.'s iOS and macOS operating systems, introduced in Mac OS X Lion and iOS 7, which can transfer files among supported Macintosh computers and iOS devices by means of close-range wireless communication) and Mobile Journalism (Mobile journalism is a form of multimedia newsgathering and storytelling that enables journalists to document, edit and share news using small, network connected devices like smartphones. Mobile journalists report in video, audio, photography, and graphics using apps on their portable devices).** The engagement of the agency will be for a period of three years. Subject to satisfactory performance of the agency, to be assessed by the institute on completion of every year, the contract will continue for another year on completion of first year.

Tender can be downloaded from Management Development Institute Gurgaon website: <https://www.mdi.ac.in/infrastructure/QUOTATIONS.html> from **29 August 2023** onwards.

Technical Bid and Financial Bid should be submitted in two separate sealed envelopes super scribed as "Technical Bid for Empanelment of photographer and videographer agency at MDI Gurgaon" and "Financial Bid for Empanelment of photographer and videographer agency at MDI Gurgaon" respectively. Both these duly sealed envelopes of Technical Bid and Financial Bid should be put in a third envelope and sealed. The main/ third envelope should be super scribed "Tender for Empanelment of photographer and videographer agency at MDI Gurgaon" and be submitted in physical form through speed post /by hand only to **Chief Administrative Officer (Institutional Services), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon -122007 (Haryana) on or before 15th September 2023 up to 3 p.m.**

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

Any bid received beyond the last date and time for bid submission will not be accepted and will be summarily rejected.

SCOPE OF WORK:

The brief scope of work is given below: -

1. Photography and/or videography coverage of institute functions/events at MDI Gurgaon campus. The soft copies of the coverage for each event is to be supplied in CDs/DVDs/pen drive to MDI Gurgaon.
2. Use of Airdrop (AirDrop is a proprietary wireless ad hoc service in Apple Inc.'s iOS and macOS operating systems, introduced in Mac OS X Lion and iOS 7, which can transfer files among supported Macintosh computers and iOS devices by means of close-range wireless communication) and Mobile Journalism (Mobile journalism is a form of multimedia newsgathering and storytelling that enables journalists to document, edit and share news using small, network connected devices like smartphones. Mobile journalists report in video, audio, photography, and graphics using apps on their portable devices).
3. Use of drone cameras for photography/videography during academic events held by MDI Gurgaon.
4. The agency shall be intimated by MDI Gurgaon about the assignment on telephone or email on short notice or one day in advance. The agency is required to arrange for photographic/ videography coverage accordingly without fail. No excuse shall be entertained by the Institute.
5. Services may be required on Saturday, Sundays and holidays, during evening classes (6:30 p.m. to 9:45 p.m.) as the case may be.
6. Assignment Charges for digital photography will include cost of one CD/DVD /online sharing or pen drive as necessary (and requested for). There will be no commitment for arrangement of printing of hard copies of the photographs and as per requirement the same shall be ordered separately as per requirement and payable as per agreed rates
7. Photographs need to be clicked on uncompressed format (.CR2 in case of canon and. NEF in case of Nikon) and data to be kept with the agency in their custody for at least 7 working days from the shoot. MDI Gurgaon may ask for the uncompressed photos in case of requirement for high quality prints at no additional cost.
8. Assignment Charges for video recording will include cost of one complete set of data submitted in a pen drive (footage submitted on 1080p) and any additional copies/sets required shall be ordered separately as per requirement, and payable as agreed rates.
9. The CDs/DVDs of each event may be required at short notice and depending on the requirement, photographs may also be required to be emailed/ uploaded online immediately from the location of event itself.
10. For duration of coverage more than four hours and up to eight hours, Assignment Charges shall be payable for "Full-Day".
11. For duration of coverage up to four hours, Assignment Charges shall be payable for "Half-

Day".

12. All outputs (Still/Video) shall be delivered on the same day or next day as per instructions.
13. Photographs of the event including evening classes are required to be submitted immediately after the event (within 3 hours of completion of the event) to MDI Gurgaon or as per instructions provided. However, videos of the event may be provided on the next working day (during working hours and shall in no circumstances exceed 24 hours).

ELIGIBILITY CRITERIA:

1. The photographer and videographer services providing agency who have at least minimum 5 years or more professional standing. Please attach proof in support.
2. The agency should have minimum three years of experience of providing photography and videography services to reputed Educational Institutions/Govt. Departments/PSUs and large sized MNCs etc. Please attach proof in support.
3. The agency must have Average Annual Turnover of Rs. 15 lakh or more during last three financial years i.e. 2020-21, 2021-22 and 2022-23.
4. Should have their own Bank Account.
5. Should be registered with Income Tax and GST departments.
6. The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the educational institutions/ government agencies/Private company or Corporates etc.
7. The agency should be capable of use of Airdrop (Air Drop is a proprietary wireless ad hoc service in Apple Inc.'s iOS and macOS operating systems, introduced in Mac OS X Lion and iOS 7, which can transfer files among supported Macintosh computers and iOS devices by means of close-range wireless communication) and Mobile Journalism (Mobile journalism is a form of multimedia newsgathering and storytelling that enables journalists to document, edit and share news using small, network connected devices like smartphones. Mobile journalists report in video, audio, photography, and graphics using apps on their portable devices).

Documents required in support of eligibility and Qualification: -

Tenderer should submit the following documents along with Technical Bid: -

1. Original Tender Document duly signed with official seal of the agency on each page in token of acceptance of the terms and conditions of tender.
2. Self-attested copy of the Certificate of Incorporation of the Agency and profile of the agency.
3. Registration with Photographers Association of India / NSIC is necessary (self-certified copy to be attached in technical bid).
4. Self-attested copies of the GST registration certificate and PAN
5. Self-attested copies of the cancelled Cheque
6. Bidder Details Proforma "**Annexure 1**".
7. Undertaking by the tenderer "**Annexure 2**".
8. Self-declaration stating that the agency has not been black listed by Centre/ State Government/ PSU/ Autonomous Body as per the format in this tender document as per

- “Annexure 3”.**
9. Average Annual Turnover from a registered practicing Chartered Accountant in Profoma at **‘Annexure 4’.**
 10. Self-attested copies of successfully completed purchase/work orders, **one at least amounting Rs. 5 lac or more** issued by the competent authorities of the organizations served on the organizations letter head during financial years i.e. 2020-21, 2021-22 & 2022-23 in support of the experience **“Annexure 5”.**

General Terms and Conditions

1. The agency must have the sufficient capacity of professional cameras, camera operators, and other required infrastructure for carrying out the work. Agency will not be allowed to delegate / transfer/outsource / assign the contract or part thereof to some other party to the disadvantage to this office.
2. The competent authority MDI Gurgaon reserves the right of placing order the work as per requirement to one or more agencies 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 agency or the photographer. No separate payment will be made for transport vehicle & materials. The deputed photographer/ videographer has to timely reach on his own at the destination/place for photo/video coverage.
7. The competent authority MDI Gurgaon has full right to accept or reject in part or any or all the bids received 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 work order.
8. The competent authority, MDI Gurgaon shall not be responsible for any loss/damage caused to cameras / operators.
9. The agency will provide colour Photographs (of different sizes, as per 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 MDI Gurgaon.
12. MDI Gurgaon will not pay for the conveyance, equipment charges etc. if any, for covering any assignment.
13. Agency would require delivering the photographs at MDI Gurgaon within given time of the assignment covered.
14. The Company/Firm/Agency shall indemnify, defend and hold MDI Gurgaon, 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/Agency, its officers, directors, agents, employees or subcontractors.

15. MDI Gurgaon reserves the right not to make payment for prints found to be dim, defective or otherwise considered unsuitable.
16. The photographer/videographer has to turn up at the designated place even at a short notice to attend the work.
17. There should be independent telephone connection and mobile phone with the photographer of the firm so that he could be contacted by Institute, whenever necessary.
18. The responsibility for delivering the photographs on any other related jobs to the institute within the required period will be that of the agency or the photographer.
19. If the agency does not abide by the terms/conditions, MDI Gurgaon reserves the right to cancel the contract.
- 20. Tenderers are to quote rates on the items indicated in the Price Bid in “Annexure - 6”. The Price Bid should be sealed in a separate envelope.**
21. The rate of the successful Bidder will be valid up to **three years from the date of acceptance of the contract.**
22. The penalty will be levied on the agency in case, there is disruption of services. The disruption along with the penalty amount that would be charged is given below:

If agency failed to timely provide photographer/videographer at MDI Gurgaon	Penalty of Rs. 5,000/- per event shall will be levied.
If photographer/ videographer provided by agency does not perform the duty efficiently.	Penalty of Rs. 5,000/- per event shall will be levied.
Penalty on grounds of poor / substandard quality of photography material.	Any supply of poor-quality photos or poor quality or downscaled video shall be summarily rejected and would be subject to partial or non-payment.

23. MDI Gurgaon reserves the right to terminate or cancel the tender at any stage or time without assigning any reason.
24. If any dispute arises, Director, MDI Gurgaon decision will be final and binding on both the parties.

TECHNICAL BID**BIDDER DETAILS FORM**

Sl. No	Description	Information
1	Name of Tenderer	
2	Date of Incorporation of the Agency/Firm/Organization (Attach ROC Registration certificate/Registered Partnership Deed)	
3	Registration with Photographers Association of India / NSIC is necessary (self-certified copy to be attached)	
4	Full Address of Registered Office: (attach any proof) Telephone No.: FAX No.: E-Mail Address:	
5	Name of the Proprietor/Partner/Director (as the case may be) along with detailed Contact number (attach proof)	
6	Full address of Operating Branch/Office at Gurugram: Telephone No.: FAX No.: E-Mail Address:	
7	Banker of the Tenderer (attach documentary proof)	
8	PAN No. (attach documentary proof)	
9	GST Registration No. (attach documentary proof)	
10	Number of years of experience of Photography & Videography (attach documentary proof)	
11	Income Tax Return of the Company/Agency (duly attested by the CA/CA Firms) for financial year's 2020-21, 2021-22 and 2022-23.	
12	Average Annual Turnover during three financial year 2020-21, 2021-22 and 2022-23 as per format given at	

Sl. No	Description	Information
	Annexure	
13	Name, Type, Made and Year of the machines/ computers being used in scanning, developing and printing (in all sizes) the photographs/ videography along with software. Provide detailed list.	
14	Self-Declaration stating that the Company/Firm/vendor/agency has not been black listed by Centre/ State Government/ PSU/ Academic Institution as per format given at Annexure -	

Note: Bidders may annex separate sheets wherever required for furnishing details. However, such sheets must be duly signed with seal. Unsigned documents may lead to rejection of bid submitted.

Signature

Name of authorized signatory.....

PLACE:

DATE:

Official Stamp

Undertaking by the Tenderer
(To be printed on the Agency Letterhead)

To,
The Chief Administrative Officer (Institutional Services)
MDI Gurgaon
Mehrauli Road, Sukhrali
Gurugram - 122007

Sir,

I/We do hereby solemnly declare and undertake that:

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 complete duration of contract period. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
2. The firm/agency is in this business since last five years.
 - i. The item rates quoted by me/us have not been and are not being supplied to any other Educational Institute/Govt. organization /Institution in NCR region at rates lower than those quoted here and the rates quoted in this tender are not more than M.R.P. of the items.
3. I, the undersigned hereby bind myself to MDI Gurgaon for providing good services of photography and videography at MDI Gurgaon, during the contract period.
4. I/We declare that my /our firm has not been blacklisted/ debarred by any of the department of Government/Corporates/Educational Institutions in India. If blacklisted or debarred in the past, they have revoked the same.
5. I/We undertake that I have not submitted any false documents with the tender.

Signature

Name of authorized signatory.....

PLACE:

DATE:

Official Stamp

SELF-DECLARATION FOR NON-BLACK LISTING

(To be printed on the agency letter head)

Date:...../...../.....

To,
Chief Administrative Officer (Institutional Services)
Management Development Institute Gurgaon
Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)

Dear Sir,

I / we hereby declare that presently our Agency has not been black listed or debarred and not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our Agency is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of rate quotation submission, including violation of relevant Labour laws.

Thanking you,

Signature

Name of authorized signatory.....

PLACE:

DATE:

Official Stamp

PROFORMA FOR ANNUAL TURNOVER

(ATTACH AUDITED DOCUMENTS BY CHARTERED ACCOUNTANT FIRM)

Financial Year	Amount in Rupees without Tax (in Figure)	Amount in Rupees without Tax (in Word)	Profit earned in Rupees	Average Annual Turnover in Rupees
2020-21				
2021-22				
2022-23				

Signature

Name of authorized signatory.....

PLACE:

DATE:

Official Stamp

Annexure 5

PROFORMA FOR SIMILAR WORK EXECUTED DURING F.Y. 2020-21, 2021-22 & 2022-23

(To be printed on the agency letter head)

Financial Year	Name of the Client, Address, Telephone No. along with Name/ Designation/Tel. No. of the Concerned Officer	Details of the Work	Total value of Order (INR)
2020-21			
2021-22			
2022-23			

Please attach Self-attested copies of successfully completed purchase/work orders, **one at least amounting Rs. 5 lac or more** issued by the competent authorities of the organizations served on the organizations letter head during financial years i.e. 2020-21, 2021-22 & 2022-23 in support of the experience.

Signature

Name of authorized signatory.....

PLACE:

DATE:

Official Stamp

PRICE BID

(To be printed on the Agency Letterhead and sealed in a separate envelope)

Sl. No.	Particulars/Size	Rate (Rs.)					
		Gloss			Matt		
		Amount (Rs) (Excluding applicable taxes, duties and levies)	Service tax, if any	Total (Rs)	Amount (Rs) (Excluding applicable taxes, duties and levies)	Service tax, if any	Total (Rs)
1	Per photo & reprinting charges 1. Post Card Size 2. 5"x7" 3. 8"x10" 4. 10"x12" 5. 12"x15" 6. 30" X 40" 7. 40" X 60" 8. Passport size (25 copies)						
2	Cost per Album for size 5"X7" photographs ("Nataraj") or equivalent brand 50 Photographs 100 Photographs 150 Photographs						
3	Lamination (per Sq inch) – good quality						
4	Mounting with lamination charges for (prints-per-sq. inch)						
5	Digital Video recording charges for the function 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	Assignment charges for Photography/Videography through Drone Camera Half day (upto 4 hours) Full day (8 hours)						

PLACE:

DATE:

Signature

Name of authorized signatory.....

Official Stamp