

LOK SABHA SECRETARIAT

Telegrams : LOKSABHA, NEW DELHI
FAX : 23010756

PARLIAMENT HOUSE
NEW DELHI-110001

F. No 5/2/2012-PPR

8 November 2012

From

V. Thomas Ngaihte
Deputy Director
Press and Public Relations

To

Photo Studios in Delhi

Sub: Invitation for quotations for taking photographs of parliamentary functions/events.

Sir,

It is proposed to award assignment relating to photo coverage of various parliamentary events/functions held in Parliament House complex and outside it.

2. Photographs are to be of high digital quality with high resolution of minimum 300 dots per inch with size of 5"x7" or 10"x7". The photographs are to be provided in digital form (*i.e* to be uploaded immediately on the computers in the Press and Public Relations Wing by using a card reader or any other appropriate technology.)

3. In case if you are interested to undertake the job of taking the photographs of such functions, you may kindly send your quotations indicating the rates as per the above specifications.

4. The following instructions are to be complied with, if assigned the job of taking photographs:

- (i) Technical and financial bids in separate envelopes shall be dispatched / delivered so as to reach this office by not later than 3.00 P.M. on 21 November 2012 positively. Technical and financial bids that are not sealed will be rejected summarily.
- (ii) Technical bids will be opened on 23 November 2012. Financial bids of those firms, whose technical bids are found satisfactory, only will be opened on 26 November 2012. Venue and time will be intimated later to the eligible bidders.

- (iii) **Bidder should have a well-equipped studio within a radius of 15 kms from Parliament House complex.**
- (iv) Bidder should have a well-equipped studio with all necessary equipment and infrastructure for shooting, developing, processing, and printing of still photographs as well as for videography. Requisite equipment include professional cameras, minimum ten numbers of digital/still cameras of minimum resolution of ten or more megapixels, five digital video cameras and minimum five professionally trained and experienced photographers/camerapersons.
- (v) Telephone facility (both landline and mobile) and fax facility both at Studio and residence is a must.
- (vi) Bidder should have at least two years of professional experience in working with a reputed Organization.
- (vii) Preference will be given to those Organizations who have experience in working with Government Agencies/PSUs, or the Lok Sabha/Rajya Sabha Secretariats.
- (viii) Technical Bid and Financial bids are to be submitted in two separate covers, with description of contents clearly superscribed on the top of each envelope with the tender reference number and last date of submission.
- (ix) The Lok Sabha Secretariat is not bound to assign any reason for rejection of any or all the tenders.
- (x) Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tender.
- (xi) The submission of quotation will bind the bidder to acceptance of all conditions specified herein and, in addition, to the conditions that may be revised from time to time.
- (xii) The offer shall be valid for acceptance for a period of at least 6 months from the date of opening.
- (xiii) The bidder shall quote the unit charges according to specifications, viz. size of photographs, quality (Digital/Ordinary/Colour /Black & White) in the enclosed format.
- (xiv) The rates should be mentioned in figures as well as in words. The rate quoted shall be net and firm and no change of rates will be allowed during the contract/extension period for any reason. All erasing and overwriting of figures should be duly attested by the bidder. Taxes, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that the rates quoted is inclusive of all taxes.
- (xv) Photographs should be of high professional quality;

- (xvi) Photographs in required size (either 5"x7" or 10"x7") with requisite number of copies may be supplied within one hour after taking the photographs so as to ensure speedy dispatch of the same to media organizations;
- (xvii) Bids received after the due date and time by whatever means, shall not be considered and shall be rejected.
- (xviii) Bids should not be conditional/ambiguous and sub-contract is strictly prohibited.
- (xix) The delivery of photographs is to be made to the Press & Public Relations Wing (PPR Wing) or as directed, free of any extra charges, within the stipulated date and time.
- (xx) Digital Card reader, etc. may be made available immediately or within half-an-hour after taking the photographs so as to download the photographs in the computers in PPR Wing;
- (xxi) Photographer to be considered for selection, shall have the requisite infrastructure to undertake the assignment, which shall be available for physical inspection before of award of contract.
- (xxii) The photographer shall not engage in any commercial transaction with anyone in the Parliament House complex or outside *w.r.t.* photographs thus taken.
- (xxiii) If the photographer is found to be involved in any such commercial transaction with anyone in the Parliament House complex or outside *w.r.t.* photographs thus taken, the Secretariat has the right to take appropriate action;
- (xxiv) The contract will be awarded for three years from the date of award;
- (xxv) After the work has been completed, the bill for the work in triplicate prepared on the basis of the accepted rates shall be submitted to the Press & Public Relations Wing of the Lok Sabha Secretariat.
- (xxvi) The photographer shall undertake to pay the Secretariat a sum of Rs. 30,000/- as a security deposit, free of interest, which would be forfeited if any of the terms of the Agreement are not fulfilled by the photographer; otherwise, the same will be refunded to the photographer after making deduction, if any, on the satisfactory completion of the contract. The photographer will deposit the security amount with DDO, Lok Sabha, before signing the agreement.
- (xxvii) That in the event of any dispute or difference arising out of this Contract between the Secretariat and the photographer, the dispute shall be referred to the Arbitration of the Secretary-General, Lok Sabha, or his nominee and it will be in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The jurisdiction of the arbitration shall be New

Delhi. The photographic assignments under this Contract shall not be suspended on the ground of arbitration proceedings. The Arbitrator shall be entitled to increase the time of arbitration with the consent of the parties.


(xxviii) In case of any dispute, the decisions of the Secretary-General, Lok Sabha, will be final and binding.

5. The Technical and Financial Bids along with a duly-signed copy of Terms and Conditions enclosed, may be furnished in separate sealed covers superscribed "Technical/Financial Bids for taking Photographs" at the following address latest by 21 November 2012.

Shri M.K. Sharma,
Joint Director,
Press and Public Relations Wing
Lok Sabha Secretariat,
Room No. G-128, Parliament Library Building,
New Delhi -110001.

6. In case rates quoted are found acceptable, it will be intimated.

Yours faithfully,


(V Thomas Ngaihte)
Deputy Director
Ph. 2303 5022,
Fax 2379 2484

TERMS AND CONDITIONS

- (i) A photographer will be chosen on the basis of the lowest quoted prices.
- (ii) The Lok Sabha Secretariat is not bound to assign any reason for rejection of any or all the tenders.
- (iii) The submission of bids will bind the tenderer to acceptance of all conditions specified herein and in addition to the conditions that will be revised from time to time.
- (iv) The offer should be valid for acceptance for a period of at least 6 months from the date of opening.
- (v) The bidder shall quote the unit charges according to specifications, viz. size of photographs, quality (Digital/ Ordinary/ Colour/ Black & White) in the enclosed format.
- (vi) Bidder should have a well-equipped studio with all necessary equipment and infrastructure for shooting, developing, processing, and printing of still photographs as well as for videography. Requisite equipments include professional cameras, minimum ten numbers of digital/still cameras of minimum resolution of ten or more megapixels, five digital video cameras and minimum five professionally trained and experienced photographers/camerapersons.
- (vii) Telephone facility (both landline and mobile) and fax facility both at Studio and residence is a must.
- (viii) Bidder should have at least two years of professional experience in working with a reputed Organization.
- (ix) Preference will be given to those bidders who have experience in working with Government Agencies/PSUs, or the Lok Sabha/Rajya Sabha Secretariats.

Signature_____

Name and Address_____

Office Seal_____

- (x) Technical Bid and Financial bids are to be submitted in two separate covers, with description of contents clearly superscribed on the top of each envelope with the tender reference number and last date of submission.
- (xi) The rates should be mentioned in figures as well as in words. The rate quoted shall be net and firm and no change of rates be allowed during the contract/extension period for any reason. All erasing and overwriting of figures should be duly attested by the bidder. Taxes, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that the rates quoted is inclusive of all taxes. In the event of an increase in taxes, the extra liability incurred by the bidder shall be borne by the Lok Sabha Secretariat. Similarly, in the event of abolition/reduction of taxes, the saving accrued to the bidder shall be passed on to the Lok Sabha Secretariat.
- (xii) Bids received after the due date and time by whatever means, shall not be considered and shall be rejected.
- (xiii) Bids should not be conditional/ambiguous and sub-contract is strictly prohibited.
- (xiv) The photographer shall undertake to pay the Secretariat a sum of Rs. 30,000/- as a security deposit, free of interest, which would be forfeited if any of the terms of the Agreement are not fulfilled by the photographer; otherwise, the same will be refunded to the photographer after making deduction, if any, on the satisfactory completion of the contract. The photographer will deposit the security amount with DDO, Lok Sabha, before signing the agreement.
- (xv) Any failure to observe the prescribed procedure and any attempt to canvass for the work will prejudice your quotation.

Signature_____

Name and Address_____

Office Seal_____

- (xvi) Photographs to be supplied shall be of high professional quality;
- (xvii) Photographs in required size with requisite number of copies shall be supplied within one hour after taking the photographs so as to ensure speedy dispatch of the same to media organizations;
- (xviii) The delivery of the photographs shall be made to the Press & Public Relations Wing (PPR Wing) or as directed, free of any extra charges, within the stipulated date and time.
- (xix) Digital Card reader, etc. may be made available immediately or within half-an-hour after taking the photographs so as to download the photographs in the computers in Press and Public Relations Wing;
- (xx) The photographer shall have the requisite infrastructure in the form of studio, which shall be physically inspected by this Secretariat before of award of contract.
- (xxi) The photographer to be considered for selection shall not engage in any commercial transaction with anyone in the Parliament House complex or outside *w.r.t.* photographs thus taken.
- (xxii) If the photographer is found to be involved in any such commercial transaction with anyone in the Parliament House complex or outside *w.r.t.* photographs thus taken, the Secretariat has the right to take appropriate action;

Signature_____

Name and Address_____

Office Seal_____

- (xxiii) The contract shall be awarded for three years from the date of award of contract.
- (xxiv) After the work has been completed the bill for the work in triplicate prepared on the basis of the accepted rates shall be submitted to the Press & Public Relations Wing of the Lok Sabha Secretariat.
- (xxv) Entry/exit in Parliament House complex shall be subject to security restrictions.
- (xxvi) That in the event of any dispute or difference arising out of this Contract between the Secretariat and the photographer, the dispute shall be referred to the Arbitration of the Secretary-General, Lok Sabha, or his nominee and it will be in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The jurisdiction of the arbitration shall be New Delhi. The photographic assignments under thus Contract shall not be suspended on the ground of arbitration proceedings. The Arbitrator shall be entitled to increase the time of arbitration with the consent of the parties.
- (xxvii) Violation of any of the aforesaid terms and conditions would entail removal from the panel.
- (xxviii) In case of any dispute, the decision of Secretary-General, Lok Sabha, will be final and binding.

Signature_____

Name and Address_____

Office Seal_____

DOCUMENTS TO BE ENCLOSED

1. Bidders shall produce proof of Service Tax Registration Number and Service Tax Returns filed by them during the last three years.
2. Address proof of the firm.
3. Copy of PAN/TAN allotted to them.
4. Service Tax Registration certificate.
5. Aforesaid terms and conditions duly signed on each page.
6. Duly filled and signed Rate List in the enclosed format.(Technical and Financial Bids)

TECHNICAL BID

1.	Name of the firm:	
2.	Status of the firm : (Type of ownership)	
3.	PAN NO: (Enclose copy of Pan Card)	
4.	Technical expertise/equipment available with the firm: <ul style="list-style-type: none">• Whether the firm has its own lab with developing, processing and printing facilities?• Number of photographic cameras with the firm with detailed specifications. (minimum of five Cameras)• No of videography equipment with detailed specifications. (Optional)• Whether editing facility is available?• Whether the studio cum lab is computerized?	

	<ul style="list-style-type: none"> • Details of vehicles available with the firm which may be used for delivery of photographs and other materials. (Minimum of two two-wheelers) • Mention time required for providing the Photo print soon after the assignment is over. (Expected within Half-an-hour) 	
5.	No. of persons in the firm who are professionally qualified and trained: (Minimum five persons for undertaking photographic assignments simultaneously)	
6.	Experience of undertaking photographic assignments in Public Sector Undertakings/ Government Organizations/ others.	
7.	Experience of undertaking photographic assignments for Lok Sabha/Rajya Sabha Secretariats:	
8.	Place of the firm: (Mention the distance in kms from Parliament House complex) (maximum of 15 kms from Parliament House complex)	

9.	Service Tax particulars:	
10.	Service Tax Registration No. (Enclose self attested copy of the certificate)	

FINANCIAL BID

RATE LIST

Size	Specify rates for specific type of paper used for printing such as (i) glossy; (ii) semi-glossy; (iii) glossy-premium; (iv) matte; (v) canvas; (v) textured, etc.	Rate for Digital Colour		Rate for Digital Black & White		Rate for Colour (Ordinary)		Rate for Black & White (Ordinary)	
		First three copies	Addl. copies (rate per copy)	First three copies	Addl. copies (rate per copy)	First three copies	Addl. copies (rate per copy)	First three copies	Addl. copies (rate per copy)
3"x5"									
4"x6"									
5"x7"									
8"x10"									
10"x7"									
10"x12"									
Assignment charges, if any.									
CD writing Charges									
Lamination Charges									
Other Charges									