

TERMS AND CONDITIONS

1. Tender will be evaluated on 2(two) bids system. There should be 1 (one) main sealed envelope which should be labelled as “**Tender for Video and Still Photography and Certificate Printing**”. Inside the main envelope another 2 (two) envelopes 1(one) having required documents for Technical bid and another for financial bid. The two envelope cover should be sealed and labelled as “Financial Bid” & “Technical Bid” on the cover. Financial bid of only those bidders will be open who have qualified in the technical bid evaluation.
 2. Tenderer should have a valid Registration Certificate /Trade Licence.
 3. The bidders are required to furnish the composition and status of ownership of the firm in whose name tender documents have been purchased/issued along with one or more of the following documentary evidences (which are applicable to the bidder) in support of the same.
 4. The agency must be capable to cover multiple events (at least 5 nos.) at various locations in Assam Administrative Staff College, Guwahati at the same time. Photographers must have minimum 5 years of experience in commercial photo shoot. The videographers and their agency shall be skilled in shooting and editing and must have minimum 5 years of experience.
 5. The Bidder must have their own or branch studio or tie up with any studio at Guwahati. It must also have video shooting and editing facilities. It should also have proper equipments like good quality printer and quality manpower for printing of certificate in digital paper in huge numbers.
 6. The Studio, photographers and facilities for certificate printing should be located within a distance 6 kms from Assam Administrative Staff College, Guwahati-22 and photographer should report within 30 minutes when called. The certificate printing should be completed within the same day of receiving the name and other details etc.
 7. The agency must have minimum following for photo shoots/videography & certificate printing :-
 - a. Photography to be done with professional digital SLR cameras with minimum 21.0 megapixels or above.
 - b. Lenses: 18-55 along with Prime lenses (of make not before 2017) other equipment like extra lenses, filters, flash, tripods, batteries, etc available with the Agency. The equipment should be of recent made, not before 2017.
 - c. The photo printing lab must be a commercial photo printing agency.
 - d. Photo editing software like Photoshop (CS series), Adobe In-design, Corel Draw, etc and Video- editing Software like Pinnacle Studio, U-Lead, Adobe Premier Pro, Avid and equivalent software.
 - e. Good printer for printing certificates in colour in large numbers in digital paper in quick time.
 - f. The Studio and the certificate printing centre should have proper internet connectivity so that correspondence via email is possible. Moreover the authorised person/ Photographer should have smart phones for communication via social media app like Whats app etc.
 - g. Good quality DSLR camera (4K preferable) with camera stabilizer for videography.
 - h. Professional video editing setup for video editing and other related works.
 8. Tenderer should have PAN and registration under GST. A copy of PAN and registration under GST should be enclosed.
 9. Item-wise rates separately for Photography, videography and Certificate Printing should be quoted in words as well as figures. Quoted rates should be inclusive of all charges, including admissible taxes and will be valid for a period of one year from the date of work order.
 10. Work experience with government, if any must be shown.
 11. Annual turnover of last 3 years certified by CA or authorised agency must be shown.
 12. The work may be split up amongst more than one contractor at the sole discretion of the Directorate.
 13. The photographer will click photos 2-3 times of the actual required photos. The best photos among them will be selected and ordered for developing/printing. Photographer/Videographer must report half an hour before the start of the event.
 14. Exclusive rights: All photographs, videos and certificates are the property of Assam Administrative Staff College and must not be used for any purpose without permission. Unauthorized distribution of the same will result in penalties.
 15. The tender should be accompanied by earnest money of Rs.10,000/-(Rupees Ten thousand) only in the form of demand draft/bankers cheque/bank guarantee in favour of “Director, Assam Administrative Staff College Society”.
 16. Orders will be given to the successful bidder course-wise and the photographs will have to be submitted on time. Certificate Printing will be done programme/ Training/course wise and as and when required.
 17. Once contract is awarded to a successful bidder/agency, it shall be valid for 1(one) year which is likely to be further extended upto 2 (two) years (one at a time) depending on satisfactory performance.
 18. All still photos, printed or in CDs, Pen drive etc, Video documentary (after completion of editing etc), Certificate printed must be submitted at Assam Administrative Staff College on time as mentioned in the supply order.
 19. Bidder should ensure that envelopes containing the tender documents (Main envelope and envelope containing documents of technical bids and financial bids inside the main envelope) reached to us in properly sealed manner without damage.
 20. All disputes subject to Guwahati jurisdiction only.
- The Director has the right to accept / reject any one or all tender papers without assigning any reason thereof.

Sd/-
Director of Training
Assam Administrative Staff College
Jawaharnagar, Khanapara, Guwahati – 781 022

Particulars/Profile of the firm (Needed for Technical Bid)

1. Name of the Tendering Bidder/ firm :
2. Office address in Guwahati
(Address proof enclosed) :
3. i) Telephone No. :
ii) Mobile phone No. :
iii) E-Mail :
iv) Fax No. :
4. Name/residential address/Phone No. Of
Contact person during working days and weekends :
5. Details of the firm type :
6. PAN no.
(Copy to be enclosed) :
7. GST Registration :
(Copy to be enclosed)
8. Trade Licence Details
(Copy to be enclosed)
9. Name & Address of partners, if applicable :

(Please enclose a copy of partnership deed/power of attorney)

10. Date of establishment of the firm :
11. Previous experience, If any :
(Experience in still photography,
Videophotography & Certificate printing
Should be mentioned separately.)
12. Business turnover of the firm during last 3 years
i.e. during 2017-18 :
2018-19 :
2019-20 :

Signature _____

Name & Address _____
of the firm _____
with seal _____

Please attach separate sheet/s, if required

Sample declaration letter from Bidder (Needed for Technical bid)
(To be typed on the letterhead of the Bidder and shall be signed by an Authorized person)

Ref. No. _____

Date _____

The Director, AASC
Khanapara, Guwahati-22

Sir,

Sub: Declaration of assurance

Ref: Your tender No. _____ Dated _____

We hereby declare that we have the following minimum equipment and manpower required for photography and videography assignments along with printing of certificate in digital paper etc:

01. EQUIPMENT AND MANPOWER -

- DSLR Camera with minimum of 21.0 Megapixels or above (purchase bill/invoice enclosed)
No. of DSLR Camera -
- Lenses: 18-55 along with Prime lenses (of make not before 2017) purchase bill/invoice enclosed
- Other equipment like extra lenses, filters, flash, tripods, batteries, etc of recent made, not before 2017.
- Good quality DSLR camera (Preferably 4K) recording (purchase bill/invoice enclosed)
No. of Video camera -
- Photo editing software like Photoshop (CS series), Adobe In design, Corel Draw, etc and Video editing Software like Pinnacle Studio, U Lead, Adobe Premier Pro, Avid and equivalent software or should have Professional video editing setup for video editing and other related works.
- Photographer with minimum 5 years of experience
No. of photographer -
- Videographer with minimum 5 years of experience
No. of Videographer -
- Helper for video shooting
No. of helper -

02. We declare that we have (tick whichever is applicable)

- My own studio • Branch studio • tie up with a studio at Guwahati with still photo, video shooting and editing facilities.

03. We do hereby declare that we are capable of covering at least 4 nos. of events for photography and videography at the same time.

04. We do hereby declare that we are capable of printing around 200 copies of certificates in digital paper within a day and has equipment (Printer etc) and proper human resource for designing, typing and printing etc. We also state that we are capable of printing still photograph of various size especially the sizes mentioned in Annexure III and have proper facility for printing such photograph in digital paper etc.

05. We do hereby declare that we have required manpower as well as equipments and other setups required for professional videography and related works.

06. We do hereby also declare that if our equipment is not acceptable to AASC, we will replace as per AASCs requirement.

Yours faithfully,'

For

Signature of Authorized Signatory

Name:

Designation:

Phone No.:

Place: Date:

(Affix Seal if any)

Annexure-III

Financial bid format

<u>Sl</u>	<u>Particulars</u>	<u>Rate (Rs.)</u>	<u>GST (Rs)</u>	<u>Total(Rs.)</u>
1	Still Photo (size 8 x 11)			
2	Framing charges for 8 x 11			
3	Still Photo (size 6 x 8)			
4	Framing charges for 6 x 8			
5	Still Photo (size 5 x 7)			
6	Framing charges for 5 x 7			
7	Still Photo (size 10 x 15)			
8	Framing charges for 10 x 15			
9	Videography per day with editing etc			
10	Videography (Half day) with editing etc			
11	Outdoor charges for still photography if any (within 2 kms only)			
12	Colour Certificate designing & Printing in digital paper (Size- 21 cm X 29 cm)			

Date:

Signature