



# **INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**

**Diamond Harbour Road, Joka,  
Kolkata - 700104**

## **TENDER DOCUMENT**

**TENDER REFERENCE NO  
IIMC/EMP/P&V/2022-23  
DATE : 17 FEBRUARY 2023**

## **FOR**

**EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND  
VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF  
MANAGEMENT CALCUTTA AT L-1 PRICE**

**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**  
**Diamond Harbour Road, Joka,**  
**Kolkata – 700104**

**EOI REFERENCE NO: IIMC/EMP/P&V/2022-23**

**DATE: 17 FEBRUARY 2023**

**REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF MANAGEMENT CALCUTTA AT L-1 PRICE**

Sir,

1. On behalf of the Director, Indian Institute of Management Kolkata, OFFLINE bids are invited from bidders for “*EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF MANAGEMENT CALCUTTA AT L-1 PRICE.*”

2. **Availability of the Tender Document.** The Tender Document will be published on the Central Public Procurement Portal (CPPP) (ePublishing) (<https://eprocure.gov.in/epublish/app>) and Institute Website. It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in tender documents. The downloaded Tender Document is free of cost.

3. This RFP is to be submitted for Technical Bid duly signed & stamped on all pages by the vendor as token of acceptance of terms and conditions mentioned in the RFP.

4. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below:-

(a) **Bids/queries to be addressed to.** Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta.

(b) **Name/designation of the contact personnel.** Senior Administrative Officer Purchase, Indian Institute of Management Calcutta

(c) **Telephone numbers of the contact personnel.** +91-33-7121 1000 Extn 1070/1062 and +91-33-7121 1070 (Direct)

(d) **E-mail id.** sao\_purchase@iimcal.ac.in

(e) **Address.** Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata – 700104.

(f) **Help Line.** Toll free number of Central Public Procurement Portal (0120-4001002 /1005/0210 6277787)

5. This RFP is divided into five parts as follows:

(a) **Part I** - Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

6. This RFP contains the following FORMS:-
- (a) Appendix 'A' – Schedule of Requirement/ Scope of Work.
  - (b) Appendix 'B' – Bidder's Information.
  - (c) Appendix 'C' – Terms and Conditions Compliance Certificate.
  - (d) Appendix 'D' – Bank Guarantee Format of Performance Security
  - (e) Appendix 'E' – No Claim Certificate.
  - (f) Appendix 'F' – Technical Specification of Goods and Vendor Eligibility Criteria.
  - (g) Appendix 'G' – Price Bid Format
  - (h) Appendix 'H' – Bid Security Declaration Certificate.
7. This RFP is being issued with no financial commitment and the BUYER reserves the right to change or vary any part thereof at any stage. The BUYER also reserves the right to withdraw the RFP AND REJECT ANY TENDER, should it become necessary at any stage.
8. Please return this letter along with the complete RFP duly signed as attached.

Yours faithfully,

Sd/-x-x-x-x-x-x  
(Zulfqar Hasan)  
Senior Administrative Officer

9. I/We am/are in possession of a complete set of RFP issued by you, and have understood and agree to abide by the above instructions as well as those contained in the RFP and contract forms. The attached RFP forms duly completed and signed are submitted herewith.

Date: 2023

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
(Name in Block letter)

(Capacity i.e. Proprietor/Partner with stamp)

## **PART I – GENERAL INFORMATION**

1. **Last Date and Time for Submission of Bids. 08 March 2023 at 1000 hours.**

2. **Manner of Submission of Bid.**

(a) The tender documents shall be submitted ONLINE in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.

(b) Bill of Quantities (BOQ) with rates duly filled in is to be submitted in the format provided online in the name of “Price Bid”. Hence, physical submission of the documents is limited to submission of original Bid Security/Earnest Money Deposit (EMD).

(c) Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> (“Server System Clock Time”) shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

3. **Schedule of Bids Opening.**

(a) **Time and date for opening of Technical Bids. 10 March 2023 at 1000 hrs.**

(b) **Time and date for opening of Commercial Bids. After opening of Technical Bid.**

*(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the BUYER).*

4. **Location of the Tender Box.** Tender box will be located at Administrative Block, Indian Institute of Management Kolkata, Diamond Harbour Road, Joka, Kolkata – 700104.

5. **Two-Bid System.** Single Stage Two Envelope System has been adopted where Technical Details/Eligibility Conditions of Bidder / Performance Aspects/Commercial Terms and Conditions will be in First Envelope (Technical Bid) and Price Quotation(as per BOQ) will be in Second Envelope (Financial Bid). Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Financial Bid will be intimated after acceptance of the Technical Bids. Financial Bid of only those firms will be opened, whose Technical Bids are found compliant/suitable after the Technical evaluation is being carried out by the BUYER.

6. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the customer prior to deadline prescribed for uploading of bids. No bid shall be modified after the expiry of deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder’s forfeiture of bid security.

7. **Rejection of Bids.**

(a) Conditional bids will be rejected.

(b) Prices quoted unreasonably HIGH or LOW from LPP (Last Purchase Price)/prevailing market rates may be considered for rejection at the discretion of BUYER.

(c) IIM Calcutta reserves the right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof

8. **Validity of Bids.** The Bids shall remain valid till **SEVENTY FIVE (75) DAYS** from the last date of submission of the Bids.
9. **Earnest Money Deposit (EMD)/ Bid Security.** Bidders are required to submit EMD in favour of the "INDIAN INSTITUTE OF MANAGEMENT CALCUTTA" for an amount of **RS 20000/- (RUPEES TWENTY THOUSAND ONLY)** along with their bids in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee/E-Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct government business. EMD is to be remain valid for a period of **FORTY FIVE (45) DAYS** beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them on or before **THIRTIETH (30<sup>TH</sup>) DAY** after the award of contract. The Bid Security of the successful bidder will be returned, without any interest what so ever, after the receipt of Performance Security. EMD is not required to be submitted by those Bidders who are registered with the National Small Industries Corporation (NSIC) and Ministry of Micro, Small & Medium Enterprises (MSME). However, the Bidders who are registered with NSIC and MSME, they need to furnish BID SECURITY DECLARATION CERTIFICATE. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. Bids shall not be considered, in case, the scan copy of EMD is not submitted along with the Technical Bid and original /hard copy not deposited in the Tender Box kept at entry point of the Ground Floor Administrative Building of IIMC.
10. **Performance Security Guarantee.** To ensure due performance of the contract, Performance Bank Guarantee (hereinafter called as PBG) is to be deposited by the successful bidder after awarding of the contract in the form of Insurance Surety Bond, an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee/E-Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct government business. PBG will be for an amount of **THREE PERCENT (3%)** of the value of the contract as specified in the bid document and it will be refundable without interest after successful completion of the contract and no liabilities from the Service Provider or its employees. In case of any complaint, the PBG shall be discharged only after adjusting all dues, liabilities of the worker etc. PBG should remain valid for a period of **SIXTY (60) DAYS** beyond completion of all contractual obligations including warranty obligations (if any).
11. Price must be quoted on F.O.R at IIMC, Destination basis by road inclusive of Packing, Forwarding, Freight Charge, Transit Insurance and any other charges as applicable. The consignee for the contract is Administrative Officer (Purchase), Indian Institute of Management Calcutta.
12. The approval or rejection to tenders(s) rests with Competent Authority (CA) as applicable, who reserves to himself the right of rejecting any tender in whole or in part of any item in whole or in part in respect of any or all the delivery points shown in the schedule of requirements in Part II or RFP without cause assigned.
13. These instructions on "Invitation of Bid" are to be signed by you and returned along with your bids.
14. **Duration of Empanelment.** THREE (03) Years.
15. **Extension of Contract.** Applicable for a period of 1 year based on the Performance by the selected bidder/bidder(s) during the last 3 years period of contract.
16. **OTHER THAN THE TERMS & CONDITIONS MENTIONED IN THIS RFP (TENDER DOCUMENT), THE RULES AND PROVISION OF "GENERAL FINANCIAL REGULATION-2017" AND "MANUAL FOR PROCUREMENT OF GOODS UPDATED IN JUNE 2022 (AMMENDED FROM TIME TO TIME)" WILL BE IN VOGUE IN CASE OF ANY DISPUTES ARRISE DURING THE PERIOD OF CONTRACT.**

## PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements/ Scope of Work** As per **Appendix ‘A’** to this RFP.
2. **Eligibility Criteria** The minimum eligibility criteria are as under:-

Sl. No.	Description	Remarks
(a)	PAN Details	Photocopy of PAN Card to be submitted
(b)	GST Details Or Trade License(as applicable)	Photocopy of GST Certificate to be submitted or Trade License along with self-declaration of noncompliance of GST
(c)	The Companies/Firms/Agencies/Contractors should have office/ branch office/Operational Office in Kolkata.	Photocopy of relevant documents to be submitted
(d)	The Companies/Firms/Agencies/Contractors should have reputation with at least three years’ experience in providing similar services to Public Sector Companies/Government Departments/Research Organizations / Reputed Private Sector Companies, IIM etc. A list of clients, to whom the vendors are providing/ have provided similar services in the last three years, should be enclosed with the tender document.	Valid Work Orders needs to be submitted
(e)	Turnover of Companies/Firms/Agencies/ Contractors should be Rs2.5 Lakh Per Year in last three years (2019-20, 2020-21 and 2021-22).	Profit and Loss statement along with balance sheet duly signed by Chartered Accountant
(f)	The firm should neither debarred by any Central/State/Autonomous Bodies or Institute/Public Undertaking nor any criminal case registered/pending against the firm or its owner /partners anywhere in India.	Self-Certificate
(g)	Bidder must be registered for Photography & videography services	GST Registration Certificate/Trade License (as applicable) need to be submitted.

3. **Terms and Conditions of Contract:-**

(c) Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of IIM Calcutta and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

(d) In case of empanelled vendor is found in breach of any terms & condition(s) of IIM Calcutta or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and Performance Security Deposits shall be forfeited by IIM Calcutta, besides debarring the vendor concerned for at least three years for further dealings with IIM Calcutta.

(e) The successful bidder will be responsible for transportation and loading/ off-loading of all materials related to them and no extra payment will be made by the IIM Calcutta on this account.

(f) The successful bidder himself will be responsible for safety and security of his material and IIM Calcutta will not be responsible for any damage/theft of material of the Successful Bidder.

(g) For any emergency situation, the Successful Bidder will provide solution related to his/her work at no extra cost.

(h) All materials used should be of as per required quality (**as mentioned in BOQ**). For the material used, which is not of good quality, appropriate deductions will be made from the bill. In case, it is found at some stage that the quality supplied/to be supplied is inferior the goods in question will be rejected or the contract will be cancelled with debarment of the successful bidder(s).

(k) The successful bidder shall be responsible for full execution of the contract and **shall not in any case assign or sublet ordered items or part thereof to any other party**. Failure to do so will attract cancellation of the order and debarred for future business with IIMC.

(l) All works related to this tender should be completed to entire satisfaction of the IIM Calcutta, failing which the **IIM Calcutta will have right to cancel the work order** and no payment will be made in that case.

(m) Any defect found in the work carried out by the successful bidder will have to be **rectified free-of-cost** by the Successful Bidder.

(n) All precautionary/safety measures as necessary should be adopted by the agency/firm while executing the work to avoid any miss happening and loss caused due to the agency's negligence.

(o) The successful bidder shall take all necessary precautions to ensure safety and security of their workmen and shall be responsible for any injury that might occur to person/s and bear all cost towards insurance/ treatment/ compensation of them. Necessary insurance cover shall be made by the Successful Bidder. Further, the Successful Bidder shall have to comply with the provisions of all prevailing Labour Laws relating to the work assignment.

(p) The Successful Bidder shall take all necessary precautions to prevent any damage that may cause towards any Institute's property during the course of execution of the contract and they will be liable to make good the same at their cost.

(q) The representatives of the Successful Bidder should be available on telephone and also on mobile to enable this Institute to call them in emergency situation. Therefore, telephone as well as mobile number(s) and address will also be provided to IIM Calcutta.

(r) Each page of the Document is to be signed by the tenderer and duly stamped.

(s) All disputes arising out of this contract shall be referred to the sole arbitration of the Director, IIM Calcutta. The venue of arbitration shall be in Kolkata only.

(t) IIM Calcutta reserves the right to reject any or all tender(s) without assigning any reason. The decision of IIM Calcutta in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.

(u) A tenderer who proposes any alteration of the conditions laid down or proposes any other condition of any description whatsoever is liable for rejection.

(v) The eligible vendors who have technically qualified will only be evaluated in Price Bid. **Vendors who agree to accept the L-1 (Lowest quoted rate amongst the bidders) price in respect of each items will be considered for empanelment.** The empanelment will be for a period of THREE (03) Years which may be further extended for a further period of one year based on the satisfactory performance of the bidder / Bidders (s) as per same Terms & Conditions mentioned in this EOI and as per the requirement of the BUYER.

4. **Bidders Information.** Bidders are required to submit essential details in respect of their firms/ company as per **Appendix 'B'** to this RFP as a part of technical evaluation.

5. **Delivery Period.** As per requirement/ work/ purchase Order. No delay will be accepted at any cost beyond the stipulated date/time as given in the work/ purchase order.

6. **Pre-bid Conference/ Meeting.** Pre-Bid Conference/ Meeting is scheduled on **22 February 2023 at 1430 hrs** as stipulated in NIT, prospective bidders interested in participating in this tender should attend a Pre-bid conference to clarify Techno-Commercial conditions of the Tenders at the venue, date and time specified therein. Participation in the Pre-bid conference is restricted to prospective bidders who have downloaded the Tender Document. **PARTICIPATION IN PRE-BID CONFERENCE/ MEETING IS MANDATORY, FAILING WHICH**

**BID WILL BE SUMMARILY REJECTED DURING TECHNICAL EVALUATION.** The date and time by which the written queries for the Pre-bid must reach to the authority and the last date for registration for participation in the Pre-Bid Conference/ Meeting are also mentioned in the NIT. After the Pre-bid conference, Corrigendum if any shall be published on the CPP Portal & Institute's website within THREE (03) WORKING DAYS from the Pre-Bid Conference. If required, a clarification letter and corrigendum to Tender Document shall be issued, containing amendments of various provisions of the Tender Document, which shall form part of the Tender Document.



### **PART III - STANDARD CONDITIONS OF RFP**

1. Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned in succeeding paragraphs which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

2. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India. Any dispute arising out of or in any way connected with the contract shall be deemed to have arisen in *Kolkata* and only courts in *Kolkata* shall have jurisdiction to determine/decide the same.

3. **Effective Date of the Contract.** The contract will be in effect from the day of issue of Work/ Purchase Order/ Contract Agreement.

4. **Conciliation and Arbitration.** Any dispute, if arises, in connection with the work, shall be tried to be settled mutually by asking references to conditions of tender documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The Venue for such arbitration will be in Kolkata. The award of the Arbitrator shall be final, conclusive and binding on all parties. Director IIMC will be the Competent Authority for assign the Arbitration.

5. **Penalty for use of Undue influence.** The Contractor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the BUYER or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Contractor or any one employed by him or acting on his behalf (*whether with or without the knowledge of the Contractor*) or the commission of any offers by the Contractor or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Customer to cancel the contract and all or any other contracts with the BIDDER/ SERVICE PROVIDER and recover from the BIDDER/ SERVICE PROVIDER the amount of any loss arising from such cancellation. A decision of the Customer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the BIDDER/ SERVICE PROVIDER. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the BIDDER/ SERVICE PROVIDER towards any officer/employee of the Customer or to any other person in a position to influence any officer/employee of the Customer for showing any favour in relation to this or any other contract, shall render the Contractor to such liability/penalty as the Customer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the BUYER.

6. **Non-Disclosure of Contract Documents.** Except with the written consent of the Customer/Contractor, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

7. **Liquidated Damages.** In the event of the Contractor failed to deliver the services as specified in this contract/work/ purchase order, the BUYER may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the Contractor's Bill as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered services mentioned above for every hour of delay or part of an hour, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed services.

8. **Termination of Contract.** The BUYER shall have the right to terminate this Contract in part or in full in any of the following cases:-

(a) The delivery of the service is delayed for causes not attributable to Force Majeure for more than TWO (02) HOURS beyond stipulated time.

- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The delivery of service is delayed due to causes of Force Majeure for more than ONE (01) HOUR after the schedule time of delivery.
- (d) The BUYER has noticed that the Contactor has utilized the services/any Indian/ Foreign agent in getting this contract and paid any commission to such individual/ company etc.
- (e) As per decision of the Arbitration Tribunal.
- (f) The contractor fails to provide the desired standard of item/ items even after three written reminders.
- (g) If the Contractor fails to deliver the services as per approved specification/ quality and tries to supply substitute/substandard items.
- (h) The Contractor uses illegal means to influence or bribe the staff dealing with the contractor.

9. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX/e-mail or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

10. **Transfer and Sub-letting.** The Contractor has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

11. **Amendments.** No provision of present Contract shall be changed or Modified in any way (including this provision) either in whole or in part except Present Contract by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present contract.

12. **Taxes and Duties:-**

- (a) If Bidder desires to ask for GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
- (b) If reimbursement of GST is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entreated after the opening of tenders.
- (c) If a Bidder chooses to quote a price inclusive of GST and does not confirm inclusive of GST so included is firm and final, he should clearly indicate the rate of GST and quantum of GST included in the price. Failure to do so may result ignoring of such offers summarily. Evaluation of Commercial/ Financial bid will be carried out on BASE price basis.
- (d) If a Bidder is exempted from payment of GST up to any value of supplies from them, he should clearly state that no GST will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly. Stipulations like, the said GST was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that GST will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of GST which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.
- (e) Any change in GST upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of GST paid by the SUPPLIER. Similarly, in case of downward revision in GST, the actual quantum of reduction of GST shall be reimbursed to the Customer by the Contractor. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

## **PART IV – SPECIAL CONDITIONS OF RFP**

1. The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned in succeeding paras which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of Bid submitted by the Bidder. A certificate for compliance of all the Terms and Conditions of this RFP be submitted as per **Appendix 'C'** to this RFP

2. **Performance Bank Guarantee.** The Bidder will be required to deposit a Performance Bank Guarantee by way of Bank Guarantee through any commercial banks or a private sector bank authorized to conduct government business for a sum equal to 3% (THREE PERCENT) of the contract value within FIFTEEN (15) working days from the date of award of contract. Performance Bank Guarantee should be valid up to SIXTY (60) days beyond the date of completion of all contractual obligations including warranty obligations (if any). Performa of Performance Bank Guarantee is as per Appendix 'D' to this RFP.

3. **Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism instead of payment through cheques wherever feasible. The payment will be made as per the following terms, on production of the requisite documents:-

- (a) The items will be delivered on a Delivery Challan and Bills/invoices submitted in duplicate.
- (b) Upon receipt of the items and producing of all supported documents by the contractor, payment will be made by the IIMC by cheque.
- (c) It is mandatory to the SUPPLIER/vendor to submit their PAN details, Cancelled Cheque and NEFT details for making of payments through ECS/EFT mechanism instead of payment through cheque by IIMC.
- (d) Ink signed copy of Service provider's invoice.
- (e) Ink signed copy of Commercial invoice/Service provider's invoice.
- (f) Copy of Supply Order/Contract/Contract with U.O number and date of IFA's concurrence where required delegation of power's.
- (g) Details for electronic payment viz Account holder's name Bank name, Branch name address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract)
- (h) Any other document/Certificate that may be provided for in the Supply Order/ Contract.
- (j) On receipt of final payment, SELLER should furnish a 'NO CLAIM CERT' as per **Appendix 'E'** of this RFP.

4. **Advance Payment.** NO Advance payments will be made.

5. **Paying Authority.** The process of bills of successful tender will be made by the IIMC and payment will be made by Accounts Department of IIMC. Bills to be submitted by the vendor within FIFTEEN (15) days of completion of work/supply.

6. **Liquidated Damage (LD).** If the SERVICE PROVIDER fails to deliver/ provide any OR all of the Goods/ Services OR fails to perform the incidental Works/ Services within the date and time frame(s) incorporated in the contract (OR within the date and time mutually agreed by both the parties), the Procuring Entity (IIMC) shall, without prejudice to other rights and remedies available to the Procuring Entity under the contract, deduct from the contract price, as agreed Liquidated Damages, but not as a penalty, a sum equivalent to the HALF PERCENT (½%) (or any other percentage if prescribed in the contract) of the delivered price (including elements of GST & freight) of the delayed Goods and/ or incidental Works/ Services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the TEN PERCENT (10%) (or any other percentage if prescribed in the contract) of

the delayed Goods' or incidental Works/ Services' contract price(s). Besides LD during such a delay, Denial Clause as mentioned in this Tender Document shall also apply

7. **Risk and Expense Clause.** If the SERVICE PROVIDER fails to deliver the Goods/ Services either in FULL or in PART, within the prescribed delivery period as mentioned in Work/ Purchase Order/ Contract Agreement (OR on or before the date and time mutually agreed by the BUYER and SERVICE PROVIDER), the BUYER shall be entitled at his option to take alternate procurement action as thinks fit, at the Risk & Expense of the SERVICE PROVIDER for the unsupplied portion of the Goods / Services for which delivery has expired, without cancelling the contract in respect of the Goods/ Services not yet due for delivery, or to cancel the contract based on progress of work, including Goods/ Services not due for delivery, and, if thought fit/necessary, to purchase the Goods/ Service at the Risk and Expense of the SERVICE PROVIDER. The price differential in case of higher cost to the BUYER, if any, shall have to be borne by the SERVICE PROVIDER. Recovery of differential price be recovered from Invoices/ Bills/Performance Bank Guarantee/ Any Other Financial Instrument of SERVICE PROVIDER held with the BUYER. Moreover the SERVICE PROVIDER shall have no claim over the quantity, which they failed to supply. The "failure to deliver the Goods/ Services" includes the following:-
- i. Supply of substandard Goods/ Services.
  - ii. Failed to meet the specified standard of Goods/ Services as mentioned in Specification.
  - iii. Failed to supply the alternative/ substitute Goods/ Services already rejected by the BUYER.
  - iv. Failed to supply/ provide Sample/ Proof Tests/ Proof Reading/ Specimen/ Model/ Prototype/ within the specified date as mentioned in Work/ Purchase Order/ Contract Agreement/ Mutually Agreed by the BUYER and SERVICE PROVIDER.
8. **Force Majeure.** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its Contractual obligations, if the affected party within TWO (02) HOURS of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this contract.
9. **Specification.** The SELLER guarantees to meet the specifications as per **Appendix 'F'** to this RFP.
10. **Transportation.** The contractor is responsible for transport for the delivery of services to the Consignee's premises as mentioned in Part II under their own arrangement. The term Contract means acquiring all types of services, such as finishing, editing, delivering as well as all types of services including packing, unpacking, preservation, transportation, loading, unloading, insurance, delivery, special services if any, consultancy and systems. Any claims arising out the accident of transport, damage to public or private property or any injury or death shall be the responsibility of the SUPPLIER and the IIMC as such shall not be a party to it.
11. **Quality Assurance.** The services provided under the contract should conform to the standards, quality and specifications as mentioned in **Appendix 'F'** to this RFP. The service should be conforming to the current production standard and having 100% defined life at the time of delivery.
12. **Inspection Authority.** The Inspection will be carried out by the IIMC. The mode of Inspection will be User Inspection.
13. **Claim.** The following claims clause will form part of the contract placed on successful bidder:-
- (a) The claims may be presented either on quantity of the stores, where the quantity does not correspond to the quantity shown in the Packing List/Insufficiency in packing, or on quality of the stores, where quality does not correspond to the quality mentioned in the contract.

(b) The quantity claims for deficiency of quantity (if any), shall be delivered at consignee premises within ONE (01) DAY under own arrangement of the contractor.

(c) The quality claims for defects/damages or deficiencies in quality noticed during inspection shall be presented within ONE (01) DAY of completion of inspection and acceptance of material and will be submitted to the Contractor.

(d) The Contractor is to settle the claims for defected/damaged quantity and deficiency in quality of the services within ONE (01) DAY.

(e) The Contractor shall collect the defective/damaged or rejected items from the location nominated by the BUYER and deliver the replaced goods at the same location under Contractor's own arrangement.

(f) The quality claims will be raised solely by the BUYER and without any certification/ countersignature by the Contractor's representative stationed in India.

(g) Any claims arising out the accident of transport, damage to public or private property or any injury or death shall be the responsibility of the SUPPLIER and IIMC as such shall not be a party to it.

14. **Warranty/ Guarantee/ Defect Liability Clause.**

(a) The SELLER should covenant that, it is a condition of the contract that all services supplied to the BUYER under this contract shall be free of all defects and faults arising from design, materials (except when the design adopted and/ or the material used are as per the SELLER's specifications) or workmanship or from any act or omission of the contractor, that may develop under regular use of the supplied Goods under the conditions prevailing in India.

(b) Obligations of the SELLER under the warranty clause shall survive even though:-

(i) The services may have been inspected, accepted, installed/ commissioned and paid for by the BUYER.

(ii) The contract is terminated for any reason whatsoever.

(a) The BUYER shall promptly notify in writing to the SELLER, if during the period above, the supplied services are discovered not to conform to the description and quality or have deteriorated, otherwise than by fair wear and tear (the decision of the BUYER in that behalf being final and conclusive).

(b) Upon receipt of such notice, the SELLER shall, within ONE (01) HOUR (or within any other period, if stipulated in the contract), expeditiously repair or replace the defective Goods or parts thereof, free of cost, at the ultimate destination. The Contractor shall take over the replaced parts/ Goods after providing their replacements, and no claim shall lie on the Procuring Entity for such replaced parts/ Goods after that.

(c) A penalty of 0.5% (HALF PER CENT) of the contract value for the delay in response time beyond specified time as detailed above shall be recoverable from the Performance/ Warrantee Guarantee. The maximum penalty for warranty failure will be 5% (Five percent) of the contract value during the whole warranty period. If there is further such delay after reaching this limit, BUYER shall be entitled to encashment of whole of Performance/ Warrantee Guarantee Bonds. In such an event, action for inordinate delays would also be taken as per the Rules and Regulations of Govt of India.

(d) In case of any rectification of a defect or replacement of any defective Goods during the warranty period, the warranty for the rectified/ replaced Goods shall remain till the original warranty period.

(e) If the SELLER, having been notified, fails to rectify/ replace the defect(s) within ONE (01) HOUR (or within any other period, if stipulated in the contract), it shall amount to breach of Contract for default, and the BUYER shall avail any or all remedial action(s) thereunder.

## PART V – EVALUATION CRITERIA & PRICE BID ISSUES

### 1. Evaluation Criteria.

- a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
- b) The eligible vendors who have technically qualified will only be evaluated in Price Bid. **Vendors who agree to accept the L-1 (Lowest quoted rate amongst the bidders) price in respect of each items will be considered for empanelment.**
- c) The Bidders are required to spell out the rates of GST etc. in unambiguous terms only while submission of bills at the time of delivery. If a Bidder is exempted from payment of GST duty up to any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly. No GST should be included while submission of commercial bids.
- d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- e) The empanelled vendors will be considered further for placement of contract/ Supply Order after complete clarification and price negotiations as decided by the BUYER. The BUYER also reserves the right to do Apportionment of Quantity, if it is convinced that vendor is not in a position to supply full quantity in stipulated time.
- f) IIMC reserves the right to split the contract or award parallel contract between L-2 and L-3 (or so) bidders on least price basis.

### 2. Price Bid Format. As per Appendix – ‘G’.

**SCHEDULE OF REQUIREMENT (SOR)/ SCOPE OF WORK**

Sl. No.	Job Description	Output	Rate Unit
1	Still Group Photograph (8 inch x 11 inch) with i. Photo shoot ii. Image Editing iii. Text matter insertion - Programme details along <b>with</b> Students or Participants Names.	Soft copy	Per event
		Additional cost for Hard copy printing	Per pc
2	Still Group Photograph (8 inch x 11 inch) with i. Photo shoot ii. Image Editing	Soft copy	Per event
		Additional cost for Hard copy printing	Per pc
3	Still Group Photograph (8 inch x 12 inch) with i. Photo shoot ii. Image Editing iii. Text matter insertion - Programme details along <b>with</b> Students or Participants Names.	Soft copy	Per event
		Additional cost for Hard copy printing	Per pc
4	Still Group Photograph (8 inch x 12 inch) with i. Photo shoot ii. Image Editing	Soft copy	Per event
		Additional cost for Hard copy printing	Per pc
5	Occasion/Event Still Photography eg Individual Certificate Award Photograph of Students/Participants, in-session Class Photographs and other Casual Photographs	Soft copy	Per event
		Additional cost for Hard copy printing	Per pc
6	Still Photograph (size : 4" X 6")	Soft copy	Per pc
		Additional cost for Hard copy printing	Per pc
7	Photo Album for 4"x6" Photograph (as per specification)		Per pc
8	Canvas Printing (12" x 18")		Per pc
	Canvas Printing (20" x 33")		Per pc
	Canvas Printing (40" x 60")		Per pc
9	Photo Framing (4"x6")		Per pc
	Photo Framing (8"x12")		Per pc
	Photo Framing (10"x12")		Per pc
	Photo Framing (10"x15")		Per pc
10	Basic Videography on hourly basis ( minimum 2 hours)		Per day
11	Basic Videography on full day basis (8 hours)		Per day

12	<p>Professional Quality Videography on full day basis (8 hours), using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, Lighting equipment, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Video and Audio Editing and Mixing</p> <p>v. Necessary photo shoots of campus, classes in progress, facility, etc to supplement the videos</p> <p>vi. Insertion of Text Snippets, digital banners, graphics, and imagery to run in-line with the videos (broad-level literature/content may be provided by the Office, which can act as a reference to the agency for creation of in-line content)</p> <p><b>It is advisable that the bidder may look at following videos as illustrative examples of minimum desired output:</b></p> <p><a href="https://youtu.be/oeZCKon3EPs">https://youtu.be/oeZCKon3EPs</a>; <a href="https://youtu.be/HKjfM8u3fCc">https://youtu.be/HKjfM8u3fCc</a>;  <a href="https://youtu.be/bpzVvcNeMdw">https://youtu.be/bpzVvcNeMdw</a></p>	Promotional videos for various Institute programmes like MDPs, etc	Per day
13	<p>Professional Quality Videography on full day basis (8 hours), using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, Lighting equipment, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Video and Audio Editing and Mixing</p>	Occasion/Event Videos for archiving and/or subsequent webcasting	Per day
14	<p>Professional Quality Videography on full day basis (8 hours), using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, Lighting equipment, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Instant Video and Audio Editing and Mixing</p> <p>v. Ready feed for Livestreaming</p>	Occasion/Event Videos for Livestreaming	Per day
		Additional cost for real-time webcasting	Per day
15	<p>Professional Quality Videography, using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Video and Audio Editing and Mixing</p>	Videos of academic and/or guest lectures/se ssions	Per lecture

**Specification of the required instruments for the above mentioned Work:**

**For Photography:**

- Camera: SONY/ Nikon/ Canon or equivalent DSLR (Mirror less or full frame)
- Lens: Wide Angle upto Telephoto (range – 14 mm upto 300 mm).
- Resolution – HD quality
- Quality of printed photograph – 600 dpi (minimum)

**For Videography:**

- Camera: Sony alpha series or equivalent (Full Frame )
- Resolution: 4K HD Quality
- Light Setup: Porta and movable lights with soft box
- Gimbal: Zhiyun or equivalent
- Tripod: Digitek or equivalent
- Teleprompter/multiview monitor: LED



**BIDDER'S INFORMATION**

(To be submitted as part of Technical bid on Company Letter-head, along with supporting documents, if any)

Bidder's Name and Complete Address: \_\_\_\_\_

**1. Bidder/ Contractor particulars:**

- (i) Name of the Company:.....
- (ii) Corporate Identity No. (CIN): .....
- (iii) Registration, if any, with The Procuring Entity: .....
- (iv) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
- (v) Place of Registration/ Principal place of business" .....
- (vi) Complete Postal Address: .....
- (vii) Pin code/ ZIP code: .....
- (viii) Telephone nos. (with country/ area codes): .....
- (ix) Mobile Nos.: (with country/ area codes): .....
- (x) Contact persons/ Designation: .....
- (xi) Email IDs: .....

**2. Taxation Registrations:**

- a) PAN number: .....
- b) Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.): .....
- c) GSTIN number: ..... in Contractor and Service Site States
- d) Registered/ Certified Offices from where the Services would be supported and Place of Service Site for GST Purpose: .....
- e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):  
.....

*Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.*

**3. Certificate to be submitted by Bidder.** A certificate to be submitted by the bidder on the Letter Head of their Firm/Company as under:-

**“This is to certify that \_\_\_\_\_ is my official mobile number and \_\_\_\_\_ is my official e-mail id. Any communication done by the buyer on these above said mobile number /e-mail through buyer official mobile/e-mail will be treated as an official communication. Buyer reserves the rights to produce these communications during legal proceedings as a form of legal communication from buyer”.**

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[Name & address of Bidder and seal of company]

**TERMS AND CONDITIONS - COMPLIANCE**

(To be submitted as part of Technical bid on Company Letter-head)

Bidder's Name and Complete Address \_\_\_\_\_

Tender Document No. \_\_\_\_\_; Tender Title: \_\_\_\_\_

*Note to Bidders: Fill up this Form regarding Terms and Conditions in the Tender Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.*

Sl. No.	Ref of Tender Document Section, Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section/Para	Clause/ Sub-Clause/Sub Para			

We shall comply with, abide by, and accept without variation, deviation, or reservation all terms and conditions of the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....  
(Signature with date)

.....  
(Name and designation)  
Duly authorized to sign bid for and on behalf of

.....  
.....  
[name & address of Bidder and seal of company]  
DA: If any, at the option of the Bidder.

**BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To  
The Director  
Indian Institute of Management Calcutta  
Diamond Harbour Road, Joka  
Kolkata – 700104, West Bengal

Whereas..... (name and address of the contractor) (hereinafter called “the contractor”) has undertaken, in pursuance of contract no ..... date..... to delivery ..... (description of Services) (hereinafter called “the contract”).

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of .....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the .....day of .....20.....

Our.....branch at.....\*(Name & Address of the .....\*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....\* branch a written claim or demand and received by us at our .....\* branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

\*Preferably at the headquarters of the authority competent to sanction the expenditure for procurement of goods/ service or at the concerned district headquarters or the state headquarters.

**NO CLAIM CERTIFICATE**  
(On company Letter-head)

Contractor's Name and Complete Address \_\_\_\_\_  
[Address and Contact Details]  
Contractor's Reference No. \_\_\_\_\_ Date.....

To  
The Director  
Indian Institute of Management Calcutta  
DH Road, Joka, Kolkata - 700104

**No Claim Certificate**

**Sub: Contract Agreement no. ----- dated -----for the supply of -----**

We have received the sum of Rs. (Rupees \_\_\_\_\_ only) as final settlement due to us for the supply of \_\_\_\_\_ under the above mentioned contract agreement.

We have received all the amounts payable to us with this payment and have no outstanding dispute of any description whatsoever regarding the amounts worked out as payable to us and received by us.

We hereby unconditionally and without any reservation whatsoever, certify that we shall have no further claim whatsoever, of any description, on any account, against the Procuring Entity, under contract above. We shall continue to be bound by the terms and conditions of the contract agreement regarding its performance.

Yours faithfully,

Signatures of contractor or  
Officer authorised to sign the contract documents.  
on behalf of the contractor

(Company Seal)

Date:

Place:

**TECHNICAL SPECIFICATION OF GOODS AND VENDOR ELIGIBILITY CRITERIA**

Sl. No.	Job Description	Output	Rate Unit
1	Still Group Photograph (8 inch x 11 inch) with i. Photo shoot ii. Image Editing iii. Text matter insertion - Programme details along <b>with</b> Students or Participants Names.	Soft copy	Per event
		Additional cost for Hard copy printing	Per pc
2	Still Group Photograph (8 inch x 11 inch) with i. Photo shoot ii. Image Editing	Soft copy	Per event
		Additional cost for Hard copy printing	Per pc
3	Still Group Photograph (8 inch x 12 inch) with i. Photo shoot ii. Image Editing iii. Text matter insertion - Programme details along <b>with</b> Students or Participants Names.	Soft copy	Per event
		Additional cost for Hard copy printing	Per pc
4	Still Group Photograph (8 inch x 12 inch) with i. Photo shoot ii. Image Editing	Soft copy	Per event
		Additional cost for Hard copy printing	Per pc
5	Occasion/Event Still Photography eg Individual Certificate Award Photograph of Students/Participants, in-session Class Photographs and other Casual Photographs	Soft copy	Per event
		Additional cost for Hard copy printing	Per pc
6	Still Photograph (size : 4" X 6")	Soft copy	Per pc
		Additional cost for Hard copy printing	Per pc
7	Photo Album for 4"x6" Photograph (as per specification)		Per pc
8	Canvas Printing (12" x 18")		Per pc
	Canvas Printing (20" x 33")		Per pc
	Canvas Printing (40" x 60")		Per pc
9	Photo Framing (4"x6")		Per pc
	Photo Framing (8"x12")		Per pc
	Photo Framing (10"x12")		Per pc
	Photo Framing (10"x15")		Per pc
10	Basic Videography on hourly basis ( minimum 2 hours)		Per hour
11	Basic Videography on full day basis (8 hours)		Per day

12	<p>Professional Quality Videography on full day basis (8 hours), using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, Lighting equipment, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Video and Audio Editing and Mixing</p> <p>v. Necessary photo shoots of campus, classes in progress, facility, etc to supplement the videos</p> <p>vi. Insertion of Text Snippets, digital banners, graphics, and imagery to run in-line with the videos (broad-level literature/content may be provided by the Office, which can act as a reference to the agency for creation of in-line content)</p> <p><b>It is advisable that the bidder may look at following videos as illustrative examples of minimum desired output:</b></p> <p><a href="https://youtu.be/oeZCKon3EPs">https://youtu.be/oeZCKon3EPs</a>; <a href="https://youtu.be/HKjfm8u3fCc">https://youtu.be/HKjfm8u3fCc</a>;  <a href="https://youtu.be/bpzVvcNeMdw">https://youtu.be/bpzVvcNeMdw</a></p>	Promotional videos for various Institutes like MDPs, etc	Per day
13	<p>Professional Quality Videography on full day basis (8 hours), using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, Lighting equipment, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Video and Audio Editing and Mixing</p>	Occasion/Event Videos for archiving and/or subsequent webcasting	Per day
14	<p>Professional Quality Videography on full day basis (8 hours), using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, Lighting equipment, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Instant Video and Audio Editing and Mixing</p> <p>v. Ready feed for Livestreaming</p>	Occasion/Event Videos for Livestreaming	Per day
		Additional cost for real-time webcasting	Per day
15	<p>Professional Quality Videography, using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Video and Audio Editing and Mixing</p>	Videos of academic and/or guest lectures/ sessions	Per lecture

**Specification of the required instruments for the above mentioned Work:**

**For Photography:**

- Camera: SONY/ Nikon/ Canon or equivalent DSLR (Mirror less or full frame)
- Lens: Wide Angle upto Telephoto (range – 14 mm upto 300 mm).
- Resolution – HD quality
- Quality of printed photograph – 600 dpi (minimum)

**For Videography:**

- Camera: Sony alpha series or equivalent (Full Frame )
- Resolution: 4K HD Quality
- Light Setup: Porta and movable lights with soft box
- Gimbal: Zhiyun or equivalent
- Tripod: Digatek or equivalent
- Teleprompter/multiview monitor: LED

**VENDOR ELIGIBILITY CRITERIA**

<b>Sl. No.</b>	<b>Description</b>	<b>Remarks</b>
(a)	PAN Details	Photocopy of PAN Card to be submitted
(b)	GST Details Or Trade License(as applicable)	Photocopy of GST Certificate to be submitted or Trade License along with self-declaration of noncompliance of GST
(c)	The Companies/Firms/Agencies/Contractors should have office/ branch office/Operational Office in Kolkata.	Photocopy of relevant documents to be submitted
(d)	The Companies/Firms/Agencies/Contractors should have reputation with at least three years' experience in providing similar services to Public Sector Companies/Government Departments/Research Organizations / Reputed Private Sector Companies, IIM etc. A list of clients, to whom the vendors are providing/ have provided similar services in the last three years, should be enclosed with the tender document.	Valid Work Orders needs to be submitted
(e)	Turnover of Companies/Firms/Agencies/ Contractors should be Rs2.5 Lakh Per Year in last three years (2019-20, 2020-21 and 2021-22).	Profit and Loss statement along with balance sheet duly signed by Chartered Accountant
(f)	The firm should neither debarred by any Central/State/Autonomous Bodies or Institute/Public Undertaking nor any criminal case registered/pending against the firm or its owner /partners anywhere in India.	Self-Certificate
(g)	Bidder must be registered for Photography & videography services	GST Registration Certificate Trade License (as applicable) need to be submitted.

**Price Bid Format**

Sl. No.	Job Description	Output	Rate Unit	Rate
1	Still Group Photograph (8 inch x 11 inch) with i. Photo shoot ii. Image Editing iii. Text matter insertion - Programme details along <b>with</b> Students or Participants Names.	Soft copy	Per event	
		Additional cost for Hard copy printing	Per pc	
2	Still Group Photograph (8 inch x 11 inch) with i. Photo shoot ii. Image Editing	Soft copy	Per event	
		Additional cost for Hard copy printing	Per pc	
3	Still Group Photograph (8 inch x 12 inch) with i. Photo shoot ii. Image Editing iii. Text matter insertion - Programme details along <b>with</b> Students or Participants Names.	Soft copy	Per event	
		Additional cost for Hard copy printing	Per pc	
4	Still Group Photograph (8 inch x 12 inch) with i. Photo shoot ii. Image Editing	Soft copy	Per event	
		Additional cost for Hard copy printing	Per pc	
5	Occasion/Event Still Photography eg Individual Certificate Award Photograph of Students/Participants, in-session Class Photographs and other Casual Photographs	Soft copy	Per event	
		Additional cost for Hard copy printing	Per pc	
6	Still Photograph (size : 4" X 6")	Soft copy	Per pc	
		Additional cost for Hard copy printing	Per pc	
7	Photo Album for 4"x6" Photograph (as per specification)		Per pc	
8	Canvas Printing (12" x 18")		Per pc	
	Canvas Printing (20" x 33")		Per pc	
	Canvas Printing (40" x 60")		Per pc	
9	Photo Framing (4"x6")		Per pc	
	Photo Framing (8"x12")		Per pc	
	Photo Framing (10"x12")		Per pc	
	Photo Framing (10"x15")		Per pc	
10	Basic Videography on hourly basis ( minimum 2 hours)		Per hour	
11	Basic Videography on full day basis (8 hours)		Per day	



12	<p>Professional Quality Videography on full day basis (8 hours), using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, Lighting equipment, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Video and Audio Editing and Mixing</p> <p>v. Necessary photo shoots of campus, classes in progress, facility, etc to supplement the videos</p> <p>vi. Insertion of Text Snippets, digital banners, graphics, and imagery to run in-line with the videos (broad-level literature/content may be provided by the Office, which can act as a reference to the agency for creation of in-line content)</p> <p><b>It is advisable that the bidder may look at following videos as illustrative examples of minimum desired output:</b>  <a href="https://youtu.be/oeZCKon3EPs">https://youtu.be/oeZCKon3EPs</a>; <a href="https://youtu.be/HKjfm8u3fCc">https://youtu.be/HKjfm8u3fCc</a>;  <a href="https://youtu.be/bpzVvcNeMdw">https://youtu.be/bpzVvcNeMdw</a></p>	Promotional videos for various Institute programmes like MDPs, etc	Per day	
13	<p>Professional Quality Videography on full day basis (8 hours), using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, Lighting equipment, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Video and Audio Editing and Mixing</p>	Occasion/Event Videos for archiving and/or subsequent webcasting	Per day	
14	<p>Professional Quality Videography on full day basis (8 hours), using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, Lighting equipment, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Instant Video and Audio Editing and Mixing</p> <p>v. Ready feed for Livestreaming</p>	Occasion/Event Videos for Livestreaming	Per day	
		Additional cost for real-time webcasting	Per day	
14	<p>Professional Quality Videography, using</p> <p>i. Physical Mode Shoot equipment (Multi-angle cameras, Video Mixer, etc)</p> <p>ii. Audio capture equipment (Microphones and sound recorders, noise filters, Sound mixers, etc)</p> <p>iii. Multi view monitor, teleprompter, talk back system, etc</p> <p>iv. Video and Audio Editing and Mixing</p>	Videos of academic and/or guest lectures/sessions	Per lecture	

**NOTE:-**

- (a) This Price Bid Format is just Indicative Nature and Bidder should not quote their Financial Quote in this Page.
- (b) Bidder should quote their Financial Quote in BOQ in CPP Portal.
- (c) IIMC will NOT be responsible for any type of LEAKING OF FINANCIAL BID INFORMATION for violation/ non adherence of Note (a) above. Any representation in this regard at later stage will NOT be entertained at all.

**DOCUMENTS RELATING TO BID SECURITY**

*To be submitted as part of Technical bid, along with supporting documents, if any. A Bid Securing Declaration In lieu of bid security in the following format. Bidders exempted from submission of bid security are also required to submit this ON COMPANY LETTER HEAD*

**Bid Security Declaration**

Bidder's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Details \_\_\_\_\_  
Bidder's Reference No. \_\_\_\_\_ Date.....

To  
The Director,  
Indian Institute of Management Calcutta  
Diamond Harbour Road, Joka  
Kolkata - 700 104

Reference: Tender Document No. \_\_\_\_\_ Tender Title: \_\_\_\_\_

Sir/ Madam

We, the undersigned, solemnly declare that:

1. We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security. We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:-

- (a) Withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity;  
OR  
being notified within the bid validity of the acceptance of our bid by the Procuring Entity.
- (b) Refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document (where applicable).
- (c) Fail or refuse to sign the contract.

2. We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- (a) Receipt by us of your notification.
- (b) Of cancellation of the entire tender process or rejection of all bids or
- (c) Of the name of the successful bidder or
- (d) Forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on ..... day of ..... [insert date of signing]

Place.....[insert place of signing]

DA:.....