



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
BHARAT HEAVY ELECTRICALS LIMITED
BHEL House, Siri Fort, New Delhi-110049

Tender Ref. No. : CC/FA/PV/2023-24 dated 27.07.2023

Tender Title : Two-Year Framework Agreement with Studios for Photography, Videography, Live Streaming & allied services in Delhi-NCR.



CC/FA/PV/2023-24
Dated 27.07.2023

NOTICE INVITING OPEN TENDER

BHEL is one of India's largest engineering and manufacturing enterprises in the energy and infrastructure sectors and a leading power equipment manufacturer, globally.

BHEL invites an Open Tender Enquiry (Two Part Bid: Part-A/Techno-commercial Bid & Part-B/Price Bid) through BHEL e-Procurement Portal <https://eprocurebhel.co.in/> for Two-Year Framework Agreement with Studios for Photography, Videography, Live Streaming & allied services in Delhi-NCR as per the scope of work, Technical & Pre-Qualification Requirement of the tender enquiry. BHEL shall be entering into framework agreement with Maximum of Three (3) Studios/agencies.

Following points relevant to the subject tender may please be noted by all prospective bidders for compliance: -

1.0 Salient Features of NIT

S. N.	Issue	DESCRIPTION
1	Tender Ref. No.	CC/FA/PV/2023-24 dated 27.07.2023
2	Tender Title	Two-Year Framework Agreement with Studios for Photography, Videography, Live Streaming & allied services in Delhi-NCR.
3	Tender Type	Open Tender (Two-Part Bid)
4	Period of Framework Agreement	Two (2) Years
5	Earnest Money Deposit	Rs. 21460/- (Rupees Twenty One Thousand Four Hundred Sixty Only)
6	Mode for Submission of Offer	Tenderers have to submit their bids/offers electronically/ through online only by logging to BHEL e-Procurement portal https://eprocurebhel.co.in/ . Sealed cover bids/E-mails/Fax/Manual offers will not be accepted.
7	Corrigendum/Addendum	All corrigendum/addendum in subject NIT shall be updated on BHEL e-Procurement portal https://eprocurebhel.co.in/ . Bidders are requested to visit above portals/website on regular intervals to keep abreast with latest updates.
8	Last Date and Time of Receipt of Tender	On or before 1300 hrs on 10 th August 2023
9	Opening of Techno-Commercial Bids	At 1400 hrs on 10 th August 2023



2.0 Instructions / Brief Terms and Conditions

- 2.1 BHEL shall be shortlisting bidders based on the evaluation of Part-A (Techno-Commercial Bids). Price bids of only techno-commercially qualified bidders shall be opened and evaluated on the scheduled date, the same shall be communicated to qualified bidders at later stage.
- 2.2 The lowest (L1) Rate/ Percentage quoted by any bidder (amongst the techno-commercially qualified bidders) for all the items (Refer Part-B Price Bid) shall become the bench mark rates and shall be counter-offered to techno-commercially qualified bidders in lowest to highest order (i.e. L2, L3, L4 and so on) till we have total 3 bidders (including L-1) accepting the L-1 rates. In case, one or more bidders refuses to match the L-1 rates, their prices/bids shall not be considered. (Please refer clause 5.0 for Evaluation Criteria / Annexure III).
- 2.3 Before quoting, tenderers are requested to go through General Terms & conditions, Special Terms & conditions of tender, Scope of work, Technical Terms & Conditions and all other documents which are part of tender and shall form part of the agreement to be entered into.

**For & On behalf of
Bharat Heavy Electricals Limited**

Place: New Delhi

**(UJJWAL TOMAR)
DEPUTY MANAGER
CORPORATE COMMUNICATION**

Enclosure:

PART-A

- | | |
|----------------|---|
| Annexure – I A | : Scope of Work |
| Annexure – I B | : Technical Specifications & Requirements |
| Annexure – I C | : Bill of Quantity |
| Annexure – II | : Pre-Qualifying Requirements (PQR) |
| Annexure - III | : General Terms & Conditions |
| Annexure - IV | : No Deviation Certificate |
| Annexure - V | : Declaration Certificate - Infrastructure and Manpower |
| Annexure - VI | : e-Banking Mandate Form |
| Annexure – VII | : Checklist |

PART-B

- : Price Bid as per attached .xls format



PART-A: TECHNO-COMMERCIAL BID

Annexure – I A

SCOPE OF WORK

The brief scope of work for providing Photography, Videography, Live Streaming & allied services under the contract is given below:

1. Coverage of various functions/events held at Delhi–NCR and nearby areas, as per location specified by BHEL. The photographs/videos of the total coverage for each event – in DVDs (as instructed) and on internet cloud service have to be submitted to Corporate Communication, BHEL House, Siri Fort, New Delhi.
2. The agency/studio shall be intimated about the job work viz. Photography, Videography, Live Streaming & allied services etc. on email or telephone, normally at least one day in advance. However, in case of urgent requirement, the studios may be required to arrange the services at a short notice of couple of hours also.
3. Services may be required from agencies during the contract period including on Sundays/ Holidays/ Late Night Hours.
4. Services required for the events are categorized as Category A and Category B for Photography & Live Streaming. Technical specifications for Photography, Videography, Live Streaming & other services including equipment and manpower requirements for both the categories are stated in Annexure - I B.
5. The assignment charges for Photography & Videography services will be inclusive of one set of DVDs as per the instructions of Official-Incharge. There will be no commitment for hard copies of the photographs, which shall be ordered separately as per requirement and payable as per approved rates.
6. All photographs have to be clicked in uncompressed format (like CR2 in case of Canon and NEF in case of Nikon) or other equivalent format. Agencies have to preserve all raw photographs/data in their custody for at least 7 working days from the date of assignment. BHEL may ask for the uncompressed photos in case of requirement for high quality prints at no additional cost.
7. OOC (out of camera) photographs have to be submitted to BHEL Corporate Communication, immediately after the event. In case of out-of-office events, photographer must carry suitable devices (laptop, card reader etc.) for immediate data transfer.
8. Colour corrected Photographs & videos of the event are required to be submitted within 24 hours of completion of the event to BHEL Corporate Communication office, or as per instructions provided.
9. DVDs of each event may be required at short notice and depending on the requirement, photographs may also be required to be emailed / uploaded online immediately from the location of event itself.
10. For duration of coverage up to Four (4) hours, Assignment Charges shall be payable for “Half-Day” only.
11. For duration of coverage from 4 to 8 hours, Assignment Charges shall be payable for “Full-Day”.
12. All deliverables (DVD, Pen drive, photos, frames etc.), consumables and material used (memory cards, photo paper etc.) shall be of standard make & quality.
13. In case of more than 1 photographers /videographers required, the vendor has to arrange to provide same at the contract rates.
14. Permission from authorities for undertaking Drone Photography & Videography if any, shall be arranged by BHEL.



TECHNICAL SPECIFICATIONS & REQUIREMENTS

The bidder should possess a full-fledged studio/office in Delhi-NCR within 25 kms of BHEL House, Siri Fort, New Delhi 110049 with infrastructure & manpower as detailed below:-

(A) Minimum Technical Specifications for Category A / Special Photography Coverage:

1. DSLR Bodies : (Min 24 MP with 35mm Full Frame Sensor) – camera must also be capable of shooting 4K video with full controls at 25fps in case of an emergency, enabled with Wi-Fi capabilities for immediate mobile photo transfer. Any of the following:

- (i) Canon EOS 5D Mark IV/6D Mark II & Newer DSLR
- (ii) Sony A9/A73/A7R4/A7C & Newer OR
- (iii) Nikon D800/D850/D750 & Newer OR
- (iv) Mirrorless full frame cameras from Canon (EOS R/RP/R5/R6) and Nikon (Z5/Z6/Z7) & Newer OR
- (v) Any other full frame camera with equivalent make produced after 2020

2. DSLR Lenses :

- (i) 24-70mm F2.8 or equivalent zoom/24-105 F4 image stabilised
- (ii) 70-200mm F2.8 or equivalent zoom with image stabilisation
- (iii) Full frame ultra wide lens (14mm F2.8/16-35 F2.8/17-40 F4.0/16-35mm F4.0) or equivalent
- (iv) 50mm 1.8 or faster prime lens

3. STROBES/LIGHTING : 4 nos. speedlight/wireless flashes with TTL capability, high speed sync & suitable light modifiers (softboxes / umbrellas etc.)

4. ASSISTANT/HELPER : 1 no. trained helper to assist to setup lights and aid in light modification in live events

(B) Minimum Technical Specifications for Category B / Regular Photography Coverage:

1. DSLR Bodies : Minimum 24 MP with 35mm APS-C sensor – semi-professional camera bodies only), enabled with Wi-Fi capabilities for immediate photo transfer. Any of the following:

- (i) Canon 90D/80D/7D Mark II OR any newer equivalent make.
- (ii) Nikon D7100/ D7200/D300/D300s/D500 OR any newer equivalent make.
- (iii) Sony A6600/A6500/A6400 OR any newer equivalent make.
- (iv) Fujifilm XT series OR any other equivalent make after 2020.

2. DSLR lenses:

- (i) 18-135mm 3.5-5.6 / 24-105 4.0 L IS for canon systems or similar zoom.
- (ii) 18-105mm or 18-120mm for Nikon systems or similar zoom
- (iii) 35mm 1.8 or equivalent.
- (iv) Full frame equivalent lenses for older full frame cameras.

3. STROBES/LIGHTING : 1 nos. speedlight/wireless flash or on camera.

(C) Minimum Specifications for Videography:

1. Professional Video Camera of make Sony/Canon/Panasonic to be able to record 4K/60p with professional audio inputs (XLR or equivalent) with fixed/interchangeable high quality lens/lenses & Tripod with movie head.

2. Professional field audio recorder with 3.5 mm/ ¼ inch/XLR input capabilities.

3. Adequate LED lighting panels for indoor spaces.

4. 3-axis motorised stabilizer (Gimbal) with payload of professional/prosumer video camera.

5. Wireless lavalier microphone



(D) Minimum Specifications for Drone Photography & Videography:

1. Semi-professional camera drone with 4K (30 p) recording facility with minimum 20 mins flight time.
 2. 12 MP 1/2.3" CMOS sensor capable of producing DNG/RAW files with certified operator.
- Outputs Required:** unedited 4K footage with suitable exposure & Min. 12 MP images in DNG/raw format with suitable exposure.

(E) Minimum Specifications for Corporate Photoshoot:

1. Camera & kit: Same as Category A - Photography Services
2. 4 light professional setup (preferable self-powered lights) with suitable light modifiers eg. Softboxes, strip boxes, snoot, reflector panels etc.)
3. Portable Backdrop (grey/green chroma) setup with stands & bar stool arrangement for sitting portraits (as per requirement)

Output Required: Professionally corrected images with skin retouch & background correction.

(F) Minimum Specifications for Top Management Interviews/Video Podcasts/Video Messages:

1. Camera & kit – Same as Videography Specifications
2. Lighting: Non-flickering LED lights with suitable light modifiers like octaboxes, soft boxes with grid, reflectors, backlighting, strip boxes etc.
3. Dual audio with wireless lavalier mic /boom shotgun mic with additional audio recorder for backup audio.
4. Final edited and colour corrected output with suitable intro/lower third and intermediate graphics including overlays and VFX as required.

(G) LIVE Stream– Minimum Specifications Category A:

1. 2x Professional grade video/ hybrid camera with unlimited recording with HDMI/SDI slot (audio-video switcher with SDI input required in case of SDI out from camera) – SDI input would be preferred due to higher bit rate and greater length of transmission.
2. Professional grade tripod and monopod with movie head.
3. Suitable LED lights with modifiers along with stands (as per requirement).
4. 20+ channel digital mixer for sound with adequate XLR input and bluetooth input facility.
5. Professional grade Video switcher with multiple SDI, HDMI and USB input slots.
6. UHF wireless microphones, wired stereo microphones and wired/wireless lavalier microphones (multiple).
7. Capture card or capture device (4k).
8. Suitable professional grade laptop with encoder software, stream recording facility and multi-streaming software.
9. Professional Hardware encoder with multiple network configuration for seamless high speed internet.
10. Accessibility to CDN for speed, quality and security (preferred).
11. Adequate technical staff equipped to handle scope of work.

(H) LIVE Stream– Minimum Specifications for Category B:

1. Professional grade video/ hybrid camera with unlimited recording with HDMI/SDI slot (audio-video switcher with SDI input required in case of SDI out from camera)
2. Professional grade tripod with movie head.
3. Suitable LED lights with modifiers and stands
4. Stereo quality lavalier microphone (wireless)



5. Capture card or capture device (4K)
6. Suitable professional grade laptop with encoder software (free or licensed) – e.g. OBS studio OR Hardware encoder e.g. Live U Solo HDMI or equivalent with high speed internet connection/modem facility
7. Adequate technical staff equipped to handle scope of work

(I) Photo/Video Editing Softwares:

- (a) Adobe Photoshop CC/ Affinity Photo or equivalent.
- (b) Adobe Photoshop Lightroom CC / Skylum Luminar / ON1 Photo Raw / Capture One Pro / DXO Photo Lab
- (c) Final Cut Pro X / Adobe Premier Pro CC / Edius 7 / DaVinci Resolve 5 or equivalent.

(J) Manpower & Staff (Minimum)

- (a) Photographer – 2
- (b) Videographer – 2
- (c) Dedicated Professional Photo/Video Editor – 1
- (d) Delivery Boy – 1

(K) Mobile Connectivity 24x7

(L) High Speed Broadband Connectivity at studio premises.

(M) Computer Peripheral and Hardware Requirements:

- (a) High End Graphic enabled Workstation capable of bulk photo editing and 4K/60p video editing / rendering.
- (b) Portable Device viz. Laptop capable of transferring images from camera, quick re-touch & emailing facility, alongwith suitable 1080p display.



Annexure – I C

BILL OF QUANTITY

S.N.	Item Description	Unit	Quantity
A	EVENT PHOTOGRAPHY & VIDEOGRAPHY SERVICES		
1	Assignment charges for Photography (Category - A) for Single Camera Setup as per Annexure-A (Half Day - Upto 4 Hrs)	Nos. of assignments	80
2	Assignment charges for Photography (Category - A) for Single Camera Setup as per Annexure-A (Full Day 4 to 8 Hrs)	Nos. of assignments	20
3	Assignment charges for Photography (Category - B) for Single Camera Setup as per Annexure-A (Half Day - Upto 4 Hrs)	Nos. of assignments	50
4	Assignment charges for Photography (Category - B) for Single Camera Setup as per Annexure-A (Full Day 4 to 8 Hrs)	Nos. of assignments	10
5	Additional Photographer with Camera only (as per Category – A Photography Specifications). (This additional item may be required with S.N. 1 & 2 above)	Nos.	15
6	Assignment charges for Digital Video Recording (4K / downsized 1080p output including editing & colour correction) for Single Camera Setup as per Annexure-A (Half Day - Upto 4 Hrs)	Nos. of assignments	25
7	Assignment charges for Digital Video Recording (Full HD output including editing & colour correction) for Single Camera Setup as per Annexure-A (Full Day 4 to 8 Hrs)	Nos. of assignments	10
8	Short Video Reel /Highlights of upto 15 mins duration (Scope of the studio /agency shall be limited to editing & colour correction only i.e. no video recording)	Nos. of assignments	10
9	Drone Photography & Videography (Half Day - Upto 4 Hrs) required as per specifications mentioned in Annexure-A	Nos. of assignments	6
10	Additional DVD with photographs/videos as per the requirement	Nos.	25
11	Additional USB Pen drive (16 GB) with photographs/videos as per the requirement	Nos.	5



B	CORPORATE PHOTOGRAPHY & VIDEOGRAPHY SERVICES		
12	Corporate Photoshoot / Corporate Portraiture Session for Top Management Officials (Half Day - Upto 4 Hrs) as per Annexure-A	Nos. of assignments	6
13	Corporate Photoshoot / Corporate Portraiture Session for Top Management Officials (Half Day - Upto 4 Hrs) with portable backdrop setup & bar stool arrangement as per Annexure-A	Nos. of assignments	2
14	Top Management Interviews/Video Podcasts/Video Messages of 3-4 mins. duration (4K output including recording, editing, colour correction, VFX etc.) as per Annexure-A (Half Day - Upto 4 Hrs)	Nos. of assignments	8
C	PRINTING ALBUMS, COLOURED PHOTOGRAPHS, LAMINATION & MOUNTING SERVICES		
15	Album for size 5"X7" Photographs - Natraj or Equivalent brand (Set of 50 Photos)	Set of 50 Photos each	40
16	Album for size 5"X7" Photographs - Natraj or Equivalent brand (Set of 100 Photos)	Set of 100 Photos each	10
17	Album for size 5"X7" Photographs - Natraj or Equivalent brand (Set of 150 Photos)	Set of 150 Photos each	5
18	Album for size 5"X7" Photographs - Natraj or Equivalent brand (Set of 200 Photos)	Set of 200 Photos each	5
19	Stamp Size (3.5cm X 2.5cm) (Set of 4 copies) Gloss or Matt	Set of 4 copies	20
20	Passport Size (3.5cm X 3.5cm) (Set of 4 copies) Gloss or Matt	Set of 4 copies	50
21	Passport Size (3.5cm X 4.5cm) (Set of 4 copies) Gloss or Matt	Set of 4 copies	50
22	Special Size (50 X 50 mm) (Visa Purpose/white background) Gloss or Matt	Set of 4 copies	10
23	Photograph of size 5" X 7" Gloss or Matt	Nos.	50
24	Photograph of size 8" X 12" Gloss or Matt	Nos.	30
25	Photograph of any other size or custom prints (per sq. Inch)	sq. inch	50000
26	Lamination & Mounting charges on 5 mm Sun Board - Gloss or Matt (per sq. inch)	sq. inch	2500



27	Lamination & Mounting charges on 8 mm Board - Gloss or Matt (per sq. inch)	sq. inch	2500
28	Lamination & Mounting charges on 1" Wooden Frame with Mount - Gloss or Matt. With provision of stand as well as wall mount (per sq. inch)	sq. inch	12000
29	Lamination & Mounting charges on 1" Wooden Frame without Mount - Gloss or Matt. With provision of stand as well as wall mount (per sq. inch)	sq. inch	2500
D	LIVE STREAMING		
30	Live Streaming (Category A) (Half Day - Upto 4 Hrs) as per Annexure A	Nos. of assignments	5
31	Live Streaming (Category B) (Half Day - Upto 4 Hrs) as per Annexure A	Nos. of assignments	10



Annexure II

PRE-QUALIFYING REQUIREMENTS (PQR)

Offers shall be considered only from experienced, technically competent and financially sound studios/agencies providing Photography, Videography, Live Streaming & allied services in Delhi-NCR and meet the following Pre-Qualifying Requirements (PQR): -

1. Earnest Money Deposit (EMD): -

- a) Earnest Money Deposit of **Rs. 21,460/-** has to be deposited by all bidders as per prescribed format (Refer clause (2) of General Terms and Conditions/ Annexure III).
- b) Offers received without EMD shall be rejected and Part-A / Techno-commercial Bid shall not be evaluated.
- c) EMD shall be exempted for MSE Registered bidders provided they submit self-attested copy of Udyam Registration Certificate or valid NSIC certificate along with Part-A Techno-commercial offer, otherwise, EMD exemption shall not be considered.

2. Financial Compliance & Documents to be submitted: -

- a) The bidder's average annual financial turnover during the last three financial years ending **31.03.2022** should be at least **Rs 3.22 lakhs**. Self-attested copies of Audited Balance Sheet and Profits & Loss Account statements of last three financial years ending **31.03.2022** i.e. **FYs 2019-20, 2020-21, 2021-22**. In case, audited Balance Sheet and Profit & Loss Account statements of one or more year are not available with the bidder, a certificate confirming Annual Turnover(s) of respective year(s) duly certified by a CA has to be submitted.
- b) Self-attested copies of acknowledgements of IT returns (ITR) of last three financial years ending **31st March 2022** i.e. ITRs of **FYs 2019-20, 2020-21, 2021-22**.
- c) Self-attested copies of PAN No. & GSTIN Registration No.

3. Work Experience & Documents to be submitted: -

- a) The experience of having successfully completed similar job contracts (Similar job contracts shall mean Photography / Videography / Live streaming services and associated/related jobs) awarded by Public Sector Undertakings /Central Ministries/State Ministries/Central or State Govt. Department/Listed Companies during the **last 3 years** ending on **30.06.2023** should be either of the following: -

Three similar job contracts costing not less than **Rs. 2.15 Lakhs (excl GST) each**.

Or

Two similar job contracts costing not less than **Rs. 2.68 Lakhs (excl GST) each**.

Or

One similar job contract costing not less than **Rs. 4.29 lakhs (excl GST)**.

(Self-attested copies of Work Orders/ Award letters along with certificates of completion have to be submitted in support of proof of experience for the works executed by the bidders during the **last 3 years ending on 30.06.2023**)

- b) BHEL reserves the right to verify the documents from the issuing company.



4. The bidder should possess a full-fledged studio/office in Delhi-NCR within 25 kms of BHEL House, Siri Fort, New Delhi 110049 with state-of-art infrastructure, technical requirements & manpower as per **Annexure- I B**.
- a) **Copies of Address Proof** viz. Telephone bill, water bill, electricity bills, Rent agreement, Affidavit, any other suitable/valid document etc. in the name of the agency.
 - b) **List of all equipments with make and age** that are owned by bidder/ are under his/her disposal (Self-certificate signed and stamped on bidder's letter head)
 - c) **Details of Manpower /Key personnel** (signed and stamped on bidder's letter head)
 - d) **Declaration Certificate (Infrastructure and Manpower) as per Annexure V.**
5. **NO DEVIATION CERTIFICATE (to be given on bidder's letterhead) – Annexure IV**
- a) The bidder should accept all terms & conditions of the tender unconditionally. In case, any bidder wants to deviate from the tender conditions, such deviations shall be clearly specified in **No Deviation Certificate – Annexure IV**. If no deviation are given in tender submitted, it will be assumed that the bidder accepts all terms and conditions of the tender.
 - b) Deviations may or may not be accepted by BHEL. Any deviation accepted by BHEL for a bidder may be extended to all bidders.
 - c) In case a deviation is not accepted by BHEL, the bidder is required to withdraw the same, otherwise its bid is liable to be rejected and in such case no bidder shall have any claim arising out of such action. BHEL's decision on the same shall be final and binding.



GENERAL TERMS AND CONDITIONS

1.0 GENERAL INSTRUCTIONS TO TENDERERS FOR E-PROCUREMENT

- a. Tender to be submitted through electronic mode only, by logging to e-Procurement portal **<https://eprocurebhel.co.in/>**. Sealed cover bids/E-mails/Fax/Manual offers will not be accepted. It is mandatory to have a valid digital signature certificate (DSC) for submission of tender on e- Procurement portal.
- b. Bidders interested in participating against an electronic tender are advised to obtain "Digital Signature Certificate" and get themselves registered on "**<https://eprocurebhel.co.in/>**" website well in advance of the tender closing date. BHEL shall not be able to provide any assistance to the vendor in this regard, and shall not be responsible for failure of the vendor to submit their offer timely against the electronic tender. Bidders are advised to go through the FAQ available in the web portal.
- c. Before quoting, tenderers are also requested to go through General Terms & conditions, Special Terms & conditions of tender, Scope of work, Technical Terms & Conditions and all other documents which are part of tender and shall form part of the agreement to be entered into.
- d. All the corrections / cancellations / insertions, if any, shall be duly attested by the Bidders concerned as per options available on the GePNIC portal.
- e. Kindly ensure that the total size of the scanned documents to be uploaded remains minimum and within the permissible limits available on the GePNIC portal. If required, documents may be scanned at lower resolutions. However, it shall be sole responsibility of bidder that the uploaded documents are legible.
- f. For two-part bid double covers system consisting '**Part-A/EMD & Techno-commercial Bid**' in one cover & '**Part-B/Price Bid**' in the second cover has to be submitted on the GePNIC portal.
- g. Price bid should not be submitted along with the techno commercial bid in the cover type '**Part-A/EMD & Techno-commercial Bid**' specified for techno commercial bid. The price bid has to be submitted separately in the cover type '**Part-B/Price Bid**' specified for price bid only.
- h. The digital signature of the tenderer on the e-tender form will be considered as confirmation that the tenderer has read, understood and accepted all the conditions laid down in the documents unless special deviation is quoted by the tenderer.
- i. The Tender shall be digitally signed by the Authorized Signatory Only.
- j. The e-Bidding Notice shall be published on e-procurement portal, stipulating the bid submission end date and bid opening date. The bidders are strictly advised to follow date and time as indicated in the e- Bidding Notice. The date and time shall be binding on all bidders.
- k. No Vendor shall be required to be present in the BHEL office for any e-Tender opening process. BHEL does not guarantee opening of tenders at the specified Date and Time which may change due to reasons beyond control and hence tenders can be opened after due date and time also. It will, however, be ensured that no bids are submitted after tender closing Date and Time. Vendors cannot submit any offer or attach any file after the due date and time as stipulated under the tender notice.
- l. In case of two-part bid, the Price Bids of bidders, who are technically qualified will be opened later. The date & time of price bid opening will be informed to the technically qualified Bidders.



2. EARNEST MONEY DEPOSIT (EMD)

Earnest Money Deposit (EMD) has to be paid by tenderers for securing fulfilment of any obligations in terms of the NIT /Techno-commercial Bid. Each tenderer, participating in the subject has to deposit **EMD of Rs. 21,460/- (Rupees Twenty-One Thousand Four Hundred Sixty Only)**. **EMD shall not carry any interest.**

2.1 Modes of EMD:

The EMD may be accepted only in the following forms:

- (i) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer) payable at New Delhi.
- (ii) Cash deposit as permissible under the extant Income Tax Act (before tender opening)
- (iii) Electronic Fund Transfer credited in BHEL account (before tender opening).
BHEL Account Details placed below:
BANK ACCOUNT NAME: BHARAT HEAVY ELECTRICALS LIMITED
BANK NAME: KOTAK MAHINDRA BANK
CA NO.: 9011196535 (CURRENT ACCOUNT)
BRANCH CODE: 000172
MICR: 110485003
IFSC: KKBK0000172
PAN: AAACB4146P
- (iv) EMD can also be accepted in the form of FDR issued by Scheduled Banks/Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Agency, a/c BHEL).
- (v) EMD in any other forms/modes except the forms/modes mentioned above will lead to the rejection of bid. Also, if less than required EMD is submitted, the bid shall not be considered for further evaluation.

2.1.1 Submission of EMD

- a) For EMD paid through Electronic Fund Transfer (EFT) – Transaction Details of the same should be uploaded along with Part-A Techno-commercial bid.
- b) For EMD paid other than in EFT mode like Banker's cheque / Pay order / Demand draft etc., in favour of BHEL, the same should be forwarded in original, physically / couriered to Corporate Communication, Ground Floor, BHEL House, Siri Fort, New Delhi - 110049, so that EMD is received on or before due date of opening of tenders. Scanned copy of the same may be uploaded in e-Procurement site as a prior intimation. Delay in receipt of EMD, for whatsoever reason, may be liable for rejection of bid.

Please Note: Offers received without EMD shall be rejected except in case of MSE. MSE bidders seeking EMD exemption, must submit the valid supporting document for the relevant category.

2.3. EMD shall be forfeited in the following cases:

- a) If after opening of tender, the tenderer revokes his tender within the validity period or increases his earlier quoted price or makes any other modification in his tender which shall not be acceptable to BHEL.
- b) The tenderer fails to deposit the required Security Deposit or commence the work within the specified period as per the LOI/Contract.



2.4. EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant “Guidelines on Suspension of business dealings with suppliers/ contractors” and forfeited/ released based on the action as determined under these guidelines.

2.5. Refund of EMD of the bidders shall be as follows:

- a) EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.
- b) EMD of the successful tenderer will be retained as part of the Security Deposit.

3.0 PROVISIONS FOR MICRO AND SMALL ENTERPRISES (MSEs)

Purchase preference to Micro and Small Enterprises (MSEs) will be given as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service.

Any Bidder falling under MSE category, shall furnish the following details & submit documentary evidence/ Govt. Certificate etc. in support of the same along with their techno-commercial offer.

Type under MSE	SC/ST owned	Women owned	Others
Micro			
Small			

Note: - If the bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSE category.

- (i) MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of Udyam Registration Certificate or valid NSIC certificate. Date to be reckoned for determining the deemed validity will be the last date of Bid submission. Non-submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for this enquiry if the above required documents are not submitted along with offer. However, credentials of all MSE suppliers / bidders will be verified before considering the intended benefits for MSE suppliers at the time of tender evaluation.
- (ii) In case of any change in the MSE status of the Bidder, it shall be the responsibility of the Bidder to notify the change as a part of the Bid document. If at a later date it comes to the knowledge of BHEL, that the change in the status has not been intimated by the Bidder and the order is obtained under the premise of an MSE then BHEL would cancel the pending order against this tender and take necessary steps for suspension of the business dealing with the Bidder as per the procurement policy of BHEL.
- (iii) Start-ups who are also registered as MSEs and wish to avail the benefits as applicable to MSE, shall submit relevant documents like certificate issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry etc.



3.1 PREFERENCE TO MAKE IN INDIA

"For this procurement, the local content to categorize a supplier as a Class I local supplier/ Class II local Supplier/ Nonlocal supplier and purchase preference to Class I local supplier, is as defined in Public Procurement (Preference to Make in India), Order 2017 dated 04.06.2020 issued by DPIIT. In case of subsequent orders issued by the nodal ministry, changing the definition of local content for the items of the NIT, the same shall be applicable even if issued after issue of this NIT, but before opening of Part-II bids against this NIT".

4.0 SECURITY DEPOSIT (SD) - Successful bidder has to submit a Security Deposit.

4.1 The total amount of Security Deposit will be 5% of the total contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit. The balance amount to make up the required Security Deposit of 5% of the contract value shall be acceptable in any of the forms as per clause no. 4.2 below.

4.2 Modes of deposit: Upon acceptance of tender, the successful tenderer must submit the security deposit in any of the following forms:

- a) Cash (as permissible under the extant Income Tax Act)
- b) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL.
- c) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
{It is insisted upon the bidders that BGs to be submitted by them should be sent to BHEL directly by the issuing bank under Registered post (A.D.)}
- d) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor/Bidder, a/c BHEL).
- e) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor/Bidder furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL).
(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

4.3 The security deposit shall not carry any interest. Security Deposit shall be released to the successful tenderers/bidders upon fulfilment of all contractual/statutory obligations as per terms of the contract/tender and after 3 months of completion of the contract.

5.0 EVALUATION:

BHEL will constitute a tender committee for techno-commercial and price evaluation of the bids. This committee will evaluate the bids and carry out final selection of **Maximum Three (3) Studios/agencies** for the **Two-Year Framework Agreement for Photography, Videography, Live Streaming & allied services in Delhi-NCR**. Decision of BHEL in this regard will be final & binding on the bidders.

5.1 TECHNO-COMMERCIAL EVALUATION

Tender committee will scrutinize & evaluate the offers submitted by the bidders based on Pre-Qualification Requirements (PQR) / Annexure-II & as per terms & conditions of tender enquiry. Post-opening of Part-A bids, Bidders shall be given opportunity to submit documents/furnish clarifications/withdraw any deviations within one week (7 days) from the date of opening of Techno-commercial bids. No further time extension beyond a week shall be given to any bidder for document submission / clarifications etc. during techno-commercial evaluation.



5.2 PRICE EVALUATION

- (i) Price bids will be opened online and evaluated for only techno-commercially qualified bidders (as per techno-commercial evaluation). The date & time of price bid opening shall be communicated to all techno-commercially qualified bidders, accordingly.
- (ii) Price Evaluation shall be done on total quoted rate/amount excluding GST.
- (iii) The lowest (L1) rate/percentage quoted by any bidder (amongst the techno-commercially qualified bidders) excluding GST for all the items (Refer Price Bid Format) shall become the bench mark rates and shall be counter-offered to other techno-commercially qualified bidders in lowest to highest order (i.e. L2, L3, L4 and so on) till we have total 3 bidders (including L-1 bidder) for matching the L-1 rates.
- (iv) In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders. In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss/draw of lots, in the presence of the respective L-1 bidder(s) or their representative(s).
- (v) Bidders are required to match the L-1 rates. In case of refusal to match these rates, their bid shall be rejected.
- (vi) BHEL's decision with regards to price evaluation shall be final and binding.

6.0 LD/PENALTY FOR QUALITY, DELAY & LOSS OF DATA

- (i) **Penalty on grounds of Quality:** - Quality of all outputs (photographs, videos, print jobs, live streaming & any other product/service) should be as per the tender specifications. Any supply of poor quality photos (under/over exposed / out of focus / ill-composed) or poor quality/downscaled video/poor audio etc. shall be summarily rejected and would be subject to partial or non-payment of assignment charges. In case of unacceptable quality of digital photograph, video recording, live-streaming, printing etc., 50% of the assignment charges would be deducted at the first instance as penalty; 100% of the assignment charges would be deducted at the second instance as penalty; and work will not be allotted to the studio for the next time on its turn.
- (ii) **Penalty on grounds of Delay in Delivery:** Delivery of the photos/videos and other required products/services, must be made within 24 hours of completion of the event to Corporate Communication, BHEL as per the instructions. In case delay attributable to the vendor, 50% of the assignment charges will be deducted as penalty.
- (iii) **Penalty on grounds of Loss of Data:** - No payment would be made or bills entertained in case of partial or complete loss of data (photos/videos) after assignment job by the photographers/studio, and work will not be allotted for the next time on his/her turn.

7.0 CANCELLATION CHARGES

- (i) No charges would be applicable to be paid to the agency if the cancellation is made by BHEL a minimum of 3 hours prior to the event
- (ii) In case of no prior cancellation, half day charges for the respective category shall be entertained, irrespective of whether the shoot was for full day or half day.

8.0 DISTRIBUTION OF BUSINESS VOLUME:

BHEL intends to distribute/split the work load/business volume to Maximum of Three (3) Studios/agencies as per the following: -

- (i) In case of agreement with 3 studios: - It is intended to distribute **40%** of business volume to L1, 33% to L2 & 27% to L3 agency.
- (ii) In case of agreement with 2 agencies: - It is intended to distribute **60%** of business volume to L1 agency and the balance **40%** business volume to L2/other agency.



- (iii) In case no other bidder matches the L1 rates for empanelment, BHEL reserves the right to award the contract for the entire scope of work to L1 bidder.
- (iv) **However, sharing of business volume between the successful studios/agencies as stated above, will depend on factors like quality, promptness in response, delivery, performance, etc. Therefore, the business volume to be apportioned to each agency is indicative only.**

9.0 VALIDITY OF BID/OFFER

The bid submitted by bidders shall remain valid for a period of 90 days (3 months) from the date of opening of Part-A/Techno-commercial Bid and 60 days (2 months) from the date of opening of Part B-Price Bid, whichever is later. In exceptional circumstances, prior to expiry of the original 'Bid Validity Period', BHEL may request the Bidders to extend the 'Period of Bid Validity' for a specified additional period.

10.0 REJECTION OF BIDS

- (i) BHEL reserves the right to accept or reject any of the bid/all bids with or without deviation or cancel/withdraw the invitation for bid without assigning any reason whatsoever and in such case bidder shall have no claim arising out of such action by BHEL. The acceptance of bid will rest with BHEL, not binding itself to accept the lowest tender.
- (ii) BHEL also reserves the right to cancel the tender at any stage due to any administrative / internal reasons; whatsoever and in such case bidder(s)/successful bidder shall have no claim arising out of such action by BHEL.
- (iii) Unsolicited bids, bids which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be rejected.
- (iv) If a bidder who is a proprietor expires after the submission of his bid or after the acceptance of his bid, BHEL may at their discretion, cancel such a bid. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, BHEL may then cancel such tender at their discretion, unless the firm retains its character.
- (v) If the bidder deliberately gives wrong information in his bid, BHEL reserves the right to reject such bid at any stage or to cancel the contract if awarded and forfeit the Earnest Money/any other money due.
- (vi) Canvassing in any form in connection with the bids submitted by the Bidder shall make his offer liable to rejection.
- (vii) In case the Proprietor, Partner or Director of the Company/Firm submitting the tender, has any relative or relation employed in BHEL, the authority inviting the tender shall be informed of the fact along with the Offer. Failing to do so, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money.
- (viii) **The offers of the bidders who are under suspension and also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com.**

11.0 PRICE

- (i) Rates/amount/percentage quoted by the bidder will be firm for the contract period or extended period of contract. No price variation and escalation due to increase in manpower / material cost will be allowed.
- (ii) Basic/Estimated rates (excluding GST) have been disclosed in the Price/BOQ Format and percentage rate tenders are invited. Accordingly, the basic amount as per basic rates has been calculated against each item. Bidders have to quote/select a single overall percentage on the estimated amount i.e. Excess (+), Less (-) or at par (0%) as per Price Bid format. The same quoted percentage will be applied on every item of the BOQ.



- (iii) The rates are inclusive of transportation, crew, material, recce, delivery & other incidental/associated expenses to be incurred during undertaking of required assignment in Delhi-NCR, but excluding GST.
- (iv) GST@18% or as applicable shall be payable extra as per norms. (Refer 13.0 Taxes & Duties)
- (v) Any discount/ revised offer submitted by a bidder on its own shall be accepted provided it is received on or before the due date and time of offer submission (i.e. Part-A / Techno-commercial bid). The discount shall be applied on pro-rata basis to all items unless specified otherwise by the bidder. Unsolicited discounts/ revised offers given after Part-A bid opening shall not be accepted.
- (vi) The bidders are required to quote essentially for the entire scope of work.
- (vii) Price to be filled-in strictly as per the Price Bid Format.
- (viii) Offers not fulfilling any of the above conditions are liable to be rejected.

12.0 PRICE DISCREPANCY / CORRECTION OF ARITHMETIC ERRORS

Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:

- a) 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 shall prevail and the total price shall be corrected, unless in the opinion of the BHEL there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

13.0 TAXES & DUTIES

- (i) Price/Rate quoted should be all inclusive, **except GST**.
- (ii) GST@18% or as applicable shall be payable extra subject to following points.
- (iii) To enable BHEL to avail GST Input Tax Credit (ITC), agency shall submit GST complaint Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit in the name of BHEL Corporate Office, BHEL House, Siri Fort, New Delhi.
- (iv) In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL due to non/delay in filing of GSTR or delay in/nonpayment of tax to Govt. by agency or for any other reasons not attributable to BHEL, in such case any financial implication on BHEL on account of delay/loss/recovery from BHEL of such GST Credit along with interest levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from the agency's bill.
- (v) Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.
- (vi) The successful bidder shall raise GST compliant invoice affixing GSTIN of BHEL's unit availing the services. Vendor to ensure that details of such invoice is furnished by him in his GSTR-1 return and the same is appearing in GSTR-2B of BHEL



14.0 TERMS OF PAYMENT

- (i) Payment shall be made to agency only after submission of GST complaint tax invoice as mentioned above and other relevant documents.
- (ii) GSTIN of BHEL will be provided to the agency along with the work order.
- (iii) Full payment shall be made within 30 days of satisfactory completion of the job and receipt of in-discrepant bill.
- (iv) While making the payment, statutory deductions as applicable, shall be made by BHEL. Payment to the agency will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act and GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the agency by BHEL.
- (v) BHEL reserves the right to make the payment through NEFT mode.
- (vi) No advance payment of work will be made to the agency.

15.0 VARIATION IN THE ORDERED QUANTITY

- a) BHEL reserves the right to increase or decrease the ordered/item-wise quantity by 30%.
- b) Variation in quantities will be governed by the unit rates quoted or pro rata basis, as applicable.

16.0 CONFIDENTIALITY

- (i) All the pictures/videos/information/documents/materials shared by BHEL shall be treated as confidential and should not be disclosed in any manner to any unauthorized person/third party under any circumstances.
- (ii) As the information is property of BHEL, it is covered under copyright, thus not to be copied or used for any commercial or non-commercial purposes without proper permission to do so. BHEL shall own the copyright for all the photographs and video clippings, and the same shall not be a property of the vendor.

17.0 ACCEPTANCE OF TERMS AND CONDITIONS

- (i) The bidder should accept all terms & conditions of the tender unconditionally, including the penalty clause and confidentiality clause. In case the bidder wants to deviate for the tender conditions, such deviations shall be clearly specified in **No Deviation Certificate – Annexure IV**. If no deviation are given in tender submitted, it will be assumed that the bidder accepts all terms and conditions of the tender.
- (ii) Deviations may or may not be accepted by BHEL. Any deviation accepted by BHEL for a bidder may be extended to all bidders.
- (iii) In case a deviation is not accepted by BHEL, the bidder is required to withdraw the same, otherwise its bid is liable to be rejected and in such case no bidder shall have any claim arising out of such action. BHEL's decision on the same shall be final and binding.

18.0 DURATION OF CONTRACT

The contract will be valid for a period of two years. The same may however be extended further for a specified additional period with mutual agreement, in writing, on the same Rates, Terms and Conditions.

19.0 INCOMPLETE TENDERS

- (i) Incomplete tenders, which do not contain all the information called for, are liable to be rejected.
- (ii) The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.



20.0 CANCEL/SCRAP OF TENDER

BHEL also reserves the right to cancel/ scrap the tender at any stage without assigning any reason whatsoever.

21.0 CONTRACT TERMINATION

If at any time the Service Provider defaults in proceeding with the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.

21.1 TERMINATION OF CONTRACT ON DEATH: Without prejudice to any of the rights or remedies under this contract, if the contractor dies, the accepting officer shall have the option of terminating the contract without compensation to the contractor's authorized survivors.

22.0 SHORT-CLOSURE OF FRAMEWORK AGREEMENT:

BHEL reserves the right to short-close the framework agreement with one or more studios at any stage without assigning any reason thereof.

23.0 SETTLEMENT OF DISPUTES:

23.1 CONCILIATION:

- a) If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, execution, effect, interpretation or breach of the Contract, which the Parties are unable to settle mutually, arise inter-se the Parties, the same may be referred by either Party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority from the BHEL Panel of Conciliators.
- b) The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration & Conciliation Act, 1996 or any statutory modification thereof and as provided in the BHEL Conciliation Scheme as applicable from time to time.

23.2 ARBITRATION:

- a) In case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by BHEL .
- b) The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.
- c) Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be DELHI.
- d) The cost of arbitration shall be borne as per the award of the Arbitrator.
- e) Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its



obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

- f) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable: -
- g) In the event of any dispute or difference relating to the interpretation and application and execution of the Contract, such dispute or difference shall be resolved amicably by mutual discussions. In case of disputes not resolved by mutual discussions, these shall be referred by either parties for resolution of CPSES Disputes (AMRCD) as mentioned for in Department of Public Enterprises (DPE) Office Memorandum Ref. No. F. No. 4 (1)/2013-DPE(GM)/FTS- 1835 dated 22.05.2018 as amended.

23.3 APPLICABLE LAWS AND JURISDICTION OF COURTS:

- a) Indian laws both substantive and procedural, for the time being in force, including modifications thereto, shall govern the Contract including Arbitration proceedings. Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract shall lie only in the court of competent civil jurisdiction in this behalf at DELHI and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

23.4 DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

- a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor(Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor(Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor(Service Provider) and the Seller/Contractor(Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor(Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.



- b) Cost of the purchases/service made by the Purchaser/Service taker at the risk and cost of the seller/Contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

24.0 RISK & COST:

This clause, in line with other Conditions of Contract will be invoked in any of the following cases. In such an event, it shall be obligatory on the part of Contractor to make good any loss suffered by BHEL. In such cases, BHEL shall withhold bills, Security Deposit, etc. of the Contractor, which are pending either at BHEL-Corporate Office or any other Unit of BHEL. Wherever Risk purchase clause (amounting to more than 5% of contract value) is invoked, action shall be initiated as per relevant clause of "Guidelines for suspension of business dealings with Suppliers / Contractors" which is uploaded on BHEL website www.bhel.com. To know the implications of suspension, the bidder may see aforesaid guidelines.

- a) Contractor's/ supplier's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor/ supplier including unexecuted portion of work/ supply does not appear to be executable within balance available period (#) considering its performance of execution.
- b) Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
- c) Non-completion of work/ Non-supply by the Contractor/ supplier within scheduled completion/delivery period as per Contract or as extended from time to time, for the reasons attributable to the contractor/ supplier.
- d) Termination of Contract on account of any other reason (s) attributable to Contractor/ Supplier.
- e) Assignment, transfer, subletting of Contract without BHEL's written permission resulting in termination of Contract or part thereof by BHEL.
- f) Non-compliance to any contractual condition or any other default attributable to Contractor/ Supplier.

#In-case inputs from BHEL/Customer are likely to be delayed or are actually delayed, this delay may also be taken into account while considering balance period available for execution of Contract.

25.0 The offers of the bidders who are under suspension and also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com.

Integrity commitment, performance of the contract and punitive action thereof:

COMMITMENT BY BHEL: BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.

COMMITMENT BY BIDDER/ SUPPLIER/ CONTRACTOR: The bidder/ supplier/ contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India. The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to



time by Govt. of India/ BHEL.

The bidder/ supplier/ contractor will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.

If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/ supplier/ contractor as per extant guidelines of the company available on <http://www.bhel.com> and/or under applicable legal provisions”.

26.0 PREVENTIVE CHECKS TO ELIMINATE SUSPECTED CARTEL FORMATION BETWEEN SUPPLIERS:

The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process. In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines.

27.0 BHEL FRAUD PREVENTION POLICY

The Bidder(s) along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

28.0 FORCE MAJEURE:

- a) A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an Act of God (like a natural calamity) or events such as war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract.
- b) An FM clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. There may be a FM situation affecting the purchase organization only. In such a situation, the purchase organization is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side.
- c) Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.



29.0 CONFLICT OF INTEREST AMONG BIDDERS/AGENTS:

"A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity's interests. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- a) they have controlling partner (s) in common; or
- b) they receive or have received any direct or indirect subsidy/ financial stake from any of them; or
- c) they have the same legal representative/agent for purposes of this bid; or
- d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or
- e) Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ Assemblies from one bidding manufacturer in more than one bid or
- f) In cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:
 - 1. The principal manufacturer directly or through one Indian agent on his behalf and
 - 2. Indian/foreign agent on behalf of only one principal; or
- g) A Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid or
- h) In case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business".

30.0 VERIFICATION OF AUTHENTICITY OF PQR DOCUMENTS: BHEL reserves the right to verify credentials of the Bidder. BHEL also reserves the right to cross-check / verify the genuineness / authenticity of the documents submitted by the bidder from the issuing Authority. At any stage, BHEL may also ask for original documents and bidder/ contractor has to submit the same. If at any stage, the document(s) submitted by bidder/ contractor is/ are found incorrect/ false, the necessary action will be taken by BHEL against the bidder/ contractor as per extant guidelines/ policies/ terms & conditions of this tender.

31.0 SUBLETING:

The agency should not sub-contract part or complete work detailed in the tender specification undertaken by him without written permission of BHEL. The agency is solely responsible to BHEL for the work awarded to him.

32.0 OTHER CONTRACTUAL OBLIGATIONS

- a) BHEL will have no liability whatsoever concerning the persons deployed by the vendor/service provider for the subject work. The vendor/service provider shall keep the company (BHEL)



indemnified against all losses or damages or liability arising out of or imposed in the course of employment of persons by the vendor/service provider.

- b) The vendor/service provider will be solely responsible for any unlawful act of their workforce while on duty. In case of theft or loss of Company's property take place due to the negligence or carelessness of workforce, the vendor/service provider will be responsible and shall make good of the same.
- c) The vendor/service provider shall duly comply with all acts, laws, or other statutory rules, regulations, bye-laws applicable or which might be applicable to with regard to the performance of the contract included herein or concerning this Agreement but not limited to Minimum Wages Act-1948, Contract Labour (Regulation & Abolition) Act, 1970, Industrial Dispute Act, 1947, Workmen's Compensation Act 1923, Employees' State Insurance Act 1948 (to the extent as may be applicable, if any), Employees' Provident Fund and Misc. Provisions Act, 1952 and the amendments made thereafter to these Acts / Laws and from time to time take such steps as may be deemed necessary in this regard. The vendor/service provider shall keep the Company Indemnified against all penalties, claims and liabilities of every kind under or for any violation of such acts, laws or regulations etc. by him or his workers.
- d) The vendor/service provider shall be held responsible for any damage / loss to the work premises /or the properties of the Company caused due to the negligence of his work force and shall have to replace the same at his own cost. The decision of the Engineer-in-charge shall be final and binding on the vendor/service provider.
- e) The vendor/service provider shall abide by all the rules / regulations / status imposed by the Govt. or other concerned authorities.
- f) The workforce deployed by the vendor/service provider/contractor shall be healthy and should not be suffering from any communicable diseases.
- g) The vendor/service provider shall ensure proper conduct and behaviour of the workforce engaged by him on the site and shall remove with immediate effect, the engagement of such person(s) who does/do not conduct himself / themselves properly or misbehave(s) with BHEL Officials or staff at venue.
- h) The Tender submitted by a techno commercially qualified bidder shall become the property of BHEL who shall be under no obligation to return the same to the bidder. However unopened price bids and late tenders shall be returned to the bidders.
- i) BHEL shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.
- j) The tender schedule and the tender shall be deemed to form an integral part of the contract to be entered into for this work. All the terms & conditions mentioned in this tender document shall form a part of the Contract-Agreement.

34. PURCHASE PREFERENCE POLICIES OF THE GOVERNMENT

Unless otherwise stipulated in NIT, the Procuring Entity reserves its right to grant preferences to the following categories of eligible Bidders under various Government Policies/ Directives:

- a) Class I Local Suppliers under Public Procurement (Preference to Make in India) Order 2017" (MII) of Department for Promotion of Industry and Internal Trade, (DPIIT - Public Procurement Section) as revised from time to time.
- b) Bidders from Micro and/ or Small Enterprises (MSEs) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.
- c) Start-ups Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20\212014-PPD dated 25.07.2016 and subsequent clarifications; and/ or
- d) Any other category of Bidders, as per any Government Policies, announced from time to time, if so provided in the NIT



35.0 LATEST UPDATES

All corrigendum/addendum in subject NIT shall be updated on BHEL e-Procurement portal <https://eprocurebhel.co.in/>. Bidders are requested to visit above portals/website on regular intervals to keep abreast with latest updates.

36.0 CONTACT PERSONS

For any clarification, bidders may contact the following officials of BHEL:

- (i) Ujjwal Tomar / Dy. Manager (CC) / ujjwal@bhel.in / 011-66337399
- (ii) Anupam Chatterjee / Manager (CC) / anupamc@bhel.in / 011-66337376



BIDDER'S GENERAL INFORMATION

Sl. No.	Description	Details
1	Name of tendering company/Firm/Agency	
2	Type of firm	
3	Name of proprietor/ Director of Company/Firm/Agency	
4	Full address of registered office with telephone no., Fax no. & E-mail Address etc.	
5	Full address of operating/branch office with telephone no, Fax no. & E-mail Address etc.	
6	Permanent Account Number (PAN)	
7	GST Registration No. (GSTIN)	
8	Udyam Registration Number	
9	Corporate Identification Number (CIN), if any	
10	Name of Bidder/ Contact Person	
11	Phone No. of Bidder / Contact Person	
12	E-mail Address of Bidder / Contact Person	
13	Name of Authorized Signatory	

Signature & Stamp of the bidder



NO DEVIATION /ACCEPTANCE CERTIFICATE

(to be given on Bidder's letter head)

It is certified that we have read and understood all the terms and conditions of the **Tender No. CC/FA/PV/2023-24 dated 27.07.2023.**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by us is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

Or

Our company/ firm, namely, do hereby accept all the Terms and Conditions set out in the Tender Document except the following: (Give reference to Clause No.s of Terms and Conditions which are not acceptable)

- 1.
- 2.
- 3.

Note: Deviations may or may not be accepted by BHEL

Also, it is confirmed that deviations, if any, have been indicated only in this format and nowhere else in the offer.

Date:

Signature of Bidder

Place:

(Stamp)



Annexure-V

DECLARATION CERTIFICATE - INFRASTRUCTURE AND MANPOWER

(to be given on Bidder's letter head)

I/We, do hereby declare that we possess a full-fledged office with equipment and manpower as listed under Pre-Qualifying Requirements & Technical Requirements (Annexure –IB) of the Tender Enquiry. Further, we have no objection in case BHEL desires to inspect and physically verify the same and shall provide the required assistance for the same.

(Signature & Seal of the agency)



Annexure – VI

E-Banking Mandate Form

(To be issued on bidder's letter head)
(To be submitted along with Part-A Bid)

1. Vendor/customer Name:
2. Vendor/customer Code:
3. Vendor /customer Address:
4. Vendor/customer e-mail id:
5. Particulars of bank account:
 - a. Name of Bank:
 - b. Name of branch:
 - c. Branch code:
 - d. Address:
 - e. Telephone number:
 - f. Type of account (current/saving etc.):
 - g. Account Number:
 - h. RTGS IFSC code of the bank branch:
 - i. NEFT IFSC code of the bank branch:
 - j. 9 digit MICR code:

I/We hereby authorize BHEL to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the BHEL responsible.

Signature

With Name & Seal of the agency



Annexure – VII

CHECKLIST FOR E-PROCUREMENT

S. No.	Description /Item	Enclosed (Yes/No)
1.	Earnest Money Deposit (EMD) of Rs. 21,460/- only in prescribed format as per Annexure III. Or Udyam Registration Certificate / NSIC certificate for MSE.	
2.	All Documents/ Information required as per Annexure-II of PRE QUALIFYING REQUIREMENTS (PQR)	
3.	Digitally Signed of Tender document including 'Scope of Work' & 'General Terms & Conditions' as token of acceptance.	
4.	No Deviation Certificate as per Annexure – IV on your letter head.	
5.	Declaration Certificate (Infrastructure and Manpower) as per Annexure-V	
6.	Bidder's General Information (as per enclosed format)	
7.	E-Banking Mandate Form – Annexure VI	
8.	Part B - Price Bid to be uploaded in second cover as per the attached .xls format	



Steps for filling Price Bid (Percentage BOQ) in xls format

Step 1
Enter Bidder Name here

Percentage BoQ						
Tender Inviting Authority: AGM(CC), BHEL, New Delhi						
Name of Work: Two-Year Framework Agreement with Studios for Photography, Videography, Live Streaming & allied services in Delhi-NCR						
Contract No: CC/FA/PV/2023-24 dated 26.07.2023						
Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Select Excess or Less & enter percentage only)						
Sl. No.	Item Description	Quantity	Units	Estimated Rate excluding GST in Rs. P	Total Amount excluding GST in Rs. P	Total Amount without GST (In Words)
EVENT PHOTOGRAPHY & VIDEOGRAPHY SERVICES						
1.01	Assignment charges for Photography (Category - A) for Single Camera Setup as per Annexure-A (Half Day - Upto 4 Hrs)	80,000	Nos. of assignments	2070.000	165600.000	INR One Lakh Sixty Five Thousand Six Hundred Only
1.02	Assignment charges for Photography (Category - A) for Single Camera Setup as per Annexure-A (Full Day 4 to 8 Hrs)	20,000	Nos. of assignments	3375.000	67500.000	INR Sixty Seven Thousand Five Hundred Only
1.03	Assignment charges for Photography (Category - B) for Single Camera Setup as per Annexure-A (Half Day - Upto 4 Hrs)	50,000	Nos. of assignments	1350.000	67500.000	INR Sixty Seven Thousand Five Hundred Only
1.04	Assignment charges for Photography (Category - B) for Single Camera Setup as per Annexure-A (Full Day 4 to 8 Hrs)	10,000	Nos. of assignments	1620.000	16200.000	INR Sixteen Thousand Two Hundred Only
1.05	Additional Photographer with Camera only (as per Category - A Photography Specifications). (This additional item may be required with S.N. 1 & 2 above)	15,000	Nos.	2070.000	31050.000	INR Thirty One Thousand & Fifty Only
1.06	Assignment charges for Digital Video Recording (4K / downsized 1080p output including editing & colour correction) for Single Camera Setup as per Annexure-A (Half Day - Upto 4 Hrs)	25,000	Nos. of assignments	3200.000	80000.000	INR Eighty Thousand Only
1.07	Assignment charges for Digital Video Recording (Full HD output including editing & colour correction) for Single Camera Setup as per Annexure-A (Full Day 4 to 8 Hrs)	10,000	Nos. of assignments	3600.000	36000.000	INR Thirty Six Thousand Only
1.08	Short Video Reel/Highlights of upto 15 mins duration (Scope of the studio/agency shall be limited to editing & colour correction only i.e. no video recording)	10,000	Nos. of assignments	3150.000	31500.000	INR Thirty One Thousand Five Hundred Only
3.03	Album for size 5"x7" Photographs - Natraj or Equivalent brand (Set of 150 Photos)	5,000	Set of 150 Photos	200.000	1000.000	INR One Thousand Only
3.04	Album for size 5"x7" Photographs - Natraj or Equivalent brand (Set of 200 Photos)	5,000	Set of 200 Photos	220.000	1100.000	INR One Thousand One Hundred Only
3.05	Stamp Size (3.5cm X 2.5cm) (Set of 4 copies) Gloss or Matt	20,000	Set of 4 copies	7.200	144.000	INR One Hundred & Forty Four Only
3.06	Passport Size (3.5cm X 3.5cm) (Set of 4 copies) Gloss or Matt	50,000	Set of 4 copies	8.100	405.000	INR Four Hundred & Five Only
3.07	Passport Size (3.5cm X 4.5cm) (Set of 4 copies) Gloss or Matt	50,000	Set of 4 copies	10.800	540.000	INR Five Hundred & Forty Only
3.08	Special Size (50 X 50 mm) (Visa Purpose/white background) Gloss or Matt	10,000	Set of 4 copies	58.500	585.000	INR Five Hundred & Eighty Five Only
3.09	Photograph of size 5" X 7" Gloss or Matt	50,000	Nos.	10.800	540.000	INR Five Hundred & Forty Only
3.1	Photograph of size 8" X 12" Gloss or Matt	30,000	Nos.	38.000	1140.000	INR One Thousand One Hundred & Forty Only
3.11	Photograph of any other size or custom prints (per sq. inch)	50000.000	sq. inch	0.720	36000.000	INR Thirty Six Thousand Only
3.12	Lamination & Mounting charges on 5 mm Sun Board - Gloss or Matt (per sq. inch)	2500.000	sq. inch	1.350	3375.000	INR Three Thousand Three Hundred & Seventy Five Only
3.13	Lamination & Mounting charges on 8 mm Board - Gloss or Matt (per sq. inch)	2500.000	sq. inch	1.800	4500.000	INR Four Thousand Five Hundred Only
3.14	Lamination & Mounting charges on 1" Wooden Frame with Mount - Gloss or Matt. With provision of stand as well as wall mount (per sq. inch)	12000.000	sq. inch	2.000	24000.000	INR Twenty Four Thousand Only
3.15	Lamination & Mounting charges on 1" Wooden Frame without Mount - Gloss or Matt. With provision of stand as well as wall mount (per sq. inch)	2500.000	sq. inch	1.800	4500.000	INR Four Thousand Five Hundred Only
LIVE STREAMING						
4.01	Live Streaming (Category A) (Half Day - Upto 4 Hrs) as per Annexure A	5,000	Nos. of assignments	27000.000	135000.000	INR One Lakh Thirty Five Thousand Only
4.02	Live Streaming (Category B) (Half Day - Upto 4 Hrs) as per Annexure A	10,000	Nos. of assignments	22500.000	225000.000	INR Two Lakh Twenty Five Thousand Only
Total in Figures					1072694.000	Ten Lakh Seventy Two Thousand Six Hundred & Ninety Four Only
Quoted Rate in Figures				Select	0.000	Zero Only
Quoted Rate in Words					INR Zero Only	

Step 2
Select from the drop down
Excess (+) or Less (-)

In case of zero(0) select Excess or Less
and enter 0 in the next cell

Step 3
Enter Percentage here

Tender Inviting Authority: Corporate Communication, BHEL, New Delhi 110049

Name of Work: Two-Year Framework Agreement with Studios for Photography, Videography, Live Streaming & allied services in Delhi-NCR

Contract No: CC/FA/PV/2023-24 dated 26.07.2023

Name of the Bidder/ Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate excluding GST in Rs. P	Total Amount excluding GST in Rs. P	Total Amount without GST (In Words)
1	2	4	5	6	53	55
1	EVENT PHOTOGRAPHY & VIDEOGRAPHY SERVICES					
1.01	Assignment charges for Photography (Category - A) for Single Camera Setup as per Annexure-A (Half Day - Upto 4 Hrs)	80.000	Nos. of assignments	2070.000	165600.000	INR One Lakh Sixty Five Thousand Six Hundred Only
1.02	Assignment charges for Photography (Category - A) for Single Camera Setup as per Annexure-A (Full Day 4 to 8 Hrs)	20.000	Nos. of assignments	3375.000	67500.000	INR Sixty Seven Thousand Five Hundred Only
1.03	Assignment charges for Photography (Category - B) for Single Camera Setup as per Annexure-A (Half Day - Upto 4 Hrs)	50.000	Nos. of assignments	1350.000	67500.000	INR Sixty Seven Thousand Five Hundred Only
1.04	Assignment charges for Photography (Category - B) for Single Camera Setup as per Annexure-A (Full Day 4 to 8 Hrs)	10.000	Nos. of assignments	1620.000	16200.000	INR Sixteen Thousand Two Hundred Only
1.05	Additional Photographer with Camera only (as per Category – A Photography Specifications). (This additional item may be required with S.N. 1 & 2 above)	15.000	Nos.	2070.000	31050.000	INR Thirty One Thousand & Fifty Only
1.06	Assignment charges for Digital Video Recording (4K / downsized 1080p output including editing & colour correction) for Single Camera Setup as per Annexure-A (Half Day - Upto 4 Hrs)	25.000	Nos. of assignments	3200.000	80000.000	INR Eighty Thousand Only
1.07	Assignment charges for Digital Video Recording (Full HD output including editing & colour correction) for Single Camera Setup as per Annexure-A (Full Day 4 to 8 Hrs)	10.000	Nos. of assignments	3600.000	36000.000	INR Thirty Six Thousand Only
1.08	Short Video Reel /Highlights of upto 15 mins duration (Scope of the studio /agency shall be limited to editing & colour correction only i.e. no video recording)	10.000	Nos. of assignments	3150.000	31500.000	INR Thirty One Thousand Five Hundred Only
1.09	Drone Photography & Videography (Half Day - Upto 4 Hrs) required as per specifications mentioned in Annexure-A	6.000	Nos. of assignments	7200.000	43200.000	INR Forty Three Thousand Two Hundred Only
1.10	Additional DVD with photographs/videos as per the requirement	25.000	Nos.	10.800	270.000	INR Two Hundred & Seventy Only
1.11	Additional USB Pen drive (16 GB) with photographs/videos as per the requirement	5.000	Nos.	225.000	1125.000	INR One Thousand One Hundred & Twenty Five Only
2	CORPORATE PHOTOGRAPHY & VIDEOGRAPHY SERVICES					
2.01	Corporate Photoshoot / Corporate Portraiture Session for Top Management Officials (Half Day - Upto 4 Hrs) as per Annexure-A	6.000	Nos. of assignments	5500.000	33000.000	INR Thirty Three Thousand Only
2.02	Corporate Photoshoot / Corporate Portraiture Session for Top Management Officials (Half Day - Upto 4 Hrs) with portable backdrop setup & bar stool arrangement as per Annexure-A	2.000	Nos. of assignments	6000.000	12000.000	INR Twelve Thousand Only
2.03	Top Management Interviews/Video Podcasts/Video Messages of 3-4 mins. duration (4K output including recording, editing, colour correction, VFX etc.) as per Annexure-A (Half Day - Upto 4 Hrs)	8.000	Nos. of assignments	5500.000	44000.000	INR Forty Four Thousand Only
3	PRINTING ALBUMS, COLOURED PHOTOGRAPHS, LAMINATION & MOUNTING SERVICES					
3.01	Album for size 5"X7" Photographs - Natraj or Equivalent brand (Set of 50 Photos)	40.000	Set of 50 Photos each	108.000	4320.000	INR Four Thousand Three Hundred & Twenty Only
3.02	Album for size 5"X7" Photographs - Natraj or Equivalent brand (Set of 100 Photos)	10.000	Set of 50 Photos each	160.000	1600.000	INR One Thousand Six Hundred Only
3.03	Album for size 5"X7" Photographs - Natraj or Equivalent brand (Set of 150 Photos)	5.000	Set of 150 Photos	200.000	1000.000	INR One Thousand Only
3.04	Album for size 5"X7" Photographs - Natraj or Equivalent brand (Set of 200 Photos)	5.000	Set of 200 Photos	220.000	1100.000	INR One Thousand One Hundred Only
3.05	Stamp Size (3.5cm X 2.5cm) (Set of 4 copies) Gloss or Matt	20.000	Set of 4 copies	7.200	144.000	INR One Hundred & Forty Four Only
3.06	Passport Size (3.5cm X 3.5cm) (Set of 4 copies) Gloss or Matt	50.000	Set of 4 copies	8.100	405.000	INR Four Hundred & Five Only
3.07	Passport Size (3.5cm X 4.5cm) (Set of 4 copies) Gloss or Matt	50.000	Set of 4 copies	10.800	540.000	INR Five Hundred & Forty Only
3.08	Special Size (50 X 50 mm) (Visa Purpose/white background) Gloss or Matt	10.000	Set of 4 copies	58.500	585.000	INR Five Hundred & Eighty Five Only

3.09	Photograph of size 5" X 7" Gloss or Matt	50.000	Nos.	10.800	540.000	INR Five Hundred & Forty Only
3.1	Photograph of size 8" X 12" Gloss or Matt	30.000	Nos.	38.000	1140.000	INR One Thousand One Hundred & Forty Only
3.11	Photograph of any other size or custom prints (per sq. Inch)	50000.000	sq. inch	0.720	36000.000	INR Thirty Six Thousand Only
3.12	Lamination & Mounting charges on 5 mm Sun Board - Gloss or Matt (per sq. inch)	2500.000	sq. inch	1.350	3375.000	INR Three Thousand Three Hundred & Seventy Five Only
3.13	Lamination & Mounting charges on 8 mm Board - Gloss or Matt (per sq. inch)	2500.000	sq. inch	1.800	4500.000	INR Four Thousand Five Hundred Only
3.14	Lamination & Mounting charges on 1" Wooden Frame with Mount - Gloss or Matt. With provision of stand as well as wall mount (per sq. inch)	12000.000	sq. inch	2.000	24000.000	INR Twenty Four Thousand Only
3.15	Lamination & Mounting charges on 1" Wooden Frame without Mount - Gloss or Matt. With provision of stand as well as wall mount (per sq. inch)	2500.000	sq. inch	1.800	4500.000	INR Four Thousand Five Hundred Only
4	LIVE STREAMING					
4.01	Live Streaming (Category A) (Half Day - Upto 4 Hrs) as per Annexure A	5.000	Nos. of assignments	27000.000	135000.000	INR One Lakh Thirty Five Thousand Only
4.02	Live Streaming (Category B) (Half Day - Upto 4 Hrs) as per Annexure A	10.000	Nos. of assignments	22500.000	225000.000	INR Two Lakh Twenty Five Thousand Only
Total in Figures					1072694.000	Ten Lakh Seventy Two Thousand Six Hundred & Ninety Four Only
Quoted Rate in Figures			Select		0.000	Zero Only
Quoted Rate in Words		INR Zero Only				