

# TENDER DOCUMENT (2<sup>nd</sup> Attempt)

For

EMPANELMENT OF AGENCY FOR VIDEOGRAPHY & PHOTOGRAPHY, QUIKIES,  
SOCIAL MEDIA AUDIO-VIDEO CONTENT DEVELOPMENT  
FOR VARIOUS EVENTS AND PROJECT OF  
INDIAN INSTITUTE OF TEACHER EDUCATION



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**INDIAN INSTITUTE OF TEACHER EDUCATION**

Ramkrushna Paramhans Vidya Sankul

Near KH-5, KH Road, Sector - 15

Gandhinagar - 382016

[www.iite.ac.in](http://www.iite.ac.in)

## **INVITATION FOR BIDS**

### **EMPANELMENT OF AGENCY FOR VIDEOGRAPHY & PHOTOGRAPHY, QUIKIES, SOCIAL MEDIA AUDIO-VIDEO CONTENT DEVELOPMENT FOR VARIOUS EVENTS AND PROJECT OF INDIAN INSTITUTE OF TEACHER EDUCATION**

Indian Institute of Teacher Education. (IITE) undertakes various activities to prepare world class teachers and teacher educators in India. As a part of our teaching learning process, academic activities, and public outreach, the University keeps organizing various campaigns, events and programs.

IITE is inviting agencies for the above said work of all campaigns, events, programs, seminars, workshops etc., which are being organized by IITE. The cost of deploying skilled manpower, all equipment and instruments necessary for the work, transportation, food, accommodation cost shall be borne by the bidder. The agency would be required for the period of 1 year, subject to satisfactory compliance of terms and conditions of the contract.

The agency, who will be assigned this work, shall be developing the concept, coverage and execution of Event Management further in consultation with IITE.

Due to Covid-19, bidder shall maintain the social distancing and follow the govt. guidelines for attending meetings/undertaking works.

Sealed tenders are invited for Selection of Agency for the said work for Various Events and Projects. The cost of tender document is Rs. 1000/- payable (non-refundable) in the form of Demand Draft to be submitted along with tender documents and earnest money is Rs.25000/-(refundable) in the form of Demand Draft from any National Bank in favor of the Registrar, IITE Gandhinagar payable at Gandhinagar.

After the last date of submission of bid will not be considered or accepted, demand draft should be submitted in a separate sealed envelope along with the TENDER.

Registrar

IITE, Gandhinagar

Branch Name	:	Publication & Public Relation Branch
Inviting Bid/Bid Opening Authority	:	Registrar, Ramkrushna Paramhans Vidya Sankul Near KH-5, KH Road, Sector - 15 Gandhinagar - 382016 (Gujarat)
Name of Work	:	EMPANELMENT OF AGENCY FOR VIDEOGRAPHY & PHOTOGRAPHY, QUIKIES, SOCIAL MEDIA AUDIO-VIDEO CONTENT DEVELOPMENT FOR VARIOUS EVENTS AND PROJECT OF INDIAN INSTITUTE OF TEACHER EDUCATION
Period of Contract	:	1 year
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture \ Consortium	:	Allowed
Amount Details		
Tender Document Fee	:	Rs.1000/- in form of Demand Draft only in favour of Registrar, IITE, Gandhinagar. (Non-refundable)
EMD (Earnest Money Deposit) (INR)	:	Rs. 25000/- in form of Demand Draft only in favour of Registrar, IITE, Gandhinagar. (Refundable)
Tender Dates		
Bid Start Date	:	From 15/03/2022
Pre-bid Meeting Date	:	21/03/2022 at 14.00 hrs
Last Date (Submission)	:	31/03/2022 at 18.00 hrs
Date of Technical Bid opening	:	01/04/2022 at 14.00 hrs
Date of Presentation	:	After technical verification we will intimate about the date and time of presentation of work.
Bid Validity Period	:	90 days from opening of price bid
Phone	:	079-23243733/34, 079-29999501

## **SCHEDULE FOR INVITATION OF TENDER**

Please address all queries and correspondence to Registrar, IITE Ramkrushna Paramhans Vidya Sankul, Near KH-5, KH Road, Sector – 15, Gandhinagar - 382016 (Gujarat).

### **General Instructions**

#### **Technical Bid:**

Bidders shall submit physically their technical bid with a tender fee, EMD and required document in sealed envelopes super-scribed with a due date, time, project, and nature of bid). Bidder has to submit a hardbound document duly numbered. Loose documents may be outright rejected.

**PART-I:** Tenders should be submitted in two parts, (i) Part – I (Technical Bid) EMD and Tender document and Technical Bid documents in a separate sealed envelope superscripted with the EMPANELMENT OF PANEL OF AGENCIES FOR VIDEOGRAPHY & PHOTOGRAPHY, QUICKIES, SOCIAL MEDIA AUDIO-VIDEO CONTENT DEVELOPMENT. Please enclose EMD of Rs.25,000/- (Rupees Twenty Five Thousand Only) and the Price of one copy of the Tender Document of Rs. 1,000/- in form of a Demand Draft drawn in favor of “Registrar, Indian Institute of Teacher Education” payable at Gandhinagar.

**PART-II:** (Financial Bid) must be submitted **in a separate sealed envelope only.**

Services offered should be strict as per specifications mentioned in this Tender Document. Please spell out any unavoidable deviations, article-wise, in your bid under the heading “Deviations”.

Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable.

#### **ELIGIBILITY CRITERIA FOR BIDDERS:**

The proposal of the bidder shall be evaluated in two stages

- 1.) Technical Evaluation of Proposal
- 2.) Presentation & Evaluation of expertise, creativity, concept, design, equipment after the technical bid.

The bidder fulfilling Technical Evaluation Stage shall be shortlisted for the Presentation. The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of the fulfillment of these conditions while submitting the technical proposal.

IITE reserves the right to verify the claims made by the bidder and to carry out the capability assessment of the bidder and the IITE’s decision shall be final in this regard. IITE may, in its absolute discretion, waive any of the conditions and/or requirements in the tender in respect of any or all of the agencies.

**Stage –I: Technical Criteria for bidders:**

Sr	Technical Criteria	Documentary Evidence
1	The bidder should have a minimum experience of at least 3 years in conducting various services for the said in Govt. Sector and Govt. organizations, Public/ Corporate sector.	Work Order/Work Completion certificate/Performance certificate must be attach with Bid documents
2	The Bidder should have achieved a Minimum Annual Average Financial Turnover of 10.00 lakh in each of the last three years through execution of the said works.	Audited Financial Report and financial statements for last 3 years CA certificate indicating minimum annual financial turnover of the said works for last 3 years.
3	The bidder should have undertaken a similar work of amount Rs. 2.00 lakh in the last three year.	Work Completion Certificate/ work order with State Govt/ Central Govt./ Private Sector and relevant field is preferable.
4	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract.	Power of Attorney as per the format given in Annexure.
5	The bidder shall provide PAN, GST Number and GST Return Statement/certificate.	A copy of PAN, GST, GST Return Statement /Certificate. The bidder shall also submit a copy of the returns of GST for the last three years.
6	<p>The bidder shall provide a valid EMD acceptable to IITE. EMD deposit of Rs. 25,000/- has to be submitted along with a bid document. Non-refundable Tender fees of Rs. 1,000/- through DD favouring of Registrar, Indian Institute of Teacher Education payable at Gandhinagar has to be annexed with the bid document.</p> <p>EMD exemption is given to the MSME registered agencies. They must submit the document for that.</p>	Tender fee DD and EMD – DD
7	History of Litigation	As per format given in the Annexure
8	The bidder has to submit self-certified letter indicating that they have not	Self-certified letter – As per format given in Annexure.

	been blacklisted by any Government Department, Organization, Corporation	
9	The bidder should have registered office in Gujarat	Registered office address proof

### Stage – II: Presentation & Evaluation

The agencies fulfilling Technical Criteria will be shortlisted for Presentation & Evaluation. The Primary technical evaluation criteria are given in the following table:

Sr. No.	Evaluation Criteria	Maximum Marks	Obtained Marks
1	Expertise	20	
2	Creativity	20	
3	Concept	20	
4	Design	20	
5	Equipment	20	
	Total	100	

Bidder shall have to secure minimum 75% marks out of 100 in Presentation & Evaluation for price bid opening.

Such bidder shall be called “Technically Eligible bidder” and such technically eligible bidder shall only be eligible for financial bid opening.

IITE reserves the right to make the appointment of the Successful bidder subject to such further terms and conditions as it considers appropriate in relation to the Tender process and/or the provision of the services. IITE shall not be obliged to give any reason(s) for the selection and/or rejection of any Proposal or any part thereof.

IITE reserves the right, at any time and in its absolute discretion, accept or reject Proposals (or to permit any bidder to resubmit its Proposal, such that Proposal fails to meet any or all of the Criteria and/or the Requirements), to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify and/or terminate the Tender process at any time.

All Bidders who will secure 75/100 may be invite for the empanelment with terms and conditions of IITE.

## **PRE-BID MEETING**

A prospective bidder requiring any clarification of the bidding documents may notify the IITE in writing or by E-mail at the Registrar's email address (Email: registrar@iite.ac.in). The IITE will respond to any request for clarification, which he receives prior to or during Pre-Bid Meeting.

Due to covid-19, the bidder shall maintain social distancing and follow the govt. guidelines for attending meetings.

NO QUERIES OF ANY TYPE SHALL BE ENTERTAINED ON THE PHONE.

NO QUERIES SHALL BE ENTERTAINED ONCE THE PRE-BID MEETING IS OVER.

The pre-bid meeting shall be convened on the specified date at IITE, Ramkrushna Paramhans Vidya Sankul, Near KH-5, KH Road, Sector – 15, Gandhinagar - 382016 (Gujarat). It will be essential for the Bidders to attend the Pre-Bid Meeting so as to understand and clarify any issues related to Tender and related works.

The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India. An affidavit to that effect on Non-Judicial stamp paper of Rs. 100/- duly notarized must be enclosed with the technical bid in the prescribed format. The proforma of the affidavit is attached with the tender as Annexure.

**DECLARATION**

This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.

I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.

No other charges would be payable by the Institute.

SIGNATURE OF AUTHORIZED PERSON WITH SEAL

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER**

I / We .....

Manufacturer / Partner(s)/ Authorized Distributor /Agent of M/s ..... / Proprietor of ..... hereby declare that the firm/company namely M/s. ....has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.



## **GENERAL TERMS AND CONDITIONS**

### **BIDDING DOCUMENT**

Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submit a bid not substantially responsive to the bidding documents in every respect may result in the rejection of the bid.

### **COST OF BIDDING**

The bidder shall bear all costs associated with the preparation and submission of the bid and IITE will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

### **BID FORMS**

Wherever a specific form is prescribed in the tender document, the bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.

For all other cases, the bidder shall design a form to hold the required information.

Authority shall not be bound by any printed conditions or provisions in the bidder's bid forms.

### **FRAUDULENT & CORRUPT PRACTICE**

Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract and includes collusive practice among bidders (prior to or after Bid submission) designed to establish bid prices at artificial on-competitive levels and to deprive the IITE of the benefits of free and open competition.

Authority will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

### **LACK OF INFORMATION TO BIDDER**

The bidder shall be deemed to have carefully examined all contract documents to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligation under the document.

### **CONTRACT OBLIGATIONS**

If after the award of the contract the bidder does not sign the Agreement or fails to furnish the performance guarantee within the prescribed time limit, the IITE reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document.

### **BID PRICE**

The Financial bid should indicate the prices on the online.

Bidder shall categorically confirm strict compliance with the following stipulation in respect of their offer.

Any effort by a bidder or bidder's agent/consultant or representative however described to

influence the IITE in any way concerning scrutiny/consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

The bidder should indicate a single consolidated rate for contract period based on the payment terms specified in the tender.

Bids should be submitted directly by the bidder.

IITE reserves the right to seek clarification/justification from the bidder on the bid price in case IITE deems it necessary. Based on the justification provided by the bidder, if IITE feels that the price is unrealistic/infeasible in order to execute a project of this nature, IITE reserves the right to reject the said bid. The bidders shall be governed by the decision of IITE.

### **BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)**

The Bidder shall furnish, as part of the Bid, a bid security for the amount of Rs. 25,000/- (Rupees twenty-Five Thousand only) in favour of "Indian Institute of Teacher Education" payable at Gandhinagar issued by any nationalized bank. Only after the confirmation of valid bid security, the Technical Bid will be opened.

No interest shall be paid on bid security.

EMD of Bidders not short-listed will be refunded on the same day on the date of declaration of Short-listed Bidders. If the Bidder is short-listed, then the security will be refunded within 30 days from the date of signing of the agreement.

The Bid security may be forfeited either in full or in part, at the discretion of IITE, on account of one or more of the following reasons:

1. The Bidder withdraws their Bid during the period of Bid validity specified by them on the Bid letter form.
2. Bidder does not respond to requests for clarification of their Bid.
3. Bidder fails to co-operate in the Bid evaluation process, and in case of a successful Bidder, the said Bidder fails.

**EMD exemption is given to the MSME registered agencies.**

### **PERIOD OF VALIDITY OF BID**

Bids shall remain valid for 90 days after the date of Bid opening prescribed by IITE. A Bid valid for a shorter period shall be rejected as non-responsive.

In exceptional circumstances, the IITE the responses there to shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

## **FORMAT AND SIGNING OF BID**

The bidder shall prepare a PDF soft copy of the technical bid. The bidder shall submit all the bid documents appropriately hardbound with CD/DVD/PEN Drive. If a bid is submitted in loose form it shall be outrightly rejected. In the event of any discrepancy the original shall govern.

The original bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorised to bind the bidder to the Contract/Concession Agreement. All pages of the bid, except for unamended printed literature, shall be initiated by the person or persons signing the bid.

The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the IITE or as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

## **SEALING AND MARKING OF BID**

Bidders shall submit their bids in sealed envelopes super-scribed with due date, time, project and nature of bid (Bid Security, Technical, CD/DVD/PEN Drive)

## **OPENING OF BIDS BY THE IITE**

Bids will be opened in the presence of bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.

The Bidder's names, and the presence or absence of relevant Bid security and such other details as the IITE at his/her discretion, may be considered appropriate, will be announced at the opening.

At the pre-decided time, the IITE contact person shall open the Technical Bids and list them for further evaluation. Any participating Bidder may depute a representative to witness these procedures.

## **BID EVALUATION**

Evaluation shall be carried out based on the above parameters and the data and documents provided by the Bidders in support of their claims.

The above evaluation shall be done by an Evaluation Committee decided by the IITE. The Committee shall determine the approach and methodology for the issues, which may arise during the above referred evaluation exercise and have not been addressed in this Tender Document. **The decision of the Committee shall be final and binding on all the Bidders.**

## **IITE's RIGHT TO VARY SCOPE OF CONTRACT AT THE TIME OF AWARD**

If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the contract whether changed or not changed by the order, an equitable adjustment shall be made in the contract price or schedule of implementation, or both, and the contract, shall, accordingly be amended. Any claims by the bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the bidder receipt of the IITE changed order.

## **IITE'S RIGHTS TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

IITE reserves the right to reject any Bid and to annul the bidding process and reject all bids at any time prior to award of contract. Without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

## **NOTIFICATION OF AWARD & SIGNING OF CONTRACT**

Prior to expiry of the period of Bid validity, IITE will notify the successful Bidder in writing that its Bid has been accepted and send the successful Bidder the Contract Form.

Within Two (02) days of receipt of the Contract Agreement, the successful bidder shall sign and date the contract agreement and return it to the IITE. Extension of the time contained in this clause shall be at the sole discretion of the employer. Failure on the part of the bidder to sign the contract agreement within the prescribed time shall empower the employer to cancel the Letter of Acceptance and take appropriate action against the contract including forfeiture of the 'EMD' and black listing of the bidder.

The person to sign the Contract Agreement shall be the person as described in the relevant clause.

It shall be incumbent upon the successful bidder to pay stamp duty on the Contract and all other legal charges for preparation of the Contract Agreement, as ruling on the date of execution of the Contract as specified in the Conditions of Contract.

## **PERFORMANCE SECURITY AND SECURITY DEPOSIT**

The selected bidder shall deposit 25,000/- in the form of DD on issuance of work order as a security deposit, which shall be released after successful completion of the contract period. The Security Deposit shall be valid up to 30 days after completion of the contract period.

If the selected bidder fails to remit the performance guarantee, the EMD remitted by him will be forfeited by the IITE and his bid will be held void.

## **FORFEITING OF SECURITY DEPOSIT/BANK GUARANTEE**

If bidder fails to sign the contract /agreement within the prescribed time shall empower IITE to cancel the LOI and take appropriate action against the contract including forfeiture of the 'EMD' and black listing of the bidder.

The successful bidder shall be required to give satisfactory assurance of its ability and intention to complete the works pursuant to give the contract, within the time set forth therein and according to the terms, conditions and specifications of contract. Failing to which, shall lead to forfeit of security deposit.

The security deposit may be fortified in case of but not limited to this:

- In case of complaints in regards to poor performance or non-performance of facilities as mentioned in tender documents
- In case of damage to IITE property
- In case of Termination of Contract by IITE for any breach of contract mentioned in this document/agreement

In case, if bidder does not perform the said work at all, or bidder shuts down the services before the duration as agreed upon, the amount of security deposit/bank guarantee shall be forfeited and

the bidder shall be blacklisted. It may also result in heavy penalties as decided by IITE.

### **IITE's RIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS**

IITE reserves the right to award the contract to one or more than one Bidder and split the order among different Bidders.

### **BIDDER AS SUBCONTRACTOR**

The bidder shall not be a subcontractor of another bidder at the bidding stage.

### **BID CORRIGENDUM / CLARIFICATIONS**

The bid corrigendum if any shall be declared on the IITE website only. All the clarifications if required shall be raised in pre-bid meetings and provided through IITE website only.

### **COMPLETION OF CONTRACT**

On the date of Contract Completion or if the contract is terminated, all the installations, works and equipment placed under the bidder's responsibility shall be handed over to the IITE, at no cost, in good working order, except for normal wear and tear. IITE may perform any inspections, tests or expert appraisals he shall consider necessary with a view to checking that the property is in good working order.

### **SCOPE OF SERVICES**

The activities of the successful bidder would include all the necessary tasks to execute the work as per the BOQ provided as part of this document but not limited to this and the specification given of this document.

The Photography, Videography, Teaser, Quickies, Social Media films/videos, documentary films and other related work shall be carried out in following manner.

Photography- Professional Photography preferable on Minimum 30 to 48 Mega Pixels Full frame (Fx) format. photography of all facilities, landscapes, tourist, VVIP, VIP, visitors, various activities carried out during event, important events and cultural program, inauguration and closing ceremony, including celebrities, craft Stall and activity zone, adventure sports, local important places etc all as per instruction of IITE officials.

Agencies need to submit Softcopy Photograph via Email or any social media App within 30 Minutes of event start or on the same day of event. Agency must provide 2 sets of photography one in High resolution images and one in low resolution JPEG format in Hard Disk. Photo editing is part of scope of work.

Videography- Professional Video documentation of Event preferably on Full HD camera of Standard Company Resolution: 1920 X 1080 pixels. Agency need to shoot and compose the Video covering details of date wise, VVIP - VIP, Tourists Visit, different activities, Surrounding Locations and Sights, Culture Program, inauguration, closing ceremony, all over ambience, structure, Meetings etc.

Submit an Edited Video (Event Highlights (Preferably 1 to 10 min Cut), Event Highlights (Preferably 30 min Cut) and Full version – RAW footage (Photo and Video) of whole event in Hard Disk within 15 days of Event. The video may be edited professional with complete voiceover in Gujarati/ Hindi or English Language as per instructions of IITE. The script for the video voiceover is to be professionally

prepared by the agency and to be pre- approved by IITE.

Teaser- Providing 2 nos. of short teaser of 2 to 3 minutes with relative audio commentary and relative visual content subject of the same will be suggested by agency and approved by IITE. these videos should be submitted in multiple format (like MP4, WMA, AVI and many more) suitable of YouTube-upload, Facebook upload and various video players these should be submitted on DVD, Blue ray and in pen drive. The rate should be including all audio and video shooting, editing etc. The final teaser is subject to IITE approval. The teaser shall be made in 3 language (i.e Hindi, English and Gujarati) or as per instruction by IITE official. if other language required by IITE, then it shall be produced without any extra cost. The teaser video should not be upload any social media without prior approval of IITE. The scope of services will cover all the work as per tender document. The tender documents also broadly include but not limited to the following services: -

The Bidder will have to sign the work contract for a period of 1 year. It can be extended further for maximum two years on satisfactory performance.

The bidder will undertake overall coverage of the Events/ festivals/Destination/Exhibition/Seminars, etc.

The bidder will have to undertake the overall coverage of the all the project assigned by IITE on timely basis.

The bidder will have to deploy a minimum of 2 Photographers with a digital camera each and 2 Videographer with a video camera each for all the projects assigned by IITE. If any supporting staff required shall be part of the scope of work.

The bidder need to do Videography & Photography of Full HD quality with necessary equipment and trained staff.

On completion of the assigned project the agency will submit the work details in 2 sets (one in High resolution images and one in low resolution JPEG format in Hard Disk) and if required by IITE, edited Photo Album 1 nos. within 15 days of Event completion. Agency has to communicate to authorized person of IITE for selection of Photograph and then make Photo album as per selected/approved photographs, if ordered.

After Event bidder will submit an Edited Video (Event Highlights (Preferably 1 to 10 min Cut), Event Highlights (Preferably 30 min Cut) and Full version – RAW footage (Photo and Video) of whole event in Hard Disk within 15 days of Event completion. The video may be edited professional with complete voiceover in Gujarati/ Hindi or English Language as per instructions of IITE.

The script for the video voiceover is to be professionally prepared and to be pre-approved by IITE. Providing a complete well prepared and professional data in form of Hard disk and a well bound professional photo album as per direction of IITE (1 hard copy).

All transportation, accommodation, boarding & lodging for the team of photographer or the videographer shall not be paid extra.

The Photography - Videography works shall cover the all components of the assigned project and should cover the entire duration of the project. The additional visits may be planned by photographer as instructed by IITE at no extra cost.

The necessary permission for videography and photography should be taken by the bidder from competent authority. Further special permission regarding drone flying is to be taken by the bidder. If required IITE can provide letter/support for the same.

Bidder will have to reach the project venue prior to starting of the project as may be instructed by IITE.

The bidder will have to operate the item at the requirement of IITE. IITE shall have the right to add/delete or can make variation in the work scope depending upon its requirement and decision.

Camera: Resolution

Minimum 30 to 48 Mega Pixels Full frame (Fx) format must required

Lighting:

Studio Light Setup; if required

Camera Stand: (Tripod)

Camera stand Tripod / Monopod as and when required.

Album: Edited Album

Karizma Album / Offset Album (with Cover)

Album Size 12" X 15" / 12" X 18"

Page Size: 12" X 15" (open) / 12" X 18" (open)

Page thickness : offset Album – 175 GSM to 350 GSM

karizama Album – 350 GSM to 550 GSM

Sheet Material: Glossy / Matt (Preferably Matt)

Videography:

Camera: Full HD Camera of Standard Company

Resolution: 1920 X 1080 pixels

Teaser:

short teaser of 2 to 3 minutes with relative audio commentary and relative visual content

Multiple format (like MP4, WMA, AVI and many more) suitable of youtube-upload, facebook upload and various video players

Voiceover in 3 language (i.e Hindi, English and Gujarati or any other as instructed by IITE)

Drone shoot:

Drones with 4k cameras including the latest technology

The bidder will assign a Key Personnel for the project and he/she will act as a sole point of contact for IITE.

The Key Personnel for the project will have to be present for meeting or any event as informed by IITE will all the relevant details.

Jimmy Zip:

Jimmy Zip camera Including the latest Technology

Track & Trolley Camera:

Glide CAM – Gimbal including Latest Technology



## **SITE VISIT BEFORE EVENT COVERAGE: -**

Bidder is advised to depute a suitable team before coverage of any event to visit the site to fully understand the job and ascertain the difficulties that may be encountered during execution of works and for obtaining all information of permissions for himself on his own responsibility that may be necessary for preparing the bid and entering into the Contract. The site visits shall be entirely at bidder's own expense.

The bidders and any of his personnel or agents shall be granted permission by the IITE to enter upon its premises and lands for the purpose of such inspection, additional surveys and investigation if he proposes to do etc. but only upon the explicit condition that the bidder, his personnel or agents, shall release and indemnify the IITE and his Personnel and agents from and against all liability in respect thereof and shall be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which but for the exercise of such permission would not have arisen.

## **ACCIDENTS**

It shall be the sole responsibility of the contractor to adopt all the safety measures & deploy personnel who are adequately trained.

If any accident occurs due to operations or due to negligence on the part of the contractor's personnel it shall be the full responsibility of the Contractor.

If any damage occurs to the structures/ material & equipment to erection operations, the cost of damage will be recovered from the contractor's bill.

## **ASSIGNMENT**

The bidder shall not subcontract any part of his obligation to any third party without prior approval of the IITE.

## **RIGHT TO VARY**

The IITE will make any variation of the form, quality or quantity of the works relating to any item of a component according to conditions. The authority may instruct the bidder to do and the bidder shall do any of the following:

1. Increase or decrease the quantity of any work included in the Contract.
2. Change the quality or kind of any such work.
3. Execute additional work of any kind necessary for the completion of the works, or The bidder shall not make any such variation without informing the Authority
4. Provided that no instruction shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an instruction given under this clause, but is the result of the quantities exceeding or being less than those stated in the Bill of Quantities. The payment to such variations, modifications and deletions shall be governed according to the payment modality as outlined in the mode of payment schedule as deemed decided by the owner and no objection either in written or oral shall be accepted.

## **VARIATION, MODIFICATION**

Quantity of items may vary according to requirements of the program; same basis of pricing shall be applicable. In case of variation to an extent of +10% of original work, no extra payment shall be made or deducted.

If the additional or altered work includes any class of work for which no rate is specified in the schedule contract, then such class of work shall be carried out:

At the rate derived from the item within the contract which is comparable to the one involving additional or altered class of work; where there are more than one comparable items, the item of the contract which is nearest in comparison with regard to class or classes of the work involved shall be selected and the decision of the IITE as to the nearest comparable item shall be final and binding on the bidder.

If the rate cannot be derived in accordance with (a) above, such class of works shall be carried out at the market rate. The detail cost break up shall be provided by the bidder for such items.

If it is not possible to arrive at the rate from (a) and (b) above, such class of work shall be carried out at the rate decided by the competent authorities on the basis of detailed rate analysis after hearing the bidder before a Committee formed by IITE stationed at the same place or the nearest place, as may be appointed by IITE.

Bidder shall not execute the extra/additional work without prior approval of the IITE. Any extra item if executed must have written consent of the concerned decision maker and to be submitted with detailed cost analysis.

## **SPECIAL TERMS AND CONDITIONS OF CONTRACT**

### **CONTRACT PERIOD**

The contract period shall be from the date of signing of contract to one year.

### **BIDDER'S OBLIGATION**

The bidder shall make his own arrangements for transportation, lodging, boarding etc.

Information, material of IITE event/ destination/exhibition/seminar etc. borrowed by the Bidders, if any, shall remain the property of the IITE and shall be provided by the IITE for information, solely for the purpose of execution of this Contract. All such borrowed material shall be sole property of the IITE and shall be returned to IITE after submission of the bids.

The bidder has to bear in mind that if selected for the award of contract he shall have to ensure that in any case no damage is caused to the environment while executing the work.

The bidder if selected shall ensure that while operation for execution of works, habitat animals are not disturbed.

Necessary safety measures shall be the responsibility of the bidder. Any loss of human/cattle or damages or so, shall be the responsibility of the bidder including any liability and/or compensation to be paid towards the life lost damages so caused.

The successful bidder shall make his own arrangements for all the materials, power and water required for all purposes in connection with the execution of work. If possible, the IITE shall help for obtaining such facilities at an appropriate cost, which will be recovered, from the bidder in a suitable way

#### **IITE'S OBLIGATION: -**

There shall be an authorized person from IITE to coordinate with the Bidder in all matters related to the project for the successful execution of the work and to be responsible for all necessary exchange of information required.

#### **ACCEPTANCE AND QUALITY CHECK BY THIRD PARTY AGENCY**

The IITE at its discretion will cross check the quality of work/methodology adopted for execution of work. if found lacunae the IITE will take appropriate action.

#### **ARTICLE LIQUIDATED DAMAGES**

The completion period of the entire work shall be as per the dates specified by IITE; this shall be deemed to be the essence of the contract. The time limit specified above and as approved in writing by IITE, shall be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date of completion given by the bidder and accepted by IITE, unless extended by IITE in writing, penalty would be applicable at the rate of 25% of the contract value for delay of each day taken by the bidder, subject to maximum of 50% of the contract value.

The penalty shall be recoverable from the Deposit provided by the bidder and if the Security Deposit is not sufficient, by revoking the Bank Guarantee submitted by the bidder or from any sum payable to the bidder under this or any other Contract with IITE.

In case of delay to deliver the work within stipulated program, IITE reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that IITE will have to incur for completion of the balance job/s through another agency on account of higher rates quoted by the agency will be recovered from the bidder's account, retention money, Security deposit. Moreover, IITE shall be entitled to all other legal proceedings as may be required for shortfalls in recovery.

#### **TERMINATION OF THE CONTRACT**

IITE will have the right to cancel the contract if the Bidder commits breach of any or all conditions of the contract. Breach of Contract includes, but not limited to, the following:

- It is found that the schedule of implementation of the work is not being adhered to.
- Bidder stops work and such stoppage has not been authorised by IITE.
- Bidder may become bankrupt or go into liquidation other than for a project or amalgamation.
- IITE gives notice to correct a particular defect/irregularity and the Bidder fails to correct such defects/irregularity within a reasonable period of time determined by the IITE.
- Any action/omission not in line with laws of State Government/IITE

#### **"NO CLAIM" CERTIFICATE**

The Bidder shall not be entitled to make any claim, whatsoever, against the Government/IITE, under or by virtue of or arising out of this Contract, nor shall the Government/IITE entertain or consider any such claim, if made by the Bidder and the Bidder shall have signed a "No Claim" Certificate in favour

of the Government /IITE in such forms as shall be required by him after the works are finally accepted.

## **SUSPENSION**

IITE may, by a written notice of suspension to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension shall specify the nature of the failure and shall request the bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the bidder

## **DETAILS TO BE KEPT CONFIDENTIAL**

The Bidder shall treat the details of the contract as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the Government. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the Government whose decision shall be final.

The Bidder or his representative should neither disclose the data of project nor sell the data or use it for commercial exploitation or research work without the written permission of the Government.

## **TRANSFER OF RIGHTS**

The Bidder shall not transfer the Contract to anybody except with the prior permission of the Government/its Department.

## **PAYMENT TERMS**

The payment shall be made after submission of bill of completed event work.

IITE shall release payment after successful & satisfactory completion of the event management.

## **Reimbursable Expenses**

All the expenses, like transportation, food, and taxes, fees etc. towards the work shall be borne by bidder.

No other expenses incurred by the bidder shall be entitled for reimbursement.

## **OTHER SPECIAL CONDITION OF TENDER**

All the work done by agency during the project will be sole property of Indian Institute of Teacher Education, the agency will not be able to share the said details to any other party by any means and at any social media platform and doing so may invite strict action against the agency.

The bidder shall be responsible to preserve all the works in soft copies during the contract period and shall be liable to provide the same to IITE as and when required.

The agency will not utilize the photographs and videography shoot for IITE project by in any form without prior approval from IITE.

The agency will insert any watermark / logo in any of the photographs and videography shoot for IITE

The agency will have to be present and will have to accept any project assigned in a short

time by IITE.

The Technical staff must be present at the Venue in well-dressed manner.

The bidder shall not assign sub-let or transfer their interest in this agreement without written consent of IITE. Though he may outsource the particular task in consultation with IITE.

IITE reserves the rights to award the contract/work in full or in parts to any Agency and also terminate the contract/work at any stage if the performance of the Agency is found to be Not Satisfactory.

IITE is not bound to accept the lowest quotation and/or assign any reasons for rejecting any or all the bids. The lowest quoted bids may not fetch award of contract if the Committee is not convinced with the details and proofs submitted by the agencies.

In case of any loss of Equipments, damages of camera etc. shall be sole responsibility of bidder no additional/extra cost shall be paid by IITE.

IITE shall communicate all changes, decisions, etc. in writing in as short time as possible.

The bidder shall submit a soft copy of the presentation to IITE.

The bidder will have to operate the item at the requirement of IITE. IITE shall have the right to add/delete or can make variation in the work scope depending upon its requirement and decision.

ANNEXURES

Annexure - 1

TECHNICAL PROPOSAL SUBMISSION LETTER

Registrar

INDIAN INSTITUTE OF TEACHER EDUCATION (IITE)

Ramkrushna Paramhans Vidya Sankul

Near KH-5, KH Road, Sector - 15

Gandhinagar - 382016 (Gujarat)

Dear Sir:

We / I, the undersigned, offer to provide the ..... work as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am hereby submitting our Proposal, which includes the Technical Proposal.

The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and Consent letters, in Original. (We are submitting our Proposal in association with: [Insert the list of partners Member with full name and address of each associated Consultant])

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 150 calendar days from the last date of proposal submission, we undertake to negotiate without any alteration in the staff proposed for the assignment. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than a week from the date of issue of letter of award.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm and Address:

\* Proposals should be submitted on the official letter head of the company.



ANNEXURE -2  
FINANCIAL BID FORMAT

To

Registrar

INDIAN INSTITUTE OF TEACHER EDUCATION (IITE)

Ramkrushna Paramhans Vidya Sankul

Near KH-5, KH Road, Sector - 15

Gandhinagar - 382016 (Gujarat)

Dear Sir:

I/We hereby bid for ..... work, as per the Terms of Reference given in this Tender Document of the IITE, Gandhinagar within the time specified and in accordance with the specifications, design and instructions as per Special Terms and Conditions as well as General Terms and Conditions. The price bid is to be filled in the given separate sheet format only.

Note:

- Applicable GST shall be paid extra on quoted rate.
- The agency will have to work accordingly as per the scope of work and will have to strictly follow the terms and condition of the tender.
- The rate quoted will be applicable across Gujarat.
- The quoted rate shall be inclusive of travelling, accommodations, food and any other related expenses to be incurred.
- The bidder will have to operate the item at the requirement of IITE. IITE shall have the right to add/delete or can make variation in the work scope depending upon its requirement and decision.
- Out of Gujarat the TA (To and fro to destination) will be force by IITE as per the norms.

Signature of the Bidder with Seal



ANNEXURE – 3

PROFORMA OF GENERAL POWER OF ATTORNEY

(To be signed and executed in non-judicial stamp paper of Rs. 100/=)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concerns that:

Sri/Smt ..... S/O  
.....

Residing at .....

Sri/Smt ..... S/O  
.....

Residing at .....

Sri/Smt ..... S/O  
.....

Residing at .....

I/We all the Partners/Directors/Board members/ Executive council members/ proprietors/ Leaders  
of M/S ..... having its registered office at  
.....hereby appoint Sri .....  
S/O..... residing at ..... as my/our attorney  
to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm  
for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to  
be entered into by the company/ Corporation/ firm with the Indian Institute of Teacher Education,  
Gandhinagar in connection with its tender Dated ..... For the supply of  
..... due for opening on .....

In short, he is fully authorized to do all, each and everything requisite for the above purpose  
concerning M/s and I/We hereby agree to confirm and ratify his all and every act of this or any  
documents executed by my/ our said Attorney within the scope of the authority hereby conferred on  
him including references of cases to arbitration and the same shall be binding on me/ us and my/ our  
company/ Corporation/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board members/Executive council members/ proprietors/  
Leaders

- 1.
- 2.
- 3.

ATTESTED ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/ Corporation/ firm)

ANNEXURE - 4

FORMAT FOR PERFORMANCE GUARANTEE

(On Non-Judicial Stamp Paper)

To be stamped according to Stamp Act and to Be in the name of the executing Bank

To

The Registrar

Indian Institute of Teacher Education,

Ramkrushna Paramhans Vidya Sankul

Near KH-5, KH Road, Sector - 15

Gandhinagar 382016 (Gujarat).

In consideration of the Registrar of Indian Institute of Teacher Education, GANDHINAGAR having its registered office at Gandhinagar (hereinafter called the "IITE" which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No dated issued by the IITE, Ramkrushna Paramhans Vidya Sankul, Near KH-5, KH Road, Sector – 15, Gandhinagar - 382016 (Gujarat), which has been unequivocally accepted by the Vendor (refer NOTE below) work of ..... of various projects (hereinafter called the said Contract) to accept a Deed of Guarantee as herein provided for Rs. .... /- (Rupees.....only) from a Nationalised Bank, in lieu of the security deposit, to be made by the Vendor or in lieu of the deduction to be made from the Vendor's bill, for the due fulfillment by the said Vendor of the terms and conditions contained in the same Contract. We.... the.....(hereinafter referred to be "the said Bank" and having our registered office at do hereby undertake and agree to indemnify and keep indemnified to the IITE from time to time to the extent of Rs.....(Rupees...../-only) against any loss or damage, costs charges and expenses misused to or suffered by or that may be caused to or suffered by the IITE by reason of any breach or breaches by the Vendor and to unconditionally pay the amount claimed by the IITE on demand and without demand to the extent aforesaid. We,.....Bank, further agree that the IITE shall be the sole judge of and as to whether the said Vendor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the IITE on account thereof and the decision of the IITE that the said Vendor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the IITE from time to time shall be final and binding on us.

We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the IITE under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the Vendor and accordingly discharges this Guarantee subject, however, that the IITE shall have no claim under the Guarantee after 150 (One hundred Fifty) days from the date of expiry of the contract period.

The IITE shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Vendor or to postpone for any time and from time to time any of the powers exercisable by it against the said Vendor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities available to IITE and the said Bank shall not be released from its liability under these presents by any exercise by the IITE of the liberty with reference to the matters aforesaid or by reason of time being given to the said Vendor or any other forbearance, act or omission on the part of the IITE or any indulgence by the IITE to the said Vendor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.

It shall not be necessary for the IITE to take legal action against the Vendor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the IITE may have obtained or obtain from the Vendor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealised.

We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the IITE in writing and agree that any change in the Constitution of the said Vendor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required, the same shall be extended to such required periods on receiving instructions from M/s. on whose behalf this guarantee is issued.

In presence of

WITNESS For and on behalf of (the bank)

1.

2.

Signature

Name & Designation Authorisation No.

Date and Place Bank Seal

The above guarantee is accepted by the IITE, Gandhinagar

#### NOTES FOR PROPRIETARY CONCERNS

Shri.....son of .....resident of .....carrying on business under the name and style of .....at .....(hereinafter called "The said Vendor" which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives).

#### FOR PARTNERSHIP CONCERNS

M/s.....a partnership firm with its office .....(hereinafter called "the said Vendor" which expression shall unless the context requires otherwise include their heirs, executors, administrators and legal representatives); the name of their partners being

Shri S/o .....

Shri S/o .....

**FOR COMPANIES**

M/s.....a company registered under the Companies Act 1956 and having its registered office in the State of..... (Hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

**PROFILE OF THE BIDDER**

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub-contractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors.

Sr.	Particular	
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company	Partnership deed/MoA-AoA/ as applicable
a	Year of Incorporation/ Registration number	Incorporation certificate as applicable
3	Communication Detail	
A	Head Office address /Local Office address (if any)	
B	Head Office address	
4	Contact detail	
A	Mobile Number	
B	Landline Number	
C	Fax Number	
D	Email detail	
5	Nature of Business	
	1. Since	
	2. Since	

No disclosure or wrong information /non-acceptance any shall result in the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

## ANNEXURE – 5

## CHECKLIST FOR FULFILLMENT OF ELIGIBILITY CRITERIA

**Technical Criteria for bidders:**

Sr .	Technical Criteria	Documentary Evidence	Verification (Yes/No)
1	The bidder should be empanelled as an agency for videography and film making with the Information Department or University or any department of Govt. of Gujarat	Official communication as an enlisted agency from the Information Department or University or any department of Govt. of Gujarat	
2	The bidder should have a minimum experience of at least 3 years in conducting various services for the said in Govt. Sector & Govt. organizations, Public/ Corporate sector.	Work Order/Work Completion certificate/Performance certificate must be attach with Bid documents	
3	The Bidder should have achieved a Minimum Annual Average Financial Turnover of 10.00 lakh in each of the last three years through execution of the said works.	Audited Financial Report and financial statements for last 3 years CA certificate indicating minimum annual financial turnover of the said works for last 3 years.	
4	The bidder should have undertaken a similar work of amount Rs. 2.00 lakh in the last three year.	Work Completion Certificate/ work order with State Govt/ Central Govt./ Private Sector and relevant field is preferable.	
5	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract.	Power of Attorney as per the format given in Annexure.	
6	The bidder shall provide PAN, GST Number and GST Return Statement/certificate.	A copy of PAN, GST, GST Return Statement /Certificate. The bidder shall also submit a copy of the returns of GST for the last three years.	
7	The bidder shall provide a valid EMD acceptable to IITE. EMD deposit of Rs. 25,000/-- has to be submitted along with a bid document. Non-refundable Tender fees of Rs. 1,000/- through DD favouring of Registrar, Indian Institute of Teacher Education payable at Gandhinagar has to be annexed with the bid document.	Tender fee DD and EMD – DD	

	EMD Exemption is given to the MSME registered organization. Document evidence must be attached with the Bid document.		
8	History of Litigation	As per format given in the Annexure	
9	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any Government Department, Organisation, Corporation	Self-certified letter – As per format given in Annexure.	
10	The bidder should have registered office in Gujarat	Registered office address proof	

Signature of the Bidder with seal

## ANNEXURE -6

## OBLIGATION / COMPLIANCE TO BE INSURED BY BIDDER

Sr.	Particular	To be complied by bidder	
		Yes	No
1	GST registration		
2	Compliance of Provision of child labor act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC act		
4	Send accident report to Regional Labour Commissioner (RLC)		
5	PF registration number with detail of deployed staff		

ANNEXURE -7

LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Year of completion

NOTES:

- Each of the listed works shall be supported with the copy of work order & Work completion certificate. Work completion certificate shall mention the nature of work, value of work completed.
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.
- List of works on hand shall be attached as under.

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dtd – Completion dtd)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

Signature of bidder



ANNEXURE -8

HISTORY OF LITIGATION

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

Year	Award for/ or against bidder	Name of Client	Litigation Dispute & Matter	Disputed Amount in Rs.

NOTE

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

ANNEXURE -9

INDEMNITY UNDERTAKING

I on behalf of M/s ..... hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s..... will abide by all safety rules and procedures. I declare that I M/s.....will be responsible for.....any safety violations/ accidents etc. IITE will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I ensure IITE that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at .....

I hereby declare that I am sole responsible on behalf of M/s..... for giving such a declaration.

-----

Name of Indemnifier Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

-----

Signature of IITE Official

ANNEXURE-10

SELF DECLARATION OF NOT-BLACLISHED

(on company letter head)

Date:

To

Registrar

INDIAN INSTITUTE OF TEACHER EDUCATION (IITE)

Ramkrushna Paramhans Vidya Sankul

Near KH-5, KH Road, Sector - 15

Gandhinagar - 382016 (Gujarat)

Dear Sir,

This is to declare that our company ..... is not blacklisted by any Central/State Government Department/Public Sector Undertaking.

Name of Bidder:

Signature of the Bidder with seal



**Price Bid**

<b>No.</b>	<b>Particulars with description</b>	<b>Amount (with GST)</b>
1.	Professional Photography for University Events - 4 to 6 hours of photography work - Digital Output in Pendrive or CD	
2.	Archives of Photographs in a designed photo album	
3.	Studio Lights setup (As and when required)	
4.	Videography for University Events - 4 to 6 hours of videography work - Digital Output in Pendrive or CD	
5.	Live HD Setup - 3 Video camera set up - Live HD Video Mixer - Cabling - Preview monitor - Kramer & Switcher - Laptop	
6.	Creative Video film making (Per minute) - Storyline development - Scripting + Storyboarding - Cinematography + 2K / 4K Camera Shooting - Shooting Equipments charges - Film Director's Fees - Music Creation + Voiceover - Post Production + Non Linear Editing - Special effects, motion graphics & Animation	
7	Social Media Audio-Visual Content Development - Creative Charges for Concept development - Theme planning - Influencer tie ups - Celebrity Outreach	
8.	Facebook / YouTube Live - 2 Laptops - Live Mixer - Broadcasting Software - Seamless Streaming software	
9.	Event Highlights video (Per Minute)	
10.	Drone Shooting	