



सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
Information and Library Network Centre  
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र  
An Autonomous Inter-University Centre of UGC  
गांधीनगर / Gandhinagar

**TENDER DOCUMENT**

Sr. No.	BID-DATA SHEET	
01.	Name of Work	Annual Rate Contract for Providing Photography and videographer services to INFLIBNET Centre during Training/ Workshops/ Cultural events etc.
02.	Tender Number	INF/PUR/PHOTOGRAPHY/ARC/2018-19
03.	Yearly Estimated Cost of Tender	Rs.30,000/-
04.	Bid validity	60 days
05.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> or Central Public Procurement Portal (CPPP) <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
06.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
07.	Earnest Money Deposit (EMD)	Earnest Money of Rs.600/- (Rupees Six hundred only)
08.	Contact Person	ShriYatrik Patel, Scientist In-charge – (P&A) Email: <a href="mailto:adminofficer[at]inflibnet[dot]ac[dot]in">adminofficer[at]inflibnet[dot]ac[dot]in</a> and <a href="mailto:devang[at]inflibnet[dot]ac[dot]in">devang[at]inflibnet[dot]ac[dot]in</a> Tel : 079-23268328- 8121  Smt. Shahana M Munshi, Section Officer (Purchase & Store) Email : <a href="mailto:shahana[at]inflibnet[dot]ac[dot]in">shahana[at]inflibnet[dot]ac[dot]in</a> and <a href="mailto:shyam[at]inflibnet[dot]ac[dot]in">shyam[at]inflibnet[dot]ac[dot]in</a> Tel: 079-23268141 – 43
09.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a>

## INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited **for Annual rate Contract for Providing Photography and videographer services at INFLIBNET Centre, Gandhinagar** from bonafide, resourceful and reliable service providers/Vendors/agencies only as per terms and conditions attached.

Desirous companies/individuals may obtain tender documents on request in writing from P&S Section, INFLIBNET Centre, INFOCITY, Gandhinagar on all working days between 10:00 Hrs to 17:00 Hrs before the due date. Tender documents can also be downloaded from the INFLIBNET Centre's website [www.inflibnet.ac.in](http://www.inflibnet.ac.in) or Central Public Procurement Portal (CPPP), Govt. of India website [www.eprocure.gov.in](http://www.eprocure.gov.in)

## IMPORTANT DATES

Publish Date	01.11.2018	05:00 PM
Document Download / Sale start Date	01.11.2018	05:00 PM
Document Download / Sale end Date	22.11.2018	11:00 AM
Pre-Bid Meeting	12.11.2018	03:00 PM
Bid Submission Start Date	13.11.2018	09:00 AM
Bid Submission End Date	22.11.2018	4:00 PM
Bid Opening Date	22.11.2018	04:15 PM

## **GENERAL INSTRUCTION FOR BIDDER**

### **1. Eligibility (Pre-qualification) Criteria.**

The INFLIBNET has set up minimum eligibility criteria for the bidding purpose. All bidding parties/individuals must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies as mentioned in Annexure – I along with the proposal, failing which their bids will be summarily rejected and will not be considered any further.

- 1.1 The bidder should submit his/her/their profile.
- 1.2 The firm/professional should have atleast three year experience in the field of digital Photography.
- 1.3 The firm/professional should possess high resolution professional DSLR Cameras (not less than 18 megapixel) and have to be used for photography during empanelment.
- 1.4 The firm/professional must reach the venue 30 minutes before event and till the end of the programme.
- 1.5 The firm should have the capability of post-production of photo editing on professional edition facilities.
- 1.6 The firm should have provided services in any Government clients/ Autonomous Bodies/ Public sector under taking/ Privet sectors and MNCs of high reputed Industry.
- 1.7 They bidder should be registered with Income Tax and Goods and Service Tax.
- 1.8 The bidder should submit Earnest Money Deposit.
- 1.9 The bidder should provide bank account details.
- 1.10 Bidder's Details Annexure –I
- 1.11 Declaration of Bidder Annexure –II
- 1.12 Declaration of blacklisting/Non Blacklisting - Annexure-III

2. **Contract Period:** The AMC period initially will be for Two Years from the date of written order to commence the work is issued from INFLIBNET, which may be extended further one more year on same terms, conditions and rates of the original contract on mutual consents, if the performance/services is found satisfactory in the discretion of INFLIBNET. The Centre reserves the right to curtail or extend the validity of Contract.

3. **Period of Validity of Offer:**For the purpose of placing the order, the proposals shall remain valid till 60 days from the date of opening of tender.

4. **Submission of Bid:** The sealed envelopes should be suprescribed“Bid for ARC of Photography Services at INFLIBNET Centre, INFOCITY, Gandhinagar And also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The tender must reach on or before 22<sup>nd</sup> November, 2018 at 3.00 PM.

- 4.1 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 4.2 All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
- 4.3 Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date. The Centre will not be responsible for non-receipt of quotation due to postal delay, loss in transit etc.

- 4.4 Any Incomplete and conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- 4.5 The bid shall be written in English only.
- 4.6 No other method/means of submission of bid except as stated above shall be acceptable. All entries in the bid form should be legible and filled clearly. Otherwise the bid is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.
- 5 Earnest Money Deposit (EMD):** The interested firms/professional may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.600/- in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar.
- The bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Institute on EMD. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
- 6 Forfeiture of EMD:** EMD made by Bidder may be forfeited under the following conditions: If Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If Bidder violates any of the provisions of the terms and conditions of the proposal. In the case of a successful Bidder, if Bidder fails to:
- Accept the work order along with the terms and conditions.
  - Furnish performance security.
  - Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
  - Submitting false/misleading information/declaration/documents/proof/etc. The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job.
  - In the event of the successful bidder/contractor failing to comply with any provision of the contract.
- 7 Pre Bid Meeting:** Pre Bid Meeting will be held on 12<sup>th</sup> November, 2018 at 03.00 PM at premises of INFLIBNET.
- 8 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of the 5 % of the total amount of work order within three (3) weeks of the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations. Bid security shall be refunded to the successful bidder on receipt of performance security is to be renewed, if the contract is extended.

**9 Terms of Payment:**

- No advance payment will be made.
- Payment shall be made as per the hours engaged and certified by the Centre's officials only.
- Bill will be submitted by the firm after completion of the work duly certified by the user/concerned.
- Payment to the firm will normally be made within four weeks through bank transfer.
- Invoice (i.e. Tax invoice as per GST rules clearly indicating GST registration number, Service Classification, rate and amount of Tax shown separately).
- The final payment shall, however, be made only after adjusting all the dues/claims of the Centre.
- No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor or due to Administrative delay for the reasons beyond the control of the Centre.
- Centre reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any is found paid in excess.
- All Taxes per applicable rules time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre.

**10. Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of an Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

**11. Enforcement of Terms:** The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

**12. Termination of the Contract:** The contract may be curtailed/terminated before the contract period, inter alia owing to deficiency in services or substandard quality of services by the empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract terminated by INFLIBNET on account of the committed by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his Security deposit or pending bill or by raising a separate claim.

**13. Resolution of Disputes:**

- language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure. In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
- The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- The proceedings of arbitration shall be in English

- The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

#### **14. Compensation for Delay:**

The said penalties will be recovered from bill amount.

- [A] if not reported before 30 mins of scheduled event: Rs. 500/- + Full charge by other agency if said work will be done by other agency.
- [B] If don't report : Rs. 500/-+ Full charge by other agency if said work will be done by other agency.
- [C] If not able to deliver : Rs. 500/- + Full charge by other agency if said work will be done by other agency.

**15. Relaxation of Terms and Conditions:** The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

**16. Agreement:** The contractor will have to enter into a written Agreement with this Centre within 15 days of intimation of acceptance of approved rates.

#### **17. Bid Evaluation Criteria & Award Criteria:**

- After the opening of the bid, in case the Centre require of seeking further information/clarification, the same shall be provided by the bidder. The bids meeting the requirements as specified in Eligibility (Pre-qualification) Criteria.
- In case it is found that the bidder has not quoted as per the requirement for any specified item that particular item shall be evaluated on the basis of highest quoted rates by the another bidder.
- Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- The rate contract will be awarded for technically suitable lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender document. In case two or more agencies are found to have quoted the same rates. The Competent authority of INFLIBNET shall decide about the bidder to which the offer shall be granted based on the report of the past performance of the firm, and length of experience etc. the decision of the Competent Authority of INFLIBNET shall be final.
- All qualified bidders may enter into agreement with the Centre based on technically suitable, lowest offer (amongst all bidders) for each item in financial bid

**18. Disclaimer:** The near relatives of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a INFLIBNET Centre
- Their husband or wife.
- The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre**  
(Tender No.INF/PUR/PHOTOGRAPHY/ARC/2018-19)

**(Financial Bid)**

**ANNUAL RATE CONTRACT FOR PROVIDING PHOTOGRAPHY AND VIDEOGRAPHER SERVICES TO INFLIBNET CENTRE DURING TRAINING/ WORKSHOPS/ CULTURAL EVENTS ETC.**

Tentative requirement is as under

S. No.	Requirements	Rates (Rs.) (Ex. GST)
1.	Photographer To provide Photographer for taking photographs and for covering special events inside premises and provide softcopies of photos.	Rs._____ per photographer for up to 2 hours  Rupees (_____)
2.	Photographer To provide Photographer for taking photographs and for covering special events inside premises and provide softcopies of photos.	Rs._____ per photographer for up to 4 hours  Rupees (_____)
3.	Photographer To provide Photographer for taking photographs and for covering special events inside premises and provide softcopies of photos.	Rs._____ per photographer for up to 8 hours  Rupees (_____)
4.	Videographer To provide Videographer shooting video and for covering special events inside premises for up to 4hrs with DVD.	Rs._____ per crew set for the event.  Rupees (_____)
5.	Videographer To provide Videographer shooting video and for covering special events inside premises up to 8hrs with DVD.	Rs._____ per crew set for the event.  Rupees (_____)
6.	Printed Photographs along with soft copy of photographs Size 4" x 6"	Rs. _____each Size 4" x 6" photo  Rupees (_____)
7.	Printed Photographs along with soft copy of photographs Size 5" x 7"	Rs. _____each Size 5" x 7" photo  Rupees (_____)
8.	Printed Photographs along with soft copy of photographs Size 8" x 10"	Rs. _____each Size 8" x 10" photo  Rupees (_____)

9.	Printed Photographs along with soft copy of photographs Size 10" x 12"	Rs. ____ each Size 10" x 12" photo to Rupees (_____)
10.	Printed Photographs along with soft copy of photographs Size 12" x 15"	Rs. ____ each Size 12" x 15" photo Rupees (_____)
11.	Charge per hour without operation for Sr.No.1 to 5 above.	Rs. _____ per hours charges

- The agency/professional would provide all photographs in high resolution (soft copy) to the office within next 2 working days without any cost.
- GST will be paid on actual as per applicable rate.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_



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**Annexure T-II**

**Bidder's Details**

1	Name of the Firm/ Company/Professional	
2	Name and Designation of Authorized Signatory	
	Communication Address:	
	Office Phone No: Mobile No:	
	Fax: E-Mail ID:	
	GST registration Number: PAN Number:	
<b>Particular Details of the Bidders Representative'</b>		
3	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

**UNDERTAKING**

- 1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.**
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension,**

Authorized Signatory (signature in full) :\_\_\_\_\_

Name and Title of Signatory :\_\_\_\_\_

Company Rubber Stamp :\_\_\_\_\_

सूचना एवं पुस्तकालय नेटवर्क केन्द्र **Information and Library Network Centre**

(Tender No.INF/PUR/PHOTOGRAPHY/ARC/2018-19)

**Annexure T-IV**

DECLARATION

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ Proprietor / Director / Authorized Signatory of the  
Company / Firm, mentioned above, is competent to sign this declaration and execute this tender  
document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents  
from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedules(s), etc.,) which  
form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses  
contained therein.

The information / documents furnished along with the above application are true and authentic to  
the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false  
information / fabricated document would lead to rejection of my tender at any stage besides  
liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been  
taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)  
in it's totally / entirely.

**In case any provision of this tender are found violated, then your department/organization  
shall without prejudice to any other right or remedy be at liberty to reject this tender/bid  
including the forfeiture of the full said earnest money deposit absolutely.**

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING**

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby declare that the firm/ company namely M/S. .... has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....Was blacklisted or debarred by any Government Department from taking part in Government tenders for a period of .....years w.e.f..... The period over on ..... And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR.Will not be responsible to pay the bills for any completed/ partially completed work.

Signature:.....

Name: .....

Capacity in which as signed: .....

Name & address of the firm: .....

Seal of the firm should be affixed.
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.....

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.