

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: PHYSICAL EDN. BRANCH  
CHHATTRASAL STADIUM: MODEL TOWN: DELHI: 110009.

**TENDER FORM FOR HIRING OF PHOTOGRAPHY & VIDEO COVERAGE**  
**(TO BE FILLED BY THE TENDERER)**

**TECHNICAL BID**

FORM TO BE DEPOSITED: Upto 1.30 p.m. on 8-8-2011

TENDER TO BE OPENED: At 2.30 p.m. on 8-8-2011

A.1 (a) Name of the Firm.....

(b) Address of the Firm .....

© Name & address of the Prop./Partner .....

2. (a) Service Tax No .....

(b) PAN No.....

(c) Attested copy of Service Tax Registration.

(d) Attested copy of PAN Registration

3. Bid security deposited vide Demand Draft / FDRNo. ....

Dated..... for Rs.....

4. (a) Whether any supply had been made to Govt. Department in the past.....

If yes, please furnish full details. ....

Year	Details of Items	Names of Deptt.	Amt.
2008-09			
2009-10			
2010-11			

**5. Annual Turnover**

Year	Turnover (in Rs.)
2008-09	
2009-10	
2010-11	

**B.PHOTOGRAPHY.**

Rates are invited from reputed Photographers for Photography:-

- |                                |                   |
|--------------------------------|-------------------|
| 1. Photo size                  | Post card size    |
|                                | 4" x 6" size      |
|                                | 5" x 7" size      |
|                                | 8" x 10" size     |
|                                | 10" x 12" size    |
|                                | 12" x 15" size    |
| 2. Lamination charges per inch |                   |
| 3. Video coverage for:         | Two hours         |
|                                | Four hours        |
|                                | Six hours         |
| 4. Blank Video cassette        | Cost per cassette |
| 5. Blank CD / DVD              | Cost per cassette |
| 6. Album                       | 100 photographs   |
|                                | 200 photographs   |
|                                | 300 photographs   |
| 7. Video coverage direct       | screen charges    |
| 8. coverage on CD/DVD          |                   |

**TERMS & CONDITIONS**

- 1.The rates should be inclusive of free delivery / hiring in any part of Delhi.
- 2.Acceptance of the goods will be subject to the inspection / examination by experts and are liable to be rejected if they do not confirm to the requirement. If the material is found defective, it is to be replaced within a week.
- 3.The articles/work should be of high quality and strictly according to the requirement.

4. The technical bid form duly filled in & with enclosures attached in all respect should be sealed in a separate envelope inscribing "TECHNICAL BID FORM FOR HIRING OF PHOTOGRAPHY" on it & also mentioning name & address of the Tenderer on it.

6. Terms & conditions duly signed in token of acceptance should accompany the Technical bid.

(SAT PAL)  
ADDL. DIRECTOR OF EDN. (SPORTS)

All the above terms and conditions are accepted by me/us.

Signature with seal of the firm.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: PHY. EDN. BRANCH  
CHHATTRASAL STADIUM: MODEL TOWN: DELHI: 110009.

TERMS & CONDITIONS OF THE TENDER FOR HIRING OF PHOTOGRAPHY

1. Sealed tenders are invited for/on behalf of President of India for hiring of Photography works as given in the tender form.
2. The tender shall consist of two sealed covers consisting of a technical bid, and a financial bid. All these sealed covers inscribed in the bold letters on the envelope i.e. technical bid & financial bid shall be sealed in one big envelope due mentioning "Tender for Photography". The big envelope shall be deposited in a box kept in the room of Addl. DE (Sports) at Chhatrasal Stadium, Model Town, Delhi. The tender shall be accepted up to 1.30 p.m. on 8.8.2011. No tender shall be entertained thereafter under any circumstances.
3. Rates shall not be quoted on "Technical bid". If they are mentioned directly or indirectly, the bid shall be summarily rejected.
4. First, the technical bids shall be opened on 8-8-2011 at 2.30 p.m. in the room of Addl.D.E. (Sports) by the purchase committee constituted for this purpose. Financial bids of only those tenderers shall be opened whose technical bids are approved.
- 5(a) The tenders must be accompanied by Bank Demand Draft / FDR for the amount mentioned below against each item as Bid security of any scheduled bank in favour of D.D.O.(Phy.Edn.)). Bid Security received in any other form shall not be accepted:-

S.No.	Item	Amount of Bid Security (in Rs.)	Amount of minimum turnover (Rs.)
1.	Hiring of photography	10,000/-	2, 00,000/- p.a.

- (b) The tenderer should submit the documentary proof of minimum turnover of the firm (indicated in the tender document duly authenticated by Chartered Accountant for the last 3 years.
- (c) The tender will be rejected out rightly in case above (a) & (b) the tender does not comply with terms.
6. It will be at the discretion of the Director of Education to make any inquiry in order to judge the stability and capacity of any firm at his decision or other wise be final.
7. In case the tenderer, whose rates have been approved, and after the order is placed, fails to discharge the obligation of tender so awarded to him, part or in full or on the grounds of

quality, the Director of Education has the right to place the order to other firm at the cost and risk of contractor and the Director of Education shall have the right to forfeit the security money or to take any legal action against defaulter contractor.

8. The article ordered /work/ supplied would be subject to inspection by the authorized team / representatives of the Director of Edn. at any place to be decided by the department. The goods supplied / ordered are liable to be rejected, if the same do not come up to prescribed specification / approved samples. The tenderer has to bear all the cost at his own risk.

9.No interest on Bid Security will be paid.

10.The bid security of unsuccessful tenderer will be returned on finalization of the tenders.

11.The payment towards the supply of the articles shall be made directly to the party by the Directorate of Education, Delhi.

12.The bid security of the successful tenderer will be retained and treated as security deposit upto expiry of tender and for balance amount of security deposit, if required, will be asked by the Department after finalization of the tender.

13.Any tender which bears cutting, over-writing in the rates, shall not be considered.

14.Income Tax to be deducted at source @ 2% in all cases of payment to contractor.

15.The tender which does not comply with any of the above condition will be rejected.

16.These terms and conditions are to be signed by the tenderers at the place specified below which would be finally and legally binding on him. The tenderer is not entitled to insert / add / delete any term / condition whether made herein or thereby in separate note / letter and the Director of Education shall not be bound for any such addition / deletion.

17. The Director of Education shall also have the right to bifurcate and award the contract to any number of tenderers and his decision in this regard shall be final and binding upon the tenderers.

18. In case of dispute, the decision of the Director of Education shall be final and binding on the parties.

19. Under no circumstances, the negotiation would be held with any tenderers except the lowest tenderer.

20. The terms of the tender will be one year from date of acceptance / approval of the competent authority and rates will be valid for sports branch also.

21. The quantity of photographs will be decided as per the need of the programme.

22. In case of any legal dispute, the same shall be within the jurisdiction of Delhi.

23. The terms of the tender will be one year from date of acceptance/approval of the competent authority and rates will be valid for PE & sports branch. The tender rates can be extended for another one year subject to the satisfactory performance of the dealer and approval of the Competent Authority.

(SATPAL)  
ADDL. DIRECTOR OF EDN. (PE&SPORTS)

Acceptance of the Tenderer :

All the above terms and conditions are accepted by me/us. I / we bound myself / ourselves to observe them in the event of my / our tender being accepted. The earnest money in the form of Demand Draft/FDR for Rs. \_\_\_\_\_ is enclosed.

Signature of the tenderer with seal of the firm.

Place \_\_\_\_\_

Dated \_\_\_\_\_

Witness :- 1. \_\_\_\_\_

2. \_\_\_\_\_

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(TO BE FILLED BY THE TENDERER)

**FINANCIAL BID**

FORM TO BE DEPOSITED: Upto 1.30 p.m. on 8-8-2011

TENDER TO BE OPENED: At 2.30 p.m. on 8-8-2011

A.1 (a) Name of the Firm.....

(b) Address of the Firm .....

© Name & address of the Prop./Partner .....

**B. PHOTOGRAPHY**

Rates are invited from reputed Photographers for Photography works.

S.No.	Items	Rates(in Rs.)
1.	Photo size	
	Post Card size	
	4" x 6" size	
	5" x 7" size	
	8" x 10" size	
	10" x 12" size	
	12" x 15" size	
2	Lamination charges per inch	
3.	Video coverage	
4.	Blank Video cassette	
5.	Blank CD / DVD	
6.	Album	
	100 Photographs	
	200 Photographs	

	300 Photographs	
7.	Video coverage direct(screen charges)	
8.	Coverage on CD / DVD	

The rates should be indicated per item including transportation, cartage, labour, cost of paper etc. & exclusive of Service Tax and other govt. levies.

The Tender shall be liable to be rejected if all the columns are not properly & completely filled up.

This financial bid form duly filled in, should be sealed in a separate envelope inscribing "FINANCIAL BID FORM FOR HIRING OF PHOTOGRAPHY WORKS & VIDEO COVERAGE" on it & due mentioning name & address of the tenderer on it.

Signature with name & stamp of firm