



GAIL (India) Limited

GAIL/ CC/Empanelment of Vendors for photography

25th May 2018

Sub: Empanelment of vendor for Photography

GAIL (India) Limited, New Delhi invites sealed bids for EMPANELMENT OF VENDORS FOR PHOTOGRAPHY from competent vendors meeting the BEC as per the following details.

- Name of the tender : EMPANELMENT OF VENDORS FOR PHOTOGRAPHY
- Due date and time for submission of bids : 08.06.2017, 1200hrs, IST
- Place of receipt of tender : GAIL (India) Limited
16, Bhikaji Cama Place
R.K.Puram, New Delhi -110066

Bids complete in all respects should reach the office , GAIL (India) Limited, 16, Bhikaji Cama Place, R.K.Puram, New Delhi -110066, on or before the due date and time. Bids received after due date and time are liable to be rejected.

Bids received through Fax/E-mail will not be acceptable.

The Bids should have the complete name & address of the bidder on the envelope.

The Price Bid i.e. Annexure C, should be in a sealed envelope clearly stating “Price Bid” on top.

The Annexures A & B should be in sealed envelope clearly stating “Annexures A & B” on top.

Bidder(s) are advised to quote strictly as per terms and conditions of the tender bidder documents and not to stipulate any deviations/exceptions. Once quoted the bidder shall not make any subsequent price change, even if any deviation or exception may be specifically stated in the bid. Such price change shall render the offer liable for rejection.

GAIL reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reasons thereof.



GAIL (India) Limited

GAIL (India) Limited is a Maharatna Public Sector Company under the Ministry of Petroleum and Natural Gas. Its registered office is 16, Bhikaiji Cama Place, New Delhi with offices in NCR. Events of importance are organized at our Corporate Office and the offices at NCR. This includes visits by important officials from ministry, other organizations, foreign delegates, parliamentary committees, press conferences, etc. GAIL also participates in important events including sports meets, expeditions, cultural programmes, exhibitions and seminars. Photography is required to be done to capture various events pertaining to the organization including but not limiting to above mentioned programme and proceedings.

In view of the above, we solicit your expression of interests for the services of Photography related to various functions, events and proceeding pertaining to GAIL (India) Limited. Interested parties with relevant work experience and minimum turnover for an amount of Rs. 8.00 lakh per annum may apply for the contract services in a two bid system herein after called the techno-commercial bid as per the following terms and conditions for rendering the contract services of the photography. You are requested to apply for the expression of interest as per the following Annexures.

Technical Criteria

Annexure – A

- 1) Name of the Bidder

- 2) Address for communication
 - a. Mobile no. -
 - b. Telephone nos -
 - c. Email -
 - d. Website address (if any) -

- 3) Contact Person
 - a. Designation -

- 4) Experience in no. of years of personnel

- 5) ITR of the firm/proprietorship for last 2 years may be submitted

- 6) PAN Card No.(copy to be attached)

- 7) GST no. (for Delhi)

- 8) RTGS form to be filled & submitted

- 9) Infrastructure {equipments/editing software/manpower etc (attach company profile, if any)}

- 10) Names of organizations worked for (last three years) .Please attach supporting documents (Work Order and Letter from CC department) in this regard.

- A. We hereby confirm that the information given by us is true to the best of our knowledge and have no objections if the same is verified by GAIL.
- B. It is clearly understood that GAIL reserves the right to decide whether or not to consider the vendor for potential business association.

Signature of the authorized signatory with seal

Name:
Designation:

Annexure –B

Financial and technical capabilities of the agency submitting the Expression of Interest on the following terms and conditions:

Annexure B (i)	
QUALIFYING CRITERIA	
1	Bidder should have served at least one reputed Miniratna/Navratana/Maharatna PSU based in Delhi and NCR in Last three financial years i.e. year 2015-2016, 2016-17, 2017-18. A duly signed and stamped letter of satisfactory performance and assignments completed from the Company where bidder has rendered his services would be considered as proof. Herein called after as PSU Experience .
2	Bidder should have experience of professional handling of photography coverage of all the following events namely conferences, meetings, visits of VIPs, cultural functions, sport meets,site-visits . A duly signed and stamped letter to this effect from the Company where bidder has rendered his services along with a few samples of work done in form of physical photographs in last 2 years self certified by the bidder ,would be considered as proof. Herein called after as Professional Experience .
3	Bidder should have camera equipment like Nikon D-5500/ Canon 760D or higher specifications and related accessories. A self-certification from the bidder enumerating the camera equipments present with the vendor and the operational condition of the equipments, would be considered proof. Herein called after as Equipment .
4	The bidder should have editing experience for still photography along with editing softwares like adobe CS/ Photoshop and trained / qualified manpower. A self-certification from the bidder enumerating the same would be considered proof. Herein called after Editing wherewithal .
5	A Certificate of ownership duly attested by the Chartered Accountant be submitted separately as a proof of ownership. Herein called after Ownership certificate .
6	The bidder should have achieved minimum annual turnover of INR 08.00 lakhs in any of the preceding three financial years with positive Networth in the last three financial years. A letter to this effect duly attested by the Chartered Accountant be submitted in the technical bid separately as a proof. Herein called after as Financial Stability .
Note:The bidder must completely fulfill each criteria i.e.fulfill requirements of ALL the above 6 qualifying criteria to qualify for opening of sealed price bid. Thereafter, 3 bidders who quote the maximum no. of individual item wise lowest rates will be given the opportunity to match the lowest rates for all items, till such time as we have 3 bidders who will agree to work on L1 rates of individual items.	

Agencies will be shortlisted for participation in the final round of opening of the price bid for their lowest commercial bid only after selection vide Annexure – A and Annexure – B

Annexure -C (i)

Schedule of Rates (SoR) for Photography

S. No	ASSIGNMENT CHARGES (including the soft vopy of photographs in CD)	UNIT	
1	Assignment charges for still photography-Half day(less than or equal to 4hours)	Lumpsum	
2	Assignment charges for still photography-Full day(more than 4 hours)	Lumpsum	
S.NO.	ITEM DESCRIPTION	UNIT	
3	Printed Passport size (including 3.5cmX3.5cm;3.5cmX4.5cm; as per Visa specifications)	Set of 8 photos	
4	Printed Photograph-size 5" x 7"	Per Copy	
5	Printed Photograph- size 8" x 10"	Per Copy	
6	Printed Photograph- size 8" x 12"	Per Copy	
S. No	EXECUTIVE ALBUM FOR 5" By 7" PHOTOGRAPHS	UNIT	
7	For 50 photographs	Per album	
8	For 100 photographs	Per album	
S. No	PRINTING +FRAMING CHARGES	UNIT	
9	Size:5'X7'	Per photo	
10	Size:8'X12'	Per photo	
11	Size:12'X15"	Per photo	
12	Size:16'X20"	Per photo	
13	Size:24"X36"	Per photo	
S. No.	Instant Photo along with simple white mounting cover		
14	Size: 5'X7'	Per photo	
15	Size : 8'X12'	Per photo	
	Note :		
1	While quoting rates item-wise, please note that rates should be exclusive of any tax		
2	In case of job cancellation at the last moment 40% of the assignment charges will be payable.		
	Signature of Authorized Signatory		
	Date:		
	Place:		

CONDITIONS OF CONTRACT FOR PHOTOGRAPHY

1. Details of particulars mentioned in Annexure A and C are to be duly signed by the signing authority failing which the bid stands to be rejected.
2. Once the bidders are shortlisted, basis the Qualifying Criteria, their price bids will be opened, and the 3 bidders who quote the maximum no. of individual item wise lowest rates will be given the opportunity to match the lowest rates for all items, till such time as we have 3 bidders who will agree to work on L1 rates of individual items.
3. The contract shall be valid for one year from the date of award of work order. However, GAIL may extend the validity of the work order for a maximum of two years.
4. You should be able to depute personnel for various assignments as per instructions from GAIL with all required accessories such as lenses, batteries, flash, USB card, tripod etc.
5. In case GAIL is not fully satisfied with your service, your empanelment can be terminated at any time during the period of empanelment, without giving any reasons thereof.
6. While ample time and notice period is given prior to all assignments, there may be instances when you may be required to report at a short notice period of 1 hour or less.
7. In case of photography, soft copy of the event should be downloaded/ mailed as soon as the event is over. CD of the event should be delivered the next day (or earlier, if so desired).
8. GAIL will not reimburse any local transportation expenses within NCR.
9. All bills relating to the work done in a particular month are to be submitted by the 7th of next month. For example if 5 events are covered in the month of May, then all 5 bills are to be submitted by the 7th of June. Payment shall be released after submission of bills and certification by officer concerned.