

**TENDER DOCUMENT OF PHOTO & VIDEO DOCUMENTATION WORK FOR
OUTSIDE DELHI (12 CITIES)**

National School of Drama (NSD), an autonomous Institute under Ministry of Culture is organizing International Theatre Festival of India, 23rd Bharat Rang Mahotsav (BRM) from 1st February to 21st February, 2024 in Delhi and other twelve cities. Sealed tenders are invited from the interested firms/parties for Photo and Video Documentation work for twelve cities (Bhuj, Cuttack, Bhubaneshwar, Dibrugarh, Patna, Jodhpur, Mumbai, Ramnagar, Pune, Gangtok, Srinagar, Vijayawada) for performances and theatre shows in the Bharat Rang Mahotsav (BRM).

Item wise details, required for **Photo and Video Documentation work for twelve cities** are given in the annexure 'B'.

2. General conditions for Submission of Tender

- i) Technicians to be provided by the Service-Providers to install & operate the cited equipments.
- ii) Maintenance of the equipments has to be looked-after by the service-providers.
- iii) The cited equipments are required to be provided at the NSD Premises/ in designated Auditoriums/cities in technically intact/fresh condition.
- iv) The equipments will be hired on requirement basis.
- v) Format for technical/prequalification of bids (as per Annexure-A) should be submitted in a separate envelope duly super scribed Technical bid "Tender of Photo and Video Documentation Work" along with demand draft Rs. 500/- (Rupees Five Hundred only) towards non refundable tender fee and Demand Draft of Rs. 25,000/- (Twenty five thousand only) towards refundable EMD. Both the Demand Drafts should be in favor of Director, National School of Drama, payable at New Delhi.
- vi) The tenderer may submit financial bids for photo and video documentation work for twelve cities in Annexure – B in a separate sealed cover super scribed as "**Financial bid for photo and video documentation work for twelve cities**".
- vii) These envelopes (technical and Financial bids of Delhi/ other cities) after being sealed properly shall be put into a third envelope, which should also be sealed before it is sent/submitted. The third sealed cover shall be addressed to the Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001. This cover should be super scribed of "**Tender for photo and video documentation work – 12 cities**".

3. Pre-qualifications for tenderers

- i) The tenderer firm should be reputed having preferably at least 2 years experience in the relevant field having PAN and GST No.
- ii) The annual turnover of the firm should not be less than preferably Twenty lakhs per annum during two preceding financial years (2021-22 & 2022-23).
- iii) The bidders, who do not meet the eligibility criteria, or do not submit all the necessary documents in support of the eligibility criteria or do not submit documents that are complete and valid – shall be disqualified.

4. Cost of Tender and schedule of submission of Bid.

- i) Cost of the Tender : Rs.500/-
- ii) Time and last date of receipt of tender documents : 3.00 p.m. on 25.01.2024

5. Earnest Money Deposit

- i) Earnest Money Deposit (EMD) amount of Rs.25,000/- (Rupees Twenty five thousand) only shall be submitted along with the offer.
- ii) No interest shall be paid by NSD on the EMD.
- iii) The EMD deposited is liable to be forfeited, if the tenderer withdraws or amends impairs or derogates from the tender in any respect, within the period of validity of his offer.
- iv) EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.
- v) EMD of successful tenders if required may be retained as performance security till successful completion of execution of work/23rd BRM.

6. Evaluation of Tender

- (i) The tender will be evaluated by a committee.
- (ii) The financial bids of those tenderers who qualify the technical bid, shall be opened at the office of NSD, in presence of members of the committee duly constituted by the Director, NSD.
- (iii) The NSD reserves the right to select the tenderer on the basis of best possible bids received. The decision of the Tender Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for NSD tenders in future for a period of three year.

7. Prequalification for tenderers for financial bid evaluation

- (i) Rates should be quoted inclusive all charges i.e. transportation, food, accommodation etc. except GST.
- (ii) Rates should be quoted in the prescribed format of financial bid, Annexure 1 & 2.
- (iii) GST will be paid extra.

8. Payment Terms

Payment shall be made within 30 days of the submission of monthly bill after statutory deductions like Tax Deduct at Source as applicable from time to time.

9. Termination of Contract

In case of any default by the Contractor and in any of the terms & conditions (whether General or Special), NSD may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 03 days notice in writing to the Contractor.

10. Dispute Resolution

- i) If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with or arising out of this Contract or out of the breach, termination or invalidity of the Contract hereof, the parties shall resolve them by resort to the following in the order so mentioned.
- ii) Parties shall attempt for a period of 30 days after receipt of notice by the other Party of the existence of a dispute to settle such dispute in the first instance by mutual discussions between the Parties

- iii) If the dispute cannot be settled by mutual discussions within 30 days as provided herein, the dispute shall be referred to the sole arbitration of an arbitrator appointed by the Director, NSD.
- iv) Simultaneously serve a notice on in the similar mode on the Director, NSD requesting him to appoint an arbitrator.
- v) The arbitration proceedings shall be held in accordance with the provisions or Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof.
- vi) The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be New Delhi.
- vii) Each party shall bear the costs of the sole arbitrator equally. The Sole Arbitrator shall also decide as to which party shall bear the cost of the proceedings.
- viii) The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

11. Penalty

In case, if at the last moment the firm denies to provide their services the NSD shall at its discretion will get the work done from other party at the prevailing rates in the market. The cost of such work/services shall be recovered from the concerned firm. Further any lack in performance and quality of service may result in financial penalty in the form of reduction in final payment.

Annexure- A

Format for Prequalification of technical bids for photo and video documentation work–(12 cities)

S.No	Particular of documents	Documents enclosed (Yes/ No)
1.	Experience for two years in the relevant field (enclose work orders)	
2.	G.S.T Registration Certificate (enclose copy)	
3.	Annual turnover not less than Twenty Five Lakh per annum for the last two years (A certificate of C.A showing 2 years turnover, may be enclosed) 2021-22 and 2022-23.	
4.	D.D. No. and Date for the demand draft Rs 25000/- (EMD-enclose)	
5	D.D. No. and Date for the demand draft Rs 500/- (Cost of Tender -enclose)	
6	PAN NO.(enclose copy)	
7	Bank Details i) Name of the A/C holder ii) Account No. iii) Bank Name iv) IFSC code	

Name of the contact person.....

Contact No.....

E-mail.....

Place:

Signature of the Bidder with Stamp

Date:

Annexure - B

The technical details/ specification/ requirements for financial bids for photo and video documentation work for twelve cities (Bhuj, Cuttack, Bhubaneswar, Dibrugarh, Patna, Jodhpur, Mumbai, Ramnagar, Pune, Gangtok, Srinagar, Vijayawada) is as under:-

S.No.	Specification for Units (full day) & Deliverables	Rates per unit per day (Rs.)
1	<p>Video Recording/Documentation Full HD video recording with multi camera set-up (a unit of three video Cameras minimum) 1/2 inch or bigger sensor professional video camera Minimum 50 Mbps recording with 4:2:2 colour sampling.</p> <p>Covering events & plays with trained & experience professional cameraman</p> <p>Deliverable (a) Edited Full HD MPEG 4 to be provided on hard-disk (b) Original footage from all cameras. (c) DVD version of edited videos two copies each.</p> <p>Note- Hard disk to be provided by the vendor</p>	
2	<p>Photo coverage - (One Photographer) Latest 20 Mega pixel or more DSLR/Mirrorless camera, with professional fast lenses.</p> <p>Deliverable (a) Selected edited photos at end of each day for press on CDs/pen drive. (b) All good/edited photos of coverage on DVDs.</p>	
3	<p>Full HD Video Mixer (08 channel) A. Video Monitor B. Multi - Viewer C. Talkback System D. Recorder E. Computer System for Live F. Audio Mixer</p> <p><u>With following accessories per unit</u> 1. Required BNC Cables 2. Required HDMI Cables 3. Connector/Converters 4. Power Backup & cables 5. XLR/Phono Cables</p> <p>Manpower 1. System Engineer 2. Video Switcher Operator Live Operator</p> <p>Note – Live streaming service to be hired as per requirement</p>	

Please Note that the duration of theatre show, lecture, seminar & workshop will be normally for one hour to two hours.

City wise requirement is as under:-

S. No.	City & State	Unit / Full Day	Duration
1	Bhuj - Gujarat	01 Unit / 05 Days	4th to 8th Feb 2024
2	Cuttack - Odisha	01 Unit / 04 Days	12th to 15th Feb 2024
3	Bhubaneshwar - Odisha	01 Unit / 03 Days	8th to 10th Feb 2024
4	Dibrugarh - Assam	01 Unit / 05 Days	9th to 13th Feb 2024
5	Patna - Bihar	01 Unit / 06 Days	14th to 19th Feb 2024
6	Jodhpur - Rajasthan	01 Unit / 05 Days	5th to 9th Feb 2024
7	Mumbai - Maharashtra	01 Unit / 06 Days	1st to 6th Feb 2024
8	Ramnagar - Uttarakhand	01 Unit / 06 Days	15th to 20th Feb 2024
9	Pune - Maharashtra	01 Unit / 05 Days	2nd to 6th Feb 2024
10	Gangtok - Sikkim	01 Unit / 08 Days	14th to 21st Feb 2024
11	Srinagar - Kashmir	01 Unit / 05 Days	16th to 20th Feb 2024
12	Vijayawada - Andhra Pradesh	01 Unit / 06 Days	6th to 11th Feb 2024

Name of the contact person.....

Contact No.....

E-mail.....

Place:

Signature of the Bidder with Stamp

Date: