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INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
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REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF MANAGEMENT CALCUTTA AT LOW PRICE

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“ REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF MANAGEMENT CALCUTTA AT LOW PRICE



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" ' ' # • † < š ī ī " i • † + # ' " • f - ' ' • ä
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† ' ' # • † < š ī ī f • • — f # f — # # # " ^ ' " • f • ... # # ... — " < -
‡

PARTI – GENERAL INFORMATION

s ä Last Date and

z ä Validity of Bids ä Š ‡ ‹ † • • Š f ŠEVENTYFIVE (75) DRAFTS † " • ‹ ŽŠ‡ Ž f • - † f - #

{ ä Earnest Money Deposit

PARTII –ESSENTIAL

• Š‡ •— ‡••^— Ž „‘††‡” • Šf ŽŽ „‡‘♦” ‡••—• Š‡, Ž‡’•—• ŠhAll-nat Ž Š Š‡ ... —
case assign or sublet ordered items or part thereof to

BID WILL BE SUMMARILY REJECTED DURING TECHNICAL EVALUATION

„ Š‡ ‡žž‡ ” ”♦††,♦f..♦žf— ‘ ” „‡ … ‘♦‡• <••‘ž~‡•-ä
... Š‡ †‡ž<~‡ ” > ‘^ •‡ ” ~ < ...‡ <• †‡žf >‡ † †‡-‡ ” -‘ ” .‡f — Š‡• ‘^ ‘ ” ! s.‡
† Š‡ Šf • •- < ...‡ † - Šf - - Š‡ ‘•-f‡ • Šf • — • †(žf•œ‡†”‡-š‡• • #‰%
‰‡ - - •‰ - Š<• ... ‘•-”f •f • †[”]f ← f ← ... Š<• †[”]f † ← f - ... ä
‡ • ‡ ” †‡ ... <• <• ‘^ - Š‡ ” „ < - ”f - < ‘• ” < „ — • f žä
^

PART IV – SPECIAL CONDITIONS OF RFP

s ä

- Š‡ †‡žf›‡† “ †•í “ ” ‹•... ‹†‡•-fž “ ”•• ...#”•ä.‡‡ii•.‡‡•-”f..‡—””‰ •—... Š fž
žf—•‡ f• •‡•-•‡† ‹• - Š ‹• ‡•†‡ ” ‘ ... —•‡•- •Šfžž fž•‘ ž”

y ä Risk and Expense Clause ä - Š‡ ^ Š‡ ^ fž• - †‡ž‡•‡‡•- Š‡ ” {•†•
“ ” ‹• á TM •- Š ‹• - Š‡ ”‡•... ” „‡† †‡ž ‹‡”‡ ”‡ ”•† f•—‡•- Š ‘f‡‡ ” †‡‰
‰ ”‡‡•‡•- “ ” „‡ ”‡ - Š‡ †f-‡ f•† → $\$$ ‡•— ffžž f‰ ”‡‡   á

PART V – EVALUATION CRITERIA & PRICE/BID ISSUES

s ä Evaluation Criteria ä

f • Ž » – Š ‘•‡ „ †• TM ‹ Ž Ž „‡ ‡ ~ f Ž — f —‡ † TM Š «•.% Š ffŽ'Ž – Š ‡ • # Ž^{—%}„‡ [—] Ž ← Ž ^ f Ž

„ Š ‡ ‡ Ž^{—%} „ Ž ‡ ~ ‡ • † „ • TM Š ‘ Š f ~ ‡ — ‡ ... Š ‡ ‡ ffŽ Ž → f — ‡ f Ž ^{—%} „ Ž ^{—%} „ Ž „
to accept the L [—] (Lowest quoted rate amongst the bidders) price in respect of each items will be
considered for empanelment.

... Š ‡ ‡ ‡ ‡ „ f ” ‡ ” ‡ — „ ‡ † — ‘ ‡ Ž Ž ‘ — • f Š „ ‡ % ſ — ‡ • “ — ‡ ” • ‡ — . Ž ä TM Š [—] Ž ‡ • —
„ [—] Ž Ž • f — Š ‡ — „ ‡ ‡ † Ž [—] Ž ” ä ^ f • # ‡ ‡ ” ^ ” • ‡ Š ‡ → ‡ ‡ ” — ‡ f f ” [—] Ž — Ž

SCHEDULE OF REQUIREMENT(SOR)/ SCOPE OF WORK

Sl. No.	Job Description	Output	Rate Unit
s	- c Ž Ž " ' — ' Š ' - ' %o " f ' Š z c o ... Š š ss c o ... Š TM c - Š c ä Š ' - ' • Š " - c c ä • f %o ≠ + c - c o %o c c ä ≠ š - • f - - ≠ " l e % ≠ " f c c ≠ ≠ f w Ž p f Ž c - % ≠ • - • " " f " - c ... c ' f • - • f • ≠ • ä	' ^ - ... ' , † ~ ‡ • - † † c - c ' • f Ž ... ' • - f " † ... ' , , " c o - c o % o	‡ " ‡ ~ ‡ • -
t	- c Ž Ž " ' — ' Š ' - ' %o " f ' Š z c o ... Š š ss c o ... Š TM c - Š c ä Š ' - ' • Š " - c c ä • f %o ≠ + c - c o %o	' ^ - ... ' , † † c - c ' • f Ž ... ' • - f " † ... ' , , " c o - c o % o	‡ " ‡ ~ ‡ • -
u	- c Ž Ž " ' — ' Š ' - ' %o " f ' Š z c o ... Š š st c o ... Š TM c - Š c ä Š ' - ' • Š " - c c ä • f %o ≠ + c - c o %o c c ä ≠ š - • f - - ≠ " l e % ≠ " f c c ≠ ≠ f w Ž p f Ž c - % ≠ • - • " " f " - c ... c ' f • - • f • ≠ • ä	' ^ - ... ' , † ~ ‡ • - † † c - c ' • f Ž ... ' • - f " † ... ' , , " c o - c o % o	‡ " ‡ ~ ‡ • -

v - c Ž Ž " ' — ' Š ' - w Ž b " f ' Š z c o ... Š 0 0 @ • @ 0 • • ≠ + ≠ - f c Ž • f Ž ' • %o

	<p>"^‡••[']•f Ž — f Ž^(—) '‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' — • á ‹ä Š••...f Ž '‡‡%‡%‡f Ž^(—) '‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' — • á ‡“—[']•‡•—á ‡—... „ä — †['] ...f '—”‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' — • á '—•† •[']•‡%‡' —... „ä — Ž^(—) ~‡%‡%‡f Žf Ž[‡] „f •••‡%‡' — • á „ä (†‡' f •† — †['] ...f '—”‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —... ^...‡á TM Š^(—) Š...f • f ...f ' — †[']...‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —... It is advisable that the bidder may look at following videos as illustrative examples of minimum desired output: Š—•ä '— — ä „‡ '‡'•u •á Š—•ä '— — ä „‡ Š—•ä '— — ä „‡ „œ ~...‡† TM</p>	
su	<p>"^‡••[']•f Ž — f Ž^(—) '‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—) ‹ä Š••...f Ž '‡‡%‡%‡f Ž^(—) '‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—) ‡“—[']•‡•—á ‡—... „ä — †['] ...f '—”‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—) '—•† •[']•‡%‡' —... „ä — Ž^(—) ~‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—) „ä (†‡' f •† — †['] ...f '—”‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—)</p>	
sv	<p>"^‡••[']•f Ž — f Ž^(—) '‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' — • á ‹ä Š••...f Ž '‡‡%‡%‡f Ž^(—) '‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—) ‡“—[']•‡•—á ‡—... „ä — †['] ...f '—”‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—) '—•† •[']•‡%‡' —... „ä — Ž^(—) ~‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—) „ä (†‡' f •† — †['] ...f '—”‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—)</p>	<p>f •••‡%‡' —...f á^(—) ††[']...f Ž ...‡f Žæ...‡[']...f Ž TM‡...f •—...‡%‡'</p>
sw	<p>"^‡••[']•f Ž — f Ž^(—) '‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—) — Ž^(—) æ f •%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—) ... „‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—) ~‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—)</p>	<p>f Ž[‡] „f •••‡%‡' —...f á^(—) f Ž[‡] „f •••‡%‡' —...f á^(—) f Ž[‡] „f •••‡%‡' —...f á^(—) f Ž[‡] „f •••‡%‡' —...f á^(—)</p>

Specification of the required instruments for the above mentioned Work:

For Photography:

x f •‡" f ā
 x ‡••ä '‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—)
 x ‡•'Ž ——•ä v — f Ž^(—)
 x — f Ž^(—) '—”‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—)

For Videography:

x f •‡" f ā
 x ‡•'Ž ——•ä v — f Ž^(—)
 x ‹%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—)
 x '„f Žä Š^(—) —...f Žf Ž[‡] „f •••‡%‡' —...f á^(—)
 x "‡ä '—”‡‡%‡%‡f Žf Ž[‡] „f •••‡%‡' —...f á^(—)

BIDDER'S INFORMATION

‘ „‡ •— „•---‡† f • ‘ f ”.‐f Z „‡†..Š• ‘ ‘ f •› †‡‐f Ž”‰š ſM‐‐Šoo•‡’..‘—♦‡•‐•á ‘ ^ f •
 ‘††‡”i• f •‡ f •† ‘ ‘ Ž‡‐‡ ††”‡••ä 4

s ä Bidder/ Contractor particulars ä

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 LL L%o(•‐) f -‘ ‘ á ‘ ^ f •”á..TM(‐) Š%o Š‡‐(–) ä å å å å å å å å å å å å å å
 LY ‡ — ’ Ž(‡) ‘ ^ ”‡%o(•‐‡)‡† TM(‐)Š‡‐á•‡‘ ^ ‘ Žff•‡.‡‐‡”‐f ‐‐Š‡ f ..
 Y Ž f ...‡ ‘ ^ ”‡%o(•‐) ffŽ‘ Žf ..(‡...‡) —•‡••ó å å å å å å å å å å å å
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 YL L‡ž‡’ Š•‡ ‘ ‘ ä TM(‐) Šf ..‡f‐‐‡‡• ä å å å å å å å å
 L[‘ ‘ Ž‡ ‘ ‘ä å å TM(‐) Š ...‘ –•‐) f ”‡f ...‘‡‡• ä å å å å å å å å
 [‘ ‘‐f ... – ‘‡”•‘•‡ †‡%o(•f‐‐‘•ä å å å å å å å å å å å
 [L •f ¸Ž ...ä å å å å å å å å å å å å å å å å å å

t ä Taxation Registrations ä

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 ” ‘‡ ‘ ^ ”‡%o(•‐) f ...‘ ‘ f • ‘‡”‐Š‡ ...‐ ‘ ”‐f Ž•á f šf f →‡f Ža f šf „ Ž‡
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 ... ‘—•‡”ä å å å å å å å å å å å å å
 † ‡%o(•‐‡”‡†‡”‐‡^‡ ...‡•‘ ^ ‘ TM Š‡”‡” Š‡‡‡‡”‡f TM‡‐Ž‡‡‡
 ‡ ‘ ‘‐f ... – f •‡•á ‘ ‘ä ‘‡”•f ¸Žf –‐‡”‐ Ž‡f •‡(‐‡f ”‐f •‡ ...‘‡f ”) ...‘‐f ”
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Documents to be submitted: Self attested Copies of PAN card and GSTIN Registration.

u ä Certificate to be submitted by Bidder ä ...‡”‐‐‡...f ‐‡ – ‘ „‡ •— „•---‡† ,‡f ‐‡ Š‡ „
 ‘ ^ – Š‡”(‐)“ ‘ ‘ f •› f •—•‡”ä æ

"This is to certify that _____ is my official mobile number and _____ is my
 official e-mail id. Any communication done by the buyer on these above said mobile number /e-mail
 through buyer official mobile/e-mail will be treated as an official communication. Buyer
 reserves the rights to produce these communications during legal proceedings as a form of legal
 communication. & €DÀ 0

VENDORELIGIBILITY CRITERIA

Sl. No.	Description	Remarks
f	‡ - f < Ž •	Š ‘ - ‘ ... “ ” ^ f ” † - ‘ „ ‡ • — „ • <u>- - -</u> ‡ †
”	‡ - f < Ž • ” f † ‡ < ... ‡ • • ‡ f • f ” Ž < ...	Š ‘ - ‘ ... “ ” ^ ‡ ” - < ^ ... f - ‡ f ” Ž ‡ ” • <u>- - -</u> ‡ † ” ” f † ‡ < ... ‡ • • ‡ f • ‘ • ... ‘ • Ž < f • ... ‡ ‘ ^
...	Š‡ ‘ • ’ f • < ‡ • ‘ ” • • %o ‡ • ... < ‡ • ‘ • - ” f ... -	” • Š • Š “ - - Ž † ‘ ^ Š ” f † Ž † ~ f • - † ‘ ... - - ‡
†	Š‡ ‘ • ’ f • < ‡ • ‘ ” • • %o ‡ • ... < ‡ • ‘ • - ” f ... - ” ‡ — - f - < ‘ • TM - Š f - Ž ‡ f • - - Š ” ‡ ‡ > ‡ f ” • ũ ‡ š ’ ‡ ” < ‡ • ... ‡ ‘ ^ ‘ ~ < ‡ < %o • < Ž f ” • ‡ ” < ... ‡ • - ‘ — „ Ž < ... ‡ ... - ” ‡ ’ f ” - & ‡ • - - ‡ • ‡ f ” ... Š ” %o f • < œ f - < ‘ • ‘ • ’ f • < ‡ • á ‡ - ... á Ž < • - ‘ ^ ... Ž < ‡ • - - á - ‘ TM Š • - Š ” ‡ † < ř ‡ & ř ‡ & ř ‡ & ř ‡ & ř ” ” ‘ & ‡ < %o Š f ~ ‡ ” ‘ & ‡ & ř ‡ & ř ‡ & ř ‡ & ř ‡ & ř ‡ & ř > ‡ f ” • á • Š ‘ - Ž † „ ‡ ‡ & ř Ž ‘ & ř ‡ & ř TM - Š - Š ” ‡ & ř ‡ & ř ‡ & ř ‡ & ř — ” ‘ & ř ” ‘ ^ ‘ • ’ f • < ‡ • ‘ ” • • %o ‡ • ... < ‡ • ‘ • - ” f ... - ” • • Š ‘ - Ž † ‡ ” ‡ & ř t ä w f • Š ‡ ” ‡ f ” < Ž f • - - Š ” ‡ ‡ > ‡ f ” • trs { æ trá trtræts	

Price Bid Format

Sl.
No.

