

TENDER DOCUMENT

TENDER REFERENCE NO  
IIMC/EMP/P&V/2022-23  
DATE : 20 DECEMBER 2022

FOR

EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND  
VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF  
MANAGEMENT CALCUTTA AT L-1 PRICE

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
Diamond Harbour Road, Joka,  
Kolkata 700104

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DATE: 20 DECEMBER 2022

REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF MANAGEMENT CALCUTTA AT L-1 PRICE

Sir,

1. On behalf of the Director, Indian Institute of Management Kolkata, OFFLINE bids are invited from bidders for
2. Availability of the Tender Document. The Tender Document will be published on the Central Public Procurement Portal (CPPP) (ePublishing) (<https://eprocure.gov.in/epublish/app>) and Institute Website. It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in tender documents. The downloaded Tender Document is free of cost
3. This RFP is to be submitted for Technical Bid duly signed & stamped on all pages by the vendor as token of acceptance of terms and conditions mentioned in the RFP.
4. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below:-
  - (a) Bids/queries to be addressed to. Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta.
  - (b) Name/designation of the contact personnel. Senior Administrative Officer Purchase, Indian Institute of Management Calcutta
  - (c) Telephone numbers of the contact personnel. +91-33-7121 1000 Extn 1070/1062 and +91-33-7121 1070 (Direct)
  - (d) E-mail id. sao\_purchase@iimcal.ac.in
  - (e) Address. Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata 700104.
5. This RFP is divided into five parts as follows:
  - (a) Part I - Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
  - (b) Part II Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
  - (c) Part III Contains Standard Conditions of RFP, which will form part of the Contract with the

6. This RFP contains the following FORMS:-

- (a)  Schedule of Requirement/ Scope of Work.
- (b)  
- (c) 

PART I GENERAL INFORMATION

1. Last Date and Time for Submission of Bids. 09 \_\_\_\_\_

2. Manner of Depositing the Bids.

(a) The tender documents shall be submitted OFFLINE in the prescribed format (Price Bid Format at Appendix G) in the Tender Box situated in the Ground Floor of Administrative Building and technical bids received OFFLINE shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Price Bid Format ~~5~~.

(b) Price Bid Format (Appendix G) with rates duly filled in is to be submitted in the ~~n~~  
~~6~~.

(c) Any Bid(Technical Bid) received without original Bid Security/ EMD (as applicable) in the form as specified in RFP shall not be accepted/considered and shall be summarily rejected.

(d) Tender Document will have three (03) envelopes. Envelope 1 should contain Technical Bid with EMD. Envelope 2 should contain Financial Bid and Envelope 3 should contain Envelope 1 and Envelope 2.

(d) Bids must be submitted till the deadline for submission mentioned in Tender Document ~~if the~~ [(t)  
\$ office happens



PART II ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. Schedule of Requirements/ Scope of Work. As per \_\_\_\_\_ to this RFP.
2. Eligibility Criteria. The minimum eligibility criteria are as under:-

Sl. No.	Description	Remarks
(a)	PAN Details	Photocopy of PAN Card to be submitted
(b)	GST Details Or Trade License(as applicable)	Photocopy of GST Certificate to be submitted or Trade License along with self-declaration of noncompliance of GST
(c)	The Companies/Firms/Agencies/Contractors should have office/ branch office/Operational Office in Kolkata. The Companies/Firms/Agencies/Contractors should have	Photocopy of relevant documents to be submitted

(d)



fails to) participate in the Pre-bid conference or does not submit a written query, it shall be assumed that they have no issues regarding the techno/ commercial conditions. The date and time by which the written queries for the Pre-bid must reach the authority and the last date for registration for participation in the Pre-Bid Conference/ Meeting are also mentioned in the NIT. The pre-bid conference may also be held online at the



### PART III - STANDARD CONDITIONS OF RFP

1. Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned in succeeding paragraphs which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of the Bid submitted by the Bidder.
2. Law. The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India under the jurisdiction of Kolkata Court.
3. Effective Date of the Contract. The contract will be in effect from the day of issue of work order.
4. Arbitration. That in the event of any dispute or differences arising under the contract so executed and which could not be resolved through mutual discussions. In such circumstances, the customer and contractor may agree for arbitration. Director, IIMC will appoint arbitrator or a cell of arbitration on his behalf to resolve the disputes. The decision of arbitrator taken after due consideration of factors brought out by both parties shall be final and binding. The venue of the arbitration shall be at the discretion of the arbitrator, Subject as aforesaid, the Arbitration Act and the rules there-under, the statutory modification thereof, for the time being in force, shall be deemed to apply to the arbitration proceedings under this condition.
5. Penalty for use of Undue influence. The Contractor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the BUYER or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Contractor or any one employed by him or acting on his behalf ( ) or the commission of any offers by the Contactor or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Customer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Customer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Customer or to any other person in a position to influence any officer/employee of the Customer for showing any favour in relation to this or any other contract, shall render the Contractor to such liability/penalty as the Customer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the BUYER.
6. Non-Disclosure of Contract Documents. Except with the written consent of the Customer/Contractor, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
7. Liquidated Damages. In the event of the Contractor failed to deliver the services as specified in this contract/work/ purchase order, the BUYER may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the Contractor's as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered services mentioned above for every hour of delay or part of an hour, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed services.
8. Termination of Contract. The BUYER shall have the right to terminate this Contract in part or in full in any of the following cases:-
  - (a) The delivery of the service is delayed for causes not attributable to Force Majeure for more than TWO (02) HOURS beyond stipulated time.
  - (b) The Seller is declared bankrupt or becomes insolvent.

(c) The delivery of service is delayed due to causes of Force Majeure for more than



#### PART IV SPECIAL CONDITIONS OF RFP

1. The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned in succeeding paras which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of Bid submitted by the Bidder.

(b) If at any time, during the said period the SELLER reduces the price, sells or offer to sell such services to any person/organization including the Contractor, any Dept, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to the Director general of Supplies & Disposals and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

7. Risk and Expense Clause. If the SERVICE PROVIDER fails to deliver the Goods/ Services either in FULL or in PART, within the prescribed delivery period as mentioned in Work/ Purchase Order/ Contract Agreement

13. Claim. The following claims clause will form part of the contract placed on successful bidder:-

(a) The claims may be presented either on quantity of the stores, where the quantity does not correspond to the quantity shown in the Packing List/Insufficiency in packing, or on quality of the stores, where quality does not correspond to the quality mentioned in the contract.

(b) The quant

(f) In case of any rectification of a defect or replacement of any defective Goods during the warranty period, the warranty for the rectified/ replaced Goods shall remain till the original warranty period.

(g) If the SELLER, having been notified, fails to rectify/ replace the defect(s) within ONE (01) HOUR (or within any other period, if stipulated in the contract), it shall amount to breach of Contract for default, and the BUYER shall avail any or all remedial action(s) thereunder.

## PART V EVALUATION CRITERIA & PRICE BID ISSUES

1. Evaluation Criteria.
  - a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
  - b) The eligible vendors who have technically qualified will only be evaluated in Price Bid. Vendors who agree to accept the L-1 (Lowest quoted rate amongst the bidders) price in respect of each items will be considered for empanelment.
  - c) ~~g~~





Specification of the required instruments for the above mentioned Work:

For Photography:

Camera: SONY/ Nikon/ Canon or equivalent DSLR (Mirror less or full frame)  
Lens: Wide Angle upto Telephoto (range 14 mm upto 300 mm).  
Resolution HD quality  
Quality of printed photograph 300 dpi (minimum)

For Videography:

Camera: Sony alpha series or equivalent (Full Frame )  
Resolution: 4K HD Quality  
Light Setup: Porta and movable lights with soft box  
Gimbal: Zhiyun or equivalent  
Tripod: Digitek or equivalent

INFORMATION

(To be submitted as part of Technical bid on Company Letter-head, along with supporting documents, if any)

and Complete Address: \_\_\_\_\_

1. Bidder/ Contractor particulars:

- (i) ~~\_\_\_\_\_~~
- (ii) ~~\_\_\_\_\_~~
- (iii) ~~\_\_\_\_\_~~
- (iv) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
- (v) ~~\_\_\_\_\_~~
- (vi) ~~\_\_\_\_\_~~
- (vii) ~~\_\_\_\_\_~~
- (viii) ~~\_\_\_\_\_~~
- (ix) ~~\_\_\_\_\_~~ â
- (x) ~~\_\_\_\_\_~~
- (xi) ~~\_\_\_\_\_~~

2. Taxation Registrations:

- a) ~~\_\_\_\_\_~~
- b) Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.) ~~â~~
- c) ~~\_\_\_\_\_~~
- d) Registered/ Certified Offices from where the Services would be supported and Place of Service Site ~~â~~
- e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary ~~â~~

3. Certificate to be submitted by Bidder. A certificate to be submitted by the bidder on the Letter Head of their Firm/Company as under:-

official e-mail id. Any communication done by the buyer on these above said mobile number /e-







TECHNICAL/TECHNICAL/21.04 Tf Para 11





Price Bid Format

Sl. No.	Description	Rate Unit	Base Rate	GST%
1	Digital Still Group Photograph with Hard Copy Printing, Editing with programme details along with Students or Participants Name. Size : 8 Inch x 11 Inch	Per pc		
2	Digital Still Group Photograph with Hard Copy Printing, Editing with programme details along without Students or Participants Name. Size : 8 Inch x 11 Inch	Per pc		
3	Digital Still Group Photograph with hard copy Printing, Editing with programme details along with the Students or Participants Name. Size 8 Inch x 12 Inch	Per Pc		
4	Digital Still Group Photograph with hard copy Printing, Editing with programme details along without the Students or Participants Name. Size 8 Inch x 12 Inch	Per pc		

5

DOCUMENTS RELATING TO BID SECURITY

Bid Security Declaration

██  
Address \_\_\_\_\_  
Contact Details \_\_\_\_\_  
██



To  
The Director,  
Indian Institute of Management Calcutta  
Diamond Harbour Road, Joka  
Kolkata 700 104

Reference: Tender Document No. \_\_\_\_\_ Tender Title: \_\_\_\_\_

Sir/ Madam

We, the undersigned, solemnly declare that:

1. We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security. We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:-

- (a) Withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity;  
OR  
being notified within the bid validity of the acceptance of our bid by the Procuring Entity.
- (b) Refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document (where applicable).
- (c) Fail or refuse to sign the contract.

2. We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- (a) Receipt by us of your notification.
- (b) Of cancellation of the entire tender process or rejection of all bids or
- (c) Of the name of the successful bidder or
- (d) Forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

â  
(Name and designation)

████████████████████  
[name & address of Bidder and seal of company]

████████████████████  
████████████████████  
â