

PRESIDENT'S SECRETARIAT
(General Administration Section)

Rashtrapati Bhavan
New Delhi-110 004
8th.....October, 2009

No.D-14018/2/07-GA

Sealed quotations are invited for taking out the Video Coverage of the various functions held in Rashtrapati Bhavan from time to time from reputed photographic firms for a period of **one year from 1st February 2010 to 31st January 2011**. The estimated cost of the work is Rs.1.00 lakh (Rupees one lakh) approx.

2. Rates may be quoted for the following:-

- a) ½ day coverage (3-4 hours)
- b) Full day coverage (8 hours)
- c) DVD making and subsequent copies
- d) Cost of mini DVD tape
- e) By using multi camera set up of 2/3 cameras
- f) Cost of editing/post production

3. Tenderers are required to furnish their bids in **two parts** namely (a) **technical bid** and (b) **financial bid**. The **technical bid** should contain work experience, Income Tax No., Registration No., EMD, equipment available, financial status and samples of CDs/DVDs of the functions covered to assess the work potential. **Financial bid** should contain rates in words and figures for the items as in para 2. Both the bids should be sealed separately and inscribed with the words "**Technical Bid For Video Coverage and Financial Bid For Video Coverage**". The quotation is to be addressed to the Deputy Secretary, President's Secretariat, Rashtrapati Bhavan New Delhi and to be dropped in the box at Central Registry, Rashtrapati Bhavan, opposite Cathedral Church New Delhi on all working days. The **last date** for dropping bids (both technical and financial) will be **28th October 2009 upto 5.00 p.m.** The technical bids will be **opened at 3.30 p.m. on 30th October 2009** by a Board in General Administration Section. Financial bids shall be considered only of those bidders whose technical bids have been approved by the Board. **No tender will be accepted in person or after the specified date. Selection will be made only on the basis of quality of work.**

4. The tender documents can be down loaded free of cost from the official website of President's Secretariat i.e. www.rashtrapatisachivalaya.gov.in

5. On award of the tender, the firm will be required to provide video coverage of the functions at Rashtrapati Bhavan as and when intimated by the Dy Director(Photographic), Photo Cell of President's Secretariat and deliver the CDs/DVDs and prints made thereof at Rashtrapati Bhavan, New Delhi. Priority is to be given to the work pertaining to the President's Secretariat and to supplying the CDs/DVDs within the scheduled time.

6. The audio/video quality should be excellent. Payment will not be made for poor quality or otherwise considered unsuitable.

7. The Deputy Secretary and his authorized representative *viz* the Deputy Director (Photographic) reserve the right to give instructions in regard to undertaking video coverage. The firm will have to abide by the instructions so given from time to time.

8. An **earnest money of Rs.2,000/- (Rupees two thousand only)** will be deposited by the firm in the form of an account payee Demand Draft/Pay Order in favour of Pay & Accounts Officer, President's Secretariat, New Delhi. The earnest money of the firms, whose quotations are not approved, will be refunded as quickly as possible. The firm which is finally selected will be required to make a Security Deposit of Rs.5,000/- (Rupees five thousand only). **Tenders without CD/DVD samples and requisite earnest money will be treated as invalid.**

9. If the tenderer withdraws his tender within the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the Department, then the Government (President's Secretariat) shall without prejudice to any other right or remedy be at liberty to forfeit 50% of the Earnest Money.

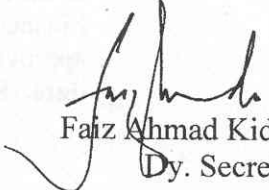
10. In the event of breach of any of the terms and conditions of the Contract by the Contractor, the Secretary to the President reserves the right to annul the Contract and have the work completed through other agencies at the Contractor's risk and expenses. The Contractor will have no claim to compensation for any loss which he suffers in any such case of default of contracted terms including forfeiture of the whole or such amount of the security deposit as may be decided by the Secretary to the President.

11. The firm will also ensure that the coverages taken out by them will not go to any unauthorized persons. Only copies as required by the Deputy Secretary and the Dy Director (Photographic) should be made.

12. This Secretariat is not bound to accept the lowest or any tender.

13. This Secretariat reserves the right to accept or reject any tender whole or in part without assigning any reason thereof.

14. Payment will be made by cheques within three weeks on receipt of the bills, duly verified, by the Dy Director (Photographic).


Faiz Ahmad Kidwai
Dy. Secretary