

**PRESIDENT'S SECRETARIAT  
(General Admn Section)**

Rashtrapati Bhavan

New Delhi- 110 004

Dated the 23<sup>rd</sup> November, 2009

No. D-14017/1/2002-GA (II)

Sealed quotations are invited for processing and developing of colour films and printing of photographs of various sizes for the President's Secretariat, Rashtrapati Bhavan consisting of items as given below from reputed photographic firms for a period of **one year from 1<sup>st</sup> March 2010 to 28<sup>th</sup> February 2011**. The estimated cost of the work is Rs.3.00 lakhs (Rupees three lakhs only) approx.

	Description	Digital	Negative	Digital	Media
		Matte	Glossy	Matte	Glossy
		Rs.	Rs.	Rs.	Rs.
a.	Developing of colour films				
b.	Stamp size colour photo for 8 copies				
c.	Passport size colour photo for 4 copies				
d.	Postcard size colour photo				
e.	6" x 4" size colour photo				
f.	6" x 8" size colour photo				
g.	5" x 7" size colour photo				
h.	5" x 8" (two in one) colour photo				
i.	8" x 10" size colour photo				
j.	8" x 12" size colour photo				
k.	8" x 14" size colour photo				
l.	10" x 12" size colour photo				
m.	10" x 14" size colour photo				
n.	12" x 15" size colour photo				
o.	12" x 18" size colour photo				
p.	16" x 20" size colour photo				
q.	20" x 24" size colour photo				
r.	20" x 30" size colour photo				
s.	30" x 40" size colour photo				
t.	40" x 60" size colour photo				
u.	Contact prints 8" x 10"				
v.	Contact prints 10" x 12"				
w.	Matte size 5 3/4"				
x.	Matte lamination				
y.	Slide film processing with mount				
z.	Copy to copy Negative				
	Slide to negative				
aa.	Scanning charges for 120 mm size negatives				
bb.	Scanning charges for 35 mm size negatives				
cc.	Digital editing & finishing charges				
dd.	Scanning of 35 mm T/P's				
ee.	Scanning of 120 mm T/P's				
ff.	Scanning of Broad Format T/P's & Colour prints				
gg.	Rates for Sunboard lamination				



2. 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 photographs to assess the work potential. Financial bid should contain rates in words and figures as in para. 1. Taxes and discounts if any must also be furnished. Both the bids should be sealed separately and inscribed with the words "**Technical Bid FOR PROCESSING AND DEVELOPING OF COLOUR FILMS**" and "**Financial Bid FOR PROCESSING AND DEVELOPING OF COLOUR FILMS**" and **put into an envelope large enough to contain both the bids**. The quotation is to be addressed to the Deputy Secretary, President's Secretariat, Rashtrapati Bhavan New Delhi and is to be dropped in the box placed in the Central Registry Section, Rashtrapati Bhavan, near Brassey Avenue, opposite Cathedral Church New Delhi on all working days. The **last date** for dropping bids (both technical and financial) will be **15<sup>th</sup> December 2009 upto 5.00 p.m.** The technical bids will be **opened at 3.30 p.m.** on **16<sup>th</sup> December 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.**
3. On award of the tender, the firm will be required to deliver the films 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 prints within the scheduled time.
4. Colour enlargements will be taken out on manual/computer utilising Kodak/Fuji colour papers.
5. The quality of prints should be excellent. Payment will not be made for prints found to be defective, dim or otherwise considered unsuitable.
6. The Deputy Secretary and his authorized representative viz the Photographic Officer reserve the right to give instructions in regard to arrangements to be made in processing/printing of Photographs. The firm will have to abide by the instructions so given from time to time.
7. An **earnest money of Rs.6,000/- (Rupees six 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.15,000/- (Rupees fifteen thousand only). **Tenders without samples of photographs and requisite earnest money will be treated as invalid.**
8. 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.



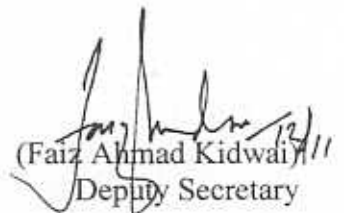
9. The firm will also ensure that the photographic prints taken out by them will not go to any unauthorized persons. Only copies as required by the Deputy Secretary and the Photographic Officer should be made.

10. If any tenderer withdraws his tender within the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, then the President's Secretariat shall without prejudice to any other right or remedy be at liberty to forfeit 50% of the earnest money absolutely.

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

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

13. Payment will be made by cheques within three weeks on receipt of the bills, duly verified, by the Photographic Officer.

  
(Faiz Ahmad Kidwai)  
Deputy Secretary