

PRESIDENT'S SECRETARIAT  
(General Administration Section)

Rashtrapati Bhavan  
New Delhi-110 004  
24<sup>th</sup> November 2009

No.D-14018/1/03-GA

The President's Secretariat will empanel photographers for coverage during various functions held in the Rashtrapati Bhavan and supply of photographs taken at the functions required for official use and by the participants on payment basis.

2. Sealed quotations are accordingly invited for taking photographs during functions held in the Rashtrapati Bhavan for a period of one year with effect from 01-03-2010 to 28-02-2011.

3. The Tenderers are requested to furnish their bids in two parts (a) **technical bid** and (b) **financial bid**. The **technical bid** should contain the company profile, work experience, PAN Number/Income Tax Number, Service Tax Number, Earnest Money and samples of photographs in the sizes indicated below. The **financial bid** should contain the rates for the first three copies of the photograph and subsequent copies in the sizes mentioned below both in words and figures. Taxes, discounts if any must also be indicated.

- (i) Cabinet size
- (ii) Post Card size
- (iii) 4"x6" size
- (iv) 5"x8" size
- (v) Group photograph of size 8"x10"  
(both mounted and un mounted)

4. Both the bids should be sealed separately and inscribed with the words "**Technical Bid for taking photographs in functions**" and "**Financial Bid for taking photographs in functions**" and put in an envelope large enough to contain both the bids. The quotation is to be addressed to the **Deputy Secretary (Administration), President's Secretariat, Rashtrapati Bhavan New Delhi-110004**. The last date for dropping of bids (both Technical & Financial bids) in the box placed at the Central Registry, Rashtrapati Bhavan, near Brassey Avenue opposite Cathedral Church, New Delhi, will be **17<sup>th</sup> December 2009 upto 5.00 p.m.** The technical bids will be **opened at 3.30 p.m. on 18<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. **Selection of the firms will be strictly on the basis of the quality of work. No tenders will be accepted in person on or after the specified date.**

5. The tender documents can be down loaded free of cost from the official website of President's Secretariat i.e. [www.rashtrapatisachivalaya.gov.in](http://www.rashtrapatisachivalaya.gov.in)

6. The intending firms will be required to deposit a **Demand Draft of Rs.2,000/- (Rupees two thousand only)** as **earnest money** in favour of Pay & Accounts Officer, President's Secretariat. **Tenders without samples and requisite earnest money will be treated as invalid.** Earnest money of the firms, whose quotations are not approved, will be refunded as quickly as possible.

7. 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.

8. Other terms and conditions will be as under.

(i) Date and time of the function will be intimated to the firm by Deputy Press Secretary/Section Officer (Ceremonial), President's Secretariat in advance.

(ii) No transport will be provided to the firms by this Secretariat for covering the functions in Rashtrapati Bhavan.

(iii) A 'contact sheet' of the photographs taken at the function will be submitted to the Photographic Officer/Section Officer, Ceremonial Section for inspection. Two proof copies of the group photographs will also be required to be submitted to the Section Officer, Ceremonial Section before supply of final prints

(iv) While orders for supply of Group Photographs will be placed by the Section Officer, Ceremonial Section and other photographs required for official purpose by Dy. Press Secretary/Photographic Officer and orders for supply of photographs of the participants in the functions will be placed with the firm(s) directly by the participants. Payment for Group Photographs and photographs taken for official purpose will be made by the President's Secretariat by cheque within three weeks of the receipt of the bills but participants will make payment for the photographs ordered by them.

(v) The prints to be supplied should be of excellent quality.

(vi) Selected firm(s) will supply the photographs only at the approved rates and maintain a record of the number of photographs supplied as well as the rates charged.

(vii) The register containing the above record may be submitted to the Photographic Officer for inspection by 7<sup>th</sup> day of every month.

(viii) Dy Press Secretary/Photographic Officer and his authorized representative viz. Section Officer, Ceremonial Section reserve the right to give instructions in regard to arrangements to be made during the functions.

(ix) The firm will ensure that the photographs taken at the functions are to be supplied only to the participants on payment and not used for any other commercial or publicity purpose.

9. This Secretariat is not bound to accept the lowest or any quotation.

10. **An amount of Rs.10,000/- (Rupees ten thousand only) will be deposited by the successful tenderer(s) in the form of an Account payee Demand Draft/Pay Order in favour of Pay & Accounts Officer, President's Secretariat, New Delhi as a security with this Secretariat.** This amount will be held as guarantee for the agreement for a period of one year. The said security deposit will be forfeited in part or in full if the firm does not strictly adhere to and carry out all the terms and conditions under the agreement.

11. Secretary to the President reserves the right to annul this tender without assigning any reason or notice to the firm.

  
(K C Jayarajan)  
ACPH