

No. NGMA/BLR/113/2018-19/ 7636

11th March 2019

Quotation notice for Photography/videography

Sealed quotations are invited for the following items of photography/videography work for empanelment at NGMA, Bengaluru for the financial year 2019-20, for its various cultural activities, which is being outsourced based on the requirement.

Reputed Photographers/videographers are requested to submit their best quote for the purpose of empanelment in the proforma enclosed as Annexure A. Detailed terms & conditions are furnished at Annexure B and copy of the undertaking at Annexure C.

Representatives of reputed Photography/videography agencies may visit NGMA, Bengaluru and meet the Administrative officer on any working day with prior appointment, if required, in order to quote for consideration to empanelment of Photography/videography.

The sealed quotations should be addressed to the Director, National Gallery of Modern Art Bengaluru, #49, Manikyavelu Mansion, Palace Road, Bangalore-560 052 and should reach this office not later than 25.03.2019, 02.00pm positively. The sealed cover should be superscribed as "Quotation for the "Photography & Videography".

The quotations shall be opened at 05.00pm on 25.03.2019 in the Conference Room of NGMA Bengaluru.


Director
NGMA, BENGALURU

Director
National Gallery of Modern Art
Manikyavelu Mansion,
#49, Palace Road,
Bangalore - 560 052

11/3/19

Annexure A
Part - I

Name of the Bidder/Authorized Agent if applicable _____

Contact No.(M) _____ (Land lines) _____

E-mail id _____ Fax No. _____

Sl. No.	Details of documents enclose	Yes/No
1	Income tax filling proof and PAN No. submit self-attested copy of filling income tax return for financial year 2016-17 and 2017-18, along with self-attested. copy of valid Permanent Account Number (PAN).	
2	GST – self attested copy of enrolment number	
3	Address of the firm co. with Telephone No	
4	Name of the Proprietor/Partner/Directory (as the case may be)	
5	Name(s) of the existing customer(s) if any, the list may be provided	
6	Name, type, made and year of the machines/computer used in scanning developing and printing (in all sizes) along with software.	

Signature of the authorised person

Name of the establishment

Address :

Telephone No.:

Email Id:

GST Registration No.:

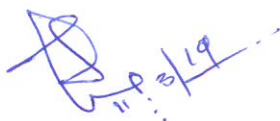
Part - II

Sl No.	Particulars	Descriptions	No. of copies	Cost of such No. of copies		GST if any	Remarks if any
				Rs.	Words		
1.	Still photographs for Auditorium/ Non-auditorium/ Gallery related programmes	Still photographs of the events at Auditorium/ Non-auditorium/ Gallery related programmes including inaugural functions of art exhibition, which would be for a section of one to two hours with a minimum of 100 photographs, which should be accepted by NGMA, B including post editing work. Quality of high resolution photography with Full HD resolution with minimum 150PPI or 300DPI, JPEG output. Name of the equipment to be mentioned. Lump sum to be quoted	01 in the form of DVD of the event. Few images to be submitted on real time basis i.e immediately after the event.				
2.	Videography for Auditorium/ Non-auditorium/ Gallery related programmes	Videography of the events at Auditorium/ Non-auditorium/ Gallery related programmes and also gallery Videography of the inaugural functions of art exhibition, which would be for a section of one to two hours. Videography should be accepted by the curatorial team of NGMA. Rates to be quoted accordingly including post production work. Quality of videography to be Higher than 1920 x 1080 Full HD 4K output with the 192KBPS audio bitrate. Name of the equipment to be mentioned. Lump sum to be quoted	01 in the form of DVD/Blu-ray (MPEG-4, MPEG-2, or AVCHD format) of the event				
3.	High resolution still photographs of the art works.	High resolution still photographs of art works i.e paintings, sculptures, graphic prints, etc., at the premises with full required setup for capturing the art works with actual colours, based on the requirement of the curatorial team for the purpose of incorporating in catalogue/ publications. Fine art photography with 36Mp resolution at 300DPI, RAW, TIFF & JPEG with CMYK 4K outout. Cost including post production work. Name of the equipment to be mentioned. Quote may be made for each photograph	01 in the form of DVD				
4.	Additional copies of still photographs/ videography	On some occasions NGMA may ask for additional copies of still photographs/videography for which cost is to be quoted.					


11/3/19

Signature of the authorised person
Name of the establishment
Address :

Telephone No.:
Email Id:
GST Registration No.:


11/3/19

Annexure B
GENERAL TERMS AND CONDITIONS

1. The bidder must have the sufficient capacity of cameras, operators, and complete infrastructure for carrying out the work. He will not be allowed to delegate / transfer/outsource / assign his /her contract or part thereof to some other party to the disadvantage to this office.
2. The competent authority of this office reserves the right of placing order for all work as per requirement to one or more contractor at the approved lowest rates.
3. No increase in quoted price will be allowed during the validity of the contract.
4. No advance payment will be made. Taxes applicable will be deducted as per rules.
5. The quotation received by the due date and time will only be considered and the tenders received after the due date and time will be rejected without assigning any reason.
6. The responsibility for delivering the photographs on any other related jobs to the office within the required period will be that of the firm or the photographer. No separate payment will be made for transport vehicle & materials. The deputed photographer/videographer of the firm has to reach of his own at the destination / place for photo/video coverage.
7. The competent authority of this office has full right to accept or reject in part or any or all the quotation without assigning any reason and also to cancel the order at any time. The bidder will have no right to claim any loss / damages etc. on cancellation of the supply order.
8. The competent authority of this office shall not be responsible for any loss/damage caused to cameras / operators.
9. The bidder will provide Colour Photographs (of different sizes, as per official requirement) on official functions, meetings and other such occasions. The hired photographer shall be required to visit the office of the National Gallery of Modern Art (NGMA), Bengaluru.
10. The rates towards the prints should be inclusive of assignment charges etc., if any.
11. NGMA, Bengaluru will not pay for the conveyance, equipment charges etc. if any, for covering any assignment.
12. Agencies would require delivering the photographs/Video at the NGMA, Bengaluru office within given time of the assignment covered.
13. The offer should be submitted by reputed agency having at least 5 years' experience in undertaking jobs in questions- certificate / job order in this regard to be submitted along with technical bid.
14. The offer should also enclose the list of at least 03 names of the reputed organization including Govt. clients for which photography / videography jobs have been undertaken by the agency.
15. Application by those firms who do not submit performance certificates from their previous or present clients are liable to be rejected.
16. Each page of the application should be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so. (Certified copies to be enclosed).
17. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of the eligibility criteria does not guarantee selection.
18. The concern Company/Firm which stand black listed/Banned either by Tender Inviting Authority or Govt. of India or by any other State Government or its procurement agency, on the date of bid submission, shall not be eligible to participate in the quote.
19. The Company/Firm shall indemnify, defend and hold NGMA, Bengaluru, its officers, directors, employees and other related parties harmless from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments that includes reasonable attorney's fees, cost and expenses, incidental thereto, which may be suffered by, accrued against, by reason of any claim arising out of or relating to any act or error or omission, or misconduct of the Company/Firm, its officers, directors, agents, employees or subcontractors.
20. Canvassing in any form in connection with pre-qualification is strictly prohibited and the application of such person/organization that resort to canvassing will be liable to rejection.

21. The proof of experience must be attached with the Tender/Application.
22. Registration with Photographers Association of India / NSIC is necessary (self-certified copy to be attached in technical bid).
23. The NGMA, Bengaluru reserves the right not to make payment for prints found to be dim, defective or otherwise considered unsuitable.
24. The hired photographer has to turn up at the designated place at a short notice, if required, (within two hours) of the notice/information.
25. There should be independent telephone connection and mobile phone with the photographer of the firm so that he could be contacted, whenever necessary.
26. The responsibility for delivering the photographs on any other related jobs to the organization namely NGMA, B within the required period will be that of the firm or the photographer.
27. The organization namely NGMA, B would not be responsible to help the hired photographer in getting the photographic materials on concessional rates or be liable to enhance the rate of contract in the event of imposition of any taxes, on the photographic material, during the year of contract.
28. The Contract can be extended for a period of one year with same and terms and conditions on mutual consent of both the parties.
29. The rate of the successful Bidder will be valid up to one year from the date of acceptance of the contract i.e 01.04.2019.
30. The Photo material should be delivered at National Gallery of Modern Art, Bengaluru #49, Manikyavelu Mansion, Palace Road, Bengaluru – 560052. No transportation charges will be paid.
31. The Firm has to submit the original DVD of video coverage. The firm will also submit one DVD/CD of Still photo coverage.
32. In case of any dispute regarding service, the decision for Director, NGMA, Bengaluru shall be final & binding.
33. The quote will be valid for the one years which can be extended one more year on mutual consent of both the parties. NGMA, Bengaluru reserves the right to terminate or cancel the contract at any stage or time without assigning any reason.
34. If any dispute arises, Director, NGMA, Bengaluru can appoint an arbitrator and decision of Director, NGMA, Bengaluru will be final
35. The submission of quotation will bind the tenderer to accept all conditions specified herein.
36. The Director, NGMA Bengaluru, is not bound to accept the lowest quotation or any other quotation or assign any reason for rejecting any or all the quotations. The Director reserves the right for accepting the whole or any part of the quotation and the Director's decision in the matter shall be final and binding.
37. The rates should be mentioned in figures as well as in words exclusive of taxes. GST and other taxes if any should be indicated separately and shall be payable as per applicable rates.
38. DVD/Blu-ray (MPEG-4, MPEG-2, or AVCHD format) shall be submitted after obtaining the approval of the Director or any other officer assigned for this purpose.
39. Delivery schedule

Photography/Videography		
1.	Giving first proof of the Photography/videography	Within a maximum of 24hrs for approving by Director or any other officer assigned for this purpose.
2.	Second proof / final proof of the Photography/videography	Within a maximum of three days of handing over the edited proofs.
3.	Final submission of contents	Within a maximum of ten days of the programme.

40. No advance payment shall be made by this office.
41. Payment will be made only after complete delivery of the printed matter ordered & acceptance from NGMA. The agency should provide the credit bill along with bank details for online transmission of eligible funds.

42. The Successful photographer/ videographer will be required to give an undertaking to NGMA, Bengaluru on a Non-Judicial stamp paper of Rs.100/- (Rupees Hundred Only) as mentioned in Annexure C.

43. The photographer/videographer is bound to comply with all legal formalities obligations and statutory requirement as per the law of land. The photographs/videos generated at NGMA, Bengaluru by NGMA, Bengaluru is the property of NGMA, Bengaluru and has copy right with it. Any use or misuse of these photographs/videos will deemed as breach of contract. Director NGMA, Bengaluru is liable to take any action including punitive/legal as deemed fit and will be binding on the photographer/videographer

Director
NGMA, BENGALURU

Signature of the authorised person

Name of the firm

Address :

Telephone No.:

Email Id:

GST Registration No.:

PAN Number:

Stamp of the firm

Annexure C

NOTE: Undertaking must be submitted only on a non-judicial stamp paper of Rs.100/-(Rs. One hundred only).

UNDERTAKING

To

The Director,
National Gallery of Modern Art,
#49, Manikyavelu Mansion,
Palace Road,
Bengaluru – 560 052.

Sir/Madam,

1. I-----Proprietor/partner/Director/Authorized Signatory of M/s-----certify that I have gone through the terms and conditions mentioned and undertake to comply with them. The rates quoted by me are valid and binding on me if accepted for the duration contract period.
2. I, the undersigned hereby bind myself to NGMA, Bengaluru for providing goods and services of photography, during the period under contract period commencing from the date 01.04.2019 and valid for one year.
3. That the services provided would be satisfactory as per requirement of the organization and the decision of NGMA, Bengaluru shall be final and binding on me.
4. The conditions herein contained shall form part or and shall be taken as included in the agreement to be entered into or treated as agreement itself of the discretion of NGMA, Bengaluru
5. I/We declare that my /our firm has not been blacklisted/ debarred by any of the department of Government of India. If blacklisted or debarred in the past, they have revoked the same.
6. I/We also submit that our firm /principal has no vigilance case /CBI case pending against us/our principal.
7. I/We undertake that I have not submitted any false documents with the tender.
8. All the photographs, DVD, RAW files etc. will be the property of NGMA, Bengaluru and has copy right with NGMA, Bengaluru. Any use or misuse of these photographs/videos will deemed as breach of contract. Director NGMA, Bengaluru is liable to take any action including punitive/legal as deemed fit and will be binding on us, namely photographer/videographer.

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further I pledge and solemnly affirm that nothing has been concealed by me and if anything comes to the notice of the corporation during the validity of Quote period,

NGMA, Bengaluru will have full authority as it deems fit, which may amount to rejection of tender without assigning any reason.

DATE

Place:

Signature of the Photographer/ Videographer Date:
Stamp of the firm

