

**National Green Tribunal
(Principal Bench)**

Faridkot House, Copernicus Marg,
New Delhi-110001

**Limited Tender Enquiry for Videography and Photography work of forthcoming
World Conference from 25th to 26th March, 2017 at Vigyan Bhawan.**

No.NGT/(PB)/ 41/Store/2014

Dated: /02/2017

Sealed quotations are hereby invited on behalf of National Green Tribunal (Principal Bench), New Delhi, for the work of forthcoming World Conference on Environment, 2017 scheduled on 25th & 26th March, 2017 at Vigyan Bhawan.

1. **Name of work :** Videography and Photography work of forthcoming World Conference from 25th to 26th March, 2017 at Vigyan Bhawan.
2. **Nature of work :** As indicated in **Annexure-I** (Technical Bid) and as mentioned in **Annexure-II** (Financial Bid)
3. Estimated cost of Tender : Rs. 3 Lac
4. Amount of E.M.D. Rs. 10,000/- (Ten Thousand Only)
5. Last Date and Time of submitting Tender 17 Feb, 2017 at 3:00PM
6. Date and Time of Opening of Technical Bids: 18 Feb, 2017 at 4:00PM
7. Date and Time of opening of Financial Bids: 19 Feb, 2017 at 4.00PM



Mode of EMD and Tender fee: Tenderers should make separate D.D. for "EMD" in favour of "The Registrar General, National Green Tribunal "payable at New Delhi.

Important Note for the Bidder: Envelopes Superscribed with "**Tender for Videography and Photography work of forthcoming World Conference from 25th to 26th March, 2017 at Vigyan Bhawan.**" shall be addressed to "The Registrar General, National Green Tribunal, (Principal Bench) Faridkot House, Copernicus Marg, New Delhi-110001" and dropped in the Tender Box, Kept for the purpose near R & I Section.

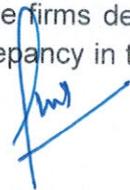
BID PROCEDURE AND FORMS (TWO BID FORMAT)

- (i) The tender should be submitted in two covers: One super scribing Technical Bid and Second Financial Bid and both the envelopes should be put in another envelope and this envelop should be superscribed "**Tender for Videography and Photography work of forthcoming World Conference from 25th to 26th March, 2017 at Vigyan Bhawan.**". All the three envelopes are to duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Price will be made in the Technical Bid.
- (ii) Tender will be opened in the presence of Bidder on the due date as per schedule mentioned in the Tender document. No correspondence in this regard will be entertained. Incomplete Tender or Tender in which both Technical Bid and Financial Bid are found in the same envelope is liable to be rejected. All Columns should be furnished with relevant details and no column should be left blank. The Financial Bid will be opened only in case that fulfill the eligibility conditions and furnish all documents as given in the Technical Bid.
- (iii) Bidder shall furnish the documents as per Technical Bid Form at **Annexure-I**

Please Note that the tender document is subject to verification with the original tender document, and if any discrepancy is found, the tender would be rejected, The Tribunal reserves the right to reject any or all tenders, without assigning any reason thereof.

TERMS AND CONDITIONS

1. Prices quoted shall be Firm and strictly as per specifications and shall be inclusive of all charges. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes.
2. Though NGT prefers to deal with manufacturers/Principal manufacturers directly, it may also consider the offer received through its authorized channel partners, provided the principal manufacturers authorize the said channel partner in this regard.
3. The Bidder shall ensure that they have rendered satisfactory performance during the last three years and the order/orders placed subsequently should not have been cancelled and closed by any department of Government of India or Public Sector Undertaking in the last three years due to unsatisfactory performance. All such firms whose order/contract have been cancelled or closed or the firms debarred are not eligible to apply. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the bid.



4. The bidder shall submit all the documents as indicated in the Technical Bid Performance in support of their eligibility failing of which the bidder will be disqualified.
5. NGT reserves the right to accept or reject any or all Bids including the lowest Bid/s without assigning any reason. The decision of the NGT will be final and binding on all concerned. The prices quoted by the bidder should be firm and definite.
6. Bids are liable to be summarily rejected due to incomplete information/incorrect information/non fulfillment of technical qualification. NGT's decision in this regards shall be final.
7. The quantities indicated in **Annexure-II** are tentative and may be increased /decreased at the sole discretion of the NGT and the Bidder shall have no right to claim any minimum/definite volume of business.
8. The payment for the ordered item would be made after the articles have been received and found in order. Normally payment shall be made through a crossed cheque /E- payment system within reasonable time of the receipt of goods to our entire satisfaction.
9. The rates should be valid at least for one year from the last date of receipt of quotations/Tenders.
10. All the columns of the annexure attached shall be duly filled in separately. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.
11. The payment will be made on actual basis after receipt of goods as per specifications. In case the goods are rejected these have to be removed by the supplier at his own cost.
12. No payment will be made in advance for any supplies under this tender. The valid documentary proof of Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN) should be submitted along with the quotation. Tribunal reserves the right to accept or reject any tender without assigning any reason.
13. The Tribunal reserves the right to verify/seek confirmation of all original documentary evidence submitted by the venders in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected.
14. **Earnest Money:**
 - (a) The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the purchase order. No interest will be payable by the purchaser on the Earnest Money Deposit.

(b) **Forfeiture of Earnest Money:** The earnest money will be forfeited in the following cases:

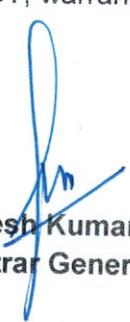
- (i) When the bidder does not deposit the security money after the purchase order is given.
- (ii) When the bidder fails to commence the supply of items as per the purchase order within the prescribed period.
- (iii) When information/certificate/document furnished is found false at any stage.

15. Performance Security: The successful bidder shall be required to deposit performance Security for an amount equal to 5% of the anticipated cost of the tender within 2 weeks for conveying NGT's intention for accepting the bid and execute agreement. Performance Security shall be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee from a Commercial Bank in favour of "Registrar General , National Green Tribunal, New Delhi" Performance Security will not bear any interest while in the custody of NGT. The performance Guarantee should be valid up to 60 days from the actual date of completion of the work.

Performance Security will be discharged after completion of vendor/firm's performance obligations under the contract. If the Service Provider fails or neglects any of his obligations under the contract, it shall be lawful for NGT to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

16. Termination of Supply order :- The tribunal Shall have the right to cancel the supply order in part or in full in any of the following cases:-

- (i) The supply delayed for causes not attributable to natural calamity for more than 25 days after the scheduled date of Work Order.
- (ii) For any other reasons which, in the opinion of NGT, warrants cancellation of supply order.


(Mukesh Kumar Gupta)
Registrar General &HOO

(Technical Bid)

(To Be Filled By the Vendor/ Bidder)

1. Nature of work: Videography and Photography work of forthcoming World Conference from 25th to 26th March, 2017 at Vigyan Bhawan.
2. Name of the Vendor :
3. Full Address of the Vendor:
4. Telephone/ Mobile No. / Fax:
5. Details of the D.D.For E.M.D Amount (Refundable):
D.D. No. _____ dated _____ drawn from the bank _____
6. PAN of the Company:
7. Service tax Registration number (if any):
8. VAT (TIN No.) if any:
9. Details of works carried out with Govt. Department in the last three years. (Enclose copy of work order)
10. Annual turnover for last three years.
(Enclose Income Tax Return)
11. Whether work order/contract received from Govt. Department was cancelled/closed or firm was debarred.

Seal and Signature of the bidder/Vendor.

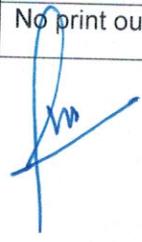


-: Financial Bid:-

Rates Quoted should be net unit rate (Inclusive of all charges such as packing, forwarding, freight, labour and excise duty as applicable in various states and installation charges at sites, excise duty and sales tax/VAT as applicable should also be included while quoting the rates, failing which bidder will not be eligible for payment of the above levies). The price must be quoted in form given below in typed form only failing which the bid would be rejected. No price shall be quoted in hand writing.

Sr. No	Particulars	Unit	Rate (Rs.)	Amount
Audio Video				
25.03.2017 Inaugural Session At Plenary Hall (from 9am to 11pm) includes:				
	4 Video HD Video Multi Setup	4HD Cameras		
	Switcher & Cabling	1		
	UPS 1 KVA	1		
	One Laptop with MS Office	1		
	Online Live editing Mixer	1		
	LIVE DISPLAY IN HALL 4,5,& 6			
	Offline final video in DVD (later on)	DVD/s as per duration		
25.03.2017 Three Parallel Sessions Coverage (from 11 am to 6 pm) In Hall No. 4, 5 & 6 and with all setup mentioned below:				
	4 Video HD Video Multi Setup	4HD Cameras		
	4 Plasma 52 inches in three Hall	6		
	2- Side Screen with Projector	2		
	Switcher & Cabling	1		
	UPS 1 KVA	1		
	One Laptop with MS Office	3		
	Offline editing video in DVD	DVD/s as per duration		

26.03.2017 Valedictory Session (from 9 am to 2 pm) Includes:		
4 Video HD Video Multi Setup 4 Plasma 52 inches in Plenary Hall Switcher & Cabling UPS 1 KVA One Laptop with MS Office Online Live editing Mixer LIVE DISPLAY IN HALL 4, 5, & 6 Offline final video in DVD (later on)	4HD Cameras	
	4	
	1	
	1	
	1	
	DVD/s as per duration	
24.03.2017 Installation of all equipment one day prior to the event at Plenary Hall, Hall No. 5, 6 & 7 includes:		
Video HD Video Multi Setup 8 Plasma 52 inches in Plenary Hall Switcher & Cabling UPS 1 KVA, Laptop with MS Office Online Live editing Mixer		
Rehearsal one week prior of the event with Installation of all equipment at Plenary Hall, Hall No 5, 6 & 7 includes:		
Video HD Video Multi Setup 10 Plasma 52 inches in Plenary Hall Switcher & Cabling UPS 1 KVA, Laptop with MS Office Online Live editing Mixer		
Still Photography		
25.03.2017 Inaugural Session (From 9 am to 11 pm) includes:		
5(Five) Digital Still Photographers for whole events coverage All soft copies with high resolution files will be provided in DVD Print out not included	5 Still Cameras	
	All soft copies in DVD with high resolution	
	No print outs	
Two Days All Sessions on 25.03.2017 & 26.03.2017 Three Parallel Sessions Coverage In Hall No. 4, 5 & 6 includes:		
4 (Four) Digital Still Photographers per day for whole events All soft copies with high resolution files will be provided in DVD Print out not included	4 Still Cameras	
	All soft copies in DVD with high resolution	
	No print outs	
26.03.2017 Valedictory Session at Plenary Hall includes:		
5(Five) Digital Still Photographers for whole events coverage All soft copies with high resolution files will be provided in DVD Print out not included	5 Still Cameras	
	All soft copies in DVD with high resolution	
	No print outs	



Collage design Album Including designing, printing and binding 10x 15 containing 2 to 8 pics per page			
25.03.2017			
Inaugural Session Album includes:			
50 Sheets Approx. Pages of Back to Back Album One Photo Album Cover Approx. 200 Photographs included in 60 sheets as selected by the Organization	50 sheets (10 x 15) size		
	1		

25.03.2017 & 26.03.2017 All Sessions Album Includes:			
Includes:			
60 Sheets Approx. Pages of Back to Back Album One Photo Album Cover Approx. 200 Photographs included in 60 sheets as selected by the Organization	60 sheets (10 x 15) size		
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26.03.2017			
Valedictory Session Album Includes:			
50 Sheets Approx. Pages of Back to Back Album One Photo Album Cover Approx. 200 Photographs includes in 60 sheets as selected by the Organization Album Photo Cover for 10 x 15 Collage Design	50 Sheets (10 x 15) size		
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I accept unconditionally all the terms and conditions of the Bids document and undertake to abide by all of them.

Seal and Signature of the bidder/Vendor

Name:

Mobile no.

Address:

