

DNIT FOR VIDEOGRAPHY AND STILL PHOTOGRAPH

Detailed Notice Inviting Quotation No. F.XIV (39)/DM/KH/ELEC/2012-13/

DATE: - 05/01/2013

GOVERNMENT OF TRIPURA
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
KHOWAI DISTRICT: TRIPURA

1. Quotation Items: - Eligible videographers guild /group/individual having photographic experience and Studio.
2. Relevant PNIT No. :- PT/01/DM/KH/2012-13
3. Eligibility of the bidder: - Eligible videographers guild /group/individual having photographic experience and Studio.
4. Necessary enclosures along with Quotation: - i. valid PTCC ii. Valid VAT/Registration Certificate iii. Earnest Money (Rs. 5000/- per man in case of individual guild /group) to be deposited in the shape of D-call / Bank draft on any nationalized bank of India in favour of the District Magistrate & Collector, Khowai District, Tripura.
5. Quotation dropping place: - In the specified tender box kept in the office chamber of the Senior Deputy Magistrate & Collector, Khowai, Office Chamber of the SDM, Khowai & Teliamura.
6. Date of floating of Quotation: - 5th January, 2013.
7. Last date of DNIT inspection & format selling: - up to 1.00 P.M. on 14th January, 2013 during office hours and days only.
8. Value of Non-Judicial Stamp Paper: - Rs. 100.00 (Rupees one hundred) only (Non-refundable).
9. Last date & time of dropping of Quotation (if possible): - up to 3.00 P.M. on 14th January, 2013.
10. Probable date of opening of Quotation (if possible): - At 4.30 P.M. on 14th January, 2013 in the office chamber of the Sr. Deputy Magistrate, Khowai. Interested bidder may remain present during the opening of the tender. But, if they fail to attend during opening of the tenders on the schedule time and date, tender will be opened in their absence and no subsequent objections would be entertained under any circumstances, whatsoever.
11. Informal and formal declaration of received Quotation: - In the time of opening formal / informal declaration is not possible. It will be declared after detailed scrutiny is over.
12. The condition is that the rate should be equal or lower to ICA rates (Annexure-X).

District Magistrate & Collector,
Khowai District, Tripura.

DECLARATION

I do hereby declare that I have personally gone through the relevant Detailed Notice Inviting Tender (DNIT) and understood all the clauses, specification of tendered items and instruction of the DNIT and having been fully satisfied I have quoted rate of item. This is further to certified that, I have suppressed no fact in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other punitive action against me as per terms and conditions of the tender. I do affirm that all the terms and conditions of DNIT are unconditionally accepted by me. I have no objection if any extra term and condition mutually accepted by me and purchaser is incorporated in the agreement.

Signature of the bidder

GENERAL TERMS & CONDITION

1. Eligible and interested bidders should drop complete and sealed Quotation in the tender box as stated in the 1st Page of DNIT. Each and every page (including the blank pages) of Quotation format should be signed by the bidder which will be part and parcel of the Quotation. Attested photocopies of valid documents as per direction of Quotation should invariably be enclosed with the Quotation and otherwise the quotation will be rejected. However after opening of quotation, tendering authority reserves the right to ask 1st lowest bidder to submit required paper if not enclosed along with quotation. No unwanted paper should be enclosed with quotation. Bidder must write the concerned DNIT number, bidder's own name and address very clearly in the cover of the sealed envelope. If any bidder does not write the concerned DNIT number, his /her quotation will not be accepted and opened. Further, if any bidder quotes different DNIT Number, his / her quotation will be opened along with quoted quotation and naturally that quotation will also be rejected. Quotation completed and sealed may be sent to the tendering authority by post (Registered with A/D) which should invariably be reached to the tendering authority within specified period as stated in the first page of the quotation form (DNIT).
2. Bidder must deposit required Earnest Money as stated in the first page of DNIT in the shape of Deposit at call / Bank Draft in favour of the undersigned on any Nationalized Bank of India. Without EMD in appropriate shape the tender will summarily be rejected.
3. Bidder may be asked once or more by the undersigned for negotiation / justification / analysis of quoted rates after opening of the tender.
4. (i) If any bidder surrenders their quoted rate immediate after dropping before opening, 10% of deposited EMD will be forfeited.

(ii) If surrenders after opening but before negotiation call 25% deposited EMD will be forfeited and the bidder will not be allowed to participate in any future tender of this office.

(iii) If the bidder fails to respond negotiation call / justify their quoted rate on the basis of analysis or surrender their rate after negotiation but before finalization, 50% percent EMD will be forfeited and the bidder will not be allowed to participate in any future tender of this office.
(iv) If surrenders after approval of rates but before issuance of Work Order 75% EMD will be forfeited and the bidder will not be allowed to participate in any future tender of this office.

(v) If surrenders after issuance of Work Order of fails to sign to agreement depositing security money in time, deposited EMD to the full extent will be forfeited and the bidder will not be allowed to participate in any future tender of this office.

(vi) If after agreement, bidder fails to arrange to complete the job as per direction of the competent authority in time authority who has signed the agreement shall rescind the agreement, cancel the issued Work Order and forfeit the deposited Earnest Money / Security Money to the full extent after allowed period is over without serving any show cause notice to the bidders.

(vii) Further, if it is seen that bidder execute the order partially and the authority get the work done engaging other agency at different rates, the difference of amount will also be incurred from the bidders pending bill / Earnest Money deposit / Security Money deposit in connection with relevant

work or any other work without any correspondent with the approved bidders. In addition to above punitive action will be taken against errand bidder and will not be allowed to participate in any future tender of this office.

5. Approved rate will be remain valid for 3 (three) months from the date of approval of rates/ opening of tender without any price variation clause. No advance payment will be made and the payment will only be made if bidders raise bill to the paying authority if appropriate fashion and if fund in the specific Head of Account is available with the paying authority only. Necessary statutory deduction (Income Tax, Sale Tax, and VAT) will be deducted from the Bill at source and necessary TDS will be provided by the undersigned.
6. If last date of tender dropping become suddenly holiday or normal activities of office work get disrupted due to any strike / natural calamity / any other unavoidable circumstances, the last date of dropping may be deferred to next working date as per decision of the authority. In this regard decision of the tendering authority to defer or not to defer is final.
7. Interested bidder may inspect the DNIT in the office of the tendering authority up to the specified period and mentioned in the first page of the quotation form. Any clause not included in the DNIT but accepted by both the party mutually should also be a part and parcel of the agreement.
8. If necessary, total order may be divided amongst more than one bidder at the approved rates. It is not the right of the bidder who has not been 1st lowest but discretion of the undersigned to take decision in this regard.
9. Any condition discount or other extraneous terms & conditions from bidder's end will not be entertained and tender will be declared as informal.
10. Any quotation not complying with requirement / full fill the terms and conditions of the quotation will be declared as informal.
11. Tendering authority reserves the right to accept or reject any quotation including first to lowest bidder without assigning any reason.
12. The Earnest Money of unsuccessful bidders will be refunded immediately after final acceptance of quotations.
13. Any clause not mentioned but subsequently mutually accepted will be a part and parcel of the agreement. Further any specification not in conformity of our requirement but subsequently mutually accepted may also be a part and parcel of the agreement.
14. Any incomplete bid shall be summarily rejected.

SPECIAL TERMS & CONDITIONS OF VIDEOGRAPHY AND STILL PHOTOGRAPH

1. The last date for receiving the sealed quotations super scribed quotation for Videography / Still Photograph is up to 3.00 P.M. on 14th January, 2013.
2. The quotation may be dropped in the specific box to be kept in this office or in the office of the SDM, Khowai / Teliamura or to be sent under Registered / Speed Post so as to reach the undersigned by the time and date as mentioned in the DNIT.
3. Rate should be quoted separately both in word and figure for Videography to be recorded in CD cassette per hour and per piece of passport size / stamp size still photo.
4. The Videography should be done under the exclusive direction and control of the Officer-in-Charge to be designated separately and recording of every event must be recorded in a separate register under the authentication of the Officer-in-Charge.
5. EMD so deposited by the Videographer / Photographer against selected bidder will be treated as security deposit of equal amount of Rs. 5000/- (Rupees five thousand only) (per man in case of guild /group) after issuance of the work order.
6. The undersigned reserves the right to accept or reject any of the quotations including the lowest one without assigning any reason therefore.

Annexure (VC & SP)

Quoted Rates per unit inclusive all taxes & charges (VAT/ST/IT etc.) within Khowai District (Rates are to be quoted in words as well as figures.

Sl. No.	Name of items & specification	Unit	Quoted Rate per unit inclusive all taxes & charges (VAT/ST/IT etc.) in Rs.	Remarks
1	a) Videography of critical events to be recorded in CD Cassette (best quality) per hour b) Waiting Time c) No. of Videographer to be provided	Per hour		
2	Still photograph a. Post card size (best quality)	No		
	b. Stamp size (best quality)	No		

Signature of Bidder

(To be written in the Non-Judicial Stamp Paper)

To
The District Magistrate & Collector,
Khowai District, Tripura

Subject:-Submission of quotation of Eligible Videographers **guild /group/individual** having photographic experience and Studio with necessary enclosures Earnest Money Deposit (Rs.5, 000, 00).

Ref. DNIT No. F.XIV (39)/DM/KH/ELEC/2012-13 dated 5th January, 2013.

Sir

In reference to above, I am submitting the rates for the items as per terms conditions of the DNIT mentioned above in your prescribed pro-forma.

DECLARATION

I do hereby declare that I have personally gone through the relevant Detailed Notice Inviting Tender (DNIT) and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied I have quoted the rate of item. This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other punitive action against me as per term condition of the tender. I do affirm that all the terms conditions of the DNIT are unconditionally accepted by me. I have no objection if any extra term condition, mutually accepted by me and purchaser is incorporated into the agreement.

Moreover, special sheet is also filled up & enclosed along with tender.

Encl: - As stated

Yours faithfully,

(Full signature of bidder with date & seal)