


No. 27018/20/2017-Ad.III  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/GrihMantrayla

New Delhi, dated the 12 Dec. 2017

**Sub: Quotations for Providing Photography and Videography Services to the Ministry of Home Affairs.**

Dear Sir,

I am directed to say that this Ministry intends to hire the services of a Photographer and Videographer for official functions and for meeting the official requirements of Senior Officers of this Ministry as and when required. The interested, firms may send the e-Quotation indicating the charges in respect of the material service and manpower required for the purpose to this Ministry as per Annexure -'A'. The rates quoted should be valid for one year. The rates for all the items required to be quoted

2. The service will also be required for taking photographs in the meetings chaired by Ministers either at office or at their residences besides attended to various functions/meetings as organized by Ministry from time to time. This will also involve travelling out of station if required from time to time.
3. The contractor will have to deposit a sum of **Rs.2,00,000/-** (Rupees Lakh only) in the form of a FDR in favour of the D.D.O., Ministry of Home Affairs, New Delhi, as security performance of the contract. This will have to be kept valid for 45 days beyond the entire period of the contract. The security deposit will be returned to the contractor on completion of the contract to the full satisfaction of this Ministry, No interest will be payable on this security deposit.
4. The photographer & videographer shall visit as and when called for photography and videography services.
5. Payment will be made to the contractor after the successful completion of the work. 
6. Contract can be terminated by this Ministry at any time if the work of the contractor is not found satisfactory.
7. The period of contract can be extended for a further period, if required, on mutually agreed terms and conditions, keeping in view the satisfactory services rendered by the firm.

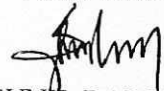
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8. If you are interested in undertaking the above mentioned work under the terms and conditions as contained in this letter, you may submit your detailed e-quotation addressed to the undersigned through online on www e-procuregov.in (CPP Portal) which should be prominently marked with the words **“Quotations for Providing Photography Services”**. The e-quotations may be submitted latest **by 3.00 P.M. on 04/01/2018 (Thursday)**. In this connection, the tenderers may kindly note the following points:

- (a) The tenderers will have to be deposit a sum of Rs.1,00,000/- (Rupees one lakh only) in the form of a Demand Draft in favour of D.D.O, Ministry of Home Affairs, New Delhi, **as earnest money**. The tenders received without the earnest money will not be considered. No interest will be payable on the earnest money.
- (b) **The tenderers should also upload necessary details of two similar works done in at least two Government offices/Ministries. Otherwise the tender will not be entertained**
- (c) The tenders received after the specified date and time will not be considered.
- (d) The Ministry reserves the right to reject any quotation as a whole or in part without assigning any reason.
- (e) The tendering firm must quoted their GST, Service Tax **TIN, PAN number etc.**, otherwise the tender will not be entertained. The tendering firm must have the latest & digitally equipments best quality for photographer as well as videography work
- (f) If firm quotes **“NIL”** charges, the bid shall be treated as unresponsive and will not be considered. Furnishing of unrealistic rates invites cancellation of bid of the firm.
- (g) **The quotation will be awarded to the L-1 (lowest-1) firm on the basis of rates items wise separately and Not on overall basis.**
- (h) Solvency certificate issued by Nationalized/recognized bank for amount of Rs. 20,00,000/- (Twenty lakh only) must be enclosed /uploaded with bids.
- (i) Undertaking in the shape notarized Affidavit stating that their firm has not been black listed by any office of Central Govt./State Govt. and no criminal case is pending against the firm.

9. **The quotation will be opened at 4.00 P.M. on the 05/01/2018 (Friday) in Room No.2-A, North Block, New Delhi.** The representatives, duly authorized by the tenders, may be present at the time of the opening of the quotations. The representative should carry a letter to this effect.

Yours faithfully



(SUNIL BAREJA)

UNDER SECRETARY TO THE GOVT. OF INDIA

Tel.23093284

Copy to:

1. The Caretaker, NDCC-II Building, LokNayakBhawan, Jaisalmer House and North Block, New Delhi for pasting the copy of the quotations inviting for providing Photography Services to the Ministry of home Affairs for one year on the Notice Board in their respective building.
2. Copy to SO (IT) with the request that the Notice may be placed on MHA's website



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*Copy to: SO, IT with request to upload the tender notice in MHA website - mha.nic.in.*