



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW  
PRABANDH NAGAR, IIM ROAD, LUCKNOW -226013 (U.P.), INDIA

**REQUEST FOR QUOTATIONS (RFQ)**

**RFQ No. IIML/PUR/GEN/03/2020-21** **dated:21/04/2020**

**RFQ FROM FIRMS / AGENCIES FOR DIGITAL STILL PHOTOGRAPHY &  
VIDEO COVERAGE SERVICES ON ANNUAL RATE CONTRACT FOR VARIOUS  
EVENTS AT IIM LUCKNOW**

**IMPORTANT DATES**

Last date and time for submission of RFQ : 12/05/2020 upto 5 PM  
Date and time for Opening of the bid : 15/05/2020 at 3 PM

The quotations are invited from vendor/agencies in the enclosed format for “Digital Still Photography & Video Coverage Services on Annual Rate Contract”. A free view of RFQ is available on the website of the Institute (<http://iiiml.ac.in> ) and CPP E-Publish (<https://eprocure.gov.in/epublish/app> ). Interested vendor/agencies are requested to download the RFQ and submit the duly filled bid with the required enclosures on or before the last date and time of submission as mentioned above.

**IMPORTANT INSTRUCTIONS FOR BIDDERS**

1. Indian Institute of Management Lucknow invites offers in prescribed format from reputed vendors/agencies for “Digital Still Photography & Video Coverage Services on Annual Rate Contract” at Indian Institute of Management Lucknow on requirement basis.
2. The technical specifications of services, to be complied with by the bidder, are detailed in the RFQ.
3. All filled bids are to be submitted alongwith annexure-A (a hard copy along with the necessary documents) the given below address on or before 17:00hrs of 12.05.2020.
4. The Director of the Institute reserves the right to reject any of the offers without assigning any reasons thereof.
5. MSME registered firms would be exempted from EMD only.
6. Earnest money of Rs.5,000/- (Rupees five thousand only) in the form of DD payable to “Indian Institute of Management Lucknow” from any Scheduled Bank payable at Lucknow. EMD in any other form will not be accepted. The EMD along with the bid should reach by registered / speed post / courier services to the address mentioned below so as to reach latest by last date & time for submission of bids (mentioned above):

The Chief Administrator Officer  
Indian Institute of Management  
Prabandh Nagar, IIM Road, Lucknow – 226 013 (U.P.)

(Shiv Kumar)  
AO (Purchase & Stores)

**A. Eligibility criteria:**

- i. Valid Registration of the bidder's firm with GST and Income Tax Department. (Enclose self-attested of GST Registration and PAN Card)
- ii. The bidder must have at least 3 years' experience in the same field and must have experience of covering at least 3 events in Governments/ Semi-governments/ PSUs/ Autonomous Body /Reputed Company in last 3 financial years.
- iii. A signed copy of this RFQ documents i.e. acceptance of all terms & conditions of the RFQ.

**B. Score of work:** The successful bidder will be required to provide Photography and Videography Services to the Institute for its various events, as and when required at the rate quoted by bidder. The agency has will be required to provide services at a very short notice. For details refer Financial-Bid.

**C. Other Terms & conditions:**

1. **Pricing:** Quoted price for each of the components and also the total amount as per the tender document. The prices are to be quoted on individual item inclusive of all taxes. Quote only for the items specified in the tender. No changes in the configuration or deviation from the tender document will be permitted. Need not suggest any alternative products/services or different configuration in the same product/services.
2. **Payment terms:** Payments will be made within 30 days from the submission of invoices subject to satisfactory completion certificate by concern department. All payment will be made electronically through NEFT/RTGS against the bill in duplicate.
3. **Period of Contract:** The initial contract will be of one year, which can be further extended for 2 more years on year to year basis subject to satisfactory performance of the agency and on mutual consent.
4. **Procurement Rights:** IIM Lucknow shall have right to cancel any event without any notice. However, care would be taken to inform the firm in advance. In case, the intimation for cancelation is not communicated to the agency in advance and if the agency arrives the venue, the agency will be paid a compensation of Rs.750/- for each such cancelation.
5. **Validity of bid:** The bid/Rates should be valid of minimum for 120 days.
6. **Security Deposit:** Performance/Security Deposit of Rs.10,000/- in form of DD to be deposited within 15 days on being awarded work order for the same. EMD can be converted in security deposited on request by the bidder. The Security Deposit shall be returned after 60 days of the successful completion / termination of contract. If the contractor/bidder fails or neglects any of his obligations under the contract, IIM Lucknow reserves the right to forfeit either whole or any part of security furnished by the contractor/bidder as penalty for such failure.
7. **Disqualification:** The proposal is liable to be disqualified in the following cases
  - i. Proposal not submitted in accordance with this document
  - ii. During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
  - iii. Proposal is received incomplete form.

- iv. Proposal is received after due date and time
  - v. Proposal is not accompanied by all requisite documents.
  - vi. Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
  - vii. If Quotation is received without EMD or MSME certificate issued to the bidder for similar services.
  - viii. If Quotation is not addressed to The Chief Administrative Officer (CAO), Indian Institute of Management Lucknow, Prabhand Nagar, Lucknow-226013.
  - ix. If the bidder has been black listed by any Government/PSU/Autonomous organization.
8. Institute would inform over phone/by email; one day before the date and time for taking photographs for the event. The bidder/contractor or its representative should have to reach at the venue 15 minutes before the starting the event.
  9. The contractor / bidder have to take the three snaps of an event and would provide a complimentary copy of size 5x7 to the user department as soon as possible and after finalization the same from the user in order to enable the user to order for making multiple copies as per the requirements which should be comprising of Institute's name, Logo and name of the participants as the case may be. The contractor/bidder will have to provide the soft copy of the event as well as hard copy on requirement basis.
  10. There would not be minimum guarantee of photographs and it will be on requirement basis. Further the institute is free to enter into rate contract with one or more agencies for similar work or get this work done from the open market.
  11. Institute will not provide any transport facility for taking and delivery of photos or any such items.
  12. There will be no guarantee that institute will give the business for convocation and students events. However, recommendation may be given for the same by the user department/committee for this work.
  13. In case there is any violation of IIM Lucknow rules & regulations or if there is any incident of indiscipline on the part of the contractor/Bidder or his staff. The decision of Director, IIM Lucknow in this regard would be final and binding on the contractor / bidder.
  14. The contractor/bidder will be liable to deposit GST / any other taxes as applicable to the concerned tax authority received from the institute and any delay will invite penal charges. Any other tax like entry will not be paid by IIM Lucknow. The contractor/bidder is responsible for all statutory regulations/registration under tax laws.
  15. If the firm/bidder is unable to supply the material or delayed in supply or if photographer does not reach/forbid to come to cover the event at the stipulated time, an amount of Rs.1000/- will be charged per event/per day and maximum 10% of Bill amount of Purchase order value. The defective piece/s will be returned and Rs.50/- per rejected piece would be imposed as penalty, in case of non-replacement of defective piece/s.

16. Either party may terminate the contract for convenience at any time during its valid term by issuing a notice of the termination of the contract. If the contract terminates for reason of contractor's convenience, the contractor would give a notice of 90 days and ensure the provision of all the facilities till a period of 90 days. If the contractor does not comply with a satisfactory performance of the facilities during this period, the performance guarantee may be forfeited by IIM Lucknow.
17. **Liquidated Damages for Non-Supply:** If the specifications of this bid document are not met by the firm/bidder during the compliance of the supply order, the contractor/bidder shall rectify the same to comply with the specifications, failing which, IIM Lucknow has the sole right either to reject or to accept it finally by recovering the amount as deemed reasonable by IIM Lucknow. Under such circumstances, the Contractor/bidder should bear all cost incurred by IIM Lucknow in this regard.
18. **Disclaimer Clause:** IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction for dispute (s), if any, shall be Lucknow.
19. **Dispute Settlement & Appointment Of Arbitrator:** "All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996. By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the Arbitration shall be English



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**PRABANDH NAGAR, IIM ROAD, LUCKNOW -226013 (U.P.), INDIA**  
Website: WWW.iiml.ac.in; E-mail:-purchase@iiml.ac.in contact No.0522-6696929

**BID-SUBMISSION FORM**

Sr. No.	Descriptions of the firm	Filled by the bidder
01	Name and Address of Bidder's firm with contract Number and Email id	Firm's Name: _____ Address: _____ _____ Contact No. _____ Email id: _____
02	Type of firm	Proprietorship/ Partnership/Company/Other
03	Name of Owner of the firm (Enclose valid ID card)	
04	GST No. Of the Firm (Enclose copy of GST Registration number)	
05	PAN No. (Enclose copy of PAN card)	
06	Registration No. Of the firm, if any	
07.	Detail of work experience (Enclose work order / completion certificate)	
07	EMD Details (Enclose original Demand Draft)	Amount Rs. _____ DD No. _____ Dated _____
08	Is a signed copy of tender document is enclosed	Yes / No
09	Is filled-in Financial Bid (Annexure-B) enclosed?	Yes / No
10	Is Declaration by the Bidder (Annexure-C) enclosed?	Yes / No

Certified that all above information's are correct to the best of my/our knowledge, information and belief.

**NAME & SIGNATURE WITH SEAL OF THE BIDDER**

**DATE: \_\_\_\_\_**

**FINANCIAL-BID****ANNEXURE-B**

The bidders / agencies / vendors are required to quote their rates in the following format and enclose the same with the technical bid.

**a) Digital Videography**

Sr. No.	Description	Offered Rates including GST (Rs.)
1.	Full Shift	
2	Half Shift	
3	Extra copy	

**b) Digital Photography**

Sr. No.	Description	Offered Rates including GST (Rs.)
1	Rates for providing soft copy of an event for 04 hours	
2	Rates for providing soft copy of an event for 08 hours	
3	Rates for cut and paste (Editing of photograph; no extra charges for inserting name of the Institute and name of participants)	

**c) Print out of Digital Still Photos (Rates for Print with Digital Copy):**

Sr. No.	Description	Offered Rates/print including GST (Rs.)
1	3.5x5	
2	4x6	
3	5x7	
4	8x10	
5	8x12	
6	10x12	
7	10x14	
8	12x18	
9	16x20	
10	20x24	
11	20x30	
12	24x30	
13	30x40	
14	40x60	

**d) Albums for Photographs:**

Sr. No.	Description	Offered Rates/album including GST (Rs.)
1	10-15 Prints	
2	15-20 Prints	
3	20-25 Prints	
4	25-30 Prints	
5	35-45 Prints	
6	45-60 Prints	
7	60-100 Prints	
8	100 and above	

Note: L1 bidder would be decided on totality basic price.

**SIGNATURE OF THE BIDDER WITH SEAL & DATE**

**SELF DECLARATION BY THE BIDDER**

**RFQ No. IIML/PUR/GEN/03/2020-21 dated: 21/04/2020**

I/We have fully understood the 'TERMS & CONDITIONS' of the RFQ No. \_\_\_\_\_  
dated \_\_\_\_\_.

Further, I/We hereby also declare that I/we have never been blacklisted by any  
Government/Semi-Government/Autonomous body/PSUs organization.

The information furnished in the bid and the enclosed documents are true to the best of  
knowledge belief. I also understand that if the information provided by me is found to be false  
or misleading, my contract will be terminated immediately and my EMD/Security Deposit will  
be forfeited and the Institute will also be free to take any other action including legal action  
against me and my firm.

Signature of bidder/representative  
With complete address

Place :

Dated :