



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

**NOTICE INVITING TENDER (NIT)**

**NIT No. IIML/PUR/GEN/03/2023-24**  
**Tender ID : 2023\_IIML\_725470\_1**

**dated:29/08/2023**

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

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

**IMPORTANT INSTRUCTIONS FOR BIDDERS**

1. Last date and time for submission of the bid: 21.09.23 (11:00 am)
2. Date and time for Opening of the bid: 21.09.23 (11:30 am)
3. 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 a requirement basis.
4. The Director of the Institute reserves the right to reject any of the offers without assigning any reasons thereof.
5. Earnest money of Rs.10,000/- (Rupees ten thousand only). MSME firms registered under relevant category would be exempted from EMD only.

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

For any clarification, the AO (Purchase & Stores) may be contacted on 0522-6696929 / [purchase@iiiml.ac.in](mailto:purchase@iiiml.ac.in)

**A. How to submit the bids**

- i. The prospective bidders shall go through the full tender/ NIT document and shall submit the bids, if he meets all the conditions specified in this tender documents
- ii. The bid shall be submitted in three envelopes i.e.  
1<sup>st</sup> Envelope: Shall contain the Technical bid (filled & signed Annexure-A & C and all necessary enclosures). The envelope shall be sealed and superscribed “Technical Bid for Photography and Videography Services” and shall be addressed to the CAO, IIM Lucknow and name of bidders with contact number shall be written under the heading ‘From’.
- iii. 2<sup>nd</sup> Envelope shall contain the Financial Bid (Annexure-B). The envelope shall be sealed and superscribed “Financial Bid for Photography and Videography Services” and shall be addressed to the CAO, IIM Lucknow and name of bidders with contact number shall be written under the heading ‘From’.
- iv. 3<sup>rd</sup> Envelope: Both (1<sup>st</sup> & 2<sup>nd</sup>) sealed envelopes shall be placed in the 3<sup>rd</sup> Envelope (this shall be a bigger envelope) and shall be sealed. The envelope shall be sealed and superscribed “Technical and Financial Bids for Photography and Videography Services” and shall be addressed to the CAO, IIM Lucknow and name of bidders with contact number shall be written under the heading ‘From’.
- v. The bids shall be filled neatly (without any cutting/ over-writing).

**B. 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 of experience in the same field and must have experience of covering at least 3 events in Governments/ Semi-governments/ PSUs/ Autonomous Body /Reputed Companies in the last 3 financial years.
- iii. A signed copy of this NIT documents i.e. acceptance of all terms & conditions of the NIT.

**C. Scope 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 the bidder. The agency will be required to provide services at a very short notice and the photographer / videographer shall be present half an hour prior to scheduled event at the venue and shall take necessary instructions from the concerned IIM official. For details, Financial-Bid may be referred. The camera to be used for Photography and Videography shall be of good quality and the best as per the industry standards. The cameraperson for the same shall be highly skilled and experienced one.

**D. 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 exclusive 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 a satisfactory completion certificate by the concerned department. All payments 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 the right to cancel any event without any notice. However, care would be taken to inform the firm in advance. In case, the intimation for cancellation is not communicated to the agency in advance and if the agency arrives at the venue, the agency will be paid a compensation of Rs.750/- for each such cancellation.
5. **Validity of bid:** The bid/Rates should be valid for a minimum of 120 days.
6. **Security Deposit:** Performance/Security Deposit of Rs.10,000/- in the form of DD to be deposited within 15 days of being awarded the work order for the same. EMD can be converted into security deposited on request by the bidder. The Security Deposit shall be returned after 60 days of the successful completion/termination of the contract. If the contractor/bidder fails or neglects any of his obligations under the contract, IIM Lucknow reserves the right to forfeit either the whole or any part of the security furnished by the contractor/bidder as a 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 the 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. If the rates are mentioned in the Technical Bid.
  - vii. 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.
  - viii. If Quotation is received without EMD or MSME certificate issued to the bidder for similar services.
  - ix. If Quotation is not addressed to The Chief Administrative Officer (CAO), Indian Institute of Management Lucknow, Prabandh Nagar, Lucknow-226013.
  - x. If the bidder has been blacklisted by any Government/PSU/Autonomous organization.
8. Institute would inform over the 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 has 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 comprised of Institute's name, Logo and name of the participants as the case may be. The contractor/bidder will have to provide a soft copy of the event as well as a hard copy on a requirement basis.
10. There would not be a minimum guarantee of photographs and it will be on a requirement basis. Further, the institute is free to enter into a 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 the institute will give the business for convocation and student events. However, recommendations 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 the 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 successful bidder's photographer does not reach the venue to cover the event at the stipulated date & time, an amount of Rs.2000/- will be charged per event/per day and the services will be hired from open market at the RISK & COST of the successful bidder.
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. **Confidentiality:** By virtue of the nature of services, the successful bidder will have access to information related to the Institute, its employees etc. The successful bidder will be allowed to share such information, photographs, videography only with the person, who is authorised by the Institute (IIM Lucknow). Sharing such information, photographs, videography etc with any other person will result in termination of the contract and the successful bidder will be liable to indemnify the Institute.
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 NIT 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. **Force Majeure:** Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements.  
The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of

force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations / liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure. However, if the performance in whole or part or any obligation under this contract is prevented or delayed for period exceeding 120 days, either party may at its option terminate the contract without any financial repercussions on either party by giving at least 15 days notice.

**20. 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

**Technical Bid****(to be printed by the bidder on its letterhead)**

Ref: NIT No. \_\_\_\_\_ dated \_\_\_\_\_

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.	Detail of work experience (Enclose work order / completion certificate)	
07	EMD Details (Enclose proof of deposit of EMD or valid certificate for exception from EMD)	Amount Rs. _____ UTR No. _____ Dated _____ OR MSME cert. 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 is correct and complete to the best of my/our knowledge and belief. I understand that, in case the information provided above is found to false/ misleading or the enclosures are found be fake/ fabricated, my bid shall liable to be rejected/ technically disqualified and the EMD deposited by me will be liable to be forfeited by IIM Lucknow.

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

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

**FINANCIAL-BID**

**(To be printed on letter head of the bidder and to be placed in a separate sealed envelope)**

The bidders are required to quote their rates (**excluding GST**) in the following format and submit this in a separate sealed envelope. The rates shall not be disclosed in the technical bid.

**GROUP-A: Digital Videography**

S. No.	Description	Offered Rates in words (INR/Rs.)
1	Full Shift (9 hours)	
2	Half Shift (4 ½ hours)	
3	Quarter Shift (3 hours)	
4	Extra Charges per extra hour	

**GROUP-B(i): Digital Photography**

Sr. No.	Description	Offered Rates in words (INR/Rs.) <sup>^</sup>
1	Rates for providing a soft copy of an event for 09 hours (Full shift)	
2	Rates for providing a soft copy of an event for 4 ½ hours (Half shift)	
3	Rates for providing a soft copy of an event for 3 hours (Half shift)	
4.	Extra Charges per extra hour	

<sup>^</sup>No extra charges would be paid for inserting name of the Institute and name of participants on the photograph

**GROUP-B(ii): Digital Photography with 25 prints (5X7 inch) and album for the same.**

Sr. No.	Description	Offered Rates in words (INR/Rs.) with 25 prints (5X7 inch) and album for the same <sup>^</sup>
1	Rates for providing an event for 09 hours (Full shift)	
2	Rates for an event for 4 ½ hours (Half shift)	
3	Rates for an event for 3 hours (Half shift)	
4.	Extra Charges per extra hour	

**GROUP-C: Print out of Digital Still Photos (Rates for Print with Digital Copy):**

Sr. No.	Description	Offered Rates/print in Words (Rs./INR)
1	3.5x5 inches	
2	4x6 inches	

3	5x7 inches	
4	8x10 inches	
5	8x12 inches	
6	10x12 inches	
7	10x14 inches	
8	12x18 inches	
9	16x20 inches	
10	20x24 inches	
11	20x30 inches	
12	24x30 inches	
13	30x40 inches	
14	40x60 inches	

**GROUP-D: Albums for Photographs of 5x7 inch size:**

Sr. No.	Description	Offered Rates/album in words (Rs.)
3	20-25 Prints of 5x7 inch size	
4	25-30 Prints of 5x7 inch size	
5	35-45 Prints of 5x7 inch size	
6	45-60 Prints of 5x7 inch size	
7	60-100 Prints of 5x7 inch size	
8	100 -150 Prints of 5x7 inch size	

*The GST, as applicable, will be extract on quoted rate. For deciding L-1, the rate (excluding GST) will be compared.*

**Method for deciding the L-1 Bidder(s)**

- i. The bidders are asked to quote rate for four GROUPS i.e. GROUP-A: Digital Videography, GROUP-B(i) & B(ii): Digital Photography, GROUP-C: Print out of Digital Still Photos and GROUP-D: Albums for Photographs of 5x7 inch size
- ii. GROUP-wise rate will be compared i.e. the rate quoted under a particular group will be added and the total of rates quoted under particular group will be compared and the bidder quoting the lowest rate under that group will be declared as the lowest bidder (L1 bidder) for that group.
- iii. The contract will also be awarded group-wise.
- iv. For all bidders, it is **compulsory** to quote for all groups.

**SIGNATURE OF THE BIDDER**

**WITH SEAL & DATE**



**SELF DECLARATION BY THE BIDDER ON ITS LETTER HEAD**

I/We have fully understood the 'TERMS & CONDITIONS' of the NIT 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 and 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.

I hereby further declare that I am authorised to submit this on behalf of M/s \_\_\_\_\_.

Signature of bidder  
With complete address

Place :

Dated :