



GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

(A Government of Gujarat Enterprise)

Lignite Project, Umarsar, P.O: S.K.V.Nagar Pin- 370601

Tal: Lakhapat, Dist: Kutch (GUJ) E mail: umarsar@gmdcltd.com

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GMDC/LG/UMARSAR/

/2016-17

Dated 03/02/2017

TENDER FOR VIDEO SHOOTING AND PHOTOGRAPHY

Gujarat Lignite Mines safety week function is going to be celebrated from 19-03-2017 to 26-03-2017. Final Day Function is going to be organized by Umarsar project of M/s Gujarat Mineral development Corporation Ltd. at SKV Nagar, GMDC Colony, Panandhro which is 135 KM from Bhuj in Between Dayapar and Narayan sarovar state highway. This tender is for the same.

GENERAL INSTRUCTIONS.

1. Bids are invited from the reputed agencies having experience of Video shooting and photography of industrial events.
2. Bidder has to submit Demand draft for tender fee, EMD, Security deposit and other document fees, physically OR by post (in favors of GMDC Ltd, payable at Umarsar) at our admin office Umarsar project.
3. Bidder has to submit experience certificate or work order copy of similar work related to big industrial events along with price bid. Preference will be given to those bidders having experience of video shooting and photography of similar events.
4. The Bidders are required to submit their Bids on OR before the date-14.03.2017 The tender will be opened on 15.03.2017.

ADDRESS FOR COMMUNICATION.

To,
The General Manager (Project)
Gujarat Mineral Development Co. Ltd..
Administration office.
Lignite Project Umarsar.
Ta: Lakhapat. Dist: Kutchh.
Gujarat Pin:370627.

SCOPE OF WORK:

SECTION A :

On dated 24.03.2017 at Umarsar Lignite Mine for Mines Safety Function

You will be required to do video shooting and photography of the programme from 8.00 a.m. to 8.00 p.m. The function will have different segments like inaugural function in the morning, mine's inspection, workshop inspection, illumination survey after dark hours. The party will be required to engage following equipments for video shooting and photography.

Sr No	Description	Quantity
1	Video HD Camera for video shooting including full kit	01
2	Photo DSLR Full Kit for Photography including transportation	01

Separate DVD (2 nos.) will be required to create for the programme and shall be submitted to office within 15 days.

SECTION B :

On dated 26.03.2017 at S.K.V. Nagar Colony of G.M.D.C. Ltd., for Final day Function of the Gujarat Lignite Mines Safety week 2016-17

Party will be required to do video shooting and photography of the programme from 7.00 a.m. to 4.00 p.m. It will be a grand function which will start with inauguration of Exhibition stall at around 9.00 am and will be followed with inauguration of main function, cultural programmes, distribution of prizes, lunch, etc. Party will be required to capture each and every event of the function through Video shooting and photography. The types of equipments required to engage for the programme will be as follows –

Sr No	Description	Quantity
1	Video HD Camera for video shooting including full kit	02
2	Photo DSLR Full Kit for Photography including transportation	02
3	Video HD mixer	01
4	LED Panel 8'X12' including transportation	02

The best quality work is expected from the party. After the complete shooting and photography party will be required to create discs (DVD) of at least 10 nos covering the whole programme and shall submit to our office within a period of 15 days.

The album will be required to be developed with the selected photographs by GMDC Management and its mixing and decoration shall be done by the party. The selected photographs may include both the above events and will likely to contain around 200 photographs.

GMDC reserves the right to split the work as mentioned above in Section A and Section B between two parties depending upon the rates quoted.

GENERAL CONDITIONS.

- 1) For execution of contract all transportation will be in your scope.
- 2) You have to depute experienced supervisor and other qualified staff during the event at your expenses to carry out the work.
- 3) You have to follow all statutory rules and regulations.
- 4) If you fail to comply with any requirement, then we will carry out the work at your risk and cost and for that any expenses occurs, that you will have to pay.
- 5) Work shall not be sub-letted to any agency.
- 6) You have to provide services as per our schedule, as well on our verbal information and instructions during the course of the event.

FACILITIES TO BE PROVIDED BY G.M.D.C TO THE AGENCY

1. You will be provided the no. of tables or platform for erection of LED display. The arrangement of necessary power will be for operation of LED display or Video camera will be provided by the GMDC.
2. For Video shooting if elevated platform is required then same will be provided by GMDC.
3. Rooms will be provided for staff and material if demanded

QUALIFICATION CRITERIA FOR THE BIDDERS

For qualifying the price bid, the bidders have to fulfil the following requirements.

1. Bidders should have done similar works in a single event during last two years. Supporting documents like photo copies of work order, experience certificate etc. for the same shall be produced by the bidders. The preference will be given to the bidder having similar experience during last two years.

2. For the successful bidder Original certificate of the documents enclosed will be required to be shown on demand.
3. The employer may, at its discretion can extend the deadline for the submission of bid.
4. The Bidder has to submit the tender fee Rs.300 /- (Three hundred only) in the form of Demand Draft (In favour of GMDC Ltd, payable at Umarsar) of any nationalized banks for the Tender copy, which is available from H.R. department. Umarsar Project office during the 8-00 A.M. to 5-00 P.M. Office hours.
5. The Bidder has to submit the EMD of Rs. 1000/- (One thousand only) in the form D.D. (In favour of GMDC Ltd, payable at Umarsar) of any nationalized banks along with submission of bid. The bidder who fails to submit the EMD along with bid shall also be rejected outrightly without any further correspondence.
6. Bids should be submitted to the Project A.D.M. office. Umarsar on OR before **14-03-2017 up to 5-00 P.M.** Late submitted bid will not be considered. Technical bids shall be opened on dated **15-03-2017 at 11-00 A.M.** at project office Umarsar and price bids shall be opened for qualified technical bids only.
7. Bids will be opened through two stages.
 - Verification of tender fee. EMD and technical documents. (Physically).
 - Finally price bids will be opened for qualified bids.
 - The tender committee will have all rights for acceptance or rejection of any bid.
8. If agency fails to comply with requirement of any clause on OR before the date fixed for the completion of work. G.M.(P) is authorized to carry the job by any external agency at the risk and cost of contractor and contractor shall pay all the amount so incurred to carry out the job and contractor shall have no any claim in respect of any such work.
9. Bidder is required to quote the rate strictly as per requirement and mentioned in tender document. Any conditional tender will not be entertained and will be rejected.
10. No escalation in price / rate will be allowed on any ground
11. The rates quoted are inclusive of all taxes (But excluding service tax) as applicable , variation in taxes and duties in future will be borne by you.
12. Service tax will be paid / adjusted /reimbursement to the party as per prevailing rate and rules as per service tax act to the extent directly related to the service rendered by the party under the said contract subject to production of documentary proof and party will mention the service tax amount separately in the invoice / bill after considering the abatement, if any.
13. You shall not change the name of your firm during the currency of the contract period
14. Agency has to submit the Copy of **PAN Card**.
15. The certificate of workmen compensation policy or process documents may be submitted

PAYMENT CONDITION.

The 70% payment of the total contract value will be released after the satisfactory completion of video shooting and photography work and on submission of first bill. The remaining 30% payment will be released after the submission of created Discs (DVDs) and album as mentioned in the scope of work to the satisfaction of GMDC Management.

After the deduction of the following, the payment will be made within 07 days after the receipt of the Bill and necessary documents at the project office.

- Income tax as per provision of income tax act.
- Cost of ant services / materials provided by the corporation.
- Other deduction, if any.

SECURITY DEPOSIT.

The Party, which is selected for L1 has to deposit S.D. in the form of D.D having amount of 5 % of contract value before getting work order. The same amount of S.D. will be refunded to party after satisfactory completion of contract. No interest will be paid on S.D. For the successful bidder the amount of EMD will be adjusted with the S.D.

JURISDICTION.

Any dispute arising out of the contract shall be subjected to jurisdiction of Dayapar court only.

For G.M.D.C. Ltd.,

General Manager (Project)

Lignite Project, Umarsar.

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ANNEXURE - A**PRICE BID**

- (I) For the event on 24.03.2017 as mentioned in **Section A** in Scope of work

Sr No	Description	Quantity	Rate/day, Rs	Amount, (Rs.)
1	Video HD Camera for video shooting including full kit	01		
2	Photo DSLR Full Kit for Photography including transportation	01		

- (I) For the event on 26.03.2017 as mentioned in **Section B** in Scope of work

Sr No	Description	Quantity	Rate/day, Rs	Amount, Rs
1	Video HD Camera for video shooting including full kit	02		
2	Photo DSLR Full Kit for Photography including transportation	02		
3	Video HD mixer	01		
4	LED Panel 8'X12' including transportation	02		

Please quote your rates in the above table separately and submit.

Signature and stamp of Bidder

Name of Company

Address of Company

With Contact number & Email ID etc

ANNEXURE - B

VENDOR REGISTRATION

Bidders have to furnish the details in the prescribed form for his registration.

Supplier Name (Vendor Name)
URL(Website Name)
Address Line1
Address Line2
Address Line3
Address Line4
City
State
Postal Code
Address Name(Site)
Phone Area Code
Phone Number
Fax Area Code
Fax Number
Email Address
MOBIL NO.
CONTECT PERSION-
VAT NUMBER
CST NUMBER for parties situated outside of Gujarat
PAN NUMBER-
TAN NUMBER (Optional)
VENDOR TYPE(Please select from the sheet - Vendor Type)
Material supplier OR service provider ? Service provider
Product Code (Please select from the Sheet - Product Code)
Product Code description (Please select from the Sheet - Product Code)

Signature and Stamp of Bidder.

Date

CERTIFICATE GIVEN BY AGENCY

TO WHOM IT MAY CONCERN.

THIS IS CERTIFIED THAT, WE ARE PAYING THE PAYMENT TO OUR STAFF THROUGH THEIR BANK ACCOUNTS. NO CASH PAYMENT IS MADE BY US TO THE SATFF WORKING UNDER OUR GROUP.

SIGNATURE AND STAMP OF THE AGENCY.