



TENDER GMDC/LG/OLYMPIAD-18/02/2017-18

Contract for Videography and Photography in Cultural and Sports events at lignite project Panandhro, GMDC colony during the period of 26th to 28th January 2018 at SKV Nagar, Tal. Lakhpat, Dist. Kutch, Gujarat

Issued to

M/s. _____

Pin No _____

GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

(A Govt. of Gujarat Enterprise)

Lignite Project, PANDHRO, Tal - LAKHPAT, Dist. :- Kutch,

Pin – 370601

Ph. (02839) 294429,294221

TENDER NOTICE

TENDER NO. GMDC/LG/OLYMPIAD-18/02/2017-18

NAME OF WORK: - Contract for Videography and Photography in Cultural and Sports events at lignite project Panandhro, GMDC colony during the period of 26th to 28th January 2018 at SKV Nagar, Tal. Lakhpat, Dist. Kutch, Gujarat

Sealed tenders are invited from reputed and experienced Contractors/Supplier for

01	Tender No	GMDC/LG/OLYMPIAD-18/02/2017-18
02	Tender Fee [Non refundable]	Rs. 500/- by D.D. of Nationalized / Scheduled Bank Only in favour of Gujarat Mineral Development Corporation limited. Payable at Panandhro.
03	Name Of Work	Contract for Videography and Photography in Cultural and Sports events at lignite project Panandhro, GMDC colony during the period of 26th to 28th January 2018 at SKV Nagar, Tal. Lakhpat, Dist. Kutch, Gujarat
04	Location	G.M.D.C.LTD. SKV Nagar colony, Lignite project, Panandhro, Tal: Lakhpat Dist.- Kutch.
05	Issue of tender and Last Date Of Issue of tender	From 21-12-2017 to 28-12-2017 upto 3.00PM.
06	Last Date Of Submission Of Tender	29-12-2017 up to 11:30 AM
07	Date and time of opening of tender	29-12-2017 after 02:00 PM onwards
08	Terms of Payment	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. TDS shall be deducted at prevailing rate of IT.
09	Eligibility Of Tenderer.	The bidder should have done similar work worth of minimum Rs.1 Lac of single orders in last Three years in any Government organization /Department, PSU, Large Scale Industries, etc. Supporting documents like work order, completion certificate etc. for the same shall be produced by the bidder. Experience from any trust / NGO or of any other nature apart from the above will not be considered. Should possess PAN card
10	Earnest Money Deposit	Rs5000/- By D.D. of Nationalized Bank in favor of Gujarat Mineral Development Corporation limited. Payable at Panandhro.

FOR GMDC LTD.

G.M. (PROJECT)

GENERAL INSTRUCTIONS.

1. Bids are invited from the reputed agencies having experience of Video shooting and photography of mega/major event.
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 Panandhro) at our admin office Panandhro 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. Fire being a potential hazard so the successful bidder has to make adequate arrangements to prevent and control fire. The agency shall indemnify GMDC from any kind of loss, damage or injury arising out of fire or any other accident/incident.

5. In case of any doubts regarding the qualifying criteria and other ancillary requirements of the tender prospective bidders can consult with the following GMDC officials;

- i) Sh J G Dabhi 97277 92628
- ii) Sh M M Thakkar 90999 52401

6. Any change in the above tender conditions shall be uploaded on our website i.e. www.gmdcltd.com. Bidders are advised to follow the portal.

7. The Bidders are required to submit their Bids on OR before the date- 27/12/2017 The tender will be opened on 29/12/2017.

ADDRESS FOR COMMUNICATION.
To, The General Manager (Project) Gujarat Mineral Development Co. Ltd.. Administration office. Lignite Project Panandhro. Ta: Lakhapat. Dist: Kutchh. Gujarat Pin:370601.

SCOPE OF WORK:

SECTION A : Days wise function will be as under;

Date	Events	
	Day time	Night
26/01/2018	Flag hosting	Cultural program i.e. dance, song, etc.
	Opening Ceremony	
	Different Indoor / outdoor games as per schedule	
27/01/2018	Different Indoor / outdoor games as per schedule	Cultural program i.e. dance, song, etc.
28/01/2018	Different Indoor / outdoor games as per schedule (Final games)	Final day function
Pre functions shoot of entire colony with decoration (preferably at night with decorative lights on). Day/night videography/photography should also cover other events i.e. dining area, control room, fun fair, plantation, etc. The details mentioned are not exhaustive and is for reference only.		

You will be required to do video shooting and photography of the entire programme from early morning to late night on all the 3 days. The party will be required to engage following equipments for video shooting and photography.

Sr no	Description.	Qty Nos
1	Video full HD Camera for videography including full kit	03
2	Photo DSLR Camera for Photography including full kit & transportation	03
3	Crane with Video full HD Camera including full kit & Transportation	01
3	Video Mixture	01
4	LED Panel 8x12 Ft	02
5	Extra DVD	15
6	Pendrive data 32GB HP	10
7	Photo frame of size 24*36	10
8	Photo frame of size 12*18	10

These quantity are indicative only and may vary at the time of actual execution.

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 15 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 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.
- 7) Capturing memorable moments and developing its photo frame of 24*36 and 12*18

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. Room will be provided for staff and material if demanded.

QUALIFICATION CRITERIA FOR THE BIDDERS

- 1) For qualifying the price bid, the bidders have to fulfil the following requirements. The bidder should have done similar work worth of minimum Rs.1 Lac of single orders in last Three years in any Government organization /Department, PSU, Large Scale Industries, etc. Supporting documents like work order, completion certificate etc. for the same shall be produced by the bidder. Experience from any trust / NGO or of any other nature apart from the above will not be considered. Should possess PAN card
- 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.500 /- (Five hundred only) in the form of Demand Draft (In favour of GMDC Ltd, payable at Panandhro) of any nationalized bank for the Tender copy, which is available from H.R. department. Panandhro 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. 5000/- (Five thousand only) in the form D.D. (In favour of GMDC Ltd, payable at Panandhro) of any nationalized bank along with submission of bid. The bidder who fails to submit the EMD along with bid shall also be rejected outright without any further correspondence.
- 6) Bid should be submitted to the Project A.D.M. office. Panandhro on OR before **27/12/2017 up to 3-00 P.M.** Late submitted bid will not be considered. Technical bids shall be opened on dated **29/12/2017 at 11-00 A.M.** at project office Panandhro 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 and duty but excluding GST) as applicable. GST shall be pay/reimburse on submission of documentary evidence challan/ CA certificate within four month from the date of invoice. Rest of liabilities shall be on successful bidder.
- 12) You shall not change the name of your firm during the currency of the contract period
- 13) Agency has to submit the Copy of **PAN Card**.
- 14) 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 15 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 any services / materials provided by the corporation.
- Other deduction, if any.

JURISDICTION.

If any disputes arise during execution of work then both the agency and GMDC will try to settle it amicably lying within the scope of tender. If still there is any dispute then that will be subject to jurisdiction area of Dayapar / Nakhtrana court only.

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

General Manager (Project)
Lignite Project, Panandhro.

Annexure A

Prequalification Bid

Sr No.	Particulars.	To be attached.
1.	The bidder should have done similar work worth of minimum Rs.1 Lac of single orders in last Three years in any Government organization /Department, PSU, Large Scale Industries, etc. Supporting documents like work order, completion certificate etc. for the same shall be produced by the bidder.	
2.	The bidder shall attach experience certificate of any Government organization /Department, PSU, Large Scale Industries, etc. Experience from any trust / NGO or of any other nature apart from the above will not be considered. Should possess PAN card	
3.	EMD along with bid	
4.	Tender Fees along with bid in case tender is received through mail.	

The requirement of technical qualification as mentioned above, EMD, Tender Fees are essential, failing to above will result into disqualification of bid.

Original certificates of the documents enclosed shall be shown at the time of opening the technical bid of tender.

Signature of Bidder.

Name of Company.

Address of Company.

With Contact number & Email ID.

ANNEXURE - B

PRICE BID

(I) For the event as mentioned in Scope of work

Sr no	Description.	Qty Nos	Rate (for 3 days)	Amount
1.	Video HD Camera for videography including full kit	03		
2	Photo DSLR Camera for Photography including full kit & transportation	03		
3	Crane with Video HD Camera including full kit & Transportation	01		
3	Video Mixture	01		
4	LED Panel 8x12 Ft	02		
5	Extra DVD	15		
6	Pendrive data 32GB HP	10		
7	Photo frame of size 24*36	10		
8	Photo frame of size 12*18	10		

Please quote your rates in the above table separately and submit. The rate quote above is inclusive of all taxes and duty but excluding of GST.

Signature and stamp of Bidder

Name of Company

Address of Company

With Contact number & Email ID etc

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.