

## MMTC/CCD/Photography/2015-17

### 1. NIT for Empanelment of Photographers

MMTC Limited invites techno-commercial bids for empanelment of photographers/studios for various photography jobs and assignments during 2015-17. Interested parties may drop the bids in the tender box kept in Corporate Communication Division, MMTC Ltd, Core-1, SCOPE Complex, Lodhi Road, New Delhi – 110003 so as to reach before 1100 AM (IST) on 21.05.2015 (Thursday). For detailed information about our company, please visit our website [www.mmtclimited.com](http://www.mmtclimited.com)

### 2. TECHNICAL BID REQUIREMENTS T

Please submit the following as per [Annexure-1](#)

- a) Details of bidding party; including Name, Address, Contact Information, Manpower, Registration Number (if any).
- b) Copy of PAN Card, along with letter of sole proprietorship if the party/vendor is a proprietorship and PAN is in name of the proprietor.
- c) Proof of Service Tax Registration & ST Regn. No.
- d) Proof of Office with Complete Address (must be in Delhi)
- e) Copies of any 3 relevant work orders issued by PSUs / MNCs / Govt. Depts.
- f) 8-10 samples of best photography jobs done for the companies/ organizations whose work order copies are being submitted (regular/ studio/ outdoor/ product)
- g) Signed copy of tender documents as a token of acceptance of all terms & conditions of empanelment.

### 3. SCOPE OF WORK

- i. The soft copies of photos/video should be emailed to the concerned officials on the same/next day of the event and a CD of the total coverage should be submitted to the Corporate Communication Division shortly after the event for every assignment.
- ii. If the duration of the assignment is four hours or less, it will be treated as Half Day. If the assignment duration exceeds four hours, it will be treated as Full Day.
- iii. The photographer will be required to cover various events in and around Delhi – NCR.

- iv. The photographer will have to be present at the venue on the date and time of the assignment at least 30 minutes before the start of the function. In case of delay, the vendor/party may be penalized.
- v. The vendor/party's working office in Delhi should be well-equipped with all necessary hardware and software for smooth processing and transfer of the still/video coverage. Occasionally, the photographer may have to carry a laptop to an event for e-mailing/transferring images, making CDs etc. from the venue itself.
- vi. All equipments and material used by the photographer and party must be of standard make.
- vii. MMTC reserves the right to terminate the services of the party at any point of time without assigning any reason whatsoever.
- viii. The performance of the empanelled parties shall be reviewed on completion of one year on the basis of the output and performance delivered by them. In case of non-performance, the vendor/party is liable to be de-empanelled. Poor or unsatisfactory performance may lead to the vendor/party being penalized as deemed appropriate by MMTC on case-to-case basis.
- ix. The panel and finalized rates will remain valid for two years from the date of issue of work order. MMTC may extend the validity for an additional year with mutual consent, based on satisfactory performance by the party.
- x. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman and Managing Director (CMD) of MMTC. The provisions of Arbitration and Conciliation Act - 1996 shall apply to such arbitration proceedings. The venue of arbitration shall be New Delhi.

#### **4. PAYMENT**

Only E-Payment shall be made to the empanelled vendors. After empanelment, vendors shall be required to submit the following documents:

- a. E-Payment Proforma duly stamped and signed by the vendor's bank and by vendor's office in original.
- b. A Cancelled Cheque of vendor's bank A/c.
- c. If PAN No. is in individual's name, we would require a letter/certificate certifying that the vendor is a sole proprietor of the firm.

Within seven days after completion of work, bidders shall submit their invoice alongwith supporting documents to MMTC.

## 5. HOW TO TENDER

Bidders are requested to submit technical & financial bids sealed in separate envelopes. Thereafter, both envelopes should be sealed in one envelope/package and dropped into the tender box as mentioned at Sl. no 1 above. All the pages of the documents must be signed by the bidder.

a. **Technical Bid** – As per Annexure 1 (Envelopment should be marked “Technical bid for MMTC Empanelment of Photographers 2015-17”)

b. **Price Bid** - As per Annexure 2 (Envelopment should be marked “Price bid for MMTC Empanelment of Photographers 2015-17”)

6. **SELECTION:** After closing of the tender, the bids (technical) received within the deadline will be opened on below-mentioned date/time. The bidders who have submitted the Technical Bid in its entirety and qualify in the technical parameters will be considered for opening of their price bids. Thereafter, the result will be finalized on the basis of best offer (L-1) in all categories. The technically qualified parties will be informed the category-wise L-1 rates and those who accept the same will be eligible for empanelment. It would be MMTC’s discretion to decide the number of photographers to be empanelled.

## 7. TIME LINE :

<b>Date &amp; time of submission of bid</b>	<b>Latest by 11.00 AM on 21.05.2015 (Thursday)</b>
<b>Date &amp; time of opening of technical bids</b>	<b>11.15 AM on 21.05.2015 (Thursday)</b>
<b>Validity of price bid submitted by the bidders</b>	<b>20.06.2015 (Saturday)</b>

8. **OTHER INFORMATION:** Bids received after the due date and time mentioned above will be treated as invalid. Offers not in line with our format, terms/conditions, eligibility norms, technical parameters will be rejected. **MMTC reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.**

**Bid Document is non-transferable. Authorized representatives of the bidders may attend the opening of technical bids.**

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**Technical Bid for Empanelment of Photographers**

1. Name of the Bidder ::
2. Type of Bidder (Sole proprietor / Partnership Firm/ Company) ::
3. Address of the Bidder (enclose a proof of address in DELHI) ::
4. Contact Information ::  
(Name of contact person, telephone no, fax no, email id, mobile no, etc)
5. Manpower details ::
6. Registration No (If registered under Shop & Establishment Act) ::  
(Enclose self attested copy of the registration certificate)
7. PAN No (Enclose self attested copy of PAN Card) ::  
(With a letter of Sole Proprietorship if the bidder is a sole proprietor)
8. Service Tax Registration No. (Enclose self attested copy of registration) ::
9. VAT Registration No., if any (Enclose self attested copy of registration) ::
10. Copies of work orders issued by 3 (three) PSUs / MNC/ Govt. Departments ::
11. Samples (8-10) of best photography job (regular / studio / outdoor / product) done for the organizations mentioned at Sl. no 10 above ::
12. Tender documents duly signed with officials seal to be enclosed with technical bid.

Signature of Sole Proprietor or Authorized Representative ::

Date ::

**Price Bid for Empanelment of Photographers**

Name of the Bidder ::

Address of Bidder ::

<b>S. No.</b>	<b>TYPE OF JOB</b>	<b>RATES IN RUPEES (Inclusive of all Taxes)</b>
1.	5" x 7" size photograph (first copy)	
2.	5" x 7" size photograph (re-print)	
3.	Passport size photograph (first copy)	
4.	Passport size photograph (re-print)	
5.	Assignment charges with digital camera (full day)	
6.	Assignment charges with digital camera (half day)	
7.	Portfolio/Product shooting with studio lights (full day)	
8.	Portfolio/Product shooting with studio lights (half day)	
9.	Assignment charges for video coverage with dvd/cd (full day)	
10.	Assignment charges for video coverage with dvd/cd (half day)	
11.	Photo album of 40 photographs	
12.	Photo album of 50 photographs	
13.	Photo album of 100 photographs	
14.	Photo album of 200 photographs	
15.	Poster-size 12"x18" photo print	
16.	Poster-size 18"x24" photo print	
17.	CD (or DVD for video) of total coverage for each assignment	No Additional Cost
18.	Additional DVD of video coverage	

Validity :: Above rates are valid for acceptance by MMTC till 20.06.2015 (Saturday) .

Signature of Sole Proprietor or Authorized Representative ::

Date ::