



**Kerala State Electronics Development Corporation Limited**  
Keltron House, Vellayambalam, Thiruvananthapuram 695 033

ksedc/cpd-pr/rc-phvd/01/2017-18

09.01.2017

## **TENDER NOTICE**

Quotations are invited from reputed firms / companies / agencies / proprietor having proven experience of providing services of digital videography and still photography for various events in Keltron, on requirement basis.

### **I SCOPE OF THE WORK**

To provide Photography and Videography services as per the requirement indicated below:

The agency should depute their photographer to Keltron or to the required location to cover the event. The designated photographer should report half an hour before the start of the event, he should report to Officer-in-charge in KELTRON.

#### **i. Photography Services**

Event Coverage (as per event schedule viz for 2 hours or Half day or Full day) (Photography) and supply of softcopy of all the digital photos and printing of copies (size - 4" X 6" | 8" X 12" | 12" X 10" | 12" X 18" etc ) on need basis.

#### **ii. Videography Services**

Event Coverage (as per event schedule viz for, 2 hours or Half day or Full day ) (Videography) and supply of softcopy in DVD – (Inclusive of editing, titles, dubbing for event) - Final output should be delivered in DVD format and must be of Broadcast quality.

### **II RATE CONTRACT PERIOD**

The validity of the tender will be THREE (03) years from the date of acceptance of the contract. However, the validity of the contract period can be extended on mutually agreed terms and conditions, based on evaluation of performance at KELTRON's discretion.

### III GENERAL TERMS AND CONDITIONS

- The Tenderer should be a registered Company or a Partnership Firm or Proprietary concern.
- Tenderer should be in existence for the past 3 years continuously in Photography and Videography areas/business. (furnish information on performance statement for past three years).
- The Tenderer should have a minimum average annual turnover of Rs.25 lakhs (Rupees Twenty Five Lakhs) for the last TWO financial years in the similar activity. (furnish supporting details).
- The competent authority of KELTRON has full power/authority to take into account the past performance, reputation, capabilities of execution of work before awarding the contract. The firm has to provide documentary evidence showing their capabilities and details of past experience.
- Tenderer must have trained personnel in providing services of digital Photography, Videography and Editing Softwares.
- The agency should have latest technology equipped cameras and video cameras (furnish details).
- Tenderer should have a fully functional and support office in Trivandrum.
- Tenderer has to submit copy of PAN, VAT and Service Tax registration.
- The rates quoted by the Tenderer shall be inclusive of all cost of material, labour, taxes and levies mentioning clearly the rate of taxes and levies included.
- The approved lowest rates will be valid for three years. No increase in quoted price will be allowed during the validity of the rate contract.
- The agency shall not transfer or assign sub-contract to any other party.
- Bidder / Tenderer must have to complete the work to the full satisfaction of KELTRON.
- KELTRON reserves the right to reject any or all the bids without assigning any reasons. The decision of the KELTRON will be final in the matter.
- The contract is liable to be cancelled without notice if the work done is not satisfactory or if any of the conditions of the rate contract are violated by the firm or the work is not completed within the stipulated time.
- The successful bidder shall sign an agreement on a non-judicial stamp paper of Rs.200/-
- No advance payment will be made. Taxes applicable will be deducted as per rules.

- KELTRON shall not be responsible for any loss/ damage caused to the cameras/ operators.
- The contract will be interpreted under Indian Laws and disputes are judicable within the jurisdiction of Thiruvananthapuram.

Proposals of Tenderer who do not fulfil the above criteria or who fail to submit documentary evidence thereon would not be considered for further evaluation.

#### IV **SECRECY & IPR:**

The photographs taken shall not be published anywhere and shall be handed over only to KELTRON designated Officer. All rights, including Intellectual Property Rights (IPR) such as Copyright etc. shall be with KELTRON.

#### V **BILL OF QUANTITY: QUOTED PRICE**

Sl. No.	Job Details	Quoted Rates (excluding service tax)
1	Digital video coverage full day + Original/Edited Videos in DVDs	
2	Digital video coverage half day + Original/Edited Videos in DVDs	
3	Still photo coverage full day + Original/Edited Photographs in DVDs	
4	Still photo coverage half day + Original/Edited Photographs in DVDs	
5	Digital video coverage in DV tapes	
6	Duplication of videos in DVD	
7	Duplication of photographs in DVD	
8	Photo album charges for 100 photos (5x7" or Standard Size)	

	<b>Photograph charges</b>	<b>Original Copy charges</b>	<b>Additional copy charges</b>
9	Charges for Passport size photo (Per copy)		
10	Charges for Post card size photo (Per copy)		
11	Charges for 4x6" photo (Per copy)		
12	Charges for 5x7" photo (Per copy)		
13	Charges for 6x8" photo (Per copy)		
14	Charges for 8x10" photo (Per copy)		
15	Charges for 8x12" photo (Per copy)		
16	Charges for 10x12" photo (Per copy)		

- Conditions:
1. The tenderer must quote rates for all items for both digital videography and digital still photography.
  2. Charges shall be exclusive of service tax, which shall be payable as per the Government norms.

## VI PERFORMA FOR BIDDER'S PARTICULARS

1. Name of the Bidder/Partner :
  
2. Address of the Bidder/Partner :
  
3. Name & address of the person to whom all references shall be made regarding this tender enquiry:
  
4. Contact :  
  
Land line :  
  
Mobile :  
  
Fax :  
  
e-mail :

Dated:

Authorised Signatory with Seal

## VII. IMPORTANT DETAILS

Date of publication of tender in company website	<b>09.01.2017</b>
Tender due date	<b>30.01.2017 (03:00 pm)</b>
Date of opening of tender	<b>31.01.2017</b>
Address for submission of Quotations	<b>KSEDC Ltd. Keltron House Vellayambalam PO Thiruvananthapuram 695033</b>
Contact Person	<b>Sri. Ajith Aravindan Sr. Public Relations Officer</b>
Contact number	<b>0471 4094444 (Ext 212)</b>
Email	<b>pro@keltron.org</b>
Sealed quotations, superscribing "Quotations for Photography & Videography services" due on <b>30.01.2017</b> may be submitted to the above address through post/courier/by hand.	

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