



Division of Agricultural Engineering
ICAR-Indian Agricultural Research Institute, New Delhi-110012



F.No. No. Convocation/2018-19/Photo/AE

Dated : 26.12.2018

Subject: On-line tender for “Photography” for the Convocation, 2018-19 to be held at IARI, New Delhi

Sir,

Online bids are invited in two bid system (i) Technical bid (ii) Financial bid on behalf of Secretary, ICAR, New Delhi from eligible bidder for **“Quotation for Convocation, 2018-19”** purchase/hiring of items for **“Photography”**. The last date for submission for above bid through online is **18th January, 2019** up to 1300 hours. The bid will be opened on **19th January, 2019** at 1500 hours. **Pre-bid conference for any clarification will be held on 9th January, 2019 at 2.30 PM in Division of Agricultural Engineering IARI, New Delhi.**

Instructions to the bidder and terms & conditions of tender:

1. The rates quoted shall be valid for a minimum period of 180 days from the last date fixed for the receipt of quotations.
2. The rates quoted shall be final and inclusive of delivery and installation at the site i.e. near **Dr. B.P. Pal Auditorium**, IARI, New Delhi-110012.
3. Full specifications of the article quoted for shall be given in the quotation along with literature/pamphlet/drawing etc. User list of the quoted document may also be additionally provided for reference.
4. If taxes, duties or any other charges over and above the rates quoted leviable, actual percentage of such taxes/duties/other charges should be clearly indicated.
5. Supply is to be made by any convenient mode of transport at supplier's risk unless otherwise specified.
6. In case the material is supplied through an authorized agent, manufacturer shall be responsible for the successful installation of the equipment. The manufacturer shall be liable to any penal action for the shortcomings of the authorized agent. Any payment that is to be made separately to the agent if any shall be clearly mentioned in the quotation.
7. The bid should be accompanied with earnest money of **Rs. 4000/- (Rs. four thousand only)** in the form of D.D./Pay Order/ Fixed Deposit Receipt/ Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi as mentioned against each of the item/equipment together with the technical bid, in the absence of which the price bid, if any, will not be opened under any circumstances.

8. No interest on security deposit and earnest money deposit shall be paid by the Institute to tenderer.
9. The EMD shall be refunded to the unsuccessful bidders after finalization of the quotation. In case of successful bidder, it can be adjusted towards security deposit which is 5-10% of the order value in the form of D.D./ Pay Order/ Fixed Deposit Receipt/Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi and shall remain valid for 60days beyond the date of completion of all contractual obligation of supplier including warranty obligation for the equipment/goods costing Rs.1.00lakhs (Rs. One Lakh) or more. Here would however, be no performance security deposit for equipment/goods costing less than Rs. 1.00 lakh (Rs. One Lakh).
10. Payment will be made by mode of e-payment to the supplier/firm after satisfactory completion of work and receipt of pre-receipt bills triplicate. In case of foreign currency payment shall generally be made through LC directly to the manufacturer.
11. The Director IARI, New Delhi reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
12. The firm should have sufficient experience in supplying respective items (Attach proof)
13. Pre-bid conference for any clarification will be held on **9th Jan, 2019** at 2.30 PM in **Division of Agricultural Engineering, IARI New Delhi.**
14. Scanned copy of GST/PAN Nos as well as EMD need to be uploaded through online bid
- 15. Quotations not complying with the above conditions are liable to be rejected.**
16. In case, any dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & Court at New Delhi. Sole arbitrators appointed by the Secretary, ICAR, NewDelhi. His decision will be final and binding on both parties (Supplier and Purchaser).
17. The Firm should be minimum 4 year experience in related field for the gathering of minimum 1000 people other experience will not countable. (attach the scan copy of work experience).
- 18. No. of days/items will be counted as per actual requirement.**

The following documents must be seen before apply

1. Scanned copy of GST No.
2. Scanned copy of PAN Card No.
3. Scanned copy of Earnest Money Deposit (EMD)

	Item. No. Description of the Item Amount	Qty. Req. (Approx.)	Unit rates	Total
1	Photography	annexure-1	-	-

AAO, Agricultural Engineering Division

Photography

Required for 04-08 Feb, 2019

Firm should be minimum 4 year experience in related field other experience will not countable. **EMD of Rs. 4000/- in the form of DD/Pay Order payable to the Director, IARI** should be enclosed with quotation. Expected items/days are mention in this table. Date of program may be varied by the competent authority.

Sl. No.	Item Description	Item Code / Make	Quantity	Units
1	Convocation Photography			
1.1	Still photography assignment (February 04-08, 2019)	item1	5	days
1.2	Photographs Size: 5' x 7'	item2	350	Nos
1.3	Album for photographs (as per requirements)	item3	3	Nos
1.4	Video Coverage Digital HD quality (February 04-08, 2019)	item4	5	days
1.5	Two plasma (52 inch) along with Matching Video Switcher like that Sony MCX-500,Data video HS-1300 or equitant and matching sdi / hd patching of convocation programme for 5 days (February 04-08, 2019) . (It should be ready in the morning of 4th February, 2019 for demonstration.)	item5	2	Nos.
1.6	3 Camera with XDCAM 3 camera,1 HDMI Input for PPT with on line Video Switcher set up also input PPT complete	item6	3	day
1.7	Livestreaming of the convocation programme on You Tube on 4-8th Feb. 2019	item7	5	day
1.8	12'x8'3MMLEDWallwith 2SDi/HD camera along with Matching Video Switcher like that SonyMCX-500,Data video HS-1300 or equitant and matching sdi/hd patching of convocation programme for 1day. (for 08th Feb 2019)	item8	2	Nos
1.9	Soft copy of all proceedings should be provided in 1TB Compact USB 3.0 external hard disk drive	item9	1	No
2.0	SDi/HD distributor 1 to 16	Item10	2	No.
2.1	Web Encoder, one in each for 5 Days	Item11	5	No.