



Uttarakhand State Council for Science & Technology (UCOST)
Information Technology, Suraj and Science Technology Division (Uttarakhand Govt.)
Vigyan Dhaam, Jhajhra, Dehradun-248015

Tender No:- 08/2024-2025/26414
Date:- 28/09/2024

TENDER NOTICE

Uttarakhand State Council for Science & Technology, Vigyan Dham, Jhajra, Dehradun -248015 invites sealed tenders for photo and video Documentation work by 03:00 PM on 11-10-2024. Detailed tender document is available on our website <https://ucost.uk.gov.in> and can be downloaded from there.

The Director General, Uttarakhand State Council for Science & Technology (UCOST) reserves the right to reject any or all tenders without assigning any reason.

Incharge Administration



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TENDER DOCUMENT OF PHOTO & VIDEO

Uttarakhand State Council for Science & Technology, Vigyan Dham, Jhajra, Dehradun -248015 invites sealed tenders from interested reputed and experienced firms/parties for photo and video Documentation work pertaining to various activities and programs by 03:00 PM on 11-10-2024. The tenders will be opened at 03:30 PM the same day in the presence of representatives of the tenderers.

The interested tenderer must provide complete details on the enclosed **Annexure-A**, failing which their offer will be straightaway rejected.

Item wise details, required for proposed **Photo and Video Documentation work** are given in the annexure 'B'.

2. General conditions for Submission of Tender

- i) Technicians to be provided by the Service-Providers to install & operate the cited equipments.
- ii) Maintenance of the equipments has to be looked-after by the service-providers.
- iii) The cited equipments are required to be provided at the sites decided by the Uttarakhand State Council for Science & Technology (UCOST).
- iv) The equipments will have to be provided on requirement basis.
- v) Format for technical/prequalification of bids (as per **Annexure-A**) should be submitted in a separate envelope duly super scribed as "Technical Bid for Photo and Video Documentation Work" along with demand draft of Rs. 25,000/- (Twenty five thousand only) towards refundable EMD. Demand Draft should be in favor of Director General, Uttarakhand State Council for Science & Technology (UCOST), payable at Dehradun.
- vi) The tenderers should submit financial bids for photo and video documentation work in **Annexure – B** in a separate sealed cover super scribed as "**Financial bid for photo and video documentation work**".
- vii) These envelopes (technical and financial bids) after being sealed properly shall be put into a third envelope, which should also be sealed before it is sent/submitted. The third sealed cover shall be addressed to the Director General Uttarakhand State Council for Science & Technology (UCOST). This cover should be super scribed as "**Tender for photo and video documentation work due to open on 11-10-2024**".
- viii) **Sealed tenders must be submitted by Registered or Speed Post only. Tenders submitted by any other mode will not be considered.**
- ix) Late or delayed tenders will not be considered. The tenderers must ensure that their tender reaches by the stipulated time and date.

3. Pre-qualifications for tenderers

- i) The tenderer firm should be reputed having preferably at least 2 years experience in the relevant field having PAN and GST No.
- ii) The average annual turnover of the firm should not be less than Rs.10,00,000/- (Rupees Ten lakhs per) during two preceding financial years (2022-23 & 2023-24).
- iii) The bidders, who do not meet the eligibility criteria, or do not submit all the necessary documents in support of the eligibility criteria or do not submit documents that are complete and valid – shall be disqualified.

4. Schedule of submission of Bid.

- i) **Time and last date of receipt of tender documents** : 3.00 p.m. on 11-10-2024

5. Earnest Money Deposit

- i) Earnest Money Deposit (EMD) amount of Rs.25,000/- (Rupees Twenty-five thousand) only shall be submitted along with the technical offer.
- ii) No interest shall be paid by UCOST on the EMD.
- iii) The EMD deposited is liable to be forfeited, if the tenderer withdraws or amends impairs or derogates from the tender in any respect, within the period of validity of his offer.
- iv) EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.
- v) EMD of successful tenders, if required may be retained as performance security till successful completion execution of work.

6. Evaluation of Tender

- (i) The tender will be evaluated by a duly constituted committee.
- (ii) The financial bids of those tenderers who qualify the technical bid, shall be opened at the office of UCOST, in presence of members of the committee duly constituted by the Director General, UCOST and the representatives of tenders. Time and date will be communicated either telephonically or by an e-mail.
- (iii) The Uttarakhand State Council for Science & Technology (UCOST) reserves the right to select the tenderer on the basis of best possible bids received. The decision of the Tender Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for UCOST tenders in future for a minimum period of three years.

7. Prequalification for tenderers for financial bid evaluation

- (i) Rates should be quoted inclusive all charges i.e. transportation, food, accommodation etc, except GST.
- (ii) Rates should be quoted in the prescribed format of financial bid, **Annexure B**.
- (iii) GST, as applicable will be paid extra. Rate payable must be mentioned in the financial bid.

8. Payment Terms

Payment shall be made against the bill submitted after satisfactory completion of work and after statutory deductions like Tax Deducted at Source, as applicable from time to time.

9. Termination of Contract

In case of any default by the Contractor and in any of the terms & conditions (whether General or Special), D.G, UCOST may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 07 days' notice in writing to the Contractor.

10. Dispute Resolution

- i) If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with or arising out of this Contract or out of the breach, termination or invalidity of the Contract hereof, the parties shall resolve them by resort to the following in the order so mentioned.
- ii) Parties shall attempt for a period of 30 days after receipt of notice by the other Party of the existence of a dispute to settle such dispute in the first instance by mutual discussions between the Parties.
- iii) If the dispute cannot be settled by mutual discussions within 30 days as provided herein, the dispute shall be referred to the sole arbitration of an arbitrator appointed by the Director General, Uttarakhand State Council for Science & Technology (UCOST).
- iv) Simultaneously serve a notice on in the similar mode on the Director General, Uttarakhand State Council for Science & Technology (UCOST), requesting him to appoint an arbitrator.
- v) The arbitration proceedings shall be held in accordance with the provisions or Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof.
- vi) The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be Dehradun.
- vii) Each party shall bear the costs of the sole arbitrator equally. The Sole Arbitrator shall also decide as to which party shall bear the cost of the proceedings.
- viii) The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

11. Penalty

In case, if at the last moment the firm denies to provide their services the Uttarakhand State Council for Science & Technology (UCOST) shall at its discretion get the work done from other party at the prevailing rates in the market. The cost of such work/services shall be recovered from the concerned firm. Further any lack in performance and quality of service may result in financial penalty in the form of reduction in final payment.

Incharge Administration

Format for Prequalification of technical bids for photo and video documentation work

S.No	Particular of documents	Documents enclosed (Yes/ No)
1.	Experience for two years in the relevant field (enclose work orders)	
2.	G.S.T Registration Certificate (enclose copy)	
3.	Annual turnover not less than Ten Lakh per annum for the last two years (A certificate of C.A showing 2 years turnover, may be enclosed) 2022-23 and 2023-24.	
	ITR self-attested copy of last two financial year (2022-2023 and 2023-2024)	
4.	D.D. No. and Date for the demand draft Rs 25000/- (EMD-enclose)	
5.	PAN NO.(enclose copy)	
6.	Bank Details i) Name of the A/C holder ii) Account No. iii) Bank Name iv) IFSC code	

Name of the contact person.....

Contact No.....

E-mail.....

Place:

Signature of the Bidder with Stamp

Date:

Annexure - B

The technical details/ specification/ requirements for financial bids for photo and video documentation work should be **DAVP approved rates**: -

S.No.	Specification for Units (full day) & Deliverables	Rates per unit per day (Rs.) (In Figure)	Rates per unit per day (Rs.) (In Words)
1	<p>Video Recording/Documentation Full HD video recording with multi camera set-up (a unit of three video Cameras minimum) 1/2 inch or bigger sensor professional video camera Minimum 50 Mbps recording with 4:2:2 colour sampling.</p> <p>Covering events & plays with trained & experience professional cameraman</p> <p>Deliverable (a) Edited Full HD MPEG 4 to be provided on hard-disk (b) Original footage from all cameras. (c) Pendrive version of edited videos two copies each. Note- Hard disk to be provided by the vendor</p>		
2	<p>Photo coverage - (One Photographer) Latest 20 Mega pixel or more DSLR/Mirrorless camera, with professional fast lenses.</p> <p>Deliverable (a) Selected edited photos at end of each day for press on pen drive. (b) All good/edited photos of coverage on Pendrive.</p>		
3	<p>Live coverage In all Platform</p>		
4	<p>Full HD Video Mixer (08 channel) A. Video Monitor B. Multi - Viewer C. Talkback System D. Recorder E. Computer System for Live F. Audio Mixer</p> <p><u>With following accessories per unit</u> 1. Required BNC Cables 2. Required HDMI Cables 3. Connector/Converters 4. Power Backup & cables 5. XLR/Phono Cables</p> <p>Manpower 1. Video Switcher Operator 2. Live Operator Note – Live streaming service to be hired as per requirement</p>		

Please Note that the duration of theatre show, lecture, seminar & workshop will be normally for one hour to two hours. This may change on actual requirement basis.