

BIHAR GOVERNMENT
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPARTMENT)
2nd Floor, Pant Bhawan, Patna - 800001
Phone No. - 0612-2522082. Fax NO.- 0612-2522311
(Website - www.bsdma.org)

(TENDER NOTICE)

Name of Work :- Bid for hiring of photographers/studios for various photography jobs and assignments during 2019-20 & 2020-21 in BSDMA.

Secretary, Bihar State Disaster Management Authority, Govt. of Bihar (BSDMA) invites sealed quotations (Two Bid System) for rate contract for empanelment of photographers to do various photography jobs and assignments during 2019-20 & 2020-21 to cover various events in and around Patna.

The detail programme of tender process is as under -

Pre- Bid Meeting in Conference Hall	-	17.01.2019 Time 03.00 PM
Receipt of Bids	-	04.02.2019 Time 05.00 PM
Bid Opening in Conference Hall	-	05.02.2019 Time 02.00 PM

2. SCOPE OF WORK -

- 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 Section Office, BSDMA shortly after the event for every assignment.
- 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.
- The photographer will be required to cover various events in and around Patna.
- 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.
- Photographs will have to be taken in the different offices/venues, wherever called upon to do so.
- The photographer must be professionally trained as photographers/cinematographers with specialization in convention, seminar and corporate photography.
- The Vendor/party's working office in Patna 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 image, making CDs etc. from the venue itself.
- All equipment and material used by the photographer and party must be of standard make.
- BSDMA reserves the right to terminate the services of the party at any point of time without assigning any reason whatsoever.
- The performance of the party shall be reviewed on completion of one year on the basis of the output and performance delivered. In case of non-performance, the contract of the vendor/party is liable to be discontinued. Poor or unsatisfactory performance may lead to the vendor/party being penalized as deemed appropriate by BSDMA on case-to-case basis.
- The finalized rate will remain valid for two years from the date of issue of work order. BSDMA may extend the validity for an additional year with mutual consent based on Satisfactory performance by the party.

3. PERIOD OF CONTRACT -

- The contract will be initially valid for a period of two years, extendable by one year based on satisfactory service.
- The Authority reserves the right to terminate the contract at any time without assigning any reason therefore.

4. BID SECURITY -

Bid security of Rs. 5,000/- shall be accepted in the form of Demand Draft/ Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee from any of the nationalised Banks payable to Secretary, BSDMA in an acceptable form. Bid security of the unsuccessful bidders shall be returned to them after expiry of the final bid validity latest on or before the 30th day after the award of the contract.

5. Performance Security -

The Performance Security of Rs. 25,000 (Rupees Twenty Five Thousand only) is to be obtained from the successful bidder in the form viz. Bank Draft, Bank Guarantee acceptable to BSDMA.

6. FORFEITURE OF EARNEST MONEY DEPOSIT -

The earnest money shall be forfeited

(a) If the quotation is withdrawn by the bidder:

(i) At any time prior to its rejection or (ii) Before or after its acceptance is communicated to the bidder; or

(b) If the successful bidder fails to comply with the terms & condition of the Quotation Notice.

7. Eligibility Criteria & Conditions -

- 1- The agency shall furnish the papers regarding registration under GST / Income Tax. The agency should have filed income tax returns for the last 3 years .
- 2- The agency must not be blacklisted by State/Central Govt. Deptt. Or any other govt. bodies. An affidavit to this effect shall be furnished by the bidder with the bid document.
- 3- The agency should not have been penalized for delay in completion of work.
- 4- The bidder may quote for maintenance of one or more aforesaid items in which he has experience of at least 3 years. Registered agencies/ authorized agents of the specific items with 3 years work experience shall be preferred.
- 5- Applicants must submit their proposals in two parts. The first part shall contain the Technical Proposal. The second part shall contain the Financial Proposal as per Annexure-I enclosed..
- 6- The Technical Proposal containing name and complete contact details with address, Phone numbers and E-mail ID of the agency/ firm, should be kept in a separate, sealed envelope marked with "Technical Proposal". The Financial Proposal as per Annexure-I enclosed should be kept in another separate sealed envelope marked with "Financial Proposal" as per Annexure-I enclosed.
- 7- The two sealed envelopes should then be kept in one bigger sealed envelope super scribed with the wording "To be opened by Authorized Person Only ". The applicant/agency/ firm should clearly indicate its name and contact details with address, phone no. and E-mail ID on the outer portion of bigger envelope.

- 8- The contract may be terminated with one month notice subject to delay/ unsatisfactory performance in the work after deducting the cost/ expense. In such case the work shall be allotted to next suitable bidder.
- 9- Contract document with the successful bidder shall be executed within 21 days of the issue of the letter of acceptance. Non fulfillment of this condition of executing a contract by the contractor or supplier would constitute a sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit.
- 10- BSDMA reserves the right to reject any article/services found defective, damaged and not of the desired quality and specification.
- 11- The rate quoted should be exclusive of GST.
- 12- The successful tenderer has to provide independent Telephone connection to Photographers so that they can be contacted, wherever necessary.
- 13- The firm shall not engage any sub-contractor or transfer the contract to any other person/agency in any manner. This will be treated as breach of contract and the contract will be terminated forthwith.
- 14- Any request for increase in quote and / or accepted rates will not be entertained for any reason during the currency of the contract.
- 15- The tender document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
- 16- For each item, order shall be placed on the bidder offering lowest price exclusive of GST; However, if a single bidder who has not quote L1 price for all categories, if not found then the bidder who quote L1 rates for most number of the items will be given an opportunity to accept the contract if he consents to perform other items of work at L1 rates quoted by other bidders;
- 17- The Department reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason therefor and giving any compensation. The decision of the Department in this regard shall be final and binding on all.
- 18- Taxes shall be deducted at source in applicable cases.
- 19- The penalty shall apply at the following rates
 - (i) @ 20% of the value of photography for a delay including 15 days.
 - (ii) @ 10% of the value of photography for a delay excluding 15 days.
- 20- Payment shall be released on submission of bills with copy of work order issued by BSDMA. BSDMA may also charge penalty up to amount of 15% of the payments due, if the performance is not satisfactory, BSDMA may at its discretion can reject whole of the supplies if they were found to be of extremely inferior quality. In that case, fresh supplies will have to be made at the bidders own cost. The Continuous unsatisfactory performance may lead to confiscation of performance guarantee and cancellation of LOA. The decision of Secretary, BSDMA will be final and conclusive in this regards.

Note :-

- I. The Tender Notice is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This does not necessarily contain all relevant information. BSDMA reserves the right to amend its requirements or the information contained in this notice at any time during the selection process. Rate contract shall be valid for **2019-20/2020-21**.
- II. The submission of bid document by bidder is supposed to confirm his/her acceptance of all terms and conditions of this notice.
- III. Only bid document submitted strictly in accordance with this notice or as may be required by the BSDMA, will be considered as valid proposals.

- IV. This notice is not a work order. A separate work order will be issued only after the selection of the preferred bidder (s).
- V. All information supplied by the BSDMA in connection with this notice shall be treated as confidential.
- VI. Payment after deducting applicable taxes shall be made to agency after satisfactory completion of the work to the best satisfaction of BSDMA.

Mandatory list of documents to be attached in Technical proposal

- 1- GST Registration.
- 2- Income Tax Return filed for the last 3 Years.
- 3- A copy of valid registration if any with other Deptt./Organization.
- 4- List and profile of office bearers, staff, experts with qualification, experience and assigned functions.
- 5- Affidavit relating to point (2) of eligibility criteria & conditions.
- 6- Average Turnover at least 03 years should be 10 lakh.

Last Date for submission of Bid Document :

The Technical bid and Financial bid (as stated above) in separate envelopes must reach the office of BSDMA on or before **04 February 2019 latest by 05:00 PM** on any working day. The complete document should be sent by courier/registered post/speed post to Secretary, Bihar State Disaster Management Authority (BSDMA), 2nd Floor, Pant Bhawan, Bailey Road, Patna-800001. Phone No.- 0612-2522032.

The Technical bid/Financial bid will be opened on **05 February 2019** at 02:00 PM by the competent authority at BSDMA. The applicant agencies, if interested, can remain present at time of opening of proposals. The proposal will be opened and scrutinised on the basis of eligibility criteria (including list of mandatory documents). Proposal will be shortlisted on the basis of technical and financial evaluation of their proposals.

Evaluation of Technical & Financial Bid Proposal.

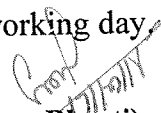
In Phase I, the Technical Evaluation Committee/Internal Purchase Committee of BSDMA will first open the Technical proposal and will assess the proposal on merit on the basis of technical competence, capability, prior experience and understanding of the work. All the tax returns shall be scrutinized properly. Short write up of agency shall be taken into consideration.

In Phase II of evaluation, the financial bids of only those agencies will be opened which qualify the technical evaluation.

Right to accept any bid, and to reject any or all bids :

BSDMA reserves the right to accept any bid, and to annul the Tender Process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected agency or any obligation to inform the affected agency of the grounds for its action.

For any further details, the interested parties/agencies may visit the BSDMA website : www.bsdma.org or visit the office or contact the Secretary, BSDMA during any working day.


(Sanwar Bharti),
Secretary,
BSDMA

Annexure -I

PERFORMA FOR TECHNICAL BID

Sl. No.	Items	To be filled by the Agency/Firms
01	Name of the Bidder	
02	Type of Bidder (Sole proprietor/ Partnership Firm/ Company)	
03	Address of the Bidder (enclose a proof of address in (Patna)	
04	Contact Information : (Name of the person, telephone no, fax no, email id, mobile no. etc.)	
05	Details of EMD (Firms/ Agency are registered with NSIC/MSME authorities for tendered service/items are exempted form payment of EMD on production of attested copy of certificate issued by NSIC/MSME)	DD NO.: Date:- Amount Rs.: Name of the Bank: Branch:
06	PAN No (Enclose self-attested copy of PAN Card)	
07	GST/ No. of Agency/Firm (Proof to be enclosed)	
08	Copies of work orders issued by Govt. Office/Organisation.	
09	Affidavit regarding not being Black Listed.	
10	Satisfactory performance certified by Govt./ Department.	

Signature of the authorized person
Name of the Firm/Agency:-

Date:-

Place:-

- Note: 1) All the supporting documents to be enclosed/uploaded along with the bids.
2) The EMD is to submitted in original.

PERFORMA FOR FINANCIAL BID

Sl. No.	Description of Work	Rates (in Rs.) Without GST
01	Visiting Charges for taking still photography for meeting/conference for less than 4 hours	
02	Visiting Charges for taking still photography for meeting/conference for Half day	
03	Visiting Charges for taking still photography for meeting/conference for Full day	
04	Rate of Colour Photography per copy size 5 x 7 inches [rates to be quoted for Minimum 30 photos].	
05	Rate of Colour Photography per copy size 8 x 6 inches [rates to be quoted for Minimum 15 photos].	
06	Rate of Colour Photography per copy size 8 x 10 inches [rates to be quoted for Minimum 15 photos].	
07	Rate of Colour Photography per copy size 10 x 12 inches [rates to be quoted for Minimum 15 photos].	
08	Rate of Soft Copy	
(i)	12" x 15"	
(ii)	16" x 20"	
(iii)	20" x 24"	
(iv)	30" x 40"	
09	Rate of Passport/ Visa size colour photographs per copy size 5cm x 5cm, 50cm x 50 cm and stamp size (rates to be quoted for 20 photos)	
10	Leather Foam one Album of 50 photo quantity.	
11	Leather Foam one Album of 100 photo quantity.	
12	Leather Foam one Album of 150 photo quantity.	
13	Leather Foam one Album of 200 photo quantity.	
14	Scanning charge per sq. inch with DVD.	
15	Cost of one DVD/ Pen Drive (Still Photography)	
16	Photo frame charges of Italian beading with glass and hard board (Size 10 x 12)	
17	Photo frame charges of Italian beading with glass and hard board (Size 12 x 15)	
18	Photo frame charges of Italian beading with glass and hard board (Size 8 x 10)	
19	Photo frame charges of Italian beading with glass and hard board (Size 16 x 20)	
20	Video Coverage for meeting/Conference for 4 hrs with DVD.	
21	Video Coverage for meeting/Conference for Half day with DVD.	
22	Video Coverage for meeting/Conference for Full day with DVD.	

Note:- For the purpose of commercial grading the quotations are being invited for a minimum number/quantity of items. However, payment will be made on actual basis.

Signature of Sole Proprietor or Authorized Representative:

Date:-

A handwritten mark consisting of a stylized character resembling '4' or 'P' followed by a long, sweeping diagonal line extending from the bottom left towards the top right.