



JAIPUR METRO

Jaipur Metro Rail Corporation Ltd.

Khanij Bhawan, Udyog Bhawan Premises, Tilak Marg, C-Scheme, Jaipur-302005

CIN: U60221RJ2010SGC030630 Tel.: 0141-5192407

Website: <http://www.jaipurmetrorail.in> email: jmrc.pro@gmail.com

No: F-1(51)/JMRC/DCA/P. Tender2015-16 **4086**

Date: 07/10/2015

Notice Inviting Bids for photography/videography services for JMRC

JAIPUR METRO RAIL CORPORATION LIMITED, (JMRC) invites sealed proposals for photography/videography services through limited competitive bidding from well experienced professional agencies/ photographers for events and other requirement of JMRC for one year on the terms & conditions as per annexure-A & annexure-B.

It is requested to go through the terms and conditions of the tender and submission your bid as below:

1. SUBMISSION OF BID

The Proposal duly filled in and complete in all respects must be submitted in a sealed envelope at the JMRC office clearly marked as "**CONFIDENTIAL**" and "**RFP for photography/videography services for JMRC**", addressed to:

Executive Director (Corporate Affairs),
Jaipur Metro Rail Corporation Ltd,
3rd Floor, JMRC Office,
Khanij Bhawan, Udyog Bhawan Premises,
Tilak Marg, C-Scheme, Jaipur-302005

- a. The proposal must be dropped in the Bid Box labeled for the purpose and kept at 3rd floor, JMRC Office at the address given above on & before **16 October 2015** at **03:00Pm** and will be opened by **3:30 Pm**.

RFP No. and Date of opening of Technical Bid must also be endorsed on this envelope. Please also indicate on the cover itself the name, full address, telephone / mobile numbers and e-mail of the Contact Person of the bidder.

This sealed envelope should consists of two separately sealed envelopes containing the Technical Bid (Envelope A) marked clearly as "Part: A- Technical Bid- RFP for photography/videography services for JMRC" and Financial Bid (Envelope B) marked clearly as "Part: B- Financial Bid - RFP for photography / videography services for JMRC".

Name of the firm should also be written on both the envelopes.

a. Part-A : Technical Bid

This Part should contain the Technical Bid consisting of all the documents in support of eligibility and Annexure-A duly sealed and signed on each page. Financial bid should not be put in the technical bid envelope, otherwise the bid shall be rejected.

b. Part-B : Financial Bid

This Part should contain only the Financial Bid in the prescribed Format as per Annexure-B. No other document shall be kept in it.

2. EVALUATION OF BID

- b. On the date & time of the bid opening first the technical bid of a bidder shall be opened and if found responsive then the financial bid will be opened on the same day at, JMRC office IIIrd floor Khanij Bhawn, Jaipur.
- c. The financial bids will be evaluated on the basis of total quoted price at serial no.-06 of the financial bid (annexure-B).
- d. The Service Tax, as applicable, shall be paid extra as per prevalent/ actual rates. All other taxes/duties/charges shall be included in the rate quoted.


Executive Director (CA)

To,

1. All Prospective Bidders
2. JGM(R), JMRC for uploading on the website of JMRC

Terms & Conditions:

Eligibility: The agency should have professional experience of photography/videography with Govt. Deptt/PSU/Reputed private firm in the last 3 years. The agency should have its base in Jaipur.

In support of the eligibility, the bidder has to submit following:

- a) Copy of Work order/ certificate regarding work done satisfactorily issued by concerning authority.
- b) Copy of Registration/landline telephone bills/electricity bill in the name of the firm, showing address clearly.

Terms & Conditions

1. It will be call based service as per JMRC requirement. The estimated numbers of calls in a year are mentioned in the price schedule.
2. The agency shall be called at any time as per requirement of JMRC and shall be required to report within the time as given by JMRC.
3. The work shall be executed under the supervision of the Public Relation Officer of JMRC or any other person authorized for the same.
4. Reporting point for the photographer/videographer shall be at JMRC office or as directed by the Public Relation Officer of JMRC. No transportation charge shall be payable extra.
5. Photography shall be executed with a professional camera of not less than 16Mega Pixels with HD video mode facility.
6. For videography service the videographer should have full HD video mode facility with ½ sensors.
7. The services of agency include manpower with camera as specified.
8. The agency shall be expected to conduct self in a well behaved manner while working for JMRC.
9. In case of photography series a small duration video clip of up to 10 minutes duration may also be required occasionally.
10. After completion of the work, all photographs/ video clip shall be handed over to the Public Relation Officer/ other authorized officer JMRC in soft copy.
11. All Photographs/video clip shall be the sole property of JMRC. The photographer/agency shall not be allowed to use these in any form anywhere. Otherwise he/they shall be liable to prosecuted under law.
12. The rates quoted shall be inclusive of all expenses, no other charge shall be paid by JMRC. However services tax, as applicable, shall be paid extra.TDS shall be deducted as per rules.
13. The rates are to be quoted in the financial bid format annexed herewith and to be kept in a separate envelope marked as 'Financial Bid'.

14. The following slab will apply to additional hours of photography beyond the first two hours on any given day of work:

S.N.	Work details	Deliverables		Quoted Rates
		Photography	Videography	
1.	Upto first 2 hours photography/ videography	5 Color hard Copies (5"x7") & soft copy of Photo/video	1 DVD of raw footage.	As per quoted rate
2.	Additional photography/ videography for 3 rd -4 th Hour	Addl. 5 color Hard copies (5"x7") & soft copy of Photo/video	1 DVD of raw footage	10% less than the rate quoted for S.No.- 1 above
3.	Additional photography/ videography for 5 th -6 th Hour	+Addl. 5 color Hard copies(5"x7") & soft copy of Photo/video	1 DVD of raw footage	15% less than the rate quoted for S.No.- 1 above
4.	Additional photography/ videography for subsequent every 2 Hours	+ Addl. 5 color hard copies for each 2-Hour. & soft copy of Photo/video	Addl 2 DVD	20% less than quoted rate for S.No.- 1 above

Note: Soft copies of all photographs & video clips are to be submitted, if any.

Date

Signature

Place

Name

Seal of Authorised Signatory

To,

Executive Director (CA)
Jaipur Metro Rail Corporation Ltd.
Jaipur.

Financial Bid

Subject: Your Notice For inviting Quotation for photography work

Ref: Reference No F-1(51)/JMRC/DCA/PhotographyDated.....

With reference to above, following are the offered rates:

S. N.	Work Details	Unit	Estimated Quantity in the whole year	Unit Rate* (Rs)	Total (Rs)
[A]	[B]	[C]	[D]	[E]	[F]=[D]x[E]
1.	Photography work upto 2 hours including supply of soft copy of all the photographs and videos + Total 5 color hard copies (5"x7") of selected photos.	Per 2 hours	80 calls		
2.	Additional hard copies of color photographs (5"x7").	Per copy	500 Nos.		
3.	Albums to archive photographs 1 album containing 100 photos.	1Album@ 100 photos.	5 Album		
4.	Videography work upto 2 hours, including supply video clip in DVD(without editing)	Per work	10		
5.	Additional copy of DVD with editing and mixing.	Per DVD	10		
6.	Total quoted price(Rs.) (1+2+3+4+5)				
	Total quoted price (in words): Rs. _____				

*The rates mentioned above are inclusive of all expenses, only Services Tax, as applicable, shall be payable extra.

We agree to the terms and conditions of the Notice Inviting Bids.

Your sincerely

(Authorized signatory)

For M/S.....