



JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

2nd Floor, Wing-A, Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020

JAIPUR METRO

E-mail: pro@jaipurmetrorail.in, Phone No: 0141-2822760



No: F.1(25)JMRC/DCA/PRO/Event Photo/2016-17/15686

Date: 09/03/2021

10 9 MAR 2021

(REQUEST FOR QUOTATION)

Subject: Request for Quotation for Photography and Videography services to Jaipur Metro Rail Corporation Limited, Jaipur. (Rate Contract)

Dear Sir/ Madam,

JAIPUR METRO RAIL CORPORATION LIMITED (JMRC) invites sealed Bids "for Photography and Videography services for JMRC", with **estimated cost ₹ 78,562** through RFQ from eligible well experienced professional agencies / photographers for events and other requirement of JMRC for one year on Rate contract basis, as per the Terms & Conditions of this RFQ which includes its Annexures-(A&B). The proposal should reach this office, latest by 18/03/2021 at 03,00 PM, will be opened at 03.30 PM on same day.

1. Submission of Bid:

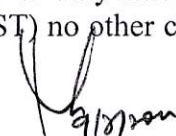
The Proposal duly filled and completed in all respect must be submitted in a single sealed envelope clearly marked as "CONFIDENTIAL" and "Proposal for Photography and Videography services to JMRC", addressed to:

**Executive Director (Corporate Affairs),
Jaipur Metro Rail Corporation Ltd,
2nd Floor, Wing-A, Administrative Building,
Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020**

Please also indicate on the cover itself the Name, Address, Telephone Numbers and e-mail of the bidder. Bids will be submitted at the above JMRC office.

This sealed envelope for "RFP for Photography and Videography Services to JMRC " should contain:

- Technical eligibility consisting of a copy of this 'Request for Quotation (RFQ) along with *Annexure - A*' (documents in support of eligibility criteria) with each page duly filled and signed by the Bidder in acceptance of the terms and conditions therein.
- Financial eligibility in the prescribed format as per *Annexure- B* duly filled & signed in. The rates quoted shall be inclusive of all Taxes (except GST) no other charge shall be paid by JMRC. TDS shall be deducted as per rules.


Executive Director (Corp. Affairs)

Copy to: 15687-15689

- To the prospective bidders (as per list).
- IT Cell to upload on JMRC website.
- Notice Board.

2. Eligibility Criteria:

S.No.	Eligibility	Supporting Documents
(i)	The agency should have an average turnover of ₹ 2 Lacs per annum during last 2 years i.e., 2018-19 & 2019-20.	Balance Sheet and P&L statement / ITR of the Financial year.
(ii)	The agency/firm working in Photography/ Videography services should be in existence, (i.e., registered before 31.03.2018)	Registration Certificate

3. Terms & Conditions:

- It will be a call based service as per JMRC requirement. The estimated number of calls in a year is mentioned in the financial Bid format (Annexure-B).
- The agency may be called at any time as per requirement of JMRC and shall require to report within the time as given by JMRC.
- The work shall be executed under the supervision of the Public Relations Officer of JMRC or any other person authorized for the same.
- Reporting point for the photographer/videographer shall be at JMRC office or as directed by the Public Relations Officer of JMRC.
- Photography shall be executed with a professional camera of not less than 16 Mega Pixels with HD video mode facility with full sensors.
- The services of agency shall include manpower with camera as specified.
- The agency shall be expected to execute the work in a well behaved manner.
- With photography series, a small duration video clip of up to 10 minutes duration may also be required occasionally.
 - After completion of the work, all photographs/ video clips shall be handed over to the Public Relations Officer/ other authorized officer of JMRC in soft copy, or hard copy if desired.
 - All Photographs/video clips shall be the sole property of JMRC. The photographer/ agency shall not use them in any form anywhere. Otherwise he/they shall be liable to be prosecuted under law.
- The following slab will apply for Photography/Videography work on any given day of work:

S.N.	Work details	Deliverables		Rates
		Photography	Videography	
1.	Upto first 2 hours photography / Videography	Soft copy *	1 DVD of raw footage.	As per approved rate
2.	Additional photography/ Videography for 3 rd - 4 th Hr	Soft copy *	1 DVD of raw footage	10% less than the rate approved for (1)
3.	Additional photography/ Videography for 5 th - 6 th Hr	Soft copy *	1 DVD of raw footage	15% less than the rate approved for (1)
4.	Additional photography/ Videography for subsequent every 2 Hr	Soft copy *	Additional 2 DVD	20% less than approved rate for (1)

* Hard copy if desired.

Note:- Submit soft copies of all photographs & video clip, if any.

- j. The duration of contract shall be for one year from the date of work order.
- k. JMRC will be free to terminate the contract at any time, if the quality/ service rendered by the photographer/ agency is not found satisfactory by JMRC.
- l. Payment shall be made on call basis. The agency will have to submit bills in duplicate to JMRC.

We agree to the terms and condition of Request for Quotation as referred above & the terms & condition mentioned above.

We hereby declare that, we possess the requisite technical experience. The documents as prescribed in the eligibility criteria are enclosed herewith.

Date

Signature

Place

Name

Seal of Authorized Signatory

Contact No. :

Address :

E-mail ID:



**ANNEXURE- B****Financial Bid****To,**

Executive Director (Corp. Affairs)
Jaipur Metro Rail Corporation Ltd.
Jaipur.

Sub: Your Request For Quotation for Photography and Videography services to JMRC.**Ref:** RFP No.F.1(25)/JMRC/DCA/PRO/Event Photo/2016-17/..... **Dated**

Following are the rates quoted for the Photography and Videography services as desired vide above referred RFP.

S.N.	Work Details	Unit	Estimated Quantity (in a year)	Rates* Per unit ₹	Total (in ₹)
[A]	[B]	[C]	[D]	[E]	[F] = [D] x [E]
1.	Photography work up to 2 hours including supply of soft copy of all the photographs and videos.	Per 2 hours	110calls		
2.	Hard copies of colour photographs (5"x7").	1	800 Nos.		
3.	Albums to archive photographs 1 album containing 100 photos.	1Album @100 photos.	8 Album		
4.	Videography work upto 2 hours, including supply video clip in DVD (without editing)	Per 2 hours	25		
5.	Additional copy of DVD with editing and mixing.	1	8		
6.	Total Amount in Figure ₹				
7.	Total Amount in Words				

*The rates mentioned above are inclusive of all expenses & Taxes (except GST).
GST will be payable extra by JMRC as applicable at the time of billing.

Your sincerely

(Authorized signatory)

Name: For M/S.....**Address:****Tel. No.**