



PURCHASE & STORES SECTION

No. MANUU/Purchase/F.33/2018-19/441

18<sup>th</sup> September 2018

**Sub: MANUU - Purchase & Stores Section – Empanelment for Still Photography Services for MANUU – Reg.**

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The Maulana Azad National Urdu University invites photography firms for empanelment for undertaking Digital Photography at MANUU under two bid system. The work will cover still photography of official events organized / hosted by MANUU at its campus or any place at Hyderabad. There would be about 50-70 events per year viz. Seminars, workshops, guest lectures, symposia, Azad Day Celebrations, various students sports and cultural activities etc. Interested firms are requested to submit the online tender as per the prescribed proforma along with EMD of Rs.10,000/- in the form of Demand Draft / Bank Guarantee / Fixed Deposit in the name of MANUU payable at Hyderabad on or before 10.10.2018 at 3.00 p.m. and the tender will be opened on 11.10.2018 at 3.00 p.m. University Campus. For any query/clarification, the firms may contact Purchase & Stores Section over phone 040-23001697 / IMC 040 - 23008302.

Sl.	Scope of Work	Duration / Time
1.	Photography Assignments (Charges include arrangements of proper lighting, equipment, photography and allied equipments)	2 hours / 4 hours / 6 hours or more hours as the case may be depending on the nature of event

**Terms & Conditions:**

**1. Submission of Bids**

- 1.1 The technical and financial bids should be furnished in Annexure-I and Annexure-II respectively and both the bid should be submitted online @ <https://eprocure.gov.in/eprocure/app>
- 1.1 All pages of the documents are to be signed and stamped by the firm and to be uploaded along with the bids.
- 1.2 The tender document should be signed by the tenderer on each page affixing the office stamp and upload along-with bid otherwise the bid will be rejected.
- 1.3 Conditional and incomplete bids will be rejected summarily.
- 1.4 The bids must be submitted before due date and time/.

**2. Submission of EMD**

- 2.1 The firms should submit EMD of Rs.10,000/- in the form of Demand Draft / Bank Guarantee / Fixed Deposit drawn in favour of MANUU payable at Hyderabad in original by post or by hand. Scanned copy of EMD should be uploaded along with Technical bid document. Exemption as per govt. norms will be considered on production of documentary proof.
- 2.2 The EMD of the unsuccessful bidders will be returned within 60 days after closing date of the bid or 30 days after finalizing the bid. The EMD of the successful bidder will be returned on submission of Performance Security.

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### **3. Opening of Bids**

- 3.1 Technical bid would be opened and scrutinized as per the eligibility criteria prescribed.
- 3.2 Financial bids of only technically qualified bidders will be opened by the authorized officers of the University.
- 3.2 The bidder must provide the services as per the specifications mentioned in the tender. The firms may also quote for higher specifications. However, the criteria for empanelment would be based on the actual specifications mentioned in this tender document.

### **4. Pre-qualification (eligibility) criteria**


- 4.1 The firm should have atleast five years experience in the field of digital Photography.
- 4.2 The firm should possess high resolution professional DSLR Cameras (not less than 18 megapixel) and have to be used for Photography during empanelment.
- 4.3 The firm professionals must reach the venue 15 min. before event and till the end of the programme.
- 4.4 The firm should have the capability of post-production of photo editing on professional editing facilities.
- 4.5 The firm should have provided services in any Central university / State University / reputed academic Institutions through empanelment for at least one year in preceding five years and
- 4.6 should have successfully executed one work order worth Rs.1,00,000/- or more in any of the preceding five years.

### **5. Job Requirement**

- 5.1 All Photography Equipment for photography (including transport, labour & any other incidental expenses) of the events have to be arranged / provided by the firm .
- 5.2 High resolution professional DSLR Camera (not less than 18 megapixel) have to be used by the firm for Photography.
- 5.3 After completion of event / program, all the photographs have to be provided in original format or as per the requirement of MANUU.
- 5.4 The photos should be submitted in the form of soft copy.
- 5.5 The firm should keep a backup of all the digital images taken in safe custody during the period of empanelment and hand over a copy to the University as and when required.
- 5.6 In case of any emergency, the firm have to provide photographs by e-mail.
- 5.7 All the Photography covered in an event will be the sole property of MANUU. It cannot be sold or given to any other person or organization without prior confirmation in written from the authorized officials of the University for this purpose.
- 5.8 The firm should be able to provide the services at short notice i.e. before 3 hours of the event.

### **6. Payment:**

- 6.1 No advance payments will be made.
- 6.2 Payment shall be made as per the hours engaged and certified by the University officials only.
- 6.3 Bill will be submitted by the firm after completion of the work duly certified by the user / concerned.
- 6.4 Payment to the firm will normally be made within four weeks through bank transfer.

  
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## **7. Termination of the contract:**

7.1 If the information provided by the firm during the process of contract is found false at later stage, the University reserves the right to cancel the empanelment and / or blacklist the firm.

7.2 Sub-letting of this contract is not permissible.

7.3 If the firm provide the poor quality of work, unreasonable delay in the work and lack of quality equipment used for photography during the tenure of empanelment, the firm can be disqualified and their empanelment will be canceled.

7.4 The empanelment stands canceled with a prior notice of at least 2 months from either parties without any reason.

## **8. Miscellaneous:**

8.1 The empanelment firm(s) should submit performance guarantee of Rs.50,000/- in the form of DD/Fixed Deposit/Bank Guarantee in favour of MANUU which will be released after fulfilling the tender obligations.

8.2 The Performance Guarantee shall be valid for a period of 2 months from the date of expiry of contract.

The Empanelment should be a period of one year.

8.3 The quoted rates will apply during empanelment period, and during this period no changes in rates will be considered.

8.4 The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.

8.5 In case of any dispute, Hyderabad will be the Jurisdiction. The Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on the both parties.

8.6 MANUU's GST Regd. No. is 36HYDM03116BIDT.

  
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Registrar

**Technical Bid**

1.	Name of the firm	M/s.
2.	Address of the firm along with telephone / Mobile No., e-mail ID, website address etc.	
3.	Details of EMD <i>(exempted as per GoI norms on production of valid documentary proof)</i>	Rs. 10,000/- D.D. No. _____ dated: _____ Bank _____
4.	GST Registration Details / PAN <i>Enclose Copy / proof</i>	
5.	Proof showing the experience of the firm	(min 5 years experience)
6.	The firm should have provided services in any central university / state University / reputed academic institute through empanelment for at least one year in preceding five years or should have successfully executed one work order worth Rs.1,00,000/- or more in any of the the preceding five years.	(please upload the proof of the copy)
7.	Proof showing the experience of the firm	(min 5 years experience)
8.	Any other relevant information	

**Declaration:** It is hereby declare that the firm have carefully read and understood the tender and **agreed with all the clauses**, terms and conditions of the tender, Hyderabad jurisdiction etc. and agreed that the decision of the University shall be final in all respect.

Place:.....

Date: .....2018

Signature of the authorized  
representative of the firm with stamp

