



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16C, Dwarka, New Delhi-110078



NIQ. NO.GGSIPU/COE-II/2023/CET/118/200

Dated:23.05.2023

NOTICE INVITING QUOTATION FOR
ENGAGEMENT OF PHOTOGRAPHER SERVICES
FOR CET EXAMINATION 2023

The Controller of Examination (II), Room NO. 025, Administrative Block, GGS Indraprastha University (GNCTD), Dwarka, Sector-16C, Delhi – 110078 on behalf of Registrar, GGS Indraprastha University invites sealed item rate quotations upto 3.00 PM on 28.05.2023 for the following work which shall be opened at 3.30 PM on same day. The aspirant bidders must fulfill following laid down eligibility criteria. The Bidders are informed to submit their applications alongwith copy of GST registration, PAN Card & Earnest Money in favour of Registrar, GGSIPU upto 11.00 AM on 28.05.2023. Earnest Money shall be in shape of Demand Draft of Schedule bank issued in favour of Registrar, GGSIPU.

S.No.	Name of Work	Estimated Cost EMD	Time allowed	Date of receipt of quotation
1.	Name of Work: Photographer service at various CET Centres of GGSIPU allocated at Delhi & NCR and Outstation Centres allocated at Chandigarh, Kolkata, Lucknow, Jaipur	Rs. 9,50,000/- Rs.9,500/- (EMD)	05 days	28.05.2023

Scope of Work

- (i) Photography Agency shall depute required number of photographers at all allocated CET Centres of GGSIPU in Delhi & NCR region and Outstation Centres allocated at Chandigarh, Kolkata, Lucknow, Jaipur.
- (ii) Photographer will take Photograph of Room Numbers, Seating plan of examination room, full inside view of the room from both angles, covering each and every candidates' full face alongwith his/ her Admit Card
- (iii) One photograph of each candidate on his seat (Roll No. pasted on the seat), in case of absent candidate photograph of vacant seat showing the Roll No. pasted on seat
- (iv) The photographer will have to be present well before the start of the CET Exam at the centre of CET i.e., at 08.30 A.M. for Morning Session (10.30 AM. To 01.00 P.M) and 01.00 P.M. for Evening Session (03.00 P.M. To 05.30 P.M) on the scheduled date and time. The photographer shall not leave the Examination Centre till completion of CET Examination. In case of delay, the vendor/party may be penalized. The agency should be well equipped with all necessary hardware and software for smooth processing and transfer of the still coverage. Occasionally, the photographer may have to carry a card reader/data cable to an event for transferring images etc. from the CET Centre itself.

B. G.

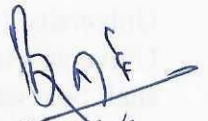
- (v) The agency shall provide centrewise softcopy of all photographs with unique ID in respect of each candidate. After 03 days of completion of last CET Exam, the agency will hand over the softcopy of data to the University in Hard Disc Drive only.
- (vi) The rates quoted should be inclusive of GST if any & nothing extra shall be paid
- (vii) No T&P shall be issued to the agency by the department
- (viii) 5% penalty of the tender value shall be imposed if work is not completed within time period.
- (ix) Earnest money deposit of unsuccessful bidder shall be returned after completion of work without interest. EMD should be in the favour of Registrar, GGSIPU



Dr. S.L. Bhandarkar
Controller of Examination (II)

Copy to:-

- (i) Incharge (UITS) for uploading the Notice on University's Website
- (ii) Notice Board



Dr. S.L. Bhandarkar
Controller of Examination (II)

Sl. No.	Name of the Candidate	Roll No.	Date of Birth	Photograph

