



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

GGSIU/COE-II/CET/2024/341

Dated: 18-04-2024

SHORT NOTICE INVITING QUOTATION FOR
ENGAGEMENT OF PHOTOGRAPHY/VIDEOGRAPHY SERVICES
FOR CET EXAMINATION 2024

The Controller of Examination (II), Room No. 025, Administrative Block, GGS Indraprastha University (GNCTD), Sector-16C, Dwarka, Delhi – 110078 on behalf of Registrar, GGS Indraprastha University invites sealed item rate quotations up-to 3.00 PM on 24-04-2024 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 quotation along with copy of GST registration, PAN Card & Earnest Money of Rs. 19000/- in favour of Registrar, GGSIPU up-to 11.00 AM on 24-04-2024. Earnest Money shall be in the shape of Demand Draft/FDR of Schedule bank issued in favour of Registrar, GGSIPU. *The quotation received till 3.00 pm shall be opened by the committee on the same day i.e. 24/04/2024 at 3.30 PM.*

Sr. No.	Name of Work	Estimated Cost of work	EMD	Date of receipt of quotation	Date of opening of quotation
1.	Name of Work: Photography and Videography service at various CET Centres of GGSIP University allocated at Delhi & NCR	Rs. 9,50,000	Rs. 19000/-	24/04/2024 upto 3.00 PM	24/04/2024 at 3.30 PM

Rate must be quoted in the following Format:

S.No.	Nature of work	Rate	Rate quoted (to be filled by bidder both in number & figure (Rs. in INR)
1.	Photography(as per scope of work mentioned at (iii, iv,v,vi)	Per Candidate rate	
2.	Videography (on the same pattern)	Per Centre rate	

CET Examination will be held on 27/04/2024, 28/04/2024, 01/05/2024, 04/05/2024, 05/05/2024, 11/05/2024 & 12/05/2024 in two shift per day.

A. Scope of Work

- (i) Photography Agency shall depute required number of photographers at all allocated CET Centres of GGSIPU in Delhi & NCR region.

- (ii) Videography shall be done only at the centre having strength more than 1000 candidates per center per day. Videography starting from morning session to evening session.
- (iii) One photo of the Main Gate with display of seating plan.
- (iv) One photograph of front of each room/examination room displaying room no. & seating plan.
- (v) One photo of the Examination room covering all the candidate.
- (vi) One photo of each candidate
- (vii) appearing in the exam with admit card in his/her hand, in case of absent candidate photograph of vacant seat showing the Roll no. pasted on seat.
- (viii) On the same pattern the videography shall be done wherever applicable.
- (ix) 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.
- (x) The agency shall provide centre wise softcopy of all photographs with unique ID in respect of each candidate. After 03 days of completion of each CET Exam, the agency will hand over the softcopy of data to the University in Hard Disc Drive only.
- (xi) The rates quoted should be inclusive of GST if any & nothing extra shall be paid.
- (xii) No T&P shall be issued to the agency by the department.
- (xiii) Agency should be have equipped with all technical equipments as per requirement of the University.
- (xiv) Earnest money deposit of unsuccessful bidder shall be returned after completion of work without interest. EMD should be in the favour of Registrar, GGSIPU.
- (xv) On the award of letter of work, COE-II has the discretion to deploy the photographer/videographer at any centre as per requirement.

B. Technical Criteria of the bidders

- (i) Minimum experience of 5 years in the Photography/Videography industry/field.
- (ii) At least three similar work have been executed by the bidders in last three financial year and having at least to meet out the following conditions:-
 - a) Should have completed at least on work of 80% of the estimated cost:
OR
 - b) Should have at least two work of 60% of the estimated cost:
OR
 - c) Should have at least three work of 40% of the estimated cost.
- (iii) The annual turn over should be Rs. 9.5 lacs.
- (iv) The copy of PAN, GST, Income Tax Registration, ITR for the last three years, Financial Statement for the last three years.



C. Financial Evaluation


The bids of all technically qualified bidders will be opened for financial evaluation and who qualified lowest rate may be considered for award of work.

D. Performance Security

Successful bidder may be deposited performance security @ 5% of the tendered value, on the day of awarding work.

E. Penalty Clause

5% penalty of the tender value shall be imposed if work is not completed within time period and report for duty by the photographer beyond 01 hour before the examination reporting time.


(Dr. S.L. Bhandarkar)
Controller of Examinations-II

Copy to:-

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