



No. 385-MDC/SPV-15

Date: 22.01.2021

**Short Notice Inviting Quotation**

**SNIQ No.: P & V (MU)-01 of 20-21**

Sealed quotations are invited from the bonafide & experienced willing agencies having experience in similar nature of work as per particulars given below:-

**Name of work:-** Photography and videography for Milan Utsav 2021 from 1<sup>st</sup> to 5<sup>th</sup> February, 2021 at Park Circus Maidan, Kolkata.

**Scope of Work:**

- Documentation of the Milan Utsav 2021 in form of still pictures. Pictures to be captured by at least two photographers in the main stage and total mela ground.
- Supply on hire basis 2 photo cameras and 2 video cameras including the manpower required to work with the cameras for Milan Utsav 2021.
- Documentation of the Milan Utsav 2021 in form of video recording. Recording to be made by at least two videographers covering the events in the Main Stage as well as the various points of the Milan Utsav ground.
- At least two professional photographers with two professional cameras must be deployed in the mela ground to work in between 10 am to 8 pm.
- At least two professional videographers with two professional video cameras must be deployed in the Milan Utsav ground to work in between 10 am to 8 pm.
- One technical person must be deployed in the Milan Utsav ground. He should work instantly with the pictures captured by the photographers from various points of mela ground and make it ready to hand over to various Hon'ble Guests, to be published in various media and social media. He should also prepare at least one short video of the mela everyday by capturing various clippings at various points of the mela ground. The video made by the person must be handed over to the concerned official of WBMDFC by end of every day.
- Delivery of edited high resolution printable photos and HD quality videos instantly to the WBMDFC.
- The vendor has to select at least 50 (fifty) high resolution printable photographs for each events and handed over to WBMDFC at the completion of the event in a external drive.
- All photographs and videos clipping are the property of WBMDFC and same has to be handed over to WBMDFC at the end of the event in a external drive.
- Necessary infrastructural support like stand of the cameras, various types of cables, etc. to be provided by the selected vendor.
- Selected agency also provide infrastructural support to make various programs live at Zoom platform as well as various social medias like facebook, youtube etc.
- All the persons to be deployed in the Milan Utsav ground by the agency must work with the direction of the nodal official of WBMDFC. The details of the official will be shared in due course.



# West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

## **Documents to be submitted:**

- a. Photo copy of valid Trade license/Certificate of incorporation
- b. Photo copy of PAN Card
- c. Photo copy of GST registration certificate, if any

## **Eligibility Criteria:**

- I) The Agency must have proven working experience in similar nature of work at Govt./Semi Govt./Organization.

## **Last date for submission of Quotation:**

27.01.2021 at 12.00 noon at AMBER: DD-27/E, Sector-I, Salt Lake City, Kolkata- 700064

## **Opening date of Quotation:**

27.01.2021 at 2.00 pm at AMBER: DD-27/E, Sector-I, Salt Lake City, Kolkata- 700064

## **Mode of payment:**

- i. No advance payment will be made. Payment will be made on completion of work and submission of captured pictures and videos in soft copy.
- ii. The successful bidder shall submit necessary bank details for bill payment at the time of entering into contract.

## **General Terms & Conditions**

1. The willing agencies will have to quote their rate in their letter head and rate is to be quoted both in words and in figures. Rate should be exclusive of GST.
2. All corrections are to be initialed.
3. An undertaking to be furnished that the agency has not been blacklisted by any Court/State Govt./Govt. undertaking, etc.
4. The bidder should have an office at West Bengal.
5. All the aforesaid documents to be self-attested.
6. Original documents are to be checked before issue of work order. In this regard, the bidder may be requested to produce the same.
7. WBMDFC reserves the right to reject any quotation or all quotations without assigning any reason.
8. Statutory deduction shall be made as per rule.
9. Validity of quotation 10(ten) days from the date of submission.
10. All agencies are requested to be present at the time of the opening of sealed quotation.
11. The successful bidder has to undertake that the confidentiality of the photos and videos must be maintained and should not be shared with anybody, unless it is directed by this corporation.



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12. If there is any breach of contract the terms with the successful bidder will be cancelled forthwith and legal action will be taken as deem fit & proper.
13. Conditional/Incomplete quotation will not be accepted.
14. During scrutiny, if it comes to the notice of the Quotation inviting authority that the credentials or any other documents is incorrect/manufactured/fabricated, that quotation will be out rightly rejected without any prejudice.
15. Before issuance of work order, the quotation inviting authority may verify the original credential and other documents of the lowest quotation if found necessary. In case, if it is found that the documents submitted by the lowest quotation either manufactured or false; the work order shall automatically stand cancelled and legal action as per prevailing rules shall be taken by this Corporation.
16. The Corporation reserves the right to terminate the work order at any time, if the service provider fails to provide the required service/support to the Corporation.

Managing Director

No. 385-MDC/SPV-15

Date: 22.01.2021

Copy forwarded for information& wide circulation to the:

- i. Directorate of Madrasah Education
- ii. Dy. Secretary, MA& ME Deptt., Govt. of West Bengal.
- iii. Secretary Urdu Academy
- iv. General Manager(MN),WBMDFC
- v. General Manager(SR),WBMDFC
- vi. Chief Accounts Officer, WBMDFC
- vii. Manager System, WBMDFC
- viii. Software Developer, WBMDFC
- ix. Office Notice Board

Managing Director