TENDER NOTICE


TENDER FOR PHOTOGRAPHY & VIDEOGRAPHY COVERAGE

Sealed bids are invited from reputed firms for Photography & Videography coverage for AQUA AQUARIA INDIA – 2017 (AAI-2017) organized by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) to be held at Nehru Maidan, Mangalore, Karnataka from 12th – 14th May, 2017 as per the requirements in the tender document, available on the web site www.mpeda.gov.in

The bid must be submitted in sealed cover on or before 15.03.2017 at 10 AM in the following address, super-scribing ‘Bid for Photography & Videography coverage for the AAI – 2017”

The Secretary
The Marine Products Export Development Authority
(Ministry of Commerce and Industry, Govt. of India)
P.B. No.4272, Panampilly Avenue, Kochi – 682 036
Tel: 0484 2321722, Fax: 0484 2312812
E-mail: pub@mpeda.gov.in
AQUA AQUARIA INDIA - 2017

12TH – 14TH May, 2017
NEHRU MAIDAN, MANNGALORE, KARNATAKA

TENDER FORM

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
(Ministry of Commerce & Industry, Government of India)
P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.
Phone: +91-484- 2321722, 2312812, 2311979
Fax: +91-484-2312812 / 2313361
E-mail: pub@mpeda.gov.in
Web Site: http://www.mpeda.gov.in
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**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**  
(Ministry of Commerce & Industry, Government of India)  
P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.

<table>
<thead>
<tr>
<th>Name of the work</th>
<th>1. Providing Photography &amp; Videography coverage for AQUA AQUARIA INDIA - 2017 organized by MPEDA, scheduled to be held at Nehru Maidan, Mangalore, Karnataka from 12\textsuperscript{th} - 14\textsuperscript{th} May, 2017 as per Schedule - 1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Security (Earnest Money Deposit)</td>
<td>Rs. 10,000 (Rs. Ten thousand only) in the form of Account payee DD from any of the nationalized banks, in favour of “AQUA AQUARIA INDIA”, payable at Ernakulam</td>
</tr>
<tr>
<td>Last Date and Time for receipt of Bids</td>
<td>15.03.2017 10 AM</td>
</tr>
<tr>
<td>Time and Date of Opening of Bid</td>
<td>15.03.2017 4.30 PM</td>
</tr>
</tbody>
</table>
| Place of Opening Bid | Office of the Secretary  
The Marine Products Export Development Authority  
(Ministry of Commerce and Industry, Govt. of India)  
P.B. No.4272, Panampilly Avenue, Kochi – 682 036  
Tel: 0484 2321722, Fax: 0484 2312812  
E-mail: pub@mpeda.gov.in |
TENDER DOCUMENT
THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
HEAD OFFICE, KOCHI -36

TENDER DOCUMENT FOR PHOTOGRAPHY & VIDEOGRAPHY COVERAGE FOR THE ‘AQUA AQUARIA INDIA-2017’ ORGANISED AT NEHRU MAIDAN, MANGALORE, KARNATAKA

A. Introduction
The Marine Products Exports Development Authority (MPEDA), a statutory body under the Ministry of Commerce and Industry, Government of India (hereinafter referred as “Organisers”) is organising the AQUA AQUARIA INDIA - 2017 (AAI-2017)

B. Job Description
Sealed Tenders in prescribed format are invited from reputed firms/ studios for Photography & Videography coverage for ‘AQUA AQUARIA INDIA - 2017’ (hereinafter referred as ‘AAI-2017’) an International event that showcases the activities and business in the aquaculture and ornamental fisheries sector of the country and abroad, scheduled to be held at Nehru Maidan, Mangalore, Karnataka from 12th – 14th May, 2017.

Tender document can be downloaded from our website www.mpeda.gov.in. The last date for submission of tenders is 15-03-2017 at 10.00 hours. The bids shall be opened on 09-03-2017 at 16.30 hours in the presence of the bidder’s representative who choose to be present at the Head Office of MPEDA at Kochi during the evaluation process. The Technical bid and Financial bid should be given in separate sealed envelopes and the bidder will be disqualified if the Technical bid and Financial bid were not provided in separate sealed envelopes. The Financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document.

Those who are meeting the eligibility criteria and are interested to provide Photography & Videography coverage subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

C. Eligibility Criteria
(i) Essential
1. The bidder shall be reputed firm / organization / studio (herein after referred as “Vendor”) with a minimum of five years experience in providing Photography & Videography coverage for exhibitions and conferences

2. Vendor should have a minimum financial turnover of Rs. 5 lakh and above in a single year, during the last three years commencing from 2012-13.

3. The vendor should have provided Photography & Videography coverage for at least three similar programs in last 3 years.
4. Vendor should submit sample photo albums and videos done earlier for assessing the quality of work.

5. The vendor should have audited balance sheet for last 3 years.

6. The vendor should have service tax registration

7. Experience with proof of Photography & Videography coverage provided to similar programs of Union/State government/ PSUs/Private Enterprises etc. on various social, service and business meet.

(ii) Desirable

1. Awards / certificates of excellence received, if any.

D. Terms and conditions

1. The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs. 10,000 (Rupees Ten thousand only) in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favour of AQUA AQUARIA INDIA payable at Ernakulam. The DD should be kept along with Technical bid envelop.

2. The vendor shall not sublet whole or part of the work to any other agency, in case of award of contract.

3. The vendor shall provide the Photography & Videography coverage, in accordance with the contract to the complete satisfaction of the Organisers.

4. Vendors are advised to understand the magnitude of the job involved before submitting the bids.

5. In case of default on the part of the Vendor in carrying out any order, apart from the legal remedy, the Organisers shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the vendor and will be deducted by the Organisers from any money due or it may become due to the vendor.

6. The decision of the Organisers in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.

7. Canvassing in any form by the Vendor directly or by any other agency / person on their behalf may lead to disqualification of their bid.

8. Please note that falsification/suppression of information shall lead to the disqualification of the vendor.

9. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in appropriate court having jurisdiction in Ernakulam, Kerala.

10. In the event of the vendor committing breach of any of the above terms and conditions or the services of the vendor being found to be unsatisfactory, the contract can be terminated by the Organisers even before the expiry of the period of agreement by giving 5 day's notice to the vendor. Even otherwise, the Organisers will have the right to terminate the engagement of vendor by giving 10 days notice.

11. If there is a requirement of Advance Payment, the schedule of advance payment may please be mentioned explicitly in the Financial bid.
12. Maximum advance payment is limited to 50%. Remaining 50% would be settled, within one month of submission of bills and other required documents after the show.

13. Photographers & videographers need to be under the control of Officials designated for the purpose authorized by the Organisers.

14. The successful bidder will indemnify the MPEDA and its officials, Organising Committee of AAI-2017 from any toward instance or accidents during the service period. Any financial expenditure on account of any accidents during the service period will be the sole responsibility of the successful bidder.

15. The Organisers shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.

16. The Organisers reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Organisers.

17. The Organisers is under no obligation to accept the lowest or any tender received in response to this tender notice.

18. Tender document should be signed on all the pages by the Authorised signatory along with seal of the Vendor.

19. Resolution of the Company (if the vendor is a Company) authorizing the person signing the Tender, to sign the Tender on behalf of the Company is to be provided.

20. In the event of the vendor committing a breach of the contract the Organisers is entitled to receive from the vendor compensation to the extent of loss incurred as determined by the Organisers for any loss or damage caused to the Organisers.

21. Selection Method & Criteria

The Bidding process shall be a two-stage process. Prior to the detailed evaluation of the Technical Bids, MPEDA shall determine whether each bid is

a) Complete

b) Is accompanied by the required information and documents towards Eligibility Criteria and

c) Is substantially responsive to the requirements set forth in the tender document.

The evaluation shall be based on the technical and financial parameters. The weightage for the technical parameters shall be 70% and the financial parameters shall be 30%.

a) Technical Weightage (St): The marks scored by the bidder in technical evaluation shall be calculated to 70 points as below:

\[ St = T \times 0.70 \] where \( T \) is the Technical score awarded to the bidder as per Technical Evaluation Criteria

b) Financial Weightage (Sf): The marks scored by the bidder in financial evaluation shall be calculated to 30 points as below:
The Commercial scores of all the other proposals will be determined by $S_f = 30 \times \frac{F_m}{F}$ ($F_m =$ Lowest evaluated tender cost, $F =$ value of Commercial proposal under consideration).

c) Final Selection: Proposals will be ranked according to their combined technical (St) and Commercial (Sf) scores. The combined technical and Commercial score shall be calculated as $S = St + Sf$.

The technical evaluation criteria are broadly defined as under. Bidder has to provide documentary proof against each criteria as a part of technical proposal.

Scoring pattern

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of previous works after inspection by Organisers</td>
<td>20</td>
</tr>
<tr>
<td>Turnover</td>
<td>10</td>
</tr>
<tr>
<td>Work with Govt/MPEDA</td>
<td>20</td>
</tr>
<tr>
<td>Worked for similar events (5 mark for each event maximum marks 30)</td>
<td>30</td>
</tr>
<tr>
<td>Minimum 5 years experience</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**How to apply**

Application of agencies/ bidder that fulfill the above criteria only would be considered by the Organisers. Mere accepting the application by the Organisers would not guarantee the award of contract.

The application in sealed envelope superscribing “Bid for Photography & Videography coverage for the AQUA AQUARIA INDIA - 2017” along with the copies of the relevant certificates and other specified documents may please be forwarded to the following address on or before 10 am on 15-03-2017:

The Secretary
The Marine Products Export Development Authority
(Ministry of Commerce and Industry, Govt. of India)
P.B. No.4272, Panampilly Avenue, Kochi – 682 036
Tel: 0484 2321722, Fax: 0484 2312812
E-mail: pub@mpeda.gov.in
| 1 | **PHOTOGRAPHY:**<br>Professional Photography on minimum Canon 5D Mark II & above with Professionally trained photographer with specialization in convention and corporate photography. | 1 No. on 11-05-2017 (Thu)<br>{to cover Presss conference & stall construction}<br><br>4 Nos. on 12-05-2017 (Fri) {To cover the entire event}<br>4 Nos. on 13-05-2017 (Sat) { -do-<br>1 No. on 14-05-2017 (Sun) |
| 2 | **ALBUM:**<br>Designing, printing and aesthetical presentation of an album of size 12 inches x 18 inches on Synthetic Paper with minimum 500 photos and 44 sheets with both side printing | One number |
| 3 | **VIDEOGRAPHY:**<br>Professional Video documentation of event and seminar proceedings on Minimum Sony PMW 200 HD camera with Professionally trained cinematographers with specialization in convention, seminar and corporate photography | 1 No. on 11-05-2017 (Thu)<br>{to cover Presss conference & stall construction}<br><br>4 Nos. on 12-05-2017 (Fri) {To cover the entire event}<br>4 Nos. on 13-03-2017 (Sat) { -do-<br>1 No. on 14-03-2017 (Sun) |
| 5 | **EDITING / TITLING :**<br>A well edited and titled video to be submitted in DVD format viewable in Home and business AV aids. | |
| 6 | Individual speaker presentations (32 nos) as separate video files having reasonable resolution (not less than 480 pixels) and maximum file size between 150 -250 MB for uploading to Youtube | |
| 7 | Entire Output to be provided on a 1 TB external hard disc as well as in DVD for future use. | |
Technical Bid
Last date for receipt of application is upto 10:00 AM on 15-03-2017

From
........................................
........................................
........................................

To
The Secretary
The Marine Products Export Development Authority
(Ministry of Commerce and Industry, Govt. of India)
P.B. No.4272, Panampilly Avenue, Kochi – 682 036
Tel: 0484 2321722, Fax: 0484 2312812
E-mail: pub@mpeda.gov.in

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Details to be filled in by the Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>NAME</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>REGISTERED OFFICE</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>NEAREST OFFICE BRANCH IF ANY IN MANGALORE/KOCHI</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>CONTACT PERSON</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>PHONE</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>MOBILE</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>EMAIL</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>YEAR OF INCORPORATION</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>PAN CARD (Copy to be attached)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>11.</td>
<td>INCOME TAX RETUNS (Copies to be attached)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>12.</td>
<td>SERVICE TAX REGN (Copies to be attached)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>13.</td>
<td>TIN REGISTRATION (Copy to be attached)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>14.</td>
<td>TURN OVER 2012-13</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>TURN OVER 2013-14</td>
<td></td>
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<tr>
<td></td>
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<tr>
<td>---</td>
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<td></td>
</tr>
<tr>
<td>16.</td>
<td>TURN OVER 2014-15</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>TURN OVER 2015-16</td>
<td></td>
</tr>
</tbody>
</table>
| 18. | AUDITED BALANCE SHEET LAST 3 YEARS  
(Copies to be attached) | Yes / No |
| 19. | COMPANY REGISTRATION CERTIFICATE  
(Copy to be attached) | Yes / No |
| 20. | PROGRAMS DONE BEFORE (NOS)  
(Work order copies to be attached) | Yes / No |
| 21. | EXPERIENCE WITH GOVT/ PSU/ MPEDA PRIVATE  
(Work order copies to be attached) |
| 22. | NO OF BRANCHES IN INDIA |
| 23. | AWARDS/ QC CERTIFICATIONS  
(Copies to be attached) | Yes / No |
| 24. | CLIENTELLE (give the list) | Yes / No |
| 25. | Any other relevant information |
| 26. | **Verification** - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Organisers. |

**Date:**

**Name & Signature of authorized signatory**

**Name & Seal of Vendor**
From 
…………………………..
…………………………..
…………………………..

To 
The Secretary 
The Marine Products Export Development Authority 
(Ministry of Commerce and Industry, Govt. of India) 
P.B. No.4272, Panampilly Avenue, Kochi – 682 036 
Tel: 0484 2321722, Fax: 0484 2312812 
E-mail: pub@mpeda.gov.in

I/We have read and examined the documents relating to the Photography & Videography coverage for AQUA AQUARIA INDIA - 2017 scheduled to be held at Nehru Maidan, Mangalore, Karnataka from 12th – 14th May, 2017

<table>
<thead>
<tr>
<th>No</th>
<th>Particulars</th>
<th>Dates and numbers</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 1  | PHOTOGRAPHY: Professional Photography on minimum Canon 5D Mark III with Professionally trained photographer with specialization in convention and corporate photography. | 1 No. on 11-05-2017 (Thu)  
4 Nos. on 12-05-2017 (Fri)  
4 Nos. on 13-05-2017 (Sat)  
1 No. on 14-05-2017 (Sun) | | |
| 2  | ALBUM: Designing, printing and aesthetical presentation of an album of size 12 inches x 18 inches on Synthetic Paper with minimum 500 photos and 44 sheets with both side printing | One number | | |
| 3  | VIDEOGRAPHY: Professional Video documentation of event and seminar proceedings on Minimum Sony PMW 200 HD camera with Professionally trained cinematographers with specialization in convention, seminar and corporate photography | 1 No. on 11-05-2017 (Thu)  
4 Nos. on 12-05-2017 (Fri)  
4 Nos. on 13-05-2017 (Sat)  
1 No. on 14-05-2017 (Sun) | | |
| 4  | EDITING / TITLING : A well edited and titled video to be submitted in DVD format viewable in Home and business AV aids. | | | |
| 5  | Individual speaker presentations 32 nos) as separate video files having reasonable resolution (not less than 480 pixels) and maximum file size between 150 -250 MB for uploading to Youtube | | | |
1. Price to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned
3. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
4. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The Vendor agrees that the above price have been quoted after reading and understanding the complete tender documents

SUB TOTAL : Rs.________________ (In words) _____________________________

______________________________

6. Taxes if any. ______________________

GRAND TOTAL : Rs._____________(In words) _____________________________

___________________________________

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and the Organisers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF
THE VENDOR: ..........................
NAME AND...............................
ADDRESS ..................................

STATUS OF THE
SIGNATORY...............................

Place:
Date: ..........................  (SEAL)