


Jammu and Kashmir
Institute of Management, Public Administration and Rural Development
Main Campus, Maulana Azad Road, Srinagar, Kashmir

TENDER FOR PRINTING/SUPLY OF PHOTOGRAPHS & VIDEOGRAPHY SERVICES.

Sealed tender affixed with Rs.10/- revenue stamp are invited from the reputed registered suppliers of photography and videography entities on need basis for Photography and Print of Photographs/Videography during the Training Programmes to be conducted by this Institute at its Main Campus, Srinagar. The tenders should reach to this office within 21 days from the date of publication of this Notice along with earnest money of Rs.5,000/- in the shape of FDR/CDR pledged to FA&CAO, J&K IMPARD.

The detailed terms and conditions of tender notice are available on IMPARD website: jkimpa.nic.in and with Administrative Officer, IMPARD, Srinagar.


19/04/22

Deputy Director
IMPARD, Srinagar.

No: IMPARD-ADM0ESTT/120/2021-27 (Computer No: 74580)/20

Dated: 19-04-2022

Copy to:

1. Joint Director, Information Department Kashmir, Srinagar with the request to publish above notice in two local dailies preferably daily Greater Kashmir and Daily Aftab.
2. FA & Chief Accounts Officer, IMPARD.
3. PS to DG fkie Director General, IMPARD.
4. System Administrator, IMPARD, Srinagar. The terms and conditions of tender notice is enclosed for its up-loading on the IMPA website.

Terms and conditions:

1. It is impressed upon all the Bidders to mark all documents 1,2,3 etc. serially under the proper arrangement as per the arrangement on the Bid document created by the Department so that it may be convenient that the scrutiny of the documents submitted by the Bidder may be done accordingly without wastage of time in Bidder's specification.
2. The successful tenderer shall have to execute an agreement with the institute for a period of one year from the date of acceptance of tender and the rates offered shall be valid for one year.'
3. Earnest money deposit of Rs.5000/- in the shape of FDR/CDR pledged to the FA & CAO J&K IMPARD, Srinagar shall be appended with the tender;
4. The successful tenderer shall be bound to supply/print required items in time (maximum 02 days) in accordance with the approved rates/specifications/quality and in case he fails to supply the same, the department reserves the right to blacklist the printer/publisher and forfeit its FDR/CDR;
5. The income tax or any other taxes applicable shall be deducted at source from the bills of successful tenderers. The tenderer shall furnish the valid GST/PAN No. along with the tender;
6. The photographer will be liable for action as warranted under rules in case any complaint is received by the Institute regarding violation of any condition/ term/specification approved for supply/printing of the photographs and videography during the contract period;
7. In case the selected photographer fails to arrange the supply/printing of photographs and videography to the Institute on the terms and conditions laid down in this tender, the photographer shall be blacklisted and the security deposit shall be forfeited;
8. During the period of Rate Contract the Photographer shall reduce the rates if there is any reduction in the rates of raw material. However, there shall be no increase in rates during the period of the contact;
9. The security deposit of the photographer shall be released only after successful completion of the contract on expiry of the contractual period provided that there is no complaint received from any quarter about the violation of the contractual terms and conditions;
10. If any dispute arises between the contractor and this office in respect of this rate contract or any matter related to it, the same shall be referred to any officer of the Government as may be nominated by the DG, IMPARD whose order shall be final and

- binding for both the parties;
11. In case of any legal proceedings, the Courts of J&K at Srinagar shall have the jurisdiction;
 12. The unit rate must not under any circumstances be altered and the rates must be entered in words as well as in figures. Alteration/addition, if any, must be properly initialled and cello taped , and no increase shall be accepted during the period on rate contract;
 13. The tenderer shall be deemed to have carefully examined the condition, specifications, size, make etc. of the material goods to be supplied. If he shall have any doubt as to the meaning of any portion of these conditions or of the specifications, size etc. he shall before filling the tender, refer to the department directly and seek clarification;
 14. The rates quoted must be FOR destination for IMPARD, Srinagar and shall include all charges/expenses/taxes /freight etc. The tenderer shall be responsible for proper packing so as to avoid any damage during the transportation and delivery of the material in good conditions. No extra cost on such account shall be admissible;
 15. The contract of supply can be repudiated at any time if the supplies are not made to the satisfaction of J&K IMPARD;
 16. The financial quotes for Photography and Print of photographs / Videography submitted in a sealed envelope shall contain:
 - a. 5"X7"photographs;
 - b. 6"X8"photographs;
 - c. 6"X10"Photographs;
 - d. 6"X12"photographs;
 - e. Videography Full HD per hour;
 - f. Videography Full HD per day (maximum of 5 hours shootings)
 - g. Digital copies of all video shall be provided free on CDs in addition for use in Institutes website and publication.
 16. Advance payment will not be made under any circumstances;
 17. The validity period and the delivery period can be extended if mutually agreed to not more than months at a time subject to maximum, by one year;
 18. All Term and Condition of the NIT shall also be part of supply order and the agreement.
 19. The contract sanctioning authority has to have the right to terminate the contract at any time if deemed necessary in the interest of the Government/ Constitution including any amendment felt necessary.
 20. The contract shall be awarded to the lower bidder found responsive.

However, where the lower bidder is not in position to provide the service in full the remaining service made be obtained from next successful bidder.

- 21.The reasonableness of the price/ obtained through bid, the price offered may be compared through the business analytics tools (BA) available on GeM including the last purchase price on GeM/ Discount over MRP.
- 22.The bidder should certify that the rate quoted by them are same and not higher then those quoted with the other government/ public sectors/ public organizations.

Bidder's Specifications

1. Bidders should furnish full name, address, phone No. & location of the Firm.
2. Copy of Registration Certificates of GSTIN, VAT & Labour Department.
3. Copy of PAN Card, No Objection & Satisfactory performance report if already working/worked with the Institute from competent authority for the last 03 years.
4. Bidders are advised not to upload any irrelevant/un-necessary document.
5. Bids must be accompanied CDR of Rs. ~~5000~~ approximately only pledged in favour of Financial Advisor/Chief Accounts Officer, J&K IMPA&RD without which the bid shall not be entertained. The CDR shall be forfeited on breach of contract. EMD is exempted from MSEs issued by the deptt. of MSME having Udyog Aadhar or registered with Central Purchase Organization. Micro Small Enterprises registered with DIC for particular product category or any other valid document applicable. EMD may be forfeited under relevant course of bidding.
6. Successful bidder must produce Certificate of Non Black Listed.
7. Any satisfactory service report may be furnished in respect of service already provided to any agency.
8. The Bidder shall ensure that all the relevant Registration & Permissions produced are valid during the entire period of the contract, failing to so will attract to appropriate penalty.
9. Code of the integrity under Rule 175 of GFR is applicable for both procuring entity and bidders.
10. Purchase Committee if found any discrepancy the bidder is liable to be rejected at any stage to be decided by the Purchase Committee.

11 GSTR3B & GSTR1 shall also be provided with bid.