



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: www.iimkashipur.ac.in)



TENDER DOCUMENT

FOR PHOTOGRAPHY, VIDEOGRAPHY AND ONLINE STREAMING FOR CONVOCAION CEREMONY AT IIM KASHIPUR

NOTICE INVITING TENDER (NIT) NO. IIMKASHPUR/PUR DEPTT / NIT/ CONVO/02/ 2023-24 DATED 02 February 2024

SECTION – I

The Indian Institute of Management (IIM) Kashipur, having its office at Kundeshwari, District – Udham Singh Nagar, Kashipur, Uttarakhand – 244713, is an Institute of national importance under the aegis of the Ministry of Education, Government of India set up to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

The IIM Kashipur invites bids in Single - Bid System from reputed, experienced and financially sound bidders.

Brief Tender Details:

Tender Description	Security Deposit (Rs.)
Tender for Photography, Videography and Online Streaming at IIM Kashipur	30,000/-

The tender document can be downloaded from Institute website: www.iimkashipur.ac.in and Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> and bids are to be submitted (hard copy) at IIM Kashipur as prescribed in the tender document. Kindly adhere to the last date and time of submission of the tender.

Critical Dates of Tender:

Sl. No.	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	02 February 2024	1800hrs
2	Bid Submission start date & time	03 February 2024	1000hrs
3	Bid Submission close date & time	27 February 2024	1200hrs
4	Opening of Bid	27 February 2024	1230hrs

INSTRUCTIONS TO BIDDERS

Bids in sealed cover are invited for Photography, Videography and Online Streaming for Convocation at IIM Kashipur under single bid system from reputed experienced and financially sound parties. Please super scribe the outer cover of the sealed bid as "**PHOTOGRAPHY AND VIDEOGRAPHY FOR CONVOCAION CEREMONY**", **NIT/CONVO/02 (dated 01 February 2024)** to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.



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1. The Financial bids of only eligible and technically qualified bidders will be considered, after the same has been ascertained by evaluation by the Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.
2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below:–

Bids/queries to be addressed to	STORE AND PURCHASE OFFICER
Postal address for sending the Bids	STORE AND PURCHASE OFFICER INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: www.iimkashipur.ac.in
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088280882,7900444090 / 321,405
e-mail ids of contact personnel	purchase@iimkashipur.ac.in
Last date and time of submission of bid	26 February 2024 at 1200hrs hrs. Any changes of the schedule will be notified on the Institute's website.
Date and time of opening of Technical Bid	26 February 2024 at 1230 hrs onwards. Any changes of the schedule will be notified on the Institute's website. If the date is holiday, the next working day will be the opening date of the tender. Financial Bids of only those firms will be considered, whose Bids are found compliant/suitable after Technical evaluation is done by the duly constituted Committee.

3. Cost of Bid Document/Tender Fee: NIL

4. Issue of Tender: The tender document can be downloaded from the Institute website - www.iimkashipur.ac.in or eprocure.gov.in. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.

5. Manner of depositing the Bids: Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.

6. The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. IIM Kashipur also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.

7. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

8. Forwarding of Bids – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above. The NIT document duly signed and stamped on each page along with Annexure-I of the NIT as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services.



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9. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at purchase@iimkashipur.ac.in latest by **18 February 2024**. Any queries received beyond the above mentioned timeline shall not be entertained. IIM Kashipur response to the queries shall be uploaded on the website.

12. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the IIM Kashipur prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.

13. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD.

14. **Validity of Bids:** The Bids should remain valid till **90 days** from the last date of submission of the Bids.

15. **Earnest Money Deposit (EMD):** NIL

16. **Security Deposit:** The Bidder will be required to furnish a Security Deposit by way of Demand Draft through a public sector bank or a private sector bank authorized to conduct government business for an amount of Rs. 30,000/- (Rupees Thirty Thousand only) within 07 days of receipt of the confirmed order. The Security Deposit shall be released after the completion of the work pursuant to this Contract based on the "Completion Certificate" issued by IIM KASHIPUR stating that the Bidder has completed the work in all respects, satisfactorily. The Security Deposit, however, shall be released only after the expiry of the contract period, and after clearance of the final bill.

17. **Payment Terms** - Payments will be made through ECS/ NEFT on satisfactory supply of items after submission of the ink- signed bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made.

SECTION – II

Conditions of the Contract

1. General Terms and Conditions:

(a) The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract. Any one or more the following action/commission/omission are likely to cause summary rejection of tender:

- (i) If the EMD and / or Tender fee is not found in order or receipts are not attached with the Bid.
- (ii) Any bid received late without conclusive proof that it was delivered before the specified closing time.
- (iii) Any bid received unsealed or improperly sealed
- (iv) Any conditional bid or bid offering rebate



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(v) Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents.

(vi) Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid evaluation, bid comparison or contract award decision.

(b) The IIM Kashipur reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

(c) The contractor shall be responsible for registration under the Contract Labour (Regulation & Abolition) Act, 1970 in respect of employees / workers engaged by them. Contractor shall ensure compliance to the provisions of all labour Laws or any other law relating thereto, and rules made hereunder from time to time. IIM Kashipur shall not own any responsibility in this regard.

2. Non-disclosure of Contract documents: Except with the written consent of IIM Kashipur, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.

3. Liquidated Damages: In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

4. Termination of Contract: IIM Kashipur shall have the right to terminate this Contract in part or in full in any of the following cases:-

(i) This Agreement may be terminated in whole or in part, by either Party in the event of a material breach by a Party that is not cured within thirty (30) days of a notice from the non-breaching Party.

(ii) This Agreement may be terminated in whole or in part, by a Party for convenience, on ninety (90) days prior written notice to the other Party.

(iii) In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.

5. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

6. Force Majeure: Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any



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public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Kashipur's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

7. **Confidentiality:** Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.

8. **Data Security:** The Bidder shall use inputs provided by IIM KASHIPUR solely for performing its obligations under this Contract, and will not, at any time, transfer, save, download, print, disclose, or in any other way use the inputs other than as directly required for the provision of the services under this Contract or as directed by IIM KASHIPUR in writing.

9. **Notices:** All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.

10. **Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed an original but all such counter parts shall together constitute but one and the same agreement.

11. **Non-Solicitation:** During the term of the Agreement and for a period of one (1) year thereafter, neither Party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be solicited for the purpose of employment or offer employment to any employee/s or subcontractor/s of the other Party, or aid any third person to do so, without the specific written consent of the other Party. For the avoidance of doubt, this restriction applies only to those employees who relate to the services performed under this Agreement. The clause does not prevent hiring based on responses by employees to public advertisement on any media that are not specifically targeted at the other Party's employees.

12. **Indemnity:** The Contractor (Indemnifying Party) shall indemnify, defend and hold harmless the IIM Kashipur (Indemnified Party), its directors, officers and employees from and against any and all losses claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/commission/omission on the part of the Indemnifying Party or in connection with any work, obligation, authority delegated to the Indemnifying Party under this Contract.



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13. Arbitration: In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIM Kashipur alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.

SECTION- IV

SCOPE OF WORK

The following studio related items are required by IIM Kashipur.

1. IIM Kashipur is going to convene the **11th Convocation on April 22nd/23rd (Tentative) 2024**. The Institute requires photography, videography, and online streaming of the event by a financially sound and reputed firm. Please forward us quotations from your end. Advance Payment for the work is discouraged by the Institute. The following are our essential requirements/scope of work for the program in detail:

- (a) High-Resolution Still Photography of the event, which includes (Both formal and informal moments, date)
- (b) High-Definition Videography of the event (Primary Event and associated Informal Moments, date).
- (c) Live streaming for one day (date)
- (d) You will install photo booths for Convocation. The photo booth background design will be given from our end. You will print that and put it on a standee (two no's). You can use standard flex printing. You can create a standee here or provide one from your end. The photo booth is for selfie opportunities and signatures by outgoing students. IIM Kashipur will keep the standees after the event. The photo booth must be installed on date 2024 by morning. Standee size should be (10x8 feet) - two numbers. The iron frame is desired for the standees, along with the flower arrangement.
- (e) The Still Photograph files will be shared digitally via Google Drive Share without editing.
- (f) You will provide all the footage (raw formats) in an external Hard Drive (it will be provided from our side). You are required to provide us with an edited version of the same in a pen drive within 30 days of the completion of the event You are also required to share the digital copy via google drive (we will share the email ids). Kindly note that you must obtain media rights for any media content you use (B Roll, Audio Background score) in the edited version of the Convocation footage. You will provide us with the details of the audio used for B-Roll, and as Background score in the footage and submit the media rights document obtained by you as proof to us. You will be required to show us the edited footage for review. After approval, only you will submit the final copy IIM Kashipur will now be held responsible for any discrepancy arising out of copyright infringement.



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- (g) Include your Travel and Staying Expenses within the Quotation. The institute shall pay no extra expenses.
- (h) Due to multiple events occurring at the same time, we require at least (minimum) **6** Still (DSLR) high-end, **6** Video Camera (4K) high-end, and **3** drones. You are required to bring adequate manpower (operators with Assistants) for the smooth functioning of the process.
- (i) Images and raw videos are to be shared immediately after the event. The IIM Kashipur student representatives will collect the files from you.

2. Instrument requirement:

- (a) **Sony Mirrorless Alpha A7RII/A7RIII/A7III/A71V/FX6/FX3/FX9 only.**

The camera used for videography should provide output to LED Wall TV and live streaming (online) on our social media pages (YouTube/ Facebook). If you use any other videography camera, the output resolution must be **4K**. **Kindly share the camera details used other than Sony, as mentioned above.**

- (b) **Ronin DJI 3 Axis Gimbal (Ronin S) SC/S (2 no's)**
- (c) **Video switcher (4K Live production switcher with minimum 8 channels) for display on LED Wall and live streaming (online)**
- (d) **360-degree video camera for live display and (online) streaming**
- (e) **Livestreaming devices (4K Compatible)** (You are required to do the live streaming of the events. We will provide broadband connection. Livestreaming one day. approximately 7 hours)
- (f) **Drone (DJI) (3 Nos)** (We need drone footage (**4K**) of the campus, and it can be part of the final video story that you would provide us. We also need the **raw file** of the Drone video. **Please do not use drones with HD quality**)
- (g) **Shotgun microphones (Rode/Sennheiser/ Audio-Technical) (4 Nos)**
- (h) **Jimmy Jib (1). Please mount a 4K camera.**
- (i) **1 LED Wall**
- (j) **LED lights for the photoshoot (light panels 4 no)**

Note: As this a major event of national importance, please send the best professionals for this job. You are required to arrive one day before the event date i.e. date 22nd/23rd April 2024 (Tentatively). Kindly send us a copy of your creative work previously done.

- (b) The price quoted should be the final price inclusive of all taxes and freight, miscellaneous cost etc. All boarding, lodging and other cost incurred shall be borne by the contractor. The financial bid should be accordingly quoted. No extra amount shall be paid.

SECTION – V

Technical Eligibility Criteria of the Bidders



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1. **Eligibility Criteria**

- (a) The agency should have valid GST registration (documentary evidence to be submitted).
- (b) Average Turn over in last 03 (three) financial years (2020-21, 2021-22 & 2022-23) shall not be less than Ten lakh. (A self-attested copy of certificate issued by a Chartered Accountant with UDIN number shall be enclosed).
- (c) Minimum 02 (two) years of experience in carrying out supply works undertaken for Government / Public Sector Undertakings / Autonomous Body and CFTI's. (Documentary evidence, work orders/certificates, to this effect should be enclosed)
- (d) The EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (**MSEs**) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department. Exemptions, if any, must be supported with legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- (e) There should be no criminal case pending with the police against the Proprietor/ Firm/ Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/any other Institutes. The declaration to such state as incorporated will be assumed for this purpose.

2. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

- a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the NIT.
- b. The Bids forwarded by the Bidders will be evaluated by the IIM Kashipur with reference to the technical/eligibility characteristics of the NIT. The compliance of Bids would be determined based on the parameters specified in the NIT and financial evaluation in total.
- c. The financial bid will be evaluated as a whole in totality. No piecemeal tender will be awarded. Tender will be awarded as a whole to the overall Lowest bidder as per the Financial Bid on Annexure-I
- d. The bidder should preferably sign Annexure-I of the NIT on the letter head of the firm. All the rates quoted should be inclusive of all taxes.
- e. In the event that the first lowest is more than one, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

Signature of the Bidder



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ANNEXURE-I

(Refers to IIM Kashipur/NIT/Conv/02)

FINANCIAL BID

Name of the Tenderers Firm: _____

Sl. No.	Description	Total Amount (inclusive of all taxes and miscellaneous charges such as freight, boarding, lodging etc.) (Rs.)
01	Consolidated charges for Photography, Videography and Online Streaming for Convocation at IIM Kashipur on 22 nd or 23 rd April 2023 (Tentatively)	

In words (inclusive of all taxes).....

Note:

- The bidders are requested to give their rates as per the requirement in the scope of work of the NIT mentioned.
- The financial bid will be evaluated as a whole in totality. No piecemeal tender will be awarded. Tender will be awarded as a whole to the overall Lowest bidder.
- The price quoted should be the final price inclusive of all taxes and freight, miscellaneous cost etc. All boarding, lodging and other cost incurred shall be borne by the contractor. The financial bid should be accordingly quoted. No extra amount shall be paid.

Date:

Signature of the Tenderer with Firm's Seal