

F. No. P.29/1/2024/NSS/DTE/  
Government of India  
Ministry of Youth Affairs & Sports  
**DIRECTORATE OF NSS**  
Ground Floor, Shivaji Stadium Annexe Building  
Shaheed Bhagat Singh Marg, New Delhi-110001

Dated :20/12/2024

**Tender Notice**

**Sub: Inviting Quotations for Photography/Videography during Republic Day Parade Camp, 2025**

Directorate of NSS, Ministry of Youth Affairs & Sports, Government of India is organizing NSS Republic Day Parade Camp, 2025 from 1 – 31 January, 2025 at New Delhi. In this camp, 200 NSS Volunteers, 15 Programme Officers will be participating.

2. In this context, quotation is invited for providing photography/videography services during the camp on the following terms & conditions:-

**Terms & Conditions :-**

- (i) The firms should have two years of experience of having undertaken similar jobs in Ministries/Departments of the Government/autonomous body supported by proper documents. Preference will be given to agencies having experience of photography/videography of National level camps of youth.
- (ii) Contract period for coverage of photography and videography is from 1<sup>st</sup> -31<sup>st</sup> January, 2025.
- (iii) All the photographs/videos taken during the Republic Day Parade Camp will be the sole property of Directorate of NSS. Commercial use of photos and videos will not be allowed. Violation of this clause will invite blacklisting of the firm and current contract would be immediately cancelled and EMD forfeited.
- (iv) Still Photographs mounted in album and videos (CD/DVD) will be handed over by the contractor within 15 days after completion of the camp. Quality should be maintained (HD Quality).
- (v) Tender document for technical bid should not be exceeded from maximum limit of total pages (20 pages).
- (vi) Tenders incomplete in any respect are liable to be rejected without assigning any reason thereof. This office reserves the right to accept or reject any tender in whole or in part thereof without assigning/specifying any reasons thereof. There shall be no obligation on the part of this office to inform the unsuccessful tenderer of the outcome of the tender process.

**3. The quotation should be submitted in two parts :-**

- (i) **First part** should be submitted for **Technical Bid (as per Annexure-I)** and it should contain all technical details such as EMD, copy of Income Tax return filed (A.Y. 2024-25), experience duly signed by the authorized person of firm/vendors/bidders.

F. No. P.29/1/2024/NSS/DTE/  
उप कार्यक्रम सहायक/उप. Programme Officer  
युवा कार्यक्रम और खेल मंत्रालय  
Ministry of Youth Affairs and Sports  
राष्ट्रीय निदेशक/Directorate of NSS  
भूतल, शिवजी स्टेडियम एन्नेक्स बिल्डिंग  
Ground Floor, Shivaji Stadium Annexe Building  
भारत सरकार, नई दिल्ली  
New Delhi

20/12/2024

- (ii) **Second part** should be submitted for **Financial Bid (as per Annexure-II)**. Rates should be quoted without tax.

**4. Technical Bid :-**

- (i) Bid Security (EMD) :-

S. No.	Contract Period of the Camp	Expected Volume of contract	EMD @ 5% of Estimated Value of the goods to be procured
1	1-31 January, 2025	1,20,000/-	6000/-

- (ii) EMD of Rs. 6000/- in the form of an account payee demand draft in favour of "**Accounts Officer, PAO (Sports)**", fixed deposit receipt or banker's cheque issued by any nationalized bank payable at Delhi valid for a period of 45 days beyond the contract period i.e. upto 15.03.2025. Name and address should be written on the back side of the DD/Bankers cheque. DD/Bankers Cheque should be kept in the separate envelop attached with technical bid.
- (iii) EMD will be refunded to the unsuccessful tender within 15 days from the date of issue of work order to the successful tenderer and no interest would be paid thereon. The vendors shall send a request letter in the office for returns of EMD.
- (iv) EMD of the successful tenderer will be released only after completion of the camp and no interest will be paid for EMD.
- (v) Documents for Technical Bid :-
- Earnest Money Deposit (EMD)
  - Self-attested copy of the PAN card
  - Income Tax Return filed for the last assessment year (i.e. A.Y 2024-25)
  - Experience Certificate/document (Mentioned No. of years)

**5. Financial Bid :-**

- (i) Financial Bids of only those contractors will be opened, who are found eligible in Technical Bid, on the same day in the presence of bidders or their representative.
- (ii) The date will be finalized by the Committee for opening of financial bids after evaluation of Technical bid/quality basis.

6. The last date of submission of the tender is 27<sup>th</sup> December 2024 at 2.00 PM. Technical bids will be opened on the same day at 3.00 PM or any subsequent day/time in the presence of bidders or their representative. Those who do not fulfill the conditions, quotation will be rejected at any time.

7. If the work of the contractor is found unsatisfactory, contract can be terminated by this office at any time without assigning any reason/notice. In this respect, the decision of this office shall be final and binding.

Encl-As above

  
(Dr. Ashok Kumar Shroti)  
Deputy Programme Officer  
Ministry of Youth Affairs and Sports  
राष्ट्रीय निदेशालय/Directorate of NSS  
भारत, शिवाजी स्टेडियम एनेक्सी बिल्डिंग

**Annexure – I**

**REPUBLIC DAY PARADE CAMP, 2025**  
**TECHNICAL BID FOR PHOTOGRAPHY/VIDEOGRAPHY**

Sl. No.	Particulars		
1	Name of Firm/vendors		
2	Address		
3	Contact No.	(O) :	
		(M) :	
4	E-mail Address		
5	PAN No.		
6	Service Tax No. (if any)		
7	TAN/TIN No. (if any)		
8	Enclosures (Technical Details)	Experience	Yes/No
		EMD	Yes/No
		I. Tax Return filed A.Y. 2024-25	Yes/No

**(Signature of the Authorized Person)**

**(Seal)**

**REPUBLIC DAY PARADE CAMP, 2025**  
**RATES FOR PHOTOGRAPHY/VIDEOGRAPHY**

To

Director  
Directorate of NSS  
Ground Floor, Shivaji Stadium Annexe Building  
Shaheed Bhagat Singh Marg, New Delhi-110001

Sir,

In response to your letter No. F. No. P.29/1/2024/NSS/DTE/ dated ....., calling sealed tenders for Photography/Videography services during NSS Republic Day Parade Camp, 2025, we quote our rates as under :-

**Photography**

Particulars	Rate (in Rs.)			Tax (if any)
Photography Charges (per day)				
Print rate per copy (HD quality)	Size 5x7	Size 10x12	Size 12x18	
Album charges	100 Photo	200 Photo	500 Photo	

**Videography**

Particulars	Rate (in Rs.)	Tax (if any)
Videography charges (per day)		
DVD making Charges (1 hrs) - (Full HD)		
Editing charges (1 hrs)		

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of the Authorized Person)

(Seal)