

## NOTICE INVITING QUOTATION

### For Empanelment of Photo/ Videography Services at Permanent Campus of IIM Jammu Jagti, Jammu.

NIQ Ref No: IIMJ/NIQ/Photovideo-Services/2024-25/03

Dated 14.06.2024.

### TIQ SCHEDULE/ BID-DATA SHEET:

Name of Work	:-	Photo /Videography Services
Ref. No	:-	IIMJ/NIQ/Photovideo-Services/2024-25/03
Bid Validity	:-	90 days from the date of opening of the price bid.
Last Date and Time for Submission of Quotation	:-	27.06.2024 till 03:00 PM
Date and Time of Opening of Quotations	:-	27.06.2024 at 04:00 PM
Place for Submission of Quotation	:-	Tender Box kept at Reception Main Building, Indian Institute of Management Jammu Jagti, Jammu 181221, India Phone: +91-191-2741400 Website: www.iimj.ac.in

### 1. BACKGROUND:

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, IPM Program, Doctoral level programmes and executive training programs in all the functional areas of Management.
- 1.2 The permanent campus of 200 acres is of state-of-the-art campus, at Jagti, 14 Kms. from Jammu City, about 16 Kms. from Jammu Railway Station and 18 Kms. from Jammu Airport. The permanent Campus is a blissful mix of modern architecture, culture, and heritage of Jammu and Kashmir.
- 1.3 IIM Jammu invites quotations / bids from the interested parties/ Vendor/Service Providers who have experienced as per scope of the NIQ for Photo/Videography Services.

### 2. SCOPE OF WORK:

- 2.1 For Institute General Requirements and for the Executive Programs.

### 3. GENERAL TERMS AND CONDITIONS:

- 3.1 The Agency/ Studio must be registered with GST.
- 3.2 The Agency/ Studio should submit Proof of office/ studio with complete address (must be in Jammu region)
- 3.3 **Price to be quoted as per Annexure-I.** GST if any, shall be paid extra as per actual.
- 3.4 The offer should be valid for a period of 45 days from the date of NIQ opening for our acceptance.

- 3.5 Interested parties are requested to submit their quotation within the due date and time of the Quotation. The sealed offer super-scribed in bold letters with the statements Quotation for “**PHOTO/ VIDEOGRAPHY SERVICES AT PERMANENT CAMPUS OF IIM JAMMU JAGTI, JAMMU**”, at the following address:
- Tender Box, Reception IIM Jammu  
Chief Administrative Officer  
Indian Institute of Management Jammu,  
Jagti, Jammu 181221, India
- 3.6 The Institute reserves the right to ask the vendors to match with the lowest Itemwise rates received from other vendors.
- 3.7 Payment will be made within 30 days on submission of original invoice along with all supporting documents.
- 3.8 **Security Deposit:** - The Bidder will be required to furnish a Security Deposit by way of RTGS/ NEFT through a public sector bank or a private sector bank authorized to conduct government business for an amount of Rs. 25,000/- (Rupees Twenty Thousand only) within 10 days of receipt of the Work 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 JAMMU 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.
- 3.9 The empanelment and finalized rates will remain valid for one year from the date of issue of work order. IIM Jammu may extend the contract for further two years with mutual consent, based on satisfactory performance by the agency. The vendor has to maintain the confidentiality of photographs/ videos etc. and hand over the same to IIM Jammu
- 3.10 All the photos have to be taken with a digital SLR camera of high resolution. The soft copies of photos/video should be emailed to the concerned officials on the same/next day of the event and a DVD of the total coverage should be submitted to the Administration within a week after the event for every assignment.
- 3.11 The photographer will have to be present at the venue on the date and time of the assignment allotted at least 30 minutes before the start of the function. In case of delay, the vendor/party may be penalized. The agency should be well equipped with all necessary hardware and software for smooth processing and transfer of the still/video coverage. Occasionally, the photographer may have to carry a card reader/data cable, etc to an event for transferring images etc. from the venue itself.
- 3.12 **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only). IIM JAMMU reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and conditions will form part of the agreement.
- 3.13 **Exit Clause:** The contract can be terminated by giving a one-month notice period by the Institute and three-month notice by the Vendor. However, in any instance, the contract will be terminated if service of the vendor will not be found satisfactory.
- 3.14 **Settlement of disputes by Arbitration:** Any dispute or difference arising under this Contract shall be referred for adjudication at Jammu to a Sole Arbitrator to be appointed by the Director, IIM Jammu and the provisions of Arbitration & Conciliation Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the Arbitrator, if any, shall be shared equally by both the parties.
- 3.15 **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated

damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- 3.16 The decision of Competent Authority, IIM Jammu will be final in all matters relating. Indian Institute of Management Jammu reserves the right to reject any application without assigning any reason.

**Sd/-**  
Chief Administrative Officer  
Indian Institute of Management Jammu

**FINANCIAL BID**

(To be submitted on the letterhead of the bidder)

Date:	
Notice Inviting Quotation for PHOTO/ VIDEOGRAPHY SERVICES AT PERMANENT CAMPUS OF IIM JAMMU JAGTI, JAMMU.	
Ref. NO: IIMJ/NIQ/Photovideo-Services/2024-25/03	
Name of the Bidder	
Correspondence Address:	
Tel/Mob No.:	
Email Id:	

Sl. No.	Particulars	Unit	Rates / Per day	Total Amount (in figures)	Total Amount (in Words)
1.	Photography for One (01) day	Nos.			
2.	Photography for Two (02) days	Nos.			
3.	Photography for Three to four (3-4) days	Nos.			
4.	Photography for five (05) days and above	Nos.			
5.	Videography for One (01) day	Nos.			
6.	Videography for Two (02) days	Nos.			
7.	Videography for Three to four (3-4) days	Nos.			
8.	Videography for five (05) days and above	Nos.			
9.	Photo/ Videography for One (01) day	Nos.			
10.	Photo/ Videography for Two (02) days	Nos.			
11.	Photo/ Videography for Three to four (3-4) days	Nos.			
12.	Photo/ Videography for five (05) days and above	Nos.			

**Note:** GST shall be paid extra as per actual.

**Declaration**

I/ We.....(Name of the Partner/s or Authorized Representative of Bidder)  
of..... (Name of the Vendor/Service Provider/ firm/ Vendor/Service Provider) do hereby  
declare that the entries made here are true to the best of my/our knowledge. I hereby agree to abide by all terms  
and conditions laid down in the document.

Place:

Date:

(Signature with stamp of the bidder)