

Empanelment of Videography  
and photography firm/Agency



**IIM KASHIPUR FOUNDATION FOR INNOVATION AND  
ENTREPRENEURSHIP DEVELOPMENT**

2nd Floor, Academic Block

IIM Kashipur(U.S Nagar) , PIN- 244713

Uttarakhand

T: Ext. No. 7088270882/336

Mobile contact: 8958373321

Website: [iimkashipur.ac.in](http://iimkashipur.ac.in)

Email: [fied.sanjay@iimkashipur.ac.in](mailto:fied.sanjay@iimkashipur.ac.in)

**Note:** Vendors to Sign and stamp on each page of this document and submit the same, duly completed in all respect before due date of submission.

## Invitation for Empanelment

IIM Kashipur FIED invites applications from eligible and reputed organizations having in house videography and photography facilities for empanelment through this Request for Empanelment (RFE). Applicant Firms may note the following:

a) This request for empanelment is not a request for proposal (RFP) in any form and would not be binding on IIM KASHIPUR-FIED in any form.

b) Empanelment shall in no way guarantee allotment of work to the shortlisted Firms.

IIM KASHIPUR-FIED reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.

c) The Applicants must submit their applications in accordance with the requirements contained in this RFE.

d) IIM KASHIPUR-FIED reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.

e) The duration of empanelment through this RFE shall be for a period from date of empanelment notice to **31<sup>st</sup> March 2022**. The period may be extended further in case of ongoing projects, good performance delivery and other reasons as deemed fit by IIM KASHIPUR-FIED and on approval of the competent authority for a period up to two year.

### Application Submission:

Sr. No.	Information	Details
1	Addressee and the address at which the application is to be submitted	Chief Executive Officer, IIM KASHIPUR-FIED 2nd Floor, Academic Block, IIM Kashipur Kashipur-244713
2	Date of issue of this Request for Empanelment (RFE)	08/09/2020
3	Last date and time for submission of Applications	30/09/2020
4	Duration of Empanelment	From date of empanel to 31 March 2022
5	Validity of the Application	90 days
6	Contact Person for clarification	Mr. Sanjay Pal

### Application Fee: No.

## **Scope of Work:**

Videography and photography of an event which shall cover the following:

1. Videography on format which can be used for telecast purposes and other broadcast compatible also each Event has to be of 30 minutes/ 20 minutes / 10 minutes /2 minutes /1 minute duration.
2. Videography should cover the preparations, speeches and the event itself along with the crowd enjoying the event and interviews of local people as to how this event helps them and their take on the event.
3. The production house is expected to go two days before the event to cover all the aspects pertaining to the preparations and is expected to co-ordinate with the participants also.
4. The scope of work also includes editing, incorporating music at relevant places, preparing final cut and presenting it properly for archives.
5. The soft copies of photos/video should be emailed to the concerned officials on the same/next day of the event and a pen drive of the total coverage should be submitted to the IIM KASHIPUR FIED shortly after the event for every assignment.
6. If the duration of the assignment is four hours or less, it will be treated as Half Day. If the assignment duration exceeds four hours, it will be treated as Full Day.
7. The ownership of the film. Photography and the entire shoot/ raw stock, music( mixed and unmixed), voice overs, supers, along with both unmixed and mixed versions will at all times rest with the IIM KASHIPUR FIED and the production house will have no proprietary or other rights in respect of the same.
8. All Necessary permission for the film shoot/ photography of the said event will be obtained by IIM KASHIPUR FIED.
9. The production house is required to complete the shoot within 10 days of receiving the work order and submit a rough cut of the film for preview and approval.
10. After obtaining approval on the rough cut, the production house will submit the final version within 20 days, incorporating voice over, mixing, VFX,UFX, music track, etc. for final preview and approval.

## Terms and Conditions:

- No application shall be entertained after the expiry of the due date and time.
- The envelope containing the application must be sealed properly and must be superscribed as “**Application for Empanelment of Videography and photography firm/Agency**”.
- During Covid times, we allow the application form in ZIP format through email also. The Subject of the email should be “**Application for Empanelment of Videography and photography firm/Agency**” and sent to **fied.ceo@iimkashipur.ac.in**.
- The applications may be sent by post/courier reach before the scheduled date and time as indicated above.
- The rate of the successful Bidder will be valid up to 31, March 2022 from the date of acceptance of the empanelment notice.
- The payment from FIED will be done once the work item meets the Standard and is ‘satisfactory’ to the receiving party. No advance payment will be made. Taxes applicable will be deducted as per rules. The responsibility for delivering the photographs on any other related jobs to the office within the required period will be that of the firm or the photographer No separate payment will be made for transport vehicle & materials. The deputed photographer/videographer of the firm has to reach of his own at the destination / place for photo/video coverage.
- The videography and photography firm/videography and photography agency should be in profession of videography and photography for at least two financial years.
- Rate Card for the services provided. The bidder shall submit with all quoted rates to be including all the taxes and charges.
- IIM Kashipur FIED reserves the right to verify the quality of work.
- In case, work is found to be of inferior quality, the empanelment may be rescinded, besides deduction in payments.
- The videography and photography agency firm should understand the brand value of IIM Kashipur.
- The videography and photography agency firm /Agency should have worked with reputed institutions, firms, companies, etc.
- The videography and photography firm/videography and photography agency should have sound knowledge/practice about videography and photography tools and software minimum 2 year experience.

- Soft copy the artwork in all relevant formats shall be provided to IIM Kashipur FIED.
- The videography and photography firm/agency should have registration with state & local authorities for Undertaking the profession (Copies of all such registrations may be enclosed).
- The rights to postpone / cancel / suspend / terminate the empanelment or its process at any stage are reserved by IIM Kashipur FIED.
- Proposals of the interested firms can also be rejected at the sole discretion of IIM Kashipur FIED, if any application found incomplete or information provided by the videography and photography firm/Agency not in the prescribed format and is inconsistent and inaccurate.
- IIM Kashipur FIED reserves the right to keep or remove any firm on the approved panel for videography and photography jobs etc. for any administrative reason.
- The firm should have full fledged unit of their own for visual design facility, preparation of art work, translation in English, Hindi etc.
- The firms for contracts will not be entertained if having any dispute with IIM Kashipur FIED till settlement of the dispute.
- A schedule (timeline) for the work and for the delivery of work will be drawn by the IIM Kashipur FIED and will be intimated to the videography and photography agency while placing the order for the job. The videography and photography agency should only accept the job if it is in a position to complete the job according to the schedule (within timeframe).
- In the event of the delivery of any defective works / materials, owing to urgency or for any other reasons, IIM Kashipur FIED shall have the power to deduct such suitable sum from any payment due to the videography and photography firm/agency as may be deemed fit by the IIM Kashipur FIED.
- Notice of the job can be sent to the empanelled videography and photography firm/agency through e-mail/voice telephone etc.
- No TA/DA/HRA will be provided by IIM KASHIPUR FIED.
- The videography and photography agency s firm/agency applying for empanelment should furnish all the particulars as per **Annexure 1,2,3**.
- The date of declaration of qualified/empanelled videography and photography firm /videography and photography agency s will be declared at the discretion of IIM Kashipur FIED which could be intimated through any means of communication as mentioned above.

- In case, the successful party refuses to undertake offered jobs / shows its inability to discharge the obligation in the contract, IIM Kashipur FIED reserves the right to forfeit its empanelment.
  - All the items to be received from the videography and photography firm/agency would be checked by the officer-in-charge to ensure that the ordered jobs confirmed to the approved specifications/ quality as per samples approved by the IIM Kashipur FIED.
  - Payment will be released on presentation of correct bill supported with the copy of the work order of the authorized officers of the IIM Kashipur FIED and upon such certification to the effect that the jobs got designed from the videography and photography agencies are as per approved specifications.
  - Additional / modified / revised terms & conditions can also be made applicable to the empanelled videography and photography agencies including those who are being awarded any job / work by the IIM Kashipur FIED at any stage as per requirements of the IIM Kashipur FIED, if felt necessary.
  - The applications have to be submitted in sealed envelopes to Chief Executive Officer, IIM Kashipur FIED, 2<sup>nd</sup> floor, Academic Block, IIM Kashipur, Kudeswari road, Kashipur, Uttarakhand.
  - During Covid times, we allow the application form in ZIP format through email also. The Subject of the email should be “**Application for Empanelment of Videography and photography firm/Agency**” and sent to “[fied.ceo@iimkashipur.ac.in](mailto:fied.ceo@iimkashipur.ac.in)”
  - No proposal will be entertained /received after the prescribed due date.
  - In case of any dispute, the decision of the Chief Executive Officer, IIM Kashipur FIED, would be final and binding.
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# Annexure-1

## Application

Date:

To,

Chief Executive Officer

IIM KASHIPUR-FIED

2<sup>nd</sup> Floor, Academic Block, IIM Kashipur

Kashipur-244713

Subject: Empanelment as a Videography and photography.

Dear Sir,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empanelling us with IIM KASHIPUR-FIED for the Professional Services for videography and photography.

The proposal is made by me/us on behalf of.....  
(Company/Firm/Association of individuals/ Proprietorship) in the capacity of .....  
duly authorized to submit the proposal.

I/We understand that IIM KASHIPUR-FIED reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms.

AUTHORISED SIGNATORY

(Name and Designation)

Name of Firm:

Address:

Email id:

Contact details:

## Annexure-2

### Technical Bid for Empanelment of Photography and Videography

Name of the Bidder/Authorized person----- Contact No.(M)-----

Address : \_\_\_\_\_

E-mail id----- Landline:\_\_\_\_\_

Sr. No.	Deatails of Documents Required	Enclosed Doc YES/NO
1	Type of Bidder (Sole proprietor / Partnership Firm/ Company) ::	
2	Address of the Bidder (enclose a proof of address in )	
3	Date & Year of establishment of firm	
4	Registration No (If registered under Shop & company Establishment Act) :: (Enclose self-attested copy of the registration certificate)	
5	PAN No (Enclose self-attested copy of PAN Card) :: (With a letter of Sole Proprietorship if the bidder is a sole proprietor)	
6	GST Registration No., if any (Enclose self-attested copy of registration) ::	
7	Last two year financial statement (Enclose self-attested copy)	
8	Number of years of experience in photography and videography services (Self declaration certificate)	
9	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India. (enclose letter of undertaking)	
10	The Applicant Firm must possess in house video/photo production (studio lights, drones camera, HD camera, mixture, editing, graphics addition, sound voice recording, all relevant softwares for all purposes. (enclose self-certificate/Undertaking)	
11	Agency should have a turnover of at least Rs. 3 lakhs in each of the previous two financial years.	

**Note: All required documents duly signed with officials seal to be enclosed with technical bid.**



## Annexure-3

### Financial Bid for Empanelment of Photography and Videography

Name of the Bidder/Authorized person----- Contact No.(M)-----

Address : \_\_\_\_\_

E-mail id----- Landline:\_\_\_\_\_

Sr. No	Type of Job/work/Services	Rate in Rupees (including all taxes)
1	Assignment charges for still photography – half day (upto 4 hours) / full day (8 hours)	
2	Digital HD Video Recording with 3 digital cameras half day (4 hours).	
3	Digital HD Video Recording with 3 digital cameras full day (8 hours).	
4	Digital Video recording charges with drone for the functions in Pen drive Charges for 4 hours (including cost of pen drive)	
5	Digital Video recording charges with drone for the functions in pen drive Charges for 8 hours Charges (including cost of Pen drive).	
6	Portfolio/Product shooting with studio lights (half day)	
7	Portfolio/Product shooting with studio lights (full day)	
8	Assignment charges with digital camera (half day)	
9	Assignment charges with digital camera (half day)	

Applicant Signature:

Name of Applicant:

Date:

Place:

**Relevant Work Experience:**

<b>Sr. No.</b>	<b>Name of Client</b>	<b>Year</b>	<b>Bill Amount</b>	<b>Enclose work order &amp; documents (YES/NO)</b>
Assignment-1				
Assignment-2				
Assignment-3				

Name of Bidder:

Name of Firm:

Signature: