



Apparel Export Promotion Council

**NOTICE
INVITING TENDERS
FOR**

"HIRING OF PHOTOGRAPHER & VIDEOGRAPHER DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT

Last date & time for submission of Tenders:

19th June, 2017 Upto 2:00 PM

The Tender Document, complete in all respects, to reach on or before the due date at the following address:

Director (F & E),

Apparel Export Promotion Council,
Apparel House, Sector-44 Institutional Area
Gurgaon, Haryana-122003

Venue for opening Technical Bid:

Apparel House, Sector-44 Institutional Area
Gurgaon, Haryana-122003

Date:- 13 June, 2017



IMPORTANT DATES

1.	Issue of Tender Notice & Document	13/06/2017
2.	Last date & time for submission of tender	19/06/2017 up to 2:00 P.M.
3.	Date & time of opening of Technical Bids	19/06/2017 at 4.30 P.M.
4.	Date & time of opening of Financial Bids	19/06/2017 at 4:30 P.M.

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1. EVENT BACKGROUND

AEPC invites Tenders from established agencies/firms (single entity) for **“HIRING OF PHOTOGRAPHER & VIDEOGRAPHER DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT**

The rates quoted for HIRING OF PHOTOGRAPHER & VIDEOGRAPHER DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT will be valid upto 31st August, 2017.

Amendment in Tender Document: At any time till 7 days before the deadline for submission of bids, AEPC may, for any reason, whether at own initiative or in response to a clarification requested by a prospective bidder, modify the bid document by amendment. Such modifications shall be uploaded in the AEPC / IGFA websites. All such amendments shall be binding on all the bidders. AEPC also reserves the right to amend the dates mentioned in the tender.

2. SPECIFICATION OF TASKS REQUIRED TO BE CARRIED OUT

1. To cover the entire event Textiles India 2017 (incorporating 59th IIGF) with respect to Photography and videography.
2. To cover the inauguration ceremony, Round Table, Fashion Show (all three days), and visit of other VIPs during three days of the fair.
3. To provide 2 Professional Photographer for taking photographs and for covering special events.
4. To provide 2 Professional Videographer shooting video and for covering special events.
5. The soft copy of all the photographs in high resolution would be provided in a DVD to the Organizer alongwith Photographs (photograph clicked and printed soft copy to be given to the organizer) within two working days after the conclusion of the fair without any cost.

6. The agency would provide 2 DVDs and 300 photographs (to be selected by organizer from soft copy of clicked photographs) in album covering the important events on complimentary basis.

PROCEDURE FOR SUBMISSION OF BIDS

The agency qualifying the eligibility criteria shall submit the tender in two separate covers, as follows:-

Cover (A) – Superscribed as **Technical Bid**, which should consist of the following documents:-

1. Documentary evidence in support of Eligibility Criteria , namely:
 - Copies of the work orders evidencing that the agency has experience of at least 3 years of having successfully completed similar work of OFFICIAL PHOTOGRAPHER AND VIDEOGRAPHER in the Fair/Exhibitions
2. Demand Draft for Rs. 5,000/- towards EMD in favour of “**Apparel Export Promotion Council**” payable at **Gurgaon, Haryana**. The agencies registered under NSIC, are exempted from EMD subject to submission of documentary evidence for the same.
3. Photocopies License /Registration Certificate of the firm.
4. Signature of the bidder or his/her authorized signatory on each page.
5. Copy of PAN Card
6. Copy of Service Tax Registration (ST - 2 forms)
7. Annexure - 2 ‘Acceptance Letter of the Tenders’
8. Annexure - 3 ‘Undertaking’
9. Annexure - 4 ‘Agency’s Name and Address’
10. Annexure - 5 - Technical specifications compliance sheet as per the formats given.

Cover (B) – Superscribed as **Financial Bid** consisting of the bid amount separately indicating statutory taxes, charges and levies etc. The format for submission of Financial Bid is given in Annexure - 6.

DISCLAIMER:

This tender is being issued by the AEPC for inviting bids for “**QUOTATION FOR OFFICIAL PHOTOGRAPHER AND VIDEOGRAPHER TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT**”. The words 'Tender' and 'RFP' are used interchangeably to refer this document. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries.

AEPC reserves the right not to proceed with the project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid. No reimbursement of any cost will be paid to persons, entities submitting a Bid.



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GENERAL CONDITIONS /INSTRUCTIONS FOR SUBMISSION OF BIDS

1. Sealed Tenders are invited directly from established agencies/firms (single entity) for OFFICIAL PHOTOGRAPHER AND VIDEOGRAPHER during **Textiles India 2017 (Incorporating 59th IIGF) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT.**
2. **AEPC should not pay any airfare and hotel stay.**
3. Tender Document can be downloaded from the website of AEPC www.aepcindia.com and IGFA www.indiaapparelfair.com
4. The bid should be in two separate sealed envelopes clearly mentioned as “**Technical Bid**” and “**Financial Bid**” and both the sealed envelopes to be put into another envelope and it should be super scribed as “**TENDER FOR “OFFICIAL PHOTOGRAPHER AND VIDEOGRAPHER DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT.**”
5. The last date of receipt of bid in a sealed envelope on or before **19th June, 2017** upto **2.00 pm** addressed to **The Director (Fairs & Exhibitions), Apparel Export Promotion Council, Apparel House, Sector-44 Institutional Area, Gurgaon, Haryana-122003.** Alternatively, the sealed envelope may be sent through Registered post/ Courier/by hand and should reach to us on or before the last date & time. The Bidder will ensure that it is received in Apparel House, Gurgaon before the due date & time. The offers received after the due date and time will not be entertained. The tender received through e-mail etc. would not be considered.
6. The Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousands only) in the form of Demand Draft/Bankers Cheque drawn in favour of “**Apparel Export**

Promotion Council” payable at **Gurgaon, Haryana** is to be submitted along with the technical bid only. It may be noted that the EMD/DD should not be placed along with financial bid. The agencies registered under NSIC are exempted from EMD subject to submission of documentary evidence for the same.

7. Technical bids will be opened for evaluation on **19th June, 2017**.
8. Only shortlisted bidders whose bids are technically appropriate shall be eligible for opening of financial bids which will be opened on **19th June, 2017**. The decision of the AEPC in this regard will be final and no requests will be entertained from the bidders.
9. **AEPC will award the contract to the successful bidder where bid has been determined to be techno commercially acceptable and financial bid is lowest, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.**
10. The EMDs of the unsuccessful bidders will be refunded by way of handing over the original Demand Draft/Banker’s Cheque duly endorsed by the Competent Authority of the AEPC without any interest. The EMD of the successful tenderer would be replaced by performance guarantee equivalent to the 7% of the total contract value by way of Bank Guarantee / DD / Pay Order in favour of “Apparel Export Promotion Council”.
11. All the pages/documents of the bid should bear the dated signature of the tenderer with the stamp of the Firm. All the entries by the tenderer should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.
12. Rates should be quoted in Indian Rupees (Rs) both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final. Please ensure to specify about the applicable taxes, if any.
13. Conditional tenders are liable to be rejected.
14. AEPC reserves the right to reject or accept any or all application(s) without assigning any reason(s).
15. AEPC reserves the right to increase or decrease services in Tender document.
16. The terms of payment is as follows:-
The payment would be made after completion of the fair subject to submission of Bill/Invoice with all supporting documents. TDS will be deducted as per the provisions of Income Tax act, as amended from time to time.

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GANDHINAGAR, GUJARAT
Annexure - 1**

TERMS & CONDITIONS/ELIGIBILITY CRITERIA

(a) Eligibility criteria:

1. The agency should have experience of at least 3 years of having successfully completed similar work of OFFICIAL PHOTOGRAPHER AND VIDEOGRAPHER at Pragati Maidan, New Delhi or Helipad Exhibition Centre, Gandhinagar, Gujarat during important exhibitions/fairs.

(b) Terms and conditions:

2. The details of inputs / information required to be submitted by the agency should as per the information mentioned in tender document.
3. The successful agency should submit the Copy of Registration with PF/ESI before award of Contract. In case of not registered/not applicable, the agency should submit an affidavit on Rs. 50/- stamp paper duly notarized indemnifying AEPC for non-applicability of PF/ESI and will be responsible for any claim lodged by concerned authority in future in respect of **Textiles India, 2017 (incorporating 59th IIGF)**.
4. Quoted rates should be free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.
5. The selected agency should not sublet the work in part or full to another agency.
6. The agency should provide two DVDS having copies of all photographs in high resolution and 300 photographs in an album on complementary basis to the organizer.
7. The agency should have latest technology equipped cameras and video cameras
8. The agency should have trained professional photographer and videographer
9. There will be no escalation in the price during entire contract period.

10. The contract shall be terminated in respect of the followings:-

- (i) If, the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
- (ii) In case the agency fails to execute the job as per the terms and conditions of the agreement, the balance / total work will be got executed through other agencies at the agency's risk and cost.
- (iii) The decision of the AEPC will be final and binding on the agency and no request will be entertained in any manner.

11. The losses to the AEPC which are directly attributable to the agency shall be deducted from the bills / adjusted from the performance guarantee.

12. The EMD of the successful bidder will be released after the conclusion of fair once the final payment has been settled.

13. Penalty Clause:

- a) For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.
- b) The proportionate penalty as decided by the SG, AEPC will be imposed and deducted from the final bill.

14. The EMD shall be forfeited by the AEPC in case:

- i. The tenderer withdraws their offer during the period of tender validity.
- ii. After opening of Financial Bids, the tenderer fails to honor the contract or refuses to comply with any or all terms and conditions of the tender.
- iii. If the services of the Agency is not found satisfactory as per the terms & conditions of the tender.

15. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, Chairman, AEPC/IGFA would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.



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Annexure - 2

Acceptance of the Tenders

All the clause of tender document and terms and conditions enumerated in this form has been read by me/us and are acceptable to me/us.

Date:

Signature

Name of Tenderer (in Block Letters).....

Address (with Stamp)

.....
.....
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Annexure - 3

UNDERTAKING

To,

The Director (F & E)
Apparel Export Promotion Council,
Apparel House, Sector-44, Institutional Area,
Gurgaon, Haryana-122003

Sir,

I/We the undersigned, certify that:

1. I/We have gone through scope of work (specification of task) and the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. Our firm has not been black-listed by any agency in India or abroad.

Date:

SIGNATURE OF THE TENDERER WITH SEAL
NAME OF THE TENDERER WITH ADDRESS



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Annexure - 4

Name and Address of the Agency

NAME OF THE BIDDER (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE BIDDER WITH PHONE NO, FAX NO & E-MAIL ADDRESS (as per Registration Certificate) Name of the contact person with Mobile number.	



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Annexure - 5

Technical Specification Compliance Sheet

EARNEST Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 5,000/- (Rupees Five Thousands only) drawn on (name of the Bank) _____ in favor of "Apparel Export Promotion Council" payable at Gurgaon (To be enclosed with Technical Bid).
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Company/ Firm	
<p>1. Name of the Company/ Firm and Complete registered address</p> <p>(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)</p> <p>(b) Has your company/ firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p> <p>(c) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.</p>	
<p>1. Name & Designation of Contact Person</p> <p>-Mobile No (s) of the Contact Person</p> <p>-Fax No(S)</p> <p>-e-mail address</p>	
<p>3. Year of commencement of Business</p>	
<p>4. Statutory Details (photocopy to be attached)</p> <p>- Registration No. of the Firm</p> <p>- PAN no.</p> <p>- Service tax Registration No.</p> <p>- Registration no. of ESI & PF (photocopy of registration to be attached)/In case, not applicable, then an Undertaking on Rs. 50/- stamp paper duly notarized be submitted.</p>	
<p>5. NSIC Registration No., if applicable (Photocopy of registration certificate to be attached)</p>	
<p>6. Profile of dedicated team with their qualification</p>	
<p>7. The agency should provide two DVDS having copies of all photographs in high resolution and 300 photographs in an album on complementary basis to the organizer.</p>	Yes/No
<p>8. The agency have latest technology equipped cameras and video cameras</p>	Yes/No



Apparel Export Promotion Council

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Annexure - 6

FORMAT FOR SUBMISSION OF FINANCIAL BID

S. No.	Requirements	Rates (Rs.)
1.	Photographer To provide 2 Professional Photographer for taking photographs and for covering special events outside.	Rs. _____ per photographer for the entire duration of exhibition (9.30AM to 6.30 PM) Rupees (_____)
2.	Videographer To provide 2 Professional Videographer shooting video and for covering special events outside.	Rs. _____ per crew set for the entire duration of exhibition. (9.30AM to 6.30 PM) Rupees (_____)
3.	Printed Photographs along with soft copy of photographs Size 5" x 7" and Size 8" x 10	Rs. _____ each Size 5" x 7" photo Rs. _____ each Size 8" x 10" photo Rupees (_____)
4.	Rate of CD/DVD covering main activities, fashion shows and round table held during the fair, to be charged from interested participants.	Rs. _____ each CD Rs. _____ each DVD Rupees (_____)
5.	Complementary album with 300 photographs and one CD covering main activities like inauguration, fashion shows, Round table and visit of VIPs held during the fair to be given to the organizer.	
6.	The agency would provide all photographs in high resolution (soft copy) to the office within next 2 working days for making report of the fair without any cost.	
7.	Taxes (if any)	

Date:

SIGNATURE OF THE AUTHORISED SIGNATORY
OF THE AGENCY WITH SEAL

Note: Tenders to be given in a sealed envelope super scribing "FINANCIAL BID FOR "OFFICIAL PHOTOGRAPHER AND VIDEOGRAPHER DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT.