



पवन हंस लिमिटेड  
Pawan Hans Ltd



Type of Organisation	: Service Provider (Aviation Industry)
Tender Title	: Annual Rate Contract for "Providing Photography/Video Shooting Services " at Pawan Hans Ltd. Company Premises
Tender Ref. No.	: PHL:WR:HR&A:A:1280 dated 27/12/2017
Product Category	: Photography service
Sub Category	: -
Tender Value	: Approx. ` 1,20,000/- per annum
Tender Type	: Single Bid
Type of Bidding	: Sealed Quotation
Enter Location	: Pawan Hans Limited, Juhu Aerodrome, S.V. Road, Vile Parle (West), Mumbai – 400056
First Announcement Date	: 27/12/2017
Last Date of Submission	: 18/01/2018 at 1500 hrs
Opening Date	: 18/01/2018 at 1530 hrs
Work Description	: Providing photography services at Company Premises.
Pre-Qualification	: -
Pre Bid Meet	: 05/01/2018 at 1100 hrs
Sector	: -
For further information, contact Mr. Akshat Bhargava, AGM(HR)/Mr. Naresh R. Burde, Sec. Officer (HR&A)	: Phone Nos.: 022 - 26261758 / 26261763
Address for communication	: JGM (HR&A), WR Pawan Hans Limited, Juhu Aerodrome, S.V. Road, Vile Parle (West), Mumbai – 400056

**PAWAN HANS LIMITED**  
**(A GOVT. OF INDIA ENTERPRISE)**

**TENDER FOR ANNUAL RATE CONTRACT FOR HIRING**  
**PHOTOGRAPHER/VIDEO SHOOTING SERVICES**

**1. INTRODUCTION:-**

Pawan Hans Limited is a Government of India Enterprise having its Corporate Office, C-14, Sector- 1 Noida-201 301 and its regional office at Juhu Airport, S V Road, Vile Parle(West) , Mumbai 400 056. The present Tender is for **Annual Rate Contract for Hiring of Photography/Video Shooting Services** at Pawan Hans Limited, Western Region, Mumbai.

**2. DEFINITION:-**

The following terms shall have the meaning hereby assigned to them except where the context otherwise requires.

2.1 PAWAN HANS LIMITED (PHL) having its Corporate Office, C-14, Sector- 1 Noida-201 301 and its regional office at Juhu Airport, S V Road, Vile Parle(West) , Mumbai 400 056.

2.2 Tender shall mean and include the present document titled Tender for Photography /Video shooting Services at Pawan Hans Limited, S V Road, Vile Parle(West) Mumbai .

2.3 " TENDERERS" shall mean the person(s), firm or Company who enters an agreement with Pawan Hans Ltd for execution of works Covered under this tender and shall include their executors, administrators, Successors, permitted assignees and legal heirs.

**3. PARTICULARS OF TENDER & SCOP OF WORK:-**

3.1 Number & Types of Photography services required on requirement of our company by Pawan Hans Ltd on need basis only.

3.2 Photography/Video shooting required for call basis at office premises of Pawan Hans Ltd, Pawan Hans Complex, ONGC and any other place decided by Management.

#### 4. PRE- QUALIFICATION:

- 4.1 The tenderer must fulfill all the following conditions to be eligible for bidding for the contract. While photography, the tenderer must attach relevant supporting documents.
- 4.2 The tenderer must have minimum **three years** total work experience in providing services for “ **Annual Rate Contract for Providing Photography/Video Shooting Service** “ one PSU or reputed private organization/company with a minimum contract value of 1,20,000/-per annum. In support of the same, tenderer must attach copies of proof / work order.
- 4.3 The tenderer has to attach along with a Demand Draft for Rs. **500/-** towards tender fees drawn in favour of Pawan Hans Limited issued by a Commercial/Nationalised/Scheduled Bank payable at Mumbai. .
- 4.4 The tenderer has to attach Demand Draft of **Rs. 3,600/-** i.e., 3% of Tender Value, drawn in favour of Pawan Hans Limited payable at Mumbai, from any Commercial/Nationalized/Scheduled Bank as **Earnest Money Deposit (EMD)**.

#### 5 SUBMISSION OF TENDER (SINGLE BID SYSTEM) :

The tenderers must download the tender document from Pawan Hans website [www.pawanhans.co.in](http://www.pawanhans.co.in). Interested bidder may submit their quotes in single bids systems, the Technical bid with Price bid shall be submitted Office only as per prescribed format by due date and time. The tender shall not be accepted in any other form Price Bid as per Annexure ‘A’ Tenders will have to be deposited in the Tender Box kept in Room No. AB-5 located on the ground floor of Administrative Building, Pawan Hans Ltd., Juhu\_Aerodrome, S.V. Road, Vile\_Parle (West), Mumbai - 400 056 up to 1500 hrs on **18/01/2018** and the same will be opened on the same day at 1530 hrs.

#### 1. GENERAL TERMS & CONDITIONS :

- 4.1. **Period of Contract:** The contract undertaken shall be for a maximum period of **3 years** initially and the same can be further extended by **2 more year** depending upon our need and performance of your agency.
- 4.2. Charges per visit to be quoted in Annexure-A of this tender. Collective charge for different charges together will not be considered and lead to rejection of tender.
- 4.3. An amount equivalent to 3% of contract value as EMD favoring "PAWAN HANS LIMITED" should accompany the tender by Demand Draft drawn on a Commercial/Nationalised/Scheduled Bank Payable at Mumbai should be submitted along with the Tender. Tender without Earnest Money Deposit shall be rejected.
- 4.4. The EMD of the successful tenderer shall be retained and adjusted against security deposit for fulfilling terms and conditions of the Agreement during the tenure of the contract.
- 4.5. The successful tenderer shall be required to deposit 10% of the contract value awarded towards security deposit within 21 days of receipt of Work Order/Contract

letter by Demand Draft or Bank Guarantee valid for 26 months i.e. up to next one month of expiry of annual maintenance contract.

- 4.6. In case of unsatisfactory services penalty @ 10% on each occasion shall be deducted from the monthly bills besides encasing the Security Deposit / Bank Guarantee.
- 4.7. Pawan Hans shall not be responsible for any claim that arises due to damages/injuries pilferage to the Contractor under any circumstances while on Pawan Hans duty.
- 4.8. If the successful tenderer fails to furnish the security deposit then the whole earnest money shall be forfeited without any reference to the tenderer.
- 4.9. Earnest money of all unsuccessful tenderer will be returned within 60 days of the award of Contract.
- 4.10. The bidder should be preferably nearby suburbs so as to be available 1 hrs call for photo/video shooting work.
- 4.11. The tenderer must have PAN and shall be required to submit attested copy of the same on finalisation of contract.
- 4.12. Payment shall be made within 30 days after end of every month on the production of bill after deduction of TDS as applicable. (The payment will be directly credited to the party's Bank A/C for which details of Bank, A/C No, branch name, IFSC and other details shall be given.
- 4.13. The rate given should include all taxes / related charges and shall remain firm and unaltered during the currency of the contract.
- 4.14. The rate quoted shall be inclusive of material cost, labour and transpiration etc.
- 4.15. If the photographer fails to attend to the call as per the requirement without giving proper explanation, the contract will be cancelled.
- 4.16. If the work remains unattended or is kept pending for more than 07 days without giving prior notice with justification, the security deposit shall be forfeited and the contract will be cancelled.
- 4.17. Jt. General Manager (HR&Admn) reserves the right to reject any or all tenders without assigning any reasons
- 4.18. The quotation without " wax seal" shall be rejected.

## **2. PRE-BID MEETING:**

A pre-bid meeting shall be held with the participating Agencies on **05/01/2018 at 1100** hrs. in the Office of AGM (HR&Admn) or any other suitable place depending upon the number of participants within Pawan Hans Office Premises, Juhu Aerodrome, S. V. Road, Vile Parle (West), Mumbai - 400 056. Interested parties may visit Pawan Hans Office along with an authorisation letter from the Agency.

## **3. JURISDICTION**

The agreement including all matters connected with this contract shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Mumbai.

**4. ARBITRATION**

In case of any dispute relating to the contract the matter shall be refer to a sole arbitrator for adjudication through arbitration. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings. The Chairman cum Managing Director, PAWAN HANS shall nominate the Arbitrator.

**5. DECLARATION**

I/We have read and understood the attached terms and conditions of the tender for Annual Rate contract for “ Providing Photography/Video Shooting Services.”

PLACE :

SIGNATURE OF AUTHORISED OFFICIAL

DATE :..../..../2017

OF FIRM /COMPANY WITH SEAL

Please sign on all pages





पवन हंस लिमिटेड  
Pawan Hans Ltd



Annuxure "A"

### PRICE BID

N.B: Duly accepted laid down terms and conditions, we quote the following **rates**:

(A) Video Shooting/ photography charges including visiting charges:-

Sr No	Particulars	Rate / Charges Half Day	Rate/Charges Full Day
1	Video shooting with supplying DVD		
2	Video Editing with supplying with DVD		
3	Photography with Data with CD/DVD		
Total			

(B)

Sr No	Particulars	Qtn	Size(inches)	Rate/Charges
1	Album	50	5x7	
			2x5	
			4x2	
			4x6	
		100	5x7	
			2x2	
			4x2	
			4x6	
		200	5x7	
			2x2	
			4x2	

			4x6	
2	Photo ( color) per photo		5x7	
			4x6	
			6x8	
			8x12	
			8x10	
			12x18	
			16x12	
			20x24	
3	Photo ( color) per photo		5x3.5	
			6x4	
			5x7	
			8x6	
			12x8	
			12x10	
			10x15	
			12x15	
			12x18	
4	Frame		8x6	
			12x8	
			12x15	
			12x18	
			Total	

Overwriting is not allowed. Any overwriting would lead to summary rejection of the tender unless it is signed in full

**PLACE :**

**SIGNATURE OF AUTHORISED OFFICIAL  
OF FIRM /COMPANY WITH SEAL**

**DATE : ...../...../2018**





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Pawan Hans Ltd



**TECHNICAL BID FOR : PHOTOGRAPHY/VIDEO SHOOTING SERVICES**

- 1) Tenderer Name .....
- 2) Tenderer Address with Telephone, Fax and E-mail .....
- 3) Registration No. if any of the tenderer ( Attached Copy) .....
- 4) **Tender Fee Details : Demand Draft NO** .....
- Dated ...../...../2018 Amount Rs. .... only.
- 5) **EMD Details : Demand Draft NO** .....
- Dated ...../...../2018 Amount Rs. .... only.
- 6) Copy of all the above documents and work order in support of the similar work experience as mentioned in the point no 4. Entitled 'Prequalification' of the tender, should be enclosed along with Technical Bid.

DATE: ...../...../2018

(Signature of the Authorized Official of  
the Firm with Seal)

PLACE :





