

Dr Rajendra Prasad Central Agricultural University, Pusa, Samastipur, Bihar

Invitation of Quotation For Selection of Vendor for Live Photography and Videography Coverage of CONVOCAATION 2024 PROGRAMME

Dr Rajendra Prasad Central Agricultural University, Pusa, Samastipur -848125 invites Quotation from interested vendors for Live Photography and Videography coverage of the 4th CONVOCAATION 2024. The cover of the sealed Quotation should be superscripted with "Quotation" For the Selection of Vendor for Live Photography and Videography Coverage of 4th CONVOCAATION 2024" consisting of two separates envelop one for Technical Eligibility and the second one for Financial Quotation. Initially, the first envelope will be opened to ascertain the technical eligibility criteria of the vender /firm. If the vendor/firm qualify the Technical Eligibility criteria then a financial quotation will be open for consideration.

Scope of work

The vendors selected based on the response submitted to Quotation, is expected to submit a quotation pertaining to the event concerned, for undertaking the following scope of work

1. Event Photography: The Selected vendor shall submit the JPEG soft copies of at least high-quality photographs covering the complete event.
2. Event Videography: The Selected vendor shall record the event in HD video and submit the raw unedited footage to the undersigned.
3. Live Streaming on of event on social media: The selected vendor needs to live stream the event on the University official YouTube Channel, Facebook Live and Twitter. The vendor will need to finish the live-streaming test one day before the event in front of the team assigned by the University.
4. Photo and Video Bank Delivery: Delivery should be done in electronic format within 24-48 hours after the event concludes.
5. Short Video: The selected vendor shall submit an HD/4K short video of 8 to 10 minutes to showcase the complete event at a glance with consultation of undersigned.

A. Technical Eligibility Criteria

Vendors desirous for Live Photography and Videography coverage of CONVOCAATION 2024 Programme must be able to satisfy and adhere to the following:

S.No.	Eligibility Criteria	Remarks/ Supporting
1	Certificates/Work Orders issued by clients to be submitted for Experience of having successfully completed completion certificates. similar works during last 5 years preferably work executed in government organizations/PSUs	Copies of work orders/Completion certificates
2.	The agency should have valid registration with appropriate statutory authorities as required under law. A copy of all such registrations such as PAN and GST Tax, etc. must be enclosed.	Copies all mentioned certificate to be enclosed.
3.	The bidder should have average annual turnover of at least Rs. 20 lakhs (Rupees twenty lakhs Only) during the last three financial years (2020-21, 2021-22 and 2022-23)	Audited Balance Sheet and Profit & Loss Statement.
4.	The firms having black-listed/debarred in participating in any procurement activities by any State or Central Government or any other govt. organization in India are not allowed to bid	Undertaking to this effect shall be submitted by the vendor on his letter head that the agency has not been blacklisted/debarred from participating in tender/bids by any State or Central Govt. organization in India.

Terms and Conditions

1. The evaluation of the Quotation will be done on the 'Fail-pass criteria' with minimum requirement eligibility criteria mentioned above and the presentation from the interested Vendors before committee duly constituted for the purpose.
2. A bank draft of Rs. 30,000/- (Thirty thousand) only issued from any nationalized bank in favor of Registrar, Dr. Rajendra Prasad Central Agricultural University, Pusa, Samastipur payable at Pusa should be attached with quotation as security money. The number, date and name of bank of bank draft should be mentioned on quotation clearly.
3. The sealed quotation should be reached through speed/registered post only to the office of **The Head, PG Department of Plant Pathology & Nematology**, Dr. Rajendra Prasad Central Agricultural University, Pusa, Samastipur, 848125 up to 22.03.2024 at 05.00 P.M. The quotation will be

opened on 23.03.2024 at 11.00 am by the committee duly constituted for the purpose in the presence of vendor or their authorized representative. The work will be allotted on lowest quoted rate. In case of failure of first lowest bidder the work will be allotted to next lowest bidder and security of first bidder will be fore fitted.

4. As per requirement, the order of supply of items noted above may be increased or decreased.
5. Vendors are advised to provide complete information for proper communication with their authorized like name, email, phone no., mobile no., etc.
6. The university has reserved all rights to reject any quotation without assigning any reason.
7. The entire work will be given to a single vendor. Work will not be given in segments.
8. The payment will be made after the successful completion of the work on the basis of final measurement of devices used and successful handover of deliverables.

B. Format of Financial Quotation

SNO	Name of Services	UNIT PRICE (Inc. GST)	Number	Grand Total (Including GST)
1.	Video Camera with Man (NX5R With Tripod)		4	
2.	RF Transmitter & Receiver		2	
3.	Still Camera with Man (Sony R7 With 24-105, 70-200, 35mm)		2	
4.	Gimbal Camera with Man		2	
5.	Drone Camera with Operator		1	
6.	Multicam Online Video Switcher (Television Studio HD8)		1	
7.	Multi-Platform Live Streaming Setup (Liveu 500)		1	
8.	LED Wall – 12x8 (P3)		2	
9.	LED Wall – 6x4 (P3)		4	
10	TV 55”		4	
11	Photo Album of 250 selected photographs (Minimum Size A5)		1	
12	8-10 minutes short film of the complete event in full HD/4K		1	
13	Transportation and Other			

