


UT ADMINISTRATION OF DAMAN & DIU
BAL BHAVAN BOARD,
MOTI DAMAN - 396220
DAMAN

NO. BB/DMN/Bal-Bhavan/Tender/2019-20/606

Dated:-16/07/2019.

LIMITED TENDER NOTICE

1. Limited Tenders are invited from interested photographer/videographer/agency by the Director, Bal Bhavan Board, Moti Daman on behalf on the President of India for videography/photography for the activities to be held at Bal Bhavan, Daman for the year 2019-20.
2. Last dated for receipt of limited tenders in the office of Director, Bal Bhavan Board, Moti Daman is **29/07/2019 up to 3.00 p.m** and will be opened on **01/08/2019 at 4.00 p.m.** if possible in the office of the Director, Bal Bhavan Board, Moti Daman in the presence of the purchase committee and tenderer(s) or their representative(s) if present.
3. The Limited Tender Notice will be published in local newspapers.
4. The photographer/ videographer/agency who have registration with GST/VAT are only required to submit their tenders otherwise summarily rejected.
5. The rate quoted will include all the materials required for videography like cassettes/CDs/DVDs, battery backup, etc.
6. The rate quoted shall be valid for the period of one year.
7. In respect of items not provided for in these conditions the decision of the Director, Bal Bhavan, Daman shall be final and binding to the supplier.
8. The Director, Bal Bhavan reserves all right to accept or reject all or any tender, in part of whole, without assigning any reasons.
9. The tenderers are required to produce/attach the following documents with tender in addition to above mentioned documents.
 - i) A copy of VAT/GST Registration.
 - ii) A copy of PAN/TAN of income Tax


(Hemakshi Joshi)
Director,
Bal Bhavan Board, Daman

Copy to:-

1. All the Head of Office of Daman & Diu Districts for wide publicity.
2. District Informatics Officer, National Informatics Centre, Secretariate, Daman with a request to kindly advertise the same in the website.

TENDER DOCUMENT FOR VIDEOGRAPHY & PHOTOGRAPHY

PART A

Sr. No.	Particulars	Details
1	Name of the photographer / videographer / company / agency	
2	Details about office of the photographer / company / agency	
	(i) Address:	
	(ii) Phone no.:	
	(iii) Fax:	
	(iv) E-mail ID:	
	(v) Website:	
	(vi) Contact Person:	
	(vii) Mobile no. of contact person:	
3	Details of registered office of the photographer and contact person	
	(i) Status of the Applicant (Partnership Firm/ Pvt. Ltd. Co./ Public Ltd. Co.)	
	(ii) Details about Directors/Partners	
	(iii) Copy of Memorandum	
	(iv) Total experience of the photographer	
4	P.A.N No. (copy to be attached)	
5	Service Tax Registration No. (copy to be attached)	

Signature & Seal of the Bidder
Date:

TENDER DOCUMENT FOR VIDEOGRAPHY & PHOTOGRAPHY

FINANCIAL BID

PART B

Sr.No.	Items	Amount in Rs.
1	Photography/Videography per Hour	
2	Photography/Videography for Half Day	
3	Photography/Videography for Full Day	
4	Photograph per Soft Copy	
5	Photograph per Hard Copy	
6	All Applicable Taxes	

Signature & Seal of the Bidder

Date: