


Government eProcurement System		eProcurement System Government of India		
Tender Details		Date : 29-Nov-2022 04:41 PM		
 Print				
<b>Basic Details</b>				
<b>Organisation Chain</b>	The Marine Products Export Development Authority  MPEDA Head Office - Kochi  Publicity - MPEDA			
<b>Tender Reference Number</b>	PMP-IISS/TEN/3/2022-PMP			
<b>Tender ID</b>	2022_MPEDA_726301_1			
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Works	
<b>Tender Category</b>	Works	<b>No. of Covers</b>	2	
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No	
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No	
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No	
<b>Payment Instruments</b>		<b>Cover Details, No. Of Covers - 2</b>		
<b>Offline</b>	<b>S.No</b>	<b>Instrument Type</b>	<b>Cover No</b>	
	1	Demand Draft		
			<b>Cover</b>	
			<b>Document Type</b>	
			<b>Description</b>	
	1	Fee/PreQual/Technical	.pdf	technical bid Photography and videography IISS 2023
	2	Finance	.xls	financial bid photography and videography iiss2023
<b>Tender Fee Details, [Total Fee in ₹ * - 0.00]</b>		<b>EMD Fee Details</b>		
<b>Tender Fee in ₹</b>	0.00	<b>EMD Amount in ₹</b>	10,000	
<b>Fee Payable To</b>	Nil	<b>EMD through BG/ST or EMD Exemption Allowed</b>	Yes	
<b>Fee Payable At</b>	Nil	<b>EMD Fee Type</b>	fixed	
<b>Tender Fee Exemption Allowed</b>	No	<b>EMD Percentage</b>	NA	
		<b>EMD Payable To</b>	INDIA INTERNATIONAL SEAFOOD SHOW	
		<b>EMD Payable At</b>	ERNAKULAM	
<a href="#">Click to view modification history</a>				
<b>Work /Item(s)</b>				
<b>Title</b>	PHOTOGRAPHY AND VIDEOGRAPHY IISS 2023			
<b>Work Description</b>	PHOTOGRAPHY AND VIDEOGRAPHY IISS 2023			
<b>Pre Qualification Details</b>	Please refer Tender documents.			
<b>Independent External Monitor/Remarks</b>	NA			
<b>Show Tender Value in Public Domain</b>	No			
<b>Tender Value in ₹</b>	0.00	<b>Product Category</b>	<b>Sub category</b>	

			Documentary film,Video film		PHOTOGRAPHY AND VIDEOGRAPHY
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work (Days)</b>	15
<b>Location</b>	KOLKATA WESTBENGAL	<b>Pincode</b>	700105	<b>Pre Bid Meeting Place</b>	VIRTUAL MPEDA HEADOFFICE PANAMPILLY NAGAR
<b>Pre Bid Meeting Address</b>	VIRTUAL MEETING HOSTED FROM MPEDA HEADOFFICE PANAMPILLY NAGAR	<b>Pre Bid Meeting Date</b>	02-Dec-2022 11:00 AM	<b>Bid Opening Place</b>	MPEDA HEADOFFICE AND MPEDA RD KOLKATA
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	29-Nov-2022 05:00 PM	<b>Bid Opening Date</b>	21-Dec-2022 02:05 PM
<b>Document Download / Sale Start Date</b>	29-Nov-2022 06:00 PM	<b>Document Download / Sale End Date</b>	20-Dec-2022 12:00 PM
<b>Clarification Start Date</b>	30-Nov-2022 10:00 AM	<b>Clarification End Date</b>	16-Dec-2022 04:00 PM
<b>Bid Submission Start Date</b>	02-Dec-2022 03:00 PM	<b>Bid Submission End Date</b>	20-Dec-2022 12:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	technical bid photography and videography iiss2023

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_763884.xls	BOQ FINANCIAL BID PHOTOGRAPHY AND VIDEOGRAPHY IISS 2023

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	mahesh@mpeda.gov.in	Mahesh G	MAHESH GIRIYAPPA
2.	shassi@mpeda.gov.in	SHASSI S	SHASSI SANTHAMMA
3.	gibin@mpeda.gov.in	GIBIN KUMAR	GIBINKUMAR T R

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Show Bids Details</b>	Yes
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	H	Form Based BoQ	No

**Tender Inviting Authority**

<b>Name</b>	DEPUTY DIRECTOR MP AND STATISTICS
<b>Address</b>	MPEDA HEADOFFICE PANAMPILLY NAGAR KOCHI 682036

**Tender Creator Details**

<b>Created By</b>	GIBIN KUMAR
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<b>Designation</b>	DEPUTY DIRECTOR
<b>Created Date</b>	29-Nov-2022 04:23 PM

## TENDER NOTICE

Ref: PMP-IISS/TEN/3/2022-PMP

29/11/2022

### TENDER FOR PHOTOGRAPHY & VIDEOGRAPHY COVERAGE

Bids are invited from reputed firms for Photography & Videography coverage for INDIA INTERNATIONAL SEAFOOD SHOW 2023 (IISS 2023) jointly organized by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) and Seafood Exporters Association of India (SEAI) to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15<sup>th</sup> – 17<sup>th</sup> February 2023 as per the requirements in the tender document, available on the web site [www.mpeda.gov.in](http://www.mpeda.gov.in) / [www.indianseafoodexpo.com](http://www.indianseafoodexpo.com)

The bid must be submitted on or before 20.12.2022 at 10.00 in the following address, super-scribing '**Tender for Photography & Videography coverage for the IISS2023**'.

The Deputy Director  
The Marine Products Export Development Authority  
(Ministry of Commerce and Industry, Govt. of India)  
Regional Division KOLKATA  
5<sup>th</sup> Floor, Tea Board Building,  
14 BTM Sarani (Brabourne Road)  
KOLKATA-700001, WEST BENGAL  
Tel: +91 033 22345908  
E-mail: [ro.kol@mpeda.gov.in](mailto:ro.kol@mpeda.gov.in)

The bid can also be submitted/Uploaded through the **e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>** on or before 15.00 hrs on 20<sup>th</sup> Dec 2022 "**Tender for Photography & Videography coverage for the IISS2023**".

**INDIA INTERNATIONAL SEAFOOD SHOW 2023**

**15<sup>th</sup> – 17<sup>th</sup> FEBRUARY 2023**

**BISWA BANGALA MELA PRANGAN, KOLKATA, WEST BENGAL**

**TENDER FORM**

**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**

(Ministry of Commerce & Industry, Government of India)

**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.**

**Phone: + 91-484- 2321722, 2312812, 2311979**

**Fax: + + 91-484-2312812 / 2313361**

E-mail: [pub@mpeda.gov.in](mailto:pub@mpeda.gov.in)

Web Site: <http://www.mpeda.gov.in>

## INDEX

<b>Sl. No.</b>	<b>Item</b>	<b>Page No.</b>
1.	<b>TENDER NOTICE</b>	04
	a. Introduction	05
	b. Job description	05
	c. Eligibility Criteria	05 - 06
	d. Terms & conditions	06 - 07
	e. Selection method & criteria	07-08
	f. Scoring pattern	08
	g. How to apply	08
	h. Schedule - 1	09
2.	<b>Technical Bid Format</b>	10-11
3.	<b>Financial Bid Format</b>	12-13

## THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

(Ministry of Commerce & Industry, Government of India)

**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.**

Name of the work	1. Providing Photography & Videography coverage for INDIA INTERNATIONAL SEAFOOD SHOW 2023 jointly organized by MPEDA & SEAI scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15 <sup>th</sup> – 17 <sup>th</sup> February 2023 as per Schedule - 1.
Bid Security (Earnest Money Deposit)	Rs. 10,000 (Rs. Ten thousand only) in the form of Account payee DD from any of the nationalized banks, in favour of " <b>INDIA INTERNATIONAL SEAFOOD SHOW</b> ", payable at Ernakulam
Last Date and Time for receipt of Bids	20.12.2022 5 PM
Time and Date of Opening of technical Bid	21.12.2022 10 AM
Time and Date of Opening of Financial Bid	23.12.2022 5 PM
Place of Opening Bid	The Deputy Director The Marine Products Export Development Authority (Ministry of Commerce and Industry, Govt. of India) Regional Division KOLKATA 5 <sup>th</sup> Floor, Tea Board Building, 14 BTM Sarani (Brabourne Road) KOLKATA-700001, WEST BENGAL Tel: +91 033 22345908 E-mail: ro.kol@mpeda.gov.in

**TENDER DOCUMENT**  
**THE MARINE PRODUCTS EXPORT DEVELOPEMNT AUTHORITY**  
**HEAD OFFICE, KOCHI -36**

**TENDER DOCUMENT FOR PHOTOGRAPHY & VIDEOGRAPHY COVERAGE  
FORTHE 'INDIA INTERNATIONAL SEAFOOD SHOW 2023' ORGANISED AT  
BISWA BANGALA MELA PRANGAN, KOLKATA, WEST BENGAL**

**A. Introduction**

The Marine Products Exports Development Authority (MPEDA), a statutory body under the Ministry of Commerce and Industry, Government of India and Seafood Exporters Association of India (SEAI) is jointly organising the IISS 2023(hereinafter referred as "Organisers").

**B. Job Description**

Tenders in prescribed format are invited from reputed firms/ studios for Photography & Videography coverage for '**INDIA INTERNATIONAL SEAFOOD SHOW 2023**' (hereinafter referred as 'IISS 2023'), an international event that showcases the activities and business in the aquaculture and ornamental fisheries sector of the country and abroad, scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15<sup>th</sup> – 17<sup>th</sup> February 2023.

Tender document can be downloaded from our website **www.mpeda.gov.in**. The last date for submission of tenders is 20.12.2022 at 17.00 hours. The bids shall be opened on 21.12.2022 at 10.00 hours in the presence of the bidder's representative who choose to be present at the office of MPEDA Regional Division Kolkata during the evaluation process. **The Sealed Technical bid and Financial bid should be submitted separately.** The Financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document.

The bid can also be submitted/Uploaded through the **e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>** on or before 15.00 hrs on 20<sup>th</sup> Dec 2022 "**Tender for Photography & Videography coverage for the IISS2023**".

Those who are meeting the eligibility criteria and are interested to provide Photography & Videography coverage subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.



## **C. Eligibility Criteria**

### **(i) Essential**

1. The bidder shall be a registered firm / organization / studio(herein after referred as "Vendor") with a minimum of five years' experience in providing Photography & Videography coverage for exhibitions and conferences
2. Vendor should have an average financial turnover of **Rs. 10 lakh** and above in a single year, during the last three years commencing from 2019-20.
3. The vendor should have provided Photography & Videography coverage for at least three similar programs in last 3 years.
4. Vendor shall have qualified and trained photographers & videographers
5. Vendor should submit sample photo albums and videos done earlier for assessing the quality of work.
6. The vendor should have audited financial statements ( Balance Sheet & Profit & Loss Account ) for previous 3 years".
7. The vendor should have GST registration
8. Experience with proof of Photography & Videography coverage provided to similar programs of Union/State government/ PSUs/Private Enterprises etc. on various social, service and business meet.

### **(ii) Desirable**

1. Awards / certificates of excellence received, if any.

## **D. Terms and conditions**

1. The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs. 10,000 (Rupees Ten thousand only) in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favour of **INDIA INTERNATIONAL SEAFOOD SHOW** payable at **Ernakulam**. The DD should be kept along with Technical bid envelop.
2. The vendor shall work with the social media management agency of MPEDA for doing the live streaming of the event and for releasing the contents in MPEDA social media handles on a real time basis as per the social media release plan.
3. The vendor shall not sublet whole or part of the work to any other agency, in case of award of contract.
4. The vendor shall provide the Photography & Videography coverage, in accordance with the contract to the complete satisfaction of the Organisers.

5. Vendors are advised to understand the magnitude of the job involved before submitting the bids.
6. In case of default on the part of the Vendor in carrying out any order, apart from the legal remedy, the Organisers shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the vendor and will be deducted by the Organisers from any money due or it may become due to the vendor.
7. The decision of the Organisers in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
8. Canvassing in any form by the Vendor directly or by any other agency / person on their behalf may lead to disqualification of their bid.
9. Please note that falsification/suppression of information shall lead to the disqualification of the vendor.
10. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in appropriate court having jurisdiction in Ernakulam, Kerala.
11. In the event of the vendor committing breach of any of the above terms and conditions or the services of the vendor being found to be unsatisfactory, the contract can be terminated by the Organisers even before the expiry of the period of agreement by giving 5 day's notice to the vendor. Even otherwise, the Organisers will have the right to terminate the engagement of vendor by giving 10 days notice.
12. **PERFORMANCE SECURITY DEPOSIT (PSD):** Within fourteen (14) working days of the date of notice of award of the contract, the successful bidder shall deposit with "India International Seafood Show" (IISS) an unconditional and irrevocable Performance Security Deposit (PSD) of 3% of the total contract value from a nationalized or scheduled bank acceptable to MPEDA, payable on demand, for the due performance and fulfilment of the contract by the bidder.
13. If there is a requirement of Advance Payment, the schedule of advance payment may please be mentioned explicitly in the Financial bid.
13. **Maximum advance payment is limited to 30% subject to the submission of Bank Guarantee of equivalent amount. Remaining 70% would be settled, within one month of submission of bills and other required documents after the show.**

14. Photographers & videographers need to be under the control of Officials designated for the purpose authorized by the Organisers.
15. The successful bidder will indemnify the MPEDA and its officials, Organising Committee of IISS 2023 from any toward instance or accidents during the service period. Any financial expenditure on account of any accidents during the service period will be the sole responsibility of the successful bidder.
16. The Organisers shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
17. The Organisers reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Organisers.
18. The Organisers is under no obligation to accept the lowest or any tender received in response to this tender notice.
19. Tender document should be signed on all the pages by the Authorised signatory along with seal of the Vendor.
20. Resolution of the Company (if the vendor is a Company) authorizing the person signing the Tender, to sign the Tender on behalf of the Company is to be provided.
21. In the event of the vendor committing a breach of the contract the Organisers is entitled to forfeit EMD & receive from the vendor any other compensation to the extent of loss incurred as determined by the Organisers for any loss or damage caused to the Organisers.

## **22. Selection Method & Criteria**

The Bidding process shall be a two-stage process. Prior to the detailed evaluation of the Technical Bids, MPEDA shall determine whether each bid is

- a) Complete
- b) Is accompanied by the required information and documents towards Eligibility Criteria and
- c) Is substantially responsive to the requirements set forth in the tender document?

The evaluation shall be based on the technical and financial parameters. The weightage for the technical parameters shall be 70% and the financial parameters shall be 30%.

1.

1. Technical Weightage (St): The marks scored by the bidder in technical evaluation shall be calculated to 70 points as below:

$St = T * 0.70$  where T is the Technical score awarded to the bidder as per Technical Evaluation Criteria

b) Financial Weightage (Sf): The marks scored by the bidder in financial evaluation shall be calculated to 30 points as below:

The Commercial scores of all the other proposals will be determined by  $Sf = 30 * Fm/F$  (Fm = Lowest evaluated tender cost, F = value of Commercial proposal under consideration).

c) Final Selection: Proposals will be ranked according to their combined technical (St) and Commercial (Sf) scores. The combined technical and Commercial score shall be calculated as  $S = St + Sf$ .

### 23. BRIEF DESCRIPTION OF THE SELECTION PROCESS

Two Bid selection process based on Quality and Cost Based Selection (QCBS) for evaluating the Bids has been adopted for selection of Photography & Videography services comprising:

**a). Pre Bid meeting:** An online pre bid meeting will be conducted on **02/12/2022** at 11:30 am for the prospective bidders. Link will be shared on the website of MPEDA & IISS.

**b) The Technical Bid and ( C) The Financial Bid.** Bids are required to be uploaded as follows: -1: Technical Bid: -2: Financial Bid

In the first stage, "-1: "Technical Bid will be opened and evaluated by the committee as per the evaluation criteria,

In the second stage, "-2: Financial Bid will be opened at a time and date to be informed later **only of those bidders** who are found to be technically qualified as per the mentioned technical qualification criteria.

The technical evaluation criteria are broadly defined as under. Bidder has to provide documentary proof against each criteria as a part of technical proposal.

## Evaluation Criteria of Technical Bid for calculation of Technical Score (St)

No.	CRITERIA FOR EVALUATION	Max Marks (St)	Documents needed
<b>1</b>	<b>EXPERIENCE IN PHOTOGRAPHY &amp; VIDEOGRAPHY SERVICES FOR EXHIBITIONS/ CONFERENCES</b>	<b>20 MARKS</b>	1. Company incorporation certificate 2. Work order copies
a	5 Years	10	
b	More than 5 years up to 8 Years	15	
c	Above 8 years	20	
<b>2</b>	<b>AVERAGE TURNOVER FOR LAST THREE YEARS</b>	<b>30 MARKS</b>	1. Certified balance sheets 2. IT returns
a	Upto 10 Lakh	10	
b	11-20 Lakh	20	
c	Above 20 lakh	30	
<b>3</b>	<b>SIMILAR PROGRAMMES COVERED IN LAST 3 YEARS</b>	<b>30 MARKS</b>	1. Work order copies
a	3 programmes in last three years	10	
b	Above 3 programmes upto 6 programmes	20	
c	More than 6 programmes	30	
<b>6</b>	<b>Qualified Personnel &amp; Quality of work</b>	<b>20 MARKS</b>	1. Qualification Certificates of personnel
a	Photographers / videographers with Diploma / Bachelors degree/ Formal Training in Photography, Visual Arts and Photography, Video Visual Production, Cinematography, Digital Photography etc	2 mark for each person & max 10 marks	
b	Quality of work based on evaluation of Album submitted online	Max marks 5	
c	Office/ branch in Kolkata City	5	1. GST registration certificate
	<b>TOTAL</b>	<b>100</b>	

### 24. How to apply

Application of agencies/ bidder that fulfil the above criteria only would be considered by the Organisers. Mere accepting the application by the Organisers would not guarantee the award of contract.

The sealed bids must be submitted in on or before 20.12.2022 at 10.00 in the following address, super-scribing '**Tender for Photography & Videography coverage for the IISS2023**'.

The Deputy Director  
The Marine Products Export Development Authority  
(Ministry of Commerce and Industry, Govt. of India)  
Regional Division KOLKATA  
5<sup>th</sup> Floor, Tea Board Building,  
14 BTM Sarani (Brabourne Road)  
KOLKATA-700001, WEST BENGAL  
Tel: +91 033 22345908  
E-mail: ro.kol@mpeda.gov.in

The bid can also be submitted/Uploaded through the **e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>** on or before 15.00 hrs on 20<sup>th</sup> Dec 2022 "**Tender for Photography & Videography coverage for the IISS2023**".

#### 25. SCHEDULE OF TENDERING PROCESS

The Schedule for the process for selection of event manager is as follows:

<b>Sl. No.</b>	<b>Milestone</b>	<b>Date</b>
1	Issuance of Tender notice	29/11/2022
2	Pre Bid meeting	02/12/2022
3	Last Date for Online Submission of Bid	20/12/ 2022 5 pm
4	Date for Opening of Technical Bid (-1)	21/12/ 2022 10 am
5	Opening of Financial Bid (-2)	23/12/2022 10 am

## **Schedule – 1**

<b>1</b>	<b>PHOTOGRAPHY:</b> Professional Photography on minimum Full framed mirror less camera (Canon/ Nikon/ Sony) & above with Professionally trained photographer with specialization in convention and corporate photography.	2 No. on 14.02.2023 (Tue) 5 Nos. on 15.02.2023 (Wed) 5 Nos. on 16.02.2023 (Thu) 4 No. on 17.02.2023 (Fri)
<b>2</b>	<b>ALBUM:</b> Designing, printing and aesthetical presentation of an album of size 12 inches x 18 inches on Synthetic Paper with minimum 500 photos and 44 sheets with both side printing	Two numbers
<b>3</b>	<b>VIDEOGRAPHY:</b> Professional Video documentation of event and seminar proceedings on Minimum Sony pmw-f55 super 35 4k Camera with Professionally trained cinematographers with specialization in convention, seminar and corporate photography	1 No. on 14.02.2023 (Tue) 5 Nos. on 15.02.2023 (Wed) 4 Nos. on 16.02.2023 (Thu) 3 No. on 17.02.2023 (Fri)
<b>4</b>	Video coverage using Jimmy Jip crane during the inauguration function	1 No on 15.02.2023 (Wed)
<b>5</b>	Drone camera coverage	For taking aerial views of the event
<b>6</b>	<b>EDITING / TITLING:</b> Well edited and titled videos to be submitted in suitable format viewable in Home and business AV aids.	1. 1 hr edited video covering entire event. 2. 15 minutes video covering entire event.

		<ol style="list-style-type: none"> <li>3. 5 minutes video with highlights</li> <li>4. 3 Minute video on Exhibition</li> <li>5. 3 Minute Video on Technical session</li> <li>6. 3 Minute video on IBSM</li> </ol>
<b>7</b>	Individual speaker sessions (12 nos) as separate video files having HD resolution (not less than 1080 pixels) for uploading to Youtube/ facebook	12 videos
<b>8</b>	Entire Photos & Videos to be provided on a an external hard disc for Records & reference.	one minimum 4 TB external hard disc
<b>9</b>	Interview videos as separate video files having HD resolution (not less than 1080 pixels) for uploading to Youtube/ facebook	<p>1 minute interview videos</p> <ol style="list-style-type: none"> <li>1. Chairman</li> <li>2. VIPS (2 nos)</li> <li>3. Senior Officials (Director/Secretary)</li> <li>4. SEAI (National President/ Secretary General/ Regional President West Bengal)</li> <li>5. Exhibitors 5 nos</li> <li>6. Delegates 5 nos</li> <li>7. Speakers 3 nos</li> </ol>



## **Technical Bid**

**Last date for receipt of application is upto 20.12.2022 at 5:00 PM**

### **From**

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.....

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### **To**

The Deputy Director  
The Marine Products Export Development Authority  
(Ministry of Commerce and Industry, Govt. of India)  
Regional Division KOLKATA  
5<sup>th</sup> Floor, Tea Board Building,  
14 BTM Sarani (Brabourne Road)  
KOLKATA-700001, WEST BENGAL

No.	Particulars	Details to be filled in by the Vendor
1.	NAME	
2.	REGISTERED OFFICE	
3.	NEAREST OFFICE BRANCH IF ANY IN KOLKATA	
4.	CONTACT PERSON	
5.	ADDRESS	
6.	PHONE	
7.	MOBILE	
8.	EMAIL	
9.	YEAR OF INCORPORATION	
10.	PAN CARD (Copy to be attached)	Yes / No
11.	INCOME TAX RETURNS (Copies to be attached)	Yes / No

12.	SERVICE TAX REGN (Copies to be attached)	Yes / No
13.	TIN REGISTRATION (Copy to be attached)	Yes / No
14.	TURN OVER 2018-19	
15.	TURN OVER 2019-20	
16.	TURN OVER 2020-21	
17.	TURN OVER 2021-22	
18.	AUDITED BALANCE SHEET LAST 3 YEARS (Copies to be attached)	Yes / No
19.	COMPANY REGISTRATION CERTIFICATE (Copy to be attached)	Yes / No
20.	PROGRAMS DONE BEFORE (NOS) (Work order copies to be attached)	Yes / No
21.	EXPERIENCE WITH GOVT/ PSU/ MPEDA PRIVATE (Work order copies to be attached)	
22.	NO OF BRANCHES IN INDIA	
23.	AWARDS/ QC CERTIFICATIONS (Copies to be attached)	Yes / No
24.	CLIENTELLE (give the list)	Yes / No
25.	Any other relevant information	
26.	<b>Verification</b> - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Organisers.	

**Name & Signature of authorized signatory**

**Date:**

**Name & Seal of Vendor**

**Financial Bid (May be filled if submitting physical quotation)**

**(If bidding done through E procurement site amount may not be mentioned in this form, instead online BoQ may be filled )**

**Last date for receipt of application is upto 20.12.2022 at 5:00 pm**

**From**

.....  
.....  
.....

**To**

The Deputy Director  
The Marine Products Export Development Authority  
(Ministry of Commerce and Industry, Govt. of India)  
Regional Division KOLKATA  
5<sup>th</sup> Floor, Tea Board Building,  
14 BTM Sarani (Brabourne Road)  
KOLKATA-700001, WEST BENGAL

I/We have read and examined the documents relating to the Photography & Videography coverage for INDIA INTERNATIONAL SEAFOOD SHOW 2023 scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15<sup>th</sup> – 17<sup>th</sup> February 2023.

<b>No</b>	<b>Particulars</b>	<b>Dates and numbers</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	<b>PHOTOGRAPHY:</b> Professional Photography on minimum Full framed mirror less camera (Canon/Nikon/Sony)&	2 No. on 14.02.2023 (Tue) 5 Nos. on 15.02.2023 (Wed) 5 Nos. on 16.02.2023 (Thu)		

	above with Professionally trained photographer with specialization in convention and corporate photography.	4 No. on 17.02.2023 (Fri)		
<b>2</b>	<b>ALBUM:</b> Designing, printing and aesthetical presentation of an album of size 12 inches x 18 inches on Synthetic Paper with minimum 500 photos and 44 sheets with both side printing	Two numbers		
<b>3</b>	<b>VIDEOGRAPHY:</b> Professional Video documentation of event and seminar proceedings on Minimum Sony pmw-f55 super 35 4k Camera with Professionally trained cinematographers with specialization in convention, seminar and corporate photography	1 No. on 14.02.2023 (Tue) 5 Nos. on 15.02.2023Wed) 4 Nos. on 16.02.2023 (Thu) 4 No. on 17.02.2023 (Fri)		
<b>4</b>	Video coverage using Jimmy Jip crane during the inauguration function	1 No on 15.02.2023 (Wed)		
<b>5</b>	Drone camera coverage	For covering aerial views of the event		
<b>6</b>	<b>EDITING / TITLING:</b> Well edited and titled videos to be submitted in suitable format viewable	1. 1 hr video covering entire programme. 2. 15 minutes video covering entire event. 3. 5 minutes video with		

	in Home and business AV aids.	highlights		
7	Individual speaker sessions (12 nos) as separate video files having HD resolution (not less than 1080 pixels) for uploading to Youtube/ facebook	12 videos		
8	Entire Photos & Videos to be provided in an external hard disc of minimum 4 TB for Records & reference.	one minimum 4 TB external hard disc		
9	Interview videos	1 minute edited interview videos <ul style="list-style-type: none"> <li>• Chairman</li> <li>• VIPs (2nos)</li> <li>• Senior Officials (Director/Secretary)</li> <li>• SEAI 3 nos</li> <li>• Exhibitors 5 nos</li> <li>• Delegates 5 nos</li> <li>• Speakers 3 nos</li> </ul>		

1. Price to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned
3. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
4. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.

5. The Vendor agrees that the above price have been quoted after reading and understanding the complete tender documents

SUB TOTAL : Rs. \_\_\_\_\_ (In words) \_\_\_\_\_  
\_\_\_\_\_

6. Taxes if any. \_\_\_\_\_

GRAND TOTAL : Rs. \_\_\_\_\_(In words) \_\_\_\_\_  
\_\_\_\_\_

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and the Organisers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF

THE VENDOR: .....

NAME AND.....

ADDRESS....

.....

STATUS OF THE

SIGNATORY.....

Place:

Date:

(SEAL)