

**Embassy of India
Ljubljana**

No: LJU/551/07/2021

Dated: 30 December 2021

Tender Notice for Selection of Photographers and Videographers

Embassy of India, Ljubljana invites quotations from the experienced and professional photographers/videographers (self employed/agencies) on a contract for annual basis for photography/videography services in various events organised by Embassy of India in Ljubljana and other cities in Slovenia.

2. The agencies/self employed individuals interested and meeting eligibility criteria may submit their offers as per enclosed format by email to adm.ljubljana@mea.gov.in or in a sealed cover superscribing "Expression of interest for contract of Photographer/videographer in E/I, Ljubljana" latest by 12:00 hrs on 19 January 2021.

3. The offer documents will be opened on 21st January 2021 at 14:00 hrs at Embassy of India, Ljubljana in the presence of participant's representatives who choose to attend.

4. **Nature of Work:** Hired photographers/videographers are expected to cover various cultural, business and other events and high level visits organised by Indian Embassy in various parts of Slovenia. The scope of work includes the following:

A. Photography:

- i. Taking high resolution pictures of the events.
- ii. Sharing pictures in digital form on real time basis with wifi enabled camera
- iii. On the spot editing of pictures, if required
- iv. Pictures in print form and creation of album, if required
- v. Good quality pictures both indoors and outdoors.

B. Videography:

- i. Recording and live streaming of the event with high resolution camera (both wide angle and focused camera), both indoors and outdoors
- ii. Video of short-bytes and real time transfer
- iii. Editing of videos, if required
- iv. Handing over all the videos of the event in DVD/USB within a week.

5. **Eligibility Criteria:** Interested agencies/person should fulfill the minimum criteria as per the details given below.

A. Agency:

- i. Registered office should be in Ljubljana
- ii. Should have valid registration and tax number
- iii. Should have valid license for the work
- iv. Should be in the business of photography/videography for atleast 3 years
- v. Should have sufficient number of experts and experienced (carrying valid ID& tax number) to cover the event in case main photographer/videographer is not able to visit
- vi. Should have experience of similar works preferably with other Embassies, big organisations and government department
- vii. Should not have any criminal/legal/police case against them.

B. Self Employed:

- i. Should be based in Ljubljana
- ii. Should have valid registration and tax number
- iii. Should have valid license for the work
- iv. Should be in the business of photography/videography for atleast 3 years
- v. Should have sufficient number of experts and experienced photographer/videographer (carrying valid ID & tax number) to cover the event in case main photographer/videographer is not able to visit.
- vi. Should have experience of similar works preferably with other Embassies, big organisations and government department
- vii. Should not have any criminal/legal/police case against them.

C.

- i. Experienced photographer and videographer with minimum 10 years of experience in the field.
- ii. Degree from a reputed college in photography is desirable

6. Instructions to the Applicants for submission of EOI:

- i. Interested service providers are advised to enclose photocopies of all relevant documents as mentioned in the eligibility criteria and bring the originals of the same at the time of opening of the bids.
- ii. Interested applicants are required to submit their full bio-data giving details about their organization, experience as per **Annexure-I** and service charges as per **Annexure-II**.
- iii. Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for shortlisting the agencies, individuals for final selection.
- iv. Each page of this tender document shall be signed as acceptance of all terms and conditions.
- v. All quoted rates are to be inclusive of DDV/VAT.
- vi. No documents/certificate will be accepted after the Closing Date & Time of the tender.
- vii. The offer documents are liable for rejection due to incorporation of any false information and furnishing fake documents.

7. General terms and Conditions

A. Technical/Functional:

- i. All the photos have to be taken with a digital SLR camera of minimum 12 mega pixel resolution.
- ii. For Videography – professional Digital Video Camera with camera support should be used.
- iii. The firm has to provide photographs in its original size and also of any size as per Embassy's requirements.
- iv. The edited / corrected photos, copied to a DVD/USB, should be delivered at the administration for further process normally within 2-3 days. However in case of emergency the photographers shall share the photos with Embassy's Media in Charge for uploading the same in the Embassy website.
- v. Requirement for the services will be intimated usually one week before the event. However, the agency should be able to provide service at very short notices (4 Hours) in emergency.

vi. All accessories required for photography/ videography has to be arranged by the agency

B. contract

- i. The Embassy may select one or more than one agency if the offered prices are similar.
- ii. The contract will be valid initially for a period of 01 year from the date of signing. The period of contract may be further extended for 01 year subjected to satisfactory performance by the agency at the existing rate and terms.
- iii. The Embassy also reserves the right to accept or reject any or all the applications and/or withdraw or cancel or suspend this notification without assigning any reason.
- iv. Applications received after due date and time or incomplete in any respect are liable to be rejected.
- v. The decision of the Embassy in selection of vendors for contract will be final.

C. Pricing and Payment:

- i. There should not be any change of rate during the contract period. Any change of rate during the contract period will not be paid and contract will be cancelled with immediate effect.
- ii. No separate payment will be made for transport vehicle & materials in Ljubljana. Transportation cost will be covered only if the event is outside Ljubljana and transport is not arranged by the Embassy.
- iii. Payment for the time invested in travelling will be made only if the events are organised outside Ljubljana.
- iv. The deputed photographer/videographer of the firm has to reach of his own at the destination / place for photo/video coverage.
- v. No advance payment will be made. However, under special circumstances, advance payment upto a maximum of 30% amount may be made.

D. Penalty:

- i. The Embassy reserves the right not to make payment for prints found to be dim, defective or otherwise considered unsuitable.
- ii. For not making payment to no-show/no-outcome results
- iii. The penalty will be levied in case, there is disruption of services. The disruption along with the penalty amount that would be charged is given below:

If vender failed to provide photographer	Penalty of 1 full day (08hrs) charges will be levied.
If the hired photographer reports late for duty.	Penalty @ hourly charges for every hour of delay or part thereof
If the photographic services given are substandard	Penalty @ 5% of the billed amount

E. Cancellation of contract:

The contract may be cancelled at any time during the period by giving one month notice from either side.

F. Other terms and conditions:

- a) The competent authority of this office has full right to cancel the order at any time. The bidder will have no right to claim any loss / damages etc. on cancellation of the supply order.

- b) The competent authority of this office shall not be responsible for any loss/damage caused to cameras / operators.
- c) Photos/Digital Images/Clippings should not be passed on to any third party agency/persons. All the photographs, DVD, RAW files etc. will be the property of Embassy of India, Ljubljana.

8. Settlement of Disputes and Arbitration:

- a) If any dispute, difference or question at any time arises between the Mission and the Contractor in respect of the agreement signed which cannot be settled mutually shall be referred to arbitration.
- b) The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties. The Arbitration will have its sittings in Ljubljana, Slovenia

9. FORCE MAJEURE:

- a) The Ministry may consider relaxing the penalty and delivery requirements, as specified in the tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of Force Majeure.
- b) Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractor.
- c) In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract.
- d) The affected Party shall also notify the other party of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of any cause constituting force majeure shall take such action as it reasonably considers being appropriate or necessary in the circumstances, including granting the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.

Checklist of Documents

Sr. No.	List of Testimonials	Whether Enclosed (Yes/ No)
1.	Registration certificate and license for photography/ videography	
2.	Professional degree/certificate	
3.	Professional tax registration certificate	
4.	Identity document of the photographer/videographer with the agency	
5.	Any other relevant documents. Please specify	

Annexure-I

APPLICATION FORM

1	Name of the firm/individual	
2	Name of the Proprietor	
3	Registration (Firm, Company/individual etc.) Registering Authority, Date, Number etc.	
4	Registered office address and Telephone number. Local Office address through which the work will be handled.	
5	E-mail ID	
6	Tel. Nos.	
7	Mobile Nos.	
8	Tax Registration No.	
9	Whether working with any Govt./ public sector undertakings/ other Embassies etc. as approved contractors and if so, furnish details like copies of work orders issued.	
10	Indicate if involved in any litigation. Any Civil suits pending in any of the works executed. Give Details. Furnish details, if any	
11	Name, type, made and year of the machines/computer used in scanning developing and printing (in all sizes) along with software.	

AUTHORIZED SIGNATURE

NAME IN CAPITAL LETTER.....

MOBILE NO.....

E-MAIL:.....

Stamp of the firm /bidder Place Date:-

Type of the Product/Service and rate offered therein:

S.No.	Particulars	Rate (Including of All Taxes and Charges (in figure))
1	Per photo & reprinting charges 1. Post Card Size 2. 5"x7" 3. 8"x10" 4. 10"x12" 5. 12"x15" 6. Passport size (25 copies)	
2	Lamination (per sq inch) – good quality.	
3	Mounting with lamination charges for (prints-per-sq. inch)	
4	Digital Video recording charges for the functions with 01 Camera in DVD/USB (excl. Live streaming) Charges for 01 hour (including cost of DVD/USB in both cases)	
5	Assignment charges for still photography – Charges for 01 hour (including mounting all photos in USB)	
6	Digital Video Recording with 2 digital cameras. Charges for 01 hour (including cost of DVD/USB in both cases)	
7	Live streaming charges for video (per hour of streaming)	
8	Any other charges	

AUTHORIZED SIGNATURE.....
NAME IN CAPITAL LETTER.....
MOBILE NO.....
FAX NO.....
E-MAIL:.....
Stamp of the firm/bidder

Place

Date

UNDERTAKING

To

The Embassy of India,
Ljubljana
Slovenia

Sir/Madam,

1. I proprietor/partner/Director/Authorized Signatory of M/s certify that I have gone through the terms and conditions mentioned and undertake to comply with them. The rates quoted by me are valid for 01 year and binding on me if accepted for the duration contract period.
2. I, the undersigned hereby bind myself to Embassy of India, Ljubljana for providing goods and services of photography, during the period under contract period commencing from the date..... and valid for one year.
3. That the goods of photography will be on good condition and services would be satisfactory as per requirement of the Embassy.
4. The conditions herein contained shall form part or and shall be taken as included in the agreement to be entered into or treated as agreement itself of the discretion of Embassy.
5. I/We undertake that I have not submitted any false documents with the tender.

DATE

Place:

Signature of the Bidder with Stamp