

INDIAN AVIATION ACADEMY
NIAMAR Society
Vasant Kunj, NEW DELHI-110070

No. IAA/1109/STORE/2020/1

Dated 18.12.2020

Notice Inviting Quotation

Name of work: Annual Rate Contract for Photography/Videography at Indian Aviation Academy, New Delhi.

Sealed Item rate quotations two bid system viz Envelope- "A" (Technical Bid) and Envelope "B" (Financial Bid) are invited by Assistant General Manager (Engg./Store), on behalf of Executive Director, Indian Aviation Academy, New Delhi from the firm having 1 year experience in the field of Photography / Videography" etc.

Envelope "A" (Technical Bid) Envelope 'A', which shall be opened first, shall contain the basic documents specified. (All documents should be signed by the bidder/ party with seal)

- (i) Registration with GST number.
- (ii) PAN No.
- (iii) Un-conditional acceptance as per Annexure-II
- (iv) Proof of Experience

Envelope 'B' (Financial Bid)

(Financial Bid). The Envelope "B" should contain only the Financial Bid in the approved form (Annexure -B). Party has to quote the per unit rate.

Envelope "A" and "B" both the Envelopes are to be sealed in '**Master Envelope**'

The financial bid Envelope "B" of the technically qualified bidder(s) only will be opened on the same day. IAA may extend / modify the date at its discretion.

The filled quotation shall be submitted by 28.12.2020 upto 1500 hrs at the following address: -

Assistant General Manager (Engg./Store)
Indian Aviation Academy,
Behind ISIC Hospital, Vasant Kunj,
New Delhi-70

The Period of contract will be 1 (One) year. Further extension for another One year would depend on the services provided as decided by the Executive Director, Indian Aviation Academy.

Quotation documents can be downloaded from IAA/AAI Website www.iaa.edu.in/ www.aai.aero.

The quotation duly sealed and superscripted at the top of the Envelop as " **Annual Rate Contract for Photography/Videography at Indian Aviation Academy, New Delhi** " addressed to Assistant General Manager (Engg. /Store) Indian Aviation Academy, Behind Indian Spinal Injuries Centre, Vasant Kunj, New Delhi-70 shall reach to the office upto 1500 hours on 28.12.2020 and will be opened at 1530 hrs. on the same day in the office of Assistant General Manager (Engg. /Store) in presence of agencies. Quotation received at other than the designated place and/or after prescribed date & time will be summarily rejected without assigning any reason thereof.

IAA is not responsible for any delay, non-delivery of quotation by post/courier.

IAA reserves the right to accept or reject any or all applications or cancel the quotations without assigning any reason.

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18/12/2020

Assistant General Manager (Engg./Store)

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NOTICE INVITING QUOTATION

Name of work: Annual Rate Contract for Photography/Videography at Indian Aviation Academy, New Delhi.

Terms & Conditions

- a) **Terms and Conditions for submission of quotation.**
1. The quotations are required to be submitted only in the prescribed form which is enclosed herewith.
 2. The firms and agencies are required to sign the form of quotation on all the pages.
 3. The validity of quotation shall be 30 days from the date of opening of quotation.
 4. The quantity shown in Annexure-B (enclosed along with this quotation form) is tentative and may vary during actual execution of work. No escalation & deviation on the approved rates will be allowed.
 5. On approval of the quotation by the Competent Authority, formal work order will be issued. The agency shall start work within 05 days after receipt of work order ready to start till completion of one year.
 6. The Bidder should also be able to provide the name and mobile number and WhatsApp number of a person, who can be contacted at any time, even beyond office hours and on holidays. This person should be capable to taking orders and arrange for supply of the desired work, even at short notice.
 7. The Bidder should have well established office in Delhi/ New Delhi.
 8. The successful bidder shall deposit in DD / BG **Rs.5000/- (Rupees Five thousand only)** as Security Deposit Charges. Security Deposit in the form of DD / Pay Order / Bank Guarantee from a Nationalized/ Scheduled Bank. DD / Pay Order shall be in favour of Indian Aviation Academy at New Delhi. In case of failure of submission of SD, the same shall be subsequently recovered in running bills. No interest is payable on SD. SD shall be released after one month of completion of contract.
 9. Overwriting is not admissible.

10. Rates shall be quoted in words and figures and amount thereof in amount column in the Annexure- I only. If the amount of rates quoted in figures and words doesn't tally, the quoted rates in words shall be taken as correct.
11. **Cello tapes shall be affixed on the quoted rates and total amount.**
12. All disputes arising out of the contract shall be referred to court under the jurisdiction of Delhi Court only.
13. Permanent Account No. (PAN), GST Registration, Proof of Experience and unconditional acceptance letter shall be submitted in Envelope-"A" and the Quotation document with price bids shall be submitted in Envelope-"B" at the time of opening of quotations, Envelope- "A" will be opened first. The bidder who fails to submit required documents in Envelop- "A" shall be rejected and their Envelop-"B" (Financial bid) shall not be opened.
14. The Competent Authority reserves the right to reject any or all the quotations in full or parts thereof without assigning any reason.
15. IAA reserves the right to carry out capability & quality assessment of the Bidders and IAA's decision shall be final in this regard.
16. The bill shall be submitted by the agency to concerned officer of IAA and after verifying, bill will be processed for payment.
17. **The number of quantity as provided in the BOQ /Annexure "B" may vary as per actual requirement of IAA and even the quantity for items may be nil. The payment shall be made accordingly.**
18. Billing for job carried out shall be made after completion of all the work in one month.
19. The rates quoted shall be inclusive of GST, freight up to site destination IAA, NIAMAR Society, Vasant Kunj, New Delhi), handling and overhead charges. No extra payment shall be made for transportation for collecting and delivery of assignments.
20. IAA shall not give any C/D forms for concession in tax and hence actual taxes should be indicated and included.
21. In case of unsatisfactory performance, the work shall be withdrawn forthwith by IAA.
22. **b. Terms and conditions of the Job Work and Assignment.**
22. The agency will be informed about assignment through mail. Only in case of urgency, one-hour prior telephonic call will be made for urgent assignment as and when required. The agency will be paid one-assignment charges for Photography of First Four Hours of Photography in the Academy and related buildings. Second Assignment will come into picture after expiry of First Four Hour in case photography of any other programme. However, if the same programme is having opening and closing in the same day one assignment will be applicable.
23. The Group Photo will be placed on a Printed paper of appropriate gsm with name of organization and name of participants with lamination.

24. A soft copy may be emailed / provided without any extra cost. Only editing charges will be applicable
25. Job material for photography/videography, Plastic cover/Paper folder shall be of good quality as per direction of Course Co-ordinator and material to be delivered at IAA, NIAMAR Society i.e. for IAA, Vasant Kunj, New Delhi. No extra payment shall be made for transportation for the same.


18/12/2020
Assistant General Manager (Engg./Store)

INDIAN AVIATION ACADEMY
 NIAMAR SOCIETY
 VASANT KUNJ, NEW DELHI-110070

DESCRIPTION OF ITEM/SCHEDULE OF QUANTITY

Name of Work: **Annual Rate Contract for Photography/ Videography at Indian Aviation Academy, New Delhi**


A. Photography

S.N.	Description of item	Size of photograph	Qty.	Unit	Rates (in Figure)	Rates (in Words)	Total Amount
1. (a)	Group Photo with Name	8"x12 to 10"x12"	2000	Per Copy			
(b)	Good Plastic Cover	8"x12 to 10"x12"	2000	Per Piece			
(c)	Paper folder	8"x12 to 10"x12"	50	Per Piece			
2.	Assignment Charges (four hour)		500	Per Visit			

B. Videography

Sr. No.	Description	Qty.	Unit	Rates (in Figure)	Rates (in Words)	Total Amount
1.	Videography	20	Full Day			
2.	Videography	30	Half Day			
3.	Pen Drive (32 GB)	50	Nos.			
4.	Video Editing	50	Per Day			
5.	Assignment Charges	50	Per Visit			
TOTAL=						

Authorised Signatory of the Firm


18/12/2020
Signature & Seal of AGM.(Elect. /Store)

