



Government of West Bengal  
**Administrative Training Institute**  
 Block : FC, Sector : III, Salt Lake  
 Kolkata : 700106

Memo No. : I/1595/2019

Dated : 15.02.2019

### NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed firms/ studios for photography and videography coverage of different training programmes and other events conducted at Administrative Training Institute. The initial period of contract will be of 1(one) year which may be extended for another one year subject to the satisfaction of the authority.

#### Scope of work:

ATI, West Bengal conducts various training programmes throughout the year. In connection with the training programmes, photography and/ or videography are generally required to be done in the following events :

- (a) In the inaugural session of a training programme
- (b) In the valedictory session of a training programme
- (c) Inaugural/ valedictory group photograph
- (d) In the lecture session of an eminent person/ dignitaries
- (e) In the exposure visit organized in the training programme
- (f) Special events organized in ATI

#### Eligibility Criteria :

- (i) The bidder must have a valid trade license.
- (ii) Contact Office should be Kolkata based.

#### General Terms & Conditions :

- (i) The bidder must have the sufficient capacity of cameras, operators and complete infrastructure for carrying out the work. The bidder will not be allowed to delegate/ transfer/ outsource/ assign his/ her contract or part thereof to other party to the disadvantage to this office.
- (ii) No revision of prices shall be entertained once the quotation has been submitted and quoted rates shall not be changed within the contract period. No overwriting in the quoted rates will be allowed.
- (iii) Delayed submission of rates is liable to be rejected.
- (iv) No advance payment will be made. Taxes applicable will be deducted as per rules.

- (v) The ATI, WB reserves every right to accept, reject or cancel any bids without assigning any reason whatsoever.
- (vi) The responsibility for delivering the photographs (including videography) or any other related jobs to the office within the required period will be that of the studio or the photographer and no separate payment will be made for transport vehicle and materials. The deputed photographer/ videographer has to reach on his/ her own at the destination/ place within the campus for photo/ video coverage. For outside the campus, the Institute will arrange the transportation.
- (vii) ATI, WB will not be responsible for any loss/ damage caused to cameras/ operators.
- (viii) The bidder will provide color photographs (of different sizes, as per official requirement) on official functions, meetings and other such occasions both in soft & hard versions.
- (ix) The assignment charge for still photography will be on per training basis.
- (x) All the photographs, DVD, raw files etc. (in soft version) will be the property of ATI, WB.
- (xi) ATI, WB will not pay for the conveyance, equipment charges etc. if any for covering the assignment.
- (xii) The photographer has to turn up at the designated place at a short notice (within 24 hours), if required.
- (xiii) There should be an independent telephone connection and/ or mobile phone of the photographer, so that, he/ she could be contacted, whenever necessary.
- (xiv) ATI, WB would not be responsible to help the hired photographer in getting the photographic materials on concessional rates or be liable to enhance the rate of contract in the event of imposition of any taxes, on the photographic material during the period of contract.
- (xv) The bidder quoting lowest rate in total from sl. no. 1 to 3 will be treated as the L1 bidder.
- (xvi) Payment will only be made after satisfactory supply of the items duly certified by concerned Course Director/ Associate Course Director or any representative of the Course Director.
- (xvii) The sealed quotation accompanying all relevant papers should be dropped at the box kept at the office of ATI, WB. Intending bidders or their authorized representatives may remain present during the opening of quotation.
- (xviii) The last date of submission of quotation is 25.02.2019 upto 2:00 PM.
- (xix) The date of opening of the received sealed quotation is 25.02.2019 at 3:00 PM

  
 Deputy Director (Administration)  
 Administrative Training Institute  
 West Bengal

**Memo No. : I/1(3)/1595/2019**

**Dated : 15.02.2019**

Copy forwarded for information with a request to display this notice on the Office Notice Board

- (i) The District Magistrate, North 24 Parganas
- (ii) The Chairman, Bidhannagar Municipality
- (iii) The Sub-Divisional Officer, Bidhannagar

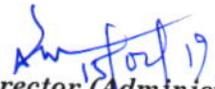
  
**Deputy Director (Administration)**  
**Administrative Training Institute**  
**West Bengal**

**Memo No. : I/1(3)/1(4)/1595/2019**

**Dated : 15.02.2019**

Copy forwarded for information to:

- (i) The Joint Director (Accounts), ATI, WB
- (ii) The Sr. P.A. to Director General, ATI, WB
- (iv) The Assistant Store-Keeper, ATI, WB

  
**Deputy Director (Administration)**  
**Administrative Training Institute**  
**West Bengal**

**Annexure-I**  
**PRICE BID FORMAT**

Sl. No.	Type of product/ service	Rate offered (in ₹) inclusive of all taxes & charges (per copy)
1	Per photo & reprinting charge	
	(iv) 8"x12"	
	(v) 10"x12"	
	(vi) 12"x15"	
2	Digital video recording charges for the functions in DVDs ((including cost of DVD charge and editing) per training	
	charges for 4 hours	
	charges for 8 hours	
3	Assignment charges for still photography per training	
	Charges for 2 hours	
	charges for 4 hours	
	charges for 8 hours	
<b>TOTAL</b>		

Signature and Seal of the Bidder