



National Skill Development Corporation
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Website: www.nsdcindia.org

Ref No

RFQ/PR/2017/0018 Date: - 25thAugust2017

To,

M/s

.....,

Subject: - Request for Quotation (RFQ) for selecting agencies which can provide photographers and videographers (Service Providers) for WorldSkills Abu Dhabi 2017.

Dear Sir,

1. National Skill Development Corporation (NSDC) (hereby referred to as the Purchaser) intends to hire an agency for photography and videography for WorldSkills (WS) Abu Dhabi 2017.
2. You are invited to submit your most competitive quotation for the following services: -

(a) Professional trained and experienced Still Photographers

- To travel with the team and click pictures throughout the event and capture other elements as and when directed during the event
- Cover the skilling shots of the candidate and of the best three international team in the particular skill- for reference
- Cover One School One Country (OSOC) and focus not only on the Indian participants but the bonding with other countries
- Capture candid shots of participants during their respective skill competitions and award ceremony
- Cover the event capturing the Indian elements in the competition
- Cover pre-and post-competition related events i.e. One School One Country, Opening and Closing ceremony etc.

(b) Professionally trained and experienced Videographers

- Interviews of eight candidates capturing their early life (pre-event), background, training and their journey, how are they feeling about being here at WS, telling them at Abu Dhabi and talking to them more than once to also understand their journey through WS
- To shoot the flag off from India/ or the time when the entire batch meets for the soft skills training
- Optional- make a film for OSOC as India presentation

- To travel with the team to Abu Dhabi and shoot their videos during the competition and other elements as directed during the event
- To shoot all the final products of all the modules of the popular skills- (approximately 10+)
- HD quality videos only
- Shoot videos during the skill competition and during the award ceremony
- Shoot the activities that are done at the India Skills Pavilion
- Interviews of key people visiting from India and their feedback on the event
- As much as possible to shoot the performance of other countries especially in the popular skills section
- If required by any particular skill- then visual reckoners have to be provided
- Shoot of the flag off in the morning and how the competitors close the day
- Interviews of first time experts
- Interviews of key dignitaries present the at WorldSkills Competitions

Key Deliverables

- Pre-event teasers on preparation: 10 videos (1 min)
- Candidates Testimonials: 10 videos (2-3 min)
- Expert Testimonials: 10 videos (2-3 min)
- Dignitary interviews: 5 videos (1 min)
- WorldSkills India Film: 1 video (2 min)
- WorldSkills India Participation Film: 1 video (4-5 min)
- Teaser Video for Social Media: 1 video (1-2 min)

Technical Specifications of the cameras and equipment to be used

- Canon 5D Mark III for still photograph
- Cannon 5D Mark IV, Sony NEX VG 30 and Go Pro - Hero 4 black edition for video recording
- Drone for aerial view footage
- Appropriate MIC Apparatus for better sound quality
- WorldSkills India Branded MICs

Selected agency to use the equipment model mentioned above or better.

For details of the competition, vendors may visit <https://worldskillsabudhabi2017.com/en/>

Note

- The shortlisted team will get a fixed remuneration which includes their shooting, editing and other miscellaneous expenditure during the event. NSDC will however book their travel and accommodation.
- Only two still photographers and two videographers are required. Attendant won't be accommodated
- All team members must be available on the phone with a local or international sim. Cost to be included in quote

- Apart from the finished videos (both pre-and post-event), we will need the raw footages as well.

3. Bid Price

- a. The bidder may propose costing for the above requirements. NSDC may evaluate the prices based on the most suitable option.
 - b. All duties, taxes and other levies payable on the raw materials (if any) and components shall be included in the total price.
 - c. Taxes regarding the service shall be shown separately.
 - d. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e. The Prices shall be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation with samples and documents in one sealed envelope and price bid in another sealed envelope boldly superscript as “Quotation for Photographers & Videographers for WorldSkills Abu Dhabi 2017” and “Price bid for Quotation for Photographers & Videographers for WorldSkills Abu Dhabi 2017” respectively. Bidder shall not contact other Bidders in matters relating to this Quotation.
 5. Earnest Money Deposit: Demand Draft for Rs. 50,000/- towards EMD in favor of “National Skill Development Corporation” payable at New Delhi. The EMD of unsuccessful bidder will be returned as promptly as possible, but not later than 10 days after the expiration of the period of Quotation validity.
 6. Bidders can submit a detailed proposal providing various options. NSDC will compare the proposals and select the most advantageous solution meeting most of its procurement processes mentioned in guidelines.

7. Support:

- 7.1 All the photographers & videographers to be available on call and WhatsApp during the event.

8. Schedule

The selected agency will be given the calendar of events. However, the WorldSkills Abu Dhabi competition is from 14-19 October 2017.

9. **Insurance:** NSDC will not be responsible for the loss, damage, theft to equipment and life of professionals deployed. The Agency must provide that the photographers, videographers and equipment are properly insured and submit relevant documents with the quotation.

10. Validity of Quotation

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

11. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, and specifications.
- (c) Satisfies the qualification criteria

The Quotations would be evaluated for all the item together.

- 1. Quality, Visibility of Photographs
- 2. Quality of AV, Exposure and Coverage of the Event
- 3. Similar Work done in the past with NSDC or any of its partners

Taxes regarding proposed services shall not be taken into account in evaluation.

12. Award of Work Order

The Purchaser will award the Work Order to the bidder whose quotation has been determined to be substantially responsive and who has offered the most advantageous /suitable quotation.

12.1.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of Work Order.

12.1.2 The bidder whose bid is accepted will be notified of the award of Work Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work order.

13. Qualification Criteria:

13.1.1 The bidders must have successfully photographed and have done professional videography for National and International events in India and abroad.

13.1.2 The Bidder should be in this business for at least 5 years from the date of release of this RFQ.

13.1.3 The Bidder must have an average annual turnover of **INR 30 Lakhs** in the last three financial years (FY 2013-14, FY 2014-15 & FY 2015-16). Certificate of Turnover from CA must be attached.

13.1.4 The bidder must have a PAN (Permanent Account Number)/TAN and GST registration certificate. Bidder must submit the documents with the quotation.

14. Payment: Payment shall be made in following tranches

Sl. No.	Disbursement Schedule
1	50 percent advance payment to be given after the finalization of vendor along with Work order
2	After receiving all the deliverables, the balance amount will be paid on receipt of final invoice with agreed deliverables .

Payment will be made within two weeks on submission of Valid Invoice with required deliverables to NSDC. The payment will be done through NEFT/RTGS. TDS as applicable will be deducted as per rules.

- 15. Submission of Quotation:** You are requested to provide your offer latest by **15:00 Hrs. on 4th September 2017** to NSDC at the address mentioned above. Late Quotes will not be accepted.
- 16. Opening of Quotations except Price Bid :** Quotations will be opened in the presence of bidders or their authorized representatives who choose to attend at NSDC office at **16:00 Hrs. on 4th September 2017**. Only envelope containing samples and documents will be opened and envelope containing price bid will not be opened on that day. Price bid of only those bidders will be opened whose bids are responsive and meets the eligibility criteria including quality of samples.
- 17.** Kindly quote Best rates , no negotiation will be held. However, if required, clarification may be asked on the technical specifications.
- 18.** Conditional quotations with respect to delivery period/place, i.e. which are not in line with this request for quotation shall be treated as non-responsive. Submitted quotations must be as per the attached format.
- 19.** The selected agency should not sublet the work in part or full to another agency
- 20.** The contract shall be terminated in respect of the followings: -
- (i) If, the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
 - (ii) In case the agency fails to execute the job as per the terms and conditions of the agreement, the balance / total work will be executed through other agencies at the agency's risk and cost.
 - (iii) The decision of the Selection Committee will be final and binding on the agency and no request will be entertained in any manner.
- 21. Penalty Clause:**
- a. For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the EMD will be forfeited.
 - b. The proportionate penalty as decided by the selection committee will be imposed and deducted from the final bill.
 - c. The EMD shall be forfeited in case:
 - i. The bidder withdraws their offer during the period of tender validity.
 - ii. After opening of Financial Bids, the tenderer fails to honor the contract or refuses to comply with any or all terms and conditions of the tender.
 - iii. If the services of the Agency are not found satisfactory as per the terms & conditions of the tender.
- 22.** We look forward to receiving your quotations and thank you for your interest in this assignment.

Chief Executive Officer/Managing Director
National Skill Development Corporation
301-306, 3rd Floor, West Wing, World Mark 1, Aerocity
T: +011-47451600-10 | F: +91-11-46560417 |
E-mail: procurement@nsdcindia.org
Website: www.nsdcindia.org

SHOULD BE ON THE LETTER HEAD OF THE VENDOR/SERVICE PROVIDER

Part 1

To,

Chief Executive Officer
National Skill Development Corporation

1. Sub: - Submission of quotation for selection for photography and videography for World Skills Abu Dhabi 2017.

Ref No. RFQ/PR/2017/0018 Date: - 25thAugust2017

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rate as under.

	Cost per Person	Total no of Photographers/ Videographers	Total cost (INR)
Photographers			
Videographers			
GST @.....%	--	--	
Total Cost			

We agree to above mentioned services in accordance with the specifications for a total price of Rs. (amount in figures) (Rs. amount in words) within the period specified in the Request for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Stamp & Signature of Service provider

Part 2

General Information of supplier/agency

1. Name of firm:
2. Contact Person:
3. Address:
4. Phone:
5. Fax:
6. Web site:
7. Contact's email address:
8. Information about the products/services, clients, etc
9. PAN/TAN number:
10. GST number:
11. Year of Incorporation/ Registration (Proof to be attached)
12. Average annual turnover in last three financial years (2015-16, 2014-15, 2013-14): CA certificate required.
13. Agency/Supplier must submit samples of photography and videography work in and digital format in pen/hard drive.

(The bidder must have a PAN (Permanent Account Number) and registered with the Sales/Service Tax / GST and the documents for the same is to be attached)

Work Experience

Sl. No.	Name of Organization	Year of Services	Service provided	Cost of the assignment	Whether supportive documents attached (Yes/No)

Stamp & Signature of Service Provider