TRIPURA TOURISM DEVELOPMENT CORPORATION LTD.

(A Government of Tripura undertaking)
Corporate Office: -Swetmahal, (j)Palace Compound, Agartala, Tripura.
Contact - (0381) 231-7878 / 222-3893 / 232-5930  Fax – (0381) 231-7877
Website: - www.tripuratourism.gov.in Email: - tripuratourism09@rediffmail.com


TENDER NOTICE

Tripura Tourism Development Corporation Ltd. Agartala on behalf of the Governor of Tripura invites Expression of Interest (EoI) from Govt. registered & reputed firms/ Organisation to quote their rate for providing Photography and Videography coverage of different tourist destinations under Tripura.

The detailed terms and conditions of EoI shall also be available in the website: www.tripuratourism.gov.in and interested bidders may download the documents from the aforesaid mentioned website.

EoI complete in all respects should be submitted in sealed cover enveloped to the Tripura Tourism Development Corporation Office, Swetmahal, Agartala on or before 18th August 2018 up to 4 PM in prescribed format superscribing ‘Bid for Photography & Videography coverage of different tourist destinations of Tripura’.

In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective event mentioned herein.

The tender box will be open on 20th August 2018 at 4:00 PM. In case if the tender box could not be opened on the date mentioned, fresh notification will be issued in by TTDCL and bidders are advised to checked www.tripuratourism.gov.in.

-Sd-
Managing Director
Tripura Tourism Development Corporation Ltd.
Expression of Interest (EOI) for Photography & Videography of different tourist destinations under Tripura

This DNIT contains 15 pages.

Signature of the Bidder

Signature of the Managing Director.
A. Introduction
The Tripura Tourism Development Corporation Ltd, a Govt. of Tripura Undertaking (hereinafter referred as “TTDCL”) is floating EOI for providing photography & videography of different tourist destinations under Tripura viz Jampui Hills, Unakoti Archaeological site, Baramura Eco-Park, Ujjayanta Palace & Govt. Museum, Brahmakunda Tea Garden, Banabithi Park, 14 Devata Bari, Benuban Bihar, Agartala, Durgabari Tea Garden, Sipahijala Wild life sanctuary, Kamalasagar Tourist Spots, Neermahal Palace, Boxanagar Archaeological site, Dumboor Lake, Matabari Temple, Chabimura Archaeological Site, Udaipur sites, Tepania Eco Park, Pilak Archaeological site, Trisha Wildife sanctuary.

B. Job Description
Sealed Tenders in prescribed format are invited from reputed firms/ studios to quote their rate for providing photography & videography coverage of different tourist destinations under Tripura as per Annexure-I.

C. Requirement of Works:
1. 20 to 25 nos. high resolution photograph of minimum 400 dpi for each location as specify in Annexure-I.
2. 25 sec. Short video clip of which drone video of at least 10 sec (videography) for each location of possibly not less than HD 720p resolution with fusion music in the background.
3. 2 nos. promotional videography of 4 minutes each covering all the destinations of Tripura with fusion music and narration. (The videos should not be identical)

Tender document can be downloaded from our website www.tripuratourism.gov.in. The last date for submission of tenders is 18-08-2018 at 04.00 pm. The bids shall be opened on 20-08-2018 at 04.00 PM in the presence of the bidder’s representative who choose to be present at the Office of the Managing Director, TTDCL, Swetmahal, Agartala during the evaluation process.

The Technical bid and financial bid should be given in separate sealed envelopes and the bidder will be disqualified if the Technical bid and financial bid were not provided in separate sealed envelopes. The Financial bid shall be opened only for those bidders who satisfy the technical bid which will be evaluated on the eligibility criteria mentioned in the tender document.
Those who meet the eligibility criteria and are interested to provide Photography & Videography 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.

D. Eligibility Criteria

(i) Essential

1. The bidder shall be reputed firm / organization / studio (herein after referred as “Vendor”) with a minimum of three years experience in providing Photography & videography coverage for outdoor & indoor photo shoot, exhibitions and conferences / events etc. The firm shall enclose relevant documents for proving its eligibility along with the Annexure-I (technical Bid.)

2. Vendor should have a minimum financial turnover of Rs. 2 lakh and above in a single year, during the last 3 years commencing from 2015-2016, 2016-2017, 2017-2018. (Relevant documents to be enclose from Charter Accountant)

3. The vendor should have relevant field experience in providing Photography.

4. Vendor should submit sample photo albums done earlier for assessing the quality of work.

5. The vendor should have audited balance sheet for last 3 years. (Relevant documents to be enclose)

6. The vendor should have GST registration certificate.


8. Vendor should have a high quality Drone camera with a specification of DGI phantom-4K 60fps pro/24mm lenses or equivalent. Submission of Annexure-II (A) is mandatory for evaluation of technical eligibility criteria.

9. Vendor should have 4 (four) nos. camera of Nikon 850/ Canon 5D Mark IV & above. Submission of Annexure-II (B) is mandatory for evaluation of technical eligibility criteria.

10. Vendor should have 4(four) nos. dedicated video lenses like 35 mm, 50 mm, 70 mm, 85 mm, 200 mm, 300mm and wide angle. Submission of Annexure-II (C) is mandatory for evaluation of technical eligibility criteria.

11. Vendor having the qualification and working in vfx & animation domain. Submission of Annexure-II (D) is mandatory for evaluation of technical eligibility criteria.

(ii) Desirable

1. Awards; State Level/National level certificates of excellence received, if any.

2. Vendor having 8k photography & 4K videography with professionally trained photographer & cinematographers.

Signature of the Bidder

Signature of the Managing Director.

Managing Director,
Tripura Tourism Development Corporation Ltd.
E. Terms and conditions

1. The vendors will have to submit, 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 Managing Director, Tripura Tourism Development Corporation Ltd. The DD should be kept along with Technical bid envelop.

2. The vendor shall not sublet whole or part of the work to any other agency, in case of award of contract.

3. The vendor shall provide the Photographs and video, in accordance with the contract to the complete satisfaction of the TTDCL.

4. Vendors are advised to understand the magnitude of the job involved before submitting the bids.

5. In case of default on the part of the Vendor in carrying out any order, apart from the legal remedy, the TTDCL 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 TTDCL from any money due or it may become due to the vendor.

6. The decision of the TTDCL in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.

7. Canvassing in any form by the Vendor directly or by any other agency / person on their behalf may lead to disqualification of their bid.

8. Please note that falsification/suppression of information shall lead to the disqualification of the vendor.

9. 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 Agartala, Tripura.

10. 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 TTDCL even before the expiry of the period of agreement by

Signature of the Bidder

Signature of the Managing Director,

Managing Director,
Tripura Tourism Development Corporation Ltd.
giving 5 day's notice to the vendor. Even otherwise, the TTDCL will have the right to terminate the engagement of vendor by giving 10 days notice.

11. The Agency need to be under the control of Officials designated for the purpose authorized by the TTDCL.

12. Any financial expenditure on account of any accidents during the service period will be the sole responsibility of the successful bidder.

13. The TTDCL 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.

14. The TTDCL reserves the right to accept or reject tender or cancel without assigning any reason thereof. No claim or complaint in this regard will be entertained by the TTDCL.

15. The TTDCL is under no obligation to accept the lowest or any tender received in response to this tender notice.

16. Tender document should be signed on all the pages by the Authorised signatory along with seal of the Vendor.

17. In the event of the vendor committing a breach of the contract the TTDCL is entitled to receive from the vendor compensation to the extent of loss incurred as determined by the TTDCL for any loss or damage caused to the TTDCL.

18. The Sealed quotation may be dropped by hand in the office or may be sent by registered post so as to reach this office within due date and time. No Sealed quotation shall be entertained after due date and time and the delay on any account shall not be condoned.

19. The Sealed quotation must contain the name, address and contact number of the Bidder.

20. In case of any doubt regarding contents and meaning thereof of the Tender document, the bidder may contact O/o the Managing Director, TTDCL, Agartala, Tripura, for clarification of such doubt prior to submitting the sealed quotation.

21. In case permit is required for shooting and taking photography in some destinations/ locations, the bidder shall have to arrange permit by him/her accordingly.

**Signature of the Bidder**  
**Signature of the Managing Director,**

Managing Director,  
Tripura Tourism Development Corporation Ltd.
22. **JURISDICTION:** The enforcement of the terms of the contract as well as all the transactions entered into by the firms/companies with the TTDCL shall be deemed to have been taken place within the jurisdiction of Agartala High Court and any cause of action arising to the due performance or breach of contract by either of the parties hitherto shall be deemed to have arisen within the jurisdiction of Agartala notwithstanding the residence or place of business of the contractor.

23. **ARBITRATION:** Notwithstanding anything contained in any document under this contract, all disputes and claims whatsoever, arising out of this contract between the parties shall be referred to a sole Arbitrator who shall be nominated and appointed by the TTDCL and the Arbitrator’s decision shall be final and binding. The place of Arbitration will be Agartala and venue will be the TTDCL office, Swetmahal, Agartala.

24. **Selection Method & Criteria**
   The Bidding process shall be a two stage process for finalizing agency/ firm. The evaluation shall be based on the technical and financial parameters. Prior to the detailed evaluation of the Technical Bids, TTDCL 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 documents.

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

   The application in sealed envelope super scribing “Bid for Photography of different tourist destinations under Tripura” along with the copies of the relevant certificates and other specified documents may please be forwarded to the following address on or before the last date mentioned in the tender document:

   **The Managing Director,**
   Tripura Tourism Development Corporation Ltd
   Swetmahal, Palace Compound, Agartala.

   
   **Signature of the Bidder**
   **Signature of the Managing Director**
## Schedule – 1

<table>
<thead>
<tr>
<th></th>
<th><strong>Photography</strong></th>
<th><strong>VIDEOGRAPHY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professional Photography on minimum Nikon 850/ Canon 5D Mark IV &amp; above with Professionally trained photographer with specialization in convention and corporate photography.</td>
<td>Within 3 months from the date of issuing of work order. except sl no.1, 8, 13, 15, 17 of annexure -I Details instruction to be given in the work order.</td>
</tr>
<tr>
<td>2</td>
<td><strong>VIDEOGRAPHY</strong> : Professional Video of the destinations and festival organized on the occasion (if any).</td>
<td>Within 3 months from the date of issuing of work order. except sl no.1, 8, 13, 15, 17 of annexure -I Details instruction to be given in the work order.</td>
</tr>
<tr>
<td>3</td>
<td>Entire Output to be provided in DVD &amp; Pen drive for future use.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>EDITING / TITLING</strong> : A well edited and titled video to be submitted in DVD/Pen drive format viewable in Home and business AV aids.</td>
<td></td>
</tr>
</tbody>
</table>

---

**Signature of the Bidder**

---

**Signature of the Managing Director**

---

*Managing Director, Tripura Tourism Development Corporation Ltd.*
Annexure-I

FINANCIAL BID FOR PHOTOGRAPHY & VIDEOGRAPHY (PER LOCATION)

<table>
<thead>
<tr>
<th>Sl no</th>
<th>Name of Location: Nos of photographs mentioned against locations + 25 sec. Promotional Video</th>
<th>Single Rate should be quoted against all the locations mentioned in the left column of this table and it should be inclusive of transportation cost, fooding &amp; accommodation. The rate quoted should be excluding applicable GST.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Jampui Hills: 30 nos. (20 photos for destination, 3 tourist lodge building photos, 2 room photos of lodge, 5 traditional cultural photos, 5 traditional house, &amp; 25 sec. Promotional Video)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Unakoti Archaeological site: 20 nos. (15 photos for Unakoti site, 3 tourist lodge building photos, 2 room photos of lodge, &amp; 25 sec. Promotional Video)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Brahmakunda Tea Garden: 10 nos. (5 photos for destination, 3 tourist lodge building photos, 2 room photos of lodge, &amp; 25 sec. Promotional Video)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Benuban Bihar, Agartala: 5 nos. (video not required)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>14 Devata Bari, Old Agartala: 15 nos. + 25 sec. Promotional Video</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Durgabari Tea Garden: 10 nos. (Including 1 no rooms and 1 no building photos of Shyamali Cottage) + 25 sec. Promotional Video</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Sipahijala Wildlife Sanctuary (different pictures): 20 nos. + 25 sec. Promotional Video</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Location Description</td>
<td>Number of Photos</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>13</td>
<td>Boxanagar Archaeological site. 10 nos. + 25 sec. Promotional Video</td>
<td>10 nos.</td>
</tr>
<tr>
<td>15</td>
<td>Chabimura Archaeological Sites, (including 2 Rooms and 3 building photos of Sagarika T/Lodge): 20 nos. + 25 sec. Promotional Video</td>
<td>20 nos.</td>
</tr>
<tr>
<td>16</td>
<td>Matabari Temple, Udaipur (including 3 Rooms and 2 building photos of Gunabati Yatri Niwas) 20 nos. + 25 sec. Promotional Video</td>
<td>20 nos.</td>
</tr>
<tr>
<td>19</td>
<td>Pilak Archaeological site. (Including 1 rooms and 1 building photos of Pilak Tourist Lodge) 15 nos. + 25 sec. Promotional Video</td>
<td>15 nos.</td>
</tr>
<tr>
<td>20</td>
<td>Trishna Wildlife sanctuary. Photo of Bison to be captured if possible: 15 nos. + 25 sec. Promotional Video</td>
<td>15 nos.</td>
</tr>
<tr>
<td></td>
<td><strong>Total quoted rate</strong></td>
<td></td>
</tr>
</tbody>
</table>

(Rupees)

**Instruction:**

1. The promotional video of 25 sec. Should include 10 sec of drone videography with background music.
2. In addition to 25 sec. promotional videography as per requirement mentioned against each locations, additional 2 nos. promotional video of 4 minutes each covering all the destinations of Tripura with fusion music and narration is to be provided. (The 2 nos. videos should not be identical)

**Signature of the Bidder**

**Signature of the Managing Director.**
## Technical Bid

<table>
<thead>
<tr>
<th>Sl no</th>
<th>Particulars</th>
<th>Details to be filled in by the Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>NAME</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>REGISTERED OFFICE</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>CONTACT PERSON</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>PHONE/MOBILE, EMAIL</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>YEAR OF INCORPORATION</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>PAN CARD (Copy to be attached)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>8.</td>
<td>INCOME TAX RETUNS (Copies to be attached)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>9.</td>
<td>GST REGN (Copies to be attached)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>10.</td>
<td>TIN REGISTRATION (Copy to be attached)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>11.</td>
<td>TURN OVER 2015-2016</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>TURN OVER 2016-2017</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>TURN OVER 2017-2018</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>AUDITED BALANCE SHEET LAST 3 YEARS (Copies to be attached)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>15.</td>
<td>COMPANY REGISTRATION CERTIFICATE (Copy to be attached)</td>
<td>Yes / No</td>
</tr>
<tr>
<td>16.</td>
<td>EXPERIENCE WITH GOVT/ PSU/PRIVATE Project details in nos. (Copies to be attached)</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>AWARDS/ QC CERTIFICATIONS (Copies to be attached)</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Camera with specifications to be used for the works: Submission of Annexure-II(B)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>19.</td>
<td>Drone camera with a specification: Submission of Annexure-II(A)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>20.</td>
<td>Dedicated video lenses (4 nos.). Submission of Annexure-II(C)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>21.</td>
<td>Vfx certificates and animation domain. Submission of Annexure-II(D)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>22.</td>
<td>Sample photo album of programme done before (Copy to be attached)</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

N.B Certificates of ownership of the equipments’ on companies’ letter pad to be produced for sl no- 18,19 & 20 above.

**Signature of the Bidder**

**Signature of the Managing Director,**

Managing Director,
Tripura Tourism Development Corporation Ltd.

11
To
The Managing Director
Tripura Tourism Development Corporation Ltd.
Swetmahal, Agartala.

Sub: Submission of undertaking.

UNDEARTAKING

Sir,

I/we______________________________________Address________

____________________________________ do hereby declare that the desirable and required Drone camera with a specification of DGI phantom-4K 60fps pro/24mm lenses or equivalent as mentioned in the EOI documents under Eligibility Criteria (i. Essential sl no-8) is available under my/our firm.

I/we through this undertaking confirm and undertake that I/we shall be liable and responsible, to execute the works of providing Photography and Videography coverage of different tourist destinations under Tripura by using the specified Drone camera as mentioned in the EOI documents in case the works is awarded to me/us.

(Shri :____________________________________)

For and on behalf of____________________________________

M/s.____________________________________

Place:____________________________________

Date:____________________________________

Signature of the Bidder

Signature of the Managing Director,

Managing Director,
Tripura Tourism Development Corporation Ltd.
To
The Managing Director
Tripura Tourism Development Corporation Ltd.
Swetmahal, Agartala.

Sub: Submission of undertaking.

**UNDERTAKING**

I/we ____________________________ Address ______________

__________________________ do hereby declare that the desirable camera 4 (four) nos. of Nikon 850/ Canon 5D Mark IV & above as mentioned in the EOI documents under Eligibility Criteria (i. Essential sl no- 9) are available under my/our possession.

I/we through this undertaking confirm and undertake that I/we shall be liable and responsible to execute the works of providing **Photography and Videography** coverage of different tourist destinations under Tripura by using the following cameras as mentioned below in case the works is awarded to me/us:

<table>
<thead>
<tr>
<th>Sl no</th>
<th>Cameras</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Shri: ____________________________ )

For and on behalf of ____________________________

M/s. ____________________________

Place: ____________________________

Date: ____________________________

**Signature of the Bidder**

**Signature of the Managing Director,**

Managing Director,
Tripura Tourism Development Corporation Ltd.
To
The Managing Director
Tripura Tourism Development Corporation Ltd.
Swetmahal, Agartala.

Sub: Submission of undertaking.

UNDERTAKING

Sir,

I/we __________________________ Address __________________________

I/we hereby declare that the desirable and required 4 (four) nos. video lenses like 35 mm, 50 mm, 70 mm, 85 mm, 200 mm, 300mm and wide angle as mentioned in the EOI documents under Eligibility Criteria (i. Essential sl no-10) are available under my/our firm.

I/we through this undertaking confirm and undertake that I/we shall be liable and responsible, to execute the works of providing Photography and Videography coverage of different tourist destinations under Tripura by using the specified lenses only as mentioned in the EOI documents in case the works is awarded to me/us.

<table>
<thead>
<tr>
<th>Sl no</th>
<th>Lenses</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Shri: __________________________)

For and on behalf of __________________________
M/s. __________________________

Place: __________________________
Date: __________________________

Signature of the Bidder

Signature of the Managing Director,
To
The Managing Director
Tripura Tourism Development Corporation Ltd.
Swetmahal, Agartala.

Sub: Submission of undertaking.

**UNDEARTAKING**

Sir,

I/we ___________________________ Address ___________________________

________________________________ do hereby declare that the desirable and required qualification and working in vfx & animation domain as mentioned in the EOI documents under Eligibility Criteria (i. Essential sl no-11 ) is available and possess under my/our firm.

I/we through this undertaking confirm and undertake that I/we shall be liable and responsible, to execute the works of providing Photography and Videography coverage of different tourist destinations under Tripura only by staff who possess qualification and working in vfx & animation domain in case the works is awarded to me/us.

<table>
<thead>
<tr>
<th>Sl no</th>
<th>Name</th>
<th>Qualification</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Shri : _________________________)

For and on behalf of _______________________

M/s. ________________________________

Place: _____________________________

Date: _____________________________

Signature of the Bidder

Signature of the Managing Director,