

**F.No.KN/PU/6/2013-14(Equipment)**

**Tender for  
“Supply and Installation of Photography Equipments at Photo  
Unit”**

**Indira Gandhi National Centre for the Arts  
11,Mansingh Road  
New Delhi-110001**

## SECTION I: INSTRUCTIONS

### 1 Introduction

- 1.1 Indira Gandhi National Centre of Arts is a Government of India body engaged in archiving, preserving and continuation of heritage and culture of India. Photo Unit undertakes the digital documentation of Archival objects and other activities of IGNCA.
- 1.2 Vendors are invited to submit their proposals for supplying the Digital Photography equipment. A proposal must include the following, as stated later in this document:
  - (i) Technical Bid consisting of all technical details along with Commercial terms and conditions.
  - (ii) Financial Bid indicating item wise price for the items mentioned in the technical bid.
- 1.3 Please note that (i) the cost incurred in bidding including a visit to IGNCA is not reimbursable; and (ii) IGNCA is not bound to accept any of the proposals submitted.
- 1.4 Tenders that address only part of the requirements shall be deemed as incomplete, and shall be rejected out rightly. It is on part of the vendor to ensure that the proposal is complete in all aspects of **supplying and installation of the equipment.**
- 1.5 EMD must be submitted along with Technical bid. Without EMD the technical bid will be rejected and in such case the financial bid of the vendor will not be opened.
- 1.6 Tenders sent by **FAX or through Email** will not be considered. Tenders found in sealed tender box will only be considered. **To avoid any complications with regard to Late Receipt / Non Receipt of Tenders, it may please be noted that responsibility rests with the vendor to ensure that tenders reach this HQ before due date. Late quotes will be rejected out rightly.**
- 1.7 IGNCA also reserves the right to accept or reject any or all the offers without assigning any reasons. The sealed tender along with the Demand Draft/Pay Order should be put in the tender box kept at **IGNCA, Kalanidhi Building, Ground Floor, 11, Man Singh Road, New Delhi** within 21 days from the date of issue of this document/letter. The quotations must reach this office by due date and time. No responsibility will be taken for postal delay or non-delivery / non-receipt of tender documents.

## 2 **Minimum Eligibility Criteria for Vendors**

- 2.1 The vendor should enclose the **valid Authorization Letter from OEM.**
- 2.2 Vendors shall provide a copy of PAN/TAN/TIN number of the firm.
- 2.3 Vendors must have experience of supply of similar equipment at least at five reputed locations. Vendor should provide a list of such locations/customers within India, and should also enclose a copy of supply orders.

## 3 **Preparation of Bid**

- 3.1 Vendors are requested to submit relevant documents in support of minimum eligibility conditions, a Technical Bid and a Financial Bid as specified in the tender.
- 3.2 The quotations should be provided separately in sealed envelopes, marked as-
  - (i) Technical Bid
  - (ii) Financial Bid

### 3.3 **Minimum Eligibility Criteria**

The exact information on various eligibility criteria as mentioned in para 2 may be furnished along with technical bid in a separate sealed cover with supporting documents.

### 3.4 **Technical Bid**

The Vendors are expected to provide the Technical Bid as specified in the tender. Material deficiencies in providing the information requested may result in rejection of a bid. The Technical Bid shall provide the following information:

- (i) Vendors must submit an **EMD for Rs. 50,000/- (Rs. Fifty Thousands)** in the form of Demand Draft/Pay order drawn in favour of IGNCA, New Delhi. EMD in any other form will not be accepted.  
**Without EMD the technical bid will be rejected and in such case the financial bid of the vendor will not be opened.**

(ii) **Technical Specifications** – The vendor must submit an undertaking that they are ready to supply the items as per following:

S. No	Item	Technical Specifications for Photography Equipment	Quantity/Units
		<b>Make and Model</b>	
1	Camera Body	<b>Nikon DSLR D810</b>	<b>2 Units</b>
2	Normal Lens	<b>Nikkor AF-S 50mm f/1.4 G Lens</b>	<b>1 Unit</b>
3	Zoom Lens	<b>Nikkor AF-S 24-70 mm f/2.8 G ED Zoom Lens</b>	<b>2 Units</b>
4	Zoom Lens	<b>Nikkor AF-S Zoom 80-400mm f/4.5-5.6 G ED VR Lens</b>	<b>2 Units</b>
5	Zoom Lens	<b>Nikkor AF S 200-500 mm f/5.6 E ED VR Lens</b>	<b>2 Units</b>
6	Flash Unit	<b>Nikon Speedlight SB-910 Flash</b>	<b>2 Units</b>
7	Wireless System (i)	<b>Wireless Remote Controller WR-1</b>	<b>1 Unit</b>
	(ii)	<b>Receiver WR-R10</b>	<b>1 Unit</b>
	(iii)	<b>Transmitter WR T10</b>	<b>1 Unit</b>
8	Batteries (i)	<b>Rechargeable Battery EN-EL-15</b>	<b>2 Units</b>
	(ii)	<b>Rechargeable Battery EN-EL-3E</b>	<b>1 Unit</b>
	(iii)	<b>Rechargeable Battery EN-EL-4A</b>	<b>2 Units</b>
9	Media	<b>Sandisk Extreme 32GB CF Cards</b>	<b>2 Units</b>

(iii)The vendor **must submit relevant OEM documentation in original** of the required equipment for technical evaluation purpose.

**The Technical Bid shall not include any financial information and should be in the following format:**

**Technical Bid Proforma for supply of Photography Equipment at Photo Unit**

S.No.	Description	Details
<p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p> <p>6)</p> <p>7)</p> <p>8)</p> <p>9)</p> <p>10)</p> <p>11)</p>	<p>Name of the Firm:</p> <p>Address</p> <p>Year of Establishment (Proof to be attached)</p> <p>Company/Partnership Firm/Proprietor</p> <p>PAN/TAN/TIN NUMBER (Copy to be Enclosed)</p> <p>Authorisation Letter from OEM having Validity for current year 2016-17 (Copy to be enclosed )</p> <p>List of 5 customers where similar equipment has been supplied to be enclosed(Supply Orders also to be enclosed)</p> <p>EMD of Rs.50,000 by DD/PO drawn in favour of IGNCA, NEW DELHI</p> <p style="text-align: right;">DD NUMBER ----- Dated: ----- Drawn on -----</p> <p>Technical Literature (to be enclosed )</p> <p>Warranty/Guarantee</p> <p>We agree to supply the items listed in the technical Specification form which is enclosed.</p>	

Place

Authorised Signatory  
With Full Name, Designation  
Mobile No.

### 3.4 Financial Bid

- (i) In preparing the Financial Bid, Vendors are expected to take into account the requirements and conditions outlined in the Tender.
- (ii) **The Financial Bid should be valid for at least 90 days from the last date of submission of Bids.**
- (iii) Tenders must be furnished quoting **FIRM & FIXED** rates.
- (iv) The financial bid should quote cost for all the items. The quotations in respect of each item should be submitted in the following format:

**(A) Financial Bid for Supply & Installation of Photography Equipments format:**

S.No.	Item Description	Make and Model	Qty/Units	Unit Rate (INR)	Taxes if any	Total Cost Including Taxes (INR)
1	2	3	4	5	6	7
1						
2						
3						
4						
5						
6						
7 (i)						
(ii)						
(iii)						
8 (i)						
(ii)						
(iii)						
9						
	Total					

Place

Authorised Signatory  
With Full Name, Designation  
Mobile No.

## 4 **Submission, Receipt, and Opening of Bids**

- 4.1 The original Bid (Minimum Eligibility Criteria, Technical Bid and Financial Bid) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the Vendor.
- 4.2 The Technical and Financial bid should be sealed by the bidders in separate covers duly superscribed and both the covers are to be put in a bigger cover which should also be sealed and duly superscribed "Tender for Supply and Installation of Photography Equipments" and should be addressed to Director (Library & Information), Kala Nidhi, IGNCA, 11, Man Singh Road, New Delhi -110001
- 4.3 **The completed Bid must be submitted not later than 02:30 hours on 2<sup>nd</sup> August 2016 and be put in the tender box kept at the Reception of**

**IGNCA,  
Kalanidhi Building, Ground Floor,  
11, Man Singh Road,  
New Delhi -110001**

- 4.4 The IGNCA may, at its discretion, extend the deadline for the submission of Bids. Any Bid received after the closing time for submission of Bids shall be returned unopened. The Technical Bids will be opened in the presence of representatives of applicant firms, which choose to be present at 3.00 hrs on **2<sup>nd</sup> August 2016**.
- 4.5 After the deadline for submission of Bids, first the Technical Bid will be opened/evaluated. The Financial Bids shall remain sealed and will be opened in respect of the firms, which qualify in the Technical evaluation.
- 4.6 The Financial Bid will be opened by a Committee and if firm desires, may depute their representative, duly authorized in writing, to be present at the time of opening of bid. The date, time and venue fixed for this purpose will be intimated separately after the Technical evaluations are completed.
- 4.7 The IGNCA reserves the right to accept or reject any Bids or part thereof without assigning any reason.

## 5 **Delivery Period**

Within 30 days

## 6 **Payment Terms**

**Payment shall be released after successful completion of** Installation and commissioning of the items and submission of bank guarantee of 5% which should be valid for Six months.

Tender is also available on IGNCA's website at *ignca.nic.in*