



**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY (MPEDA)
(Ministry of Commerce & Industry, Government of India)**

P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.

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E-TENDER

FOR

PHOTOGRAPHY & VIDEOGRAPHY COVERAGE

FOR AQUA AQUARIA INDIA 2019

TENDER NOTICE

TENDER FOR PHOTOGRAPHY & VIDEOGRAPHY COVERAGE FOR AQUA AQUARIA INDIA 2019

Bids are invited from reputed firms for **Photography & Videography coverage for Aqua Aquaria India 2019** organized by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) scheduled to be held at HITEX Exhibition Center, Hyderabad from 30th August to 1st September 2019 as per the requirements indicated in the tender document, which will be available on the web site www.mpeda.gov.in, www.aquaaquaria.com

The bid must be submitted / uploaded through the **e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>** on or before 12 Noon on 06th August 2019 for Photography & Videography coverage for **Aqua Aquaria India 2019**.

Joint Director
MPEDA Regional Division,
Vijayawada

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
(Ministry of Commerce & Industry, Government of India)
P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.

BID DATA SHEET

Sl. No.	Reference	Description
1.	Name of organisation	MPEDA
2.	Name of the work	Providing Photography & Videography coverage for Aqua Aquaria India 2019 organized by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) scheduled to be held at HITEX Exhibition Center, Hyderabad, Telangana from 30 th August - 1 st September 2019
3.	Reference No:	Ref: 11/3/AAI-TEND/AQUA/VJA/2019
4.	Bid Security (Earnest Money Deposit)	Rs. 10,000/- (Rupees Ten thousand only) in the form of Account payee DD from any of the nationalized banks, in favour of “ Aqua Aquaria India ”, payable at Ernakulam
5.	Last Date and Time for Online Submission of Bid	06/08/2019, 12 Noon
6.	Time and Date of Opening of Bid	10 AM on 09/08/2019
7.	Place of Opening Bid	Camp office of the Joint Director MPEDA First Floor, Trade Fair Office Building HITEX Exhibition Centre Izzat Nagar, Hyderabad-500 084.
8.	Opening of Technical Bid	10.00 AM on 09/08/2019
9.	Presentation by the Bidders	12.00 PM on 09/08/2019
10.	Opening of Financial Bid	04.00 PM on 09/08/2019
11.	Amount of EMD	Rs. 10,000/-

12.	Form of EMD	Demand Draft from any of the nationalized banks, in favour of “ Aqua Aquaria India ”, payable at Ernakulam
13.	Performance Security Deposit	5% of the contract value to be paid to “Aqua Aquaria India” account as interest free deposit
14.	Bid Validity	45 Days
15.	Declaration of Technically Qualified Bidders	To be notified online in CPP Portal https://eprocure.gov.in
16.	Contact Person	Name: Mr. P. Anil Kumar Designation: Joint Director 2 nd Floor,33-25-35, Bellapu Sobhanadri Street, Surya Rao Pet, Vijayawada – 520 002 Ph:0866-2433050 Mbl: 95948 42142
17.	Bid Submission (online)	17/07/2019 onwards
18.	Method of Selection	Quality and Cost Based Selection (QCBS)
19.	Weightage Criteria for QCBS	Technical Score : 70 %, Financial Score : 30 %
20.	Type of Financial Bidding	Based on the scope of work
21.	Language of Bid	English
22.	Currency of the Bid	Indian Rupees (INR)

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TENDER DOCUMENT
THE MARINE PRODUCTS EXPORT DEVELOPEMNT AUTHORITY
HEAD OFFICE, KOCHI -36

TENDER DOCUMENT FOR PHOTOGRAPHY & VIDEOGRAPHY COVERAGE FOR ORGANISING THE 'AQUA AQUARIA INDIA 2019' AT HITEX EXHIBITION CENTER, HYDERABAD

A. Introduction

The Marine Products Export Development Authority (MPEDA), is a statutory body under the Ministry of Commerce and Industry, Government of India (hereinafter referred as "Organisers") is organising the Aqua Aquaria India 2019.

B. Job Description

Tenders in prescribed format are invited from reputed firms/studios for Photography & Videography coverage for '**Aqua Aquaria India 2019**' (hereinafter referred as 'Event'), an International event that showcases the activities and business in the aquaculture and ornamental fisheries sector of the country and abroad, scheduled to be held at HITEX Exhibition Center ,Hyderabad from 30th August to 1st September 2019. The detailed schedule of work is attached as Annexure-1

The last date for submission of tenders is 06.08.2019 at 12.00 hrs. The bids shall be opened on 09.08.2019 at 10.00 hrs in the presence of the bidder's representative who choose to be present at the Camp office of Joint Director MPEDA at Trade Fair office Building, HITEX Exhibition Centre, at Hyderabad during the evaluation process. The Technical bid (Annexure-2) and Financial bid (Annexure- 4) should be uploaded through the e-procurement <https://eprocure.gov.in> as per the prescribed format. The Financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document and selected in technical bid.

Those who are meeting the eligibility criteria and are interested to provide Photography & Videography coverage 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.

C. Eligibility Criteria

(i) Essential

1. The bidder shall be reputed firm / organization / studio (herein after referred as "Vendor") with a minimum of five years experience in providing Photography & Videography coverage for exhibitions and conferences.
2. Vendor should have a minimum financial turnover of **Rs.5 lakhs** and above in a single year, during the last three years commencing from 2016-17.

3. The vendor should have provided Photography & Videography coverage for at least three similar programs in last 3 years (Annexure-3).
4. Vendor should submit sample photo albums and videos done earlier for assessing the quality of work.
5. The vendor should have audited balance sheet for last 3 years.
6. The vendor should have GST registration.
7. Experience with proof of Photography & Videography coverage provided to similar programs of Union / State government / PSUs / Private Enterprises etc. on various social, service and business meet.

(ii) Desirable

1. Awards / certificates of excellence received, if any.

D. Terms and Conditions

1. The vendors will have to submit an interest free, 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 **AQUA AQUARIA INDIA** payable at **Ernakulam**. The DD should reach the below mentioned address on or before the closing date & time for online tender submission superscribed as "EMD for Photography & Videography Coverage of Aqua Aquaria India 2019".

Office of the Joint Director (Aqua) MPEDA
2nd Floor,33-25-35,
Bellapu Sobhanadri Street,
Surya Rao Pet, Vijayawada – 520 002.

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 Photography & Videography coverage, in accordance with the contract to the complete satisfaction of the Organisers.
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 Organisers 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 Organisers from any money due or it may become due to the vendor.
6. The decision of the Organisers 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 Ernakulam.
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 Organisers even before the expiry of the period of agreement by giving 5 days notice to the vendor. Even otherwise, the Organisers will have the right to terminate the engagement of vendor by giving 10 days notice.
11. If there is a requirement of Advance Payment, the schedule of advance payment may please be mentioned explicitly in the Financial bid.
12. Maximum advance payment is limited to 30%. Remaining 70% would be settled, within one month of submission of bills and other required documents after the show.
13. Photographers & videographers need to be under the control of Officials designated for the purpose authorized by the Organisers.
14. The successful bidder will indemnify the MPEDA and its officials, Organising Committee of AAI-2019 from any toward instance or accidents during the service period. Any financial expenditure on account of any accidents during the service period will be the sole responsibility of the successful bidder.
15. The Organiser 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.
16. The Organiser reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Organisers.
17. The Organiser is under no obligation to accept the lowest or any tender received in response to this tender notice.
18. Tender document should be signed on all the pages by the Authorised signatory along with seal of the Vendor.
19. Resolution of the Company (if the vendor is a Company) authorizing the person signing the Tender, to sign the Tender on behalf of the Company is to be provided.
20. In the event of the vendor committing a breach of the contract, the Organiser is entitled to receive from the vendor compensation to the extent of loss incurred as determined by the Organisers for any loss or damage caused to the Organisers.

E. Selection Method & Criteria

The Bidding process shall be a two-stage process. Prior to the detailed evaluation of the Technical Bids, MPEDA 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 document.

The evaluation shall be based on the technical and financial parameters. The weightage for the technical parameters shall be 70% and the financial parameters shall be 30%.

- a) Technical Weightage (St): The marks scored by the bidder in technical evaluation shall be calculated to 70 points as below:
 $St = T \times 0.70$ where T is the Technical score awarded to the bidder as per Technical Evaluation Criteria
- b) Financial Weightage (Sf): The marks scored by the bidder in financial evaluation shall be calculated to 30 points as below:
 The Commercial scores of all the other proposals will be determined by $Sf = 30 \times Fm/F$ (Fm = Lowest evaluated tender cost, F = value of Commercial proposal under consideration).
- c) Final Selection: Proposals will be ranked according to their combined technical (St) and Commercial (Sf) scores. The combined technical and Commercial score shall be calculated as $S = St + Sf$.

The technical evaluation criteria are broadly defined as under. Bidder has to provide documentary proof against each criteria as a part of technical proposal.

F. Scoring pattern

	Criteria	Score
1	Quality of previous works after inspection by Organisers	20
2	Turnover	10
3	Work with Govt/MPEDA	20
4	Worked for similar events (5 mark for each event maximum marks 30)	30
5	Minimum 5 years experience	20
	Total	100

G. How to apply

The bidders must upload their bids in two bid system through the **e-procurement system of Government of India on Central Public Procurement Portal (eprocure.gov.in)**.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

SUBMISSION/ UPLOADING OF BID

The bidders are required to submit soft copies of their bids electronically on the CPP portal **<https://eprocure.gov.in>** in Two Bid System not later than the time and date indicated in the Bid Data Sheet, or any extension to this date in accordance with the corrigendum, if issued. Any bid received by the Employer other than through CPP portal or any incomplete Bid document received within the stipulated deadline as per Bid Data Sheet in CPP Portal shall be rejected.

Bid shall be prepared as per the prescribed formats provided as attachments.

All the files mentioned should be in PDF format except for the BOQ which should be in .xls format.

The details of Form/s to be uploaded online using CPP Portal under Two Bid System are described as below:

-1: Technical Bid

- i. Scanned copies of EMD shall be uploaded on CPP portal.
- ii. Technical Bid including all the desired documents, forms and formats should be scanned and uploaded.

-2: Financial Bid

- i. Lump-sum cost as per forms and formats prescribed in this document.

BRIEF DESCRIPTION OF THE SELECTION PROCESS

Two Bid selection process based on Quality and Cost Based Selection (QCBS) for evaluating the Bids has been adopted for selection of Agency, comprising:

(a)The Technical Bid and **(b) the Financial Bid**. Bids are required to be uploaded as follows: -1: Technical Bid: -2: Financial Bid.

In the first stage, “-1: “Technical Bid will be opened and evaluated by the committee as per the evaluation criteria,

In the second stage, “-2: Financial Bid will be opened at a time and date to be informed later **only of those bidders** who are found to be technically qualified as per the mentioned technical qualification criteria.

Application of agencies/ bidder that fulfill the above criteria only would be considered by the Organisers. Mere accepting the application by the Organisers would not guarantee the award of contract.

H. Schedule of Tendering Process

The Schedule for the process for selection is as follows:

Sl. No.	Milestone	Date
1	Issuance of Tender notice	17/07/2019
2	Last Date for Online Submission of Bid	06/08/2019
3	Date for Opening of Technical Bid (-1)	09/08/2019
4	Presentation by the Bidders	09/08/2019
5	Opening of Financial Bid (-2)	09/08/2019

Annexure -1**Schedule of Work– 1**

1	PHOTOGRAPHY: Professional Photography on minimum Canon 5D Mark II & above with Professionally trained photographer with specialization in convention and corporate photography.	1 No. on 29-08-2019 (Thu) {to cover Press conference & stall construction} 4 Nos. on 30-08-2019 (Fri) {To cover the entire event} 4 Nos. on 31-08-2019 (Sat) { -do- } 1 No. on 01-09-2019 (Sun)
2	ALBUM: Designing, printing and aesthetical presentation of an album of size 12 inches x 18 inches on Synthetic Paper with minimum 500 photos and 44 sheets with both side printing	One number
3	VIDEOGRAPHY: Professional Video documentation of event and seminar proceedings on Minimum Sony PMW 200 HD camera with Professionally trained cinematographers with specialization in convention, seminar and corporate photography	1 No. on on 29-08-2019 (Thu) {to cover Press conference & stall construction} 4 Nos. on 30-08-2019 (Fri) {To cover the entire event} 4 Nos. on 31-08-2019 (Sat) { -do- } 1 No. on 01-09-2019 (Sun)
5	EDITING / TITLING : A well edited and titled video to be submitted in DVD format viewable in Home and business AV aids.	
6	Individual speaker presentations (32 nos) as separate video files having reasonable resolution (not less than 480 pixels) and maximum file size between 150 -250 MB for uploading to YouTube	
7	Entire Output to be provided on a 1 TB external hard disc as well as in DVD for future use.	

Annexure -2**Technical Bid****Last date for receipt of application is upto 06.08.2019 at 12.00 hrs****From**

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To

Office of the Joint Director (Aqua) MPEDA
 2nd Floor,33-25-35,
 Bellapu Sobhanadri Street,
 Surya Rao Pet, Vijayawada – 520 002
 E-mail: rc.vij@mpeda.gov.in; mpedavjw@gmail.com

Sl. No.	Particulars	Details to be filled in by the Vendor
1.	Name of the Firm / Agency	
2.	Registered office/ business address of the agency with Telephone, Cell, Website, E-mail and Fax number	
3.	Name of Contact Person(s)	
4.	Address with Telephone, Fax numbers,E-mail and Name(s) of the Contact person (s)	
5.	Year of Incorporation & Constitution	
6.	Income Tax - PAN No. (Attach copy of PAN)	
7.	GST No. (Attach copy of GST registration)	
8.	TIN No. (Attach copy)	
9.	Turnover during last three years (copy of audited Balance sheet to be enclosed)	
	Year	Turnover in Rupees lakhs (in words and figures)

	2016-17	
	2017-18	
	2018-19	
10.	Whether registered with Registrar of Companies? If yes, Date of Registration (Attach copy of Registration)	
11.	Customer Profile (Attach copy of work orders/proof & Work completion certificate)	
12.	<p>Infrastructure details</p> <p>1) Details of network/branches of agency in Telangana and other states in India.</p> <p>2) Whether the agency have adequate professionally trained manpower.</p> <p>3) Whether the agency is providing services to Union Govt. / Public sector undertakings, Financial institutions, banks/private sector companies, etc. in past three years</p>	
13.	Details of Previous experience as per format below.(Copies of experience certificates, work orders, Work completion certificate and proof of Work order value to be attached)	
14.	<p>Whether the agency is an income tax assessee with valid PAN number and having filed its Income tax return for the last three assessment years i.e. 2016, 2017 and 2018. (Attach copy of</p> <p>Income Tax returns for all the above</p> <p>mentioned years)</p>	

15.	Any other relevant information				
16.	<p>Verification - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Organisers.</p>				
17.	Format for giving details of key personnel of the agency				
Sl. No.	Name of key personnel	Designation	Years with the Agency	Contact number	Any other information

Date:

**Name & Signature of authorized signatory
Name & Seal of Vendor**

Annexure-3**Past Experience of the Bidder**

Experience of successful coverage of Workshop/ Conference/ Congress/ Convention/ Symposia within last 5 years:
(Give best 5 Events and atleast one should be international event)

Sl. No.	Name of Events	Period of Events (From-To)	Name of Client	Value of Work	Venue of Event	Year of Completion	Number of Registered Participants (National and International separately)
1.							
2.							
3.							
4.							
5.							

Annexure-4**Financial Bid****Last date for receipt of application is upto 06.08.2019 at 12.00 hrs****From**

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To

Office of the Joint Director (Aqua) MPEDA
 2nd Floor,33-25-35,
 Bellapu Sobhanadri Street,
 Surya Rao Pet, Vijayawada – 520 002
 E-mail: rc.vij@mpeda.gov.in; mpedavjw@gmail.com

I/We have read and examined the documents relating to the Photography & Videography coverage for AQUA AQUARIA INDIA 2019 scheduled to be held at HITEX Exhibition Center, Hyderabad from 30th August - 1st September 2019

Sl. No.	Particulars	Dates and numbers	Rate	Amount
1	PHOTOGRAPHY: Professional Photography on minimum Canon 5D Mark III with Professionally trained photographer with specialization in convention and corporate photography.	1 No. on 29-08-2019 (Thu) 4 Nos. on 30-08-2019 (Fri) 4 Nos. on 31-08-2019 (Sat) 1 No. on 01-09-2019 (Sun)		
2	ALBUM: Designing, printing and aesthetical presentation of an album of size 12 inches x 18 inches on Synthetic Paper with minimum 500 photos and 44 sheets with both side printing	One number		
3	VIDEOGRAPHY: Professional Video documentation of event and seminar proceedings on Minimum Sony PMW 200 HD camera with Professionally trained cinematographers with specialization in convention, seminar and corporate photography	1 No. on 29-08-2019 (Thu) 4 Nos. on 30-08-2019 (Fri) 4 Nos. on 31-08-2019 (Sat) 1 No. on 01-09-2019 (Sun)		
4	EDITING / TITLING : A well edited and titled video to be			

	submitted in DVD format viewable in Home and business AV aids.			
5	Individual speaker presentations 32 nos) as separate video files having reasonable resolution (not less than 480 pixels) and maximum file size between 150 -250 MB for uploading to You Tube			
6	Entire Output to be provided on a 1 TB external hard disc as well as in DVD for future use.			

1. Price to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned
3. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
4. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The Vendor agrees that the above price have been quoted after reading and understanding the complete tender documents

SUB TOTAL : Rs. _____ (In words) _____

6. Taxes if any. _____

GRAND TOTAL : Rs. _____ (In words) _____

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and the Organisers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF
 THE VENDOR:
 NAME AND.....
 ADDRESS.... ..

STATUS OF THE
 SIGNATORY.....

Place:

Date:

(SEAL)