

e-TENDER

FOR

PHOTOGRAPHY SERVICES

AT

PUSHPA GUJRAL SCIENCE CITY
KAPURTHALA (PUNJAB)

TN/PGSC/Admin/2019/Photography Services

Pushpa Gujral Science City
Jalandhar – Kapurthala Road,
Kapurthala, Punjab
Telephone: 01822-5077063 / 64

Pushpa Gujral Science City
Jalandhar – Kapurthala Road, Kapurthala

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INTRODUCTION

Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala

Pushpa Gujral Science City offers a blend of education, curiosity and fun to ensure longer and repeated visits. The project is aimed at cultivating an interest in science through open-ended exploration away from text books and black boards, with a scientific approach to problem solving. The project has something for everyone, regardless of age, education, profession or social strata and is intended to make science accessible to people who are not part of the formal education system. It is a joint project of the Government of India and Government of Punjab.

Its various facilities include Galleries on Evolution, a 5 acre Dinosaur park (with Robotic Dinosaurs), Renewable Energy Park, Climate Change Theatre, Earthquake Simulator and Flight Simulator, Amazing Living Machine, Gallery on Health, Biotechnology & HIV, Outer Space Gallery, Virtual Reality & Cyber Space Gallery and Galleries on Fun Science, Railways, Defence, etc., as well as, Planetarium, Large Format Film Theatre (I-Max), 3D and Laser Shows, Herbal & Cactus Garden, etc. These offer information on cross cutting and inter-curricular issues and help to explain scientific concepts and their relevance to society. An Innovation Hub at Science City motivates students for 'out-of-box' thinking, which could contribute towards societal development. More information about these facilities is available at website www.pgsciencecity.org.

TENDER NOTICE

PUSHPA GUJRAL SCIENCE CITY
Jalandhar-Kapurthala Road, Kapurthala
Telephone: 01822 501963 / 64

Tender Notice

Online tenders are invited from duly registered reputed Agencies/ Firms /Companies for Photography Services at Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala.

Interested bidders can submit online bids through <https://eproc.punjab.gov.in> by 24.03.2020 (1500 Hrs). For further details, please visit website www.pgsciencecity.org

Note:

- PGSC reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof.

PARTICULARS

Notice Inviting Tenders / Bids for Photography Services Facility at Pushpa Gujral Science City

Online tenders are invited from reputed Agencies/ Firms/ Companies for Photography Services in Science City, Jalandhar - Kapurthala, Punjab for clicking of photographs of visitors in the Science City at various locations and sites on commission basis in accordance with relevant clauses of the tender document. **The significant details of tender notice are given below:**

1	Description of Scope of Work	Tenders are invited for Photography Services at Science City, Kapurthala, Punjab from reputed Agencies for clicking of photographs of visitors in the Science City at various locations and sites on commission basis.
2	Type of Tender	Two stage(Technical and Financial Bids to be opened separately)
3	Contract Period	Initially for three (3) years, extendable by mutual consent and satisfactory performance of services
4	Tender Fee	Rs. 1000/- (Rs. One Thousand only)
5	Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand only)
6	Additional Security Deposit Payable	Rs. 10,000/- (at the time of signing of agreement)
7	Validity of Tender	4 (Four) Months from Last date of submission of Tender
8	Date & Time of Closure of Tender	24.03.2020 3:00 PM
9	Date & Time of Opening of Tender (Technical Bid)	26.03.2020 10:00 AM
10	Date & Time of Opening of Tender (Financial Bid)	26.03.2020 2:30 PM (tentatively)
11	Place of Opening of Tender	Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala-144601.
12	Contact Persons at PGSC	

Note:

1. Tender Document can only be downloaded from portal site: <https://eproc.punjab.gov.in>
2. PGSC will process the tender as per PGSC norms & procedures and PGSC would not be under any obligation to give any clarification to the agencies whose bids are rejected.
3. Tenderers are advised to visit Science City and themselves see the location during office hours on any working day.
4. PGSC reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof.
5. PGSC reserves the right to reject / cancel any or all or part of the tender of the bidder without assigning any reason and shall also not be bound to accept highest bidder. The decision of the PGSC shall be final and binding.
6. Omission, neglect or failure on the part of bidder to obtain requisite reliable and full information or any matter affecting his / her tender, shall not relieve the bidder, from any liability in respect of the contract.

SCOPE OF WORK, TERMS & CONDITIONS

1. Scope of work:

Science City has very picturesque buildings and landscaping spread across the area with an artificial lake (Water Body) having one kilometre boating length. Water body has an island on which Dinosaurs Park has been created having natural flora and models of dinosaurs along with other unique attractions viz. Be an astronaut, Swati aircraft, MIG, peacock diorama, virtual studio which provide forever remembrance sites to the visitors to get their snaps clicked. Science City has received more than 48 lakh visitors since its opening in 2005. Visitors generally spend 6 to 7 hours in the Science City.

Tenders are invited for Photography Services in Science City, Kapurthala, Punjab from reputed Agencies for clicking of photographs of visitors in the Science City at various locations and sites on commission basis. Agency has to create suitable infrastructure such as camera / stands / cables / computer / colour printer / RFID reader / paper /manpower/ kiosk etc. for all the locations / sites identified by PGSC in the premises of Science City. The photography services of the agency may also be utilized for events/functions at Pushpa Gujral Science City on chargeable basis to be decided mutually.

2. Submission Of Tenders

- 2.1. All tendering process such as sale of tender documents/deposit of earnest money and submission of bid documents shall be carried out through web site <https://eproc.punjab.gov.in>
- 2.2. Any enquiry after submission of tender will not be entertained. Before submitting the tender, the Bidder must ensure that they satisfy all the eligibility conditions to avoid rejection of their tender.
- 2.3. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of the tender.
- 2.4. Financial bid should strictly be as in accordance with the enclosed format: Financial Bid.
- 2.5. The evaluation criteria may be noted in case of **TIE** in the price bid i.e same Highest rate (H1) is quoted by more than one bidder then Bidder with higher experience will be preferred. The experience will be inferred from the documents uploaded / provided along the tender.
- 2.6. No enquiry, whatsoever, verbal or written, shall be entertained in respect of acceptance and or rejection of tender.
- 2.7. In case of any technical problem, bidders can contact on Telephone No.0172-2970263 and 0172-2970284.
- 2.8. PGSC shall not provide any residential accommodation to any personnel employed by the agency. No cooking or lodging shall be allowed in the PGSC

- campus for the staff engaged by the agency.
- 2.9. PGSC shall not be responsible financially, for any injury or otherwise to the person engaged by the agency caused in the course of performing any duty / function under the contract. This liability shall solely be of the Agency who shall indemnify PGSC in this regard.
 - 2.10. Prospective Contractors/Agencies are advised to register themselves with our service provider at <http://eproc.punjab.gov.in> (GOI undertaking) well in advance to participate in the tender.
 - 2.11. The Agency shall be fully responsible for providing the services to PGSC and the personnel deployed by the agency shall work under overall supervision and direction of the Management of Science City. The agency shall follow instructions from the Director or any such Officer so authorized by him for the purpose of the PHOTOGRAPHY SERVICES of the PGSC.

3. Eligibility Conditions (Technical Bid Documents)

- 3.1. Minimum Experience of one year is required in similar nature of work.
(attach copies of work orders & references)
Or own's Studio / freelancing work then details of it
(Attach a documentary proof).
- 3.2. The Bidder should not have been blacklisted by any Govt., Semi-Govt. Deptt. or any other organization.
(Affidavit from the bidder should be attached)
- 3.3. Attach: Copy of GST Certificate / PAN Card
- 3.4. Income Tax Assessment / Return
(Attach: Copy of last one (1) year [2018-19])
- 3.5. Name and designation of the representative of the Agency to whom all references shall be made
(Attach Authorization Letter)
- 3.6. Signed & Stamped copy of Tender Document
- 3.7. Details as per Annexure-2.

4. Period of Contract

- 4.1. The contract shall be for a period of THREE years from the date of start, which shall be indicated in the award letter.

5. Extension of Contract Period

- 5.1. If PGSC finds the work of contractor satisfactory and Contractor also desires to continue operations of Photography at Science City then contract can be extended on mutually agreed period and term & conditions.
- 5.2. The Security Deposit will be withheld for the extended period and no interest will be payable.

6. Security and Payments

6.1. Earnest Money Deposit

- 6.1.1. An Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) shall be paid through online mode only.
- 6.1.2. No interest shall be paid on the EMD.
- 6.1.3. Successful tenderer does not sign the agreement in stipulated time period given in the letter of Intent then the EMD will be forfeited

6.2. Security

- 6.2.1. The EMD of Rs. 10,000/- deposited at the time of tender the successful bidder will be kept as Security Amount for the duration of the lease period. It will be returned only after the completion of the lease period.
- 6.2.2. Successful Bidder will deposit additional Rs. 10,000/- or Bank Guarantee of equivalent amount with PGSC as a part of Security Deposit at the time of award of contract.
- 6.2.3. No interest will be payable on Security Deposit / EMD.
 - 6.2.3.1. The Security deposit is liable to be forfeited wholly or partially if:
 - 6.2.3.2. Persistent Misbehaviour of contractor or his employees.
 - 6.2.3.3. The tenderer declines to render services at the rates agreed upon, due to any reason.
 - 6.2.3.4. Tenderer fails to fulfil any terms & Conditions of the agreement.
 - 6.2.3.5. As per the termination clause.

6.3. Payments

- 6.3.1. The rate of single coloured photograph printout of size 5x7 inches will be Rs. 30/-
- 6.3.2. The RFID based ticketing software shall be provided by the PGSC. Billing will be done by PGSC staff at additional ticket issue counter.
- 6.3.3. The Accounts will be settled after deduction of commission quoted (plus applicable taxes) payable to PGSC by Contractor on fortnightly basis (upto 15th day and end of the each month). Contractor will be responsible for deposit of GST or any other applicable taxes.
- 6.3.4. Contractor will need to buy RFID reader device of specific make and model approved by PGSC for each site. The approximate cost of the device is Rs 27,000/-
- 6.3.5. If any person is found with photographs without RFID ticket, Rs. 1000/- (Rupees One Thousand only) will be charged from the contractor for each such omission.

6.3.6. Mode / Schedule of Payments will be as follows:

	Item	Amount	Time for Deposit of Money
A	EMD payable by Bidder	Rs 10,000/-	EMD will be retained as part of Security Deposit in case of successful bidder.
B	Security Deposit payable by Bidder	Rs. 10,000/-	Successful Bidder will deposit additional Security as Demand Draft to PGSC or Bank Guarantee of equivalent amount valid till the tenure of contract at the time of signing of Agreement.

7. Contractor's Responsibilities:

- 7.1. The contractor will be responsible for observing all the legal requirement / obligations regarding working conditions of his employees under various labour, service, ESI, PF, other statutory requirements and other laws which may be in force.
- 7.2. All the Taxes applicable from time to time shall be the responsibility of the contractor.
- 7.3. Indemnify PGSC against any such violation of rules / requirements etc found by authorized Agencies during inspections or otherwise.
- 7.4. To provide requisite Trained Manpower as per number of sites and locations.
- 7.5. To provide requisite High Quality Cameras with accessories (such as stands, memory sticks, data cables, cables, lens etc) as per number of sites and locations.
- 7.6. Computer, WiFi Dongle and Printer etc. for printing of photographs
- 7.7. RFID reader as specified by PGSC.
- 7.8. Paper and colour cartridges
- 7.9. Colour printout.
- 7.10. To provide requisite software for printing of photographs.
- 7.11. Setting up of Kiosk (design and site to be got approved from PGSC)
- 7.12. Publicity panels (design and site to be got approved from PGSC)
- 7.13. Maintenance of Hardware such as Cameras, Computers, printers and other accessories and software.
- 7.14. The Contractor will furnish a list of his employees with their names, father's name, correspondence address as well as permanent address, date of birth and photographs to the PGSC for record.

- 7.15. The contractor shall provide identity cards and uniforms to all his staff at his own cost.
- 7.16. Neither contractor nor any of his employees will perform the duty in drunken condition and if the contractor or any of his employees is found in such state, it may result in a fine of Rs. 2000/- for the first time and Rs. 5000/- for each subsequent offence(s).
- 7.17. In case any legal action is brought about by any of the employees of the contractor for any grievance in regard to his service conditions, benefits or any other loss or injury suffered during performance of his duties etc. the entire responsibility shall be of the contractor, who shall indemnify PGSC against any such claim.
- 7.18. In case the contractor or his employees are found guilty of moral turpitude or any anti-social activity, the agreement may be cancelled by the PGSC. Besides, PGSC will be at liberty to take criminal / civil action as per provision of law against such person.
- 7.19. PGSC will not be responsible for payment of any type, on account of any loss occurring due to employees of the contractor for which the contractor shall be exclusively liable.
- 7.20. In case of any mishap or any accident in the contract space, the contractor shall be solely responsible for civil damages and criminal action and the contractor shall indemnify PGSC. Also it will be the responsibility of the contractor to shift the person / persons on this account to a suitable medical facility at his cost and meeting his/her medical expenses, if so required.
- 7.21. Contractor will be responsible for having cordial relations with tour operators / travel agents.
- 7.22. The contractor will be himself / herself responsible for insurance of his / her goods and will indemnify PGSC from any losses due to operations, fire, theft, accident, force majeure etc.
- 7.23. In the event of theft, pilferage or damage to the PGSC's property, and if proved that the contractor or his staff are responsible; the agency should make good all the losses and remove the concerned person identified as responsible from the services.

8. Pushpa Gujral Science City (PGSC) Responsibilities:

- 8.1. Electricity power supply at the mutually selected site(s) by contractor and PGSC
- 8.2. The RFID based ticketing software shall be provided by the PGSC. Billing will be done by PGSC staff at additional ticket issue counter.

9. Mutual Responsibilities:

- 9.1. A standing committee consisting of two representatives of PGSC and two representatives of the contractor shall be constituted, which will be headed by the Director, PGSC or any other person assigned by the Director General, PGSC. For taking the decision(s) / settlement(s) for the following issues:
 - 9.1.1. Number of sites
 - 9.1.2. Location of sites
 - 9.1.3. Any Change in size of printout of photograph
 - 9.1.4. Any change in Price / Rate of printout of photograph
 - 9.1.5. For removing difficulties and for operating the contract on day to day basis and resolving mutual problems in an amicable manner,

10. Operations:

- 10.1. Presently PGSC is open 365 days (on all Saturdays, Sundays and Holidays) from 9:00 AM to 6:00 / 7:00 PM. Therefore facilities should be available all the time. Holiday, if any shall be notified in advance.
- 10.2. If opening and closing times are changed by the PGSC, the contractor will accordingly change the timings for services.

11. Termination of Contract

- 11.1. The contract can be terminated by either party after giving 6 months' notice.
- 11.2. Without prejudice to other provisions herein, the contract can be terminated by PGSC by giving a prior notice of 3 months on violation of conditions of contract or on the grounds of default of proper services or deposit of payments by contractor. For operation of this clause a Consultative Committee of four representatives, two each from each party shall be constituted by the Director General, which shall meet from time to time and submit their deliberations to the Director General. The Director of the Science City or any other person authorized by the Director General, PGSC will be Chairman of the Committee.
- 11.3. In case of termination of contract for convenience of both the parties i.e. PGSC and

contractor who mutually agree to terminate the contract, the contractor will keep running the services as per the terms and conditions of the contract until PGSC appoints new contractor or for 3 months, whichever is earlier.

12. Arbitration

- 12.1. All disputes between PGSC and the contractor arising out of this agreement entered into or in relation thereto or regarding the interpretation of any clause, terms and conditions thereof shall be referred to the Director General, Pushpa Gujral Science City acting as such at the time of reference or any other person as may be nominated by the DG who will be the sole arbitrator and his decision will be final and binding. In case the nominated Arbitrator is unable to commence or continue with the Arbitral proceedings for any reason whatsoever, the DG shall nominate / appoint another officer of PGSC who shall commence the proceedings and decide the reference. The provision of Arbitration and Conciliation Act 1996 shall apply.
- 12.2. The place for arbitration will be PGSC , Kapurthala.

13. Legal Jurisdiction

- 13.1. District Courts at Kapurthala, Punjab

FINANCIALBID

PHOTOGRAPHY SERVICES AT PUSHPA GUJRAL SCIENCE CITY, KAPURTHALA

Item of work	Percentage in Figures	Percentage in Words
Percentage of Commission of the total amount plus applicable taxes payable by contractor to PGSC		

Name, Signature & Seal of Tenderer

Date:

Place:

AGREEMENT

AGREEMENT FOR PHOTOGRAPHY SERVICES IN PUSHPA GUJRAL SCIENCE CITY, KAPURTHALA

This agreement is made on the _____ between Pushpa Gujral Science City Society and its successors, assigns, executors etc. (hereafter referred to as the Society/ PGSC) and M/s _____ (Hereinafter referred to as the contractor) for Photography Services in the campus of Pushpa Gujral Science City, Kapurthala. The terms of conditions of Tender Notice and minutes of pre bid meeting shall also form part of this contract.

- Scope of Work-----
- Responsibilities-----
- Terms and Conditions-----
- Commission Quoted -----

For Contractor

Designation
Contractor Address

For PGSC, Kapurthala

Administrative Officer
Pushpa Gujral Science
City

Kapurthala

Witness:

Witness:

PARTICULARS OF TENDERER
Use Additional Sheet if necessary

S.No		
1	Name of Agency	
2	Postal Address ➤ E-mail address ➤ Telephone No. ➤ Fax No	
3	Name and designation of the representative of the Agency to whom all references shall be made Mobile No. (Authorization Letter)	
4	Status of Organization (Whether Private/ Public Sector Undertaking / Sole Proprietor / Partnership/Cooperative Society etc.)	
5.	PAN No.: Self Attested copy	
6.	GST No.: Self Attested copy	
7	Income Tax Assessment / Return (Copy of last one (1) year.)	
8	Minimum Experience of one year is required in similar nature of work. (attach copies of work orders & references) Or own's Studio / freelancing work then details of it (Attach a documentary proof).	
9	The Bidder should not have been blacklisted by any Govt., Semi-Govt. Deptt. or any other organization. (Affidavit from the Contracting Agency should be attached)	
10	Signed Tender Document	
11.	Any Other Information	

(Name & Signature of Authorized Person) With seal

Date:

Place: