



VAIKUNTH MEHTA
NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT
CHATURSHRUNGI, SAVITRIBAI PHULE UNIVERSITY ROAD, PUNE - 411 007

TENDER NOTICE

ABOUT THE INSTITUTE:

Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM) is a National Institute under the aegis of National Council for Cooperative Training (NCCT), promoted by Ministry of Cooperation, Govt. of India, it organizes, directs, monitors and evaluate the arrangements for cooperative training of the personnel working in the cooperative sector in the country.

VAMNICOM is mandated to conduct training programmes pertaining to higher- level officers such as MDS/CEOs/BoDs of State and National Cooperative Federations & officers of State and Central government. VAMNICOM also conduct training programmes for the officers of SAARC countries, Ethiopia, Mauritius and Other countries. Besides conducting Management Development Training Programmes in various functional areas, the Institute also runs long-term Diploma programmes such as Post Graduate Diploma in Cooperative Business Management (PGDCBM), Post Graduate Diploma in Management Agri. Business Management (PGDM-ABM) and Diploma in Management Computer Operations (DMCO).

VAMNICOM also renders Consultancy support for recruitment of Manpower for Cooperatives Societies and Cooperative Banks. Institute is a recognized center for conducting Research leading to the award of Doctorate Degree of University of Pune in the Disciplines of Economics, Management and Commerce.

ABOUT THE INSTITUTE:

Open Tenders in sealed cover are invited from Vendors of Pune City for providing Photography and Videography Services at VAMNICOM, Pune for the period of 02 years w.e.f. 1st January, 2024 to 31st December, 2025. The volume of photography is around 2.50 Lakh to 3.00 Lakhs per annum.

The Interested vendors /agency are requested to fill the necessary information in the enclosed proforma i.e. Annexure - I and Annexure - II and send it to the Institute. The sealed envelopes should be reached to the Institute by post / courier only on or before **29th December, 2023 at 4.00 PM.**

SCOPE OF WORK:

VAMNICOM Conducts around 120 short term training programme in a year, as per requirements of training programmes. Every programme has to take group photo and as per policy Institute has to provide group photo to its all participants of the programme.

Institute also conducts Workshop, Seminars, Celebration of Sp. Days, Functions etc. like Foundation Day, Convocation, Spardha, Sutra, Cooperative Week, Vigilance Week, Republic Day, and Independence Day etc. and for these programmes / events, Institute requires photography / videography of the Inauguration / Valediction function of the programmes / events.

Terms and Conditions:

1. Picture should be of high quality with high resolution of 300 DPI
2. Drone photography will be required for few functions
3. The selected firm will have to do additional editing, cropping, colouring as per direction from the VAMNICOM.
4. The bidder is to take Colour Photographs on official functions, meetings and other such occasions, and to submit soft copies and print of colour photographs of different sizes, as per official requirement. The hired photographer shall be required to visit the Institute physically, maximum age of whom should not be more than 65 years.
5. Tender will be accepted by Post / Courier / by hand only. Online / email Tender document will not be accepted. However, last date will not be extended.
6. No advance payment will be made. Taxes applicable will be deducted as per rules.
7. The agency has to bear the cost (TO & FRO) of appointed photographer for photography/Videography. Institute will not pay any delivery charges, Transport Charges etc. for the same.
8. The competent authority of this office has full right to accept or reject in part or any or all the tenders without assigning any reason and also to cancel the order at any time. The bidder will have no right to claim any loss / damages etc. on cancellation of the supply order.
9. The agency has to pay Interest free Security Deposit of Rs. 5,000/- (Rs. Five thousand only) through NEFT as per details given below:

| | | |
|-----------------|---|--|
| A/c Holder | - | Director, Vaikunth Mehta National Institute of Cooperative Management, |
| Savings A/c No. | - | 110200100001763 |
| IFSC Code | - | SRCB0000110 |
| Bank | - | The Saraswat Cooperative Bank, |
| Branch | - | VAMNICOM, Pune. |
10. The Security deposit will be returned after completion of the contract.
11. The contract can be terminated by VAMNICOM by giving one month's notice in writing to the Agency. On the other hand, the Agency can request in writing to the Institute to terminate the contract. This request is not binding upon the Institute.
12. If the agency fails to give service in time a penalty upto Rs. 1,000/- will be imposed by the Institute to the agency.
13. The agency has to maintain confidentiality of Photos / Video's taken from the Institute. It should not be disclosed in public domain or to any outsiders.

14. The Agency should be registered Agency from Pune/Pimpri Chinchwad City only.

ANNEXURE-I

Profile of the Agency:-

| Sl. No. | Particulars | Information |
|----------------|--|--------------------|
| 1 | Name of the Agency | |
| 2 | Postal Address of the Agency | |
| 3 | Telephone Number | |
| 4 | Mobile Number of Proprietor | + 91 - |
| 5 | E-mail address | |
| 6. | Website (if any) | |
| 7 | Pan No. of company (photocopy to be attached) | |
| 8 | Shop Act license No. of the company (photocopy to be attached) | |
| 9 | GST No. of the Company (if any) (photocopy to be attached) | |

Note: Please attach all document mentioned from 1 to 9 above compulsorily.

ANNEXURE – II

| Sl. No. | Particulars | Rate (Glossy paper) |
|----------|---|------------------------|
| A | PHOTOGRAPHY | |
| | Per Photo / Group Photo Printing charges | |
| 01 | Passport Size | |
| 02 | Stamp Size | |
| 03 | 5" X 7" | |
| 04 | 8" X 10" | |
| 05 | 10" X 12" | |
| 06 | 12" X 8" | |
| 07 | 12" X 15" | |
| 08 | 16" X 20" | |
| 09 | 20" X 24" | |
| 10 | 20" X 30" | |
| 11 | 30" X 40" | |
| 12 | 40" X 60" | |
| 13 | Big Size as per requirement (per sq. inch) | |
| 14 | Good Quality Lamination (per sq. inch) | |
| 15 | Mounting with Lamination (per sq. inch) | |
| 16 | Photos in Soft Copy form | |
| 17 | Photo shoot charges upto 04 hours (only Soft copy) | |
| 18 | Photo shoot charges upto 08 hours (only Soft copy) | |
| 19 | Photos to be delivered in Normal Album. No cost to be charged for the Album | |
| 20 | Photo Editing | |
| 21 | Photo Collage | |
| B | DIGITAL VIDEOGRAPHY (INCLUDING COST OF PEN DRIVE / DVD) | |
| 1 | Digital Video Recording with Editing upto 02 hours | |
| 2 | Digital Video Recording with Editing upto 04 hours | |
| 3 | Digital Video Recording with Editing upto 08 hours | |
| 4 | Drone Video Recording with Editing - per hour | |
| 5 | Any other charges* | |

* However, this will increase financial quote and may affect selection.

(Signature)
Seal & Signature of
the Proprietor

Date:
Place: