

**EAST DELHI MUNICIPAL CORPORATION
COMMUNITY SERVICES DEPARTMENT**

PATPARGANJ INDL AREA,
UDYOG SADAN, DELHI 110092
Mail ID:- directorcsdedmc@gmail.com

No. 27/8 /Dir/CSD/EDMC/2018

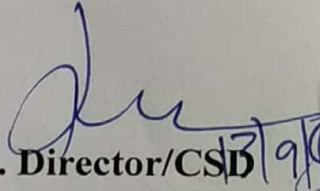
Dated: 13-9-18

To,

The Director/IT
Department of Information Technology
Civic Centre, Delhi-110092

Subject : Request for uploading of NIT for arrangement of photography and videography for skill development training programme.

Please find enclosed herewith the copy of NIT for arrangement of photography and videography at the time of different event for skill development training program. It is therefore requested to upload the same on official website of EDMC/MCD as annexed.


Dy. Director/CSD
EDMC

Enclosures : As above.

Dy. Director
Community Services Department
East Delhi Municipal Corporation

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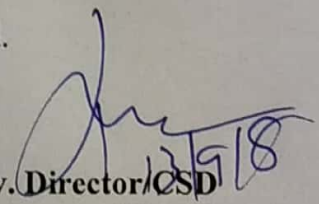
To,

M/s. _____

CSD/EDMC is in process to arrangement of photography and videography at the time of different event for skill development training project. You are requested to quote your rates as per attach in the table in sealed envelop. Your rates must reach to the office of Dy. Director/CSD on or before 20.09.2018 at 12.30 P.M. The quotation will be opened on 20.09.2018 at 02.30 P.M.

Conditions of Tender

1. Applicant must attach his identity proof with the quotation.
2. Rates must be filled in the chart/table attached herewith.
3. Photography and videography shall be arranged on as on when require bases, Number of photography and videography can be reduce/increase for any event.
4. Rates should be valid for 6 months for the date of opening of tenders.
5. Amount in respect of above mentioned items should be mentioned properly and correctly against each item. If any column left blank intentionally, the bid will not be considered by competent authority
6. Rates must be inclusive of all taxes.
7. L-1 will be decided on the Total Cost inclusive of all taxes.
8. Work will be distributed to L-1 vendor.
9. No transportation charges to be given to the vendor.
10. Items are to be provided by the vendor as and when require as per specification.
11. Applicant must attach GST number.
12. An affidavit regarding not involved in any criminal case or black listed.


Dy. Director/CSD
EDMC

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Detail of total events

Sl. No.	Name of event	Number of approximate event
1	Awareness programme of PWD's at various centres	3
2	Inauguration ceremony of training classes	7
3	Assessment of PWD's	7
4	Orientation and presentation program to PWD's	7
5	Distribution of Certificates ceremonies	1
Total events		25

QUOTATION FORM

For Photography and Videography.

Sl	Name of items	Details of snaps or videography Footage	Amount (Charges for videography /Photography)
1.	Photography for one event/Programme at one center	50 Snaps for one events	
2.	videography for on event/Programme at one center	Videography Footage or ½ Hour	


Dy. Director
Community Services Department
East Delhi Municipal Corporation