

# Procurement Summary

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Tender ID- 299368

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Organization Name	Education Department
Location	Ahmedabad
Department	Education Department
Sub Department	Gujarat Vidyapith
IFB/Tender Notice No	GV/EST/3/2026-27
Tender Type	Open
Tender title/Name Of Project	Annual Rate Contract for Videography and Photography at Gujarat Vidyapith campus
Description of Material/Name of Work	Annual Rate Contract for Videography and Photography at Gujarat Vidyapith campus
Sector Category	State Governments & UT
Form of Contract	Works
Product Category	Miscellaneous Works
Tender Category	WORKS
Tender Currency Type	Single
Tender Currency Setting	Indian Rupee
Period of Completion/Delivery Period	As per tender Document Attached
Procurement Type	Works
Consortium / Joint Venture	N/A
Rebate	N/A
Alternate decrypter	N/A

## Calender Details

Bid Document Download Start Date	28-04-2026 17:30
Bid document download End Date	08-05-2026 12:00
Bid Submission Start Date	28-04-2026 17:30
Bid Submission Closing Date	08-05-2026 12:00
Tender NIT View Date	N/A
Remarks	Last date to send hard copy of Technical Bid 08/05/2026; 01.00 PM
Pre-Bid Meeting Mode	Offline
Pre-Bid Meeting Opening Date	02-05-2026 09:30
Bid validity	180 Days

## Amount Details

Bidding Processing Fee	N/A
Bid Security/EMD/Proposal Security INR ( OFFLINE)	5,000 INR. (Five thousand )
EMD Fee Exempted	Yes

## Other Details

Officer Inviting Bids	Registrar
Bid Opening Authority	Registrar
Address	Gujarat Vidyapith, Ashram Road, Ahmedabad – 380009
Contact Details	07940016200

## Tender Stages

Stage Name	Evaluation Date	Minimum Forms for Submission
Priliminary stage	08-05-2026 14:30	0
Financial Stage		0

### 1. Priliminary stage

Form Id	Form Name	Form Mode	Submission Type	Mandatory
6	Emd Fee Form	Library-Standard	Single	Yes

### Documents required for Stage - Priliminary stage

Sr No	Document Name	Mandatory
1	Scan copy of EMD	Yes
2	Scan copy of Additional important documents required	Yes

### 2. Financial Stage

Form Id	Form Name	Form Mode	Submission Type	Mandatory
3	Price Bid Form	Library-Secured	Single	Yes

## Certificate Details

Cert Serial No.	624b6838
Subject Dn	'CN=HIMANSHU PATEL, SERIALNUMBER=406138b36c0bfc9241221fa30a1b8164248daaf69006862b382a7a9cbd45f0d9, ST=Gujarat, OID.2.5.4.17=380009, OU="Admin,CID - 7043233", OID.2.5.4.20=78f9946097fdcafc202802bb3ccb383418c9ee506a86da3236966422edb4471f, O=Gujarat Vidyapith, C=IN'
Cert Issuer	CN=(n)Code Solutions Sub-CA for DSC 2022, OU=Sub-CA, O=Gujarat Narmada Valley Fertilizers and Chemicals Limited, C=IN
Thumbprint	9f 99 cf f1 d1 19 11 39 8c b9 34 4b 8d b5 a3 81 8a 1b 4b 9c

## General Terms & Conditions

### General Terms and Conditions

- (1) Bidders can download the tender document free of cost from the website.
- (2) Bidders have to submit Technical bid as well as Price bid in Electronic format only on nprocure website till the Last Date & time for submission.
- (3) Offers in physical form will not be accepted in any case.
- (4) Free vendor training camp will be organized every Saturday between 4.00 to 5.00 P.M. at (n)code solutions-A Division of GNFC Ltd., Bidders are requested to take benefit of the same.

Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate as per Information Technology Act-2000 (Class-III) using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contract (n)code solutions- A division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India.

In case bidders need any clarifications or if training required to participate in online tenders, they can contact (n)Procure Support team:-

(n)code Solutions-IT division of GNFC Ltd.,  
(n)Procure Cell  
501, GNFC Infotower, S.G. Road,  
Bodakdev, Ahmedabad – 380054 (Gujarat)

### +Contact Details

#### Phone

+91-79-40007517, 40007514, 40007515.

E-mail : nprocure@ncode.in

TOLL FREE NUMBER: 73590 21663

Other Terms & Conditions as per detailed tender documents

## Tender Documents

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Sr No	Document Name	Document Definition
1	Annual Rate Contract for work of Videography and Photography.pdf	Annual Rate Contract for work of Videography and Photography.pdf



1920 मे महात्मा गांधी द्वारा स्थापित  
गुजरात विद्यापीठ  
Founded by Mahatma Gandhi in 1920  
GUJARAT VIDYAPITH

Email : registrar@gujaratvidyapith.org  
Fax : 079-27542547  
Phone : 27540746, 27541148, 40016200  
Ahmedabad - 380 009 (India)  
REF/ /EST/2026-27  
Date: 28-04-2026

**Tender Notice No- GV/EST/3/2026-27**

પ્રતિ,

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વિષય:- ભાવપત્રક ભરવા અંગે.

ભાઈશ્રી,

ગુજરાત વિદ્યાપીઠના નીચેના કામ માટે ઈ-ટેન્ડરીંગથી ઓનલાઈન ભાવપત્રકો [www.nprocure.com](http://www.nprocure.com) વેબસાઈટ પરથી મંગાવવામા આવે છે. ભાવપત્રક તા.08/05/2026 સુધી [www.gujaratvidyapith.org](http://www.gujaratvidyapith.org) તથા N-Procurement portal (www.nprocure.com)પરથી ડાઉનલોડ કરી શકાશે. ભરેલ ભાવપત્રો “કુલસચિવશ્રી, મુખ્ય કાર્યાલય, ગુજરાત વિદ્યાપીઠ, અમદાવાદ - 09” ને કચેરી સમય દરમ્યાન રૂબરૂ અથવા Speed Post દ્વારા તા.08/05/2026 બપોરના 01.00 કલાક સુધીમાં મોકલી આપવાનાં રહેશે.

Sr. No	Work details	EMD	Pre-Bid Meeting	Last date for Online Bid	Last date to send hard copy of Technical Bid	Date for opening of Technical Bid	Place for opening of Technical Bids	Approx date for opening of Financial Bid
01	Annual Rate Contract for Videography and Photography at Gujarat Vidyapith campus	Rs. 5,000/- in favour of “Registrar, Gujarat Vidyapith”	02/05/2026; 09.30 AM	08/05/2026; 12.00 PM	08/05/2026; 01.00 PM	08/05/2026; 02.30 PM	Estate Branch, Gujarat Vidyapith, Ahmedabad	08/05/2026; 04.00 PM

(ડૉ. હિમાંશુ પટેલ)  
કુલસચિવ

## Gujarat Vidyapith

**Nr. Income Tax Office, Ashram Road, Ahmedabad-380009**

**Name of the work** - Annual Rate Contract for Videography and Photography at Gujarat Vidyapith campus

### Details of the Tenderer

Firm type														
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(Like Proprietorship/Partnership/Company/other)

Address.


Contact No:

Land line no.														
Fax no.														
Mobile no.														
Email Address														

PAN No. \_\_\_\_\_

GST No. \_\_\_\_\_

\* Please attach the copy of the PAN/GST NO. With the tender.

Sr. No.	Name of Client	Name of work	Cost of work done

**Name of Contractor:** \_\_\_\_\_

**Signature of Contractor with Stamp**

## **Pre-Qualification Eligibility Criteria (Technical Bid in Closed Cover)**

**Name of the work** - Annual Rate Contract for Videography and Photography at Gujarat Vidyapith campus

Sr.no	Details	Submitted Documents Yes/No	Page No.
1	EMD (Rs. 5,000/-) through D.D./Pay order/Banker's Cheque of Nationalized / Scheduled Bank		
2	Copy of Pan Card in the Name of Firm/Owner		
3	Copy of GST Certificate		
4	Minimum 3 years of experience in similar Videography and Photography work.		
5	Must have successfully completed at least 3 similar works in the last 2 years (with work order/proof).		
6	Terms and conditions of the tender ("Annexure-A" should be signed by the contractor with the stamp of the firm).		
7	The firm is not blacklisted by any Government/Semi-Government organization & No legal/criminal case is pending against the bidder related to such works		

For qualifying for above work and tender, all the above documents are mandatorily required to be submitted, duly signed and stamped.

**Name of Contractor:** \_\_\_\_\_

**Signature of Contractor with Stamp**

## “Annexure-A”

### 1. Eligibility Criteria

- The bidder shall be a registered firm/agency having valid GST Registration and PAN.
  - The bidder shall have a minimum 03 (three) years of experience in similar Videography and Photography works.
  - The bidder must have successfully completed at least 03 (three) similar works during the last 02 (two) years, supported with work orders/completion certificates.
  - The bidder shall submit Earnest Money Deposit (EMD) of Rs. 5,000/- in the form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of Registrar, Gujarat Vidyapith, Ahmedabad.
  - The bidder shall submit valid proof of identity and address (Aadhaar Card/Voter ID/Driving License, etc.).
  - The bidder shall furnish a declaration that the firm is not blacklisted/debarred by any Government/Semi-Government/Autonomous body & No vigilance/CBI/court case is pending against the firm.
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### 2. Two Bid System & E-Procurement

- This tender shall be processed under a Two Bid System, comprising Technical Bid and Financial Bid.
  - The tender shall be participated through E-Procurement portal only, i.e. N-Procurement Portal.
  - The Technical Bid shall include all eligibility documents, EMD details and duly signed tender documents (including Annexure-A).
  - Micro and Small Enterprises (MSEs) registered under Udyam/NSIC are exempted from submission of EMD, subject to submission of valid registration certificate covering the tendered item/service.
  - Startups recognized by Department for Promotion of Industry and Internal Trade (DPIIT) are exempted from EMD on submission of valid certificate.
  - The Financial Bid shall be submitted online only on the n-procurement portal.
  - No hard copy of Financial Bid shall be accepted under any circumstances.
  - Bidders are required to submit hard copy of Technical Bid documents, as specified in the tender notice, within the stipulated time.
  - Financial Bids of only those bidders shall be opened who qualify in the Technical Bid evaluation.
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### 2. Scope of Work

- Provision of high-quality professional videography and photography services using HD/4K cameras, drones (if required), lighting, and sound recording equipment.
- Coverage of entire event/program including stage activities, audience, key moments and important highlights as per instructions of the concerned authority.
- Deployment of skilled photographers, videographers, and technical staff for proper execution of the work.

- Arrangement of adequate lighting and supporting equipment to ensure clear and high-quality output in all conditions.
  - Editing, mixing, color correction, background music, subtitles (if required) and preparation of final deliverables shall be included in the scope.
  - Preparation of event highlight videos, short clips and documentary-style outputs as required.
  - Final output shall be submitted in soft copy (USB/Hard Drive) along with online drive link within 07 days from completion of the event.
  - The agency shall ensure continuous and proper coverage without missing any important segment of the event.
  - The contractor shall arrange backup equipment and additional crew, if required, to avoid any interruption.
  - Photographer/Videographer shall report to the venue at their own cost well before the event schedule.
  - All equipment used shall be latest, well-maintained, and in excellent working condition.
  - The agency shall coordinate with the concerned department for shot planning and coverage requirements.
  - Bidder must submit details of at least 03 similar works carried out for reputed organizations (preferably Govt./Institutional).
  - The contractor shall be responsible for safety of equipment and any loss/damage during the event.
  - Each page of the tender document shall be signed and stamped by the bidder as acceptance of terms and conditions.
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### **3. Payment Terms**

- No advance payment will be made.
  - 100% payment after successful completion and certification of work.
  - Applicable statutory deductions (TDS, GST, etc.) will be made as per rules.
  - No separate payment for transportation/vehicles/materials.
  - The quoted rates shall be inclusive of transportation, labour, loading/unloading, and all incidental charges (excluding GST unless specified).
  - The contractor shall be required to deposit Rs. 50,000/- as Security Deposit on award of Contract, which shall be returned upon completion of ARC Contract.
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### **4. Work Execution Rules**

- Trained manpower must be deployed for installation and management.
- All electrical fittings must be properly insulated & tested by a licensed electrician.
- Electrical wiring must use ISI-marked materials only.
- Cables/wires shall be laid in such a manner that they do not obstruct movement or pose any hazard.
- In case of program of dignitaries, contractors shall sign and provide the necessary documents and accessories as per the government norms.

- The contractor shall comply with all labour laws, safety regulations, and statutory provisions.
  - Contractor is fully responsible for accidents, fire or damages during the event.
  - Child labour is strictly prohibited.
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## **5. Penalty & Performance**

- In case of delay, substandard work, or non-compliance, suitable penalty may be imposed, including deduction from bills.
  - Gujarat Vidyapith reserves the right to withhold payment, cancel work order, or terminate contract in case of unsatisfactory performance
  - Repeated failure may result in forfeiture of Security Deposit and debarment from future tenders.
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## **6. General Conditions & Rights of the Employer**

- Gujarat Vidyapith reserves the right to accept/reject any or all tenders without assigning any reason.
  - In case of dispute, the decision of Gujarat Vidyapith shall be final & binding.
  - Submission of false/incomplete information shall lead to rejection of bid and forfeiture of EMD/Security Deposit.
  - Fulfilment of eligibility criteria does not guarantee award of work.
  - The contractor shall not sublet or assign the work without prior written permission.
  - In case of dispute, the matter shall be subject to jurisdiction of Ahmedabad courts only.
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## **7. Environmental Rules**

- Use of plastic, thermocol, or banned/non-biodegradable materials is prohibited.
- The contractor shall ensure proper waste collection and disposal after completion of work.
- Noise levels shall be maintained within permissible limits as per applicable rules.
- Use of low-quality/high-noise generators is prohibited.

**Name of Contractor:** \_\_\_\_\_

**Signature of Contractor with Stamp**

## Financial Bid

**Name of the work - Annual Rate Contract for Videography and Photography at Gujarat Vidyapith campus**

**(TO BE SUBMITTED ONLINE ONLY)**

Sr. No.	Description	Unit	Unit Rate (with Transportation & Without GST)
1	<b>Professional Photography for University Event</b>		
2	A. 4-6 hours of photography work	Hrs.	
3	B. Digital Output in soft copy	Hrs.	
4	<b>Studio lights setup</b>	Hrs.	
5	<b>Videography for University event</b>		
6	A. 4-6 hours of videography work	Hrs.	
7	B. Digital Output in soft copy	Hrs.	
8	<b>Live 4K HD Setup (4-6 hours)</b>		
9	A. 3 Video 4k Camera setup	Hrs.	
10	B. Live HD video mixer	Hrs.	
11	C. Cabling and Talkback	Hrs.	
12	D. Preview Monitor	Hrs.	
13	E. Kramer and digital switcher	Hrs.	
14	<b>Creative video film making</b>		
15	A. For 1 minute	Per Minute	
16	B. For 2 minutes	Per Minute	
17	C. For 3 minutes	Per Minute	
18	Social media audio visual content development	Per Minute	
19	Facebook/ YouTube Live	Hrs	
20	Events highlights video	Per Minute	
21	Drone Shooting	Hrs.	
22	LED Screen	Sq. Ft.	
Total Amount (Rs.) Excluding GST			

- **No hard copy to be submitted. Financial Bid to be submitted online only.**