



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Bilaspur, Himachal Pradesh

No-AIIMS-BLS/G/2025-26/NIQ/09/02

Dated: 23/09/2025

NOTICE INVITING QUOTATION

Notice Inviting Quotations for Professional photography (Still & videography)

Sealed quotations are invited from Professional Photography Service providers having GST No. for upcoming event at AIIMS Bilaspur (Tentative 03-Oct) as per the detailed specifications (Annexure-A). Sealed Quotations in a single envelope duly super subscribed at the top of the envelope as **“Quotation No. AIIMS-BLS/G/2025-26/NIQ/09/02 for Professional Photography (Still & videography)”,** due date of opening **30-Sep-2025** ” containing both the “Technical Bid” and “Price Bid” (in two separate envelopes) may be submitted so as to reach on or before **30-Sep-2025** up to 11:00 A.M in **Procurement Section, E block, Ground floor, AIIMS Bilaspur, Kothipura, Himachal Pradesh PIN- 174001**. Late bids will not be considered. The bids shall be opened in the presence of duly constituted local purchase committee. Financial bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable. Earnest money of Rs. 5,000/- (Rupees Five thousand only) in the shape of Bank draft in favour of **Miscellaneous Fund AIIMS Bilaspur H.P.** is to be submitted on or before 30-Sep-2025 up to 11:00 A.M. **The technical bid without earnest money will be rejected straight way.** Earnest money in cash shall not be accepted.

Technical Bid:

For the purpose of technical evaluation, the bidder is required to submit following documents.

1. Pan card of the owner of the business.
2. Copy of permanent GST registration certificate.
3. Copies of supply orders or bills secured during 2023-2024 & 2024-25 for the similar products.
4. Self-declaration that the firm is not debarred by any government organisation or PSUs.

The bidder should sign and stamp each page of quotation document as a token of acceptance of the terms & conditions contained therein and submit the same along with the bid.

In case the Technical Committee rejects a sample (if asked for) or the bid is “Not Qualified” on technical grounds, the financial bid in respect of that item will not be considered.

The requirement details and the specifications are attached as Annexure I.

Financial Bid:

1. The rates should be quoted for the day of the actual event. No payment shall be made towards the
2. Pre-Event arrangements, or the trials held a day before the event. The rates and total cost must be quoted in both words and figures (over writing not allowed). Selection will be made purely on the basis of lowest price quoted by

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technically qualified firms. Validity of the quotation should be for 3 months. In case discrepancy between unit price & total price, the unit price shall prevail. **Financial Bid submission format** for items with quantity required is as under: -

Sr. No.	Item	Quantity	Unit Price	GST %	Unit price with GST	Total price
1.						

GENERAL TERMS AND CONDITIONS-

1. Supply will be F.O.R. at AIIMS-Bilaspur.
2. The firm shall not assign or sublet the work/job or any part of it to any other firm.
3. Billing will be in the name of Executive Director, AIIMS-Bilaspur. Payment will be made after the service has been carried out satisfactory. No advance payment will be made at any stage.
4. No TA/DA or accommodation will be provided to the hired/empanelled agencies.
5. Taxes and other government levies will be paid extra as applicable.
6. For any query regarding NIQ, kindly contact at storeofficer@aiimsbilaspur.edu.in.
7. Agency shall submit the list of the crew members to AIIMS Bilaspur at least 48 hrs prior to the start of the event along with 2 passport size photographs & self-attested Aadhar card for issuing ID batches for the event. These batches should be worn at all times by the crew members.
8. Agency shall provide ID of the firm clearly displaying the role of the member of the crew and a uniform to all its crew members which shall also be intimated to AIIMS Bilaspur in writing providing the photographs of both the ID card and dress for further communication with the security agencies.
9. Agency shall cooperate fully with the security protocol of the VIP guests and shall also comply with any stop & search wherever required.
10. Police verification of the crew members is responsibility of the vendor. The supporting documents should be submitted as and when required.

EARNEST MONEY DEPOSIT

- a) The EMD is to remain valid for a period of 60 days from the opening date of the proposal.
- b) EMD of unsuccessful applicants will be returned within 15 days of the completion of proposal evaluation process. However, EMD of L-1 will be retained till the satisfactory completion of the work, no interest shall be paid on the EMD by the Institute.
- c) Failure to adhere to the terms of the NIQ/deliver the services shall lead to the forfeiture of the EMD.
- d) In case of any damage to the property of AIIMS Bilaspur, bidder has to pay in full of the price of damaged property at the actuals.

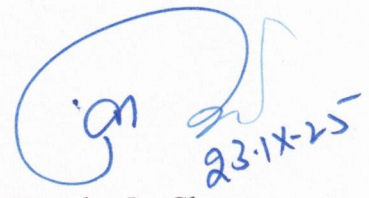
OWNERSHIP AND CONTENT RIGHTS

- a. The ownership and content rights shall be reserved and shall be of AIIMS Bilaspur.
- b. Photos/ Digital Images/ Videos/ Clippings should not be reused or passed on to any agency/persons without the permission from AIIMS Bilaspur.

ARBITRATION & JURISDICTION

That in case of any dispute between the Agency and the Institute arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitrator to be appointed by the Executive Director, AIIMS Bilaspur. The award of the said arbitrator shall be binding on both parties.

The courts at Bilaspur, Himachal Pradesh shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Handwritten signature in blue ink, followed by the date '23-11-25' written in blue ink.

Faculty In-Charge
(Procurement)
AIIMS Bilaspur H.P.

Annexure-A

Scope Of Work

Minimum 3 (2 for videography & 1 for Still photography) professional photographer with Full HD Camera

- a. Platform Integration and implementation of overall plan for all the events on the day of event.
- b. Set-up the locations appropriately for the event without creating any hindrance in any event happening.
- c. Check for lighting at the venues and adjust plan accordingly for Full HD Photography.
- d. Take still pictures (in RAW format) of the events, edit still pictures and convert in various appropriate formats (for print, for web, for social media etc.) & provide in JPEG/JPG format also.
- e. Set up all necessary equipment (laptops, Wi-Fi router, camera, drones, wires etc.) in the premises of AIIMS Bilaspur.
- f. Agency will not share/use any photographs captured on any social media platforms or with any one or anywhere other than authorised by the Institute.
- g. Immediately at the end of the event, the agency should make available at least 20-50 edited HD pictures covering the entire event to be forwarded to the MoHFW for uploading on their social media.
- h. At the end of event, the captured images shall be made available to the AIIMS Bilaspur in a portable SSD for usage as necessary.
- i. The agency should also be able to provide edited picture? during the event whenever required by the institute or MoHFW.
- j. The agency shall provide all the raw photographs taken before and during the event to the institute in a secured portable SSD drive.
- k. The agency must keep the captured photographs of the complete event minimum for two months to submit the photographs of the complete event data in a portable SSD if required.

TASK & RESPONSIBILITIES -Pre-Event:

- a) The crew members of the agency shall be available a day before the starting of event and check the sites of the event as planned by AIIMS Bilaspur.
- b) .Agency to be stationed at the institute from one day prior till the event is over, with all necessary equipment for even last-minute changes.
- c) The entire setup shall be made operational one day before the commencement of event at the auditoriums.
- d) The Selected agency shall be responsible for creating a safe pathway for any /all cabling at the event venue. It is expected that the doors at the entrance, exit green rooms or access to the stage are kept clear from all cables and as such no cabling & cable ramps shall be u ed on the floor at this location of the building ensuring electrical supply.
- e) The photographs shall not be stored in any form in any type of devices outside AIIMS Bilaspur unless consented by AIIMS Bilaspur. The agency should ca own still cameras, lighting equipment and all other materials required for the execution of the work mentioned in this scope of work.
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