

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Bilaspur, Himachal Pradesh**

No. AIIMS-BLS/(G)/2025/NIQ/ 276-II  
.....

Dated: 22/1/25

**NOTICE INVITING QUOTATION**

**NOTICE INVITING QUOTATIONS FOR PROFESSIONAL VIDEOGRAPHY AND LIVE STREAMING INDOOR AND OUTDOOR ON SOCIAL MEDIA FOR THE EVENTS HELD AT AIIMS BILASPUR.**

Password protected quotations/Sealed Quotations are invited from the interested parties/ agencies for **PROFESSIONAL VIDEOGRAPHY AND LIVE STREAMING** for proposed events to be held at AIIMS Bilaspur H.P in the month of Feb. 2025 (Tentative, date of event to be intimated later) with other items as mentioned in scope of work (Annexure 1). The scope of work and the items to be hired are detailed at Annexure-I & III. Both the bids viz. "Technical and Financial" should be sent on email id : [Storeofficer@aiimsbilaspur.edu.in](mailto:Storeofficer@aiimsbilaspur.edu.in) on or before 1/2/25 up to 11:00 A.M in separate PDF files and files to be named as "Technical bid and Financial bid" separately, the Financial bid must be password protected"

**or**

Sealed quotations in single envelope duly subscribed at the top of envelope as "Quotation No. AIIMS-BLS/(G)/2025/NIQ/..... with due date 1/2/25 for **PROFESSIONAL VIDEOGRAPHY AND LIVE STREAMING**" containing both technical bid and financial bid separately in separate Envelopes. The quotations should be sent on following address on or before 1 Feb, 2025 up to 11:00 A.M.

**Procurement Section**  
**E-Block Ground Floor**  
**AIIMS Bilaspur HP 174037**

The mail/ quotation will be opened in the presence of parties in the meeting to be convened in the office chamber of the undersigned. If parties desire to appear in the said meeting may request on above mentioned email ID before closing date. Financial bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable. Earnest money of Rs. 10,000/- (Rupees Ten thousand only) in the shape of Bank draft in favor of Executive Director, AIIMS, Bilaspur, H.P. is to be submitted on or before 1/2/25 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.

Interested bidders may submit their quotation as per the NIQ document published. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the below given website. Any corrigendum/addendum regarding this tender will be available on the [www.aiimsbilaspur.edu.in](http://www.aiimsbilaspur.edu.in) website only.

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**The parties willing to participate in the tender should fulfil following conditions:**

1. The agency should have minimum two similar experience (work order to be enclosed) of the events with any (Central/State) Govt. Department/Semi Government Departments, PSU's, Autonomous Bodies or other agencies since last three years.
2. Agency should have to provide soft copy of sample of their at least 2 of their previous work of similar events in either Flash drive, CD or online link.
3. The bidder should not have been declared blacklisted by PSUs/Govt. Organizations.
4. Should have valid PAN and GST registration.
5. Bidder is required to forward the documents required in technical bid duly self-certified, stamped and paginated, incomplete documents liable to be rejected without assigning any reason.
6. 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.

**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 empanelled agencies.
5. Taxes and other government levies will be paid extra as applicable.
6. For any query/clarification regarding NIQ, kindly contact at [storeofficer@aiimsbilaspur.edu.in](mailto: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 Licensed and/or copyrighted data generated shall be governed by the terms and conditions identified in the Contract and AIIMS Bilaspur shall have full rights.
- b. The ownership and content rights shall be reserved and shall be of AIIMS Bilaspur. The recorded content shall be stored with password protected and with protection from editing or tailoring by any other party/agency/person. The agency shall ensure that the contents are not put to monetize by any agency/channel used to broadcast the events.
- c. To avoid any social media links to have control of AIIMS Bilaspur's event the agency shall help in ensuring that the event did not cover any violation of copyright law. This shall be done during dry run/test trials before the event goes live. In view of this a backup copy of the video content shall also be kept in another location in consultation with Nodal contact person and with its access control provided to AIIMS Bilaspur.
- d. Photos/ Digital Images/ Videos/ Clippings should not be reused or passed on to any agency/persons without the permission from AIIMS Bilaspur.

- e. The agency/firm shall not publish, release, or distribute any video footage, photographs, or other content captured at the event without the prior written consent of the AIIMS, Bilaspur.

#### **INTELLECTUAL PROPERTY RIGHT**

- a. AIIMS Bilaspur will hold the Copyright, Trade Rights and Intellectual Property rights and it may be used for further research and teaching purpose, publicity, marketing, branding, product positioning.

#### **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.

#### **TECHNICAL BID**

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

1. Profile-Name & Full Address of the firm & year of establishment.
2. Copy of permanent and valid GST and PAN certificate.
3. Copies of supply orders secured during last three years for the similar events.
4. Self-declaration that the firm is not debarred by any government organisation or PSUs.

#### **TECHNICAL EVALUATION**

1. AIIMS Bilaspur reserves the right to select the bidder based on best possible bids received. The decision of the Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any bidder to bring pressure of any kind may disqualify the bidder for the present quotation and the bidder may be liable to be debarred from bidding for quotations in future for a period of three years.
2. The evaluation of the technical bid will be done by the committee based on the documents furnished by the bidder.
3. The bidders whose technical bids were qualified, will have to give a demo/presentation of their work experience before the designated committee, if required.
4. In case the Technical Committee rejects the bid on technical grounds, the financial bid in respect of that item will not be considered.

#### **FINANCIAL BID**

- a. The rates should be quoted for the day of the actual event. No payment shall be made towards the Pre-Event arrangements, or the trials held a day before the event.
- b. The 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 technically qualified firms. Validity of the quotation should be for a minimum period of 60 days in case discrepancy between unit price & total price, the unit price shall prevail.

  
22/01/25  
Signature

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DDA

## ANNEXURE – 1

### SCOPE OF WORK

#### VIDEOGRAPHY & LIVE STREAMING/TELECAST

**Minimum 3 nos. of Full HD Camera (3 Nos.) to cover outdoor and indoor coverage.**

- I. The agency shall Provide live HD adaptive streaming services with live feeds to the auditorium or any site proposed for the event, YouTube live and other social media platforms.
- II. To provide Live telecast from upto 4 different places (more if required) within the AIIMS Campus
- III. AIIMS Bilaspur or MoHFW or Bharat Sarkar logo should be added on live streaming.
- IV. Live streaming production should be of full HD - 1920x1080 and the streaming should be done at least in 1280x720 resolution.
- V. AIIMS Bilaspur shall provide 100 Mbps internet connection for live streaming and access to its social media platforms.
- VI. Provide a link to share with the MoHFW to broadcast on their Social Media Platforms (Facebook, X and you tube).
- VII. At the end of each event, the web streamed data along with required reports, shall be made available within 1 day to the AIIMS Bilaspur in a portable SSD for later retrieval and usage as necessary.
- VIII. Once the live stream is complete, the agency shall edit the video as per the instructions of AIIMS Bilaspur for Noise suppression or unwanted clips recorded during the event so as to improve the recorded video for easier viewing.
- IX. The agency shall provide all the raw footage shoot taken before and during the event to the institute in a secure portable SSD drive.
- X. The agency must keep the recording of the entire raw data for at least 2 months to submit the data of the complete event and the edited footage in a portable SSD if required.
- XI. Platform Integration and implementation of overall plan for Live streaming
- XII. Set-up the locations/venues appropriately for the event in consultation with AIIMS Bilaspur
- XIII. Check for lighting at the venue and advise suitable measure for HD recording & Record audio as direct feed (should not contain echo or ambient noise)
- XIV. Live stream the events and record it online (while live streaming) for on-demand video. Record the events in audio-video format (in Full HD quality)
- XV. Set up all necessary equipment (laptops, Wi-Fi router, drone, camera, wires etc.) in the premises of AIIMS Bilaspur to conduct digital events (webinar, conferences and meetings, etc.)
- XVI. Vendor to ensure arrangement for mobility of crew members as per requirement for covering route plan of the VIPs.
- XVII. Event Videography: Filming key moments throughout the event, including speeches, performances and interactions etc.

#### **Delivery of Services by the agency (Brief Description to the above requirements for videography, Photography)**

- a. Platform Integration and implementation of overall plan for Photography of 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

- 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 pictures 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.
- l. Editing raw footage to produce a polished video that includes all major highlights, transitions, sound adjustments, and any necessary enhancements.
- m. The agency will provide edited final video in HD quality (polished video that includes all major highlights, transitions, sound adjustments, and any necessary enhancements.), highlight reel (approx. 10-15 min length).

**TASK & RESPONSIBILITIES -Pre-Event:**

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.

- a. 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.
- b. The entire setup shall be made operational one day before the commencement of event at the auditoriums.
- c. 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 used on the floor at this location of the building ensuring electrical supply.
- d. The photographs shall not be stored in any form in any type of devices outside AIIMS Bilaspur unless consented by AIIMS Bilaspur.
- e. The agency should carry own still cameras, lighting equipment and all other materials required for the execution of the work mentioned in this scope of work.
- f. The agency should provide one full rehearsal at least one day before the event or as planned by AIIMS Bilaspur



**ANNEXURE – 2**  
**Technical Bid Part-A**

(To be submitted on the letter head of the bidder)

Short notice Inviting Quotations for Videography & Live Streaming of all the events at AIIMS Bilaspur (H.P).

<b>Name of Bidder</b>			
<b>Correspondence Address</b>			
<b>Tel No.</b>			
<b>Mob No.</b>			
<b>Email ID</b>			
<b>Contact person Name</b>			
<b>Mobile No. (Contact person)</b>			
Sr. No.	Particulars/Documents required	Detail /compliance (Y/N)	If submitted, mention page No.
1.	Name & address of the firm/company with phone number and email		
2.	Registration Number of Firm/company		
3.	License Number under Contract Labour (R&A) Act.		
4.	PAN & (Income Tax Return latest) Separate		
5.	GST Registration Number		
6.	The participants/Firm should have similar experience of the events with any (Central/State) Govt Department/ Semi Government Departments, PSU's, Autonomous Bodies or other agencies since last three years (Supply orders or verified bills of past events)		
7.	Signed copy of Notice Inviting Quotations (NIT) as token of acceptance and submit as part of tender notice with technical bid.		
8.	Details of the FD/DD of earnest money (EMD)		
9.	Brief Profile of the firm		
10.	Soft copy of sample of their previous work of similar events in either Flashdrive, CD or online link		

**DECLARATION**

I/we.....(Name of the Authorized Representative of Bidder ) of \_\_\_\_\_ ( Name of the bidder) do hereby declare that the entries made in the technical bid for providing Services for Photography during the following event at AIIMS, Bilaspur are true to the best of my/our knowledge . I/we hereby agree to abide by all terms and conditions laid down in NIQ document.

**Place & date**

**(Name & signature with stamp of the bidder)**



**ANNEXURE - 3**

Financial Bid submission format for VIDEOGRAPHY AND LIVE STREAMING TO BE HELD AT AIIMS BILASPUR

<b>Name of Bidder.....</b>								
<b>Correspondence Address Contact Person Name.....</b>								
<b>Mobile No. (Contact person) .....</b>								
Sr. No.	Description of Work	Requ red Qty. (Min.)	Unit of Meas ure	Rate in words per unit	Rate in figure	Total Amount Without GST %	GS T %	Total Amount including GST
1.	<b>Professional Videography and Live Streaming indoor and outdoor on social media.( RATE PER VIDEOGRAPHER &amp; EQUIPMENT SHOULD BE QUOTED )</b>	3 Unit	Unit					
<b>Total Amount</b>								

The agency must keep the all Video recorded during the complete event, minimum for two months after completion of the work. The agency has to submit the raw Videos under the scope of work in a SSD drive free of cost.

Signature of the Bidder with date

Date: .....

Place: .....

(Name of the Firm/Agency and stamp)

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