

TENDER FORM: ANNUAL CONTRACT OF PHOTOGRAPHER SERVICES
ARMY PUBLIC SCHOOL, MEERUT CANTT

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1. Name of the Firm : _____

2. Name of the Contractor/Prop : _____

3. Address of the firm : _____

: _____

: _____

4. E.Mail address of contractor/Fir/Agency: _____

5. Residential address of proprietor : _____

Tel No. Office _____ Residence _____ Mobile _____

6. Business experience : _____
for which tenders have been called (attach copy)

7. Name and contact No. of organization/institution where service is being provided currently. (i) : _____

(ii) : _____

(iii) : _____

8. GST registration No. : _____

9. Photocopy of Pan Card (a) Firm _____

(b) Proprietor _____

10. Payment details (a) Amount : _____

(a) DD No. : _____

(b) Bank Name & Br : _____

11. I understand that no interest will be paid on earnest money.

12. I understand the earnest money will be adjusted against security deposit, if I am awarded the contract

Date :

(Signature of Contractor)

Last date for submission of Tender Form: 28 Feb 2025 (1100 hrs)

Tender will be opened on: 28 Feb 2025 (1100 hrs)

NAME OF WORK : ANNUAL CONTRACT OF PHOTOGRAPHER SERVICES
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TERMS & CONDITIONS

1. The contract period would be for one year. Extension beyond one year will be at the discretion of the Management.
2. The firm should have not been black listed by any department. The relevant documents should be attached in the Technical Bid.
3. You are requested to give your **TECHNICAL BIDS** and **COMMERCIAL BIDS** separately in two different sealed envelopes. The format for **Technical bid** is attached as **Appendix 'A'** and for **Commercial Bid** is attached as **Appendix 'B'** to this letter.
4. The envelopes should be clearly marked TECHNICAL/ COMMERCIAL BIDS. The Technical Bid will be opened first and only if found valid & suitable then the commercial Bid would be opened. During the intervening period the Board of Officers is at liberty to visit the shop/establishment of the bidder and select the firms /dealers for opening of Commercial Bids. The decision of the Board shall be final & binding on all and no representations in this regard will be entertained.
5. The duly compiled Technical Bid and Commercial Bid for your firm/agency, in sealed Envelops drooped in respective Tender Box at School main Gate. No other mode is accepted.
6. The contractor will be required to cover school functions for photography and videography. The contractor will make himself available to the school on call, to cover any function, in respect of the school, within city limits.
7. Students' order for photograph will be routed through the teachers/Vice Principal.
8. During the period of contract, the school Annual Day/Athletic Meet, functions will be covered free of cost (one still camera, video camera). Independence Day function and Republic Day will be covered free of cost for photography only. Soft copies of photographs required by school to be provided free of cost of all school events.
9. The school Management reserves the right to pass additional instructions for better services whenever these are issued and will be binding on the contractor.
10. A sum of Rs. 10,000/- will be deposited as security money and shall be refunded on termination/ completion of the contract. No interest will be paid against security deposit.
11. During his period of contract, he would be bound by rules and regulations of the school. In case of violations of terms and conditions, the contract will be terminated and security money forfeited.
12. The strength of the school is approx.5250 and all requirements will the assessed accordingly. School photographs including of senior Army officers coming to school will neither be used for advertisement nor given to any other vendor.

13. The photos of the school activities and students will not be shared with any one and will not be uploaded on any form of social media platform. I will solely responsible for any misuse of photos activities and students.

14. **Dispute Resolution:** In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation. Final deciding authority will be Chairman APS Meerut Cantt

15. All disputes are subjected to Meerut Jurisdiction only.

I agree to abide by the above instructions in case I am awarded the contract for photography.

Date :

(Signature of Contractor)

(Refers to terms and conditions Para 3 of Tender Form)

TECHNICAL BID**NAME OF WORK: ANNUAL CONTRACT OF PHOTOGRAPHER SERVICES**
ARMY PUBLIC SCHOOL, MEERUT CANTT

The following documents and specification will also be submitted with Technical Bid: -

<u>S. No</u>	<u>Documents</u>	<u>Document Produced by Vendor Yes/ No</u>	<u>Document/ Certificate No.</u>	<u>Ser No. of Pages attached</u>
(a)	Registration of GST of Firm/ Agency (If any)			
(b)	Nos of years of experience in providing Photographer services to schools (attach copy of different years)			
(c)	Aadhar Card of Proprietor (both side) optional			
(d)	PAN Card of Firm/Agency /Proprietor			
(e)	DD of Rs 10,000/- (refundable)			
(f)	Previous month of Electricity bill or Landline bill			
(g)	Terms and conditions accepted or not (Should be on company/firm letter pad duly stamped and signed)			

Note: Please refer to Terms and conditions attached to this letter as Appx 'A' The same are required to be duly signed by authorized and competent representative of the firm/ agency/ company and attached with other relevant documents for the Technical Bid.

Date:

(Signature of Contractor)

COMMERCIAL BID**NAME OF WORK : ANNUAL CONTRACT OF PHOTOGRAPHER SERVICES**
ARMY PUBLIC SCHOOL, MEERUT CANTT

1. I shall charge the following rates as indicated against each item: -
(Sample for each size and rate is enclosed)

I Card**Rates (In Rs)**

- i) Computerized Digital PVC I-card with nylon cord as per sample _____
- ii) I-Card of students with barcode with nylon cord (multi colour digital printing) _____
- iii) RIFD I card for Staff with nylon cord (multi colour digital printing) _____

2. **Colour Photo of Size**

<u>S.No.</u>	<u>Size of Photographs</u>	<u>Approx. Qty</u>	<u>Rate</u>
(a)	5"x7"	As per requirement	
(b)	8"x12"	As per requirement	
	<u>Class Group Photographs</u>		
	9"x 12"(Glossy)	As per Strength	
	9"x 12" (Glossy) (With Names and Mount)	As per Strength	

3. Videography (Full HD)/event
- a. One day event - Rs. _____
- b. For more than one day vent - Rs. _____
4. Cinematography (Full HD) With Editing (optional) - Rs. _____
5. LED Wall (6x8") (Optional) - Rs. _____
6. Extra Still Camera (Optional) - Rs. _____
7. Passport Size Photographs Of Students for Digi Camp (Soft copy) - Rs. _____
8. Name Plates size 2.5mm x 7.5mm - Rs. _____
9. Proof Sheet - Rs. _____
10. Visiting Charges (per visit) Both Wings - Rs. _____

I /We agree to pay ____% of total business transacted by me as rebate to **ARMY PUBLIC SCHOOL, MEERUT CANTT**, if I am awarded the contract.

Date :

(Signature of Contractor)

