



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector-16C, Dwarka, New Delhi-110078  
(PUBLIC RELATIONS OFFICE)

No. F.GGSIPU/COE-II/CET/2025/239

Dated: 16.04.2025

**SHORT NOTICE INVITING QUOTATION FOR**  
**ENGAGEMENT OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICES**  
**FOR CET EXAMINATION 2025**

The Controller of Examination (II), Room No. 025, Administrative Block, GGS Indraprastha University (GNCTD), Sector-16C, Dwarka, Delhi – 110078 on behalf of Registrar, GGS Indraprastha University invites sealed item rate quotations up-to 01.00 PM on 21/04/2025 for the following work which shall be opened at 02.00 PM on same day. The aspirant bidders must fulfill following laid down eligibility criteria. The Bidders are informed to submit their quotation alongwith copy of GST registration, PAN Card & Earnest Money of Rs. 19,000/- (Rupees nineteen thousand only) in favour of Registrar, GGSIPU up-to 01.00 PM on 21/04/2025. Earnest Money shall be in shape of Demand Draft/FDR of Schedule bank issued in favour of Registrar, GGSIPU. *The quotation received till 01.00 pm shall be opened by the committee on the same day i.e. 21/04/2024 at 02.00 PM.*

Sr. No.	Name of Work	Estimated Cost of work	EMD	Date of receipt of quotation	Date of opening of quotation
1.	<b>Name of Work:</b> Photography and Videography service at various CET Centres of GGSIP University allocated at Delhi/ NCR & Outstation Centres allocated at Chandigarh, Kolkata, Lucknow and Jaipur	Rs. 9,50,000	Rs. 19000/-	21/04/2025 upto 01.00 PM	21/04/2025 at 2.00 PM

**Scope of Work**

- Photography & Videography Agency shall depute required number of photographers at various CET Centres of GGSIP University allocated at Delhi/ NCR & Outstation Centres allocated at Chandigarh, Kolkata, Lucknow and Jaipur
- Photography & Videography of Room No., seating plan of that room, full inside view of the room from both angles, covering each and every candidate full face alongwith his/ her Admit Card.
- One photograph & Videograph of each candidate on his (Roll No. pasted on the seat), in case of absent candidate photograph & Videograph of vacant seat showing the Roll No. pasted on seat.
- The Photography & Videography of all candidates and centres shall be carried out at all allocated CET centers.
- The agency shall provide centre wise softcopy of all photographs with unique ID in respect of each candidate. After 03 days of completion of each CET Exam., the agency will hand over the softcopy of data to University in Hard Disc Drive only.

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- (vi) The photographer will have to be present well before the start of the CET Exam at the centre of CET Tentatively i.e., at 08.00 a.m. for Morning Session (10.00 a.m. to 12.30 p.m.) and 01.00 p.m. for Evening Session (02.30 p.m. to 05.00 p.m.) on the scheduled date and time. The photographer shall not leave the Examination Centre till completion of CET Examination. In case of delay, the vendor/ party may be penalized. The agency should be well equipped with all necessary hardware and software for smooth processing and transfer of the still coverage. Occasionally, the photographer may have to carry a card reader/ data cable to an event for transferring images etc. from the CET Centre itself.
- (vii) The rate quoted should be inclusive of GST if any & nothing extra shall be paid.
- (viii) No T&P shall be issued to the agency by the department.
- (ix) Agency should be equipped with all technical equipments as per requirement of the University.
- (x) Earnest money deposit of successful bidder shall be returned after completion of work without interest. EMD should be in favour of Registrar, GGSIP University
- (xi) Regular frisking of photographer shall be done in all the examination center at the entry gate. The centre Superintendent shall be responsible for this activity.
- (xii) There shall be tentatively 30 Centres with in Delhi NCR and 04 Centres shall be Outstation Centres allocated at Chandigarh, Kolkata, Lucknow and Jaipur .
- (xiii) On the award of letter of work, COE-II has the discretion to deploy the photographer/ videographer at any centre as per requirement.

### **Technical Eligibility Criteria**

- (i) The prospective bidders shall submit EMD @ 2% of the tender value in the form of DD/FDR in favour of Registrar, GGSIPU at the time submission of their bids. Copy of DD/FDR to be uploaded on e-procurement portal and physical copy to be submitted in the Office of Purchase Department.
- (ii) Following technical criteria for prospective bidder to be included in tender document for evaluation of eligibility criteria of bidders
  - a. Minimum experience of 5 years in the Photography & Videography at industry/ field
  - b. At least three similar work have been executed by the bidder in last three financial years and having at least to meet out the following conditions:
    - Should have completed at least one work of 80% of the estimated value;
    - Or
    - Should have at least two work of 60% of the estimated cost
    - Or
    - Should have at least three work of 40% of the estimated cost
- (iii) The annual turnover should be atleast Rs.9.5 Lakhs
- (iv) The copy of PAN, GST Registration, Income Tax Registration, ITR for the last three years, Financial Statements for the last three years.

### **Financial Evaluation**

The bids of all technically qualified bidders will be opened for financial evaluation and who qualified lowest rate may be considered for award of work.



**Rate must be quoted in the following Format (Only):**

S.No.	Nature of work	Rate	Rate quoted ( to be filled by bidder both in number & figure (Rs. in INR) [including all taxes/GST]
1.	Photography (as per scope of work mentioned at (i, ii, iii, iv,v & vi)	Per Candidate rate	
2.	Videography (on the same pattern)	Per Centre rate/ Per shift	


**CET examination shall tentatively be held between 26/04/2025 to 18/05/2025 in two shifts per day, the Photography and Videography service at various CET Centres of GGSIP University allocated at Delhi/ NCR & Outstation Centres allocated at Chandigarh, Kolkata, Lucknow and Jaipur.**

**Performance Security**

The successful bidder shall Submit Performance Security @ 5% of the tender value on the day of award of work

**Penalty Clause**

5% penalty of the tender value shall be imposed if work is not completed within time period and report for duty by the photographer/ videographer beyond 01 hour before the examination reporting time.

  
(Dr. S.L. Bhandarkar)  
Controller of Examinations-II

**Copy to:-**

- (i) Incharge (UITS) for uploading the Notice on University's Website.