

## **HOMI BHABHA CENTRE FOR SCIENCE EDUCATION**

Tata Institute of Fundamental Research

**Limited Tender Notice No. HBC/PUR/LIMITED TENDER 08/2025-26**

**Subject: Photography and Videography Requirements during IOAA 2025**

**Date: June 2, 2025**

Homi Bhabha Centre for Science Education (HBCSE), Mumbai is a National Centre of Tata Institute of Fundamental Research, Mumbai which is under the aegis of the Department of Atomic Energy, Government of India.

### **Chapter-I- Notice Inviting Tender for Photography and Videography Requirements During IOAA 2025**

1) HBCSE-TIFR, Mumbai, India invites sealed bids in two parts, **Part– I: Technical Bid & Part – II: Financial Bid** for the following:

<b>Description of contract</b>	<b>Bid Security (EMD)</b>
<b>Photography and Videography Requirements during IOAA 2025</b> Estimated Cost: ~ <b>Rs. 2,00,000/-</b> (Including GST). Type of Tender: <b>Two Bid</b>	<b>Earnest Money Deposit (EMD): Rs. 4,000/-</b> (Rupees Four Thousand only) by way of a Demand Draft in favour of “HBCSE” payable at Mumbai. Alternatively, this amount can be remitted by bank transfer. The details are as follows: <u>Account name:</u> HBCSE-TIFR Non-Plan A/C, <u>Account No.:</u> 1038019943 <u>Bank Address:</u> Central Bank of India Jigna Apartment, Sion-Trombay Road, Mankhurd, Mumbai – 400 088 <u>IFSC Code:</u> CBIN 0282523.
<b>Duration of the Contract:</b> The contract shall remain valid for 6 months.	
<b>Downloading of Tender</b>	<b>From:</b> 02/06/2025, 17.00 hrs. <b>HBCSE website:</b> <a href="http://www.hbcse.tifr.res.in">www.hbcse.tifr.res.in</a> <b>CPP Portal :</b> <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>
<b>Submission of Tender</b>	<b>From:</b> 02/06/2025, 17.00 hrs. <b>To :</b> 23/06/2025, upto 14.30 hrs.
<b>Opening of Technical Bid (Part I)</b>	<b>On :</b> 23/06/2025, at 15.30 hrs.

For any queries regarding the tender document, you may contact **Ms. Sumana V. Amin**, Administrative Officer (C), HBCSE-TIFR, Mumbai. (Tel no. 022-25072207/117 or email id [sumana@hbcse.tifr.res.in](mailto:sumana@hbcse.tifr.res.in) )

Bids under the Two Bid System are invited on behalf of Centre Director, HBCSE Mumbai for the award of a **“Photography and Videography Requirements during IOAA 2025”**. The details of the tender including the scope of work, technical specifications, etc. are given in this tender document. All the prospective bidders are requested to go through the tender document before submitting their bids.

The Tender should be submitted in sealed envelopes duly superscribed with our Tender Enquiry No. and Due Date and with the heading **‘Photography and Videography Requirements during IOAA 2025’** in bold. Quotation sent by hand delivery/courier are to be deposited in the Tender Box kept at the Main Gate after obtaining stamp, date and signature of the Security Officer, HBCSE.

#### **Tenders to be addressed to:**

**Head Administrative Operations**

**Homi Bhabha Centre for Science Education**

**V. N. Purav Marg, Near Anushakti Nagar Bus Depot, Mumbai – 400 088.**

Bids sent by fax/ email shall be rejected straightway. The Centre reserves the right to accept/ reject the proposal either in part or in full without assigning any reasons.

**Sd/-**

**Head Administrative Operations**

**For and on behalf of the Centre Director, HBCSE**

## Chapter-II- General Terms and Conditions of Contract

### **Subject: Notice Inviting Limited Tender for Photography and Videography Requirements during IOAA 2025**

1 The bids should reach this office on or before **23-06-2025 up to 14.30 hrs** duly sealed superscribed with **Tender no: HBC/PUR/ LIMITED TENDER 08/2025-26**  
**Limited Tender: Photography and Videography Requirements during IOAA 2025.**

2 **Parties:**

The parties to the contract are the contractor (the Bidders to whom the Purchase Order or Work Order will be awarded) and the HBCSE-TIFR through Head Administrative Operations, Homi Bhabha Centre for Science Education, Mumbai for and on behalf of the Centre Director, HBCSE-TIFR, Mumbai.

3 **Address:**

3.1 **The Firm should have registered office in the Mumbai Region, Maharashtra only.**

3.2 For all purposes of the contract including arbitration thereunder the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter, sent by Courier/ Speed Post/ Registered post with acknowledgement to this Centre. The bidder shall be solely responsible for the consequences of any omission or error to notify in change of address in the aforesaid manner.

4 **Earnest Money Deposit:**

4.1 An earnest money for **Rs. 4,000/- i.e. 2%** of the total estimated cost has to be deposited in the form of Demand Draft, Banker's cheque or through online transfer through bank in favour of '**Homi Bhabha Centre for Science Education, Mumbai**' and sent along with the Technical Bid. After online transfer of earnest money, the vendor should intimate us by email or proof of online transfer of EMD should be part of tender.

4.2 EMD shall be interest free and it will be refunded to the unsuccessful bidders within 15 days after acceptance of the Contract by the successful bidder without any interest. EMD of the successful bidder shall be returned/ refunded on receipt of Performance Guarantee. However, in case Performance Guarantee is in the form of Bank Guarantee, EMD will be released subsequent to confirmation of verification of Bank Guarantee from the issuing Bank.

4.3 The bidder shall submit the bank details along with the tender like Cancelled Cheque/ NEFT/ Bank A/C details for ease in repayment of EMD.

4.4 If any bidder withdraws the bid before the tender period or issue of Letter of Acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the department, then the HBCSE shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money without any notice to the bidder.

5 **Bid Security Declaration:**

5.1 The firms registered under MSMEs are exempted from submission of EMD as per rule 170 of GFR 2017, provided they must submit a '**Bid Securing Declaration**'. The declaration in the format of Annexure III should be submitted on the company letterhead duly signed by the officer authorized to submit the bid.

5.2 If the bidder withdraws amends/ impairs or derogates their bid during the period of bid validity, Centre reserves the right to suspend the vendor from participating in any tender for a period of three years.

6 **Performance Guarantee:**

6.1 Successful Bidder (s) will be required to submit a **Performance Guarantee at 3%** of the value of the purchase order at the time of acceptance of award of contract in favour of '**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION**', Mumbai within 7 days of acceptance of purchase order. The

Performance Guarantee will be valid for a period of **Two Months** beyond the date of completion of all contractual obligation of the Contractor including warranty obligations.

- 6.2 In case Performance Guarantee is not submitted within 7 days, an interest @ 12% per annum will be levied till the date you submit the Performance Guarantee. If the successful bidder fails to submit the Performance Guarantee/ Performance Bank Guarantee with interest or refuses to submit the Performance Guarantee even after reminders, the Centre reserves the right to cancel the order without notice and the EMD by the bidder shall be forfeited automatically. Also, the bidder will be debarred from participating in any tender for three years.

7 **Micro and Small Enterprises (MSEs):**

- 7.1 As per the Public Procurement Policy (PPP) for Micro and Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India, in order to avail the EMD exemption, the MSEs, must have valid **UDYAM** registration as on due date for submission of a bid.

- 7.2 The MSEs who have applied for registration or renewal of registration with any of the agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.

8 **Preparation and Submission of Tender:**

- 8.1 The tender should be submitted in two parts i.e., Technical Bid and Financial Bid.

- 8.2 The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "**Technical Bid**" and "**Financial Bid**". Both Sealed Envelopes should be kept in a main/ bigger envelope super scribed as '**Tender Notice No. – HBC/PUR/ LIMITED TENDER 08/2025-2026 'Photography and Videography Requirements during IOAA 2025'**'.

- a) **Technical Bid:** The Bidders should submit the technical details in **Annexure I, II and III** of the tender document along with the **sample portfolio** as per the specification mentioned in the scope of work.
- b) **Financial Bid:** The rate quoted will be exclusive of taxes and shall be fixed and final. Tax Rates, as applicable to be quoted in the bid. It should be submitted in the form given in **Annexure IV**.

9 **Quoted rates to include all taxes (except GST):**

Sales tax, VAT, Purchase tax or any other tax on materials in respect of this contract, including state Sales tax and Turnover tax on transfer of property as per Works Contract Act etc. if any (except GST at applicable rate), shall be payable by the contractor and the Centre will not entertain any claim whatsoever in respect of the same. As per the directives of the Sales Tax Authorities, the tax due at the rates notified by the State/ Centre Government from time to time, shall be deducted from the bills payable to the Contractors, for which TDS certificate shall be issued by the Department

10 **Communication of Acceptance / Right of Acceptance:**

The bidder should have categorically confirmed acceptance of all the Tender terms and conditions including the payment/ penalty terms. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender. On non-compliance/ conformity with the above, the offer is liable for rejection.

11 **Clarifications/Addendum/Corrigendum**

- 11.1 At any time prior to the deadline for submission of bids, the HBCSE-TIFR, Mumbai may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, add or withdraw any of the terms and conditions contained in the tender document.
- 11.2 In order to give prospective bidders time to take into consideration the amendments while preparing their bids; HBCSE-TIFR Mumbai may extend the deadline for the submission of bid.

- 11.3 Any addition or amendment in the bidding document, at any time prior to the deadline for the submission of bids, shall be uploaded as “Addendum” or “Corrigendum” respectively on the HBCSE website [www.hbcse.tifr.res.in](http://www.hbcse.tifr.res.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/epublish/app> such additions/ modifications shall be binding on all the prospective bidders.
- 12 **Opening of Technical Bid & Financial Bid:**
- 12.1 The sealed quotations (technical bids) will be opened on **23-06-2025 at 15.30 hrs.** at HBCSE-TIFR, Mumbai.
- 12.2 After scrutiny of technical bids, the HBCSE-TIFR, Mumbai shall shortlist the eligible bidders and inform them, the date and time of opening of the Financial Bids. Eligible bidders could participate in the financial opening physically.
- 12.3 In case the date opening of tender is declared a holiday for unexpected reasons, the tender shall be opened at the same time on the next working day.
- 13 **Validity of the bids:**  
The bids shall be valid for a period of **6 Months** from the date of opening of the tender. This has to be specified by the Bidders in the commercial bid. A bid for a shorter period of validity shall stand rejected.
- 14 **Signing of contract:**  
The Notice Inviting Tender shall form a part of the contract document. The successful Bidders/ contractor, on acceptance of his/ her tender by the Accepting Authority, shall, within 07 days from the stipulated date of start of the work, sign the contract consisting of: The Notice Inviting Tender, all the documents including all conditions, specifications if any, forms the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
- 15 **Canvassing:**  
Canvassing either directly or indirectly, in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection and may be barred from the future participation in HBCSE- TIFR tenders.
- 16 **Non-transferability:**  
This tender is non-transferable. Incomplete and conditional Tenders will be summarily rejected.
- 17 **Non-withdrawal of bids:**  
No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise, the EMD submitted by the firm will be forfeited.
- 18 **Subletting of contract:**  
The firm shall not assign or sublet the contract/ job or any part of it to any other person or party without having first obtained permission in writing from HBCSE-TIFR, Mumbai, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one Bidder
- 19 **Purchase Rights:**
- 19.1 The HBCSE-TIFR, Mumbai reserves the right to accept or reject any or all tenders/ quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor’s quotation or any tender.
- 19.2 HBCSE-TIFR, Mumbai reserves the right to relax/ withdraw any of the terms of and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- 19.3 HBCSE-TIFR, Mumbai reserves the right to blacklist a bidder for a suitable period in case the firm fails to honour its bids without sufficient grounds.

- 19.4 It shall in no way be binding on the Centre to purchase the exact number of quantities as indicated in the tender Document. The actual quantities that may be purchased by the Centre may vary.
- 20 **The Payment clause:**
- 20.1 The payment by the Center will be made within 10-15 working days of receipt of the supply/ services. Any other statutory levy imposed by the Govt. of India from time to time will be authorized extra on demand with adequate proof thereof will be paid extra. No extra payment will be made by the Centre for whatever purpose.
- 20.2 The Contractor will be solely responsible for paying all applicable taxes as per the rule. In case any penalty/ tax is payable on a later stage, the Contractor shall be liable to pay the same along with the penalty. **Advance payment will not be made by the Centre under any circumstances.**
- 21 **Breach of Terms and Conditions:**  
In case of breach of any terms and conditions as mentioned above, the Competent Authority will have the right to cancel the contract/ job without assigning any reason thereof and nothing will be payable by the Centre. In that event the performance guarantee shall also stand forfeited.
- 22 **Legal Jurisdiction:**  
The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this tender.
- 23 **Settlement of Disputes/ Arbitration:**
- 23.1 The Centre and the contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 23.2 If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either Centre or the contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be finally settled by arbitration.
- 23.3 Any liability arising out of any litigation (including those in consumer courts) due to any act of Contractor's personnel shall be directly borne by the Contractor including all expenses, fines, legal costs, penalties etc. The concerned Contractor's personnel shall attend the court as and when required. The Contractor shall ensure that substitute is provided at such times.
- 24 **Force Majeure:**
- 24.1 If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of a public enemy, civil commotion, sabotage, fire, floods, explosion, pandemic, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by the party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.
- 24.2 Further, if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.
- 25 **Corrupt or Fraudulent Practices:**
- 25.1 It is expected that the bidders who wish to bid for this tender have the highest standards of ethics.
- 25.2 HBCSE-TIFR, Mumbai shall reject the bid, declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of the order.

- 26      **Confidentiality Clauses:**  
No person engaged or involved in this contract should disclose any matter about the Centre to any third party. In particular, any information identified as Proprietary by the disclosing party shall be kept strictly confidential and shall not be disclosed to any third party without the prior written consent of the original disclosing party.
- 27      **Tenderer's responsibilities:**
- 27.1    The Bidder shall bear all costs associated with the preparation and submission of the Bid, and HBCSE will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- 27.2    The complete bid will be as per the specified formats only. The bids should be without alteration or erasures, except those to accord with instructions issued by the HBCSE or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 27.3    The tenderer shall be responsible for arranging and maintaining at his/her own cost all materials, tools, facilities and all other services required for executing the work unless otherwise specifically provided for in the tender documents.
- 27.4    Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by HBCSE and shall not knowingly lend to any person or company any of the effects or assets of the HBCSE under its control.
- 27.5    Loss or damage to any material or property either through theft or otherwise due to negligence of the staff engaged by the Contractor shall be made good at the cost of the Contractor. The decision whether the loss or damage exists will be decided by the competent authority.

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### **Chapter -III Scope of Work**

Homi Bhabha Centre for Science Education (HBCSE), a National Centre of the Tata Institute of Fundamental Research (TIFR) under the Department of Atomic Energy (DAE), is organizing the prestigious 18<sup>th</sup> International Olympiad in Astronomy and Astrophysics-2025 in Mumbai from August 11-21, 2025 (<https://ioaa2025.in/>)

The Centre hereby invites sealed bid document/s for the **still photography, videography and making of a documentary film on HBCSE for 18<sup>th</sup> IOAA, Mumbai, August 11-21, 2025.**

#### **Still Photography and Videography**

Approximately 65 countries are expected to take part in this major international event for students and teachers in Astronomy and Astrophysics. Each participating country will be represented by five students, two team leaders, as well as observers, visitors, and a student guide. In total, we anticipate around 600 participants across various age groups.

The student participants and guides (about 400) will be staying at a Hotel in Powai Mumbai while the team mentors and local jury (about 300) will be staying at a Hotel in Lower Parel, Mumbai. The event will feature multiple activities and will be held simultaneously at multiple venues on all the days.

The entire event needs to be covered by still photography as well as video shooting. Also, at the Closing Ceremony, a film showing the highlights of the entire event (about 10 mins) needs to be shown.

In particular, the following major activities need to be covered during the 11-day long event will include the following components:

1. Arrivals of various teams at the airport on August 11, 12, 2025
2. Opening Ceremony (4:00 pm – 7:00 pm on August 12, 2025 at BKC).
3. Academic meetings at the Lower Parel hotel on 13,14, 17, 18 and 19 August 2025.
4. About 3 ‘student excursions’ to various places in and around Mumbai on 13, 16 and 20 August 2025.
5. About 2 ‘leader excursions’ to various places in and around Mumbai on 15 and 17 August 2025
6. Various examinations at the student hotel or at the planetarium on 14, 15, 17, and 18 August 2025.
7. Students’ cultural evening, social activities at a Hotel in Powai on 18 August 2025.
8. Visit to a facility in the Pune area on 19 August 2025.
9. Closing Ceremony at BKC 10:00 am to 1:00 pm on 21 August 2025 followed by lunch.
10. Departure on 21 August 2025.

Apart from the above activities, the photography/video team is expected to capture snippets of informal activities throughout the 11 days of the event.

#### **PROGRAMME**

Date	Students	Leaders
Aug 11	Arrival (airport, bus, hotels)	
Aug 12	Opening ceremony (16:00-19:00 hrs)	
Aug 13	Excursion	Academic discussion
Aug 14	Exam and free time	Academic Meeting
Aug 15	Sky Map + Telescope	Planetarium and Academic Meeting
Aug 16	Excursion	Academic Meeting
Aug 17	Examination	Excursion and academic meeting in hotel
Aug 18	Planetarium and Folk Art, cultural evening	Meeting, folk art and cultural evening
Aug 19	Pune visit and back to hotels	
Aug 20	Excursion	Academic Meeting
Aug 21	Closing ceremony and departure (Check-out before 12:00 hrs)	

Photographers and videographers are expected to transfer all the pictures and videos of each day at 8:00 pm every day to the concerned people.

The vendor should be able to provide a spare photographer and videographer (apart from the photographers and videographers mentioned above) on all the days in case of emergencies.

**Note: The vendor is required to submit evidence/ sample of any films/documentaries produced earlier/ portfolio and the list of past clients. Samples work/documentaries etc. should be provided along with the technical bid.**

## **Chapter -IV Technical Parameters and Specifications**

### **Mandatory Documents to be enclosed with Technical Bid for Executing the contract:**

1. PAN card under the Income Tax Act  
GST Registration Certificate  
MSME Certificate  
EMD details
2. Proof of the Average Minimum turnover of **Rs.2,00,000/-** (Rs. Two Lakh only) for the last three consecutive years (attach Turnover Certificate on CA's Letterhead).
3. Minimum of **3 (three) years of work experience** in similar services (related to the items quoted in the tender) to the Government/ Corporate/ PSU/Private / reputed organizations in India.
4. Experience of having successfully completed the following Purchase Order (during last Three years ending 31<sup>st</sup> March, 2024):
  - I. **One** similar Purchase Order completed costing not less than **Rs.1,60,000/-**; Or
  - II. **Two** similar Purchase Order completed costing not less than **Rs.1,20,000/-** each; Or
  - III. **Three** similar Purchase Order completed costing not less than **Rs.80,000 /-** each
5. The bidder is required to submit evidence/ sample of any films/ documentaries produced earlier/ portfolio and the list of past clients along with the technical bid.
6. Each page of the Notice to be signed and stamped by the bidder in token of having accepted the same.

### **Instructions to bidders**

- 1 The job will be entrusted on the basis of an all-inclusive contract on as is where is and competitive rates basis.
- 2 **The rate quoted will be exclusive of Taxes and shall be fixed and final. Tax Rates, as applicable to be quoted in the bid.**
- 3 The rate quoted should be written in ink or typed against each item and should not be overwritten.
- 4 No Bidder shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by him. Clerical error, typographical error etc. committed by the Bidders in the tender forms will not be considered after opening of the tenders. Conditions such as "SUBJECT TO AVAILABILITY, SUPPLY WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc. will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.
- 5 **Bidders who have been blacklisted/ debarred for any item either by the Tender inviting authority or by any State Govt. or Central Govt. Organization cannot participate in the Tender for that item during the period of blacklisting/ debarment.**
- 6 After due evaluation of the bid(s) HBCSE-TIFR, Mumbai will award the contract to the lowest evaluated responsive Bidders individual item wise. Conditional bid will be treated as unresponsive and it may be rejected.



**Annexure I**

**TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.**

(Bidders may use separate sheet wherever required)

Sr. No.	Details of the Firm/Bidder	Page No.	Details
1.	BIDDER NAME		
2.	CORRESPONDENCE ADDRESS  (with telephone/mobile/fax no./e-mail address and also with official website, if any)		
3.	<b>CONTACT DETAILS OF APPLICANT FIRM</b> Name of Person: -  Designation: -  Contact No: -  E mail Id: -		
4.	Type of Bidder: Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
5.	Permanent Account Number (PAN) with Proof		
6.	Valid GST Registration Certificate		
7.	Valid MSME Certificate		
8.	Details of the Earnest Money Deposit (EMD) worth Rs.4,000/- (Rs. Four Thousand only)		
9.	Evidence/ sample of any films/documentaries produced earlier/ portfolio.		
10.	List of past Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
11.	Proof of the last three year's turnover of the firm which should not be less than Rs.2,00,000/- (attach Turnover Certificate).		
12.	Any other information important in the opinion of the Bidders		

**Note:**

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) are kept.
- In case of non-fulfilment of any of the above information/document(s), the Tender will be summarily rejected without giving any notice.

**(Signature of the Bidder with stamp of firm)**

Dated:

Place:

## **Annexure II**

### **Undertaking**

1. That I/we have carefully studied all the terms & conditions of Notice Inviting Tender (NIT) and shall abide by it.
2. That I/ We offer to execute the order in conformity with the Bidding Documents and in accordance with the specifications mentioned in the NIT.
3. That I/We shall supply the items of requisite quality.
4. Our bid shall be valid for a period of **180 days**, from the date of opening Technical bid (Part– I), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
5. If our bid is accepted, I/We agree to submit **Performance Guarantee** as per mentioned the tender document;
6. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
7. I/We hereby undertake to provide services as per the directives given in the NIT.
8. I/ We undertake to perform all the duties/ responsibilities that may be assigned by the Centre from time to time and not on back-to-back by third parties.
9. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

(Dated Signature of the Bidder with Company Stamp)

Date:

Place:

### **Annexure III**

#### **BID SECURITY DECLARATION**

*(To be submitted on Company's letter head)*

I/we have gone through the tendering conditions pertaining to the Notice Inviting Tender, General Conditions of Contract, and Technical parameters and specifications, Corrigendum, if any.

We, the undersigned, declare that:

I / We understand that, as per terms and conditions of tender, bids must be supported by a Bid Security Declaration In lieu of Earnest Money Deposit.

I / We hereby accept that I / We may be disqualified from bidding for any contract with you for a period of (03) Three years from the date of disqualification as may be notified by you if,

- I I am /We are in a breach of any of the obligations under the bid conditions, or
- II I/We have withdrawn or unilaterally modified/ amended/ revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- III If I am/we are awarded the contract, and I/ We fail to sign the contract,
- IV On acceptance of our bid by HBCSE, I/we failed to deposit the prescribed Performance Bank Guarantee or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

\_\_\_\_\_  
Signature of bidder with Seal &Date

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ (complete name of Bidder firm)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_\_ year.

**(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).**

## **Annexure IV**

### **Financial Bid**

**Bidder Name:**

(Template must not be modified by the bidder and the same should use for quoting price else the bidder is liable to rejected for this tender. Bidders are allowed to enter the bidder's name and values only)

<b>Sr. No.</b>	<b>Items Description</b>	<b>Qty. Approx.</b>	<b>Unit Rate</b>	<b>GST %</b>	<b>Total</b>
1.	<b>Photography and Videography Requirements during IOAA 2025</b>  The following major activities to be covered during the 11-day long: 1. Arrivals of various teams at the airport on August 11, 12, 2025 2. Opening Ceremony (4:00 pm – 7:00 pm on August 12, 2025 at BKC). 3. Academic meetings at the Lower Parel hotel on 13,14, 17, 18 and 19 August 2025. 4. About 3 'student excursions' to various places in and around Mumbai on 13, 16 and 20 August 2025. 5. About 2 'leader excursions' to various places in and around Mumbai on 15 and 17 August 2025 6. Various examinations at the student hotel or at the planetarium on 14, 15, 17, and 18 August 2025. 7. Students' cultural evening, social activities at a Hotel in Powai on 18 August 2025. 8. Visit to a facility in the Pune area on 19 August 2025. 9. Closing Ceremony at BKC 10:00 am to 1:00 pm on 21 August 2025 followed by lunch. 10. Departure on 21 August 2025.				
<b>Total in figure in Rs.:</b>					
<b>Total in words</b>					

**Note:**

- **The bidder is required to submit evidence/ sample of any films/ documentaries produced earlier/ portfolio and the list of past clients. Samples work/ documentaries etc. should be provided along with the technical bid.**
- The Scope of Work are tentative, which may be increased or decreased as per the Centre's requirement.
- The prices should be quoted on fixed and firm basis.
- The bidder will be responsible for bearing all statutory payments, but excluding taxes and duties levied by Govt. of India).
- The rate quoted by the bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of the contract.

Date:

Place:

## Annexure V

### PROFORMA FOR PERFORMANCE BANK GUARANTEE

**(NOTE: If the bidder is submitting the PBG in form of DD this document is not required)**

(On a stamp paper of appropriate value from any Nationalized Bank or Scheduled Bank)

1. In consideration of the **HOMI BHABHA CENTRE FOR SCIENCE EDUCATION (TIFR)** (hereinafter called "The HBCSE- TIFR") having agreed under the terms and conditions of Work Order No. .... Dated..... made between HBCSE-TIFR and M/s .....(hereinafter called "the said Contractor{s}") for the work .....  
(hereinafter called "the said Work Order") having agreed to production of an irrevocable bank Guarantee for Rs..... (Rupees ..... only), as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said Work Order, we..... (Indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the HBCSE -TIFR an amount not exceeding Rs. .... (Rupees ..... only) on demand by the HBCSE-TIFR.
2. We..... (indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the HBCSE-TIFR stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees ..... only).
3. We, the said bank, further undertake to pay to the HBCSE-TIFR any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.
4. We..... (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Work Order and that it shall continue to be enforceable till all the dues of the HBCSE-TIFR under or by virtue of the Work order have been fully paid and its claims satisfied or discharged or Purchase Officer on behalf of the HBCSE-TIFR certifies that the terms and conditions of the said Work Order have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We ..... (indicate the name of Bank) further agree with the HBCSE-TIFR that the HBCSE-TIFR shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Work Order or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the HBCSE-TIFR against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Work Order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the HBCSE-TIFR or any indulgence by the HBCSE-TIFR to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, ..... (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the HBCSE-TIFR in writing.
8. This guarantee shall be valid up to....., unless extended on demand by HBCSE-TIFR. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. .... (Rupees ..... only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liability under this guarantee shall stand discharged.

Dated the ..... day of ..... 2025 for ..... (indicate the name of Bank)

\* \* (Note: The Letter of Intent shall form part of the Agreement)