



BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI.

(An ISO 9001:2015 Certified Organization)

E-TENDER NOTICE FOR HTET-2020 & ANY OTHER EXAM-2020

Website-www.bseh.org.in

Email- asmm@bseh.org.in

BSEH/MM/ 16 /Videography

Dated: 16.10.2020

Price Rs.2000/-



Board of School Education Haryana, Bhiwani

E-Tender for Empanelment of Vendors for

Videography of Examination Centres

For

HTET-2020 & Any Other Exam- 2020.

To

Secretary,

Board of School Education Haryana,

Bhiwani - 127021

(Ph.: 01664- 243336 FAX : 01664- 241611)

Signature of bidder with Seal, Stamp and Address



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DOCUMENT CONTROL SHEET

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	SCOPE OF WORK	VIDEOGRAPHY OF EXAMINATION CENTERS
3.	Tender Type	OPEN
4.	Tender category	Services
5.	Tender document download Start Date	16.10.2020
6.	Pre Bid Meeting	
7.	Last date & time of Bid submission	02.11.2020 12:30 PM
8.	Bid validity	One year beyond the closing date of tender
9.	Tender fee (non-refundable & non adjustable)	Rs.2,000/- to be deposited online.
10.	Earnest money deposit (EMD)	Rs.1,00,000/- (One Lakh Only) to be deposited online.
11.	Date and time of opening the Technical Bid	02.11.2020 04.00 PM
12.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
13.	Address for communication	Assistant Secretary, (M.M. Branch) 9416017517 Board of School Education Haryana, Bhiwani
14.	Period of completion of work	As per Terms & Conditions of tender & Award letter.
15.	Validity of contract/rates	Upto 1 year from date of award & can be extended for further Two years on satisfactory performance on same terms & conditions.



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INSTRUCTION TO THE BIDDERS

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. The Document have to be submitted i.e. technical and financial bid through on line. Any deviations from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender Document/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on BSEH website www.bseh.org.in & www.etenders.hry.nic.in



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NOTICE INVITING E-TENDER

On behalf of Board of School Education Haryana, Secretary of the Board invites E-Tenders under two bid systems (Technical & Financial)from the reputed Firms /Companies/Agencies/Societies having adequate infrastructure and Experience of handling the works **OF VIDEOGRAPHY OF EXAMINATION CENTERS. HTET & Any Other Exam having tentative Approx. 400 centers in Haryana & Chandigarh.** The Tender Document will be available on www.etenders.hry.nic.in & Board's Website www.bseh.org.in downloaded from the Board website for viewing from **16.10.2020** and last date for submission of bid documents is **02.11.2020 at 12.30 P.M.** Any amendment /correction in the Tender Document will be done by the Board Authority through www.etenders.hry.nic.in & www.bseh.org.in. Prospective bidders are requested to regularly visit/check the Board's Website. The cost of bid document is Rs. 2000/- and EMD of Rs. 1,00,000/- (Rs. one Lakh) to be deposited through online. Completely filled-up Bid Document must be submitted only online to Secretary, Board of School Education Haryana, Bhiwani through www.etenders.hry.nic.in. The Technical Bids shall be opened on **02.11.2020 at 04.00** P.M. by the committee authorized by the Secretary for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. The Financial Bids for the bidder whose Technical Bids found complete and confirm the eligibility criteria, shall be opened on **02.11.2020** at **05.00** P.M. No tender by E-mail will be entertained. Conditional tender will not be accepted. Incomplete bids shall be summarily rejected. The competent authority of the Board reserves the right to accept or to reject any or all bids without assigning any reason.

**-sd-
SECRETARY**



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E-TENDER FEE AND EARNEST MONEY DEPOSIT

- 1) The tender fee (non-refundable and non-adjustable) of Rs. 2000/- (Rs. Two thousand only) is to be deposited online.
- 2) Earnest money deposit (EMD) of Rs. 1,00,000/- only (Rs. one lakh only) is to be deposited online.
- 3) Bids without tender fee and/or EMD shall be rejected.

PERFORMANCE SECURITY DEPOSIT

The successful bidder shall submit an unconditional and irrevocable performance demand Draft/RTGS in the favour of "Secretary, BSEH, Bhiwani" of an amount equivalent to 10% of contract value valid for 90 days beyond the date of completion of Contract from any scheduled commercial bank located in India at his own expense within 7 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited. EMD will be adjusted against performance security.

For Correspondence/Clarification, if any in writing, pl contact:

Rajender Singh,

Assistant Secretary (MM),

Board of School Education Haryana,

Mob. No. 9416017517



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Scope of work

Coverage of activities at the entry point of examinations centers and also of the examination hall/rooms to be used for seating of 310 candidates in an examination centre including covered area and view of the entire campus of the building of examination centers. Scope of work can be increase or decrease up to 20%.

Apart from the examination timing, the coverage will include the activities at the examination centre at least 02 hour prior to the commencement of examination till the closing formalities .

Required infrastructure for Videography:

1.	Portable audio and video recording devices with sufficient recording storage Memory Card/Hard Disk of minimum 7.00 hrs. per session continuous and uninterrupted recording with time & date. Backup should be provided Shift/Level/Centre wise & District wise to the Board on Hard Disk.
2.	Sufficient flash back up.
3.	Extra power backup to meet out the required coverage.
4.	Recording video mode MPEG and sound mode MP3 will be preferred or recording format should be supported by Microsoft window media player/ VLC player/ Flash player

Video coverage of examinations starts from the very start of the examination process and inter-alia includes:

- The general atmosphere at the venue with the candidates entering the main gate of the school/college;
- Coverage of the Notice Boards near the gate of the Examination Centre, where the details of the candidates are displayed;
- Videography of Opening process of the Question Paper and its distribution to the Invigilators or other officials (for further distribution to the Invigilators in the room/hall);
- Footage of the Centre Supervisor, Inspecting Officers, officials and other staff present in the room;
- Footage of Invigilators, Flying Squad, other officials visiting the Centre;



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- (f) **Videography of each and every candidate present during the examination, Room wise as per seating Plan and preferably in serial order. In videography Centre Room No. should be in backup. During videography it should be ensured that the full frontal view of the candidates face is captured. Candidates should be advised to hold their open Admit Cards close to their chest so that their Roll Number/Photo printed thereon is clearly visible in the Video shot. Each candidates are to be videographed for a minimum of 3 to 4 seconds. The hard disc should be handed over to the Assistant Secretary {MM Cell}. Adequate Backup should be taken and kept in readiness for use, if required.**
- (g) Videography of Invigilators and other functionaries in the room;
- (h) Special coverage of any activity that may be noticed unusual in the examination hall, like usage of mobile phones, copying, candidates talking help with each other, etc.
- (i) Coverage of desks in the examination hall where OMR Sheets/Questions Papers are kept on the desks of absentees;
- (j) Videography of arranging, packing and sealing of the OMR Sheets/Answer Booklets after the examination, etc.
- (k) Coverage of any other unusual incident which may arise at a particular venue or any other event as per the direction of the Centre Superintendent/Supervisor & Inspecting Officer/Board of School Education Official.

Selection of Videographer :

- **No person, whose wards or relatives are taking part in that particular examination should be engaged for videography or assigned any related works. It will be sole responsibility of the contractor, not to engage such videographer whose ward is appearing in that particular examination.**
- The videographers engaged for each venue should be of good character, experienced and should possess Identity Cards/ Authority Letters signed by the authorized signatory of the contractor.

City Supervisor: Contractor has to depute at least one supervisor in each city for coordinating the activities of videographers if numbers of venues for videography are more than five. Contactor has to provide the name and contact detail of these supervisors along with detail of all videographer well in advance to Board of School Education Haryana, Bhiwani.



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- Single authority letter will be issued to the contractor containing list of venue for videography by BSEH. Name of the contractor authorized for videography will be intimated to venue supervisor well in advance or team leader of Flying squad team to permit videography of exam activity in exam venue.
 - **Identity Card:** All videographer and supervisor engaged should bear the identity card issued by the authorized person of the contractor. They should also possess ONE ORIGINAL PHOTO ID SUCH AS PAN CARD/AADHAR CARD/DRIVING LICENCE ETC ISSUED BY ANY GOVERNMENT AGENCY while on duty.
 - **Quality of Videography:** The videos should be of high quality so that the images do not become grainy and fuzzy upon magnification up to 04 times the original image size. Roll No and name of candidate printed on Admit card should be clearly visible in video shot.
 - The work shall be undertaken as per instructions/guidelines given by the Assistant Secretary {MM Cell}, Board of school Education Haryana, Bhiwani from time to time.
 - The Agency shall have proper Work Place, Manpower including technical Manpower, Computer, etc.
 - The Agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed and **utmost secrecy and confidentiality must be maintained. Any incidence of compromise with secrecy and confidentiality by the agency shall be construed as breach of contract and appropriate penal action shall be taken.**
 - The Cities as well as the Centres where videography is to be done will be decided solely by the Board based on the needs and the successful tenderer must carry out the work at such Cities and Centres as Stipulated by the Board of School Education Haryana, Bhiwani.



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Terms & Conditions

S.No.	Terms & Conditions																				
1	The tenderer will be required to submit the details of available infrastructure and a certificate to this effect that the entire systems will be provided in working conditions and in case of any defect in any of the systems provided for Videography, stand by arrangement for immediate replacement of the system will be made by the Vendor so as to ensure Videography in a regular uninterrupted manner at the examination centre																				
2	The rates offered shall be exclusive of all kind of taxes applicable on this work.																				
3	Rates to be quoted for one session and two sessions (per center separately)																				
4	Successful tenderer/s will further have to deposit 10% of the total cost of the work assigned as Caution Money/Performance Security which will be refunded after successful performance of the work and final payment of bills.																				
5	Successful tenderer/s will be required to make available the required infrastructure i.e. one system with all components and manpower at each examination centre created in the jurisdiction of each district.																				
6	Hard disk shall be prepared in movie mode playable on PC supported by common media player. Hard disk should be labeled as Centre Name, Centre No. , Session & date of recording Postwise and districtwise.																				
7	Hard disk will be required to be submitted by the successful tenderer/s within 45 days after termination of examination of a particular date along with Bill for payment to Assistant Secretary (M.M.Cell), Board of School Education Haryana, Bhiwani. If a tenderer fails to provide the hard disk within prescribed time, penalty @ 500/- per day shall be imposed or a lump sum penalty as deemed fit by the Secretary of the Board can be imposed.																				
8	<p>There will be a deductions from the final payment by way of penalty in the following cases if Video graphy does not cover :</p> <table><thead><tr><th></th><th>Deduction Per Session</th></tr></thead><tbody><tr><td>a. Main Gate with Centre Name</td><td>250/-</td></tr><tr><td>b. Room wise Seating Plan</td><td>250/-</td></tr><tr><td>c. Candidates while entering the Main Gate</td><td>250/-</td></tr><tr><td>d. Each candidate in room with Roll No. Slip against Chest</td><td>500/-</td></tr><tr><td>e. Opening of Question Paper</td><td>500/-</td></tr><tr><td>f. Closing of OMR Sheets</td><td>500/-</td></tr><tr><td>g. Room left in Videography</td><td>500/- per room</td></tr><tr><td>h. Video is not of Clear/Poor Quality</td><td>1000/-</td></tr><tr><td>i. Video is not available</td><td>actual Cost+1000/-</td></tr></tbody></table> <p>Provide that the sum total of these penalties specified 'a' to 'h' shall not be more than the penalty specified in 'i'.</p>		Deduction Per Session	a. Main Gate with Centre Name	250/-	b. Room wise Seating Plan	250/-	c. Candidates while entering the Main Gate	250/-	d. Each candidate in room with Roll No. Slip against Chest	500/-	e. Opening of Question Paper	500/-	f. Closing of OMR Sheets	500/-	g. Room left in Videography	500/- per room	h. Video is not of Clear/Poor Quality	1000/-	i. Video is not available	actual Cost+1000/-
	Deduction Per Session																				
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h. Video is not of Clear/Poor Quality	1000/-																				
i. Video is not available	actual Cost+1000/-																				
9	A lump sum penalty as deemed fit by the Secretary of the Board may be imposed for any other shortcomings or for breach of any of the terms & conditions of tender or/and of the work order .																				



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10	If a videographer/cameraman does not reach to his allotted centre, a penalty to the tune of a minimum of Rs. 2000+ actual cost/expenses of videographer provided by the Center Supdt./Chief Supdt. of the center. will be imposed for each such examination centre or a lump sum penalty as deemed fit by the Secretary of the Board may be imposed.
11	The Secretary of the Board to make deduction as deemed appropriate from the payment bill of the Videographer in case the Videography at the examination centre is found to be less then the prescribed duration of time of Videography.
12	The Board shall not be liable for the safety & security of the systems and manpower provided by the successful tenderer/s for the work assigned. Any sort of damage/loss of any reason whatsoever will not be the responsibility of the Board
13	If the successful tenderer/s discontinues the work at any stage, no payment will be made for the work done and the earnest money as well as performance security shall stand forfeited.
14	The expenditure on account of transportation of systems and manpower to be made available at such examination centre shall be borne by the Successful tenderer/s.
15	The Secretary, Board of School Education Haryana, reserves the right to change the schedule of examination because of administrative reasons. However, intimation of revised schedule will be sent to the successful tenderer/s at least a one week prior to the commencement of examination.
16	Payment shall be released within 45 days after satisfactory completion of work from the date of handing over hard disk without any defects and submission of bills by the Vendor/s.
17	Conditional offer will not be accepted and offer shall remain valid for a period of six months from the closing date of receipt of tender.
18	In the event of any tenderer withdrawing after submitting the tender without sufficient reasons acceptable to the Competent Authority, the earnest money/ performance security will be forfeited. No alteration/modification in the bid after receipt of bids shall be permitted.
19	G.S.T. will be applicable as per central/state govt. rule and regulation.
20	The Secretary, Board of School Education Haryana, Bhiwani reserves the right to accept or reject any or all tenders without any reason whatsoever and allot the work to any other party/parties.
21	All decisions/Orders passed by the Secretary of the Board of School Education Haryana in regard to allotment of work and other issues not specified in these terms & conditions shall be final and binding on the Successful Vendor/s.
22	The tender offer should be accompanied with a copy of terms & conditions duly signed by the authorized representative of the tenderer in token of having accepted the terms & conditions of the tender.
23	Agreement to be executed on a Non-judicial stamp paper of Rs. 100/-
24	In the case of any dispute, the Chairman of the Board of School Education Haryana or his nominee shall act as sole Arbitrator whose decision shall be final and binding on both the parties. All disputes arising under this agreement/tender shall be within the exclusive jurisdiction of Bhiwani court only.



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25	The complete list of the examination Centres will be provided by the Board to the successful bidder(Videographer) for the timely & smooth coverage of the examination activities.
26	If L-1 firm is found incapable of doing the entire work, the competent authority reserve the right to allot the work on L-1 rates/negotiated rates to other parties willing to do the work.
27	The examination centres are all over Haryana & Chandigarh. The Board may add/remove city of examination which will be informed to bidder well in time
28	Recording video mode MPEG and sound mode MP3 will be preferred or recording format should be supported by Microsoft window media player/ VLC player/ Flash player
29	Backup should be in single video (center/shift wise)
30	60% Payment will be made after receiving of Hard Disk & Performa's from centers and balance 40% payment will be made after checking of Hard Disk's Data.
31	Two copies of centre/shift wise data clip are to be made one copy must be submitted to Board office and one copy must be kept by the firm itself for the period of one year.
32	The programme chart for centre/shift wise videography will be made after consulting with conduct branch and special exam cell regarding where and how the videography will be done.
33	If Exam is cancelled/postponed due to any unavoidable circumstances information will be given before 24 hours from date commencement of exam no payment will be made. Thereafter, payment up to a maximum extent of 10% of the total value of the payment or as decided by the Chairman will only be made.

Acceptance of Terms & Conditions

Terms & Conditions enumerated in this form clause No. 1 to 33 have been read by me/us and are acceptable to me/us.

**SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL & COMPLETE ADDRESS**

TEL No.
Mobile No. :
FAX No. :
PAN NO. :
DATE :
PLACE:



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BID OPENING PROCESS

- 1) Technical bids of only those bidders, whose Tender Fee and EMD instruments are found to be in order, will be opened on the date and time of opening of Technical Bid in the presence of the representatives of the bidders who chose to remain present at Board Office.
- 2) The financial Bids of only those Eligible Bidders short-listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time, to be intimated to the eligible Bidders.
- 3) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard conveyed to the successful bidder(s). However, Committee of the Board or office can make any enquiry / seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid would be evaluated on the basis of papers/ documents submitted by the Bidder. No separate representation would be entertained in this regard by the Board.



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TECHNICAL BID

Name and address of the Firm/Company with contact detail:-			
Tel/Mob:		Fax:	Email:
Contact details of the Person authorized to make communication with BSEH.			
Name			
Designation			
Phone/Mobile No.			
Fax No.			
E-mail ID			
Company/Firm Details:-			
Type of Company (PSU, Pub. Ltd/Pvt. Ltd./LLP/ Proprietorship/any other			
Company/Firm Registration No. & Date of registration			
Year of incorporation/ establishment			
PAN No. (Copy to be enclosed)			
GST Registration (Copy to be enclosed)			
ISO Certificate (Copy to be enclosed)			
Balance Sheet		2019-20	2018-19
Gross annual turnover			
Profit/Loss			
Proposed (tentative) manpower to deployed by the bidder			
Quantity of Videography machines available with the agency		Ownership Basis	
		Rental Basis	
Project/ Work Completed		Work 1	Work 2
Name of Project/Work			
Name of Client			
Years of Exeution of the Project			
Project Value			
Remarks, if any			
Volume of Project			



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Detail of E-Tender Fee and Earnest Money Deposit (Scanned Copy Attached).

Note: Following documents must be attached with technical bid

1. Copy of PAN Card.
2. Copy of G.S.T. Registration No.
3. Income Tax Return of last 3 financial year i.e. 2016-17, 2017-18 & 2018-19.
4. The concerned party should have turnover 20 Lac average last 3 financial year i.e. 2017-18, 2018-19 & 2019-20 verified by the chartered accountant.
5. Document of contract executed for work in Central/State Government Offices/PSUs/Autonomous organizations of Government.
6. Bidder should have at least three year experience of videography during past three years i.e. Bidder must furnish declaration on his letter head regarding this.
7. Bidder must submission one satisfactory work completion certificate issued by any Central/State/Govt./Department/PSV/University/Board and any organisation during past three year i.e. 2017-18, 2018-19 & 2019-20.
8. All documents to support technical eligibility must be enclosed duly certified by Authorized signatory.
9. Shop establishment certificate.
10. ISO 9001:2015 OR 27001:2013 certificate.



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Financial Bid

(Rates for Videography of Examination Centres)

*Certified that after going through the above terms & conditions with **scope of work (Section –D) attached, I/We submit our rates.***

Rates per session /double session (Per Centre) exclusive of all taxes for providing systems including required components of the system along with a team of two experienced & trained operators for videography for one examination centre.	Rate for per session Rs.-----
	Rate for double session Rs.-----

1. Rate Should be quoted as exclusive of GST. GST will be applicable as per Central/State Govt. rules and regulations.
2. The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower, if any.

The Terms & Conditions appended with the tender form are acceptable to me/us.

SIGNATURE OF THE TENDERER

WITH OFFICIAL SEAL & COMPLETE ADDRESS



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Dated: 16.10.2020

Date:-----

Place:-----

SECTION- I

Declaration regarding near relationship with BOARD Employee

S/o

R/o

Hereby certify that none of my relative(s) as defined in the Tender/Bid document is employed in BSEH, Bhiwani. In case at any stage, it is found that the information given by me is false/ Incorrect, BOARD shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature:

Name:

Signed in capacity of:

Date:

Declaration

I _____ do hereby declare that our firm/Any Director/MD/partner are not blacklist, debarred or prohibited by Government of India / Government of Haryana or any other state Government/ Union Territory / any other Board / university Authority during last five years. I also declare that no cases, criminal/civil, or enquiries are pending or registered against the firm/Any Director/MD/partner.

Signature Authorized person:



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Website-www.bseh.org.in

Email- asmm@bseh.org.in

BSEH/MM/ 16 /Videography

Dated: 16.10.2020

Name:

Signed in capacity of:

Date:

Date _____

FORWARDING LETTER (SELF DECLARATION FORM)

ANNEXURE – I

(To be submitted by the Bidder's on letter head)

To

Secretary,
Board of School Education Haryana,
Hansi Raod, Bhiwani-127021.

Ref: E-Tender Notice No. _____

Dated- _____

Sir,

This is with reference to above mentioned tender for **VIDEOGRAPHY OF EXAMINATION CENTRES** of the candidates. We hereby submit our proposal along with the necessary documents and we hereby declare that our company is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government /PSU in the country of India.

I _____do hereby declare that ourp; firm/Any Director/MD/partner are not blacklist, debarred or prohibited by Government of India / Government of Haryana or any other state Government/ Union Territory / any other Board / university Authority during last five years. I also declare that no cases, criminal or civil, or enquiries are pending or registered against the firm/Any Director/MD/partner.

Hereby certify that none of my relative(s) as defined in the Tender/Bid document is employed in BSEH, Bhiwani. In case at any stage, it is found that the information given by me is false/ Incorrect, BOARD shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Further, we agree to abide by all the terms and conditions as mentioned in the tender documents. We have also noted that the Board reserves the right to consider / reject any or all bids without assigning any reason thereof.

Date:

Authorized Signatory:

Name:

Designation:

Place:

Company Seal and Signature



BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI.

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Check list of the Videography Tender Documents for HTET Exam-2020

	Particulars	Page	Remarks
1.	E-Tender documents Fees Rs. 2000/-		
2.	Earnest money Rs. 1,00,000/-		
3.	Shop Establish/Firm Registration Certificate		
4.	Copy of PAN Card		
5.	Copy of G.S.T No.		
6.	Copy of ISO Certificate.		
7.	Undertaking Non Black list		
8.	Turnover twenty Lac average of last three financial years i.e. 2017-18, 2018-19 & 2019-20 verified by the chartered accountant.		
9.	Work Completion Certificate.		
10.	Bidder should have atleast last three years experience of videography. Bidder must furnish declaration on his letter head regarding this.		
11.	E-service charge.		
12.	Income tax return of last three financial year i.e. 2016-17, 2017-18, 2018-19.		