

No.3/46/2013-SR
Government of India
Department of Personnel & Training
Staff Selection Commission
(Southern Region)

2nd Floor, EVK Sampath Building
College Road, Chennai-600 006
Dated 2nd July, 2014

To

As per list enclosed.

Sub: Videography Services at venues for written examination of the Combined Graduate Level(Tier-I) Exam, 2013 (Re-examination)to be held on 20th July, 2014 in Double Shifts-regarding.

Sir,

Sealed quotations are invited from reputed and registered agencies for providing Videography Services at venues for written examination of the Combined Graduate Level(Tier-I) Exam, 2013 (Re-examination) to be held on 20th July, 2014 (Sunday)conducted by Staff Selection Commission at Hyderabad and Visakhapatnam Cities in Andhra Pradesh and at Chennai City in Tamil Nadu as per Section-III-D-Schedule of Quantity (Quantum of Work).

2. The Agency fulfilling all the General terms & conditions, Special Terms and Conditions under Videography Services at the exam venues i.e. Scope of the work, eligibility conditions for participating in the bid process, etc. may submit their bids, superscribed as "Videography Services at written exam venues conducted by SSC(SR)" and addressed to the Regional Director, Staff Selection Commission (Southern Region), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai-600006.
3. Offer of the agencies in prescribed format should be all inclusive, including necessary taxes, duties etc. TDS will be deducted as per prevalent rule of Income Tax Act.
4. Price Bid should have a validity of 90 days from closing date for submitting Bid.
5. Approved Rate will be valid for a period of one year form the date of award of work order. During this period, SSC at its discretion has liberty to award work or any part thereof at the same rate approved under this Bidding process.
6. 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.
7. The SSC reserves the right to accept or reject any tender without assigning any reason therefore. Any clarification in the matter may please be obtained from this Office.
8. The willing firms are requested to visit SSC (SR) office at Chennai to clear doubts, if any, regarding the nature and details of work to be done by them, with prior appointment.
9. The sealed quotations in the prescribed format may be submitted latest by 14thJuly, 2014 (3 PM) to Staff Selection Commission (Southern Region), 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai-600006.
10. All Bids will be opened on the same day at 5 PM in the room of Regional Director, Staff Selection Commission (Southern Region), Chennai in the presence of Bidders or their authorized representatives who may like to be present.

Yours faithfully,

(S.Rajalakshmi)
Deputy Director

SECTION-I
General Terms & Conditions

1. The agencies/firms willing to participate must ensure themselves that they have the necessary eligibility/capability to accomplish the task urgently, efficiently and accurately.
2. In case the contracting agencies/firm is not able to accept the contract after it is awarded or if it is not able to perform the work after accepting the contract, it shall be liable to pay damages to the department, to meet any extra expenditure including the extra rate which this Department may have to pay to any other contractor for getting such work done and any other penalties, in addition to forfeiture of security amount.
3. The above act of not undertaking/executing the work allotted would automatically debar the contractor from further dealing with this Department in future.
4. **The bids should be in clear words, categorically mentioning each and every item specifying the rates etc. Any kind of ambiguous/obscure/unclear terms would lead to the firm's bid being dismissed/rejected. There should be no cutting/overwriting in the Quotation/Bid.**
5. The agency/firm should be registered with the appropriate authority of the Government. A copy of valid certificate must be enclosed with the bid failing which quotation will be rejected.
6. The authorized person of the agency should be available on his own direct telephone (office as well as residence) and also on mobile for any assistance.
7. **The agency will furnish to the SSC the full particulars of the personnel deputed by them for carrying out and assisting in the videography, such as name, age, photograph, permanent address, mobile no. etc. one week in advance. The SSC would issue authorization letter to such personnel which they shall carry with them during videography. Agency will also ensure the verification of the antecedents of such personnel.**
7. **Personnel deployed for executing the videography work will also be required to carry identity cards issued by the agency while on work.**
8. The personnel engaged for executing the contract work of videography shall be under direct control and supervision of the agency to whom the contract has been awarded and in all circumstances all acts commission and omissions by these personnel shall be deemed to be the responsibility of the firm to whom the contract has been awarded. The personnel shall comply with oral or written instructions given by any authorized officer of SSC.
9. The agency shall not sub-let the contract without the permission of SSC.
10. The Agency shall be responsible for discipline and conduct of the personnel deployed for executing the work.
11. During subsistence of the contract, SSC shall not be responsible for or liable to pay any monetary liability, compensation, etc. arising out of the contract awarded for the work or otherwise, to the firm or its personnel or third party, other than the amount payable to the agency for services to be provided by it as per contract.
12. The agency will not ask for any enhancement of approved rate during the contract period except for justified reasons under the Minimum Wages rate & statutory Laws and for which the decision of the SSC shall be final.
13. If the agencies fail to provide services to the satisfaction of the SSC, then SSC shall be at liberty to terminate the contract.
14. While submitting quotation/Bid **each page of the Bid documents are to be signed by the authorized representative as a token of acceptance of various terms and conditions mentioned in the Bid Documents.**
15. SSC reserves the right to abandon or terminate the contract at any time without assigning any reason and it shall be free to stipulate additional terms and conditions at any time during the currency of the contract.
16. Price Bid should have a validity of 90 days from closing date for submission of Bid.
2. Approved Rate will be valid for period of one year from the date of award of work order. During this period, SSC at its discretion has liberty to award work or any part thereof at the same rate approved under this Bidding process.
3. 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**
17. All disputes are subject to jurisdiction of Chennai Courts only.

SECTION-II
Special Terms and Conditions of Scope of Work (Videography Services)

1. The general atmosphere at the venue with the candidates entering the main gate and the school/ security staff on duty.
2. Receiving of Question Paper Bags in sealed Bags from Coordinators/District Collectors/Director of Government Examinations by Venue Supervisor.
3. Opening of Seal of the Parcels containing the Question Booklet and its distribution to the invigilators or other officials (for further distribution to the invigilators in the room/hall, as the case may be) along with footage of the Centre supervisor, Inspecting Officials and other staff present in that particular room.
4. Sealing of post exam material (Answer Sheet, Admission Certificate (HQ & Region Copy) by Centre Supervisor in presence of Inspecting Officer/Static Magistrate for each session once exam is over.
5. The invigilators, the Flying Squad and any other official visiting the venue.
6. Each and every candidate present during the Written Examination, venue-wise, Hall wise and preferably in serial order of the ticket no. of the candidates along with their Admit Cards as indicated in subsequent paras.
7. Any other unusual incident which may arise at a particular venue or any other event as per direction of the Venue Supervisor/Inspecting Officers.

While the videographer will have the discretion to employ methods to achieve the desired results as indicated above, certain aspects need to be kept in view.

8. During the Examination, videography at each venue is to be done in each exam room or Hall in increasing order of ticket no so that the videos of the candidates are captured in serial order of their ticket no. A shot of the list of candidates allotted to a particular room should also be taken prior to conducting the videography inside that particular room.
9. During videography, it should be ensured that the full frontal view of the candidate's face is captured. Candidate should be advised to hold their open Admit Cards close to their chest so that their Roll no/ Photo printed on the Admit Card is clearly visible in the video shot.

The Service provider should ensure that_

10. The complete record of the videography, session-wise and venue- wise, should be handed over to the Regional Director/SSC(as the case may be) after completion of the Written Examination in external hard-discs or in DVDs as instructed. Adequate Back-up should be taken and kept in readiness for use, if required.
11. On publication of result, the videos of the selected candidates for the next stage (if applicable) should be segregated in a separate external hard disc. The same is to be aligned later with their video shot during the Next stage. The hard disc/DVDs should be handed over to the Regional Director/SSC. Adequate Back-up should be taken and kept in readiness for use, if required.
12. The videographers engaged for each venue should be experienced and should possess Identity Cards/ Authority Letters signed by the competent authority of Regional Director/SSC.
13. Each candidate must be videographed for a minimum of 3 to 4 seconds.
14. The videos should be of high quality so that the images do not become grainy and fuzzy upon magnification upto 04 times the original image size.
15. The work shall be undertaken as per instructions/guidelines given by the Regional Director SSC from time to time.
16. Bidder has to provide the name of the officials/personnel along with their complete details (Name, Age, Address & Mobile No. etc. as mentioned in Part-I) to the Regional Director (SR) one week in advance for information and vetting and to enable the SSC to issue authorization letter for videography. All such personnel engaged for videography shall also have to submit a 'No Relations Certificate' to the effect that none of their close relatives are appearing in the exam.
17. It shall be the total discretion of the SSC how to engage the Videography teams. The Videography Team may either be stationed at a particular venue or at multiple venues or required to accompany the Flying Squads which make inspections at various venues or the videography team may be required to do videography of distribution of Question paper Bags from the venue of Storage of Bags and thereafter attached to Flying Squad or to a particular Venue. In what so manner the teams are deployed, the payment shall be made on "**shift-wise**" basis as described in the Price Bid document.

SECTION-III

A. Eligibility Condition of the Bidder:

1. Tenderer must have adequate satisfactory experience of managing Videography work or similar nature of works in multiple cities on the same day and time awarded by any Government Agencies.
2. Tenderer is required to provide document in support of their experience of Videography or similar nature of work to the tune of a single order of a minimum of Rs.35000/- (Rupees Thirty Five Thousand only) within the last 03 financial years.
3. Tenderer /Firm must not have been penalized/barred/blacklisted by any Government Agencies.

B. PAYMENTS TERMS

1. The Contractor shall submit bills in duplicate after successful completion of works as per work order within seven day after completion of work.
2. 90 % payment of qualified amount will be made only by Account payee Cheque or through NEFT/RTGS. The SSC will have the right to recover liquidated damages for delay or slow progress or inferior quality of the work from the bills submitted for payment.
3. Remaining 10 % payment will be release only after publication of result and the videos of the selected candidates for the next stage (if applicable) should be segregated in a separate external hard disc/DVD and handed over to SSC. The same is to be linked later with their video shot during the Next stage/tier of exam.
4. TDS will be deducted as per prevalent rule of Income Tax Act.

C. LIST OF DOCUMENTS TO BE SUBMITTED WITH QUOTATION/OFFER/BID

1. Certificate of registration of agencies/firm with appropriate authority as the case may be.
2. Copy of Permanent Account Number (PAN).
3. Self Attested copy of Documents required in support of experience as mentioned under para heading “**Eligibility of the Bidder**” (As in Section-III)
4. **Bidders Profile (As per Section-IV)**
5. **Price Bid/Offer in prescribed format (As per Section-V)**
6. Signed copy of Bid Documents on each page **by the authorized representative as a token of acceptance of terms and condition as mentioned in the Bid documents.**

D. Schedule of Quantity (Quantum of Work)-

S.No	Name of City	No of venue* where Videography is to done as per norms
1)	Hyderabad	63
2)	Visakhapatnam	23
3)	Chennai	51

Note:-* May increase/decrease at the sole discretion of SSC

SECTION-IV

PROFILE OF BIDDER

1. Name of Bidding Agency/Firm (Attach certificate of registration) :
2. Name of proprietor / Director of Agency/Firm
3. Full Address of Reg. Office with Telephone No., FAX No. & E-Mail :
4. Full address of Operating/Branch Office with Telephone No., FAX No. & E-Mail :
5. PAN / GIR/TAN No (Attach Self Attested copy) :
6. Details of available Infrastructure, equipment require in videography with Bidder (Video camera, equipment , human manpower etc) :

7. Self attested copy of experience certificate for the satisfactory execution of work as per requirement in “Eligibility of Bidder” clause. The summary of that can be tabulated in the given format in chronological order:--

SN	Details of client along with Address, contact detail etc	Nature of the work executed	Work value (In Rs.)	Experience certificate for the period from to	
1					
2					
3					

(If the space provided is insufficient, a separate sheet may be attached)

8. Additional information, if any (Attach separate sheet, if required)

Date:

Place:

Signature of authorized person

Name:

Rubber Seal of the Agency

SECTION-V

PRICE BID

Price Bid for Videography Services at venues for written examination conducted by Staff Selection Commission at various Cities in Andhra Pradesh, Tamil Nadu (Venues include the storage points of Question paper Bags).

Shift of Exam	Approx. Timings	Rate per venue of exam inclusive of Transportation, Food & Accommodation Charges of Cameraman and taxes for Videography as per requirement of SSC (irrespective of seating capacity or No. of candidates present)		
			(in Figures)	(in Words)
Double Shifts [Forenoon & Afternoon]	6.30 AM to 5.30 PM	Rate per Venue in Chennai		
		Rate per Venue in Hyderabad		
		Rate per Venue in Visakhapatnam		

NOTE – 1 : Session timings include the time at which the Question paper bags are taken out of the Treasury/Storage point of Question Paper bags, the time at which Question Paper bags are received at the Venue up to the time at which the post exam material are sealed for dispatch after the exam is over.

NOTE – 2: The capacity of the venue or number of candidates would generally range from 144 to 576 registered candidates per Venue for which videography have to be conducted. Seating/Registered capacity means numbers of candidates who have been issued admit card and allowed to take exam at this venue.

Date.....

Place

Signature & Rubber Seal of the Bidder

Name of signing authority