



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110  
All India Institute of Medical Sciences, Rajkot, Gujarat 360110  
A Central Autonomous Body under PMSSY, MoH&FW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)

**Invitation of quotation  
For  
Photography & Videography  
At  
All India Institute of Medical Sciences, Rajkot**

Inquiry No	AIIMS/Rajkot/Admin/Proc/Republic Day/Photography & Videography/ 376
Inquiry Issue Date	15 <sup>th</sup> - January- 2025
Last Date of Submission	22 <sup>nd</sup> - January -2025 at 05:00 PM

**All India Institute of Medical Sciences, Rajkot  
Khanderi, Para Pipaliya, Rajkot, Gujarat, INDIA, 360110  
Email: [dda@aiimsrajkot.edu.in](mailto:dda@aiimsrajkot.edu.in)**



## Invitation of quotation for Supply of Photography and Videography at AIIMS Rajkot

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Rajkot for Supply of Photography & Videography for republic day for the Institute as per terms & conditions mentioned below. The filled quotations along with the entire required document must reach in the office of the undersigned on or before 22-01-2025 05:00 PM. The Envelope containing the quotation would please be sealed and super scribed as under: -

"Quotation for Supply of Photography and Videography Against Inquiry No. AIIMS/Rajkot/Admin/Proc/republic day/Photography & Videography/376" Due On 22.01.2025 05.00 PM"

### Scope of work:

The bidder will do the Photography and Videography on republic day celebration (26 Jan 2025) also he will provide summery video of the entire function.

### Terms & Conditions

1. The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted by Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
2. Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be dropped in "LPC Box" located in Admin Block, First floor, Academic building AIIMS Rajkot-360011.
3. Rates must be quoted in Indian rupees and as per the format specified taxes extra if any must be written separately.
4. Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
5. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
6. The rates quoted must be valid for 60 days from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
7. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
8. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
9. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
  - a. The firm shall have valid GST Registration and PAN.
  - b. **The firm should not be black listed by any Govt. Agency/Dept. (should be Affidavit on Rs.100 stamp paper) (As per Annexure-3)**
10. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
11. **Delivery Period** –Photography and Videography service should be proved by the L1 bidder on Republic Day (26-01-2025).
12. **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.



13. **Payment Terms:** Payment will be only after satisfactorily delivery of Service and after inspection by the AIIMS Rajkot.
14. **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Rajkot with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to the Director, AIIMS Rajkot whose decision will be final and binding upon the contractor.
15. AIIMS, Rajkot reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the AIIMS, Rajkot will be final in this regard.
16. AIIMS, Rajkot reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Rajkot will be final in this regard.

### Special Terms & Conditions

1. Bidder must quote the product as per specification provided in Annexure 1.
2. The supplier may be asked to arranging sample of their items for which rates have been quoted, to the AIIMS Rajkot, if required. The expenditure incurred for demonstrating the items will be borne by the supplier.



  
Off. Administrative Officer  
AIIMS Rajkot

प्रशासनिक अधिकारी  
Administrative Officer  
अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट  
All India Institute of Medical Sciences, Rajkot

Annexure-1  
Requirement of Items.

Sr. No.	Products	Description	Qty.
1.	Photoshoot and Videography for (Approx. 3 hrs)	<ul style="list-style-type: none"><li>• Photoshoot and Video shoot with Highlight of entire function</li><li>• There should be also Drone Photography/ Videography</li></ul>	1



Annexure 2  
(Format of price bid)  
[On the letterhead of firm]

To,  
Executive Director,  
AIIMS, Rajkot.  
Dear Sir,

1. I/We ..... Submitted the quotation for Enquiry No. "Quotation for Supply Photography & Videography at AIIMS Rajkot Against the Inquiry no. "AIIMS/Rajkot/Admin/Proc/Republic day/Photography & Videography/b34" Due On 22.01.2025 05.00 PM at AIIMS Rajkot".
2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
3. I/We hereby offer to supply at the following rates.

Sr. NO	Particular	Unit price (Without GST)	GST%	Total Price (With GST)
1	Photoshoot and Videography for (Approx. 3 hrs) [Photoshoot and Video shoot with Highlight of entire function]			



Annexure 3

AFFIDAVIT FOR NON-BLACK LISTING

(Should be on 100 Rs Stamp Paper)

I \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ owner/partner/proprietor/principal/secretary of M/s \_\_\_\_\_ having \_\_\_\_\_ registered  
office at \_\_\_\_\_ do hereby solemnly affirm and declare the following: -

That our firm/organization/company namely M/s \_\_\_\_\_ has never been black listed by any of  
our client or by any government department and our earnest money deposit (EMD) or  
Performance Security Guarantee (PSG) deposit has never been forfeit by any government  
department/company.

Deponent

Verification

\_\_\_\_\_ on the Date verified at \_\_\_\_\_ that the contents of  
the above affidavit are true and correct to the best of my knowledge and belief.

Deponent

