



NAVSARI AGRICULTURAL UNIVERSITY

Dr. T. R. Ahlawat

PI & NODAL OFFICER

NAU-CAAST, NAHEP

NAVSARI AGRICULTURAL UNIVERSITY

ERU CHAR RASTA, NAVSARI, GUJARAT-396 450

Contact: 02637- 283452

Email: caastnau@gmail.com

NAU/DR/CAAST/ 2024 /2019

Date: 09/12/2019

To,

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Dear Sir/Madam,


Subject: Invitation of quotations for photography and videography works for all Events Under NAHEP-CAAST Sub Project

The Principal Investigator and Nodal Officer, NAHEP-CAAST Sub-Project, Navsari Agricultural University, Navsari invites most competitive quotations in sealed envelope under National Agricultural Higher Education Project (NAHEP) CAAST sub-project entitled “**Establishment of Secondary Agriculture Unit for Skill Development in Students and Farmers at NAU, Navsari**” for below given from reputed sellers.

1. You are invited to submit your most competitive sealed quotation for **photography and videography works for all Events Under NAHEP-CAAST Sub Project**

Particulars	Specifications
1. Photography work per day	
	Digital photography with Editing
Print of Photos (Mat Print)	4x6
	5x7
	6x8
	8x12
2. Videography work per day	
	Videography with Editing and Dubbing
	Preparation of Video DVD

1. The quotation should be as per enclosed terms and conditions forwarded by hand/post/courier on/or before the closing date in the name of Principal Investigator and Nodal Officer, NAHEP-CAAST Sub-Project, Navsari Agricultural University, Navsari – 396 450, Gujarat. **Please mention “Quotation for photography and videography works for all Events under NAHEP-CAAST sub Project (NAU-CAAST)” on the top of the envelope.**
2. Government of India has received a financing from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the National Agricultural Higher Education Project (NAHEP) and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this invitation for quotations is issued.
3. Payments will be done through Cheque/PFMS after receive of **photographs and video DVD** for the same and bill in favour of the billing firm.


**Principal Investigator &
Nodal Officer NAHEP-CAAST
Sub-Project**

Terms and Conditions

1. Bid Price

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable on the Equipment and components shall be included in the total price.
- c) Taxes in connection with the sale shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The prices shall be quoted in Indian Rupees only.
- f) **The quoted Price Shall Stand Valid till 31th March 2020**

2. Each bidder shall submit only one quotation.

3. Validity of Quotation

Quotation shall remain valid for a period not less than 113 days after deadline date specified for submission.

4. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a) are properly signed; and
- b) Conform to the terms and conditions and specifications.

The quotation would be evaluated for all the items together.

Sales tax in connection with sale of goods shall not be taken in to account in evaluation.

5. Award of contract

The purchaser will award the contract to be bidder whose quotation has been determined to be substantially responsive and who has offered the evaluated quotation prices.

5.1 Notwithstanding the above, the Purchaser reserves the right to reject all quotations at any time prior to the award of contract.

5.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

6. Payment shall be made immediately after delivery after goods.

7. Bank Account Details

The Supplier is required to provide the following mentioned information

Name of the Bank and Branch:
Postal Address (with PIN Code):
E-mail and Phone:
Bank Account No:
Account Type:
IFSC Code:

8. All supply above items should be consigned to " The Principal Investigator and Nodal Officer, NAHEP-CAAST Sub-Project, Office of Directorate of Research and Dean PG Studies, Navsari Agricultural University, Near Eru Char Rasta, Navsari-396450 (Gujarat)" by Courier/in Person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at above mentioned address only.
9. Original dispatch documents are to be forwarded by way of recorded delivery i.e. Registered post/Speed post/Courier in the above mentioned address only.
10. Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as photo copy and signed by the supplier concerned, as per institute book purchase rule. Each of the Invoice/Bill of the Vendor/Supplier concerned **must bear the PAN number (i.e Permanent Account Number) and Send Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier,**
11. The bidder is at liberty to be present or authorize a representative to be present at the time of opening of quotation at the time and date as specified in the schedule. The name and address of the representative, who would be attending the opening of the quotation on the bidder's behalf, should be indicated in his/her quotation. Please also state the name and address of the permanent representative, if any.
12. While the purchaser and the vendor shall make every effort to resolve disputes amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the court of law within its jurisdiction at Navsari, Gujarat. The resultant contract will be interpreted under Indian laws.
13. All rights are reserved with the University Authority to accept or reject the Item without assigning any reasons thereof.
14. **You are requested to provide your offer latest by 17:00 hours on 19/12/2019.**
15. **We look forward to receiving your quotations and thank you for your interest in this project.**

Supplier seal & Signature

Letter for Quotation

To,

The Principal Investigator and Nodal Officer
NAHEP-CAAST Sub-Project
O/o Directorate of Research, University Bhavan
Navsari Agricultural University
Eru Char Rasta, Navsari- 396450

Subject: Quotation for photography and videography works for all Events Under NAHEP-CAAST Sub Project

Reference: No. NAU/DR/CAAST/ 2024 /2019 on Dated: 09/12/2019

Dear Sir,

In response to above referred subject, we are submitting our offer for photography and videography work

The details are as under:

1. Name of the bidder:
2. Complete address of the Bidder:

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FORMAT OF QUOTATION

Particulars	Specifications	Comply (Yes/No)	Remark
1. Photography work per day			
	Digital photography with Editing		
Print of Photos (Mat Print)	4x6		
	5x7		
	6x8		
	8x12		
2. Videography work per day			
	Videography with Editing and Dubbing		
	Preparation of Video DVD		

OUR BEST PRICE TO PHOTOGRAPHY AND VIDEOGRAPHY works for all Events under NAHEP-CAAST Sub Project

Particulars	Specifications	Price per unit including Tax (Rs.)
1. Photography work for whole day		
	Digital photography with Editing	
Print of Photos (Mat Print)	4x6	
	5x7	
	6x8	
	8x12	
2. Videography work for whole day		
	Videography with Editing and Dubbing	
	Preparation of Video DVD	
Note: Quoted price should include GST & any other taxes		Total

Gross Total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (Amount in figure) (Rs. amount in words) within the period specified in the Invitation for Quotation.

We also confirm that the normal commercial warrantee/ guarantee of months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier