



# NAVSARI AGRICULTURAL UNIVERSITY

ERU CHAR RASTA, NAVSARI, GUJARAT-396 450

NAVSARI AGRICULTURAL UNIVERSITY

**Dr. T. R. Ahlawat**

PI & NODAL OFFICER

NAU-CAAST, NAHEP

Contact: 02637- 283452

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No. NAU/DR/NAHEP-CAAST/T-4/116/2021

Date: 29/11/2021

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.

**You are invited to submit your most competitive sealed quotation for Photography and Videography works for all events under NAHEP-CAAST sub-project**

Particular	Specification
1. Photography work per day	
<b>Print of Photos (Mat print)</b>	Digital photography with editing
	4×6
	4×7
	6×8
	8×12
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, O/o Directorate of Research, Navsari Agricultural University, Navsari – 396 450, Gujarat. Please mention “Quotation for Photography and Videography works for all events (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 completion of **service of Photography and Videography**
4. We look forward to receiving your quotations and thank you for your interest in this project.
5. **For any Queries contact on 7984114864/9408083819**

  
Principal Investigator & Nodal Officer  
NAHEP-CAAST Sub-Project

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## Terms and Conditions of Quotation/Tender

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 including transportation or delivery charge payable on the **service of Photography and Videography** shall be included in the total quoted price.
  - c) The rates quoted by the bidder shall be fixed for the duration of the contract period and shall not be subject to adjustment on any account.
  - d) The prices shall be quoted in Indian Rupees only.
2. One bidder can submit only one quotation/tender.
3. **Validity of Quotation/Tender**

Quotation/tender shall remain valid up to March 31<sup>st</sup>, 2022 from the date of the submission of bid/quotation.
4. **Evaluation of Quotation/Tender**

The purchaser will evaluate and compare the quotation/tender which are substantially responsive on technical and financial ground *i.e.* which

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

The quotation/tender would be evaluated for all the **items altogether** enlisted in tender document floated by the purchaser.
5. **Award of contract**
  - a) The purchaser will award the contract to bidder whose quotation/bid found most responsive on the basis of technical and financial ground and who has offered the lowest evaluated quotation/bid price.
  - b) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation/bid and to cancel bidding process reject all quotation/tender at any time prior to the award of contract.
  - c) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation/tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.
6. Payment shall be made after successful completion of **service of Photography and Videography** abiding the norms of NAU and NAHEP-World bank.
7. Account Details of the bidders  
**The bidder must provide the following information**
  - Name of the Bank and Branch:
  - Bank Account No:
  - Account Type:
  - IFSC Code:
  - Postal Address (with PIN Code):
  - E-mail and Phone:
8. The original documents/bills/invoice are to be dispatched through any means of recorded delivery *i.e.* Registered post/Speed post/Courier to the address of the purchaser/consignee.
9. Provide the certificate of authorize dealership, if applicable.
10. If the **service of Photography and Videography** found not satisfactory or not as per specifications then the contract will not be accepted under any circumstances.
11. The bidder/Vendor/Supplier concerned must have the **PAN number** (*i.e.* Permanent Account Number). The self-attested Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier should be submitted along with bid/Quotation.
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. ~~The bidder should charge GST (CSGT & SGST) at the rate of 5% of quoted price in the bill as NAU, Navsari is a Government non-profit educational Institution and having DSIR valid Exemption certificate. The certificate will be provided as and when required.~~
14. The bill price inclusive of all taxes CGST/SGST and charges for delivery / transportation if any at the NAU, Navsari; **however CGST/SGST should be mentioned separately in the bill.**

15. NAU, Navsari reserves the right to accept or reject the item/s quoted by the bidder without assigning any reasons thereof.
16. **You are requested to provide your offer on or before 15/12/2021 by 17.00 hrs.**
17. I/we hereby declare that I/we have gone through the terms and condition mentioned in the above tender document and I/we accept above terms and conditions.

**Note: Kindly make note of your materials/items/goods covered under TDS: Yes/No if No please justify.....**  
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**Signature of Supplier  
Seal/Stamp**

## 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/NAHEP-CAAST/T-4/ /2021

Date: 29/11/2021

Dear Sir,

In response to above referred subject, we are submitting our offer for **service of Photography and Videography**. The details are as under:

1. Name of the bidder: .....
2. Complete address of the Bidder: .....
3. Bank Name: .....
4. A/C No: .....
5. Name of Branch: .....
6. IFSC Code: .....
7. PAN Number: .....
8. Account type: .....
9. GSTIN : .....
10. Contact: .....

### FORMAT OF QUOTATION

Particular	Specification	Comply (Yes/No)	Price per Unit (Rs.)	Remarks
<b>1. Photography work per day</b>				
<b>Print of Photos (Mat print)</b>	Digital photography with editing			
	4×6			
	4×7			
	6×8			
	8×12			
<b>2. Videography work per day</b>				
	Videography with editing and dubbing			
	Preparation of video DVD			
<b>Note: Quoted price should include GST and any other charges if applicable</b>				

Gross Total Amount (Including GST): Rs. ....

We agree for service of **Photography and Videography works for all events under NAHEP-CAAST sub-project** 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 hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We hereby accepted Terms and Conditions (Dully sign accepted)

Signature of Supplier  
Seal/Stamp