



AN INSTITUTE OF NATIONAL IMPORTANCE &  
AUTONOMOUS BODY UNDER THE MINISTRY OF CULTURE, GOVT. OF INDIA  
Thiruvanmiyur, Chennai-600041

### Notice Inviting Tender (NIT)

**Kalakshetra Foundation (KF)** invites sealed tender from eligible bidders for the following identified "Name of Work"/"Services".

1	Tender No. & Date	KF/Art festival (December)/2023 dated 17.11.2023
2	Name of the work/Services	Videography and photography services covering Art festival of KF (December 2023) – from 20 <sup>th</sup> Dec 2023 to 1 <sup>st</sup> Jan 2024)13 days
3	Date & Time of tender publication	21.11.2023 14:00 hours
4	Last Date and Time of submission of tender	06.12.2023 Up to 14:00 hrs.
5	Date and Time of opening of Technical Bid	06.12.2023 Up to 16:00 hrs.
6	Date and Time of opening of Financial Bid	Will be intimated later
7	**Estimated cost put to Tender (Approx.)	Rs. 5,00,000/-
8	**Cost of Tender Document	Nil
9	**Earnest Money Deposit(EMD)	Rs 10,000/- (Mode of payment Online)

**Note: \*\*Payments:** All Payments are to be done through e-payment in the account of Kalakshetra Foundation. The details of the Bank account are given in the detailed notification.

Details can be viewed on KF website [www.kalakshetra.in](http://www.kalakshetra.in) OR on Central Public Procurement Portal i.e. <https://eprocure.gov.in/epublish/app>.

The bids may be sent by post to **Kalakshetra Foundation, Thiruvanmiyur, Chennai 600041** or may be dropped in the tender box kept at the Central office of the KF. The Kalakshetra Foundation reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Kalakshetra Foundation decision in this regard will be final and binding on all applicants.

**Director  
Kalakshetra Foundation**



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Thiruvanmiyur, Chennai-600041

**File No. KF/Art festival /2023 - dated 17.11.2023**

**DETAILED NOTIFICATION INVITING TENDER FOR THE  
WORK OF VIDEOGRAPHY AND PHOTOGRAPHY OF 70<sup>th</sup> ANNUAL ART FESTIVAL OF  
KALAKSHETRA FOUNDATION**

1. Kalakshetra Foundation (KF), an institution of national importance functioning as an autonomous institution under the Ministry of Culture, Govt. of India invites tenders from eligible bidders as per details given in the tender document.
2. Tenders are invited from eligible and reputed Chennai based Agencies for hiring of **"videography and photography of events of Art festival of KF"** for 70<sup>th</sup> Annual Art Festival of Kalakshetra Foundation at Kalakshetra Foundation, Thiruvanmiyur, Chennai-600041 for the period w.e.f. 20<sup>st</sup> December 2023 to 1<sup>st</sup> January 2024 – (13 Days). Agencies shall have relevant experience of having provided similar services to Govt., PSUs, and Ministries. The agency will also cover the Opening & Closing Ceremony.
3. The tenders are invited into two parts, i.e., Qualifying/Technical Bid and Financial Bid. The Qualifying/Technical Bid should be consisting of all technical details along with commercial terms and conditions as per the proforma at **Annexure-I**. The financial bid in proforma at **Annexure-II**.
4. The Qualifying/Technical Bid and Financial Bid in the prescribed format shall be submitted in two separate envelopes mentioning **"Technical Bid / Financial Bid for the work of videography and photography of 70<sup>th</sup> Annual Art Festival of Kalakshetra Foundation"** on or before 06.12.2023 till 14.00 hrs. Bids received late will not be considered.
5. The financial bid shall be considered, only if an agency qualifies in the technical bid.
6. The Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai-600041 reserves the right to accept or reject any & all bids/tender/quotation(s) without assigning any reason(s) thereof. No bidder shall have any cause of action or claim against the Kalakshetra Foundation for rejection of his bid/tender/quotation.

**A. SCOPE OF WORK**

- The current requirement of "videography and photography of events of Art Festival of KF" is for all the events including Press Conference, Opening Ceremony and Closing Ceremony of the 70<sup>th</sup> Annual art Festival to be held from 20<sup>th</sup> December 2023 to 1<sup>st</sup> of January 2024 – (13 Days) at the campus of Kalakshetra Foundation.
- The selected agency will record with 3 HD cameras / editing/mixing with titles / subtitles / captions and Audio-Visual Events of 70<sup>th</sup> Annual art Festival of Kalakshetra Foundation.
- The work/period may be extended depending on the requirements of Kalakshetra Foundation.

## **Task & responsibilities:**

### **Pre-Event:**

- There shall be two trials for every event initially one on 3 days before the starting of event day and one with full rehearsal at least one day before the event or as planned by KF.
- The entire setup shall be made operational one day before the commencement of event at the event auditoriums. But the Core Team with one Project Leader shall start working prior to everyday program so that they can interact with Festival Coordinator to edit matters of each day event and to run the event smoothly.
- Test check to be conducted every day at least 2 hours prior to the event starting time at the auditorium.
- The Selected agency shall be responsible for creating a safe pathway for any /all cabling at the event venue. It is expected that the doors at the entrance, exit green rooms or access to the stage are kept clear from all cables and as such no cabling & cable ramps shall be used on the floor at this location of the building.
- The video recording and photography shall be done as per the instructions of the KF nodal officer and shall not be stored in any form in any type of devices outside KF office unless consented by KF.
- The agency should carry own video cameras, cables & patches and all other materials required for the work and shall connect with Kalakshetra Foundation's engaged HD cameras on the auditorium if any.

### **During the Event**

- The agency shall shoot the events with 3 cameras (front, left and right)
- Audio out may be taken from the mixer output or some time from the camera mic.
- Kalakshetra Foundation logo should be added on videography
- Videography production should be of full HD - 1920x1080.
- At the end of each event, data along with required reports, shall be made available within 1 day to the KF in a Hard disk for later retrieval and usage as necessary.

### **Post-Event**

- The recordings of the events are important assets to KF and equally important for viewers also. The recording of the Video and archiving and making it available in digital media/hard disk for later on viewing the live video, intuitively is the last aspect of event covered.
- Once the videography is complete, the agency shall edit the video as per the instructions of KF for Noise suppression or unwanted clips recorded during the event so as to improve the recorded video for easier viewing.
- The agency must keep the recording of the footage of the complete event minimum for two months. The bidder will have to submit the recording of the original footage of the complete event and separately, videography and audio data in a hard disk for which Kalakshetra Foundation will pay for the hard disk only.

### **Delivery of Services by the agency**

- Set-up the locations/venues appropriately for the event in consultation with KF
- Check for lighting at the venue and advise suitable for HD recording Record audio as direct feed (should not contain echo or ambient noise)
- Record the events in audio-video format (in HD quality)
- Take still pictures (in RAW format) of the events, Edit still pictures and audio/video in consultation with KF and convert in various appropriate formats (for print etc.)
- Arrange for own transport to the event locations and food, drinks, and accommodation for production crew members
- Set up all necessary equipment (laptops, camera, wires etc.) in the premises of KF to conduct events
- To provide the video recording of each event to the KF on same day.
- Availability at short notice (24 hours);
- Bidder shall provide a dedicated relationship manager for KF.

### **Ownership and Content Rights**

- The Licensed and/or copyrighted data shall be governed by the terms and conditions identified in the Contract and KF shall have full rights.
- The ownership and content rights shall be reserved and shall be of KF. The recorded content shall be stored with password protected and with protection from editing or tailoring by any other party/agency/person. The agency shall ensure that the contents are not put to monetize by any agency/channel used to broadcast the events.
- To avoid any social media links to have control of KF event the agency shall help in ensuring that the event do not cover any violation of copyright law. This shall be done during dry run/test trials before the event goes live. In view of this a backup copy of the video content shall also be kept in another location in consultation with KF and with its access control provided to KF.
- Photos/ Digital Images/ Clippings should not be passed on to any agency/persons without the permission from KF.

### **B. Eligibility conditions**

1. The agency should have two experience (work order / completion certificate to be enclosed) of providing videography and photography services of the events with Govt. Organizations, PSUs since last three calendar years.
2. Out of the above, the agency should have minimum two similar experience of providing videography and photography services with the technical specifications mentioned in the scope of work preferably for Carnatic Music / Dance Drama with Music
3. The bidder should not have been declared blacklisted by PSUs/Govt. Organizations.
4. The agency should have at least a turnover of not less than 10 Lacs per annum during the last three financial years.

5. Should have PAN and GST registration.
6. Bidder is required to forward the documents required in Technical bid duly self-certified, stamped and paginated, incomplete documents liable to be rejected without assigning any reason.
7. The bidder should sign and stamp each page of tender document as a token of acceptance of the terms & conditions contained therein and submit the same along with the bid.
8. At least one member of the crew should be having relevant technical qualification in the various fields preferably in videography of live Dance Drama production as coordinator.
9. All the documents should be paginated with index giving all the details with page no

**C. EARNEST MONEY DEPOSIT: -**

1. Proof of online Payment of Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) shall be kept in the envelope containing the tender documents which is to be attached with tender at the time of submitting.
2. The EMD shall remain deposited with the KALAKSHETRA FOUNDATION during the period of validity of the offer, i.e., maximum period of 90 calendar days from the date of opening of tender.
3. No interest shall be paid by KALAKSHETRA FOUNDATION on the EMD for the above said period.

**D. PERFORMANCE SECURITY: -**

1. The successful bidders will have to submit performance security to ensure due performance of Contract to an amount of Rs. 25,000/- (Rupees Twenty five Thousand only) in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial bank / Bank Guarantee from a commercial bank in the name of the Kalakshetra Foundation, Thiruvanmiyur, Chennai-600041, Chennai.
2. The performance security should be valid for a period of 30 days beyond the date of completion of the Contract obligation.
3. If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by the Kalakshetra Foundation, the tender will be rejected and the EMD shall be forfeited by Kalakshetra Foundation.

**E. EVALUATION OF BIDS: -**

1. The Kalakshetra Foundation reserves the right to select the bidder based on best possible bids received. The decision of the Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any bidder to bring pressure of any kind may disqualify the bidder for the present quotation/tender and the bidder may be liable to be debarred from bidding for quotations in future for a period of three years.

2. The evaluation of the technical bid will be done by the committee based on the documents furnished by the bidder.
3. The bidders whose technical bids were qualified, will have to give a demo/presentation (about 30 minutes) of their work experience in the USB format for viewing before the designated committee.
4. The financial bids of those bidders whose demo/presentation are found satisfactory by the designated committee, will be opened and evaluated by the evaluation committee and the lowest quote will be selected for the contract.

#### **F. SCHEDULE OF SUBMISSION OF QUOTATION**

1. Time and last date of submission of bid/quotation documents:**06.12.2023 till 14.00 hrs**
2. Procedure for submitting the bids: Two bid system (Technical & Financial).

#### **G. GENERAL CONDITIONS OF THE CONTRACT**

1. Kalakshetra Foundation, Thiruvanimiyur, Chennai-600041 does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tender. Tender in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
2. Canvassing whether directly or indirectly, in connection with the quotation is strictly prohibited and the quotations submitted by the Contractors who resort to canvassing will be liable to rejection.
3. Kalakshetra Foundation will have no liability whatsoever concerning the persons deployed by the bidder during the hiring of videography and photography Service.
4. The bidder shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him during rendering the services under the agreement. No claim will be entertained by Kalakshetra Foundation.
5. The Bidder shall at their cost take necessary insurance cover in respect of his employee(s) and other persons employed or engaged in connection with the process of rendering the services job.
6. Bidder shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of the Kalakshetra Foundation. The Contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/ furniture/ fitting/ equipment by the workers of the Contractor shall be got rectified by the Contractor at his own risk or will be deducted from contractor's bill.
7. Kalakshetra Foundation is an Institution of National Importance, therefore, the works are to be carried out as per norms/standards and in such a manner that all premises always look neat & clean.
8. **The rates should be inclusive of all charges except GST which should be quoted extra.**
9. For any accident occurred during the working period at Kalakshetra Foundation, the Kalakshetra Foundation will not hold any responsibility. Any damage made to any property of the Kalakshetra Foundation has to be re-stored in good condition by the Firm without any extra cost.

10. The complete system should be of standard brand /quality and weatherproof and the maintenance system will be the complete responsibility of the bidder.
11. The bidder will have to make a pre-event-demonstration of the coverage of the event to the satisfaction of concerned authorities of Kalakshetra Foundation.
12. Payment will be made after the completion of the event for which the quotation is invited, submitting the GST invoice, within 15 days.
13. Income tax and TDS on GST as applicable will be deducted while making payment to bidder
14. In case, the service is not found satisfactory. The Contract may be terminated without assigning any reason at any stage.

#### **H. DISPUTE RESOLUTION**

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, decision of the Director, Kalakshetra Foundation will be final and binding on both parties.

#### **I. VALIDITY**

The Quotation shall be valid for the scope of work as mentioned in the documents. However, the work/period may be extended re-scheduled depending on the requirements of Kalakshetra Foundation.

#### **J. INTELLECTUAL PROPERTY RIGHT:**

Kalakshetra Foundation will hold the Copyright, Trade Rights and Intellectual Property rights and it may be used for further research and teaching purpose, publicity, marketing, branding, product positioning.

#### **K. INDEMNITY CLAUSE**

The Agency shall indemnify the Kalakshetra Foundation for any injury or loss or damage caused to Kalakshetra Foundation on account of any infringement of copyright of another person or persons or on account of any defamatory or otherwise injurious matter contained in the produced video.

#### **L. BANK ACCOUNT DETAILS**

KF's Bank account details for remittance of EMD amount are as under,

**Name of the Bank: INDIAN BANK (Thiruvanmiyur Branch)**

**Account No.: 443596609, IFSC: IDIB000T044**

**ANNEXURE I**  
**(To be kept duly signed in Envelope 1 - Qualifying/Technical Bid)**  
**QUALIFYING/TECHNICAL BID**

BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS DULY SELF-CERTIFIED, STAMPED.: -

S. No.	Description of item	
1.	Page Index (Serialized Bid Pages)	
2.	Name address and Introduction of the firm	
3.	Name, contact number & email address of the representative of the firm	
4.	Work experience of the bidder i.e. similar experience (work order and completion certificate) of providing videography and photography of the events with Govt. Organizations, PSUs since last three calendar years. (Refer <b>Annexure A</b> )	
5.	Earnest Money Deposit receipt (or) EMD Exemption Sought certificate)	
6.	Audit Certificate/ ITR showing a turnover of not less than 10 Lacs per annum during the last three financial years. (Refer <b>Annexure B</b> )	
7.	Authorized Person of the Company (Refer <b>Annexure C</b> )	
8.	GST Number & copy of registration certificate to be attached	
9.	PAN no., copy to be attached	
10.	Bank Account Details i) Name of the Bank ii) Name of the Account Holder iii) Account Number iv) IFSC code of the Bank	
11.	Undertaking/certificate on letter head that the firm has not been declared blacklisted by PSUs/Govt. Organizations. (Refer <b>Annexure D</b> )	

Signature of the Bidder with date

Date: .....

Place:.....

(Name of the Firm/Agency and stamp)



## Annexure II

### (To be kept duly signed in Envelope 2 - Financial Bid)

#### **FINANCIAL BID**

BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS DULY SELF-CERTIFIED, STAMPED.: -

<b>S. No.</b>	<b>Description/Particulars</b>	<b>Amount inclusive of all charges for per day event (Rs.)</b>
1.	Name, address, contact number & email address of the firm	
2.	Professional videography and photography for event of 2 to 5 hours per day  <b>Rates includes the following works</b> <ul style="list-style-type: none"><li>• Professional videography with minimum 3 Full HD i.e. 1920x1080 cameras</li><li>• Professional photographer services</li><li>• Professional audio recording and mixing, editing with captions of the audio video footage</li><li>• Acquiring all required facilities and manpower for the aforesaid works.</li></ul>	
3.	Submission of hard disk -4 TB containing data in mp4 format	

Note: **GST will be paid extra as applicable.**

The agency must keep the recording of the footage of the complete event minimum for two months. If required, the agency have to submit the recording of the footage of the complete event along with the all data in a hard disk - 4 TB – (Back up plus portable storage) to Kalakshetra Foundation.

Signature of the Bidder with date

Date: .....

Place:.....

(Name of the Firm/Agency and stamp)

## Annexure-A

### SECTION II: PROFORMA FOR PERFORMANCE STATEMENT

S. No.	Orders placed by (Full address of Organization)	Order No. and Date	Description	Value of Order	Date of completion of work	Remarks
1.	1	2	3	4	5	6
2.						
3.						
4.						
5.						
6.						
7.						

Signature of authorized person with date

Full Name:

Date: .....

Place:.....

(Name of the Firm/Agency and stamp)

## Annexure-B

### Format for submitting Annual Turnover information

#### Total turnover of the bidder during the last 3 years

Financial year	Turnover (Rs. in Lakhs)
2019-20	
2020-21	
2021-22	

Signature of authorized person with date

Full Name:

Date: .....

Place:.....

(Name of the Firm/Agency and stamp)

**Annexure- C  
DECLARATION**

I, \_\_\_\_\_ Son/ Daughter/ Wife of Shri.  
\_\_\_\_\_ Proprietor/ Director of  
\_\_\_\_\_ authorized signatory of the Company, mentioned

above, is competent to sign this declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides prosecution under existing laws.

Signature of authorized person with date

Full Name:

Date: .....

Place:.....

(Name of the Firm/Agency and stamp)

**Annexure- D  
LETTER OF UNDERTAKING**

(in the letterhead of the company)

**TO WHOMSOEVER IT MAY CONCERN**

This is to confirm neither our company nor any of our firms have been blacklisted by any Govt. Organization/PSUs, or have ever defaulted in payment of any statutory dues and compliances and have not been involved in any legal case, either in past and at present.

This is further to confirm that there are no pending investigations, litigations or proceedings affecting our firm/company that may have a material adverse effect on our business condition (financial or otherwise) or our ability to perform the obligations proposed to be contemplated.

Signature of authorized person with date

Full Name:

Date: .....

Place:.....

(Name of the Firm/Agency and stamp)

## **DISCLAIMER**

The information contained in this NIT document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this NIT and such other terms and conditions subject to which such information is provided.

This NIT is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this NIT is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this NIT.

This NIT includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Agency. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This NIT may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this NIT.

The assumptions, assessments, statements and information contained in this NIT, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this NIT and obtain independent advice from appropriate sources.

Information provided in this NIT to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative for any interpretation or opinion on the law expressed herein. The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this NIT or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the NIT and any assessment, assumption, statement or information contained therein or deemed to form part of this NIT or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this NIT. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this NIT. The issue of this NIT does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be,

for the Agency and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and cancel the entire bidding process.

The Applicant shall bear all the costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

**Director  
Kalakshetra Foundation**