

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong-793018

Website: www.iimshillong.ac.in

EOI No: V1-1601/10/2022-SPO/24-25/O3

Dated 15 July 2024



Expression of Interest
for the
empanelment of agencies for providing Photography/
Videography services

Address To:

Chief Administrative Officer
Indian Institute of Management Shillong
Umsawli
Shillong – 793018

INDEX

Section	Description	Page no
1	Detailed Notice Inviting EOI	3
2	General Terms and Conditions	4
3	EOI Submission	5
4	Background	5
5	Scope of Work	5
6	Period of Assignment	6
7	Eligibility Criteria	7
8	EOI Evaluation Process	7
9	Annexure – I Index Compliance Sheet	7
10	Annexure – II Details of the Agency	9
11	Annexure – III Bid Compliance Sheet	10
12	Annexure – IV Details of Experience	11
13	Annexure – V Presentation Requirements	12
14	Annexure – VI Self Declaration of Non-Blacklisting	13
15	Annexure – VII Bidder’s Details	14

DETAILED NOTICE INVITING EXPRESSION OF INTEREST

EOI is invited on behalf of Director, IIM Shillong from eligible, experienced agencies/ vendors for empanelment of agencies for providing Photography and Videography services

EOI No	
Name and Location of Work	EOI for empanelment of agencies for providing Photography and Videography services
Date of Publishing in Institute's website	15 July 2024 at 17: 00 hrs
EOI Queries should reach by	Latest by 26 July 2024 till 17:00 Hrs. EOI queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to spo@iimshillong.ac.in
Last Date and Time for receipts of EOI	31 July 2024 till 15.00 Hrs
Date and Time for opening of EOI	31 July 2024 at 15.30 Hrs
Qualifying process	<ol style="list-style-type: none">1. The bidders must satisfy all the eligibility criteria2. Bidder must demonstrate capability to deliver as per the expectation of the Institute (to be demonstrated through a presentation)
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308070 Email: spo@iimshillong.ac.in

Sd/-
Chief Administrative Officer
IIM Shillong

1. GENERAL TERMS & CONDITIONS:

1.1 INSTRUCTIONS TO BIDDERS

- 1) EOI document: One set of EOI documents is to be submitted. Bidder shall download the EOI documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the EOI along with their offer letter.

2. EOI submission:

- 2.0.2 Bidders must submit their documents by the time and date mentioned in the Notice Inviting e-EOI within stipulated time. Bidder may go through the given special instruction before participation in e-EOI.
- 2.0.3 Bidder may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the Store & Purchase Officer, IIM Shillong (Email: spo@iimshillong.ac.in)

2.1 EOI requirement

- 2.1.1 The technical bids will be opened by a committee duly constituted for the purpose at the time and date as specified in the EOI document. All required documents against Notice Inviting EOI documents need to be submitted as per checklist at Annexure II by the bidders. The same will be evaluated for technical evaluation and the result of technical bid evaluation will be displayed in the Institute's website in which can be seen by all bidders who participated in the EOI.
- 2.1.2 It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works/ supply/ service within the schedule and meeting the other requirements listed in the EOI document. Failure to do so may result in disqualification of the EOI.

2.2 BACKGROUND:

IIM Shillong was established as the seventh Indian Institute of Management of the country during 2007 by Government of India. It is involved in the following activities:

- 2.2.1 Running degree programs – Post Graduate Program (PGP) in Management, Post Graduate Program for Executives (PGPEX), Post Graduate Program for Working Executives (PGPWE)
- 2.2.2 Running doctoral programs – Doctoral Program in Management, and Doctoral Program in Management for Working Professionals
- 2.2.3 Running other short-term programs, Management development programs, Certificate programs, etc.
- 2.2.4 Helping entrepreneurs to develop through its IIMS Foundation for Incubation and Enterprises
- 2.2.5 Helping the local community to enhance their employability through the Centre for Development of North Eastern Region (CeDNER)

- 2.2.6 Helping the governments in the region with cross functional research and data for policy development through the Dr. APJ Abdul Kalam Centre for Policy Research and Analysis

3. Scope of Work and Deliverables:

Given the above activities, the Institute desires to have Institute Photography/ Videography Services for its programs, centres, and its other programs, achievements, and miscellaneous activities. The scope of work will include:

3.1 Institute Photography/ Videography

- Capture high-quality images/ videos as per the requirement of the Institute, like official events, visits of dignitaries, still objects, buildings, etc. This might require services of one or more personnel, depending on the type of assignment.
- Capture high-quality images of locations like Shillong city, tourist spots, golf course, life at Shillong, etc.
- Capture photographs of individuals for placement brochures, program brochures, website, social media, etc.

3.2 Technical Requirements:

- Utilize state-of-the-art equipment including Drones to capture photography/ videography assignments in 4K resolution.

3.3 Delivery:

- Deliver soft copies of photos/ videos to concerned officials via email / pen drive etc. on the same/next day of the event, including edited versions of the same.
- In case of Photos and Videos the vendor should provide selected photos and videos duly edited portraying various features of the event concerned.
- The vendor should keep the Raw files of photos and videos for 15 days from the date of event, within which the institute may ask for certain selected ones.

3.4 Editing only services:

- Editing that includes colour correction, sound, voice-over, etc. on existing videos/ photos to be provided within stipulated time to the concerned department.

4 Period of assignment:

- The period of the empanelment will be initially for two years, which can be extended for 2 more years based on satisfactory performance of the concerned agency.

5 ELIGIBILITY CRITERIA:

- The bidder should be registered as a Company as per the Companies act. Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this and if it is a partnership firm, a certified copy of the Partnership Deed.
- The Agency should have PAN Number and GST Registration.

6. EOI EVALUATION PROCESS:

- 6.1 Interested creative agencies should submit comprehensive proposals that include.
- 6.1.1 Previous experience in photography and videography for educational institutions/ other institutions/organizations/ corporations, etc.
 - 6.1.2 Creative portfolio showcasing relevant work.
- 6.2 The submitted EOI will be opened by a Committee duly constituted for this purpose. The proposals (complete in all respects) received will be opened as mentioned at “EOI Schedule” in the presence of the Agency’s representative if available. Only one representative will be allowed to participate in the Proposal opening and evaluation process, subject to the submission of a valid authorization letter.
- 6.3 The Agencies may depute their authorized representatives to remain present during the Proposal opening process subject to the submission of a valid authorization letter in the name of the representative to attend the Proposal opening process.
- 6.4 In case the day of the opening of proposals is declared as a Public Holiday or there is non-functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.
- 6.5 Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- 6.6 IIM Shillong reserves the right to reject any application without assigning any reason.
- 6.7 IIM Shillong reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the EOI Document without assigning any reason thereof.
- 6.8 The decision of Competent Authority, IIM Shillong will be final in all matters relating.
- 6.9 Presentation for empanelment of agencies :
- 6.9.1 A Separate online meeting for presentation will be conducted through online platform as decided by IIM Shillong, to assess the competence of the bidders. (Annexure IV)
 - 6.9.2 The presentation will be the part of evaluation of bids and the date for the presentation will be declared later on, after the opening of bids. The link to online meeting for presentation will be shared with only those bidders, whose bid/application would have been received by the closing time and date as indicated in the beginning of this document.
 - 6.9.3 Maximum of two representatives per bidder will be permitted to attend online meeting for presentation, subject to the submission of valid authorization letter.
 - 6.9.4 Basis Presentation and satisfying all criteria as mentioned in Annexures V, the agencies will be shortlisted for empanelment.

6.9.5 This is a process of empanelment and does not assure any work to the empanelled agency.

6.10 Evaluation of empanelled agencies for allocation of work:

- The empaneled agencies will be given the details of various expected requirements, and will be requested to share their rates for those various tasks; the rates submitted should be valid for 180 days (6 months).
- The shortlisted agency with the lowest price bid will be awarded the work.

Name, Signature and Seal of Authorized Signatory of Agency

ANNEXURE-I
INDEX COMPLIANCE SHEET
(To be submitted on the letterhead of the Agency/ Firm)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1	Details of the Agency As per Annexure – II				
2	Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.				
3	Copy of GST Registration Certificate.				
4	Proof of Income / Turnover to claim the eligibility related to Turn Over (CA Certificate)				
5	Bid Compliance Sheet Annexure – III				
6	Proof of Experience: PO/ WO/ Agreement/ Experience Certificate/ Performance certificate from the clients.				
7	Bidder details as per Annexure-V				
8	Duly signed and stamped of the entire EOI document along with its addendum/corrigendum, if any				
9	All other documents, as required to claim eligibility				

Place:
Date:

(Signature with stamp of the Agency)

ANNEXURE-II

Expression of Interest for the empanelment of agencies for providing
Photography and Videography services

Details of the Company

(To be submitted on the letterhead of the Agency/ Firm)

**Copies of all supporting documents duly signed and stamped by the Agency in support of
below particulars must be attached along with this checklist**

1	Name of the Agency (In Block Letters)	
2	Registered Office Address (With telephone no. & email address)	
3	Status of the organization : Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company	
4	Year of incorporation /constitution of agency	
5	PAN No.	
6	GST No.	
7	Authorized Signatory Details	Name: Designation: Mobile No: Email:
8	Details of Contact Person Other than Authorized Signatory:	Name: Designation: Mobile No: Email:
9	Total No. of Year of Similar Experience Details of work experience (as per Annexure-IV) in support of Experience related eligibility criteria.	
10	Annual Business turnover for last three financial years, duly certified by the Chartered Accountant	FY 2019-20: Rs FY 2020-21: Rs FY 2022-23: Rs
11	Volume of business revenue during the last two years	
12	Total number of employees	
13	Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation.	
14	Any other information	

Verification:

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Shillong, if it deems fit.

Note:

- 1) Please enclose all supporting documents.
- 2) If documents are not included in the application, the bid will be automatically rejected.

Signature of authorized signatory Name:

Seal:

ANNEXURE – III

BID COMPLIANCE SHEET

Expression of Interest for the empanelment of agencies for providing photography and Videography services

Details of the Company

(To be submitted on the letterhead of the Agency/ Firm)

SL No	Description	Yes	No
01	Whether the bidder has a minimum of Five (05) years of experience in the field of photography and videography.		
02	Whether the bidder has experience of successful execution of at least 02 (two) contracts of photography and videography of events from reputed organisations like IIMs/ IITs/ PSUs/government organizations/ Ministry/ Corporates, etc		
04	Whether the bidder can provide on-location photography and videography services that includes campus or other destinations, involving one or more personnel, as per the requirements of the institute		
05	Whether the bidder can deliver soft copies of photos/ videos to concerned officials via email / pen drive etc. on the same/next day of the event, including edited versions of the same.		
06	Whether the bidder is capable of utilizing state-of-the-art equipment including Drones to capture photography/ videography assignments in 4K resolution.		
07	Whether the bidder has a proven record of client satisfaction through the submission of testimonials.		

Note: The firm should provide the contact information (i.e., names of two contact persons, phone number, email address, URL of the company) of clients that IIM Shillong may contact in order to obtain the required information.

Signature of Agency

**ANNEXURE – IV
DETAILS OF EXPERIENCE**

(To be submitted on the letterhead of the Agency)

Expression of Interest for the empanelment of agencies for providing photography and Videography services

Sr. No	Name of the organization/ Institute where goods /services were provided with	Value of the contract in INR	Duration of contract		Total years of experience (YY/MM)	Copy of contract along with the performance report
	Name of Contact Person, Contact No. & email id.		From (MM/YYYY)	To (MM/YYYY)		(Yes/No)
1						
2						
3						
4						
5						
6						
7						
8						

Add more line if required

Note:

- Agencies are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Agencies may add row / rows in the above format, if No of organizations / Institutions are more or mayadd additional sheet also.
- The firm should provide the contact information (i.e., names of two contact persons, phone number, email address, URL of the company) of clients that IIM Shillong may contact in order to obtain the required information.

Signature of Agency

Name:

Designation:

Organization

Name:

Contact No.:

Annexure V
Presentation Requirements

Expression of Interest for the empanelment of agencies for providing photography and Videography services

Details of the Company

(To be submitted on the letterhead of the Agency/ Firm)

S.no	Particulars to be evaluated in the Presentation	Yes/ No
1	Whether the portfolio of the bidder demonstrated aligns with the requirements and objectives of the Institute.	
2	Whether the bidder has demonstrated relevant experience in photography and videography of educational institutions/ other institutions/corporates/ PSUs/ Govt, etc	
3	Whether the bidder demonstrated, the quality of the photos and videos in the portfolio, including processing and editing, is as per the expected standards of the institute.	
4	Whether the bidder has demonstrated technical capabilities (the capability of post-production, Image and video editing, VFX, animation, etc.)	
5	Whether the bidder has demonstrated its competency in capturing high-quality photos and videos as per the requirement of the Institute based on presentation and previous works	

ANNEXURE-VI
SELF-DECLARATION ABOUT NON-BLACK-LISTING
(To be submitted on the letterhead of the Agency/ Firm)

To
Chief Administrative Officer,
Indian Institute of
Management Shillong

Date:

Subject: Self Declaration About Non-Black-Listing

Sir,

In response to EOI under reference, I/ We hereby declare that presently our firm/ agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of Proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the proposal if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the Agency)

Annexure VI
BIDDER's DETAILS

	Name of the Firm/Agency	
	Full address with Pin code, Telephone No/Mobile No.E-mail. Address Telephone/ Mobile no.: Email id:	
	Name & Designation of Contact Persons Name Designation Telephone/ Mobile no.: Email id:	
	Registration Details for Constitution of the Firm/Agency (if any) (Attached copy)	
	Nature of Business:	
	a. GSTIN:	
	b. PAN:	
	Bank Account Particulars: Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque)	

Signature of the bidder with seal

