

Administration of  
Dadra and Nagar Haveli U.T.  
(Department of Information & Publicity)  
Silvassa - 396 230  
Telefax : 0260 - 2640460

No. IP/DNH/101(15)/Photo/148/2015

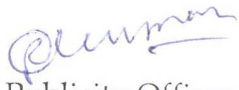
Dt. 14 / 3 / 2018

### LIMITED TENDER NOTICE (2<sup>nd</sup> call)

Sealed quotation are hereby invited by the undersigned from the photo studio agencies for carrying out the photography / videography work during the year **2018-19** for the Government programme / function / celebration / VVIP / VIP visits and other programme arranged by the U. T. Administration of Dadra & Nagar Haveli in the enclosed schedule overleaf so as to reach to the undersigned on or before **21 / 03 / 2018** up to **15.00** hours by R.P.AD./ Courier Service subject to terms and conditions mentioned blow.

#### Terms and conditions :

1. The agency has to attend each and every programme as per the instruction from the Information and Publicity Department.
2. The agency has to reach at the site of the programme at his own vehicle, risk and cost within scheduled time as per the instruction from Information and Publicity Department. The Information and Publicity Department will not be responsible for providing of vehicle.
3. The delivery of the color photographs with album / DVD should reach to the Information and Publicity Department within 3(three) days on completion of programme/function. However, black and white photographs should reach on the same day for press release. The agency shall provide soft copies of photos to the department whenever required.
4. The Earnest Money Deposit for Rs.2,500/- (Two thousand five hundred only) in form of **Fixed Deposit Receipt** from any National / Scheduled Bank in favour of 'Chief Publicity Officer, D.& N.H., Silvassa should be enclosed with the quotation. Quotation without EMD will not be entertained and liable for rejection.
5. The Administration reserved his right to accept or reject any or all quotation without assigning any reason thereof.

  
Chief Publicity Officer  
Dadra and Nagar Haveli  
Silvassa


Copy fd.w.cs.to all Head of Office, D&NH., Silvassa for wide publicity,  
Copy to studio owners in Silvassa.

Note: For more information and limited tender schedule please check  
[www.dnh.nic.in](http://www.dnh.nic.in)

## SCHEDULE OF WORK

Sr. No.	Name of work	Unit	Rate
1.	Color photograph size 4" x 6" <ul style="list-style-type: none"> <li>• For first copy</li> <li>• For extra copies</li> </ul>	One One	----- -----
2.	Passport size color photographs <ul style="list-style-type: none"> <li>• For first copy</li> <li>• For extra copies</li> <li>• Extra copy pasting of number / date.</li> </ul>	Eight Eight Two	----- ----- -----
3.	Instant Passport size color photographs <ul style="list-style-type: none"> <li>• For first copy</li> <li>• For extra copies</li> </ul>	Eight Eight	----- -----
4.	Video recording with DVD Extra copy of DVD recording	One One	----- -----
5.	Supply of blank D.V.D.	One	-----
6.	Supply of album - size 6"x4" for 40 photos 52     " 80     " 120    " 150    " 200    " 250    " 300    "	One	----- ----- ----- ----- ----- ----- -----

*I/We am/are bound to fulfill all the conditions mentioned in the quotation Notice and will work as per terms and conditions.*

  
 Chief Publicity Officer  
 Dadra and Nagar Haveli  
 Silvassa  
*(Signature of quotation inviting officer)*

*(Signature of the agency with rubber stamp)*