

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

No. IP/DNH/101(15)/Photo/298 /2019

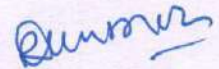
Dt.21 /06/2019

QUOTATION NOTICE

Sealed quotation are hereby invited by the undersigned from the photo studio agencies for carrying out the photography / videography work during the year 2019-20 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 27/06/2019 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 in their 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 the vehicle.
3. The delivery of the colour photographs with album / DVD / Pendrive should reach to the Information and Publicity Department within a day on completion of programme/function. However, black and white photographs should reach on the same day for press release. The backup copy of the same must be stored with the agency.
4. The Earnest Money Deposit for Rs.2,500/- (Two thousand five hundred only) in form of Fixed Deposit Receipt from any Nationalised / 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.

SCHEDULE OF WORK

Sr. No.	Name of work	Unit	Rate
1.	Colour photograph size 4" x 6"		
	<ul style="list-style-type: none"> • For first copy • For extra copies 	One One	----- -----
2.	Passport size colour photographs		
	<ul style="list-style-type: none"> • For first copy • For extra copies • Extra copy pasting of number / date. 	Eight Eight Two	----- ----- -----
	Instant Passport size colour photographs		
3.	<ul style="list-style-type: none"> • For first copy • For extra copies 	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" x 4" for 40 photos		----- ----- ----- ----- ----- ----- -----
	54 "	One	-----
	82 "		-----
	122 "		-----
	152 "		-----
	202 "		-----
	252 "		-----
300 "	-----		

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

(Signature of the agency with rubber stamp)

Quamal

Chief Publicity Officer
Dadra and Nagar Haveli
Silvassa

(Signature of quotation inviting officer)