

ADMINISTRATION OF
DADRA AND NAGAR HAVELI, U.T.
(INFORMATION AND PUBLICITY DEPARTMENT)
Silvassa-396230
e-mail : pub-dnh@nic.in

No.IP/DNH/Media Cell/2018-19/518

Dt. 23/10/2019

QUOTATION NOTICE


Sealed Quotations are invited on behalf of the President of India by Chief Publicity Officer, Information & Publicity Department, DNH, Silvassa from individual/organization/agency to provide professional photographer, videographer, technical persons and Gujarati/Hindi/English typist for supporting Media Cell in the Secretariat, Silvassa to assist the exchange of Information between Hon'ble Administrator Secretariat's and Media in general. The individual/organization/agency is deployed for one year from the date of appointment.

The quotation in sealed cover duly super scribed "Professional Agency for Media Cell" should reach to this office of the Chief Publicity Officer, Information & Publicity Department, DNH, Silvassa on or before **30.10.2019 upto 12.00hrs** by courier and the same will be opened on the same day at **15.30 hrs**, if possible before the Selection Committee and in the presence of Professional agencies/representative of tenderers, if any.

The Chief Publicity Officer, Information & Publicity Department, DNH, Silvassa reserves rights to accept or reject any in part or whole without assigning any reason.

Terms and conditions :

1. The agency has to attend each and every programme as per the instruction from the office of the Hon'ble Administrator, DNH UT.
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 instructions. The UT Administration will not be responsible for providing the vehicle.
3. The delivery of the photographs, video in Pendrive should reach to the office of the Hon'ble Administrator, DNH UT and copy to Information and Publicity Department same day on completion of programme/function along with Press note for its release. The backup copy of the same must be stored with the agency.
4. The Earnest Money Deposit for Rs.4,500/- (Four thousand five hundred only) in form of EMD/DD from any Nationalised / Scheduled Bank in favour of 'Chief Publicity Officer, D.& N.H., Silvassa' should be enclosed with the quotation. Quotation without EMD/DD will not be entertained and is liable for rejection.
5. The Chief Publicity Officer reserve his right to accept or reject any or all quotation without assigning any reason thereof.


Chief Publicity Officer,
Dadra & Nagar Haveli,
Silvassa

Copy to :

1. All Head of Offices, DNH
2. Assistant Director, IT, Secretariat with request to upload the same on the official website of UT Administration of Dadra & Nagar Haveli for wide Publicity.