

**NTPC Limited**  
**(A Government of India Enterprise)**  
**EOC Noida Office**  
**NOTICE INVITING TENDER (NIT)**  
**FOR**

**Contract for Empanelment of Specialized Corporate Photographers for 2 years.**  
**[Domestic Competitive Bidding]**

**NIT No:**

**Date: 03/08/2023**

**1.0** NTPC invites on-line bids from eligible Bidders for aforesaid package, as per the scope of work briefly mentioned herein after:

**2.0 Brief Details**

NIT No.	<b>9900263033</b>
NIT Date	<b>03/08/2023,</b>
Tender ID	<b>2023_NTPC_78218_1</b>
Tender Reference	<b>NTPC/EOC/9900263033</b>
Document Sale Commencement Date & Time	<b>03/08/2023, 18:30 Hrs (IST)</b>
Source of NIT	<b>Delhi &amp; Noida Office (HR-Contract)</b>
Contract Classification	<b>Service</b>
Last Date and Time for Bid submission	<b>10/08/2023, 14:00 Hrs (IST)</b>
Technical Bid Opening Date & Time	<b>11/08/2023, 14:30 Hrs (IST)</b>
Price Bid Opening Date & Time	<b>To be intimated later</b>
Cost of Bidding Documents in INR	<b>1125/-</b>
EMD / Bid Security in INR	<b>50,000/-</b>
Pre-Bid Conference Date & Time (if any)	<b>Not Applicable</b>
Reverse Auction	<b>Not Applicable</b>

**3.0** The bidding document is available online. A complete set of Bidding Documents may be downloaded by any interested Bidder from the NTPC tender website <https://eprocurentpc.nic.in>.

The Bidder would be required to register in the website. First time users are required to register themselves on NTPC tender website after filling up the required details. Users whose email address has not been linked to a vendor code allotted by NTPC/ first time users not allotted any vendor code by NTPC, should send a copy of the registration details to the e-mail address specified in this NIT under Address for Communication with following details at least three working days prior to Technical Opening Date:

- i. Request on the letter head of the Company
- ii. Copy of GST Registration
- iii. Copy of PAN no.
- iv. Email ID and Contact No.
- v. Name and Designation of the contact person

vi. Cancelled cheque & EFT form duly verified by bank.

Note: Format of EFT (Electronic Fund Transfer) is attached along with bidding documents

**4.0 Brief Scope of Work and other Specific details:**

Empanelment of Specialized Corporate Photographers for Photography and videography for 02 years.

**5.0 Downloading / Issuance of bidding documents to any bidder shall not construe that bidder is considered qualified.**

6.0 ‘Class-I local suppliers’ and ‘~~Class-II local suppliers~~’ only are eligible to participate in this tender, as defined in the bidding documents/ Public Procurement (Preference to Make in India), Order 2017 and its subsequent amendments/ revisions issued by DPIIT. The bidders may apprise themselves of the relevant provisions of bidding documents in this regard before submission of their bids.

Any ‘Bidder from a country which shares a land border with India’, as specified in the Bidding Documents, will be eligible to bid in this tender only if bidder is registered with the Competent Authority as mentioned in the Bidding Documents.

**7.0 Qualifying Requirements for Bidders:**

7.1 (A) The bidder should have executed /completed rendering Industrial/ Corporate Photography Services in Government/ Semi Government /PSU / Private institutes / Private organizations/ Private company in the preceding seven (7) years in India prior to the date of bid opening.

(B) The bidder should have been empaneled at least for two (02) years with any one (01) Maharatna/Navratna PSUs in the preceding 7 years in India prior to the date of bid opening.

7.2 The average annual turnover of the bidder, in the preceding three (3) financial years prior to the date of bid opening shall not be less than Rs.3.00 Lakh

Note:

(a)While computing the turnover other income shall not be considered.

(b)In cases where audited results for the last financial year prior to the date of bid opening are not available, the financial results certified by a practicing Chartered Accountant shall be considered acceptable. In case, bidder is not able to submit the certificate from practicing Chartered Accountant certifying its financial parameters, the audited results of three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further a certificate would be required from the CEO/CFO as per the format enclosed in the bidding documents stating that the financial results of the company are under audit as on the date of bid opening and the certificate from the practicing Chartered Accountant certifying the financial parameters is not available.

- 7.3** Bidder should have minimum professional photography training with certification from a recognized/affiliated institute and documentary evidence in this regard to be submitted.
- 7.4** Bidder should be a member of any photographic society/association in india and documentary evidence such as Membership Card etc. to be submitted.
- 8.0** NTPC reserves the right to reject any or all bids or cancel / withdraw the Notice Inviting Tender [NIT] for the subject package without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.

**9.0** Address for Communication:

AGM (HR-C&P) NTPC LTD., 1st Floor, EOC, Plot No. A-8A, Sector 24, NOIDA (UP), India-201 301. Phone: 0120 - 2410561, 0120-3776188, Email: skjambhale@ntpc.co.in.	Deputy Manager (HR-C&P) NTPC LTD., 1st Floor, EOC, Plot No. A-8A, Sector 24, NOIDA (UP), India-201 301. Phone: 0120- 4948112 Email: achyutroy@ntpc.co.in.
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