

Government of Tripura
State Mission Management Unit
Tripura Rural Livelihood Mission
Rural Development Department
Bholagiri, Bholananda palli
Agartala, Tripura (West)

No.F.5(30)/RD/TRLM /2019/3120-23

Dated, Agartala 14/08/2020

Notice Inviting Quotation


Sealed quotations are hereby invited for “**Capturing of High Resolution Images of products/ produced by Women Self Help Group (SHG) and preparation of digital catalogue**” under Tripura Rural Livelihood Mission (TRLM) and the product details/information. Quotation will be received in the SMMU up to 3:00 PM on 20/08/2020 in the office of the Chief Executive Officer, TRLM (Kunjaban, Near Bholagiri Ashram, opposite of EPF office) and shall be opened on the same day at 3:30 PM., if possible while the bidders or their authorised representatives may like to remain present. The requirement specification of the said “**Capturing of High Resolution Images of products/ produced of Self Help Group (SHG) with related information and Images of SHG artisan/farmers**” is enclosed at Annexure-I.

Terms & Condition are given below:

1. The bidders must be registered legal entity like an Agency/Firm/Institution/Company/Joint venture/ Cooperative Society/Proprietary firm/firm registered under Udyog Aadhar with valid GST, PAN card etc. Documents in the form of Certificate of incorporation/ registration in support of this are to be provided.
2. Bidder should not be blacklisted by any central/state Government Department/agency regarding quality compromise or any other reason as on closing date of tender.
3. The proposal should be submitted in sealed envelope with the required documents mentioned in the requirement specification (Annexure-I).
4. An earnest money (EMD) amounting to **Rs. 5000/-** (Five Thousand only) in the form of Deposit at call or Draft drawn in favour of “**Tripura Rural Livelihood Mission Society**” payable at Agartala from any Nationalized bank/ Tripura Gramin Bank/Tripura State Cooperative Bank shall be submitted along with the sealed quotation. The said earnest money will be converted to security money for successful bidders who would be offered the work and will be refunded only after successful execution of the work. For others earnest money will be refunded.
5. Bidder's have to submit self attested copy of valid PAN Card, GSTN, and Trade License.
6. Bidders should have at least 1 (one) years of experience in professional photography, self declaration need to be submitted in this regards.
7. For movement in the filed the transportation facility shall be managed by the bidder for the assigned no of days.
8. Bidder in whose favour the work order will be issued will have to capture the images of at least 200-250 SHG products from various parts of Tripura covering 8 districts and a digital catalogue to be prepared. Products shall be selected by the District Mission Management Unit of TRLM. At District/ Block level, one TRLM official will be assigned along with the selected bidder for selection of place for capturing the images and information. The selected bidder has to complete the assigned work within 20 days after receiving the work order.

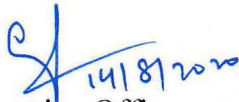
8

9. After capturing the photos, the catalogue to be prepared with price, product description, SHG description with contract details.
10. The bidder has to submit the 1st draft within 20 days of assigning work order.
11. Within 25 days, a digital catalogue 200-250 product has to be submitted along with 25 hard copies. All raw and edited photos essentially in PNG (**Portable Networks Graphics**) formats of the catalogue to be given to the TRLM in a pen drive.
12. All documents relating to the bid shall be in the English Language only.
13. Bidder is liable to preserve the information and should not disclose to other Officials /Depts./Agencies other than TRLM.
14. The copyright of the photos and catalogue shall remain with TRLM only.
15. The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency/Individual Service Provider.
16. Rate should be inclusive of all Taxes as applicable.
17. Rate should be quoted both digit and words.
18. Applicable taxes shall be recovered from the bill.
19. No Quotation would be entertained if it does not reach this office within the stipulated date and time. Quotation through mail/fax shall not be accepted. Bidder has to submit the documents in hard copies as mentioned above.
20. The bidder who will fulfil all the above mentioned criteria will be eligible for the bid. Selection will be based on the L1 (Lowest one) basis.
21. The undersign reserves the right to accept or reject any quotation including the lowest one without assigning any reason.
22. All disputes lie within the jurisdiction of Agartala only.


(Vikas Singh, IAS)
Chief Executive Officer
(Additional Secretary, RD)
Tripura Rural Livelihood Mission

Copy to:

1. M/s..... for information & necessary action.
2. The Director, Information & Technology with a request to arrange display the notice in the website of Tripura State Portal (www.tripura.gov.in) and Rural Development Department (www.rural.tripura.gov.in)
3. Notice board, SMMU. TRLM, Agartala.
4. The Director, Department of ICA for information. He is requested to arrange for publication of the said notice in 3 (three) leading local daily newspaper.

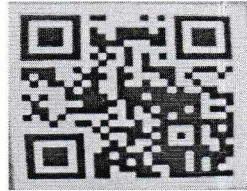

Chief Executive Officer
(Additional Secretary, RD)
Tripura Rural Livelihood Mission

Sl.	Deliverables	Features
1	Filed visit for capturing the images of SHG's products/produced and SHG artisans/farmers	Various parts of Tripura under 8 districts (Block level), as identified by TRLM block level official/officials.
2	Specification for the Camera and images resolution	Full frame DSLR camera (Sony, Canon, Nikkon) with minimum 25 mega pixel image.
3	Support to successful bidder	<ol style="list-style-type: none"> 1. Successful Bidders shall be oriented by SMMU about the concept & understanding for image capturing and other related information before heading to the field. 2. From Block level, TRLM official/Officials shall be assisting to the bidder to locate the selected SHGs at GP/VC level.
4	Information to be submitted along with the images of SHG's products/produced and SHG artisans/farmers	<p>Successful bidder have to provide following information along with the product images:</p> <ol style="list-style-type: none"> 1. Name of product: 2. High resolution photo of the product 3. High resolution photo of the Artisan 4. Details of the product and artisan side by side. 5. Photo editing with colour correction. 6. Photo format – Portable Networks Graphics (PNG) only. 7. Digital Catalogue with front and back design. 8. Approx 70-80 pages (Pages may increase or decrease) 9. Details required about the product. <ul style="list-style-type: none"> -Name of the product -Material used -Uses of the product. -Price of the product. -Contact details for purchase -Product price: -Availability of the product 10. Details required for SHG Artisan/Farmer: <ul style="list-style-type: none"> -Name of the artisan/ Farmer: -Name of SHG: -Name of the village -Name of the Block -Name of the District
5	Completion of the work	The successful bidder has to submit the soft copies of images and required information through digital catalogue. Bidder has to submit the same at Office of the Chef Executive Officer, TRLM (Kunjaban, Near Bholagiri Ashram, opposite of EPF office) within the stipulated time mentioned above.

8

Annexure-I

Notice Inviting Quotation for “Capturing of High Resolution Images of products/ produced of Self Help Group (SHG) with related information and Images of SHG artisan/farmers”



TRLM Barcode:

1. Name & Address of the bidder:
2. PAN:
3. GST reg. No:
4. Contact No:
5. Quoted rate:

Sl.	Particular	Quantity	Rate without GST	Rate with GST
1	Capturing of High Resolution Images of products/ produced of Self Help Group (SHG) with related information and Images of concerned SHG artisan/farmers	Minimum 200-250 nos. images & information of SHG product/produced and 200-250 nos. images of the concerned SHG artisan/farmers from each district (for 8 districts & 29 blocks of Tripura) need to capture		

Total amount is words (without GST):

Total amount is words (Including GST):

I have gone through the terms & conditions stipulated in the quotation notice and agree to capture & deliver High Resolution Images of products/ produced of Self Help Group (SHG) with related information and Images of concerned SHG artisan/farmers to Tripura Rural Livelihood Mission and as per the rates mentioned under the item no 5 above, abiding all terms & condition.

Place:

Date:

Signature with seal