

# ASSAM PUBLIC SERVICE COMMISSION

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No.241PSC/Sty-10/2016-2017(Vol.-II),

Dated Guwahati, the 22<sup>nd</sup> Dec./2021.

## **NOTICE INVITING TENDER**

Sealed Tenders affixing court fee stamp of Rs.8.25 are invited from the reputed agency/firms having requisite qualification and experienced to have worked with Govt. Department and credibility regarding video recording & still photography for hiring of movie camera with cameraman for the Assam Public Service Commission for coverage of various Interview/Exam. Programmes as and when required. The Tender will be received by the undersigned up to **3.00 P.M. of 12<sup>th</sup> January/2022** and will be opened on the same day in presence of the bidders or their authorized representative.

### **SPECIFICATION**

<b><i>Sl. No.</i></b>	<b><i>Requirement</i></b>	<b><i>Rate per Cameraman ( per day)</i></b>
1.	Digital Video Camera HDR/HD Format recording	

The Tender cum purchase committee has reserves the right to accept or reject any/all the Tender without assigning any reason thereof.

For details of tender and further updates please visit [www.apsc.nic.in](http://www.apsc.nic.in).

Sd/-  
Secretary,  
Assam Public Service Commission  
Jawaharnagar, Khanapara, Guwahati-22..

## **Details of Notice inviting Tender**

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### **TERMS AND CONDITIONS :**

1. The firm must be registered in Assam.
2. The firm should have at least 03(three) years experience in the field with any Govt. Department or PSU. Copy of experience certificate should be submitted.
3. Upto date documents relating to income tax, GST and trade license should be submitted.
4. The Video camera should be HD quality and the videography should be of HD quality.
5. The Videographer with Camera shall be the responsibility of the firm.
6. Hiring rate per day should be quoted separately.
7. The rates quoted should be inclusive of all taxes.
8. Availability of manpower and camera should be clearly stated in a declaration.
9. The contract period will initially for one year from the date of issue of work order which can be extended for another year depending on satisfactory performance and subject to prevailing the same rates and terms & conditions.
- 10. An EMD of Rs. 10,000/- (Ten thousand) in the form of Demand Draft in favour of the Secretary, APSC, Khanapara, Guwahati-22 to be submitted along with the tender documents.** No interest would be payable by the Assam Public Service Commission on the earnest money deposited, which will be refunded to the unsuccessful bidders after awarding of the service contract to the successful bidder.
11. Tenders without EMD will be rejected.
12. The selected firm will have to sign an agreement with the authority.
13. The required number of videographer will be decided by the Commission according to the requirements of the commission at the time of Interview/Exams.
14. One Videographer against one venue.
15. The Videographer along with the Videocamera should be readily available for 365 days. (as when called for).
16. The rate offered by the firms should be quoted in the specification given with this tender.

### **The tender must be accompanied by the following:-**

1. Income Tax Return for last 3 years.
2. GST Registration Certificate.
3. Up to date trade license.
4. Experience certificate along with work order for last 3(three) years.
5. EMD of Rupees 10,000/-
6. PAN Card.

7. Balance sheet for last 3 years.
8. Available Manpower and nos. of Videocameras with the firm in a self declaration.

**Specifiacion of Works:**

- APSC will place order specifying date and time of examination/interview to the selected Firm/Party not later than three days before such examination/interview.
- The concerned Firm/ Party shall be responsible for all man and material. The transportation cost will be born by the firm/ Party. The Firm/ Party will commit that extreme confidentiality will be maintained and there will be no breach of trust.
- The Firm/ Party will engage experienced videographer to cover the entire stretch of the examination/interview process. One person cannot be engaged in more than one venue.
- The videographer on duty will be issued an identity proof by the concerned firm/ Party .The firm/ Party will inform to the APSC in writing the names of the persons assigned duty against each venue as per order of the commission well ahead of time.
- On the day of assignment, the videographer will report to the Supervisor or authorized person at least 30 minutes before the assignment commences.
- The videographer will hand over the footage of the event to the Supervisor or authorized person of the Commission in a pen drive or in any specified form immediately after the assigned job is over.
- The videographer will sign an undertaking after handing over the footage that he/she has not copied nor retained any material or data of the event with him/her.
- The videographer will obtain a signature of the centre Supervisor/officer on duty on the duty report which shall be submitted with the bills.
- In case anyone is found violating the confidentiality involved in the process, the concerned Firm/ Party will be blacklisted and prosecution will be initiated against the offender for breach of trust.
- While recording an interview, no mobile phone will be allowed inside the Interview room.
- The Commission will make payment to the concerned Firm/ Party on completed work within shortest possible time after submission of bills for payment.

The tender cum purchase committee reserves the right to accept or reject any/all the tenders without assigning any reason thereof. The Assam Public Service Commission neither binds itself to accept the lowest rate of Tenders nor does it undertake to assign reasons for the decision taken.

Sd/-  
Secretary,  
Assam Public Service Commission  
Jawaharnagar,Khanapara,Guwahati-22.

**Specification of Quoted Rate**

<b>Sl. No.</b>	<b>Requirement</b>	<b>Rate per Cameraman (per day)</b>
1.	Digital Video Camera HDR/HD Format recording with cameraman	