

Terms and Conditions for Inviting Tender for Videography and Photography

1. General Terms

- 1.1. The tender is for providing videography and photography services for the 25th-anniversary celebrations of IKM.
- 1.2. The event must be covered professionally to meet the following deliverables:
 - High-quality video production for social media platforms.
 - Full event recording using a multi-camera setup.
 - Outdoor display of the event via live-feed suitable for TV screens.
 - Comprehensive photography covering the program and candid moments.
- 1.3. Only experienced and qualified vendors specializing in event videography and photography will be considered.

2. Scope of Work

2.1. Videography Requirements:

- Multi-camera setup to capture the entire event from multiple angles.
- Real-time streaming and provision of a live feed to outdoor TV displays.
- High-definition video editing, including title cards, subtitles, and transitions for online publishing.

Deliverables:

- Full event video (HD and 4K formats).
- Highlight reel (3-5 minutes) for social media platforms.

2.2. Photography Requirements:

- Coverage of the entire event, including all key moments and dignitaries.
- Candid photography capturing informal interactions and behind-the-scenes moments.
- Delivery of edited high-resolution images in digital format.

2.3. Additional Requirements:

- Ensure sound recording of high clarity synchronized with the video.
- Provision of all raw footage and unedited images along with the final deliverables.

3. Eligibility Criteria

3.1. The bidder must be a registered entity with valid GST registration and PAN number.

3.2. The bidder must have a minimum of 3 years of experience in event videography and photography, with a portfolio of similar assignments.

3.3. Bidders must submit:

A company profile and credentials.

Examples of previous work, especially covering events of similar scale.

References from past clients.

3.4. The bidder must not have been blacklisted by any government or private organization.

4. Submission Requirements

4.1. The bid must include:

Technical Proposal:

Understanding of the scope and approach to delivering the project.

Details of the equipment to be used (cameras, lenses, audio equipment, etc.).

Timeline for post-event deliverables.

Financial Proposal:

Detailed cost breakdown for videography and photography services, including taxes.

Additional costs for any optional services (if applicable).

4.2. Bids must be submitted in sealed envelopes before 11-12-2024. Late submissions will not be entertained.

5. Evaluation Criteria

5.1. Bids will be evaluated based on:

Technical Evaluation (70% weightage):

Quality of previous work.

Approach and understanding of project requirements.

Proposed equipment and team capabilities.

Financial Evaluation (30% weightage):

Cost-effectiveness and adherence to budget constraints.

5.2. Only bids scoring a minimum of 60% in the technical evaluation will qualify for financial evaluation.

6. Payment Terms

6.1. Payments will be made in the following stages:

40% after successful coverage of the event.

60% upon delivery of all finalized outputs.

6.2. Taxes will be deducted at source as per government regulations.

7. Timelines

7.1. Event Coverage: Full videography and photography coverage on the event day.

7.2. Post-Event Deliverables:

Edited videos and images to be submitted within 5 days of the event.

Highlight video for social media within 2 days of the event.

8. Intellectual Property Rights

8.1. All deliverables, including raw footage, edited videos, and images, will be the exclusive property of IKM.

8.2. The service provider shall not use or share the content without prior written approval from IKM.

9. Confidentiality

9.1. The vendor must maintain confidentiality of all content and information related to the event.

9.2. Any breach of confidentiality will result in termination of the contract and legal action.

10. Penalties for Non-Compliance

10.1. Delays in deliverables beyond the agreed timeline without prior approval will attract a penalty of 2% of the contract value per day, up to a maximum of 10%.

10.2. Substandard or incomplete work will result in deductions from the final payment or cancellation of the contract.

11. Termination Clause

11.1. IKM reserves the right to terminate the contract in the following scenarios:

Non-compliance with the terms and conditions.

Failure to deliver satisfactory work.

Delay in service delivery without valid justification.

12. Dispute Resolution

12.1. Any disputes arising from this tender will be resolved amicably through mutual discussions.

12.2. If unresolved, disputes will be subject to arbitration under the jurisdiction of courts in Thiruvananthapuram

13. Additional Conditions

13.1. IKM reserves the right to accept or reject any or all bids without providing reasons.

13.2. Amendments, if any, to the tender document will be communicated to all bidders.

13.3. Submission of the bid implies acceptance of all terms and conditions stated herein.

**Documentation and Video Team
25th Anniversary Celebrations
Information Kerala Mission**