



भारतीय राष्ट्रीय विज्ञान अकादमी

बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110 002
www.insaindia.res.in

निविदा आमंत्रण सूचना (एनआईटी) (सीमित निविदा)

विषय: अकादमी के कार्यक्रमों को कवर करने के लिए रेट कान्ट्रैक्ट के तहत स्टील फोटोग्राफी और विडिओ कवरेज की सेवाएं प्रदान करने का अनुबंध हेतु।

एकल बोली प्रणाली के अंतर्गत उपर्युक्त विषय के लिए पंजीकृत, प्रतिष्ठित, वित्तीय रूप से मजबूत, सेवा प्रदाता सीमित निविदा जांच के माध्यम से मुहरबंद निविदाएं आमंत्रित की जाती हैं।

निविदा के साथ ग्राहकों की सूची संलग्न होनी चाहिए। साथ ही, किए गए कार्य के प्रमाणस्वरूप सरकारी विभागों (केंद्र एवं राज्य), स्वायत्त संस्थानों/संगठनों, अर्ध-सरकारी विभागों तथा कॉर्पोरेट क्षेत्र जैसे बहुराष्ट्रीय कंपनियों (MNCs), प्रतिष्ठित होटलों, विश्वविद्यालयों, संस्थानों इत्यादि के साथ किए गए कार्य अनुबंधों की प्रतियां भी संलग्न की जानी चाहिए।

निबंधन और शर्तों सहित निविदा दस्तावेज (अप्रतिदेय/ अहस्तांतरणीय) दिनांक **08.07.2026** को अपराह्न 6:00 बजे से सीपीपी पोर्टल और इन्सा वेबसाइट <http://insaindia.res.in> से डाउनलोड किया जा सकता है। विधिवत् भरे हुए निविदा दस्तावेजों को जमा करने की अंतिम तिथि **24.07.2026** को अपराह्न 5:00 बजे तक है। निविदाएँ दिनांक **27.07.2026** को अपराह्न 03:30 बजे इन्सा में सक्षम प्राधिकारी द्वारा नियुक्त एक स्थायी समिति द्वारा खोली जाएँगी। अकादमी बिना कोई कारण बताए किसी एक अथवा सभी निविदाओं को रद्द करने का अधिकार अपने पास सुरक्षित रखती है।

उप कार्यकारी निदेशक-1 (वित्त एवम् प्रशासन)



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

www.insaindia.res.in

NOTICE INVITING TENDER (NIT) **(Limited Tender)**

Subject: Contract for providing the services of still photography & video coverage under rate contract to cover the events of the Academy.

Sealed tenders through limited tender enquiry are invited from registered, reputed financially sound, service provider for the subject mentioned above under Single Bid System.

The Tender should accompany the client list along with the proof of work contract(s) with Govt. departments (Central & States), Autonomous institutions/ organizations, Semi-Govt. departments and corporate sector i.e. MNCs, reputed hotels, Universities, Institutions etc.

The tender documents (Non-returnable/ non-transferable) with terms and conditions can be downloaded from CPP portal and INSA website <http://insaindia.res.in> also from **08.07.2026 at 6:00 pm** onwards. The last date for submission of the duly filled up tender documents is **24.07.2026 till 5:00 pm**. The tenders shall be opened by a standing committee appointed by the competent authority on **27.07.2026 at 03:30 pm** at INSA. The Academy reserves the right to reject or accept any or all the tenders without assigning any reason thereof.

Deputy Executive Director-I (F&A)



INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002

Limited Tender

No.: INSA/Estate/Photography/2026-27/

Dated: 8th July, 2026

To

[M/s

.....

.....

.....

.....]

Subject: Annual service contract for providing the services of photography and video coverage under Rate Contract to cover the events of the Academy.

Dear Sir,

The Academy intends to invite the tender in sealed cover in single bid system from reputed firms/agencies for annual contract for providing the services of photography and video coverage under Rate Contract to cover the events of the Academy for a period of 1(One) + 2(Two) i.e. the contract period shall be initially for a period of one year, which shall be further extendable for two years on yearly basis with the mutual consent of both the parties on the basis of same terms & conditions and 5% increase on tendered rates, if the Academy is satisfied with the services provided by the party in previous tenure.

The Tender should accompany the cliental list along with the proof of work contract(s) with Govt. departments (Central & States), Autonomous institutions/ organizations, Semi-Govt. departments and corporate sector i.e. MNCs, reputed hotels, Universities, Institutions etc.

The tender will be available on INSA website and CPP Portal by 08.07.2026 w.e.f. 18:00 Hrs. The undersigned may be contacted for any query or information in the office hours on any working day. The last date for submission of tender is 24th July, 2026 till 05:00 pm. The tender must be submitted invariably on or before 24th July, 2026 till 05:00 pm. The tender received after last date and time will be rejected by the Academy.

The envelope of tender must be super-scribed "Tender for service contract for providing the services of photography and video coverage under Rate Contract at INSA".

Thanking you!

Yours truly,

(B. K. Rajput)

Assistant Executive Director - II (Estate)

Encl:

- Terms & Conditions
- Quotation Sheet



INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi-110002

QUOTATION SHEET (FINANCIAL BID)

Subject: Annual service contract for providing the services of photography and video coverage under Rate Contract to cover the events of the Academy.

S.N.	Description of Work	Quoted Rates (In both figure & words)
1.	Still photography up to 4 Hours with Pen Drive of appropriate size and of reputed make (such as SanDisk or equivalent)	Rs...../- Per event
2.	Still photography up to 8 Hours with Pen Drive of appropriate size and of reputed make (such as SanDisk or equivalent)	Rs...../- Per event
3.	Video recording up to 4 Hours with Pen Drive of appropriate size and of reputed make (such as SanDisk or equivalent) and video output with cable and tripod for streaming (If required).	Rs...../- Per event
4.	Video recording for 8 Hours with Pen Drive of appropriate size and of reputed make (such as SanDisk or equivalent) and video output with cable and tripod for streaming (If required).	Rs...../- Per event
5.	Second copy of photographs/video recording with Pen Drive 16GB of appropriate size 32 GB and reputed make 64 GB (such as SanDisk or equivalent) 128 GB	Rs...../- Each Rs...../- Each Rs...../- Each Rs...../- Each
7.	GST (if applicable)	@.....%

(Signature of Authorized Person
with seal of firm/agency)

INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi - 110002

GENERAL TERMS & CONDITIONS:

1. The approved lowest rates for providing the services of still photography & video recording will be valid for period of one (1) year. This contract can be for a period of 1(One) + 2(Two) years i.e. the contract period shall be initially for a period of one year, which shall be further extendable for two years on yearly basis with the mutual consent of both the parties on the basis of same terms & conditions and 5% increase on tendered rates, if the Academy is satisfied with the services provided by the party in previous tenure.
2. The firm should quote the rate of each item in appropriate column in tender form/quotation sheet/financial part in figures as well as in words. Kindly quote the item rate and GST separately as applicable. No other/hidden charges other than quoted items rates will be paid by the Academy.
3. The conditional tenders shall not be accepted and tenderers shall not be permitted to alter or modify their bids after expiry of the last date for the receipt of tenders.
4. The tenderer/ bidder should sign all the tender papers/documents attached with the tender and affix the stamp of the firm/agency.
5. The photographer/representative of the firm/agency should reach in the Academy at least 30 minutes before start time of the event(s)/meeting(s). This time will not be included in the booking/event time.
6. In case of any enquiry regarding tender/works the Assistant Executive Director - Estate may be contacted on any working day during the office hours.
7. Payment will be released within two weeks through cheque/RTGS/ECS from date of receipt of bill along with Pen drive of still photography/video recording of the event(s).
8. The firm/agency will have to submit the EMD of Rs. 13000/- in the form of Demand Draft/Banker's Cheque/Online payment in favour of **Indian National Science Academy** payable at New Delhi along with tender.
9. **MSME certificate /Registered firms are exempted for submission of EMD subject to submission of UDYAM.**
10. The firm/agency will have to submit performance security deposit (SD) @ 5% of total contract value/tendering value i.e. Rs. 6,45,000/- in the form of Demand Draft/Banker's Cheque/Online payment in favour of **Indian National Science Academy** payable at New Delhi. The security deposit will be refunded to the party after sixty days from the date of satisfactory completion of contract period without any interest.
11. The tender submitted without EMD amounting to Rs. 13,000/- (Rupees Thirteen Thousand only) will be rejected by the Academy. The parties, who pay the EMD through online mode shall have to attach the transaction details along with tender.

12. The firm/contractor should attach copy of PAN card along with tender. GST registration certificate, if applicable is also required to submit along with the tender document. The bank account details are also required to be submitted along with the tender.
13. No advance payment will be made against the work assigned to the party from time to time. The TDS will be deducted as per Govt. rule from each bill by the Academy.
14. The tenderer/bidder shall be asked to provide the services of still photography/video coverage at any time within the premises of the Academy and place anywhere within the Delhi/NCR by the Academy as and when required. No extra charges will be paid to the party, if the Academy assigns the work at anywhere outside the premises of the Academy.
14. The envelope of the tender should be super-scribed **“Tender for annual contract for providing the services of photography and video coverage under Rate Contract at INSA”**.
15. The last date for submission of duly filled up tenders is 24th July, 2026 till 05:00 pm.
16. The interested firm/agency may submit their sealed tender addressed to Deputy Executive Director-I (F&A), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi - 110 002 on or before 24th July, 2026 till 05:00 pm.
17. The tenders shall be opened on 27th July, 2026 at 3:30 pm at INSA in presence of parties/representatives of the firms/agencies by a duly constituted committee by the competent authority of the Academy.
18. The rates quoted by the bidder shall be exclusive of all taxes. The all applicable taxes should be mentioned separately and clearly.
19. The tenderer/bidder must have the capacity to provide the services of more than one cameras along with cameraman at a time on call with in short notice of 2 hours.
20. The tenderer must have the sufficient capacity of cameras and operators for carrying out the work. He will not be allowed to delegate/transfer/assign his contract or part thereof to some other party(ies).
21. No increase in the quoted/approved rates will be allowed during the currency of contract period/tender.
22. The tenderer/bidder bound to provide the services of still photography/video coverage as and when required at the approved rates.
23. In case of tenderer/bidder does not execute the contract as per the terms & conditions, the security deposited by the firm will be forfeited by the Academy.
24. The tenders should also indicate their past experience with supporting documents (In last three Years) with the Govt. departments (Central & States), Autonomous institutions/ organizations, Semi-Govt. departments and corporate sector i.e. MNCs, reputed hotels, Universities, Institutions etc.

25. In case the date of opening of tenders is declared or happens to be a public holiday, the tenders will be opened on the next working day at the stipulated time.
26. **The Academy has full right of placing order for all work as per requirement to one or more party/agency at the approved rates.**
27. The Academy reserves all the rights to accept or reject in part or any or all the tenders without assigning any reason thereof and also to cancel the order at any time. The tenderer will have no right to claim any loss damages etc. on cancellation of the work order.
28. In case of any dispute or differences, the award of single arbitrator appointed by the President, INSA shall be final and binding on both the parties to the contract.