

**EXPRESSION OF INTEREST  
FOR  
EMPANELMENT OF PHOTOGRAPHY AND  
AUDIO-VISUAL FILM MAKING AGENCY  
FOR  
DHOLERA INDUSTRIAL CITY  
DEVELOPMENT LIMITED (DICDL)**

**CIN: DICDL/DSIR/MRKT/ADVD-01**

---

**EXPRESSION OF INTEREST**

---

**August' 2018**

Dholera Industrial City Development Limited (DICDL)  
6th Floor, Block No. 1 and 2, Udyog Bhavan,  
Sector-11, 'GH-4' Circle, Gandhinagar – 382017  
Gujarat, India

Prepared by  
Program Manager for New Cities (PMNC)

**AECOM**

## **Table of Contents**

DISCLAIMER .....	1
EOI NOTICE .....	3
1. Background and Objective.....	4
1.1 Introduction.....	4
1.2 Objective.....	5
1.3 Pre-qualification .....	5
2. Instruction to Bidders .....	6
3. Eligibility Criteria.....	9
3.1 Minimum Qualification .....	9
3.2 Issue and Receipt of Bid Document .....	9
3.3 Eligibility Criteria .....	10
3.4 Experience .....	10
3.5 Permanent Establishment .....	10
3.6 Technical Requirement.....	10
3.7 Financial Capacity.....	11
3.8 Sample Video / Photographs.....	11
4. General Terms and Conditions .....	12
4.1 Definitions and Interpretations.....	12
4.2 Representation and Warranties.....	12
4.3 Termination .....	12
4.4 Force Majeure .....	13
4.5 Permits, Laws and Regulations.....	13
4.6 Safety.....	13
4.7 Dispute Resolution .....	14
4.8 Settlement of Disputes.....	14
5. Scope of the Work .....	15
Annexure I: Empanelment Application .....	16

Annexure II: About Organisation .....	17
Annexure III: Agency's Resource .....	18
Annexure IV: Financial Statement .....	19
Annexure V: Details of Equipment .....	20
Annexure VI: Experience.....	21
Annexure VII: Litigation History .....	22
Annexure VIII: Additional Information .....	23
6. Draft Agreement for Empanelment.....	24

## DISCLAIMER

The information contained in this Expression of Interest document (the “EOI”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Employer or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement and is neither an offer nor invitation by the Employer to the prospective Bidders or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their bid pursuant to this EOI (the “Bid”). This EOI includes statements, which reflect various assumptions and assessments arrived at by the Employer in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This EOI may not be appropriate for all persons, and it is not possible for the Employer, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EOI and obtain independent advice from appropriate sources.

Information provided in this EOI to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Employer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Employer, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained

therein or deemed to form part of this EOI or arising in any way for participation in the Bidding Process.

The Employer also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this EOI.

The Employer may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI. The issue of this EOI does not imply that the Employer is bound to appoint the selected Bidder for the Project and the Employer reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Employer or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Employer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## EOI NOTICE

### EOI Notice

---

Dholera Industrial City Development Limited (DICDL)  
Udyog Bhavan, Gandhinagar-382017

Dholera Industrial City Development Limited (DICDL) invites Expression of Interest from reputed and well-experienced Agencies/firms for **“Empanelment for Photography and Audio-Visual Film Making Agencies”**.

Following shall applicable for Expressing Interest:

(i) EOI Document Fee (Non-Refundable)	Rs.5,000/-(Rs. Five Thousand only) plus 18% GST
(ii) EOI Document to be down loaded from DICDL website (www.dicdl.in)	From 08/08/2018
(iii) Pre-bid meeting date: Time and venue:	16/08/2018 11 a.m. at Conference Room, 6 <sup>th</sup> Floor, GIDB Office, Udyog Bhavan
(iv) Last date of receipt of EOI document:	05/09/2018 up to 1500 hours

Detailed terms and conditions and other related information is given in the EOI Document. For more details, please visit DICDL website [www.dicdl.in](http://www.dicdl.in)

## **1. Background and Objective**

### **1.1 Introduction**

The Government of India has envisaged the development of Delhi Mumbai Industrial Corridor (DMIC) along the alignment of proposed Multi-modal High Axle Load Dedicated Freight Corridor between Delhi and Mumbai, covering an overall length of 1,483 km. Further, Delhi Mumbai Industrial Corridor Development Corporation Limited (DMICDC), a special purpose company, was incorporated to establish, promote and facilitate development of the DMIC Project.

The Dholera Special Investment Region (DSIR) will be a major Greenfield Industrial Hub planned and located approximately 100km south of Ahmedabad and 130km from the State Capital Gandhinagar. The project as envisaged will be the first initiative from DMICDC to create a linear zone of industrial clusters and nodes to be developed in the influence area of Western Dedicated Freight Corridor (DFC).

A SPV under Indian Companies Act 2013 Dholera Industrial City Development Limited (DICDL) has been formed with the equity participation from Gujarat State Government and DMICDC and is responsible for implementation of the DSIR Project.

DSIR has been planned over an extensive area of land measuring approximately 920sqkm and encompassing 22 villages of Dholera Taluka in the Ahmedabad District. This will be by far the largest of investment nodes planned along the influence of DFC in the DMIC region. This node is strategically located between the industrial cities of Vadodara, Ahmedabad, Rajkot, Surat and Bhavnagar urban agglomerations. The nearest international airport is at Ahmedabad and Government of Gujarat through the Dholera International Airport Company Limited (DIACL) has plans to develop another international airport in the north-east of the proposed investment region. DMICDC, with support of DSIRDA, plan to create an economically and socially balanced new-age City with world class infrastructure and highest quality-of-life standards and sustainability in the urban form. This new age city aims to have a sustainable urban transportation system (transit oriented development) within and mobile/ efficient regional connectivity with neighbouring cities and the rest of the country.

For the DSIR, DMICDC has appointed AECOM as the Programme Manager for New Cities (PMNC). The role of the PMNC is to perform activities necessary to plan, integrate, package, administer and manage the implementation of DSIR projects. Specifically, the PMNC will be responsible for conceptualization of projects and further, during the design and construction stage, overseeing the work of consultants and contractors, including reviewing, monitoring, resolution of interface issues, and reporting to the State nodal agency and the DMICDC on the programme progress. As an extension of DMICDC and DICDL, the PMNC will be responsible for taking inputs from stakeholders and communicating them with the consultant. In all day-to-day matters in respect of implementation of this assignment, the Consultant shall report to the PMNC.

For trigger development of Dholera SIR, an Activation Area is identified which acts as a catalyst for further investments and attracts local and global investors. The Activation Area is spread across an area of approximately 22.5sqkm. The area has approximately 72kms of roads and has an optimum mix of land use comprising of industrial, residential, mixed use, recreation and tourism. The area selected is based on immediate availability of land and its future status after implementation of TP schemes (area with the highest opportunity of commencement of site work).

The Activation Area is approximately 4.25% of the total developable area of DSIR. It can cater to a residential population of 1.2 lakhs with an employment of approximately 80,000 persons by 2020. Activation Area is having major portion of Government land (approx. 80%) which will provide ready to move plots with all major trunk infrastructure at the door steps of each plots.

Accordingly, Dholera Industrial City Development Limited (Client) invites Expression of Interest to undertake:

“Empanelment of Agencies for requirement related to **Photography and Audio-Visual Film Making**”

## **1.2 Objective**

In addition to above, DICDL have to participate in various programs, campaigns declared by the Government from time to time for marketing of the Dholera Industrial City.

## **1.3 Pre-qualification**

With a view to perform above activities; DICDL intends to pre-qualify experienced agencies who can perform high quality photography, audio and video works related to advertising, marketing and promoting in a professional way.



## **2. Instruction to Bidders**

- 1) All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
- 2) The Proposal shall be signed and submitted by the Authorised Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney/ board resolution or in any other form demonstrating that the representative has been dully authorized to sign.
- 3) The Agencies shall bear all costs associated with the preparation and submission of their proposals. DICDL is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to DICDL.
- 4) Agencies may seek clarifications, if any, at the time of Pre-bid meeting. Any request for clarification must be sent in writing or by fax to DICDL.
- 5) Physical papers are to reach DICDL office as per the date and time mentioned in this document. It is the responsibility of the Bidder to submit the bid before the last date and time at the address as mentioned in the document above, and DICDL shall not be responsible for any delay due to post/courier/any other reasons.
- 6) This empanelment shall be valid for duration of **3 years** from the date of empanelment.
- 7) Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant.
- 8) The Client, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
  - i) Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
  - ii) Consult with any Applicant in order to receive clarification or further information;
  - iii) Retain any information and/or evidence submitted to the Client by, on behalf of and/or in relation to any Applicant; and/or
  - iv) Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.

- 9) Agency(s) shall provide to see/overview Agency's Studio and office premises, equipment including camera and other supporting equipment, various works carried out etc. at any time if required.
- 10) All the soft copies and print / audio / video materials shall be property of DICDL. All rights will be reserved by DICDL. The material in any form shall not be used by the agency without prior permission of competent authorities of DICDL and indemnify DICDL about any use of copy-write material, banned material, losses, etc.
- 11) Looking to the experience and other eligibility criteria, if deem fit the agency will be empaneled by DICDL for various photography/audio & video requirements. The agency will quote for the photography, audio and video film job and the best quote would be awarded the job.
- 12) Therefore to be eligible for the participation in the bidding is not a guarantee for empanelment. As per pre-qualification merit list agencies will be empaneled by the DICDL.
- 13) Name of work in block letters must be written on top of the envelope while submitting the proposal.
- 14) The costs incurred by the agency(s) in making this offer, in providing clarification or attending discussions, presentation, meetings etc. will be borne by the agency.
- 15) Application for empanelment shall be submitted in proper format with EOI Document duly signed, incomplete submission shall be rejected.
- 16) The language for submission of bid shall be English.
- 17) All Annexures shall be filled in completely and all questions shall be answered. If any particular query is not relevant, it shall be stated as "NOT APPLICABLE"
- 18) Financial data, work costs, value of work etc. shall be given in Indian rupees only.
- 19) If a proprietary firm makes an application, it shall be signed by the proprietor, above, his full name and the full name of his firm with its current address.
- 20) If an application is made by a firm in partnership, it shall be signed by all the partners of the firm, above their full names and current addresses or by a partner holding the power of attorney of the firm by signing of the application in which case a certified copy of the power of attorney shall accompany the application A certified copy of the partnership deed, current address of the firm and the full names, and current address of all the partners of the firm shall also accompany the application.

- 21) If a limited company or a limited corporation makes an application, duly authorized person holding the power of attorney for signing the application in which case a certified copy of the power of attorney shall accompany the application shall sign it. Such limited company or Corporation will be required to furnish satisfactory evidence of its existence before the contract is awarded.
- 22) Information furnished must be sufficient to show that the applicant (along with the all parties) is a capable in all respects to successfully participate in the empaneled process.
- 23) While submitting the Annexure duly filled in, the applicant shall enclose latest copies of brochures and technical documentation giving more information about the firm and all the members.
- 24) Applicants are also required to furnish the names of works for which their firm have already been empaneled/pre-qualified for such works in the country since, last five years onwards.
- 25) DICDL reserve the right to reject any or all pre-qualification bids without assigning any reasons and the DICDL's decision in this connection shall be final and binding.

### **3. Eligibility Criteria**

#### **3.1 Minimum Qualification**

Reputed photographer/videographer agencies having adequate infrastructure with

- a. Hi-tech Camera, photography and videography equipment,
- b. Technical and financial capability,
- c. Based at Ahmedabad/Gandhinagar (i.e. having studio & office facilities in the district jurisdiction of Ahmedabad / Gandhinagar) and
- d. Experience in the field of photography/videography is required.

Before submitting the EOI, the agencies are requested to check for the eligibility criteria.

#### **3.2 Issue and Receipt of Bid Document**

- 3.2.1 The EOI Document shall be available for downloading on dicdl website and the same shall have to be submitted before Bid due date duly filled-in along with EOI document fees mentioned in the above table along with Demand Draft drawn in the name of **Dholera Industrial City Development Limited (DICDL), Gandhinagar Payable at Gandhinagar for processing fee.**
- 3.2.2 The agency shall forward completed EOI document by Registered post AD/speed Post/Courier/Hand Delivery so as to reach the DICDL Office, on or before bid due date till 1500 hrs. i. e. the last date and time of submission of the EOI. DICDL would not be liable for any delay in submission /receipt of the documents.
- 3.2.3 **EOI document fee of Rs. 5000/- (Rupees Five Thousand only) plus 18% GST** (non-refundable) shall have to be furnished in form of Demand Draft only issued by Nationalized/Scheduled bank drawn in favour of "Dholera Industrial City Development Limited" (DICDL), Gandhinagar Payable at Gandhinagar while submitting the completed documents.
- 3.2.4 The EOI document **without** tender fees shall be rejected.
- 3.2.5 For information relating to the assignment is available at , following address:  
  
Dholera Industrial City Development Limited (DICDL)  
6th Floor, Block No. 1 and 2, Udyog Bhavan,  
Sector-11, 'GH-4' Circle, Gandhinagar – 382017 Gujarat, India  
Email: [dbrahmbhatt@dicdl.in](mailto:dbrahmbhatt@dicdl.in), Phone: +91-079-23226015

### **3.3 Eligibility Criteria**

Reputed photographer/videographer agencies must have following minimum criteria to participate in the bidding for empanelment for Photography and Audio-Visual Film Making Agencies as per scope of work.

The Agency not having following criteria with documentary proof; the EOI document submitted shall be rejected. Therefore, only those agencies who meet the following minimum qualification are requested to submit their interest.

### **3.4 Experience**

- (A) Minimum 2 works completed for which the amount of each work should be at least INR. 5 Lakhs in last 5 years consisting of works from Smart City / Real Estate or any of Infrastructure development by private or Government and Semi Government Offices of State and Central Government.
- (B) Contracts older than last 05 years would not be considered.
- (C) Agency(s) shall attach all the relevant supporting documents in connection with amount of work done, work completed certificates from the concerned Department, organization, parties etc. The information shall be given in the Annexure II, III, & VI.

### **3.5 Permanent Establishment**

The firm should have its permanent establishment at Gandhinagar/Ahmedabad. Empaneled firm should assign a person to deal with DICDL exclusively.

### **3.6 Technical Requirement**

Technical requirement includes all factors determining an applicant's technical abilities other than experience given as below:

#### **Photography Camera Specifications: (At least 2 cameras with similar specification)**

- 24+ megapixels
- 5+ photos per second
- 10+ point autofocus
- Optical viewfinder
- ISO 1600

#### **Videography Camera Specifications: (At least 2 cameras with similar specification)**

- 1080+ resolution
- Progressive scanning
- 30+ frames per second
- 24-70mm f/2.8 Zoom Lenses
- Stereo recording, Mic input, headphone output and variable frame rates

- Interchangeable lenses
- 3 image sensors

**Lighting Specification:** (At least 2 sets with similar specification)

- Three-point lighting setup
- Key light, Fill light, Back light and light stands
- Light-shaping accessories

**Tripod Specification:** At least Two Tripods with a fluid head and manual controls.

**Multipurpose Kit:** A gaffer's kit or a kit similar to it.

1. Details of all the above mentioned equipment to be provided on a non-judicial stamp paper of INR. 100/- duly notarized.

### **3.7 Financial Capacity**

Bidder must have financial capacity as given below:

#### **3.7.1 Annual Turnover**

- (i) The average annual turnover of last 3 years must be INR. 20 Lakh from activities related to photo/video works.

The information shall be given in Annexure IV.

A Certificate of the Chartered Accountant indicating the average annual turnover for the last three years (2015-16, 2016-17 and 2017-2018) along with the supporting information should be provided.

### **3.8 Sample Video / Photographs**

At least 10 photographs and 2 videos not less than 15 minutes to be submitted in form of CD along with the bid.

## **4. General Terms and Conditions**

### **4.1 Definitions and Interpretations**

"Agency" shall mean the individual firm or company incorporated for undertaking the activities related to professional Photography and Audio-Visual Film Making and related services and shall include the legal personal representatives of such individuals or the persons composing the firm of Company or the successors of the firm/Company and the permitted assignees of such individual or firm of Company.

"Services" mean the Services performed by the Agency.

### **4.2 Representation and Warranties**

Agency warrants and covenants that the Services shall be performed to the highest professional standards in a safe manner in accordance with accepted practices in the area of Photography and Audio-Visual Film Making.

### **4.3 Termination**

#### **4.3.1 DICDL shall be entitled to terminate this contract at no cost to:-**

- (i) In the event of force majeure in accordance with provisions of this agreement.
- (ii) Forthwith by notice in writing to Agency in the event Agency is adjudicated or found bankrupt or insolvent or any order is made or resolution passed for the winding up, liquidation or dissolution of Agency.
- (iii) Forthwith by giving written notice to Agency, if Agency abandons this Contract or if Agency fails to perform or observe any of the obligations on its part to be performed and observed hereunder and in the case of a breach capable of remedy fails or refuses to take steps to remedy the same within seven (7) days of written notice from DICDL requiring the same to be remedied: or
- (iv) For any other reason by giving 10 days written notice, stating the reasons for termination.

#### **4.3.2. Consequences of termination:**

- (i) Termination of Contract entered with successful agency shall be without prejudice to any rights or remedies accrued to either Party prior to such termination.
- (ii) No further payment shall become due to Agency in respect of any period after termination of this Contract with the exception only on any

payment previously accrued and due to Agency under the terms of this Contract.

#### **4.4 Force Majeure**

4.4.1 A delay in or failure of performance of any one or more of its obligations by either Party shall not constitute default hereunder nor give rise to any claim for damage if such delay or failure is wholly and directly caused by any occurrence which the affected Party is unable to prevent including Acts of God by the exercise of reasonable diligence the continuation of which by the exercise of reasonable diligence the affected Party is unable to control and the consequences of which the affected Party is unable to prevent, provided that the affected Party gives prompt written notice to the other Party specifying the circumstances constituting the occurrence and has used all reasonable endeavors to minimize the effects thereof.

4.4.2 If such a delay in or failure of performance caused the suspension of the services hereunder for a continuous period of seven (7) days. DICDL shall be entitled at any time thereafter to terminate the Contract entered into subsequently with the successful bidder forthwith by written notice to Agency.

#### **4.5 Permits, Laws and Regulations**

4.5.1 Agency and their sub- agency to comply with applicable laws.

The Agency shall in carrying out the Services observe and be bound by all applicable laws and hereby undertakes to comply (and to ensure compliance by any Sub-agency) with all laws, ordinances, rules, regulations, bye-laws, decrees and orders whether of Government or other authority or agency having jurisdiction in relation to the Parties. Services or to the Site and the Agency shall give all notices and furnish any bonds, deposits and securities required by official authorities to permit the performance of the Services.

#### **4.6 Safety**

4.6.1 The Agency shall at his own expense arrange for all the safety provisions normally called for by the nature of the Contracted Services and as ordered by the Representative of DICDL in respect of all labour directly or indirectly employed for performance of the Services while working.

The Agency shall be responsible for the safety of the equipment /material during the performances of the Services during while process. Agency shall also take such additional precautions as may be indicated from time to time by the Representative with a view to prevent pilferage's accidents, fire hazards, etc.



## **4.7 Dispute Resolution**

### **4.7.1 Laws Governing the Contract**

This agreement shall be subjected to the Indian laws and regulation and shall be governed by the Indian laws that may be in force during the Contractual period.

## **4.8 Settlement of Disputes**

Any difference of opinion between the DICDL and Agency in respect of matters arising out of this Contract shall be resolved through good faith negotiation the unresolved dispute shall be referred to arbitration. The provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time being in force shall govern such arbitral proceeding. Arbitration / disputes jurisdiction to be at Gandhinagar / Ahmedabad.

## 5. Scope of the Work

- The Scope shall include Photography and Videography works but not limited to the **coverage of** – Events, Meetings, Public gathering/hearings, Press Conference, Office, Construction Sites and buildings, Model, Demo plants, Road, etc.
- **Work will include** - planning, scripting, story boards, scheduling, filming, post production editing, animations, compilations, mileage, artists, lighting, equipment, setup, crew, transcripts, subtitles, photographs and voice over in English/Hindi/Gujarati as defined by the task & objective.
- Photography and Videography **will be used for** – variety of marketing collaterals in form of print, OOH, TV-commercial, presentations & videos, websites, social media and other digital platforms.
- **Place & Location** of photography and videography will be office, project site, construction areas and event venues in as well as outside Ahmedabad/Gandhinagar/Dholera. Number of shoots in a month can vary on the basis of requirement.
- **Deliverables** – shoots, edits and animations for high resolution print and broadcast quality videos & photographs. Promotional film ranging from 5 to 7 minutes and TV commercials from 30 to 90 seconds. Animated videos, walk through, 360 and VR. Work may need to be delivered in multiple formats and resolutions required by the DICDL in DVD/USB as and when required.
- The payment will be made on the basis of approved BOQ and no retainer fees will be paid to the agency.

**Annexure I: Empanelment Application**

---

**Name of work: Empanelment of Agencies for various Photography and Audio-Visual Film Making requirements**

To

CEO & Managing Director  
**Dholera Industrial City Development Limited**  
6th Floor, Block No. 1 and 2, Udyog Bhavan,  
Sector-11, 'GH-4' Circle, Gandhinagar – 382017  
Gujarat, India

Dear Sir,

Having examined the Bid Documents including scope of works and eligibility criteria for the aforesaid work, we hereby submit all necessary information and relevant documents as desired. We are qualifying as per minimum requirement narrated in the Bid Document.

The application is made by us on behalf of..... In the capacity of..... duly authorized to submit the offer.

The necessary evidence admissible in law in respects of authority assigned to us on behalf of the firms for applying and for completion of the contract document is attached herewith.

It is certified that the information furnished in this document is authentic.

We undersigned accept that the employer (DICDL) reserves the rights to reject pre-qualification as well as the tender for this work without assigning any reason.

Date:

Place:

Signature of the applicant with  
his capacity in the firm  
(Name in bracket)

Encl.:

1. Bid Document duly filled and signed in all the pages accepting the terms and condition.
2. Annexure I to VIII duly filled in the prescribed form with supporting documents.
3. Evidence of authority to sign.

**Annexure II: About Organisation**

---

1. Name of Company :  
Address :  
Telephone No. :  
Telex/Fax No. :  
Mobile No. :  
E-Mail Address :
  
2. Description of company :
  
3. No. of years of experience :  
as an Agency.
  
4. No. of years of experience :  
as a sub-Agency.
  
5. PAN Number :  
(Provide attested Photocopy)
  
6. Service Tax Registration No :  
(Provide attested Photocopy)
  
7. Registration of the Office with relevant authorities  
(Provide attested Photocopy)

**Annexure III: Agency's Resource**

---

**1.0 Agency's general information**

Bidder shall enter below, brief company particulars.

1. Personnel Details:

<u>Personnel Category</u>	<u>Number</u>
---------------------------	---------------

1.

2.

3.

4.

**2.0 Agency's personnel**

(i) Bidder shall submit Resumes of key Personnel, etc; they wish to propose for the Service.

Agency's Representatives for this Contract is

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**Annexure IV: Financial Statement**

---

(To be given separately of each partners)

1. Name of the firm :
  
2. Attached audited balance sheet and profit loss statement for the past 3 years :
  
3. Average Annual value (Turn Over) from Photography and Audio-Visual Film Making works as per scope of work Chapter 4 under taken for each of the last three years and projected for last three years.

Annual turnover from the Photography and Audio-Visual Film Making works.

Year 2015-16	Year 2016-17	Year 2017-18

### **Annexure V: Details of Equipment**

---

Details of various equipment and infrastructure, available software, etc. should be given.

Details of equipment etc. with all supporting details shall be given.

1. Name of Bidder/Agency.
2. Details of the Equipment.

<b>Sr. No.</b>	<b>Name of camera / equipment</b>	<b>Description</b>	<b>Kind and Make</b>	<b>Remarks</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10 and more...				

**Note:**

1. The format given may be change as per convenience to furnish more information.
2. Details to be given on Non-judicial stamp paper of INR. 100/- duly notarized.

**Annexure VI: Experience**

---

<b>Sr. No.</b>	<b>Name of the Company/Organization</b>	<b>Year</b>	<b>Amount of contracts</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			



**Annexure VII: Litigation History**

---

Name of Applicant / or partner :

Applicants should provide information on any History of litigation or arbitration resulting from contracts executed in last five year or currently under execution.

Year	Award for/or against applicant	Name of client. Cause of litigation and matter of dispute	Disputed Amount in Rupees

**Annexure VIII: Additional Information**

---

(The applicant can add here any further information about novel Photography and Audio-Visual Film Making activities carried out with brief description and samples relevant to the evaluation for empanelment).

## 6. Draft Agreement for Empanelment

Agreement for Empanelment of Photography and Audio-Visual Film Making Agency

between

\_\_\_\_\_

and

\_\_\_\_\_

Whereas the “Dholera Industrial City Development” (the “**Employer**”) has invited proposal for Empanelment for Photography and Audio-Visual Film Making Agency hereinafter called the Photography and Audio-Visual Film Making Works.

And Whereas \_\_\_\_\_ (Sole member/Lead Partner) and \_\_\_\_\_ JV partner/s (if applicable) have agreed to provide the said services to the Employer as Empaneled Photography and Audio-Visual Film Making Agency and the same Agency/JV shall bid for the Photography and Audio-Visual Film Making works upon floating of the tender; and

Now, therefore, it is hereby agreed by and on behalf of the partners as follows:

- (i) \_\_\_\_\_ will be the lead partner and \_\_\_\_\_ will be the other JV partner/s (if applicable).
- (ii) \_\_\_\_\_ (Sole member/lead partner) shall be the in-charge of overall administration of contract for conducting all business for and on behalf of the Agency/JV during the bidding process and subsequently, represent the Agency/joint venture for and on behalf of the Agency/JV for all contractual matters for dealing with the Employer if Photography and Audio-Visual Film Making works is awarded to them.
- (iii) We/all JV partners do hereby undertake to be jointly and severally responsible for all the obligation and liabilities relating to the Photography and Audio-Visual Film Making works and in accordance with the Scope of Works for the Empanelment of the Photography and Audio-Visual Film Making Services.

The mutual rights and obligations of the Employer and the Agency shall be as set forth in the Contract for Individual Photography and Audio-Visual Film Making Works; in particular which shall be awarded to the Selected Agency after bidding process:

- (a) The Agency shall carry out the Services in accordance with the provisions of the Individual Contract; and
- (b) The Client shall make payments to the Agency in accordance with the Provisions of the Contract.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF  
[NAME OF THE CLIENT]

By  
(Authorised Representative)

FOR AND ON BEHALF OF  
[NAME OF THE Photography and Audio-Visual Film Making AGENCY]

By  
(Authorised Representative)