

I/104210/2020



# Administrative Training Institute

Government of West Bengal  
Block : FC, Sector : III, Salt Lake  
Kolkata : 700106

Date: 16/10/2020

## NOTICE INVITING QUOTATION

1. Sealed quotations are invited from reputed firms/studios for engagement of Photographer/Videographer for deployment of coverage of different training programs and other events conducted at Administrative Training Institute. The initial period of contract will be of 3(Three) year which may be extended along with the revision of item wise charges subject to the mutual agreement or as per prevailing rules and regulations of ATI, W.B.
2. The interested eligible bidders may download from the official website of ATI.  
(i.e. <http://www.atiwbg.gov.in>)

### 3. SCOPE OF WORK/ITEMS:

ATI, West Bengal conducts various training programs throughout the year. In connection with the training programs, photography and/or videography are generally required to be done in the following events.

- (a) In the inaugural session of a training programme.
- (b) In the valedictory session of a training programme.
- (c) Inaugural/ valedictory group photograph.
- (d) In the lecture session of an eminent person/ dignitaries
- (e) In the exposure visit organized in the training programme.
- (f) Special events organized in ATI.
- (g) In the training methods like 'Video Mirroring'.
- (h) For the use in training sessions as Audio Visual and Still medium.
- (i) For the use of publicity related events/ website/ newsletter/ brochure etc.
- (j) Any other training related activity/ methodology which may require documentation.
- (k) Any other event to be decided by the Course Director.

### 4. Eligibility Criteria:

- i. The bidder must have a valid trade license.
- ii. Contact Office should be Kolkata based.
- iii. Weightage will be given for the experience of carrying out photography and Videography in the Training Institute/ Training related activities.

### 5. General Terms & Condition:

- i. The bidder must have the sufficient capacity of cameras, operators and complete infrastructure for carrying out the work. The bidder will not be allowed to delegate/ transfer/ outsource/ assign his/her contract or part thereof to other party to the disadvantage to this office.
- ii. No revision of prices shall be entertained once the quotation has been submitted. No overwriting in the quoted rates will be allowed.