

**PRESIDENT'S SECRETARIAT
(General Admn Section)**

**Rashtrapati Bhavan
New Delhi- 110 004**

No. D-14017/1/2002-GA

Dated the 2nd July, 2007

Sealed quotations are invited for processing and developing of colour films and printing of photographs of various sizes for the President's Secretariat, Rashtrapati Bhavan consisting of items as given below from reputed photographic firms for a period of **one year from 1st September 2007 to 31st August 2008**. The estimated cost of the work is Rs.3.00 lakhs approx. (Rupees three lakhs only)

	Description	Digital	Negative	Digital	Media
		Matte	Glossy	Matte	Glossy
		Rs.	Rs.	Rs.	Rs.
a.	Developing of colour films				
b.	Stamp size colour photo for 8 copies				
c.	Passport size colour photo for 4 copies				
d.	Postcard size colour photo				
e.	6" x 4" size colour photo				
f.	6" x 8" size colour photo				
g.	5" x 7" size colour photo				
h.	5" x 8" (two in one) colour photo				
i.	8" x 10" size colour photo				
j.	8" x 12" size colour photo				
k.	8" x 14" size colour photo				
l.	10" x 12" size colour photo				
m.	10" x 14" size colour photo				
n.	12" x 15" size colour photo				
o.	12" x 18" size colour photo				
p.	16" x 20" size colour photo				
q.	20" x 24" size colour photo				
r.	20" x 30" size colour photo				
s.	30" x 40" size colour photo				
t.	40" x 60" size colour photo				
u.	Contact prints 8" x 10"				
v.	Contact prints 10" x 12"				
w.	Matte size 5 3/4"				
x.	Matte lamination				
y.	Slide film processing with mount				
z.	Copy to copy Negative				
	Slide to negative				
aa.	Scanning charges for 120 mm size negatives				
bb.	Scanning charges for 35 mm size negatives				
cc.	Digital editing & finishing charges				
dd.	Scanning of 35 mm T/P's				
ee.	Scanning of 120 mm T/P's				
ff.	Scanning of Broad Format T/P's & Colour prints				
gg.	Rates for Sunboard lamination				

2. Tenderers are required to furnish their bids in **two parts** namely (a) **technical bid** and (b) **financial bid**. The technical bid should contain work experience, Income Tax No., Registration No. equipment available and financial status. To assess the work potential, samples of photographs and financial bid quoting rates for the items as in para 1 be furnished. Both the bids should be sealed separately and inscribed with the words "**Technical Bid FOR PROCESSING AND DEVELOPING OF COLOUR FILMS**" and **Financial Bid FOR PROCESSING AND DEVELOPING OF COLOUR FILMS**" The quotation is to be addressed to the Deputy Secretary, President's Secretariat, Rashtrapati Bhavan New Delhi and to be dropped in the box placed in the Central Registry Section, Rashtrapati Bhavan, near Brassey Avenue, opposite Cathedral Church New Delhi on all working days. The **last date** for dropping bids (both technical and financial) will be **20th July 2007 upto 5.00 p.m.** The technical bids will be **opened at 3.30 p.m. on 23rd July 2007** by a Board in General Administration Section. Financial bids shall be considered only of those bidders whose technical bids have been approved by the Board. **No tender will be accepted in person or after the specified date.**

3. On award of the tender, the firm will be required to deliver the films and prints made thereof at Rashtrapati Bhavan, New Delhi. Priority is to be given to the work pertaining to the President's Secretariat and to supplying the prints within the scheduled time.

4. Colour enlargements will be taken out on manual/computer utilising Kodak/Fuji colour papers.

5. The quality of prints should be excellent. Payment will not be made for prints found to be defective, dim or otherwise considered unsuitable.

6. The Deputy Secretary and his authorized representative viz the Deputy Director (Photographic) reserve the right to give instructions in regard to arrangements to be made in processing/printing of Photographs. The firm will have to abide by the instructions so given from time to time.

7. An **earnest money of Rs.6,000/- (Rupees six thousand only)** will be deposited by the firm in the form of an account payee Demand Draft/Pay Order in favour of Pay & Accounts Officer, President's Secretariat, New Delhi. The earnest money of the firms, whose quotations are not approved, will be refunded as quickly as possible. The firm which is finally selected will be required to make a Security Deposit of Rs.15,000/- (Rupees fifteen thousand only). **Tenders without samples of photographs and requisite earnest money will be treated as invalid.**

8. In the event of breach of any of the terms and conditions of the Contract by the Contractor, the Secretary to the President reserves the right to annul the Contract and have the work completed through other agencies at the Contractor's risk and expenses. The Contractor will have no claim to compensation for any loss which he suffers in any such case of default of contracted terms including forfeiture of the whole or such amount of the security deposit as may be decided by the Secretary to the President.

9. The firm will also ensure that the photographic prints taken out by them will not go to any unauthorized persons. Only copies as required by the Deputy Secretary and the Dy Director (Photographic) should be made.
10. This Secretariat is not bound to accept the lowest or any tender.
11. This Secretariat reserves the right to accept or reject any tender whole or in part without assigning any reason thereof.
12. Payment will be made by cheques within three weeks on receipt of the bills, duly verified, by the Dy Director (Photographic).



(R.S. Rana)
Deputy Secretary
