



नव मंगलूर पत्तन प्राधिकरण / New Mangalore Port Authority  
प्रशासन विभाग / Administration Department

No:7/2/2024-25/PRA.2

Date:15.10.2024

To,

The prospective bidders

Sir/Madam,

Sub: Annual rate contract for photography, videography, Drone videography & live streaming of various official functions of NMPA- Competitive quotations called for –reg.

Competitive Quotations are invited from prospective bidders for a period of 2 years from 1-11-2024 to 31-10-2026 for taking quality photographs (24 megapixel camera) and video coverage (4K) for official functions of NMPA on intimation by the officer incharge of PR Section, NMPA from time to time as per the requirement. The quotation shall reach the office of Dy. Secretary, NMPA by 25-10-2024, 15:00 hours.

Sl.No	Description	Rate (excluding taxes) in Rs.
1a	Photography charges (for upto 3 hours)	
1b	Photography charges (for every additional hour)	
2a	Video coverage (up to 3 hours)	
2b	Video coverage rate for every additional hour.	
3a	Live streaming (YouTube/FB etc.) of the port related programme for upto 3 hours with Video Conference facility (VC).	
3b	Live streaming (YouTube/FB etc.) of the port related programme with V C for every additional hour.	
4a	Live Streaming (YouTube/FB etc.)(Without VC) for upto 3 hours.	
4b	Live Streaming (YouTube/FB etc.)(Without VC)for every additional hour.	
5a	Drone video shooting for upto 3 hours.	
5b	Drone video shooting for every additional hour.	

Terms and Conditions:

1. The photos and videos taken by the contractor will be the property of the Port.
2. Reaching AO building of NMPA for attending work shall be the responsibility of the contractor/tenderer. Transportation from the AO building to the work spot and back to the AO building for taking photography/videography will be provided by Port Authority.
3. Intimation for taking photograph will be normally given 24 hours in advance wherever possible. However the contractor/tenderer should be prepared to take order at reasonable short notice also i.e. within hour or two.
4. The Soft copy of the photos/ videos taken during the work assigned by NMPA shall be given in a pendrive immediately after the event. In addition, the select photos/ highlights of the video shall be given within 6 hours in the pen drive. No separate cost will be reimbursed for purchase of pen drive.
5. No advance payment will be made. NMPA will make all efforts to make the payment within 15 days from the date of submission of bill.
6. Income tax / GST deduction will be made as per the provisions of the Income Tax Act / GST Act.
7. The rates quoted will be applicable for 24 months period from 1-11-2024 to 31-10-2026.
8. The contract may be extended for further period of 1 year at the same rates, terms and conditions of the contract, if required by the port, on mutual consent.
9. Additional particulars required, if any, for the submission of quotation may be obtained from this office during the office hours (9.30 AM to 5.30 PM)
10. In the event of repeated instances of unsatisfactory service or any failure at any time on the part of the contractor to comply with the terms and provisions of this contract to the satisfaction of NMPA (who shall be the sole judge and whose decision shall be final, it shall also be open to NMPA to terminate this contract by giving not less than thirty (30) days notice in writing to that effect and if the contractor, does not make good his default within the notice period, NMPA shall be entitled to terminate the contract as a whole or in part.
11. Further, NMPA reserves the right to terminate/pre-close the contract at its convenience, without assigning reasons to the contractor by giving a notice period of 30 days. The contractor shall not have right of any claim on NMPA on account of such termination.
12. Quotation in the completed form and in a sealed cover super scribed as "Annual rate contract for taking photographs, videography for NMPA" may be sent to the Deputy Secretary (PRO), Administration Department, New Mangalore Port Authority, Panambur-575010 so as to reach not later than 25-10-2024 by 15:00 hours.

Yours faithfully,

  
Dy. Secretary

New Mangalore Port Authority