

**U. T. Administration of Dadra & Nagar Haveli and Daman & Diu,
Office of the Information & Publicity Department,
Collectorate, Moti Daman,
Daman-396 220.**

No.IP/DMN/M.C/2016/299

Dated:- 28/02/2023


LIMITED TENDER NOTICE

The Information & Publicity, Collectorate, Daman hereby invites quotations from the Authorized agencies/suppliers/bidders for **“Professional photographer/videographer with technical staff familiar in Gujarati/Hindi/English typing for supporting Media Cell under the Department of Information & Publicity, Daman for the exchange of information between Hon’ble Administrator’s Secretariat and Media Reporters on various important occasion as well as VIP and VVIP’s dignitaries visit.”** The description of the work is enclosed herewith at Annexure – I. The sealed quotation has to reach the office of the undersigned on before **06/03/2023** up to 16.00 hrs by Registered Post/Courier to the office of the undersigned. The Sealed quotation will be opened same day at 16.30 hr.

Right to accept or reject the tender in part of whole without assigning any reason thereof is kept reserved with the tender inviting officer.

TERMS AND CONDITIONS:

1. The rate should be quoted for F.O.R. Information & Publicity, Daman and it should be valid for period of one year.
2. The rate should be quoted inclusive of material & labor costs and all taxes. No extra charges will be paid.
3. The bidder should submit copy of PAN Card & GST No.
4. The sealed quotation should be super scribed by words **Professional photographer/videographer with technical staff familiar in Gujarati/Hindi/English typing for supporting Media Cell** for the office of the **Department of Information & Publicity, Daman.**
5. Payment will be made only after satisfactory assurance of the quality of work done.
6. Quotation received after due date and time will not be taken into consideration.
7. Evaluation shall be done on the basis of 70% technical and 30 % financial.
8. Right to reject or accept any or all quotations are reserved by the undersigned.


(Mohit Mishra)
Field Publicity Officer/
Director – Cum – Dy. Secretary (I&P),,
Daman.

Copy to:

- 1) The Authorized agencies/suppliers/bidders for information and necessary action.
- ✓ 2) The Director Informatics Officer, NIC, Daman with a request to publish on official website



UT Administration of
Dadra & Nagar Haveli and Daman & Diu,
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Collectorate, Moti Daman.



No. IP/DMN/M.C/2016/239

Date: 28/02/2023

ANNEXURE-1

Sr. No.	Description of work	Required Quantity	Rate offered including all taxes
1	"Professional photographer/videographer with technical staff familiar in Gujarati/Hindi/English typing for supporting Media Cell under the Department of Information & Publicity, Daman for the exchange of information between Hon'ble Administrator's Secretariat and Media Reporters on various important occasion as well as VIP and VVIP's dignitaries visit."	1 videographer 1 photographer	
Total Amount			

(Signature with Rubber Stamp.)