

Subject: Quotation for providing Digital Video recording/ videography alongwith DVD and Digital photography in different meetings/occasions i.e. General House/F&CC meetings etc. of the Municipal Corporation, Chandigarh.

Please refer to the subject noted above.

Sealed quotations are hereby invited from the different firms from open market **in below mentioned Performa** duly signed by the firm with stamp/seal:-

PROFORMA

1. Name of the firm: _____
(In capital letter)
2. Complete Postal Address (Office): _____
- a. Telephone No. : (Off) _____
- b. Fax No. : _____ e-mail _____
3. Name of Owner: _____
4. Complete Postal Address (Resi): _____
5. Is the firm proprietary/Partnership/Public Ltd/Pvt. Ltd./Others (specify):-

6. If, the firm registered with Any Central Government/ State Govt./Semi Govt./ Govt. undertakings, so furnish details of registration. _____
7. PAN Number: _____
8. Service Tax/VAT/Sales Tax/G.S.T. No. _____
9. Quote the rate as per below mentioned specifications/Terms & Conditions:-

Name of Work	Description	Rate quoted by the firm
Providing Digital Video recording/videography alongwith DVD and Digital photography in different meetings/ occasions i.e. General House/F&CC meetings etc. of the Municipal Corporation, Chandigarh.	<ol style="list-style-type: none"> 1. Digital Video Recording/ videography (1080p Full HD 1920x1080-resolution with sound clarity) alongwith with One Set Sony DVD. <ul style="list-style-type: none"> • Rate for 1 hour • Rate for 3 hours • Rate for 5 hours • Rate Extra DVD (Sony) 2. Digital Photography (Capture Resolution 1600x1200 and paper used Glossy) with one Photographs 3. Rate for extra photographs 	<ul style="list-style-type: none"> • Rs. _____ • Rs. _____ • Rs. _____ • Rs. _____ 2. Rs. _____ 3. Rs. _____ (Rate Including Tax/ Vat as applicable)

1. You will be providing best & fast service timely in the different meetings/occasions of the M.C., Chandigarh and ready material should be provided within 48 hours otherwise payment will not be released.
2. The quality of material must be superior as per mentioned specifications.
3. Rate must be filled as per specifications only said performa alongwith signature and stamp of the firm, otherwise quotation will be rejected.

4. The quotations must reach in **office of the Chief Accounts Officer, Municipal Corporation, Chandigarh at 3 p.m. on/before the 16.08.2017.** The quotation so received will be opened on the same day and venue at **3.30 p.m.** in presence of the Constitute Committee. The quotations received after the given date and time shall not be entered.
5. The Quotation must be in sealed cover. The envelopes containing quotation must be super scribed with the subject on the top of outer envelope. The name of the firm must be mentioned on the envelopes.
6. It may be delivered either by post or by hand. The quotation must be addressed to the Commissioner. Municipal Corporation, Chandigarh.
7. Sale Tax/VAT/Service Tax etc. will be applicable as per Govt. instructions issued from time to time.
8. Any quotation can be rejected by the Purchase committee without assigning any reason.
9. The committee reserves the right to verify the particulars furnished by the applicant. If any information found incorrect the quotations liable to be cancelled.
10. Conditional quotation shall not be entertained.
11. In-case of date of receiving of quotation/opening of quotation declares/ happens to be public holiday quotation shall be opened on next working day.
12. In case of any dispute, jurisdiction of courts of U.T., Chandigarh is applicable.
13. Payment will, only be released subject to the satisfaction of the undersigned or the committee constituted by the undersigned after verifying the quality, specification and quantity of the material.
14. For further detail please contact office of the undersigned during the working hours.
15. The period of contract will be initially for one year and is likely to be extended another one year subject to the satisfactory performance of the services by you and at the sole discretion of the Corporation. The performance will be reviewed annually.
16. The firm should provide self attested copy of the Pan No, Service Tax No./VAT/Sales Tax number etc. and clearly mentioned in attached form.
17. The Service Provider shall raise the bill on monthly basis and submit the same in the succeeding month for payment.
18. The firms should submit the experience certificate of two years in the relevant field.
19. An undertaking with regard to sufficient capacity to do the work.

**Chief Accounts Officer,
Municipal Corporation,
Chandigarh.**