

**OFFICE OF THE DIRECTOR
BIHAR JUDICIAL ACADEMY
Tender Notice No. – BJA/Admin/PVL: 04/2026**

Sealed quotations are invited from bona fide, reputed, and registered firms/agencies/service providers for **Award of rate contract for providing professional photography, Videography, Live Streaming, Editing, Post- Production and Allied Audio-Visual Documentation service for the Bihar Judicial Academy, Patna on an “as and when required” basis** for various institutional events and activities of the Academy. Quotations along with other documents, as indicated in the tender document, may be submitted in a sealed envelope addressed to the Director, Bihar Judicial Academy, Patna only during office hours, up to 5:30 PM in the designated drop box at the reception of Bihar Judicial Academy’s Administrative Block.

Sealed quotations will be accepted only up to 5:30 P.M by the end of **21st day** of from the date of publication of this notice in the Newspaper. **The Technical bid will be opened at 11:30 A.M, on the 22nd day from the date of publication of the notice, in the office of Bihar Judicial Academy, Patna** and Financial Bid will be opened thereafter on date & time to be announced subsequently (**in case the 21st & 22nd day or both fall on public holiday then the quotations bids will be submitted or will be opened on the next working day**) .

Detailed specifications & other necessary terms and conditions alongwith tender document are available on the official website (<http://www.patnahighcourt.bja/>) of Bihar Judicial Academy, Patna in downloadable form.

Last Date and Time of Receipt of Bids	21st day of from the date of publication of this notice in the Newspaper. (If 21st days is Holiday, then next working day)
Place of submission of Bids	In the Drop Box, placed at the reception of Administrative Block of Bihar Judicial Academy, Gaighat, Patna - 7
Date & Place of Opening of Technical Bids	on the 22 nd day from the date of publication of the notice in the Newspaper, in the Conference Hall of Bihar Judicial Academy, Patna at 11:30 A.M
Date & Time of opening of Financial Bids	To be Notified Separately

Note: - Monday in place of Sunday is observed as weekly off in Bihar Judicial Academy.


Director

Bihar Judicial Academy, Patna

BIHAR JUDICIAL ACADEMY

GAIGHAT, PATNA

NOTICE INVITING TENDER (NIT)

FOR AWARD OF RATE CONTRACT FOR PROVIDING PROFESSIONAL PHOTOGRAPHY, VIDEOGRAPHY, LIVE STREAMING, EDITING, POST-PRODUCTION AND ALLIED AUDIO-VISUAL DOCUMENTATION SERVICES FOR THE BIHAR JUDICIAL ACADEMY, PATNA ON AN "AS AND WHEN REQUIRED" BASIS

Tender No.	BJA/Admin/ PVL- 05/2026
Estimated Tender Value	₹5,00,000/- (Rupees Five Lakhs Only)
Earnest Money Deposit (EMD)	Demand Draft of ₹10,000/- in favour of Director, Bihar Judicial Academy, Payable at Patna
Performance Security	5% of the Rate Contract Value
Contract Period	The Rate Contract shall remain valid for a period of two (2) years from the date of commencement and may be extended for a further period of one (1) year at a time, subject to mutual consent of both parties and satisfactory performance of the Agency

ABOUT BIHAR JUDICIAL ACADEMY

The Bihar Judicial Academy, a body corporate, is the premier judicial education and training institution of the State of Bihar functioning under the guidance and patronage of the Hon'ble High Court of Judicature at Patna. The Academy is committed to promoting excellence in judicial education by organizing professional training, continuing judicial education and capacity-building programmes for Judicial Officers and other stakeholders associated with the justice delivery system.

The Academy regularly conducts induction training programmes, orientation programmes, refresher courses, seminars, workshops, conferences, consultations, special lectures, national and regional conferences, and other academic and professional programmes for Judicial Officers, Public Prosecutors, Police Officers, Court Staff and other stakeholders.

In addition to its academic activities, the Academy organizes official functions, ceremonial events, visits of dignitaries, national celebrations, cultural and sports programmes, outreach activities, excursions, field and study visits, commemorative events, and other institutional programmes from time to time. The effective

18/04/26

documentation and dissemination of these activities require professional photography, videography, live streaming/webcasting and allied audio-visual services.

Accordingly, the Bihar Judicial Academy proposes to engage a professionally qualified and experienced agency through a Rate Contract for providing photography, videography, live streaming/webcasting and allied audio-visual documentation services on an "as and when required" basis, in accordance with the terms and conditions specified in this Tender Document.

NOTICE INVITING TENDER (NIT)

FOR AWARD OF RATE CONTRACT FOR PROVIDING PROFESSIONAL PHOTOGRAPHY, VIDEOGRAPHY, LIVE STREAMING, EDITING, POST-PRODUCTION AND ALLIED AUDIO-VISUAL DOCUMENTATION SERVICES FOR THE BIHAR JUDICIAL ACADEMY, PATNA ON AN "AS AND WHEN REQUIRED" BASIS

Sealed bids are invited from reputed, experienced and professionally competent agencies/firms for the award of a *Rate Contract* to provide professional Photography, Videography, Live Streaming (including YouTube or other digital platforms) and allied audio-visual documentation services for the Bihar Judicial Academy, Patna, on an "*as and when required*" basis.

The tender shall be processed under a Two-Bid System, comprising:

- A. Technical Bid
- B. Financial Bid

Only those bidders who qualify in the Technical Bid evaluation shall be considered for opening of the Financial Bid.

The Technical Bid and the Financial Bid shall be submitted in separate sealed envelopes, each duly superscribed with the respective bid details. Both sealed envelopes shall thereafter be placed in a single outer sealed envelope superscribed with the name of the tender and other particulars as specified in this Tender Document.

The Bihar Judicial Academy reserves the right to accept or reject any or all bids, wholly or partly, to annul the tender process at any stage, or to reject any bid without assigning any reason whatsoever. No claim or compensation shall be admissible against the Academy on account of such rejection or annulment.

12/01/26

IMPORTANT INFORMATION

Particulars	Details
Name of the Work	Rate Contract for Providing Professional Photography, Videography, Live Streaming and Allied Audio-Visual Documentation Services for the Bihar Judicial Academy, Patna
Estimated Value of Rate Contract	₹5,00,000/- (Rupees Five Lakh only) <i>(Approximate; for evaluation purposes only. The Academy does not guarantee any minimum quantity or value of work.)</i>
Earnest Money Deposit (EMD)	₹10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft drawn in favour of Director, Bihar Judicial Academy , payable at Patna.
Performance Security	5% of the Contract Value to be furnished by the successful bidder.
Period of the Rate Contract	Two (2) years from the date of commencement, extendable by one (1) year at a time, subject to satisfactory performance, mutual agreement and the requirements of the Academy.
Validity of Bid	180 (One Hundred Eighty) days from the last date of submission of bids.
Mode of Submission	Sealed bids under the Two-Bid System (Technical Bid and Financial Bid) in accordance with the Tender Document.
Opening of Technical Bid	On the 22nd day from the date of publication of the Notice Inviting Tender (NIT) in the newspapers, or on the next working day if the scheduled date is declared a holiday, at the Bihar Judicial Academy, Patna.
Opening of Financial Bid	The date and time shall be notified separately to those bidders who qualify in the Technical Bid evaluation.

12/12/22

SCOPE OF WORK

The Rate Contract shall be for providing professional photography, videography, live streaming, post-production and allied audio-visual services for the Bihar Judicial Academy, Patna, on an "as and when required" basis during the period of the Rate Contract.

The services may be requisitioned individually or in combination depending upon the nature and requirements of each programme/event. The quantity, duration, manpower and equipment deployment shall vary from assignment to assignment, and no minimum quantity of work is guaranteed under the Rate Contract.

The Agency shall provide any or all of the following services:

I. Photography Services: The Agency may be required to provide professional photography services for, inter alia:

- | | |
|---|--|
| ▪ Training Programmes. | ▪ Yoga and Wellness Activities. |
| ▪ Foundation Courses. | ▪ Competitions. |
| ▪ Refresher Courses. | ▪ Moot Court Exercises. |
| ▪ Orientation Programmes. | ▪ Mock Trials. |
| ▪ Workshops. | ▪ Mediation Demonstrations. |
| ▪ Conferences. | ▪ Outreach Programmes. |
| ▪ Seminars. | ▪ Awareness Campaigns. |
| ▪ Symposia. | ▪ Plantation Drives. |
| ▪ Faculty Development Programmes. | ▪ Exhibitions. |
| ▪ Meetings of the Board of Governors, Academic Council and other Committees. | ▪ Book Releases. |
| ▪ Official Meetings. | ▪ Signing of MoUs. |
| ▪ Official Visits. | ▪ Press Conferences. |
| ▪ Visits of Hon'ble Judges, Constitutional Authorities, Government Dignitaries and Foreign Delegations. | ▪ Farewell Functions. |
| ▪ Inaugural and Valedictory Functions. | ▪ Felicitation Ceremonies. |
| ▪ Convocation. | ▪ Excursions. |
| ▪ Foundation Day. | ▪ Educational Tours. |
| ▪ Award Ceremonies. | ▪ Site Visits. |
| ▪ Cultural Programmes. | ▪ Field Visits. |
| ▪ Sports Events. | ▪ Study Visits. |
| | ▪ Local Visits. |
| | ▪ Campus Activities. |
| | ▪ Any other official activity organised or sponsored by the Academy. |

II. Videography Services: Professional videography including:

- | | |
|---------------------------|------------------------------|
| ▪ Single-camera coverage. | ▪ Interview recording. |
| ▪ Multi-camera coverage. | ▪ Promotional videos. |
| ▪ Indoor videography. | ▪ Educational videos. |
| ▪ Outdoor videography. | ▪ Training module recording. |
| ▪ Documentary filming. | ▪ Testimonial recording. |

- Institutional films.
- Event documentation.
- Drone videography wherever specifically permitted and approved.
- Any other audio-visual recording as directed.

III. Live Streaming Services: Live streaming may be required for:

- National Programmes.
- State-level Programmes.
- Training Sessions.
- Conferences.
- Webinars.
- Hybrid Events.
- International Programmes.
- Official Ceremonies.
- Academic Lectures.
- Public Lectures.
- Special Events.
- Any other programme identified by the Academy.

Streaming may be required on:

- Academy Website.
- YouTube.
- Facebook.
- Other approved digital platforms.
- Video conferencing platforms.

IV. Editing and Post-Production: The Agency may be required to provide:

- Photo editing.
- Video editing.
- Colour correction.
- Audio enhancement.
- Highlight videos.
- Documentary films.
- Event summary films.
- Short promotional videos.
- Social media clips.
- Reels.
- Motion graphics.
- Titles and captions.
- Sub-titling.
- Digital albums.
- Coffee-table documentation.
- Annual report photographs.
- Archival documentation.

V. Printing and Deliverables: Wherever required, the Agency may provide:

- Printed photographs of various sizes.
- Group photographs.
- Framed photographs.
- Albums.
- Soft copies.
- RAW files.
- Edited files.
- Pen Drive/Hard Disk copies.
- Cloud transfer.
- Digital archives.

VI. Equipment Deployment: Depending upon the assignment, the Agency shall deploy suitable professional equipment including:

- DSLR/Mirrorless Cameras.
- Professional Video Cameras.
- Cinema Cameras.
- Professional Lenses.
- Flash Units.
- Lighting Equipment.
- Wireless Microphones.
- Audio Mixers.
- Tripods.
- Gimbals.

12/10/20

- Sliders.
- Teleprompter.
- Video Switchers.
- Streaming Encoders.
- Professional Editing Systems.
- Drone (as and when required).

VII. Manpower: The Agency shall deploy adequate manpower including:

- Photographer(s).
- Videographer(s).
- Live Streaming Engineer.
- Audio Engineer.
- Video Editor.
- Production Assistant.
- Technical Assistant.
- Drone Operator (where applicable).

VIII. Nature of Assignments: Assignments under the Rate Contract may vary with respect to:

- Duration (one hour to multiple days).
- Number of venues.
- Indoor or outdoor locations.
- Simultaneous programmes.
- Number of participants.
- VIP/VVIP coverage.
- Day/Night assignments.
- Weekends and holidays.
- Emergency assignments.

MINIMUM ELIGIBILITY CRITERIA

To be eligible for participation in the tender process, the bidder shall satisfy the following minimum eligibility conditions:

1. The bidder shall be a legally constituted proprietorship concern, partnership firm, limited liability partnership (LLP), company, or any other entity recognized under applicable law and engaged in providing professional photography, videography, live streaming and allied audio-visual services.
2. The bidder shall possess a valid Permanent Account Number (PAN) issued by the Income Tax Department.
3. The bidder shall possess a valid Goods and Services Tax (GST) Registration Certificate.
4. The bidder shall have a minimum experience of **two (2) years** as on the last date of submission of bids in providing professional photography, videography, live streaming and allied audio-visual documentation services.
5. The bidder shall submit documentary evidence in support of its experience, such as work orders, completion certificates, agreements, purchase orders, client certificates or any other satisfactory proof of execution of similar assignments.
6. The bidder shall possess, either by ownership or lawful possession, adequate professional equipment and technical infrastructure required for execution of the work, including professional cameras, videography equipment, lenses, lighting systems, microphones, audio recording

equipment, live streaming equipment, editing workstations, storage devices and other accessories necessary for providing the services covered under this Rate Contract.

7. The bidder shall have adequate number of trained and experienced technical personnel, including photographers, videographers, editors, live-streaming operators and other support staff, to execute assignments simultaneously, whenever required by the Academy.
8. The bidder shall not have been blacklisted, debarred or banned by any Ministry or Department of the Central Government or any State Government, the High Courts, District Courts, Judicial Academies, Tribunals, Public Sector Undertakings, Autonomous Bodies, Statutory Authorities or any other Government organization. A self-declaration to this effect shall be submitted along with the Technical Bid.
9. The bidder shall not be involved in any litigation or proceedings that may materially affect its ability to perform the obligations under the proposed Rate Contract. If any such proceedings are pending, full particulars thereof shall be disclosed.
10. The bidder shall have the financial, technical and organizational capability to undertake assignments on an "as and when required" basis and shall be capable of deploying the required manpower and equipment within the time stipulated by the Academy.
11. The bidder shall submit all documents, declarations and information prescribed in the Tender Document. Failure to furnish any mandatory document or furnishing false, incomplete or misleading information may result in rejection of the bid.

Note: Fulfilment of the above eligibility criteria shall not automatically entitle any bidder to award of the Rate Contract. The Bihar Judicial Academy reserves the right to verify the information furnished by the bidder and to accept or reject any bid in accordance with the terms and conditions of the Tender Document.

DOCUMENTS TO BE SUBMITTED

The bidder shall submit the following documents as part of the Technical Bid:

1. Self-attested copy of Permanent Account Number (PAN).
2. Self-attested copy of Goods and Services Tax (GST) Registration Certificate.
3. Certificates/documents establishing experience in providing photography, videography, live streaming and allied audio-visual services.

12/08/26

4. Copies of work orders/completion certificates issued by Government Departments, Courts, Judicial Academies, Public Sector Undertakings or other organizations (where available).
5. Self-declaration regarding non-blacklisting/debarment by any Government Department, Public Sector Undertaking, Court, Tribunal or statutory authority.
6. Details of professional equipment proposed to be deployed.
7. Details of technical manpower proposed to be deployed.
8. Name, address, telephone number, mobile number and e-mail address of the bidder.
9. Earnest Money Deposit (EMD).
10. Any other document required under this Tender Document.

GENERAL TERMS AND CONDITIONS

1. Period of Rate Contract

1.1 The Rate Contract shall remain valid for a period of two (2) years from the date of execution of the Agreement.

1.2 The Academy may, at its discretion, extend the Rate Contract for a further period of one (1) year at a time, subject to satisfactory performance of the Agency, continued requirement of the Academy and mutual agreement between the parties.

2. Requirement-Based Engagement

2.1 The Rate Contract shall be on an "as and when required" basis.

2.2 The Academy does not guarantee any minimum quantity or value of work during the currency of the Rate Contract.

2.3 The Academy shall issue work orders/assignment orders depending upon its requirements.

2.4 Payment shall be made only for the services actually requisitioned and satisfactorily rendered.

3. Availability of Services

3.1 The Agency shall provide services whenever requisitioned by the Academy.

3.2 Services may be required during office hours, beyond office hours, on weekends, public holidays or at short notice.

3.3 The Agency shall maintain adequate manpower and equipment to ensure uninterrupted service.

18/04/26

3.4 Refusal to undertake an assigned work without sufficient and reasonable cause may be treated as breach of contract.

4. Rates Inclusive of All Charges

Unless specifically provided otherwise in the Financial Bid, the quoted rates shall be deemed to include all expenses including:

- Transportation;
- Labour and manpower;
- Cameras and accessories;
- Lenses;
- Lighting equipment;
- Audio equipment;
- Live streaming equipment;
- Editing and post-production;
- Software;
- Consumables;
- Packing and delivery;
- Insurance;
- Any other incidental expenses.

No claim towards travelling allowance, daily allowance, lodging, boarding or any other incidental expenditure shall be entertained by the Academy. GST shall be payable separately only if specifically quoted and applicable under law.

5. Equipment

The Agency shall deploy, at its own cost, all professional equipment required for execution of the assigned work including but not limited to:

- DSLR/Mirrorless Cameras;
- Professional Video Cameras;
- Professional Lenses;
- Drone (as per requirement);
- Tripods;
- Gimbals;
- Sliders;
- Lighting Equipment;
- Flash Units;
- Wireless Microphones;
- Audio Recorders;
- Video Switchers;
- Live Streaming Equipment;
- Computers;
- Editing Workstations;
- Storage Devices;
- Internet Connectivity;
- Backup Equipment; and
- All other accessories necessary for professional execution.

The Academy shall not provide any equipment or accessories.

6. Quality Standards

The Agency shall ensure:

18/01/2026

- High-resolution photography and videography;
- Proper framing, composition and exposure;
- Professional colour correction and editing;
- Clear and synchronized audio recording;
- Stable video footage;
- Proper illumination;
- High-quality live streaming;
- Timely submission of deliverables.

The Academy reserves the right to reject any photographs, videos or other deliverables not conforming to acceptable professional standards.

7. Submission of Deliverables

7.1 Unless otherwise directed, edited photographs and videos shall ordinarily be delivered within twenty-four (24) hours from completion of the assignment.

7.2 Urgent photographs, videos or selected images shall be supplied immediately or within such time as may be specified by the Academy.

7.3 The Agency shall submit all deliverables in both editable/raw format (wherever required) and final processed format.

7.4 All photographs, videos and related digital assets shall be systematically arranged, indexed and submitted in clearly identifiable folders.

7.5 The Agency shall adopt a logical and uniform file naming convention to facilitate retrieval of photographs and videos.

Illustrative Indexing Pattern

Folder Structure: Year → Month → Date → Event Name

Example: 2026 → July → 17-07-2026 → National Conference on Civil Justice

Within the event folder, separate sub-folders shall be created such as:

- RAW Photographs
- Edited Photographs
- Group Photographs
- Portraits
- Videos
- Edited Videos
- Live Streaming Files
- Highlights
- Albums
- Social Media Content
- Documents

18/07/26

Illustrative file names: YYMMDD_EventName_Number/Identification.jpg or mp4 (as the case may be)

- 20260717_Inauguration_001.jpg
- 20260717_GroupPhoto_CJJD_01.jpg
- 20260717_Session1_SpeakerJusticeABC.mp4
- 20260717_ClosingCeremony_Highlight.mp4

7.6 Every assignment shall be accompanied by an index sheet indicating the folder structure, number of photographs, number of videos, duration of recordings and description of the deliverables.

7.7 The Agency shall upload photographs, videos and other digital deliverables, whenever directed, on the online storage platform, cloud repository, mobile application, content management system or any other digital platform specified by the Academy for sharing, archival or dissemination of official records.

7.8 The Agency shall ensure that all uploaded files are complete, correctly indexed, free from corruption and readily accessible.

8. Confidentiality

8.1 All photographs, videos, recordings and other materials produced during Academy programmes shall remain confidential.

8.2 The Agency shall not publish, circulate, upload, display, reproduce or commercially exploit any photograph, video or recording without prior written permission of the Academy.

8.3 The confidentiality obligation shall continue even after expiry or termination of the Rate Contract.

9. Intellectual Property Rights

9.1 All photographs, videos, audio recordings, edited files, raw files, digital assets and other deliverables produced under the Rate Contract shall be the exclusive property of the Bihar Judicial Academy.

9.2 All copyrights and intellectual property rights shall vest exclusively in the Academy.

9.3 The Agency shall have no right to use the photographs, videos or recordings for advertisements, portfolio, website, social media, exhibitions or any other purpose without prior written approval.

10. Personal Photography and Exclusion from Official Deliverables

14/07/26

10.1 The services to be rendered by the Agency under this Rate Contract shall be strictly confined to the official assignment communicated by the Bihar Judicial Academy.

10.2 During the course of any programme or event, if any participant, Judicial Officer, dignitary, guest, staff member or any other individual requests the Agency to take photographs or videos for personal or private purposes, such photography or videography shall be treated as a private arrangement between the Agency and the concerned individual and shall not form part of the official work assigned by the Academy.

10.3 The Academy shall neither receive, examine, store, archive, upload, index nor deliver any such personal photographs, videos or other digital content. The Academy shall also bear no responsibility or liability in relation to such personal photographs or videos, including their custody, quality, delivery or subsequent use.

10.4 The Agency shall ensure that all photographs, videos and other digital deliverables submitted to the Academy contain only the official photographs and recordings covered under the work order or assignment issued by the Academy. Personal photographs or videos shall be clearly segregated and shall not be mixed with or included in the official deliverables in any form or manner.

10.5 Submission, upload or delivery of any personal photograph, video or other digital content to the Academy, whether intentionally or inadvertently, shall constitute a breach of the terms and conditions of the Rate Contract and may attract appropriate action, including rejection of the deliverables, withholding of payment, imposition of penalty, termination of the Rate Contract and/or forfeiture of the Performance Security, without prejudice to any other remedy available to the Academy under law.

10.6 The Academy shall not entertain any request from any individual for supply, retrieval, sharing or release of personal photographs or videos allegedly taken by the Agency during any programme. Any such request shall be dealt with exclusively by the Agency at its own responsibility and without involving the Academy.

11. Conduct of Personnel

The personnel deployed by the Agency shall:

- a) maintain proper discipline and decorum befitting a judicial institution;
- b) wear appropriate identification duly approved by the Academy whenever required;
- c) follow security instructions issued by the Academy;
- d) maintain confidentiality regarding all proceedings.

12. Payment

12.1 Payment shall be released after satisfactory completion of the assigned work, acceptance of the deliverables and submission of a valid invoice.

12.2 Statutory deductions shall be made as applicable.

18/08/20

12.3 No advance payment shall ordinarily be made.

13. Penalty

Failure to attend an assigned programme, delayed delivery, poor quality of work, failure to maintain confidentiality or breach of contractual obligations may result in:

- **deduction from bills;**
- **withholding of payment;**
- **forfeiture of Performance Security;**
- **termination of the Rate Contract;**
- **blacklisting/debarment in accordance with law.**

14. Performance Security

The successful bidder shall furnish Performance Security equivalent to 5% of the value prescribed in the Tender Document before execution of the Agreement.

15. Earnest Money Deposit

Every bidder shall furnish an Earnest Money Deposit of ₹10,000/- by Demand Draft drawn in favour of the Director, Bihar Judicial Academy, payable at Patna.

The EMD of unsuccessful bidders shall be refunded without interest.

The EMD of the successful bidder shall be refunded after submission of the Performance Security.

16. Termination

The Academy may terminate the Rate Contract at any time in the event of:

- | | |
|------------------------------------|--------------------------------------|
| ▪ unsatisfactory performance; | ▪ breach of contractual obligations; |
| ▪ repeated defaults; | ▪ violation of confidentiality; |
| ▪ misconduct; | ▪ misuse of photographs or videos. |
| ▪ submission of false information; | |

17. Jurisdiction

All disputes arising out of or relating to this Rate Contract shall be subject to the exclusive jurisdiction of the competent courts at Patna.

DESCRIPTION OF THE TECHNICAL & FINANCIAL BID

1. TECHNICAL BID

AS PER ANNEXURE -I

2. FINANCIAL BID

AS PER ANNEXURE-II – SCHEDULE OF RATES (BOQ) FOR RATE CONTRACT & SERVICE LEVEL AGREEMENT

3. DECLARATION AND UNDERTAKING

AS PER ANNEXURE -III

12/9/2020

ANNEXURE-I

TECHNICAL BID

(PART -A TO PART – D)

PART- A: GENERAL INFORMATION

Particulars	Details
Name of the Bidder/Agency/Firm	
Constitution of the Firm (Proprietorship/Partnership/LLP/Company etc.)	
Registration Number (where applicable)	
Registered Office Address	
Correspondence Address	
Name of Authorized Signatory	
Name of Contact Person	
Mobile Number	
Telephone Number	
E-mail Address	
Website (if any)	
Permanent Account Number (PAN)	
GST Registration Number	
Year of Establishment	
Total Years of Experience in Photography/Videography/Live Streaming Services	

PART-B : EXPERIENCE OF THE BIDDER

The bidder shall furnish details of similar assignments executed during the last two years or more.

128/08/16

Sl. No.	Name of Client/Organization	Nature of Assignment	Contract/Work Order No. & Date	Period of Work	Approximate Value (₹)	Completion Status
1						
2						
3						
4						
5						

(Attach separate sheets, if required.)

PART-C : DETAILS OF PROFESSIONAL EQUIPMENT

The bidder shall furnish details of the professional equipment available for execution of the work.

Equipment	Make/Model	Quantity Owned/Available
DSLR/Mirrorless Cameras		
Professional Video Cameras		
Professional Camera Lenses		
Tripods/Monopods		
Gimbals/Stabilizers		
Professional Lighting Equipment		
Flash Units		
Wireless Microphones		
Audio Recorders/Audio Mixers		
Live Streaming Encoder/Switcher		
Professional Editing Workstations (Laptop/Desktop)		
Internet Bonding/Streaming Devices		
Drones		
Storage Devices/External Hard Disks		
Backup Cameras		
Backup Batteries		

18/10/22

Backup Memory Cards		
Any Other Equipment		

PART-D : DETAILS OF TECHNICAL MANPOWER

Category	Number Available
Professional Photographers	
Professional Videographers	
Live Streaming Operators	
Video Editors	
Production Assistants	
Drone Operators (if applicable)	
Other Technical Personnel	

PART-E : DOCUMENT CHECKLIST

The bidder shall enclose self-attested copies of the following documents:

- ☐ PAN Card
- ☐ GST Registration Certificate
- ☐ Registration Certificate of Firm/Company/LLP (where applicable)
- ☐ Documentary proof of minimum two years' experience
- ☐ Work Orders/Completion Certificates/Client Certificates
- ☐ Self-Declaration regarding Non-Blacklisting
- ☐ Details of Professional Equipment
- ☐ Details of Technical Manpower
- ☐ Authorization Letter/Power of Attorney (where applicable)
- ☐ Earnest Money Deposit (EMD)
- ☐ Any other document required under the Tender Document

12/08/22

DECLARATION

I/We hereby certify that all information furnished in this Tender is true, complete and correct to the best of my/our knowledge and belief. I/We have carefully read and understood all the terms and conditions of the Tender Document and agree to abide by the same. In the event any information furnished by me/us is found to be false, incorrect or misleading, the Bihar Judicial Academy shall be at liberty to reject the bid, terminate the Rate Contract, forfeit the Performance Security and/or Earnest Money Deposit, and take such further action as may be deemed appropriate in accordance with law.

Date:

Place:

Signature of Authorized Signatory

Seal of Agency

12/07/22

ANNEXURE-II**SCHEDULE OF RATES (BOQ)****FINANCIAL BID****(PART-A + PART -B)****PART-A**

Tender for Award of Rate Contract for Providing Professional Photography, Videography, Live Streaming and Allied Audio-Visual Documentation Services

Name of the Bidder: _____

Sl. No.	Description of Service	Unit	Rate (₹) (Exclusive of GST)
A. Photography Services			
1	Professional Photography (up to 4 hours)	Per Assignment	
2	Professional Photography (Full Day up to 8 hours)	Per Assignment	
3	Professional Photography (Beyond 8 hours)	Per Hour	
4	Additional Photographer	Per Person/Day	
5	Instant Photography with on-site selection and delivery (where required)	Per Assignment	
B. Group Photographs			
6	Group Photograph – 8" × 12"	Per Print	
7	Group Photograph – 10" × 15"	Per Print	
8	Group Photograph – 12" × 18"	Per Print	
9	Group Photograph – 16" × 20"	Per Print	
10	Group Photograph – 20" × 30"	Per Print	
11	Group Photograph – 24" × 36"	Per Print	
12	Group Photograph – Custom Size	Per Sq. Ft.	
C. Individual Photographs/Portraits			
13	Colour Print – 4" × 6"	Per Print	
14	Colour Print – 5" × 7"	Per Print	

12/07/26

15	Colour Print – 8" x 10"	Per Print	
16	Colour Print – 8" x 12"	Per Print	
17	Colour Print – 12" x 18"	Per Print	
18	Colour Print – 16" x 20"	Per Print	
19	Colour Print – 20" x 24"	Per Print	
20	Colour Print – 24" x 36"	Per Print	
D. Framing Services (Including Mounting, Glass/Acrylic and Hanging Hardware)			
21	Standard Synthetic/PVC Frame	Per Sq. Ft.	
22	Premium Wooden Frame	Per Sq. Ft.	
23	Decorative Wooden Frame	Per Sq. Ft.	
24	Aluminium Frame	Per Sq. Ft.	
25	Fibre/MDF Frame	Per Sq. Ft.	
26	Acrylic Frame	Per Sq. Ft.	
27	Canvas Stretch Framing	Per Sq. Ft.	
28	Premium Museum/Archival Frame	Per Sq. Ft.	
29	Lamination (Matt/Gloss Finish)	Per Sq. Ft.	
30	Foam Board Mounting	Per Sq. Ft.	
31	Sun Board Mounting	Per Sq. Ft.	
32	MDF Mounting	Per Sq. Ft.	
E. Albums			
33	Standard Album	Per Album	
34	Premium Album	Per Album	
35	Coffee Table Album	Per Album	
F. Videography Services			
36	Professional Videography (Half Day – up to 4 hours)	Per Assignment	
37	Professional Videography (Full Day – up to 8 hours)	Per Assignment	
38	Additional Hour	Per Hour	
39	Additional Videographer	Per Person/Day	
40	Multi-Camera Coverage (2 Cameras)	Per Assignment	
41	Multi-Camera Coverage (3 Cameras or more)	Per Assignment	

G. Live Streaming			
42	Single Camera Live Streaming	Per Assignment	
43	Multi-Camera Live Streaming	Per Assignment	
44	Simultaneous Streaming on Multiple Platforms	Per Assignment	
H. Editing & Post Production			
45	Photo Editing	Per Assignment	
46	Video Editing	Per Assignment	
47	Highlight Video (3–5 Minutes)	Per Video	
48	Documentary/Event Film	Per Minute of Final Output	
49	Motion Graphics/Titles/Subtitles	Per Assignment	
I. Digital Deliverables & Asset Management			
50	Submission of Edited Digital Photographs	Included	
51	Submission of RAW Files (where required)	Per Assignment	
52	Submission of Digital Deliverables in External Hard Disk/Pen Drive (media supplied by Agency)	Per Device	
53	Indexing, Folder Structuring, File Naming Convention, Metadata Preparation and Upload to Academy-designated Cloud Repository/App	Per Assignment	
J. Special Services			
54	Drone Photography/Videography (where specifically permitted)	Per Assignment	
55	Institutional Documentary Film	Per Project	
56	Time-lapse Photography/Videography	Per Assignment	
57	Emergency Assignment (within short notice, if specifically approved)	Per Assignment	

Notes

1. The rates quoted shall remain firm and fixed throughout the currency of the Rate Contract, including any extension thereof, unless otherwise provided in the Tender Document.

12/08/22

2. The quoted rates shall be inclusive of all costs, including manpower, transportation, cameras, lenses, lighting equipment, audio equipment, editing, indexing, file management, uploading of deliverables, software, storage media, consumables and all incidental expenses. GST shall be payable separately, if applicable.
3. The Academy may engage the Agency for any one or more of the above services, individually or in combination, depending upon the nature and requirements of each assignment.
4. The Academy does not guarantee any minimum quantity or value of work under the Rate Contract.
5. The bidder shall quote rates against each item in the Schedule of Rates. Leaving any mandatory item unquoted may render the Financial Bid liable to rejection.
6. The Lowest Evaluated Bid (L-1) shall be determined in accordance with the evaluation methodology prescribed in the Tender Document.

PART-B (Financial Bid)

1. Service Level Agreement (SLA)

Service Requirement	Standard
Reporting at Venue	At least 30 Minutes before the Programme Schedule
Photographer Availability	Ordinarily as per Academy's Schedule including holidays as well as and when required.
Videographer Availability	Ordinarily as per Academy's Schedule including holidays as well as and when required.
Live Streaming Set Up	Minimum 45 Minutes before commencement of the Programme with Test Run OK
Quality of the Photographs	High Resolution Digital Colour Images
Quality of Videography	Minimum Full HD (1080p)
Live Streaming	Uninterrupted with proper audio-video sync
File Naming Convention	Mandatory as prescribed by the Academy
Folder-wise Indexing	Mandatory
Submission of Index Sheet	Mandatory
Upload to Academy Cloud/App	Within time prescribed by the Academy
Submission of RAW Files	Wherever specifically directed

Submission of Edited Files	JPEG/PNG/MP4 or other prescribed formats
Data Backup	Minimum six months or as directed by the Academy
Duplicate Backup	Mandatory
Backup Camera	Mandatory
Backup Memory Cards	Mandatory
Backup Batteries	Mandatory
Replacement Photographer in emergency	Within one hour or as directed
Confidential Handling of Data	Mandatory

2. Penalty Clause

The Academy may Impose Following Penalties as per the default caused:

Default	Penalty
Delay in reporting beyond schedule time	Failure of the Agency or its personnel to report at the designated venue within the time stipulated by the Academy shall attract a deduction of 10% of the total bill payable for the concerned event/assignment. Where such delay adversely affects the programme or results in partial or complete loss of coverage, the Academy may, in addition to the aforesaid deduction, impose such further action as may be warranted under the terms of the Rate Contract, including recovery of consequential losses, if any.
Failure to Attend the Assigned Programme/Event/Assignment:	It shall constitute a material breach of the Rate Contract and may result in termination of the Rate Contract, with or without notice, forfeiture of the Performance Security, and recovery from the Agency of any additional expenditure incurred by the Academy in engaging an alternative agency at rates higher than those stipulated under the Rate Contract, without prejudice to any other legal or contractual remedies available to the Academy.
Poor Quality Photographs/Videos	Re-performance at own cost or deduction up to 20% of the submitted file rate.
Failure in Live Streaming etc attributable to the agency	Termination of Contract with or Without Notice and forfeiture of Performance Security besides legal action.

12/01/26

Delay in Supply of Digital Copies	Rs.500/- per day subject to maximum 10% of the submitted file rate.
Failure to maintain prescribed indexing/file structure	Up to 5% deduction of the submitted file rate
Uploading incorrect files to Academy portal	Rectification at own cost; repeated defaults may attract penalty up to 10%
Mixing personal photographs with official deliverables	Treated as breach of contract; rejection of deliverables and penalty up to 20%; repeated violations may result in termination
Failure to submit RAW files when directed	Up to 10% deduction
Failure to upload within prescribed time	₹500 per day or as decided by the Academy
Unauthorized Publication of Academy's Photographs and Videos	Termination of Contract and forfeiture of Performance Security besides legal action.
The Academy may Waive any penalty for reasons recorded in writing.	

DECLARATION

I/We hereby certify that all information furnished in this Tender is true, complete and correct to the best of my/our knowledge and belief. I/We have carefully read and understood all the terms and conditions of the Tender Document and agree to abide by the same. In the event any information furnished by me/us is found to be false, incorrect or misleading, the Bihar Judicial Academy shall be at liberty to reject the bid, terminate the Rate Contract, forfeit the Performance Security and/or Earnest Money Deposit, and take such further action as may be deemed appropriate in accordance with law.

Date:

Place:

Signature of Authorized Signatory

Seal of Agency

18/04/24

ANNEXURE-III

DECLARATION AND UNDERTAKING

I/We hereby certify that:

1. All information furnished by us in the tender is true and correct.
2. We have carefully read all terms and conditions of the tender and agree to abide by them.
3. We possess all equipment necessary for execution of the work.
4. Bihar Judicial Academy shall not be required to provide any camera, videography equipment, accessories or manpower.
5. We shall maintain complete confidentiality of all photographs, videos and digital records created during the contract period.
6. We shall not upload, publish or circulate any photograph or video relating to Bihar Judicial Academy without prior written approval.
7. We have not been blacklisted by any Government Department, Court, Tribunal or Public Sector Undertaking.
8. We understand that the Academy is under no obligation to assign any minimum quantity of work and payment shall be made only for services utilized.
9. We accept that all photographs, videos and digital content created under this contract shall be the exclusive property of Bihar Judicial Academy.

Date: _____

Place: _____

Signature of Authorized Signatory

(Name)

(Seal of Agency)

12/07/26