



**SUCHITWA MISSION
LOCAL SELF GOVERNMENT DEPARTMENT,
KERALA**

**EXPRESSION OF INTEREST
FOR THE EMPANELMENT OF PHOTOGRAPHERS AND
VIDEOGRAPHERS FOR UNDERTAKING PHOTO & VIDEO SHOTS
FOR SUCHITWA MISSION
EOI REF NO. 1157/D1/2024/SM(3)**

EOI FACT SHEET

Sl. No.	Particulars	Details
1.	Name of Issuing Authority	The Executive Director, Suchitwa Mission
2.	Name of Engagement	Expression of Interest for the Empanelment of Photographers and Videographers for undertaking Photo & Video Shoots for Suchitwa Mission
3.	Availability of the Document	The EOI Document is available and downloadable on following website: www.suchitwamission.org <i>All Subsequent changes to the EOI Document shall be published on the above-mentioned website</i>
4.	EOI Publish Date	27.03.2024
5.	Pre-Bid Meeting date and place	19.04.2024 (09:30 AM) (online mode)
6.	EOI Submission Start Date	22.04.2024
7.	Last Date and Time for Submission of EOI	06.05.2024
8.	Date, Time and Place of opening of EOI	08.05.2024
9.	Proposal validity	Proposal should remain valid for 120 days from the last date of submission
10.	For any Queries Contact Person Details	The Executive Director Suchitwa Mission Email: sanitationkerala@gmail.com

DISCLAIMER

This EOI is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by the Authority. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This EOI may not be appropriate for all persons, and it is not possible for the Authority, to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources. Information provided in this EOI to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority makes no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this Selection Process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EOI. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI. The issue of this EOI does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and cancel the entire bidding process. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process

1. Background & Objective

1.1. Background

Suchitwa Mission, the Technical Support Group (TSG) in Waste Management sector under the Local Self Government Department, Government of Kerala intends to empanel experienced Photographers and Videographers from all the Fourteen (14) districts in order to document and archive various waste management activities, success stories or any other on ground activities in the waste management sector, assigned by the concerned District Coordinator.

1.2. Objective

The objective is to empanel **skilled Photographers and Videographers from each of the 14 districts** to document and archive waste management endeavours, accomplishments, and associated on-site operations as per the guidance of respective District Coordinators, aimed at showcasing the functions of Suchitwa Mission through comprehensive photo and video coverage.

2. Scope of Work

2.1. The empanelled Photographers and videographers will be assigned tasks by the respective District Coordinators of Suchitwa Mission to capture various on-ground waste management activities, success stories, and events. The objective is to showcase the achievements and efforts of Suchitwa Mission through comprehensive photo and video coverage. Empanelled photographers and videographers must possess digital cameras suitable for both still photography and videography, along with necessary equipment for post-production work. They should also have proficiency in Adobe Photoshop and other relevant software for editing purposes.

2.2. Additionally, the scope includes adherence to specific guidelines such as covering functions based on intimation from Suchitwa Mission, maintaining confidentiality of data provided, and delivering photographs and videos within the given time frame. The work output will be the property of Suchitwa Mission, and any dissemination without permission is prohibited.

2.3. Photographers may undertake night time shoots as well for selected programmes/events

2.4. Equipment checklist

- Full frame cameras like Nikon D750, Canon 6D etc. (minimum)
- Extensive range of lenses from 8mm to 300mm (minimum)
- Lights & others (as per requirement, to be carried by the photographer)
- Must have Drones that can shoot 4K visuals (minimum)

2.5. Video categories:

- Cinematic films with VO/ background music/ supers
- Short edits with VO/ background music / supers
- Event/Programme highlights
- Documentary

2.6. The delivery of photographs/videos should be done in electronic format within the next 24-48 hours after they were taken, depending on the event and the urgency of delivery. Photos and short videos for distribution on social media will be needed, and as such, these will need to be delivered immediately, usually during the programme, or at most one hour after the event.

2.7. Digital delivery of the product, to include:

- Edited high-resolution JPEG
- Edited low-resolution JPEG (when immediate social media sharing is required)
- Edited HD/ 4K, long/ short videos
- Raw footages of video if required

2.8. The photographer and videographer will be given a minimum of 2 days' notice that their services will be needed, however, on exceptional occasions the notice may be shorter. Based on the requirement (salient features) of the photographs/ videos needed, Suchitwa Mission may select one/ two or all photographers and videographers from the empanelled list to undertake a particular photo/ video shoot job.

3. Period of Empanelment

3.1. The Empanelment shall be of One (01) year from the date of agreement which can be further extended on the discretion of **The Executive Director, Suchitwa Mission**

3.2. Suchitwa Mission does not ensure any quantum of work. The engagement will be purely depending on the programmes/ functions.

4. Payments

4.1. The Empanelled photographers/Videographers will be paid according to the rates sanctioned/approved by the Information & Public Relations Department, Kerala.

4.2. The Empanelled Photographers / Videographers are required to submit the bills of the functions covered by them within one month of the office work order.

5. General terms and conditions

5.1. The bidder must have the sufficient number and quality of cameras, operators, and complete infrastructure for carrying out the work. The Photographers /Videographers should possess digital photo camera for still photography and digital HD video camera for videography. He will not be allowed to delegate / transfer/outsource / assign his /her contract or part thereof to some other party to the disadvantage to Suchitwa Mission

5.2. The bidder should have a Professional Degree or Diploma in photography/videography.

5.3. The Bidder should be able to write down notes on the events, captions related to photos and descriptions related to videos

5.4. The Photographers should have sound knowledge in Adobe Photoshop/ Videographers should have sound knowledge and hands on experience/skills in Adobe Premier.

5.5. The Empanelled Photographers / Videographers should cover the functions based on the intimation from the District/State Suchitwa Mission and submit photos and video

footage of the function assigned along with caption of the function through E-mail, WhatsApp or other storage devices

- 5.6. No advance payment will be made. Taxes applicable as per rules
- 5.7. The deployed photographer/videographer has to reach on his/her own at the destination / place for photo/video coverage.
- 5.8. All the photographs, videos, RAW files etc. will be the property of Suchitwa Mission
- 5.9. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also, mere fulfilment of the eligibility criteria does not guarantee selection
- 5.10. The Photographer/Videographer would require delivering the photographs and videos in soft copies post production within given time of the assignment covered
- 5.11. Each page of the proposal/application should be signed. The proposal/application shall be signed by person having necessary authorization to do so. (*Certified copies to be enclosed*)
- 5.12. The proposal should also enclose the list of the reputed organization including Government clients for which photography/videography jobs have been undertaken by them.
- 5.13. The proposal should be submitted by photographer/videographer having at least **2 years of experience** in undertaking jobs of similar nature. **The proof regarding the same should be submitted along with documents**
- 5.14. The Photographs and Video Footage of the Events /Functions shot by the Empanelled Photographers & Empanelled Videographers is the property of Suchitwa Mission and should not disseminate the same to any individual Organisation or any Publication houses, media houses etc. without the permission by the Executive Director, Suchitwa Mission
- 5.15. In case of default, Suchitwa Mission has the right to delete the name of Photographer/Videographer from the empanelment list.
- 5.16. A photographer and Videographer black listed/banned by Government of India or by any other State Government on the date of bid submission shall not be eligible to participate in the process
- 5.17. Suchitwa Mission reserves the right not to make payment of the photographs not selected from the number of photos mentioned in the work order
- 5.18. Confidentiality of any data and information provided by Suchitwa Mission should be maintained.
- 5.19. The photography /videography output will be the sole property of the Suchitwa Mission; any portion or part of the project should not be produced / published or sold to others.
- 5.20. The work would be treated as final only after its approval by Suchitwa Mission.
- 5.21. The penalty will be levied in case there is any disruption of services.

6. Eligibility Criteria

- 6.1. Bidder should have at least 2 (two) year satisfactory experience of the work in similar nature
- 6.2. The bidder may submit work orders/proof and other relevant supporting documents of minimum five (5) projects to qualify in experience criteria.
- 6.3. Available instruments – a declaration towards availability of Camera/lens/computer and photo editing software to be given on the letter head of bidder.

- 6.4. All interested bidders shall submit ONLY 15 photos and/or 3 videos as sample work done by them.
- 6.5. Further, the photographer and videographer should have the capability of post-production, Image & video editing, VFX, animation etc. (Proof to be attached).

7. Jurisdiction

- 7.1. The court of Thiruvananthapuram alone shall have the jurisdiction to try any matter of dispute or reference between the parties arising out of this EOI or agreement

8. Submission of applications

- 8.1. Applicants qualifying as per the criteria mentioned above and who are interested in providing the services detailed above may submit their applications to this EOI as per formats given in annexure along with relevant documentary evidence latest by 06/05/2024 before 17:00 Hours. The proposals shall be addressed to **The Executive Director, Suchitwa Mission, 4th Floor, Revenue Tower, Public Office Compound, Trivandrum, PIN - 695 033**

9. Technical Proposal (to be submitted in offline mode)

- 9.1. The bidder shall prepare and submit “Technical Documents” which shall contain:
 - Cover letter as per Annexure 1
 - Detailed CV of the bidder
 - 3 videos and/or 15 photographs for sample works with brief description of each video/photo in soft copy (Pen drive)
 - Supporting Documents like available instruments, post production capability (as mentioned in Eligibility Criteria)
- 9.2. The “Technical Documents” shall be submitted in hardcopy and to be enclosed in an outer Packet labelled as “**EOI for Empanelment of Photographers and Videographers for Suchitwa Mission**” and must be submitted before the stipulated time as mentioned in this EOI

10. Proposal Evaluation

- 10.1. Technically qualified bidders will be called for the discussion based on the sample works and CV of the photographer and videographer submitted, and evaluation committee shall shortlist the best bidders.
- 10.2. Qualified bidders shall be called for a detailed discussion on sample video/photo and interaction with the evaluation committee. The marks for understanding of scope of work, the sample video and interaction with the core team will be marked by the evaluation committee:

Sl. No.	Criteria	Marks
1	Portfolio/profile of the bidder	25
2	Understanding of the scope of work	10
3	Experience in Videography and Photography in similar area	25
4	Awards and accolades	05
5	Technical capabilities (the capability of postproduction, Image & video editing, VFX, animation etc.)	15
6	Sample photos and videos	20

The bidders are required to score minimum 60 marks to qualify for the empanelment

11. Rights of Suchitwa Mission

- 11.1.** Suchitwa Mission reserves the right to accept / reject the offers received, or call for any additional information /clarification, or modify / cancel the bidding process, if so required, without assigning any reason whatsoever
- 11.2.** Suchitwa Mission reserves the right to cancel/terminate the agreement any time without assigning any reason or failing to submit the report within stipulated time or unsatisfactory report or any reason as deemed fit
- 11.3.** Suchitwa Mission however reserves its right to get any photo & video shoot from anyone outside the panel in any cases.

12. Intellectual property rights

- 12.1.** The Intellectual Property Rights (IPR) of all the creative, registrations, program, formats etc., would vest with Suchitwa Mission

13. Arbitration Clause

- 13.1.** All matters of dispute arising out of this shall be governed by Indian law and subject to the jurisdiction of Courts at Thiruvananthapuram
- 13.2.** All Disputes between the Parties arising out of or relating to or in connection with this Agreement, including the performance or non-performance of the obligations set out herein shall, so far as is possible, be settled amicably between the Parties within thirty (30) days after written notice of such Dispute has been given by one Party to the other Party. The venue of the amicable settlement proceeding shall be the Head Office of Suchitwa Mission at Thiruvananthapuram
- 13.3.** If any dispute or difference of any kind whatsoever shall arise in connection with or arising out of this contract or the execution of work or maintenance of the works there

under, whether before the commencement or during the progress of works or after the termination, abandonment or breach of contract, and it is not amicably settled within 60 days of the notice being served on the other party, it shall be referred to arbitration before a Sole Arbitrator as per the existing laws.

ANNEXURE 1 COVER LETTER

To,
The Executive Director
Suchitwa Mission
4th Floor, Revenue Tower, Public Office Compound,
Trivandrum, Pin - 695 033

SUB: EOI for Empanelment of Photographers and Videographers for undertaking photo & video shoots for Suchitwa Mission

- 1) With reference to your EOI Document (Ref No **1157/D1/2024/SM(3)**) dated 27.03.2024, I having examined all relevant documents and understood their contents, hereby submit my Proposal for the empanelment as photographer/ Videographer for Suchitwa Mission. The proposal is unconditional.
- 2) I acknowledge that Suchitwa Mission/CMD will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the photographer/ videographer, and I certify that all information provided in the Proposal and in the Annexures are true and correct, nothing has been omitted which renders such information misleading and all documents accompanying such Proposal are true copies of their respective originals.
- 3) I shall make available to Suchitwa Mission any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
- 4) I declare that:
 - I have examined and have no reservations to the EOI Documents, including any Addendum issued by the Authority;
 - I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- 5) I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the photographer/videographer, without incurring any liability to the Applicants in accordance with the EOI document.
- 6) I further certify that in regard to matters relating to security and integrity of the country, I have not been charge-sheeted or convicted by any agency of the Government or by a Court of Law for any offence committed

- 7) I hereby irrevocably waive any right or remedy which I may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of photographer, videographer or in connection with the Selection Process itself
- 8) I agree to keep this offer valid for 120 days from the proposal due date specified in the EOI.
- 9) In the event of me being selected as one of the empanelled photographers/videographers, I agree and undertake to provide the services in accordance with the provisions of the EOI.
- 10) I have studied EOI and all other documents carefully. I understand that I shall have no claim, right or title arising out of any documents or information provided to me by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process
- 11) I agree and undertake to abide by all the terms and conditions of the EOI Document in witness thereof, I submit this Proposal under and in accordance with the terms of the EOI Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

ANNEXURE 2 DETAILS TO BE PROVIDED

1. Name of applicant:
2. Date of Birth:
3. Educational Qualification:
4. Membership of Professional Associations:
5. Other Training
6. Work Experience:
7. Employment Record
8. Key photo shoots undertaken
9. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this resume correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. I am willing to work for Suchitwa Mission and will be available for entire duration assignment as required.

Date:

Signature:

**ANNEXURE 3: FORMAT FOR DECLARATION REGARDING CLEAN TRACK
RECORD**

Date

To,

**The Executive Director
Suchitwa Mission
4th Floor, Revenue Tower, Public Office Compound,
Trivandrum, Pin - 695 033**

Ref: “EOI for Empanelment of Photographers and Videographers for undertaking photo & video shoots for Suchitwa Mission”

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document regarding the “Empanelment of photographers and videographers for undertaking photo & video shoots for Suchitwa Mission”.

I hereby declare that I have not been debarred/black listed by any Government/Semi Government organizations in India.

In accordance with the above I would like to declare that:

I am not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

The information provided in the proposal is true and no false representation has been made.

Yours faithfully,

(Signature of the Bidder)

Name

Date:

Place: