



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान

तेजपुर: असम: पिन: 784001

LGB REGIONAL INSTITUTE OF MENTAL HEALTH

(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)

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TEZPUR:: 784001 :: ASSAM

No. LGB/NAZ/4052/P-8/26/514

Dated: 03-02-2026

NOTICE INVITING QUOTATION (NIQ)

The Director, (LGBRIMH), Tezpur, an Autonomous Institute under the Ministry of Health & Family Welfare, Government of India, invites sealed quotations from reputed, eligible and experienced agencies for Photography & Videography Services for the Sesquicentennial (150th) Anniversary Celebrations, as per details given below.

1. NAME OF WORK

Hiring of Agency for Photography & Videography Services for Sesquicentennial (150th) Anniversary Celebrations of LGBRIMH.

2. EVENT DATE & COVERAGE

- **Date:** 01 April 2026 (Tentative)
- **Coverage Duration:** Full Day (Inauguration to conclusion of Cultural Evening)

3. EARNEST MONEY DEPOSIT (EMD)

- **Amount:** ₹ 3,440/-
- **Mode:**
 - Demand Draft / Bank Guarantee /FDR drawn in favour of Director, LGBRIMH, Tezpur
- **OR**
 - EMD exemption as per MSME / Startup norms (valid certificate to be enclosed)
- **EMD shall be forfeited if:**
 - Quotation is withdrawn during validity period
 - Successful bidder fails to accept work order or submit Security Deposit

4. SECURITY DEPOSIT (SD)

- **Amount:** 5% of the Contract Value
- **To be submitted:** Within 10 days of issue of Work Order

- **Validity:** Up to 60 days beyond completion and acceptance of work
- **Refund:** After satisfactory completion of services

5. SCOPE OF WORK

A. Photography

- Photography to be done with professional DSLR Camera with 21 MP or above.
- Deployment of **minimum 02 professional photographers**

Coverage to include:

- Inaugural Function
- VVIP/Dignitary events
- Group photographs
- Cultural programs and candid moments

Deliverables:

- All raw high-resolution photographs
- Minimum **200 edited photographs**
- **02 premium flush-mount photo albums** (50 sheets each)

B. Videography

- Videography to be done with good quality DSLR Camera (Preferably 4K).
- Deployment of **minimum 02 professional videographers** (4K cameras)

Multicam coverage of:

- Inaugural ceremony
- Official speeches
- Cultural evening program

Deliverables:

- Full raw footage
- **01 highlight video (3–5 minutes)**
- Full edited programme videos

C. Post-Production

- Editing, colour grading, and sound mixing
- Delivery of all outputs on external storage media (SSD/Hard Drive)

All necessary logistics & manpower to execute the scope as defined to be borne by the bidder.

6. ELIGIBILITY CRITERIA

The bidder must have completed similar works of photography/videography & shall submit documentary proof.

Documents to be submitted:

- Copy of PAN & GST Registration
- Proprietor/Firm details
- Work Orders / Completion Certificates
- Self-declaration regarding equipment capability

7. PAYMENT TERMS

- No advance payment
- 100% payment shall be released after:
 - Completion of services
 - Submission of all deliverables
 - Acceptance by the competent authority

8. TIMELINE & PENALTY

- First edited output within **07 days** after the event
- Final deliverables within **15 days**

Penalty: 1% per day of contract value, subject to a maximum of 10%

9. INTELLECTUAL PROPERTY RIGHTS

All photographs, videos, raw footage and edited outputs shall be the exclusive property of LGBRIMH. The agency shall not use the material for any commercial purpose without prior written permission.

10. CONFIDENTIALITY & PRIVACY

- No patient faces shall be photographed or recorded under any circumstances
- Any violation of the Mental Healthcare Act, 2017 shall result in termination of contract and legal action.

11. VALIDITY OF QUOTATION

The quotation shall remain valid for **90 days** from the date of opening.

12. SUBMISSION OF QUOTATION

Sealed quotation should be superscribed as:

“Quotation for Photography & Videography Services – Sesquicentennial Celebrations”

Quotations should reach the undersigned on or before **12 / 02 / 2026 by 5:00 PM.**

13. RIGHT OF ACCEPTANCE

The Director, LGBRIMH, Tezpur reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason.

(Issued with the approval of the Competent Authority)

Director
LGBRIMH, Tezpur

Bill of Quantities (BOQ)

Sl. No.	Description of Work	Qty	Unit	Amount (Inclusive of all taxes) (₹)
1.	Photography & Videography Services the Sesquicentennial (150th) Anniversary Celebrations	1	Job	

Signature of the firm/bidder

Date.....

Place.....

Seal

Name.....

Address.....

.....

UNDERTAKING & DECLARATION

I/We hereby certify that:

1. The quoted rates are inclusive of GST and all charges.
2. Specifications have been fully understood and complied with.
3. No deviation shall be made from the terms & conditions of the NIQ.
4. The firm has not been blacklisted by any Government organization.

Signature & Seal of Bidder

Name:

Date: