EXPRESSION OF INTEREST (EoI) 

for 

Empanelment of Vendors for Live Photography and Videography Coverage of events for 

Department of Tourism  
Government of Odisha 

Directorate of Tourism, ParyatanBhawan, Museum Campus  
Bhubaneswar - 751 014  
Tel.No. +91 674 2432177  
email: oritour@gmail.com  

Dated: 05.02.2019
1. INTRODUCTION

India is fast emerging as an important tourism destination in the World. The 'Incredible India Campaign' has attracted worldwide attention. Odisha in spite of being the “Soul of Incredible India” and despite a strong cultural and religious heritage, varied natural attractions currently plays a comparatively small role in the World Tourism scene. The objectives of the Directorate of Tourism (hereby known as Authority) are:

- To promote diverse and sustainable tourism with a view to enhancing the national and global visibility and favourability of Odisha as a prime tourist destination
- Creating employment opportunities to bring socio-economic benefits to the community and boosting community participation in tourism
- To preserve, enrich and promote Odisha’s unique cultural heritage and ecological diversity through sustainable development

Apart from undertaking various initiatives for the development of tourism infrastructure and services in the state under the Odisha Tourism Policy 2016, Odisha Tourism aims to establish its brand globally and enhance the favourability of Odisha as a prime tourist destination through the twin strategies of event based promotion and destination experience promotion, through innovative advertising and multimedia based outreach to national and global markets.

Through this Eol, the Authority intends to empanel vendors to cover through photography and live videography the various events which the Authority either conducts or participates in, and feeding select visual and AV products live to the social & digital media team for publishing through appropriate platforms.
2. DISCLAIMER

The information contained in this EOI document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

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 in relation to the Agency. 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, its employees or advisers 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 information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make 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. for the Agency 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.
3. KEY BID RELATED INFORMATION

<table>
<thead>
<tr>
<th>Publication of EOI</th>
<th>08.02.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date for receiving of Pre-bid Queries through online <a href="mailto:orbitour@gmail.com">orbitour@gmail.com</a></td>
<td>13.02.2019; Upto 5 pm</td>
</tr>
<tr>
<td>Date of Pre-bid meeting at ParyatanBhawan, Lewis Road, Bhubaneswar</td>
<td>15.02.2019; Upto 12 Noon.</td>
</tr>
<tr>
<td>End date for the submission of Proposals</td>
<td>22.02.2019 Upto 3 pm</td>
</tr>
<tr>
<td>Opening of the Technical Proposals</td>
<td>22.02.2019, 5 PM</td>
</tr>
<tr>
<td>Date of presentation, for applicants finalised by the Authority</td>
<td>To be intimated</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Address</th>
<th>The Director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept. of Tourism, Govt. of Odisha ParyatanBhawan, Museum Campus, Bhubaneswar - 751 014</td>
</tr>
</tbody>
</table>

| Contact Details of the Authority | Tel. No. +91 674 2432177 email: orbitour@gmail.com |

4. SCOPE OF WORK

The vendor empanelled based on the response submitted to this EoI, upon being approached by the Authority, is expected to submit a quotation pertaining to the event concerned, for undertaking the following scope of work:

- **Event Photography**: The commissioned vendor shall submit the JPEG soft copies of at least 100 high quality photographs per hour of the event duration.

- **Event Videography**: The commissioned vendor shall record the event in HD video and submit inter alia the raw unedited footage to the Authority.

- **Real-time transmission of photographs and videos for social media**: The commissioned vendor shall transmit good quality photographs and videos from the abovementioned event stock to the Social & Digital Media team of the Authority for the purposes of live coverage on the platforms deemed appropriate by the Authority. In that, every salient component of the event concerned shall be covered by the vendor. The desired specifications relating to every social media platform have been detailed in section 4.1 of this EoI Document.

- **Photo and Video Bank Delivery**: Delivery should be done in electronic format within 24-48 hours after the event concludes, depending on the urgency of the requirement, as deemed by the Authority.

- **Service Requisition Timeline**: The empanelled vendors will be given a minimum of 7 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 services needed, the Authority may select one / two or all the empanelled vendors to undertake a particular project.
4.1. GUIDELINES FOR SPECIFIC SOCIAL MEDIA PLATFORMS

The commissioned vendor shall consider the following specifications while transmitting images and videos / other visual and audio-visual products to the Social & Digital Media team for publishing real-time on corresponding social media platforms.

- **Basic specifications:**
  - Resolution: 72 DPI / 100 DPI
  - Maximum file size of 5 MB for photos
  - 5 MB for animated GIFs on mobile and 15 MB on web
  - Colour mode: RGB
  - Formats: GIF, JPEG, PNG

- **Facebook Image requirements:**
  - Recommended upload size of 1,200 x 628 pixels.
  - Rectangular Photo: Minimum 470 x 246 pixels in feed.
  - Rectangular Photo: Minimum 484 x 252 on page.

- **Twitter Image requirements:**
  - Image ratio: 2:1
  - Video Length: Maximum 120 sec.
  - For appearing in expanded form:
    - Minimum: 440 x 220 pixels
    - Maximum: 1024 x 512 pixels

- **Instagram Image Guidelines**
  - Max resolution is 1080 x 1920 pixels.
  - Minimum resolution is 600 x 1067 pixels.
  - Landscape (horizontal) – 1080 x 566 pixels.
  - Video length: Maximum 60 sec.
  - Square – 1080 x 1080 pixels

5. PERIOD OF EMPANELMENT

The Empanelment shall be of Two (2) years from the date of agreement which can be further extended for a period of two (2) years on the discretion of the Authority. The time frame for each photo shoot shall be defined by the Authority for each brief.

6. PAYMENT TERMS

Payment specific to each project quoted by the commissioned vendor and approved by the Authority based on the set of deliverables specified by the authority for the particular event / project shall be made within one month (30 days) subject to the outcome related satisfaction of the Authority.

In every price quotation, the empanelled vendor shall quote their price as Lumpsum including travel, stay and out of pocket expenses (incurred only within Odisha State). The Price shall be determined on total lumpsum quoted price. Prior written approval for all such expenses shall be taken by the vendor from the Authority.
7. PREQUALIFICATION CRITERIA

|   | Incorporation and Registration | The applicant shall enclose a self-attested copy of its PAN Card and GST registration (as applicable).
|   | Experience                     | The applicant must have Government /PSU experience of at least five years in providing photography and videography services for the coverage of events, especially those oriented towards cultural promotion or Tourism. Coverage of events with international participation will be accorded additional consideration.
|   | Human Resource                | The applicant must be capable of providing at least 3 team members for Videography and at least 3 team members for photography.
|   |                               | The applicant shall submit CVs of at least three photographers and three videographers, with not less than three years relevant experience in government /PSU Sector.

8. SUBMISSION OF PROPOSAL

The applicant shall submit an envelope clearly labelled "Empanelment of Vendors for Live Photography and Videography Coverage of events for Department of Tourism, Government of Odisha" and containing:

a. Cover Letter as per the format provided in Annexure I
b. Detailed CVs of the Photographer and Videographer as per format provided in Annexure II
c. 30 captioned photographs and 5 appropriately named videos pertaining only to the projects whose proof the applicant would be enclosing in accordance with Section 7 (b) of this document, with a brief – to be submitted in soft copy (CD or Pendrive)
d. All supporting documentation as specified in Section 7 of this document

Every printed page of the submitted bid shall bear the signature of the applicant, along with his stamp (if available).
9. OTHER CONDITIONS

9.1. Confidentiality of any data and information provided by the Authority and other government agencies to the Consultant should be maintained. The visual and audio-visual output will be the sole property of the Authority; any portion or part of the project should not be produced / published or sold to others.

9.2. The visual and audio-visual deliverables shall be submitted to Authority for approval in both HD format and open format. The work would be treated as final only after its approval by Authority.

9.3. All disputes/interpretation and other matters if any, concerning this agreement in any manner whatsoever shall be subject to final decision of the Authority. The courts of Odisha alone shall have the jurisdiction to try any matter of dispute or reference between the parties arising out of this EOI or agreement.

9.4. The Authority 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.

9.5. The Authority 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. The Authority however reserves its right to get any photo-shoot from anyone outside the panel in any cases.

9.6. The Intellectual Property Rights (IPR) of all the deliverables and reports submitted would vest with the Authority.

9.7. The Authority reserves the right to blacklist / debar the applicant for a suitable period of time on the lapse on it’s part if the work of the firm is found unsatisfactory.

10. ARBITRATION

All matters of dispute arising out of this shall be governed by Indian law and subject to the jurisdiction of Courts at Odisha. 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 the Authority at Bhubaneswar.

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 provisions of the Arbitration and Conciliation Act, 1996. The venue of the arbitration proceedings shall be the Head Office of the Authority at Bhubaneswar. Upon any and every reference as aforesaid, the assessment of costs and incidental expenses in the proceedings for the award shall be at the discretion of the Arbitrator.
ANNEXURE I – COVER LETTER

To,

The Director,
Department of Tourism, Govt. of Odisha,
Paryatan Bhawan, Museum Campus,
Bhubaneswar 751014.

SUB: EOI for Empanelment of Vendors for Live Photography and Videography Coverage of events for Department of Tourism, Govt. of Odisha

With reference to your EOI Document dated ---------------------, I / We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as vendors for event photography & videography for the subject project. The proposal is unconditional and unqualified.

I / We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for this selection, and we certify that all information provided in the Proposal and in the Appendices 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.

This statement is made for the express purpose of appointment as the photographer for the aforesaid Project.

I / We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

I / We declare that:

a. We have examined and have no reservations to the EOI Documents, including any Addendum issued by the Authority;

b. I / We do not have any conflict of interest as mentioned in the EOI Document;

c. I / We 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

d. I / We hereby certify that we have taken steps to ensure that in conformity with the provisions of this EOI, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

I / We 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, without incurring any liability to the Applicants in accordance with the EOI document.

I / We further certify that in regard to matters relating to security and integrity of the country,
we have not been charge-sheeted or convicted by any agency of the Government or by a Court of Law for any offence committed by us or by any of our Associates.

I/we hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority (and / or the Government of India) in connection with the selection of photographer or in connection with the Selection Process itself in respect of the above mentioned Project.

I/we agree and understand that the proposal is subject to the provisions of the EOI document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

I / We agree to keep this offer valid for 120 days from the proposal due date specified in the EOI.

In the event of my/our firm being selected as one of the empanelled photographers, I/we agree and undertake to provide the services in accordance with the provisions of the EOI.

I/We have studied EOI and all other documents carefully. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

I/We agree and undertake to abide by all the terms and conditions of the EOI Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the EOI Document.

I/We have carefully gone through the Terms & Conditions contained in the EOI Document regarding this empanelment I/We hereby declare that my company has not been debarred/black listed by any Government/Semi Government organizations in India. I/We further certify that I am competent officer in my company to make this declaration.

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

- I/We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- I/We are not blacklisted by any Central/State Government/Public Sector Undertaking in India.

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

Yours faithfully,

(Signature, name and designation of the authorized signatory)
ANNEXURE II: FORMAT FOR TEAM CVs

1. Name of Applicant [Insert name of Applicant proposing the staff]:

2. Name of Staff [Insert full name]:

3. Proposed Role: Photographer / Videographer (strike off whichever is not applicable)

4. Date of Birth:

5. Nationality:

6. Education [Indicate college/university and other relevant specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training [Indicate significant training since degrees under “6 – Education” were obtained]:

9. Work Experience: [List State/ Countries where staff has worked in the last 3 years]:

10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):

<table>
<thead>
<tr>
<th>Start &amp; End Dates of Employment</th>
<th>Name of Employer</th>
<th>Position Held</th>
<th>Key Projects handled &amp; Job Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV 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 on the Project and I will be available for entire duration of the Project assignment as required.

Date:

Sign: