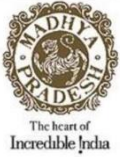


The heart of  
Incredible India

**EXPRESSION OF INTEREST  
FOR EMPANELMENT OF PHOTOGRAPHERS and VIDEOGRAPHERS FOR  
UNDERTAKING PHOTO & VIDEO SHOOT  
FOR  
MADHYA PRADESH TOURISM BOARD**



**EOI**

**Madhya Pradesh Tourism Board (MPTB)  
Corporate Identification Number (CIN) – U75302MP2017NPL043078  
6<sup>th</sup> Floor, Lily Trade Wing, Jahangirabad, Bhopal  
Tel.: (0755) 2780600  
[www.tourism.mp.gov.in](http://www.tourism.mp.gov.in)**

**“EOI for Empanelment of Photographers and Videographers for undertaking photo &  
video shoots for Madhya Pradesh Tourism Board”**

**NIT No:5236/MPTB/2024**

**13<sup>th</sup> September, 2024**

**System No: 2024\_MPTB\_369527**

MPTB invites offers for “EOI for Empanelment of Photographers and Videographers for undertaking photo & video shoots for Madhya Pradesh Tourism Board” from reputed Photographers. Terms and Conditions can be downloaded from website [www.tourism.mp.gov.in](http://www.tourism.mp.gov.in) and [/https://www.mptenders.gov.in](https://www.mptenders.gov.in). For any other information, contact +91-9407057416 or e-mail. at [cs.mptb@mp.gov.in](mailto:cs.mptb@mp.gov.in) Last date for online submission of EOI is **10<sup>th</sup> October 2024, 15:00hrs.**

**Managing Director**

**Eoi Fact Sheet**

Sr. No	Particulars	Details
1.	Name of Issuing Authority	Madhya Pradesh Tourism Board Bhopal, Madhya Pradesh
2.	Name of Engagement	Expression Of Interest For Empanelment Of Photographers And Videographers For Undertaking Photo& Video Shoots For Madhya Pradesh Tourism Board
3.	Availability of the Document	The EOI Document is available and downloadable on following website: <a href="http://www.mptenders.gov.in">http://www.mptenders.gov.in</a> EOI Document Fees (non-transferable & non-refundable)and Processing Fees must be paid online at GoMP e- Procurement portal – ( <a href="http://www.mptenders.gov.in">http://www.mptenders.gov.in</a> ) All Subsequent changes to the EOI Document shall bepublished on the above-mentioned website
4.	EOI Publish Date	<b>13/09/2024</b> at e-Procurement portal of GoMP: <a href="https://www.mptenders.gov.in/">https://www.mptenders.gov.in/</a>
5.	Pre-Bid Meeting date and place	<b>25/09/2024 at 13:00Hrs</b> Madhya Pradesh Tourism Board 6 <sup>th</sup> Floor, lily Trade Wing Jahangirabad- 462008 Madhya Pradesh, India Email: <a href="mailto:cs.mptb@mp.gov.in">cs.mptb@mp.gov.in</a>
6.	EOI Submission Start Date	<b>01/10/2024 from 17:00 Hrs onwards</b> through e-Procurement portal of GoMP: <a href="https://www.mptenders.gov.in/">https://www.mptenders.gov.in/</a>
7.	Last Date and Time for Submission ofEOI	<b>10/10/2024 at 15:00 Hrs</b> through e-Procurement portal of GoMP: <a href="https://www.mptenders.gov.in/">https://www.mptenders.gov.in/</a>
8.	EOI Document Fees	Rs. 2,000/- + GST and Processing Fees (non-refundable) payable through online e-Procurement portal of GoMP: <a href="https://www.mptenders.gov.in/">https://www.mptenders.gov.in/</a>
9.	EMD Amount	Rs 20,000/- payable through online e-Procurement portalof GoMP: <a href="https://www.mptenders.gov.in/">https://www.mptenders.gov.in/</a>

10.	Date, Time and Place of opening of EOI	<ul style="list-style-type: none"> <li>• <b>11/10/2024 at 15:00 Hrs</b></li> <li>• MADHYA PRADESH TOURISM BOARD 6th Floor, Lily Trade Wing, Jahangirabad, BHOPAL- 462008 (INDIA)</li> </ul>
11.	Date, Time and Place of Technical Presentation	Will be communicated to the Applicant
12.	Proposal validity	Proposal should remain valid for <b>120 days</b> from the proposal due date
13.	For any Queries Contact Person Details	Company Secretary Madhya Pradesh Tourism Board 6 <sup>th</sup> Floor, Lily Trade Wing Jahangirabad- 462008 Madhya Pradesh, India E-mail : <a href="mailto:cs.mptb@mp.gov.in">cs.mptb@mp.gov.in</a>

## DISCLAIMER

The information contained in this Expression of Interest document ("**EOI**") 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.

## 1. Background & Objective

### 1.1 Background

Madhya Pradesh Tourism Board also referred to as the “MPTB” or “Authority”, established in 2017 with an objective to promote the tourism in the state of Madhya Pradesh and to develop tourism with public, private partnership in sustainable manner. Investor facilitation, Skill- development, Publicity/promotion of tourist destinations nationally & internationally, identification and development of tourism infrastructure will be the core objective of the Board.

### 1.2 Objective

MPTB intends to empanel photographers and videographers or photography and videography firms to undertake photo and 3D, Virtual tour, 360 video etc for various destinations, locations, culture, wildlife, heritage monuments, events, hotels, resorts, homestays etc. of Madhya Pradesh for use in various creative works such as print advertisements, digital advertisements, brochures, hoardings, presentations etc.

## 2. Scope of work of photographers and videographers

### 2.1. Scope of work

- i. Photographers and Videographers shall be required to take high quality, scenic and aesthetically beautiful photographs and videos of the following category/ies :-
  - I. WILDLIFE
  - II. HERITAGE MONUMENTS
  - III. LANDSCAPES
  - IV. EVENTS
  - V. HOTELS, RESORTS & HOMESTAYS
  - VI. FAIRS & FESTIVALS, CULTURE
- ii. Photographers may have to undertake night time shoots as well for selected locations.
- iii. Equipment checklist-
  - a) Full frame cameras like sony alpha 7m4, Nikon Z611 Mirrorless, Canon 6D etc. (minimum).
  - b) Extensive range of lenses from 8mm to 300mm (minimum).
  - c) Lights & others (as per requirement, to be carried by the photographer)
  - d) Must have Drones that can shoot 4K visuals like DJI Mini 4 pro Air, Mavic Air 3 etc. (minimum)
- iv. Video categories:
  - a. Cinematic films with VO/ background music/ supers
  - b. Short edits with VO/ background music / supers

- c. Event/Festivals highlights
  - d. Documentary
  - e. Reels/ youtube shoots etc.
- v. Post production (colour correction, VFX, 3D animation etc.)

**2.2** In case of an event, delivery 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 occasionally be needed, and as such, these will need to be delivered immediately, usually during the event, or at most one hour after the shoot.

**2.3** Digital delivery of the product, to include:

- a. Edited high-resolution JPEG
- b. Edited low-resolution JPEG (when immediate social media sharing is required).
- c. Edited HD/ 4K, long/ short videos
- d. Raw footages of video if required
- e. Any other format as per requirement

**2.4** The photographer and videographer will be given a minimum of 5 days' prior intimation before the shoot, however, on an exceptional occasions the notice may be shorter. Based on the requirement (salient features) of the photographs/ videos needed, MPTB may select one/ two or all photographers and videographers in each category from the empaneled list to undertake a particular photo/ video shoot job.

### **3. Period of Empanelment & Project timeframe**

3.1 The Empanelment shall be of three (3) years from the date of agreement which can be further extended for a period of two (2) years on the discretion of M.D., MPTB.

3.2 The time frame for each photo & video shoot shall be defined by the Board for each brief.

### **4. Payments**

4.1 Payments shall be made for approved photographs and videos only. Each 'Photoshoot' job shall include at least 15 photographs. The job shall be considered approved only if at least 10 photographs from each photoshoot job are accepted by the MPTB.

4.2 Payments shall be made for each approved photo & video shoot job as per the procedure of MPTB.

4.3 The travelling, boarding & lodging expenditure of the photographers and videographers will be paid as per rate to be finalised, against proof of supporting documents (like hotel bill/fuel receipt/ticket etc) and other charges such as entry tickets, gypsy charges etc will be paid as per actuals.

## 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. He shall carry out the assigned work himself along with his 2 team members. He will not be allowed to delegate / transfer/outsource / assign his /her contract or part thereof to some other party to the disadvantage to this office.
- 5.2. The bidder is required to give disclosure in Annexure 3 specifying the names of his 2 team members along with his application.
- 5.3. No advance payment will be made. Taxes applicable as per rules.
- 5.4. The deputed photographer/videographer has to reach on his/her own at the destination / place for photo/video coverage. Payment for travelling boarding and lodging (TBL) expenditure will be made as per rate to be finalised after submission of proof of travelling from start to end date.
- 5.5. The competent authority of this office has full right to accept or reject in part or anyor all the tenders without assigning any reason and also to cancel the order at any time. The bidder will have no right to claim any loss / damages etc. on cancellationof the work order.
- 5.6. All the photographs, videos, RAW files etc. will be the property of MPTB.
- 5.7. Photographer/Videographer would require delivering the photographs and videosin soft copies post production within given time of the assignment covered.
- 5.8. The offer should be submitted by photographer/videographer having at least 1 years' experience in undertaking jobs in questions- certificate / job order in this regard to be submitted along with technical bid.
- 5.9. The offer should also enclose the list of the reputed organization including Govt. clients for which photography / videography jobs have been undertaken by them.
- 5.10. Each page of the application should be signed. The application shall be signed byperson having necessary authorization to do so. (Certified copies to be enclosed).
- 5.11. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also, mere fulfilment of the eligibility criteria does not guarantee selection.



- 5.12. The concern photographer and videographer which stands black listed/Banned either by Tender Inviting Authority or Govt. of India or by any other State Government on the date of bid submission shall not be eligible to participate in the Tender.
- 5.13. The proof of experience must be submitted with the Tender/Application. Earnest money of Rs.20,000/- shall be deposited online with the EOI, which will be converted into security deposit and will be kept with MPTB for the period of validity of the tender.
- 5.14. MPTB reserves the right not to make payment of the photographs not selected from the number of photos mentioned in the work order.
- 5.15. The responsibility for delivering the photographs & videos on any other related jobs to the MPTB within the required period will be that of the photographer/videographer.
- 5.16. If the photographer/ videographer does not abide by the terms/conditions, Madhya Pradesh Tourism Board reserves the right to forfeit the security deposit and no further contract would be given to the photographer/firm.
- 5.17. The Photographer/videographer has to submit the original DVD /Pen drive of video coverage. The Photographer will also submit one DVD/CD/Pendrive of still photo coverage.
- 5.18. All disputes/interpretation and other matters if any, concerning this agreement in any manner whatsoever shall be subject to final decision of the MPTB.
- 5.19. The EOI will be valid for the three years which can be extended two more years on mutual consent of both the parties. MPTB reserves the right to terminate or cancel the tender at any stage or time without assigning any reason.
- 5.20. Confidentiality of any data and information provided by MPTB and other government agencies to the Consultant should be maintained.
- 5.21. The photography /videography output will be the sole property of the MPTB; any portion or part of the project should not be produced / published or sold to others.
- 5.22. The photographs & videos shall be submitted to MPTB for approval in both HD format and open format.
- 5.23. The work would be treated as final only after its approval by department.

## 6. Eligibility Criteria: -

The bidders are required to submit the following documents in order to become eligible for empanelment for the subject work:

- i. Bidder should have atleast 1 (One) year satisfactory experience of the work of similar nature as per clause 2 in the applied category/ies.

**\*\*The bidder can apply for one or more categories as mentioned below, provided the bidder shall submit photos, videos and other supporting documents evidencing the experience in the category applied for:**

- I. WILDLIFE
- II. HERITAGE MONUMENTS
- III. LANDSCAPES
- IV. EVENTS
- V. HOTELS, RESORTS & HOMESTAYS
- VI. FAIRS & FESTIVALS, CULTURE

- ii. Bidder should be having a Diploma / Degree / Certificate Course at Bachelors/ Masters Level in the fields of photography/videography/Filming/ Film Making / Film Direction from a reputed university having a minimum duration of 1 years and having filmed a minimum of 5 videos in the last three years.
- iii. The bidder may submit work orders and other relevant supporting documents of minimum two (2) projects to qualify in experience criteria.
- iv. Available instruments – a declaration towards availability of Camera/lens/computer and photo editing software to be given on the letter head of bidder.
- v. All interested bidders shall submit ONLY 30 photos and/or 5 videos as sample work done by them. The photos/ videos should be relevant to tourism sector- like landscapes (hills, rivers, backwaters etc.), architecture (forts, temples, palaces etc.), cultural, events, fairs & festivals etc. only relevant portrait shots of photos should be submitted in soft copy CD/DVD or Pen drive. In case more than 30 photos are submitted, Board shall evaluate the first 30 only.
- vi. Further, the photographer and videographer shall have the capability of post-production, Image & video editing, VFX, animation etc. (Proof to be attached).
- vii. Agencies already empanelled with MPTB for photography and videography work are not required to submit applications under this empanelment. Agencies empanelled for any other work may submit their respective applications towards this EOI.

viii.

Note: All necessary documents in support of qualification claim should be attached with the application.

## 7. Jurisdiction

The court of Bhopal 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

This EOI is advertised through selected newspapers and is posted on the website <https://www.mptenders.gov.in/>, Government of Madhya Pradesh, to give wide publicity and invite a large number of eligible “Applicants” who have the capability to deliver such services, for their participation in the process of Expression of Interest. The information provided by the “Applicant(s)” will be used by the ‘MPTB’ to select potential “Applicant”. The format for submission of EOI application is enclosed as **Annexure 1 to Annexure 3**.

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 **10/10/2024 at 15:00** Hours at e-Procurement portal of GOMP: <https://www.mptenders.gov.in/>. Any applications not containing information for all the parts of Annexure may be rejected.

The applications must accompany a proof of payment of non-refundable amount of **Rs. 2,000/-** (Rupees Two Thousand only) towards EOI Document Fees at the time of submission of the EOI. The fees should be paid online as per instructions given in fact sheet.

## 9. Technical Proposal (to be submitted online and offline both mode)

9.1 The bidder shall prepare “**Technical Documents**” which shall contain:

- Cover letter as per annexure 1
- Detailed CV of the bidder
- 5 videos and/or 30 photographs for sample works as per point no. 6 with a brief description of each video/photo in soft copy (CD or Pen drive).
- Supporting Documents as per point no. 6 (Eligibility Criteria)

9.2 The “Technical Documents” shall also be submitted in hardcopy and to be enclosed in an outer Packet labelled as “EOI for Empanelment of Photographers and Videographers for undertaking photo & video shoots for Madhya Pradesh Tourism Board” and must be

submitted before the stipulated time as mentioned in this EOI.

## 10. Proposal evaluation

Evaluation of sample works: -

- 10.1 All interested bidders shall submit their detailed CV illustrating the photo and video shoots done, experience of equipment used etc. (as per annexure 3).
- 10.2 The photos and videos submitted should have been shot with equipment's specified in clause no. 2.1 or higher.
- 10.3 Technically qualified bidders will be called for the presentation based on the sample works and CV of the photographer and videographer submitted, and Board shall shortlist the best bidders.
- 10.3.1 Qualified bidders shall be called for a detailed presentation on understanding of scope of work, approach and methodology, sample video/photo and interaction with the evaluation committee. The marks for understanding of scope of work, approach and methodology, the sample video and interaction with the core team will be marked by the evaluation committee:

S.no	Particulars	Max Marks
1	Portfolio/profile of the bidder	10
2	Capability and Approach and Methodology	25
3	Experience in Videography and Photography in Tourism	25
4	Award and accolades	10
5	Technical capabilities (the capability of post-production, Image & video editing, VFX, animation etc)	10
6	Sample of photos and videos	20
	<b>Total</b>	<b>100</b>

The bidders are required to score **minimum 75 technical points** (quality) to qualify for the empanelment and empanelment shall be done on category wise basis as mentioned in clause 2.1.

10.4 **SELECTION:** After closing of the EOI, the bids (technical) received within the deadline will be opened on mentioned date/time. The shortlisted bidders securing **minimum 75 technical points as per parameters mentioned point 10.3.1** will be considered for empanelment in the categories applied for. It would be MPTB's discretion to decide the number of photographers and videographers to be empaneled.

10.5 The Authority will announce a list of qualified Bidders who will be empaneled.

## 11. Rights of MPTB

- 11.1 MPTB 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 MPTB 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 MPTB however reserves its right to get any photo & video shoot from anyone outside the panel in any cases.

## 12. Intellectual property rights

The IPR of all the creative, registrations, program, formats etc., would vest with MPTB.

## 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 Bhopal.
- 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 MPTB at Bhopal.
- 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 provisions of the Arbitration and Conciliation Act, 1996. The venue of the arbitration proceedings shall be the Head Office of MPTB at

Bhopal. 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 1: Cover Letter**

(To be submitted on letter head by the bidder)

To,

05:

Managing Director  
 Madhya Pradesh Tourism Board  
 6<sup>th</sup> Floor, Lily Trade Wing  
 Jahangirabad  
 Bhopal (M.P.)-462008

**SUB: EOI for Empanelment of Photographers and Videographers for undertaking photo & video shoots for Madhya Pradesh Tourism Board**

1. 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 photographer/ Videographer for the subject project. The proposal is unconditional and unqualified.
2. I/We acknowledge that the MPTB will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the photographer/ videographer, 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.
3. This statement is made for the express purpose of appointment as photographer/videographer for the aforesaid Project.
4. I / We shall make available to the MPTB any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. 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.

6. 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/videographer, without incurring any liability to the Applicants in accordance with the EOI document.

7. 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.

8. 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, videographer or in connection with the Selection Process itself in respect of the above-mentioned Project.

9. 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.

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

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

12. 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.

13. 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.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)



## Annexure 2: Format for Request for Pre- bid Clarifications

**Bidder's Request for Clarification for Tender no..... "EOI for Empanelment of Photographers and Videographers for undertaking photo & video shoots for Madhya Pradesh Tourism Board"**

Name of Bidder:

Name & position of person:

Full formal address including Telephone, mobile and email address:

Sr. No.	Page No.	Clause No.	Clause heading	Query / Clarification Sought	Suggestion

**Annexure 3: Format for CV of Photographer and Videographer****A. Tick Mark the category in which applying for:****I. WILDLIFE**

- Photography (A) ☐
- Videography (B) ☐
- Both Category (A & B) ☐

**II. HERITAGE MONUMENTS**

- Photography (A) ☐
- Videography (B) ☐
- Both Category (A & B) ☐

**III. LANDSCAPES**

- Photography (A) ☐
- Videography (B) ☐
- Both Category (A & B) ☐

**IV. EVENTS**

- Photography (A) ☐
- Videography (B) ☐
- Both Category (A & B) ☐

**V. HOTELS, RESORTS, HOMESTAYS**

- Photography (A) ☐
- Videography (B) ☐
- Both Category (A & B) ☐

**VI. FAIRS & FESTIVALS, CULTURE**

- Photography (A) ☐
- Videography (B) ☐
- Both Category (A & B) ☐

**NOTE:** - The bidder can apply for one or more categories as mentioned in clause 2.1, provided the bidder shall have experience and expertise in the category applied for and shall have been required to submit photos, videos and other supporting documents evidencing the experience in that category.

**B. Details to be provided**

---

1. Name of Firm [Insert name of firm proposing the staff]:
2. Name of Staff [Insert full name]:
3. Date of Birth:
4. Nationality:
5. Education [Indicate college/university and other relevant specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
6. Membership of Professional Associations:
7. Other Training [Indicate significant training since degrees under “6 – Education” were obtained]:
8. Work Experience: [List State/ Countries where staff has worked in the last 1 year]:
9. 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): dates of employment, name of employing organization, positions held, Project handled.]:
10. Key photo shoots undertaken

Shoot subject:
Year:
Location:
Positions held:
Activities performed:

11. Staff is resident of:
12. 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 willful 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:

**Annexure 4: Format for Declaration regarding clean track record**

To,

Dated

Managing Director  
 Madhya Pradesh Tourism Board<sup>6<sup>th</sup></sup>  
 Floor, Lily Trade Wing  
 Jahangirabad  
 Bhopal (M.P.)-462008

Ref: "EOI for Empanelment of Photographers and Videographers for undertaking photo & video shoots for Madhya Pradesh Tourism Board"

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document regarding "Empanelment of photographers and videographers for undertaking photo& video shoots for Madhya Pradesh Tourism Board".

I hereby declare that me/my company/firm has not been debarred/black listed by any Government/Semi Government organizations in India. I further certify that I am competent officer in my company/firm to make this declaration.

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

1. 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.
2. We are not blacklisted by any Central/State Government/Public Sector Undertaking in India.
3. The information provided in the tender document is true and no false representation has been made.

Yours faithfully,

(Signature of the Bidder)

Name

Date:

Business Address:

Place:

