iNDEXTb
INDUSTRIAL EXTENSION BUREAU
(A GOVT. OF GUJARAT ORGANISATION)

Tender Document for Selection of Video Documentation Agency for Vibrant Gujarat Global Summit 2027

INDUSTRIAL EXTENSION BUREAU (iNDEXTb)
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BID DATASHEET

BID SUBMISSION

Assignment Title	Tender for selection of Video Documentation agency for Vibrant Gujarat Global Summit 2027
Client	Industrial Extension Bureau (iNDEXTb)
Location	Industrial Extension Bureau (iNDEXTb), Block No. 18, 2nd Floor, Udyog Bhavan, Gandhinagar, Gujarat 382010
Bid Processing Fee	Non-refundable Bid Processing Fee of Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft from a Nationalized/Scheduled bank in favor of "Industrial Extension Bureau". Gandhinagar.
Earnest Money Deposit (Non-interest Bearing)	An EMD of Rs. 5,00,000 (Rupees Five Lakhs Only) in the form of Demand Draft from a Nationalized/Scheduled bank in favor of "Industrial Extension Bureau". Gandhinagar.
Submission of Technical Bid: 1. Technical Proposal (Hard copy only) 2. Bid Processing Fee (Scanned copy on nProcure and Hardcopy with bid) 3. EMD (Scanned copy on nProcure and Hardcopy with bid)	1. Technical Proposal should be placed in single envelope labeled as "**Technical Proposal.**" 2. Bid Processing Fee should be placed in single envelope labeled as **"Bid Processing Fee**." 3. EMD should be placed in single envelope duly labeled as "**EMD."** All the above envelopes should be put in a separate big cover labeled as- "(**Bidder's name):** *Assignment Name***."** All submissions (in hard copy)/communications should be submitted/addressed to: **Managing Director, iNDEXTb** Industrial Extension Bureau (iNDEXTb), Block No. 1, 2nd Floor, Udyog Bhavan, Gandhinagar, Gujarat 382010 Email: md@indextb.com
Submission of Price Bid	The price bid (Financial) is compulsorily to be submitted online on https://tender.nprocure.com/ .

(on nProcure Only)	• ***As per annexure– FINANCIAL PROPOSAL*** • Failure to comply with this may render the bid invalid.
Bid Evaluation Criteria.	Quality and Cost Based Selection (QCBS) – 70% Technical; 30% Financial
Security Deposit (Non-interest Bearing)	The EMD of the selected bidder will be converted into the Security Deposit.
Validity of Bid	Valid for 180 days from last day of submission

IMPORTANT DATES

Issue of Bid Document	The bid document can be downloaded from websites https://indextb.com/ and https://tender.nprocure.com/ from 07/09/2026 to 21/09/2026
Pre-Bid Queries Submission	Queries, if any, proposed to be raised at the pre-bid meeting by the bidders should be e-mailed to md@indextb.com up to 3:00 PM (IST) at least one working day before the date of the pre-bid meeting.
Pre-Bid Meeting	14/09/2026 at 3:00 PM (IST) at the client's location.
Submission of Bid (Technical-hardcopy & Financial- Online only)	21/09/2026 up to 03:00 PM (IST)
Opening of Technical Bids Technical Presentation of Bidders Opening of Price Bid	Will be communicated subsequently.
Contract Duration	Total period of the Contract would be from the date of appointment till the submission deliverables as per the order.

BID CHECKLIST

Bidders are required to submit Bids in the formats as given under along with other required supporting documents as mentioned in this document:

No.	ANNEXURE	Description	Page Number of the Bid Document submitted by bidder.
1		EMD	
2		BID PROCESSING FEE	
3	ANNEXURE - I	COVERING LETTER	
4	ANNEXURE - II	ORGANIZATION DETAILS	
5	ANNEXURE - III	EXPERIENCE	
6	ANNEXURE - IV	DOMAIN EXPERTISE	
7	ANNEXURE - V	AVERAGE ANNUAL TURNOVER	
8	ANNEXURE-VI	LETTER OF UNDERTAKING REGARDING DEBARMENT	
9	ANNEXURE - VII	TEAM COMPOSTION OF KEY PERSONNEL	
10	ANNEXURE VIII	FINANCIAL PROPOSAL	Only on nProcure

1. Disclaimer

1.1 This Tender document is issued by Industrial Extension Bureau (iNDEXTb), a Government of Gujarat organization.

1.2 In taking up the said assignment, each interested bidder should make its own independent assessment and seek its own professional, technical, financial and legal advice.

1.3 The issue of this tender document does not imply that iNDEXTb is bound to select a bidder or to appoint the Selected Bidder, as the case may be, for the Assignment and the iNDEXTb reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. Mere submission of a responsive Bid does not ensure selection of the Bidder.

1.4 The bidder will bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by iNDEXTb or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and iNDEXTb will not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the bid, regardless of the conduct or outcome of the Bidding Process.

2. Background and Objective

2.1 Vibrant Gujarat Summit is being organized biennially since the year 2003 and accordingly 10 editions of the summit have been organized in the years 2003, 2005, 2007, 2009, 2011, 2013, 2015, 2017, 2019 and 2024. Over the years, the Summit has emerged as one of the flagship events of India and a major platform to discuss investments and development.

2.2 Industrial Extension Bureau (iNDEXTb) is a Government of Gujarat organization registered under the Societies Act, operates under the Industries and Mines Department (IMD) of the Government of Gujarat (GoG). iNDEXTb plays a pivotal role in promoting industrial investments in the state of Gujarat, attracting investors from India and abroad. Since 2003, iNDEXTb is the nodal organization for organizing the Vibrant Gujarat Global Summits.

2.3 Industrial Extension Bureau (iNDEXTb) as a nodal organization for the Summit intends to appoint an Agency having experience in Videography & Photography of major Government/ Business events and intends to engage the same for Vibrant Gujarat Global Summit 2027

3. Bid Invitation

Bids are invited for the scope of work mentioned in this document in two bids system from bona fide, experienced agency meeting the pre-qualifying requirement.

3.1 Ensure that the Technical Proposal is enclosed within a sealed envelope clearly labelled as "Technical Proposal."

3.2 The financial bid must be submitted online on nProcure only. Any bid submitted through a mode other than the one specified herein will be summarily rejected.

3.3 Separate envelopes should be prepared for the Bid Processing Fee and EMD, clearly marked as "Bid Processing Fee" and "EMD" respectively.

3.4 The envelopes containing the Technical Document, Bid Processing Fees, and EMD should be placed together inside an outer sealed envelope and labelled as "Subject: Assignment Name"

3.5 This outer envelope should bear the Name of the Assignment, submission address, agency name, and other relevant details. Please ensure that the Proposals reach iNDEXTb on or before the specified deadline mentioned in the tender notice.

3.6 Any proposal received by iNDEXTb after the submission deadline may not be considered as a valid submission. iNDEXTb will not be held responsible for any delays caused by postal or courier services.

3.7 All contents of the Proposal should be clearly numbered, indexed, and organized in a logical sequence. It is important to ensure that the Proposal is securely bound.

3.8 The Original Proposal (Technical Proposal) should not contain any interlineations or overwriting, except when necessary to correct errors made by the agency's official. Any such corrections must be initialed by the person who signs the proposal.

3.9 The proposals must be signed and submitted by the Authorized Signatory of the Agency. The authorization should be attached to the Technical Proposal and can be in the form of a written power of attorney, board resolution, or any other appropriate form demonstrating that the representative has been duly authorized to sign.

3.10 The bids are to be submitted in English and all entries must be typed and written in blue/black ink. Initials of the Authorized representative of the bidder must attest all erasures and alterations made while submitting the Bids.

3.11 The Bid evaluation process is detailed out in this document. The technical bids will be evaluated as per the criteria laid down in the document.

3.12 Selected agency will be responsible for all necessary setup required to discharge their responsibilities, such as Laptops/Computers, Printers, Data Stick/Card (for internet access), access to USB drives and access to communication services such as WhatsApp, Google Drive on their devices, and other IT infrastructure that may be necessary. Wherever possible iNDEXTb may provide access to internet connections.

3.13 Further details of any addendum, corrigendum and cancellation will be updated from the website: https://indextb.com/ and https://tender.nprocure.com/ . No individual communication/ advertisement in any form shall be done by iNDEXTb in this regard. Bidders are advised to visit the mentioned websites regularly till the completion of the entire process. The tender document and subsequent amendments can be downloaded from the website: https://indextb.com/ and https://tender.nprocure.com/ .

4. Instruction to Bidders

4.1 Conflict of Interest

4.1.1 The selected Firm/Agency should provide professional, objective and impartial service and hold iNDEXTb interest paramount.

4.1.2 The selected Firm/ Agency will not outsource the scope of work under this assignment in its entirety.

4.2 Validity of Proposal

4.2.1 iNDEXTb reserves the right to reject a proposal valid for a shorter period as non-responsive.

4.2.2 In exceptional circumstances, prior to the expiry of the original bid validity period, iNDEXTb may request the bidders to extend the period of validity for a specified additional period. The request for the extension will be made in writing. Bidder will not be permitted to modify its Price Bid but will be required to extend the validity of the bid for the period of extension.

4.2.3 Extension of validity period by the bidder should be unconditional.

4.3 Right to Accept or Reject Any Proposal

4.3.1 iNDEXTb reserves the right to annul the tendering process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reason and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

4.4 Clarifications and Amendments of Tender

4.4.1 The Clarifications/Queries, if any, proposed to be raised at the pre-bid meeting by the bidders should be e-mailed to md@indextb.com at least one (1) working day before the date of the pre-bid Conferences. At any time prior to the deadline for submission of bids, iNDEXTb, for any reason, whether at its own initiative or in response to the clarifications requested by prospective bidders may modify the bidding documents by amendment. Any amendments/ corrigendum/ modification will be uploaded on https://indextb.com/ and https://tender.nprocure.com/ and such modification will be binding on the Bidders. In order to allow prospective Bidders reasonable time to take the amendment in to account in preparing their bids, iNDEXTb, at its discretion, may extend the deadline for the submission of bids.

4.5 Earnest Money Deposit

4.5.1 The EMD will be in Indian Rupees and will be in the form of Demand Draft from any of the Nationalized / Scheduled Bank in favor of "Industrial Extension Bureau" payable at Gandhinagar. The EMD of unsuccessful Bidders will be refunded on request by the Bidder after final award of Contract. EMD of the successful bidder will be converted in to the Security Deposit.

4.5.2 The EMD will be forfeited on account of one or more of the following reasons:

- Bidder withdraws the Proposal during the validity period specified in bid document.
- Bidder does not respond to requests for clarification of its Proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
- Successful Bidder does not accept Letter of intent and/or sign an agreement.

4.6 Security Deposit

4.6.1 The SD will be forfeited on account of one or more of the following reasons:

- Bidder withdraws the Proposal during the validity period specified in Tender.
- Bidder does not respond to requests for iNDEXTb.
- Bidder fails to fulfill requirements of iNDEXTb/ Complete the project.

4.7 Preparation of Proposal

4.7.1 Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this document may be considered as non-responsive and may be liable for rejection.

4.7.2 Adherence to formats, wherever prescribed, is required. Non-adherence to formats may be a ground for declaring a Bid non-responsive.

4.7.3 All communication and information will be provided in writing and in English language only.

4.7.4 All financial data will be given (converted) in Indian Rupees only.

4.7.5 All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct.

4.7.6 No bidder is allowed to modify, substitute, or withdraw the Proposal after its submission. However, iNDEXTb or any of its agencies reserves the right to seek

additional information and/or certification from the bidders, if found necessary, during the course of evaluation of the bid. Non-submission, incomplete submission or delayed submission of such additional information and/or clarifications sought by iNDEXTb or any of its advisors / consultants, may be a ground for rejecting the Bid.

4.7.7 If any claim made or information provided by the bidder in the bid or any information provided by the Bidder in response to any subsequent query by iNDEXTb or any of its agencies, is found to be incorrect or is a material misrepresentation of facts, then the bid will be liable for rejection. Mere clerical errors or bona fide mistakes may be treated as an exception at the sole discretion of iNDEXTb or any of its agencies and if iNDEXTb or any of its advisors/agencies/consultant is adequately satisfied.

4.7.8 Bidders should read corrigendum/addendum and should submit their Bids in line with same.

4.8 Pre-Bid Meeting

4.8.1 The purpose of the pre-bid meeting will be to clarify queries of the Bidders related to the Project and bid document, if any.

4.8.2 Corrigendum if any, after the pre-bid meeting will be uploaded on https://indextb.com/ and https://tender.nprocure.com/ . Any amendments / corrigendum / modification will be binding on the Bidders.

5. Pre-qualification Criteria

No.	Basic Requirement	Specific Requirements	Documents Required
1	Experience	Minimum 5 years of experience (as on 31/03/2026) in providing Videography, Photography and related services in India.	Work order/ Invoice/ completion certificate / LOI/ Agreement from client mentioning the work done for the last 5 years to prove experience in Video Documentation Services along with a CA certificate verifying this experience and copy of Certificate of Incorporation. *(As per ANNEXURE-III)*
2	Domain Expertise	Minimum 3 projects from the activities of Videography, Photography and related activities of Video Documentations including promotional A/V Film preparation Projects Assignment for State/Central Govt./ PSUs/Private Companies, completed / ongoing in the last 3 financial years (2023-24, 2024-25, 2025-26).	Out of these 3 projects, at least (1 project of value of Rs. 50 lakhs+) or (2 projects of value of Rs. 25 lakhs+ each). A CA certificate confirming these projects, along with work order/ Invoice/ completion certificate / LOI/ Agreement must be provided. *(As per ANNEXURE-IV)*
3	Turnover from the activities of Videography, Photography and related activities of Video Documentations including promotional A/V Film preparation activities.	Minimum average annual turnover from Videography, Photography and related services in India of ₹5 crore in the last 3 financial years (2023-24, 2024-25, 2025-26).	A CA certificate validating the turnover must be provided. *(As per ANNEXURE-V)*

No.	Basic Requirement	Specific Requirements	Documents Required
4	Letter Of Undertaking Regarding Debarment	Self-Certification on Rs. 300 Stamp Paper	*(As per ANNEXURE-VI)*

Note: Consortiums or JVs are not permissible for fulfilling the above qualification criteria.

6. Evaluation Methodology

6.1 Only those bidders who fulfil the pre-qualification criteria will be considered for the technical presentation.

6.2 Technical Presentation Evaluation Criteria:

Sr No.	Evaluation Criteria	Max Marks
1.	Past Work Done in Video Documentation	25
2.	Experience of conducting Video & Photo Documentation during high-level events with a delegate turnout exceeding 1,000 participants, organized/partnered by any Central or State Government Department, PSU, Board, or Corporation. Note: Preference will be accorded to projects featuring attendance by high-level dignitaries (H.E. The President, Hon'ble Prime Minister, H.E. The Governor, or Hon'ble Chief Minister).	25
3.	Credentials of the creative team To be deployed	15
4.	Details of the technical equipment To be used	25
5.	Theme design suggested for Summit for Video Documentation	10
	Total Maximum Technical Marks	100

6.2.1 **Minimum technical score for financial quote consideration:** Bidders meeting the pre-qualification criteria and score at least 60 marks out of 100 marks from the technical presentation would be considered technically qualified.

6.2.2 Financial proposals of only technically qualified bidders will be opened. The qualified Bidders will be informed about the date and time of the financial bid opening. Representatives from the qualified Bidders may choose to remain present in the financial bid opening.

6.2.3 After opening of financial proposals, final scores will be calculated as per below. The highest total score calculated will be used as the basis to declare selected Bidder and be eligible for award of the contract. This selected Agency will then be invited for negotiations, if considered necessary.

6.3 Calculation of Total Final Score

Bidder with lowest financial bid will get maximum financial score of 100. The lowest financial bid (L1) will be used as a basis to calculate the financial score of other bidders. Refer below mentioned formula.

Fs = 100 X L1/Ln

Where: Fs is the financial score of the bidder under evaluation

L1 is the lowest financial bid (L1) amongst all the bidders.

Ln is the financial bid of the bidder under evaluation

Combined Score (Cs) = Ts x (% Weightage of Technical Score) + Fs x (% Weightage of Financial Score)

Proposals will be ranked according to their Combined Score. The bidder with the highest Combined Score will be awarded contract and will be called for negotiations, if required.

7. Scope of Work

7.1 Production of Multimedia Content

7.1.1 Digital LED Backdrop (Main Convention Hall): Production of Multimedia Content (excluding AVs, films, animated films, and presentations) for Digital LED Backdrop in Main Convention hall at Mahatma Mandir - Static.

7.1.2 Micro-tiles (Mahatma Mandir): Production of Multimedia Content (excluding AVs, films, animated films, and presentations) for Digital LED Backdrop in microtile at Mahatma Mandir.

7.2 For Inauguration and Valedictory Function

7.2.1 Backdrop Graphics: Flags of partner countries, participating countries, animated partner organization logos, VGGS 2027 animated logo, and backdrop design options in minimum 4-5 variants.

7.2.2 Speaker Presentations: Profile and designed templates with photographs for each dignitary/speaker.

7.3 Video Documentation & Technical Setup

7.3.1 Main Hall / Inaugural Auditorium:

Full HD (Multiple) Camera TRIAX system for coverage of Inaugural Function, Valedictory Ceremony, and Main Hall events.

7.3.2 Seminar Halls / Conference Rooms / Meetings / Various Locations:

Multi-camera coverage setups configured strictly as:

Full HD 5 Camera Setup

Full HD 3 Camera Setup

Full HD 2 Camera Setup

Full HD 1 Camera Setup

Deployment of VIRTUAL UNIT FOR SEMINAR equipped with:

1 Switcher

1 Recorder

1 Capture Card Device

1 Multi Connector Device

7.3.3 General Coverage & Interviews:

Deployment of Professional Interviewer(s) for conducting and capturing general coverage, VIP Lounge, CM Lounge, and area interviews.

7.4 Photography

Deployment of Photographer(s) with at least 15MP camera with the required lenses & accessories across key locations (Convention Hall, Seminar Rooms, Conference Rooms, CM Lounge, and General Areas).

Coordination at Control Room for tagging, processing, and uploading photographs to the Vibrant Gujarat website.

7.5 Setup Control Room

Setup a Control Room with the following equipment or higher:

1 NAS server, media, printer, LAN, Convertor, Switches and other Equip.

4-6 Work-stations with manpower

Qualified professional and Technical staff for management of data and uploading of photographs.

7.6 Master Console & Live Telecast

Master Console at the Main Control room for live-telecast and recording (including routing outputs to OB Van for broadcast media/national channels and venue broadcast).

Arrangements of Live Telecast incorporating a 50 Feed Distribution box.

7.7 Playback System

WATCHOUT Playback system for Convention hall with Operator for managing LED screen playback.

7.8 Presentation & Benchmarks

Producing a presentation showcasing the benchmarks and achievements accomplished under the leadership of the Chief Minister during Vibrant Gujarat Global Summit 2027.

7.9 Preparation of AV Films

7.9.1 Valedictory Film: Preparation of a 4 minute AV Film encapsulating the proceedings of the Summit (including the Vibrant Gujarat Trade Show) to be produced, approved, and presented during the valedictory ceremony.

7.9.2 Inaugural Film: Preparation of a 4 minute AV Film for main inauguration event to be run during the inaugural ceremony of the Summit.

7.9.3 Post-Summit Film: Post-Summit summary film highlighting speaker excerpts, interviews, and statistical highlights.

7.10 Online Photo Album & Archiving

Creation of an online photo album (minimum 10-year availability) with downloadable images hosted on a dedicated website.

Providing 3 complete sets of coverage (video, photographs, interviews, etc.) organized on portable hard disks.

7.11 Distribution & On-Site Facilities

Managing photo distribution as directed by iNDEXTb.

Setting up a Photo Booth with printing and take-away facility for delegates.

Providing real-time photo/video feeds to the VG Social Media and PR agency.

Setting up webcasting for seminars and meetings.

7.12 Provision of Videographers

Deployment of adequate number of professional and experienced Videographers for continuous video documentation and general coverage of the Summit, including Main Hall, Seminar Halls, Conference Rooms, VIP/CM Lounge, meetings, interviews, events and other designated locations. Videographers shall be equipped with professional video cameras and necessary accessories and shall be deployed as per the requirements and directions of iNDEXTb.

8. Team engagement

8.1 The agency shall deploy an adequate and appropriately skilled workforce across all locations (Main Hall, Seminar Rooms, CM Lounge, General Areas, and Control Room) to ensure seamless execution of all activities under this scope, for the entire duration of the event, including setup and dismantling days.

8.2 The team shall include, but not be limited to: Project Manager/Coordinator, Director, Cameramen, Photographers, Editors, Console Operators, Technicians, Attendants, Interview Coordinators, and Support Staff, as required for each activity.

8.3 A dedicated on-site Point of Contact (POC) shall be assigned to coordinate with iNDEXTb/organizing authorities throughout the event for real-time decision-making and issue resolution.

8.4 All personnel deployed shall be experienced in handling large-scale government/summit-level events and shall be briefed on the event schedule, protocol, and security requirements in advance.

8.5 The agency shall ensure adequate backup personnel are available on standby to address any last-minute requirements, absences, or equipment/technical issues during the event.

8.6 A detailed manpower deployment plan (location-wise and day-wise) shall be submitted to iNDEXTb prior to the event for approval.

Note: Details of key resources must be submitted along with the submission of Technical Proposal in hard copy as per the mentioned Annexure

9. Payment Schedule:

9.1 The agreed fees shall be paid on a lump-sum basis against the deliverables committed by the Agency and upon successful completion of the assigned work in accordance with the timelines mutually agreed upon.

9.2 The payment would be made within 30 working days after submission of the invoices. A detailed report of the work carried out during the billing period should be submitted along with the invoices.

9.3 The bill will be paid after submission of all the relevant documents, files, photographs, report and any other material in hard and electronic format (In the Hard Disk, not Pen Drive).

9.4 Resources will be ready to travel as per the project requirement. No payment for out of pocket expenses will be made for travel within Gandhinagar and Ahmedabad.

9.5 Expenditure for travelling, food, hotel and other incidental items will be reimbursed by the client on actuals only if it is instructed and certified by the client.

9.6 The out of pocket expenses are purely reimbursements (on actuals) and not to be treated as part of the fees.

10. General Terms and Conditions

10.1 Rate must be written in figures and words, also in Indian Rupee only.

10.2 The selected bidder will not assign or sublet the assignment in its entirety or part to any other agency.

10.3 Rates quoted will be valid up to completion of the assignment from the date of Award.

10.4 Direct or indirect canvassing on the part of the bidder or his representative will lead to disqualification.

10.5 If a bidder imposes conditions, which are in addition to or in conflict with the conditions mentioned herein, his bid is liable for straight away rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the iNDEXTb.

10.6 iNDEXTb reserves the right to accept or reject one or all bids without assigning any reasons.

10.7 The EMD of unsuccessful Bidders will be released on request, after final acceptance of the successful bidder's proposal, i.e., acceptance of work order by the successful bidder.

10.8 The Assignment can be terminated at any time by iNDEXTb, if the services are not up to the satisfaction, after giving an opportunity to the selected agency of being heard and recording of the reasons for repudiation. The notice period for termination will be 30 days.

10.9 All legal proceedings, if necessity arises, by any of the parties needs to be lodged in courts situated in Gandhinagar and subject to Gandhinagar jurisdiction only.

10.10 The IPR and other rights of the material or documents developed during the course of the assignment will be the ownership of iNDEXTb. Rights of all deliverables as a scope of this assignment shall remain with the iNDEXTb. iNDEXTb can use all such deliverables in the way iNDEXTb wants without seeking any concurrence/permission of the agency.

10.11 For the purposes of this clause, "Force Majeure" means an event beyond the control of the Agency/Firm and not involving the agency's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of iNDEXTb in its sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, quarantine restrictions and freight embargoes.

10.12 If a Force Majeure situation arises, the Agency/Firm/Bidder will promptly notify iNDEXTb in writing of such condition and the cause thereof. Unless otherwise directed by iNDEXTb

in writing, the Agency/Firm will continue to perform its obligations under the Contract as far as is reasonably practical and will seek all reasonable alternative means for performance not prevented by the Force Majeure event.

10.13 Resources will be ready to travel as required in the project. No Out of Pocket payment will be made for travel within Gandhinagar and Ahmedabad. All other expenses required for travel outside Gandhinagar and Ahmedabad will be reimbursed on actuals.

10.14 Dispute Resolution and Arbitration

10.14.1 The Parties shall endeavour, in the first instance, to resolve any dispute, disagreement or difference arising out of or in connection with this Agreement and subject tender, including any question regarding its interpretation, performance, existence, validity, termination and the rights and liabilities of the Parties to this Agreement and subject tender (a "Dispute") through good faith negotiations.

10.14.2 All questions, disputes, differences and/or interpretation of this Agreement and subject tender whatsoever, which may at any time arise between the parties to this Agreement and subject tender in connection with the agreement or any matter arising out of or in relation thereto, shall be referred to Sole Arbitrator as per the provisions of Arbitration and Conciliation Act, 1996 and subsequent amendment thereto.

10.14.3 The venue of arbitration shall be Gandhinagar only, subject to the above, the Civil Courts in Gandhinagar only shall have exclusive jurisdiction in this matter. The expense of the arbitration shall be paid as may be determined by the Arbitrator.

10.15 Intellectual Property Rights

10.15.1 The agency warrants and represents that all materials and works created, used, or provided by the agency in the course of the services, including but not limited to software, algorithms, designs, and other intellectual property, do not infringe upon any third-party intellectual property rights. The agency agrees to indemnify and hold harmless the client against any claims, damages, costs, or expenses arising from any actual or alleged infringement of third-party intellectual property rights caused by the agency's materials or works.

10.15.2 The client shall own all intellectual property rights, including but not limited to copyrights, patents, trademarks, and trade secrets, in any materials or works created, developed, or provided by the agency under this contract. The agency shall promptly assign and transfer to the client all such intellectual property rights and shall execute

any documents and take any other actions reasonably requested by the client to perfect and protect such rights.

10.15.3 This clause shall survive the termination or expiration of this contract.

11. Award of Contract

11.1 Contract will be awarded to the Bidder with the highest total points (i.e. total of the technical and financial score). The Managing Director, iNDEXTb will be the competent authority in this regard, whose decision will be final & binding

11.2 Notification about the Award of Contract will be made in writing to the successful Bidder.

12. ANNEXURES

ANNEXURE I: COVERING LETTER

(To be provided on the company's letterhead)

Date

To,
The Managing Director,
iNDEXTb
Gandhinagar

Subject: Tender for Selection of Video Documentation Agency for Vibrant Gujarat Global Summit 2027.

Dear Sir/ Ma'am,

1. We, the undersigned, having carefully examined the referred Tender Document, offer to provide the required services, in full conformity with the said Tender Document.
2. We have read all the provisions of this Tender Document and confirm that these are acceptable to us.
3. If a Bidder is nominated as Selected Bidder, we understand that it is on the basis of the technical, financial & organizational capabilities and experience of the Bidder taken together. We understand that the basis for our qualification will be the complete bid documents submitted along with this letter and that any circumstance affecting our continued eligibility as per Tender Document or any circumstance which would lead or have led to our disqualification, will result in our disqualification under this bidding process.
4. We agree that if we fail to perform according to the conditions/stipulations of the Tender Document, iNDEXTb or its representative will be at liberty to take action in accordance with the tender.
5. We agree to abide by this bid for a period of 180 days from the Due Date fixed for receiving the same and it will remain binding upon us and may be accepted at any time before the expiry of that period.
6. We agree that if we fail to fulfill any of the conditions mentioned above, iNDEXTb has the right to forfeit the EMD being furnished by us along with this Bid.
7. We understand that iNDEXTb is not bound to accept any or all Bids it may receive.

8. We declare that we have disclosed all material information, facts and circumstances, which would be relevant to and have a bearing on the evaluation of our bid and selection as Agency.
9. We do also certify that all the statements made and/or any information provided in our proposal is true and correct and complete in all aspects.
10. We declare that in the event that iNDEXTb discovers anything contrary to our above declarations, it is empowered to forthwith disqualify us and our Bid from further participation in the Bid evaluation process and forfeit our EMD & Bid Security.

(Signature)
(Name of the person)
(In the capacity of)
Company Seal
(Name of firm)
Duly authorized to sign Proposal for and on behalf of (Fill in block capitals)

ANNEXURE II - ORGANIZATION DETAILS

Name of the Bidder	
Address of the Bidder	
Date of Incorporation / Establishment	
Phone No of the Bidder	
Email id of the Bidder	
Name of the Authorized contact person	
Mobile No of the Contact person	
Email id of the Contact person	
PAN Number (Provide attested Photocopy)	
GST Identification No(Provide attested Photocopy)	

SIGN OF AUTHORISED SIGNATORY AND STAMP OF THE BIDDER

ANNEXURE III: EXPERIENCE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Name of the Company) is engaged in the business of Video Documentation services in India from the year _____ to _____.

At least one work order/ Invoice/ completion certificate/ LOI/ Agreement from client mentioning the work done in Video Documentation services for the last 5 years to prove experience in Video Documentation activities are as under:

No.	Project Name	Project Amount
1.		
2.		
3.		
4.		
5.		

A copy of Certificate of Incorporation is also attached.

(**SIGN AND STAMP OF THE CHARTERED ACCOUNTANT)**

Name of Charted Accountant:
Date:
UDIN:

ANNEXURE IV: DOMAIN EXPERTISE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Name of the Company) is engaged in the business of Videography, Photography and related activities of Video Documentations including promotional A/V Film preparation Projects and possess domain expertise for the same. (Bidder Name) has successfully completed / ongoing following 3 Video Documentation services projects for State/Central Govt./ PSUs/Private Companies in the last 3 financial years as under. *(Mention projects as per pre-qualification criteria of this document.)*

No.	Financial Year	Project Name & Department of (GOI/GOG/PSU/Corp)	Project Amount
1.	2023-24		
2.	2024-25		
3.	2025-26		

(SIGN AND STAMP OF THE CHARTERED ACCOUNTANT)

Name of Charted Accountant:
Date:
UDIN:

ANNEXURE V: AVERAGE ANNUAL TURNOVER

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Name of the Company) is engaged in the business of Video Documentation services. Turnover from the Video Documentation services and Allied activities in the last three financial years is as under: *(As per pre-qualification criteria)*

No.	Financial Year	Amount in Rs.	Amount in Words
1.	2023-24		
2.	2024-25		
3.	2025-26		
Average Annual Turnover			

(SIGN AND STAMP OF THE CHARTERED ACCOUNTANT)

Name of Charted Accountant:
Date:
UDIN:

ANNEXURE VI– LETTER OF UNDERTAKING REGARDING DEBARMENT

Date:

To,
Managing Director,
iNDEXTb
Gandhinagar

Subject: Letter of undertaking regarding debarment for the Tender for Selection of Video Documentation services for Vibrant Gujarat Global Summit 2027.

Dear Sir,

I hereby confirm that my/our firm/company M/s _____ is not blacklisted/delisted or banned/debarred by any Institution/State/Central Government Department/Public Sector undertaking during the last ten years till the bid due date.

During the tenure, if above information found incorrect/false/fraudulent, iNDEXTb has a right to terminate our empanelment including forfeit our EMD and carry out any penal action on us, as deemed fit.

Yours faithfully,

(Signature of Authorized Signatory) (Name, Title, Address, Date)

Annexure VII – TEAM COMPOSITION OF KEY PERSONNEL

Team Composition:

Key Staff			
Name of Key Expert	**Educational Qualification**	**Area of Expertise**	**Post qualification relevant experience in number of years**

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Annexure VIII – FINANCIAL PROPOSAL(Only on nProcure)

Submission to be made online only on the website https://tender.nprocure.com/ in the prescribed format. Financial bids submitted in any other form other than prescribed here will lead to disqualification.

Appendix 3: Financial Proposal

Sr. No. (A)	Venue (B)	Setup Details (C)	Units (D)	Day 1 (Including non-event day and all other associated costs. Rates of all units as mentioned in the setup detail to be quoted) (E)	Day 2 (Rates of all units as mentioned in the setup detail to be quoted) (F)	Day 3 (G)	Grand Total (Excl. GST) (E+F+G)
1	Convention Hall	Full HD 13 Cam Traix System	1		-	-	
2	Convention Hall	Full HD 10 Cam Traix System	1	-			
3	Hon'ble PM Lounge	2 Cam Setup	2				
4	Gift City – Conclave	5 Cam Setup	1		-	-	
5	Hon'ble CM Lounge	2 Cam Setup	1				

6	Seminar Hall 1	3 Cam Setup	1				
7	Seminar Hall 2	3 Cam Setup	1				
8	Seminar Hall 3	3 Cam Setup	1				
9	Seminar Hall 4	5 Cam Setup	1				
10	Country Seminar Room 1	2 Cam Setup	1				
11	Country Seminar Room 2	2 Cam Setup	1				
12	Country Seminar Room 3	2 Cam Setup	1				
13	Country Seminar Room 4	2 Cam Setup	1				
14	Country Seminar Room 5	3 Cam Setup	1				
15	Country Seminar Room 6	2 Cam Setup	1				
16	Country Seminar Room 7	2 Cam Setup	1				
17	Country Seminar Room 8	2 Cam Setup	1				
18	General Coverage – Entire Venue	4 Cam Setup	4				
19	Interview Studio – MMCC	2 Cam Setup	2				
20	Interview Anchor – MMCC	-	2				
21	GIFT City Interview Studio	2 Cam Setup	1		-	-	

22	Interview Anchor – GIFT City	-	1		-	-	
23	Photographers with atleast 15MP camera with the required lenses and accessories	-	20 Photographers				
24	Floating Videographers with necessary equipment's and accessories	-	5 Videographers				
25	Professional interviewers on a floating basis, along with all necessary equipment, accessories, technical support, and other required resources for conducting interviews effectively.	-	1				
26	Control Room a. 1 NAS server, media, printer, LAN, Convertor, Switches and other Equip. b. 4-6 Work-stations with manpower c. Qualified professional and Technical	-	-				

	staff for management of data and uploading of photographs.						
27	Master Console at the main control room for the live-telecast and recording	-	-				
28	Watchout playback system for the convention hall with operator	-	-				
29	Arrangements for Live Telecast (50 feed distribution box)	-	2 Locations				
30	Production of Multimedia content (excluding Avs, films, animated films and presentation) for Digital LED Backdrop in Main convention hall at Mahatma Mandir - Static	-	-				

31	Production of Multimedia content (excluding Avs, films, animated films and presentation) for Digital Backdrop in Micro Tile at Mahatma Mandir	-	-				
32	Virtual Unit for Seminar 1 Switcher 1 Recorder 1 Capture Card Device 1 Multi Connector Device	-	4 Seminar Halls				
33	Inaugural AV Upto 4 Minutes Cost	-	-		-	-	
34	Valedictory AV Upto 4 Minutes Cost	-	-	-	-		
Total Amount (Exc. GST)							

Note: The above quantities and specifications are indicative. Any additional utilization, equipment, manpower, services, or AV content beyond the specified duration, shall be charged on a pro-rata basis as per the approved rates.

Note: All rates shall be quoted in Indian Rupees and shall be exclusive of GST. The bidder shall quote rates for all applicable items as specified above.