

To,

Sub: Notice inviting quotations for photography works

Sir,

National Institute of Disaster Management, Ministry of Home Affairs, is a premier institution for human resource development training and capacity building etc. We conduct about 45-50 training courses in a year in the Institute and a group photograph is taken in each training course. It is proposed to outsource this job to an experienced and reliable agency. The agency is expected to depute a trained photographer for taking group picture, develop about 25-30 copies and supply the same in 1-2 days. Sealed quotations are invited on behalf of Executive Director, NIDM for the following works.

Sl. No.	Description	Unit	Rate
1.	Deputing a trained photographer for taking picture at the Institute premises	Per visit	
2.	Development and supplying copies of group photographs of size		
	(i) 5" x 7"	Per copy	
	(ii) 8"x10"	Per copy	

Sealed quotation may be submitted in NIDM by 12.6.13 upto 3.00 p.m.

Terms and Conditions:

1. Entries should be made either in ink or type written.
2. Quotation should be free from correction and erasers.
3. Quotation received after the specified time and date will not be entertained.
4. Price quoted should be inclusive of freight, packing forwarding and if sales tax, excise duty and other charges are to be paid extra this clearly specified in tender. In the absence of any such stipulation, it will be that the quotation is inclusive of these taxes.
5. NIDM reserves the right to accept/reject any tender/quotation in part or full without assigning any reason whatsoever.

Yours faithfully



(Ramesh Kumar)
Accounts Officer