



**MAHANAGAR
GAS**

MAHANAGAR GAS LTD.

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**NOTICE DETAIL: MGL/EMPANELMENT OF SERVICE PROVIDER
FOR PHOTOGRAPHY AND VIDEOGRAPHY - 2019**

LAST DATE FOR SUBMISSION OF FORM: 28.02.2019

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**INVITATION FOR EMPANELMENT OF SERVICE PROVIDER
FOR PHOTOGRAPHY AND VIDEOGRAPHY FOR MGL EVENTS**

JOB DESCRIPTION:

• Providing Services for Photography and Videography of MGL events

- Interested Service Providers shall submit duly filled Empanelment form and relevant documents as sought. The application should be submitted in a **Sealed Envelope** Superscribing it as "**Empanelment application of Service Provider for Photography and Videography - 2019**" to **Vice President (Contracts & Procurement)** at above mentioned address **latest by 28.02.2019.**

The empanelment of a Service Provider at MGL shall only entitle them to be considered for issue of relevant tenders. MGL shall issue the Tender for Photography and Videography services to all those service providers who will meet the empanelment criteria. It shall not confer any right on them either to be necessarily issued the tender or for award of work. MGL has sole discretion to accept or reject any or all the applications at any stage of the process and/ or modify the process without assigning any reason whatsoever. Applications submitted through Agents / Intermediaries will not be considered.

Note: The Service Providers who are currently working with MGL may also participate in the empanelment process in order to have their latest details related to execution capabilities & financial details or any other information like certifications, accreditations in the recent past which have not been furnished to MGL in past.

Experience Criteria required for Empanelment

The bidder shall meet the following experience Criteria:

- a) The Bidder shall have at least five years of experience of running a Photography and videography of any events, involving both indoor and outdoor locations.
- b) Bidder should have provided photography and videography services to at least 3 corporate clients in past 3 years.
- c) Bidders should have their own equipment for photography and videography.

In addition to the documents sought in the Empanelment form, the following documents shall mandatorily be submitted along with application form:

- a) Copy of Work Orders for Jobs mentioned at Point (b).
- b) Copy of Work Completion / Appreciation Certificate from client or any other equivalent documents.
- c) Experience Certificate from client if available.
- d) GST Registration details.

MGL also reserves the right to relax the above criteria in its own Business Interest without assigning any reason. Merely meeting the above criteria shall not entitle applicant for empanelment with MGL. MGL shall consider all other requirement as stipulated under terms and condition & Empanelment form for considering applicant for empanelment.

MGL shall do the evaluation of applicants based on the documents submitted by the applicants and may categorize them based upon execution capability, Performance track record, feedback from clients etc. Once the empanelment process is completed, the applicants who will be empaneled shall be intimated and Limited Tendering process shall be initiated amongst the empaneled service providers.

Brief Scope of Work and Schedule of Rates for Photography and Videography

Introduction:

Mahanagar Gas Limited (MGL) is providing Piped Natural Gas to Mumbai and its adjoining areas. The past eighteen years have witnessed MGL continuously growing, only to become one of the biggest City Gas Distribution Company in India, in terms of its customer base. It is currently fulfilling the requirement of more than 10 lakh registered domestic customers for PNG.

Brief Scope:

Photography and videography.

1. Events and activities in MGL's operational areas, which include Mumbai, Thane, Navi Mumbai, Mira-road, Kalyan, Dombivali, Ambernath and part of Raigad areas.
2. Locations shall be both Indoors & outdoor.

SCHEDULE OF RATES (Indicative only)

Sr.no.	Description	Unit of Measure	Unit rate / Hr. Rs.
I. PHOTOGRAPHY ASSIGNMENT			
1	Photography charges		
1.1	Up to 3 Hrs.	Hours	
1.2	3 Hrs. to 6 Hrs.	Hours	
1.3	Beyond 6 Hrs.	Hours	
2	Hard copy photo print		
2.1	Passport size	Nos.	
2.2	4" x 6" size	Nos.	
2.3	5" x 7" size	Nos.	
3	Album charges (depending on prints)	LS	
II. VIDEO SHOOTING ASSIGNMENT			
1	Digital camera with HD quality	LS	
2	DVD	Per copy	
3	Customised video editing charges		
3.1	Up to 4 Hrs.	Hours	
3.2	Beyond 4Hrs. till 8 Hrs.	Hours	

GST, if applicable shall be paid extra at actuals.

Note: a) Charges should be inclusive of all transportation and equipment required for photography and videography.

b) Empanelment applicants are advised not to fill the SoR (Schedule of rates) in the application. Separate tender shall be floated for qualified empaneled service providers.

Documents for the above to be prepared and submitted within 15 days of receipt of work order.

Service Provider shall remit all statutory dues and returns as per the relevant Acts / Rules and submit a monthly certificate / confirmation for having fulfilled all statutory obligations under various Acts / Rules along with the monthly bills.

The Service Provider shall be solely liable for all payments / dues of the workers employed and deployed by him with reliable evidence provided to MGL. In the event, MGL makes any payment or incurs any liability; the Service Provider shall indemnify MGL completely.

The Service Provider will have to submit an affidavit / indemnity bond to keep MGL and its officials indemnified and harmless against any loss, cost, damage, suits, claims, challenges, actions and liabilities that may occur due to the violation of any statutory non-compliance / requirement.

FORM FOR EMPANELMENT

We _____ are desirous of being enrolled for Photography and Videography of MGL events and hereby apply for the same. We give the following details for your consideration:

Sr. No	Description	Applicant's Confirmation
1.	Name of the Company / Firm	
2.	Full Address of Registered Office / Corporate Office.	
	Telephone No:	
	Fax No.:	
	Contact Person:	
	Mobile No.:	
	E-Mail:	
	Website	
3.	Nature of Company / Firm i.e. Proprietorship / Partnership / Private Limited / Government / Public Sector / Contractors / Others	
4.	In case of Proprietorship firm, attach relevant document showing name of proprietor	
5.	In case of Partnership firm, specify names of the Partners and attach copy of partnership deed	
6.	In case of a Company, attach copy of Articles of Association and Memorandum of Association.	
7.	Year of Establishment & Starting of Production / Shop & Establishment Certificate of premises located in and around Mumbai Metropolitan region including Navi Mumbai, Thane, Kalyan etc. (Attach copies) OR Registration No. of the Company (Attach copy)	
8.	Confirm Following:	
A	Whether registered under SSI / NSIC (Attach copy)/MSME	

Sr. No	Description	Applicant's Confirmation
9.	Registration Nos. (Whichever is applicable) 1) PAN 2) GST No. 3) ESIC No. Please attach copies of documents for above.	
10.	If you are already existing Service Provider of MGL, please indicate the same.	
11.	a) List of Clients (Attach list preferably indicating services involving relevance) b) Work Order of Clients (Attach photo copies for the same) c) Single largest value of order executed in the last three years (Attach copy of WO / Completion certificate) as stated in eligibility criteria	
12.	Any other Special / relevant information.	
13.	Applicant confirms that the document / information furnished are true and valid for the duration of the empanelment and in case there are any changes / variation, the same shall be immediately brought to the notice of MGL. Applicant also confirms that in case of conflicting version, MGL may consider any version as convenient to MGL.	
14.	We understand and agree that mere empanelment does not entitle us for award of work	

Note: It is mandatory to fill in all the columns by the company and submit the same along with all necessary documents / credentials / copies of the certificates etc. Any other relevant information in support of empanelment may be volunteered by the applicant. All pages may be signed in ink with stamp by the authorized signatory of the Company.

Place:

Signature:

Name & Designation:

Date:

Company Seal:

(To be submitted on the Service Provider's Letter Head)

DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and MGL, on the basis of the information given by me / us can be treated as invalid by MGL and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Mahanagar Gas Limited in selection of contractors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.
6. The empanelment of a service Provider shall not confer any right on him either to be necessarily issued the tender or for award of work. MGL has sole discretion to accept or reject any or all the applications at any stage of the process and/ or modify the process without assigning any reason whatsoever. Applications submitted through Agents / Intermediaries will not be considered.
7. I/We hereby declare that we have no objection in MGL visiting our facility for the purpose of evaluation.

PLACE: SIGNATURE

DATE: NAME & DESIGNATION

SEAL OF ORGANIZATION

TERMS AND CONDITIONS

1. For empanelment the applications will be evaluated based on experience criteria, submission of work completion certificate, etc. The applications received will be evaluated based on information & documents provided by the applicant and in case the applicant is found to be suitable for MGL, the applicant shall be empanelled for the category of services. **The applications shall be accompanied by the required documents indicated in the Empanelment forms such as:**
 - i. Brief about your company/firm.
 - ii. Power of attorney / partnership deed for authorized Signatory.
 - iii. List of Clients to whom similar services are provided.
 - iv. List of Current Work Orders of similar nature.
 - v. Copy of Work Orders & Completion certificates from clients as stated in experience criteria.
 - vi. Details of the equipment (HD quality Camera etc.) and manpower.
 - vii. Other details asked in the application forms.

2. MGL at any time reserves the right to modify the eligibility criteria, to accept or reject any application, to annual the empanelment or to reject any or all the applications or accept new application at any time without assigning any reason or incurring any liability to the applicants.

3. The empanelment of the Service Provider shall be cancelled by MGL in case of poor performance of the Service Provider, abnormal delay in completion of work, abandoning of the allotted work, for activities detrimental to the interest of MGL and in case empanelment is secured based on false information/documents. In case of cancellation of empanelment, the Service Provider shall be debarred from tendering/taking up works of MGL for the period as decided by MGL. The decision of MGL in this regard shall be final and binding on the Service Provider.

4. MGL reserves the right to call Limited tenders in which the Service Providers not empaneled in this process but meeting the minimum criteria for the tender can also participate. For such tenders, the empaneled Service Providers under this process meeting the stipulated criteria of tender can also participate.

5. MGL reserves the right to reject any application without assigning any reasons thereof and does not bind itself to accept any of the applications.

6. MGL takes no responsibility of applications lost/delayed in postal transit. MGL reserves the right to postpone the date of submissions or issue any amendments.

7. Empanelment does not guarantee for issue of tenders to the Service Provider for a particular job. MGL reserves the right to assess the performance & capabilities of the service Provider before issuing the invitation to tender and limit the number of bidders for a particular job. The empaneled Service Providers shall have no claim on MGL if any invitation for any job is not issued to them.
8. The Service Providers shall submit all the documents as asked in empanelment form. The Service Providers may be asked to produce original documents for verification. The Service Providers may also be called for discussions/clarifications and the Service Providers shall depute their authorized representative for the same.
9. MGL may make inspection at the Offices/Client sites/relevant offices of the applicants as and when required and as deemed fit.
10. Service Providers selected for empanelment shall be empanelled for a period of 3 years. This period can be reduced or increased, or the empanelment is scrapped at any time, at the sole discretion of MGL without assigning any reasons.
11. The application/documents submitted to MGL are non-returnable.
12. The Service Provider undertakes that they shall pay all the taxes in accordance with the applicable laws as and when it becomes due and within 30 (thirty) days of making such payment shall deliver to MGL a duly certified copy of relevant document evidencing that the payment has been duly remitted to the appropriate authority. In case the Service Provider fails to provide the Certificate, MGL reserves the right to retain/hold equivalent amount from any pending or subsequent bills/payments to the Service Provider, till the Service Provider provides a copy of such Certificate to MGL. In case any demand is made to MGL by any statutory authority on account of such default of the Service Provider, MGL shall make the payment directly to the Statutory Authority concerned. The Service Provider waives any right to claim any amount from MGL in this regard.
13. The applications shall be signed by a duly authorized person of the Service Provider:
 - a. In case of Sole Proprietorship, an affidavit of Sole Proprietorship and if the application is signed by any other person, Power of Attorney issued by the Sole Proprietor, in favour of the signatory.
 - b. In case of partnership, if document is not signed by all the partners, Power of Attorney in favour of the Partner/person signing the documents, authorizing him to sign the documents.
 - c. In case of a Company, a copy of the Board resolution, authorizing the signatory to sign on behalf of the Company.

- d. Applications from Joint Ventures/ Consortium may be considered by MGL at its sole discretion.

14. Applications with following discrepancies are liable to be rejected:

- a. Applications, which are incomplete, ambiguous and not accompanied by the documents asked for and the processing fee.
- b. Even though an applicant may satisfy the stated criteria for empanelment, his application is liable for rejection, if he has record of poor performance such as abandoning work, not properly completing the work, delay in completion of work, poor quality of work, financial failure/weakness etc.
- c. Application in respect of which canvassing in any form is resorted to by the applicants.
- d. If the applicant made misleading or false representation or deliberately suppressed the information in the application form and documents etc. or resorts to unfair methods in creating circumstances for the acceptance of his application.

15. The completed applications along with required documents shall be submitted in a sealed envelope **Superscribing it as "Empanelment application for Service Provider for Photography and Videography - 2019"**. at following address latest by 28.02.2019:

**Vice President (Contracts & Procurement)
5th Floor, West Wing, Tower 3
Equinox Business park,
Off. Bandra Kurla Complex,
LBS Marg, Kurla West,
Mumbai 400 070**