

Govt. of Jharkhand
Rural Development Department
Jharkhand State Livelihood Promotion Society
2nd Floor, JSAMB Building, Itki Road, Hehal, Ranchi-834005
Phone No: 0651-2951915/2951916, Website – www.jslps.in

Letter No: JSLPS/1036

Dated: 11/06/2024.

LETTER OF INVITATION

To,
The Interested Individual/ institution.

Sub: - Hiring of Individual Consultant / institution for Photography and Videography for JSLPS.

Dear Sir:

1. You are hereby invited to submit technical and financial proposals for consultancy services required for photography and videography during different training/meeting study etc. of JSLPS, which could form the basis for future negotiations and ultimately a contract will be entered between you and JSLPS.
2. **The purpose of this assignment is to:**
 - a) Providing quality photography and videography services to JSLPS during different training, workshop, events, studies etc.
 - b) Visit to different field areas for the above activities.
 - c) Furnish all the photographs and videography with edited version and also raw footage.
3. **The following documents are enclosed to enable you to submit your proposal:**
 - (a) Terms of reference (TOR) (Annexure-I);
 - (b) Supplementary information for consultants, including a suggested format of curriculum vitae (Annexure- II); and
 - (c) A sample format of the contract for consultant's services under which the service will be performed (Annexure-III).
4. The JSLPS has received funds from Ministry of Rural Development, Govt. of India towards Implementation of National Livelihood Program in the State, and intends to apply a portion of this fund to eligible payments under this Contract.
5. **The Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and Financial proposal in separate sealed envelopes and should follow the form given in the "Supplementary Information for Consultants."

The proposals will be received in the office of the JSLPS up to **15.30 hours on 28th /June/2024** either by post/courier or by hand.

6. Evaluation of Proposal:

Technical proposal will be opened first for evaluation in accordance with the technical qualification parameters, financial proposal of technically qualified Consultant / Firm will be opened only.

7. Deciding Award of Contract:

Quality and competence of the consulting service shall be considered as the paramount requirement.

Negotiations will be held with you only if the technical proposal is acceptable. You must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals. If the negotiation with you is successful, the contract shall be awarded to you. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with you, the process of selection of Consultant, issue of letter of invitation etc. will be repeated till an agreed contract is concluded.

8. Please note that the JSLPS is not bound to select any of the Consultant submitting proposals.
9. It is estimated that about 120 days of services will be required for the assignment during a period of one year and generally you should base your financial proposal on this figure. However, you should feel free to submit your proposal on the basis on man-days considered necessary by you to undertake the assignment.
10. You are requested to hold your proposal valid for a period of **90 days** from the date of submission during which period you will maintain without change, your proposed price. The JSLPS will make its best efforts to finalize the agreement within this period.
11. Please note that the cost of preparing a proposal and of negotiating a contract including visits to JSLPS, if any; is not reimbursable as a direct cost of the assignment.
12. Assuming that the contract can be satisfactorily concluded by **July, 2024** you will be expected to take-up/commence with the assignment within **August, 2024**.

13. Tax Liability:

Please note that the remuneration which you receive from this contract will be subject to the normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard, if required.

Sd/
Chief Operating Officer (G)

Enclosures:

Annexure-I: Terms of Reference.

Annexure-II: Supplementary Information to Consultants.

Annexure-III: Draft contract under which service will be performed.

Terms of Reference (ToR) for empanelment of Photographer/Videographer-Consultant for the day-to-day activities of JSLPS.

Background:

Communication is an important & integral part of any program for transferring information from one place to another. There are various parts of communication within organization e.g. Videography, Photography are the pillars of project based external communication. JSLPS is looking forward for empanelment of an individual consultant dedicated for videography and photography on different activities of JSLPS.

1) Objectives:

a) Providing quality Photography & Videography services to JSLPS on Success Stories, training, workshop, events, Case studies etc.

2) Educational qualification and experience:

- a) Qualification: Bachelor Degree in any stream
- b) Experience: Minimum 5 years' experience in the field of videography/Photography.
- c) Desirable: Experience to work with various govt departments.

3) Equipment used for the Photography/Videography:

- a) The video camera used for the shooting should be of HD range of professional cameras or equivalent or higher side.
- b) DSLR or High-Resolution camera should be used for photography.
- c) Editing set up required for knowledge products editing (FCP preferable).
- d) Desirable: Experience to work with various govt departments.
- e) All equipment/gadgets or any additional manpower required for the above activities should be provided/arranged by the consultant.

4) Facility to be provided by JSLPS:

JSLPS will provide office vehicle (in sharing) for Photography/Videography within the State. For outside Ranchi shooting Accommodation & Fooding expenses will be reimbursed as per actual (with a maximum bar of category L5 of JSLPS HR Manual). In case, the consultant makes his own arrangement towards outstation travel, JSLPS will reimburse actual travel fair in Bus/3AC class (Train)

5) Deliverable: Annual Rate Chart on the following activities.

Sl. No.	Activities to be undertaken	Remarks
1	Videography (upto 4 Hours Raw footage in Pendrive)	The consultant will provide all the required equipment, manpower etc. For the videography, all master tapes must be archived by the consultant.
2	Videography (up to 4-8 Hours Raw footage in Pendrive)	
3	Per hour charge for Videography after 8 hours	
4	Photography (upto 4 hours/ soft copies in Pendrive). Approx. 130-180 photos.	
5	Photography (up to 4-8 hours/ soft copies in Pendrive. Approx. 200-250 photos.	

- 6) **Duration of the Consultancy:** The duration of the contract is initial for the period of one year and may be extended for further period of one year based of requirement and performance of the consultant
- 7) **Reporting:** All the day-to-day activities and quality of the photography and videography shall be verified by the Project Officer- Knowledge Management & Communication.
- 8) If required JSLPS may hire other technically qualified consultant subject to willing to work on the L1 rates and terms & conditions.

Annexure - II

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

(a) **Technical Proposals**

- (i) Curriculum Vitae of Consultant (F-2).
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last ten years in the format given in Form F-3.
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the manner in which Consultant would plan to execute the work. Work plan time schedule in Form F-4 and approach or methodology proposed for carrying out the required work.
- (v) The Consultant's comments, if any, on the data, services and facilities to be provided by JSLPS indicated in the Terms of Reference (TOR).

(b) **Financial Proposals**

The financial proposals should include the Schedule of Price Bid in Form F - 5.

2. Two copies of the proposals should be submitted addressing to the Chief Executive Officer, Jharkhand State Livelihood Promotion Society, 2ndFloor, JSAMB Building, Itki Road, Hehal, Ranchi-834005.

3. **Contract Negotiations**

The aim of the negotiations is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in months and reporting schedule. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed monthly rates.

4. **Terms of Payment** *

The mode of payments to be made in consideration of the work to be performed by the Consultant shall be as follows:

- (i) All payment will be made on monthly basic or assignment basis as per the approved rates.

Note: All payments shall be made on submission of pre-receipted bills by the Consultant in duplicate for respective stages.

5. Review of Reports/Photography/Videography:

A review committee (to be restricted to three members) consisting of following officers of JSLPS will review the activities undertaken and any suggestion any modifications/changes considered shall be incorporated immediately. The suggestive committee is:

- A) Chief Executive Officer/Chief Operating Officer.
- B) State Program Manager (i/c), Social Mobilization and Institution Building.
- C) Project Officer, Media & Documentation.
Representative from concerned Domain. (Indenting unit)

FORM NO.F-1

From:

To

The Chief Executive Officer,
JSLPS, 2ndFloor, JSAMB Building,
Itki Road, Hehal,
Ranchi-834005

Sir:

Sub: - Hiring of Individual Consultant for Photography and Videography of JSLPS.

I _____ Consultant herewith enclose Technical and Financial Proposal for selection as Consultant for JSLPS.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Signature: _____
Full name _____
and address: _____

FORM F-2

**FORMAT OF CURRICULUM VITAE (CV) FOR
CONSULTANT**

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional Societies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

[Signature of Consultant]

Day/Month/Year

Full name of Consultant: _____

FORM F-3

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED
DURING LAST 3 YEARS (FY)**

Outline of recent experience on assignments of similar nature:

Sl. No.	Name of the Assignment	Name of the Project	Owner or Sponsoring Authority	Cost of Assignment	Date of Commencement	Date of Completion	Was the Assignment Completed Satisfactorily
1	2	3	4	5	6	7	8
1							
2							
3							
4							

Note: Please attach certificates from the employer by way of documentary proof, if any:

FORM F-4

WORK PLAN TIME SCHEDULE

A. Field Investigation

Sl. No.	Activities to be undertaken	Month wise Program			
		1 st Month	2 nd Month	3 rd Month	

B. Compilation and submission of reports

1. Draft Final Report

2. Final Report

C. A short note on the line of approach and methodology outlining various steps for performing the assignment.

D. Comments or suggestions on "Terms of Reference."

FORM F-5

SCHEDULE OF PRICE BID:

Sl. No.	Activities to be undertaken	Unit Rate (Rs.)	Remarks
1	Videography (up to 4 Hours Raw footage in Pen drive)		The consultant will provide all the required equipment, manpower etc. For the videography, all master tapes must be archived by the consultant
2	Videography (up to 4-8 Hours Raw footage in Pen drive)		
3	Per hour charge for Videography after 8 hours		
4	Photography (up to 4 hours/ soft copies in Pen drive). Approx. 130-180 photos.		
5	Photography (up to 4-8 hours/ soft copies in Pen drive. Approx. 200-250 photos.		

Signature of Consultant

Draft Letter of Contract

Sub: - Hiring of Individual Consultant for photography and videography of JSLPS.

(Name of Consultant)

We herewith confirm your consulting appointment to carry out the above-mentioned assignment specified in the attached Terms of Reference.

For administrative purposes (Name of responsible staff of Borrower) has been assigned to administer the assignment and to provide the Consultant with all relevant information needed to carry out the assignment. The services will be required in (Name of Project) for about _____ days/months, during the period from _____ to _____. These dates are estimates and (Name of Borrower) may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. However, every effort will be made to give you, as early as possible, notice of any such changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and will provide the (Name of Borrower) with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination.

This Contract, its meaning and interpretation and the relations between the parties shall be governed by the laws of the Union of India.

Set out below are the terms and conditions under which you have agreed to carry out the assignment. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Terms of Reference.

This Contract will become effective upon confirmation of this letter by you and will terminate on _____, or such other date as mutually agreed.

Payments for the services will not exceed an amount of _____.

You will be paid your charges as follows, within 30 days of receipt of invoice a fee of:

Amount	Currency	
.....	upon receipt of a confirmed copy of this letter and submission of inception report.
.....	upon receipt of the draft report.
.....	upon receipt of the final report acceptable to (Name of Client)

The above fee includes all the costs related to carrying out the services, including overhead and any taxes.

You will be responsible for appropriate insurance coverage. In this regard, you shall maintain medical, travel, accident and third-party liability. You shall indemnify and hold harmless, the (Name of Client) against any and all claims, demands, and/or judgments of any nature brought against the (Name of Client) arising out of the services under this Contract. The obligation under this paragraph shall survive the termination of this Contract.

All materials produced or acquired under the terms of this Contract written, graphic, film, magnetic tape or otherwise shall remain the property of the (Name of Client). The (Name of Client) retains the exclusive right to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of this Contract or the execution of it's other provisions.

You will carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and will conduct yourself in a manner consistent herewith.

You will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.

You should agree that, during the term of this Contract and after its termination, you and any entity affiliated with you, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

You shall pay the taxes, duties fees, levies and other impositions levied under the Applicable law and the Client shall perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.

You will also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Contract, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the (Name of Client) written permission.

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Read and Agreed:

Place: (Signature & Name of Consultant)

Date:

(Signature & Name of Client's Representative)

Attachment: (i) Terms of Reference and Scope of Services; and (ii) Consultant's Reporting Obligations.