

Netaji Subhas Administrative Training Institute
 Government of West Bengal
 Block : FC, Sector : III, Salt Lake
 Kolkata : 700106

Date: 08.07.2026

NOTICE INVITING QUOTATION

1. Sealed quotations are invited from reputed firms/studios for engagement of Photographer/Videographer for deployment of coverage of different training programs and other events conducted at Administrative Training Institute. The initial period of contract will be of 3(Three) year which may be extended along with the revision of item wise charges subject to the mutual agreement or as per prevailing rules and regulations of ATI, W.B.
2. The interested eligible bidders may download from the official website of NSATI. (i.e. <http://www.atiwbgov.in>)
3. **SCOPE OF WORK/ITEMS:**

NSATI, West Bengal conducts various training programs throughout the year. In connection with the training programs, photography and/or videography are generally required to be done in the following events.

- (a) In the inaugural session of a training programme.
- (b) In the valedictory session of a training programme.
- (c) Inaugural/ valedictory group photograph.
- (d) In the lecture session of an eminent person/ dignitaries
- (e) In the exposure visit organized in the training programme.
- (f) Special events organized in ATI.
- (g) In the training methods like 'Video Mirroring'.
- (h) For the use in training sessions as Audio Visual and Still medium.
- (i) For the use of publicity related events/ website/ newsletter/ brochure etc.
- (j) Any other training related activity/ methodology which may require documentation.
- (k) Any other event to be decided by the Course Director.

4. **Eligibility Criteria:**

- i. The bidder must have a valid trade license.
- ii. Contact Office should be Kolkata based.
- iii. Weightage will be given for the experience of carrying out photography and Videography in the Training Institute/ Training related activities.

5. **General Terms & Condition:**

- i. The bidder must have the sufficient capacity of cameras, operators and complete infrastructure for carrying out the work. The bidder will not be allowed to delegate/ transfer/outsource/assign his/her contract or part thereof to other party to the disadvantage to this office.
- ii. No revision of prices shall be entertained once the quotation has been submitted. No overwriting in the quoted rates will be allowed.
- iii. Delayed submission of rates is liable to be rejected.

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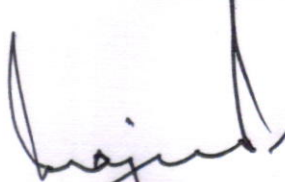
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- iv. No advance payment will be made. Taxes applicable will be deducted as per rules.
- v. The ATI, W.B. reserves every right to accept, reject or cancel any bids without assigning any reason whatsoever.
- vi. The responsibility for delivering the photographs (including videography) or any related jobs to the office within the required period will be that of the studio or the photographer and no separate payment will be made for transport vehicle and materials. The deputed photographer/videographer has to reach on his/her own at the destination/place within the campus for photo/video coverage. For outside the campus, the Institute will arrange the transportation.
- vii. ATI, WB will not be responsible for any loss/damage caused to cameras/operators.
- viii. The bidder will provide color photographs (of different sizes, as per official requirement) on official functions, meetings and other such occasions both in soft & hard versions.
- ix. The assignment charge for still photography will be on per training basis.
- x. All the photographs, DVD, raw files etc. (in soft version) will be the property of ATI, W.B.
- xi. ATI, W.B. will not pay for the conveyance, equipment charges etc. if any for covering the assignment.
- xii. The photographer has to turn up at the designated place at a short notice (within 24 hours), if required.
- xiii. There should be an independent telephone connection and/or mobile phone of the photographer, so that, he/she could be contacted, whenever necessary.
- xiv. ATI, WB would not be responsible to help the hired photographer in getting the photographic materials on concessional rates or the liable to enhance the rate of contract in the event of imposition of any taxes, on the photographic material during the period of contract.
- xv. Along with the quotation the bidders has to submit the following forms as well as credentials (self-attested) as per annexure:-
 - a) Photo Copy of PAN.
 - b) Photo Copy of GST registration.
 - c) Photo Copy of Trade license.
 - d) Covering Letter for Price Bid. (Annexure-I)
 - e) Price Bid Format (Annexure - II)

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- xvi. Rates should be quoted in the 'PRICE BID FORMAT' (Annexure-II) as per prescribed in the Quotation Document.
- xvii. Prices once quoted shall be firm and final and no upward revision shall be allowed. There shall be no overwriting in the price amount. Any correction in the price amount shall be authenticated by the bidder.
- xviii. The bidder quoting lowest rate in total form Sl. No. 1 to 5 (**in Price BidFormat**) will be treated as the L1 bidder.
- xix. Payment will only be made after satisfactory supply of the items duly certified by concerned Course Director/Associate Course Director or any representative of the Course Director.
- xx. The sealed quotation accompanying all relevant papers should be dropped at the box kept at the office of ATI, WB. Intending bidders or their authorized representatives may remain present during the opening of quotation.
- xxi. The last date of submission of quotation is 23/07/2026 upto 1:00 PM.
- xxii. The date of opening of the received sealed quotation is 23/07/2026 at 2:00 PM.


Officer on Special Duty
NSATI, W.B.

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ANNEXURE-I

COVERING LETTER FOR PRICE BID

Date:

To

**The OSD,
Administrative Training Institute,
Government of West Bengal,
FC-Block, Sector-III, Salt Lake,
Kolkata - 700106.**

SUB.: Engagement of Photographer/ Videographer for deployment of coverage of different training programs and other events conducted at Administrative Training Institute, West Bengal, Sector-III, FC Block, Salt Lake, Kolkata-700106.

Dear Sir,

With respect to the above mentioned subject please find our price bid offer. Our price bid is kept valid for a period of 90 (ninety days) from the date of bid opening. We do accept all the terms and conditions of the quotation document.

If at any point of time we deviate from the quotation terms and conditions, ATI has the right to cancel our work order without giving any clarification to us.

Thanking you,

Sincerely,

Dated:

Place:

(SEAL & SIGNATURE OF THE BIDDER)

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ANNEXURE – II

FORMAT FOR PROVIDING PRICES

(To be submitted in the company letter head with duly signed)

Sl. No.	Type of product/ service	Rate offered in INR (inclusive of all taxes & charges per copy)
1	Still Photography with the supply of soft copy of the photographs for use in print media/website with following resolution:	
	Resolution for Print Media Dimension: 3648 x 2736 pixels Resolution: 300 pixels/ inch or higher	
	Resolution for Website Dimension: 864 x 576 pixels Resolution: 72 pixels/ inch	
	Group Photo is to be indexed and captioned and all other photos related to the sessions to be captioned as may be required by the respective Course Director	
	i) Charges for 2 hours	
	ii) Charges for 4 hours	
	iii) Charges for 8 hours	
2	Per Photo reprinting Charge with caption as may be decided by the Course Director/ Course Coordinator/ Designated Officials of ATI.	
	i) 8" x 12" with Resolution 300 dpi and dimension 3648 x 2736 pixels (Minimum)	
	ii) 10" x 12" with Resolution 300 dpi and dimension 3648 x 2736 pixels (Minimum)	
	iii) 12" x 15" with Resolution 300 dpi and dimension 3648 x 2736 pixels (Minimum)	
3	Digital video recording charges for the functioning in DVDs (including cost of DVD charge and editing with the name of the Training) with clear audio. Edited video should be stored and supplied in avi and mpeg4 format and in DVD within 7 days of the completion of such recording.	
	i) Charges for 4 hours	
	ii) Charges for 8 hours	

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4	Digital video recording charges for the functioning in DVDs (including cost of DVD Charge and editing with the name of the training and as per clips as may be required for the Course Director for use in the training method Video Mirroring) with clear audio. Edited Video/ Video Clips should be submitted 12 hours of such recording. Edited video should be supplied in avi and mpeg4 format and in DVD.	
	i) Charges for 4 hours	
	ii) Charges for 8 hours	
5	Editing of pre-recorded video clips of ATEvents with subtitle, non-copyrighted music and voiceover where ever necessary for developing videos for training and publicity. Broad editing plan will be provided by ATI, W.B.	
	i) Charges for developing edited version of a video having duration less than 5 minutes	
	ii) Charges for developing edited version of a video having duration of 5-10 minutes	
	iii) Charges for developing edited version of a video having duration of 10-30 minutes.	
Total		

TOTAL AMOUNT IN WORDS:

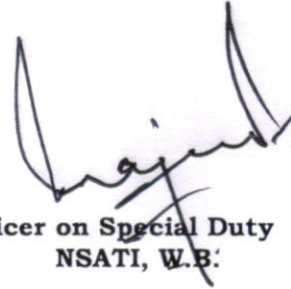
(SEAL & SIGNATURE OF THE BIDDER)

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Copy forwarded for information to:

1. Joint Director (Accounts), ATI, W.B.
2. The Sr. P.S to Director General, ATI WB
3. Shri Kalyan Chowdhury,UDC, ATI, W.B. with a request to take effective measures for smooth completion of the Quotation process.
4. Smt. Aparna Das, APO (IT), ATI, W.B. with a request to kindly upload the NIQ on the official website of ATI, W.B.



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NSATI, W.B.