

**Embassy of India
Ljubljana**

No: LJU/551/07/2021

Dated: 17 December, 2024

Empanelment of Photographers and Videographers

Embassy of India, Ljubljana is empanelling photographers and videographer in Ljubljana for working with them in various events organised by Embassy of India in Ljubljana and other cities in Slovenia.

2. The agencies/self employed individuals interested and meeting following eligibility criteria may submit their expression of interest in the enclosed format by email to inf.ljubljana@mea.gov.in or in a sealed envelope with title on cover "Empanelment of Photographer/videographer in E/I, Ljubljana" latest by 06 January, 2025.

3. **Nature of Work:** The photographers/videographers will be required to cover various cultural, business and other events and high level visits organised by Indian Embassy in various parts of Slovenia. The scope of work includes the following:

A. Photography:

- i. Taking high resolution pictures of the events.
- ii. Sharing good quality pictures in digital form on real time basis with wifi enabled camera
- iii. Ability/skill-set to do on the spot editing of pictures, if required

B. Videography:

- i. Recording and/or live streaming of the indoor and/or outdoor event with appropriate cameras.
- ii. Video of short-bytes and real time transfer
- iii. Editing of videos, if required
- iv. Handing over all the videos of the event in DVD/USB in two days.

4. **Eligibility Criteria:** Interested agencies/person should fulfill the minimum criteria as per the details given below.

A. Agency:

- i. Registered office in Slovenia
- ii. Have valid registration and tax number
- iii. Have valid license for the work in Slovenia
- iv. Should be in the business of photography/videography for atleast 3 years
- v. Should have experience of similar works preferably with other Embassies, big organisations and/or government department
- vi. Not have any criminal/legal/police case against them.

B. Self Employed:

- i. Should be registered and based in Ljubljana
- ii. Have valid registration and tax number
- iii. Have valid license for the work
- iv. Should be in the business of photography/videography for atleast 3 years
- v. Have experience of similar works preferably with other Embassies, big organisations and government department
- vi. Should not have any criminal/legal/police case against them.

5. **Instructions to the Applicants for submission of EOI:**

- i. Applicants can provide separate proposals for a panel of photographers or videographers depending on their strengths and experience or for both.
- ii. Interested service providers are advised to enclose photocopies of all relevant documents to support the criteria mentioned in para 4.
- iii. Interested applicants are required to submit their full profile giving details about their organization, experience as per **Annexure-A** and service charges as per **Annexure-B**.
- iv. Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for shortlisting the agencies, individuals for final selection.
- v. All quoted rates are to be inclusive of DDV/VAT.

Note: In case of fake information/documents submitted, the Embassy of India reserve rights to disqualify such applications.

**Embassy of India
Ljubljana**

Call for photographers and videographers

APPLICATION FORM

1	Name of the firm/individual	
2	Name of the Proprietor	
3	Registration (Firm, Company/individual etc.) Registering Authority, Date, Number etc.	
4	Registered office address and Telephone number. Local Office address through which the work will be handled.	
5	E-mail ID	
6	Tel. Nos.	
7	Mobile Nos.	
8	Tax Registration No.	
9	Work Experience	
10	Experience with Govt./ public sector undertakings/ Diplomatic Missions etc. as approved contractors and if so, furnish details like copies of work orders issued.	
11	Experience of carrying out photography and videography during high level visits/large scale events/conference	
12	Whether involved in any litigation/civil suits pending in any of the works executed. Furnish details, if any	

Checklist of Documents

Sr. No.	List of Testimonials	Whether Enclosed (Yes/ No)
1.	Registration certificate and license for photography/ videography	
2.	Professional degree/certificate	
3.	Professional tax registration certificate	
4.	Identity document of the photographer/videographer with the agency	
5.	Any other relevant documents. Please specify	

Type of the Product/Service and rate offered therein:

S.No.	Particulars	Rate (Including of All Taxes and Charges (in figure))
1	Per photo & reprinting charges 1. Post Card Size 2. 5"x7" 3. 8"x10" 4. 10"x12" 5. 12"x15" 6. Passport size (25 copies)	
2	Digital Video recording charges for the functions with 01 Camera in DVD/USB (excl. Live streaming) Charges for 01 hour (including cost of DVD/USB in both cases)	
3	Assignment charges for still photography – Charges for 01 hour (including mounting all photos in USB)	
4	Digital Video Recording with 2 digital cameras. Charges for 01 hour (including cost of DVD/USB in both cases)	
5	Any other charges	

AUTHORIZED SIGNATURE.....
 NAME IN CAPITAL LETTER.....
 MOBILE NO.....
 FAX NO.....
 E-MAIL:.....
 Stamp of the firm/bidder

Place

Date

UNDERTAKING

To

The Embassy of India,
Ljubljana
Slovenia

Sir/Madam,

1. I proprietor/partner/Director/Authorized Signatory of M/s certify that I have gone through the terms and conditions mentioned and undertake to comply with them. The rates quoted by me are valid for 01 year and binding on me if accepted for the duration empanelment period.

2. I, the undersigned hereby bind myself to Embassy of India, Ljubljana for providing goods and services of photography, during the period under empanelment period commencing from the date..... and valid for one year.

3. That the goods of photography will be on good condition and services would be satisfactory as per requirement of the Embassy.

4. The conditions herein contained shall form part or and shall be taken as included in the agreement to be entered into or treated as agreement itself of the discretion of Embassy.

5. I/We undertake that I have not submitted any false documents with the proposal.

DATE

Place:

Signature of the Bidder with Stamp