



O/o Controller of Examinations-II

No. F.GGSIPU/COE-II/CET/2026/

Dated:13.03.2026

**SHORT NOTICE INVITING QUOTATION FOR
ENGAGEMENT OF DIGITAL PHOTOGRAPHY AND DIGITAL
VIDEOGRAPHY SERVICES DURING THE CONDUCT OF CET-2026 FOR
GGSIPU**

Guru Gobind Singh Indraprastha University (GGSIPU) invites bids (offline mode) from eligible bidders under a Two-Bid System (Technical Bid and Financial Bid) for the “Engagement of Digital Photography and Digital Videography Services during the conduct of CET-2026”. Bidders must fulfill the following eligibility criteria, as laid down by the Office of the Controller of Examinations–II, GGSIP University:-

SCHEDULE OF TENDER

Name of work	Engagement of Digital Photography and Digital Videography Services during the conduct of CET-2026.
Estimated Cost of work	Rs. 12.5 Lakhs
Pre-Bid meeting	19.03.2026 at 11:00 A.M. at O/o COE-II, GGSIPU
Physically submission of EMD Rs.37,500/- alongwith the technical bid document and financial bid.	02.04.2026 till 02:00 P.M. at Room No. 025, Admin Block, GGSIPU, Sector 16C, Dwarka, New Delhi 110078
Technical Bid opening date and time	02.04.2026 at 03:00 P.M.
Financial bid opening date and time	To be intimated to the technically qualified bidder.

SCOPE OF WORK

The Agency shall deploy adequate number of skilled photographers and videographers at all CET Examination Centres of GGSIP University as allocated in following State/City.

S. No.	State	City
1.	Delhi and NCR	Delhi NCR
2.	Chandigarh	Chandigarh
3.	Karnataka	Bengaluru
4.	West Bengal	Kolkata
5.	Rajasthan	Jaipur
6.	Uttar Pradesh	Lucknow
7.	Maharashtra	Mumbai

Total 60,000 (approx.) applicants appeared in the CET 2025 in the different dates and different centres. The total numbers of the CET Examination Centres of GGSIP University as allocated last year i.e. 2025 are as under, this tabulation statement is for reference only, numbers of centers and numbers of applicants may vary for CET 2026:-

S. No.	Date of Exam	Delhi/NCR		Outside Delhi	
		Morning No. of Centres	Evening No. of Centres	Morning No. of Centres	Evening No. of Centres
1.	26.04.2025	6	2	-	-
2.	27.04.2025	4	4	-	-
3.	03.05.2025	15	5	4	4
4.	04.05.2025	27	18	4	4
5.	10.05.2025	4	4	-	-
6.	11.05.2025	5	2	-	-
7.	17.05.2025	3	3	-	-
8.	18.05.2025	5	1	-	-

Photography and Videography Requirements

The Agency shall carry out comprehensive photography and videography at each examination centre in accordance with the following specifications:

- Photograph of the Room Number.
- Photograph of the Seating Plan displayed outside the room.
- Two wide-angle photographs of the full interior of each room, captured from both sides.
- Individual full-face photograph of every candidate, clearly showing the candidate along with his/her Admit Card.
- One clear photograph of each candidate seated at his/her desk, showing the Roll Number pasted on the seat.
- In case of an absent candidate, a photograph of the vacant seat clearly showing the Roll Number pasted on the seat.
- Videography shall be conducted following the same pattern and coverage as prescribed above for photography, ensuring comprehensive visual documentation of Room identification, Seating arrangements, Candidate presence, and Vacant seats in case of absentees.

Reporting Time and Presence at Centres

- Photographers/Videographers must report at the examination centre:
- 08:30 a.m. for the Morning Session (Exam Time 10:00 a.m.–12:30 p.m.)
- 01:00 p.m. for the Evening Session (Exam Time 02:30 p.m.–05:00 p.m.)
- The Agency's personnel shall remain present at the examination centre until completion of the respective CET examination session(s).
- Any premature departure or delay may attract penalty as decided by the University.

Equipment and Technical Capability

- Only professional DSLR cameras with a minimum resolution of 14 megapixels shall be permitted for carrying out photography and videography at the examination centres.
- The use of consumer cameras and prosumer cameras is strictly prohibited.
- The University shall not provide any technical or logistical support.

Data Processing and Submission

- The Agency shall provide centre-wise soft copies of all photographs, with each candidate's data properly tagged with a unique identification reference.
- All photographs and video data shall be properly organized centre-wise and session-wise.
- The Agency shall hand over the complete data to the University only in Hard Disk Drive (HDD) within three (03) days of completion of each CET examination.

Financial Terms

- The quoted rates shall be inclusive of all applicable taxes including GST.
- No additional payment of any nature shall be made by the University.
- No TA/DA or transportation allowance shall be admissible to the Agency.

Earnest Money Deposit (EMD)

- The EMD shall be submitted in favour of Registrar, GGSIP University.
- The Earnest Money Deposit (EMD) of the bidder shall be refunded as per rule.

Security and Compliance

- No entry of photographer and videographer shall be allowed without valid pass issued by the University.
- Photographer and videographer shall deposit their mobile immediately after arrival at examination centre.
- Any breach of confidentiality shall be treated as a serious matter.
- The Agency shall strictly adhere to all examination confidentiality and security norms.

Deployment Flexibility

- Upon issuance of the Letter of Award, COE-II reserves the right to deploy or redeploy photographers/videographers at any examination centre, as per operational requirements, without any additional financial implication.

Technical Eligibility Criteria

Following is the technical criteria for bidder for evaluation of eligibility criteria of bidders

- (i) Minimum experience of last 3 years in the Photography & Videography at University/Govt. department/reputed organization.
- (ii) The bidder must have executed similar works during the last three financial years (2022-23, 2023-24 and 2024-25) and must satisfy at least one of the followings:
 - a. Should have completed at least one work of 80% of the estimated value; *or*
 - b. Should have at least two work of 60% of the estimated cost; *or*
 - c. Should have at least three work of 40% of the estimated cost
- (iii) The average annual financial turnover of the bidder during the last three financial year should be atleast Rs.12 Lakhs.
- (iv) The copy of PAN Card, GST Registration Certificate, Income Tax Registration certificate, ITR for the last three financial years (2022-23, 2023-24 and 2024-25).

- (v) Self-Declaration of Non-Blacklisting by any Central Government, State Government, Public Sector Undertaking (PSU), Autonomous Body, Statutory Authority, or any other Government organization in India.

Financial Evaluation

The bids of all technically qualified bidders will be opened for financial evaluation and who qualified lowest rate may be considered for award of work.

Performance Security

The successful bidder shall Submit Performance Security @ 5% of the tender value on the day of award of work

Additional Terms and Conditions:-

- Prospective bidders are required to submit an EMD of 3% of the tender value in the form of a Demand Draft (DD)/FDR in favor of Registrar, GGSIPU. A copy of the DD/FDR must be uploaded on the portal and the physical DD/FDR to be submitted to the Office of COE-II.
- **EMD Exemption:** The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and service providers for services are eligible for exemption from EMD.
- The successful bidder shall submit Performance Bank Guarantee @ 5% of the contract value as per timeline mentioned in award of work. The Performance Bank Guarantee shall be forfeited if the work is found to be unsatisfactory. In such cases, the University shall take appropriate action, including blacklisting of the agency.
- **Liquidated Damages:** If Service Provider fails to deliver the services within the stipulated time, or if the photographer/videographer reports for duty later than one (01) hour prior to the examination reporting time, or fails to comply with any other condition specified in the contract, the University shall be entitled to deduct liquidated damages at the rate of 0.5% of the contract value per week of delay, subject to a maximum deduction of 5% of the total contract value.
- **Payment Term:** Payment shall be released only after satisfactory performance of the assigned work and submission of all data in soft copy (Hard Disk) to the University.

Dispute Resolution Clause: All the dispute arising out of the agreement shall be settled by discussion between the parties failing which a sole arbitrator shall be appointed with the consent of the parties in terms of the Arbitration and Conciliation Act, 1996. The place of Arbitration shall be New Delhi. The courts at New Delhi shall have the exclusive jurisdiction to decide on any disputes arising out of the agreement.

-Sd-

(Dr. S.L. Bhandarkar)
Controller of Examinations-II

Technical Bid consist of following:-

S. No.	Description
1.	Experience Certificate as per NIT
2.	Work order last three years as per NIT
3.	Annual Turnover as per NIT
4.	Copy of PAN Card
5.	GST Registration Certificate
6.	Copy of Income Tax Registration Certificate
7.	Copy of Income Tax Return of last three financial year
8.	EMD as per NIT
9.	Self-Declaration of Non-Blacklisting

(Declaration format for Non-blacklisting Certificate)

DECLARATION

This is to certify that M/s _____ is applying for providing services of Digital Photography and Digital Videography during the conduct of CET-2026 for Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi 110078.

We hereby declare that our firm has not been blacklisted or debarred by any Central Government / State Government / Autonomous Body. This declaration is true and correct to the best of my knowledge and belief.

However, if at any point of time it is found that our firm has been blacklisted or debarred by any Central Government / State Government / Autonomous Body, the allotment made in our favour shall stand cancelled, and the EMD / Security Deposit shall be forfeited without assigning any reason.

**(Signature of the Bidder)
with name and seal**

Place: _____

Dated: _____

Financial Bid

Photography & Videography Services for conduct of CET-2026

Name of the Bidder

Address

Date

Description of service	No. of Candidates	Rate must be quoted by bidder per candidate	Total price bid	% GST to be quoted by bidder	Total price including GST
	A	B	(AxB = C)	D	(C+D)
Digital Photography and Digital Videography	60000 (approx..)				

Note : Digital Photography and Videography shall be done for approximately 60000 candidates covering in 8 days event as per scope of work of the tender document, for reference bidder may go through the scope of work (specially tabulation statement of CET-2025)

***No Additional charges shall be payable beyond the quoted rate.**

(Signature of the Bidder)
with name and seal