

**NOTICE INVITING TENDER
FOR THE WORK OF
PHOTOGRAPHY, VIDEOGRAPHY, VIDEO COVERAGE
AND VIDEO EDITING**

**Tender Reference Number
Tender No. 56-6/NDWBF2026/Video&Photography/PR**



**National Book Trust India
Ministry of Education, Government of India
5, Institutional Area, Phase II
Vasant Kunj, New Delhi-110070
<http://www.nbtindia.gov.in>**

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Tender Document No. 56-6/NDWBF26/Video&Photography/PR

CHAPTER-1

NOTICE INVITING TENDER

Subject: Empanelment of Agencies with National Book Trust India for the work of Photography/Videography, Documentary, Live Streaming, Video Coverage & Video Editing of PAN India Book Fairs/Events and for New Delhi World Book Fair 2026.

National Book Trust, India invites bids on Central Public Procurement Portal (e-procurement) from registered, reputed and experience Agencies/Firms for Videography, Still Photography, Documentary, Live Streaming, Video Coverage & Video Editing for the **New Delhi World Book Fair 2026 to be organized by National Book Trust, India from 10 to 18 January 2026 and Book Fairs at multiple cities across India.**

National Book Trust, India is an autonomous organization under the Ministry of Education, Government of India established in the year 1957 to develop habit of reading and build book culture in the country. National Book Trust, India organizes various events/book fairs and exhibitions throughout the year apart from New Delhi World Book Fair. Under this program, the Trust requires Photography & Videography coverage for events/book fairs and exhibitions in many cities of India like Delhi/NCR, **Mumbai, Lucknow, Gorakhpur, Nagpur, Pune, Ahmedabad, Sambalpur Guwahati, Shillong, Imphal, Aizwal, etc.** from November 2025 to September 2026.

National Book Trust, India invites bids through Central Public Procurement Portal (e-procurement) from Empanelment Agencies **for the following work:**

- 1. Photography**
- 2. Videography**
- 3. Documentary**
- 4. Live streaming**
- 5. Video Coverage and Video Editing for PAN India Book Fairs/Events and New Delhi World Book Fair 2026.**

NBT-India invites agencies for the above said work of all book fairs, events, programs, seminars, workshops etc., which are being organized by NBT. The cost of deploying skilled manpower, all equipment and instruments necessary for the work, transportation, food, accommodation cost shall be borne by the bidder. The agency would be assigned work from November 2025 to September 2026 and their output/work will be subjected to satisfactory compliance of terms and conditions of the contract.

The validity of the Contract shall be for a period from November 2025 to September 2026 and further extendable by additional 1 year based on satisfactory work performance.

The eligible Agency having minimum experience of 3 years with **Government Departments/ Central PSUs/ State PSUs/ State Govt. / Statutory Corporations or other MNC/ Corporate bodies** for providing similar services (including at least one national level event) with a minimum average turnover of **Rs.60 lakhs in each year of the last 3 Financial Years i.e., 2022-23, 2023-2024 and 2024-25 may submit their Bids.**

ELIGIBILITY CRITERIA FOR BIDDERS: The proposal of the bidder shall be evaluated in two stages 1.) Technical Evaluation of Proposal 2.) Presentation of expertise, creativity, concept, design, equipment after the technical bid. The bidder fulfilling Technical Evaluation Stage shall be shortlisted for the Presentation. The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of the fulfillment of these conditions while submitting the technical proposal. 3) Financial Bids of only those parties will be opened which obtain minimum qualification marks as per the technical evaluation criteria and Presentation.

NBT-India reserves the right to verify the claims made by the bidder and to carry out the capability assessment of the bidder and the NBT's decision shall be final in this regard. NBT may, in its absolute discretion, waive any of the conditions and/or requirements in the tender in respect of any or all of the agencies.

Schedule of Tender

Sl. No	Tender Schedule	Date and Time
1	Date of issue of Tender Documents	14 November 2025 from 2:00 p.m.
2	Pre Bid Meeting at NBT Office	25 November 2025 Online/offline through WebEx from 3:00 to 4:00 p.m.
	WebEx Link: https://nationalbooktrust.webex.com/nationalbooktrust/j.php?MTID=m59a07f8cfde4450f38cae3e853f405d3 Meeting number: 2554 815 0042 Password: Nbt@2025	
3	Last Date for submission of Bids	03 December 2025 till 2:00 p.m.
4	Date of opening of Technical Bids	04 December 2025 from 2:10 p.m.
5	Date of opening of Financial Bids	The date, time and venue of opening the Financial Bids will be intimated separately.
6	Presentation	After technical verification NBT will intimate about the date and time of presentation of work
7	EMD (Earnest Money Deposit) to be deposited through NEFT/RTGS (to be refunded after Award of contract/empanelment of agencies)	Rs. 1,50,000.00
8	Performance Guarantee Deposit (to be refunded after the conclusion of the contract)	10% of the basic value of contract

You are requested to visit Central Public Procurement Portal (e-procurement): www.eprocure.gov.in and NBT's website: www.nbtindia.gov.in

The Bidders should quote in figures as well as in words the rates and amount tendered by them in the price schedule. The amount for each item should be quoted and the requisite totals should also be given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc. except GST with shall be paid at rates applicable from time to time as per GST ACT. No extra amount shall be payable in addition to the accepted rate as per the Price Schedule. If there is any discrepancy in rates between words and figures, the amount in words will prevail.

Tenderers or their authorized representatives may, if they so desire, be present during the opening of the Tenders.

In the event of the last date specified for receipt and opening of the proposal being declared as a holiday for NBT, the due date for submission and opening of proposals will be the next working day followed by the declared holiday at the appointed time.

Bidders are requested to visit NBT website www.nbtindia.gov.in regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.

NBT shall have right to issue Addendum/Corrigendum to Tendered documents to clarify, amend, modify and supplement or delete any of the conditions, clause or items stated therein. Each Addendum/Corrigendum shall form a part of the original invitation to Tender.

This tender is not transferable.

The Director, NBT reserves the right to accept/reject any or all the Bids without assigning any reason.

Head (Public Relations)

National Book Trust, India

Contact: +91 7827509622

Email: prnbtindia@gmail.com

public-relations@nbtindia.gov.in

GENERAL TERMS & CONDITIONS

1. Only those firms which in their individual capacity satisfy the following criteria need to quote for this tender and the bids submitted by the bidders who do not fulfill the eligibility criteria will be summarily rejected.
2. The Tenderer shall bear all costs associated with the preparation of his/her Tender including cost of preparation. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
3. A copy of this tender document duly signed and stamped (each page) by authorized signatory of the bidding firm/ agency as a token of acceptance of all terms and conditions of this tender.
4. The bidder should be a registered organization having registered office in India and minimum three years market presence within India. The bidder should have expertise in Video-Photography Coverage and documentation in similar event scenario. **(Company profile should be attached).**
5. The bidder should have at least 3 years' experience (last 3 years) in comprehensive Video-Photography coverage and documentation assignments as per the requirements of Government Departments / Central PSUs /State PSUs /State Govt. /Statutory Corporations or other MNC/Corporate bodies. In support of these criteria, bidders shall furnish contract/ agreement or letters by the organizations for which the bidders have conducted the work. (Self-attested copies of the work order/ copy of the certificates issued by client should be attached.).
6. The bidder should have a minimum turnover of Rs. 60 lakhs per year in providing commercial Photography & Videography in the last 3 years. Audited copies from Chartered Accountant of authenticated balance sheet with financial statement of 3 years **2022-2023, 2023-2024 and 2024-2025**) showing minimum turnover of Rs. 60 lakhs and ITR copy. A turnover certificate may be duly signed and stamped as specified in **Annexure-II** written acceptance by bidding firm/agency to provide services as per standards and specifications of this tender (**Annexure – III**).
7. **The bidder should have required infrastructure and manpower (if hired, the original consent letter from the supplier with detail of infrastructure available to be submitted).**
8. Signed and stamped **affidavit** should be submitted, stating that the bidding firm/ agency have not been **blacklisted/ deregistered or debarred by any Govt. department/ Institution.**
9. The agency so selected should have capacity to perform the entire stage of assignment without outsourcing the same to any third party.
10. The Tenderer should clarify whether the individual signing the tender or other documents in connection with the Tender signs as: (i) A "sole proprietor" of the firm or constituted attorney of such sole proprietorship, or (ii) A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration of disputes concerning the business of the partnership either by virtue of the partnership deed or a power of attorney. Alternatively, the Tender should be signed by all the partners, or (iii) Constituted Attorney if it is a company.

11. Incomplete Tenders are liable to be rejected. It means that Tenderer should quote for all the items. If any item is missed or not quoted, the rates for that item, would be termed as zero and the Tenderer would have to do that job free of cost.
12. The Tenderers should fill the rates both in figures as well as in words. The Tender form may be filled in English. Overwriting of rates is not permitted. Corrections, if any, should be attested by the Tenderer with his initials. If there is a discrepancy in rates between figures and words, the least amount will be considered. Prices should be quoted only in Indian Rupees.

13. **Earnest Money**

Earnest Money Deposit (EMD) of Rs.1,50,000/- in favour of National Book Trust, may be deposited through RTGS/NEFT in NBT's Accounts as per details given below:

Beneficiary	NATIONAL BOOK TRUST, INDIA
Bank	CANARA BANK
A/C	3159101000021
IFSC	CNRB0003159
MICR Code of Bank	110015187
Address	5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110070, India

Please ensure that Technical Bid should accompany the EMD of Rs. 1,50,000/-, failing which the Technical Bid shall be rejected.

In case the EMD amount is not deposited, the tender is liable for rejection without any notice. **EMD in the form of Bank Guarantee or any other form is NOT accepted. It is exempted for MSME registered suppliers/manufacturers with valid certificate.**

- i. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof after acceptance of tender. In case the agency fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Security money will be forfeited by the Trust. Besides this, the bidder will also liable to be debarred/blacklisted from participating in the tendering process of the Trust in future, and/or be fined.
 - ii. No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security deposit.
14. When deemed necessary, NBT may seek clarification on any aspect from the tenderers. However, that would not entitle any Tenderer to change or cause any change in the rates. All expenses for preparation of documents and meetings if any, will be borne by the Tenderer.
 15. NBT may waive off any minor infirmity or non-conformity in the Tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Tenderers. The decision of NBT in this regard will be final.
 16. The NDWBF 2026 and other events of the NBT India at the different locations, as per NBT's requirements, commence with the Press Conference which is likely to be held two days in advance prior to start of the Fair. The full schedule of work will be given to the selected Tenderer in advance. However, any programme after completion of the tender process and due documents may be added, deleted due to unforeseen circumstances at any stage the Tenderer should be ready to increase/decrease his/her manpower and machinery accordingly.
 17. The agency should engage experienced personnel for the job. **Professional and experienced crew must be there with every camera** and all cameras must be in **Full HD Resolution**.

18. **NBT shall not provide any transport, food or any accessory for proper discharge of duties by the agency's workers. The rate quoted by the bidder shall be inclusive of the charges like crew/staff, transportation, assemble, dismantle, insurance, freight, clearance and loading or unloading and conducting of the event at all book fair sites as identified by NBT, India.**
19. NBT-India will screen the bids as per submitted documents and sample, provisional qualified. However financial bids of only those parties will be opened which receives a minimum qualify marks 45 as per the technical evaluation criteria- **Annexure-IV**
20. **A sample Video Clip (Up to 5 Minutes) and still photographs (5 Photos), covering a professional event (documentary, corporate video, seminar, conference, live event) in a Pen Drive should be submitted with the Technical bid showing the work done earlier.**
21. **The successful bidder shall submit the Performance Security Money to the value of 10% of the basic value of contract in the form of Demand Draft drawn in favour of National Book Trust, India within three days** from the date of receipt of initial work order. The security money shall be forfeited by order of the NBT in the event of any breach or negligence or non-observance of any condition of contract or in case the job is delayed beyond the period stipulated by NBT. The performance/security money so deposited will be retained till conclusion of the Fair and refunded along with full payment **without any interest. The final work order will not be issued unless the Performance Security Money is submitted by the successful bidder.**
- Option 1.** If any difference arises concerning this contract, its interpretation or the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision. NBT shall reserve right to nominate sole Arbitrator. Such request shall be accompanied with a nominated panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under Law, another Arbitrator shall be appointed in the same manner from among the nominated panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed thereunder and in force shall be applicable to such proceedings.
- Option 2** If any difference arises concerning this contract, its interpretation or the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision before the internal committee formed by the Trust which shall be made only when a dispute arises. Such committee shall pursue all the material and facts on record and also call representatives from both sides physically. Upon scrutiny, the internal committee shall take the final decision in the matter.
22. Security money shall be liable to be forfeited in the event the agency fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the requirements. If the successful bidder backs out after the award of the contract, Earnest Money Deposit is liable to be forfeited.
23. Primarily work of the agency should be of photography, videography, video editing and at least 50% of its turnover should come from this work. Director NBT reserves the right to allocate work to any empanelled agency and it can be allotted to outside agency, depending on the administrative interest of the organization.

24. TDS as applicable shall be deducted at source. Permanent Account Number (PAN) allotted by the Income Tax Authorities and GST No. allotted by GST Council must be mentioned in **Annexure-I**, without which the Tender is liable to be rejected.
25. In addition the tenderer should have a valid GSTN certificate and number. Copy should be attached.
26. NBT reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of NBT's action. The decision of NBT in this regard would be final and binding.
27. NBT and the agency shall make every effort to resolve amicably by direct informal discussions, any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subject to the jurisdiction of Delhi courts only.
28. The NBT will have the discretion to award the contract to any other agency. In such a situation, the other agency shall work at the lowest accepted rate.
29. The bidder should be photography agency/production house/ commercial photographer/freelancer with an experience of minimum of 5 years of having provided for conference/ event photography & related services on hire basis for conferences / events in reputed venues, reputed hotels, Indoor/ Outdoor Events etc. Copies of work orders/ Bills and satisfactory completion certificate/ proof of receipt of payment in support of these events are required to be furnished as per the requirement of NIT (**Annexure – VI**).
30. In the event of any negligence or unsatisfactory execution on the part of the agency, NBT will have the right to forfeit the Performance Security money and to recover penalty as it deems appropriate from the amount payable to the agency against their bill(s). If deemed necessary, the agency may also be blacklisted for future.
31. **Corrupt or Fraudulent Practices:** Bidders should observe the highest standard of ethics during the award and execution of such contracts. National Book Trust, India will reject a proposal if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practice(s) while competing for the contract in question.
32. **Validity of the bid:** The bids submitted by the Tenderers shall be valid for a minimum period of 60 days computed from the date of opening of the bids.
33. **Validity of the Contract:** The contract will be valid for a period of November 2025 to September 2026. The same may however be extended further for a period of one year/part thereof with mutual agreement, in writing, on the same Rates, Terms and Conditions and satisfactory performance of the bidder. Further, in case of non-satisfactory performance during the tenure of contract or any change in scope of work, the contract may be terminated by NBT, India by Serving Notice.
34. The payment would be released only after the physical verification of equipment and manpower by the approved Physical Verification Committee and receipt of all the materials (deliverables) to the entire satisfaction of the NBT. It also includes the PVR of the NDWBF 2026 photos/videos in the (I) Press Conference (ii) The Chairman's Dinner (iii) The CEO's Speak and other events as prescribed in the work order.
35. Please ensure that the GST number of NBT and the GST number of your company is clearly mentioned on the invoice submitted by you after the completion of the job.
36. The bidding firm/agency should not have been blacklisted /deregistered or debarred by any Govt. department/Institution.

37. Affidavit in original from Govt. Notary that the bidding firm/agency has not been blacklisted or debarred by any Govt. department/Institution in the past, must be submitted.
38. The normal timings of the book fair will be from 11.00 a.m. to 8.00 p.m. However, the timings of the Book Fair may be further increased at the discretion of NBT for which no extra claim by the contractor shall be entertained by NBT.
39. The bidder shall not subcontract any part of his obligation to any third party without prior approval of the NBT.
40. **The Director, NBT, reserves the right to accept/reject any or all the tenders without assigning any reason.**

A. BRIEF SCOPE OF WORK
(NATIONAL BOOK FAIRS)

Single Day Events

- ... Photography with 2 Still DSLR/Mirrorless Camera + 1 Video shoot with FHD Video Camera for **Press Conference** from different angles (The event will be for about 3-4 hours for day 1. This Data should be handed immediately after the event in new pen drive(s) 3.0 and above or in new hard disk drive(s) 3.0 and above.
- ... Photography with 3 Still DSLR/Mirrorless Camera + 2 Video shoot with FHD Video Camera as well as coverage through Drones with Multicam Setup. Live & Deferred Live coverage along with Social Media Platforms with the proper Live Streaming set up for the **Inauguration of the events/book fairs** with projection on multiple screens with proper wires and cables for audio and visual.

All 9 Days Events (including the inauguration)

- ... Photography with 3 Still DSLR/Mirrorless Camera + 2 Video shoot with FHD Video Camera + one Video Gimbal Camera with Wireless Video Transmitters/receivers for **Children's Activities/ Literary Sessions/Cultural Programms and VIP Dignitaries** from different angles with live streaming on LED TV/Video Wall at the respective Corner/Pavilion with proper cable connectivity to the LED TV/Video Wall during entire duration of Fair/events.
- ... Video shoot with 3 FHD Video Camera for Live streaming of simultaneous Events on NBT's Social Media Platforms with proper Live streaming setup for **Children's Pavilion/ Author Corner/Lekhah Munch/Cultural Programms/ International Pavilion/ Theme Pavilion and VIP Dignitaries** the entire duration of the event.
- ... **Cinematic Video shoot with 2 FHD Video Camera with Gimbal for Documentary of the event.**
- ... **Drone(s) should or can be used to cover aerial view for all the Events and for Field Coverage and for capturing all the stalls and for capturing crowd.**

Other Essentials

- ... Documentary Film of the event (20 min, 15 min, 10 min & 5 minutes) with Additional Shoot, Scripting, Editing, Studio Voice Over Recording, Color correction, Color grading of video footages, Original Background Music for the film, Graphics and Titling for the film (includes subtitles wherever necessary), Audio Mixing and Mastering.
- ... **1 Creative Director** for Documentary and **3 Video Editors (who can edit Photographs as well)** with full setup of video editing Systems/Computers.
- ... The Edited Videos of important events/dignitaries with 2-5 minutes of Edited Highlights of the Day needs to be provided to the NBT Media Centre at 6:00 PM Daily.
- ... The selected and edited Photographs need to be provided to the NBT Media Centre for Press Release at 1:00 PM and 6:00 PM Daily.
- ... Still Photography and Videography Documentation of each day of every Event of the Fair needs to be provided immediately at the end of the day. This Data should be given in new hard disk drive(s) 3.0 and above.

- ... The **Inaugural Event** needs to be well covered from all aspects and angles.
- ... The Crew of DSLR Camera and FHD Video Camera should be equipped with 3 SD Cards of at least 128GB (128GB U3 Memory Card or Equivalent), A Tripod for FHD Video Camera, Portable LED Lights, Microphones/Lapel Microphones/body-worn lavalier microphones for interviews and proper AV Cables from FHD Video Camera to the Mixer and DSLR Camera must come with adequate lenses.
- ... VIP visits to the venue also need to be covered and documented.
- ... Any other job(s) that may be assigned during the fair.

ESSENTIAL: Professional and experienced crew must be there with every Still Camera and Video Camera and all cameras must be in Full HD Resolution.

B. BRIEF SCOPE OF WORK
(NEW DELHI WORLD BOOK FAIR 2026)

Single Day Events

- ... Photography with 2 Still DSLR/Mirrorless Camera + 2 Video shoot with FHD Video Camera for **Press Conference** from different angles (The event will be for about 3-4 hours in Bharat Manadapam or Constitutional Club for 1 Day). This Data should be handed immediately after the event in new pen drive(s) 3.0 and above or in new hard disk drive(s) 3.0 and above.
- ... Photography with 2 Still DSLR/Mirrorless Camera + 2 Video shoot with FHD Video Camera for **CEO Speak** from different angles (The event will be for about 7-8 hours in Hotel Ambassador, Chanakyapuri or any other venue in Delhi for 1 Day). This Data should be handed immediately after the event in new pen drive(s) 3.0 and above or in new hard disk drive(s) 3.0 and above.
- ... Photography with 2 Still DSLR/Mirrorless Camera + 2 Video shoot with FHD Video Camera for **Chairman's dinner** from different angles (The event will be for 3-4 hours in Hotel Ashoka for 1 Day). This Data should be handed immediately after the event in new pen drive(s) 3.0 and above or in new hard disk drive(s) 3.0 and above.
- ... Photography with 2 Still DSLR/Mirrorless Camera + 2 Video shoot with FHD Video Camera + one Video Gimbal Camera with Wireless Video Transmitters/receivers as well as coverage through Drones with Multicam Setup. Live & Deferred Live coverage of **Inauguration of NDWBF 2026 at Bharat Manadapam** with projection on multiple screens with proper wires and cables for audio and visual.

Two- Day Event

- ... Photography with 1 Still DSLR/Mirrorless Camera + 1 Video shoot with FHD Video Camera for **New Delhi Rights Table** from different angles (The event will be for 2 Whole Days in Conference Hall, Bharat Manadapam).

All 9 Days Events

- ... Photography with 2 Still DSLR/Mirrorless Camera + 2 Video shoot with FHD Video Camera for **Children's Pavilion (Bharat Manadapam)** from different angles with live streaming on LED TV/Video Wall at the respective Corner/Pavilion with proper cable connectivity to the LED TV/Video Wall.

- ... Photography with 1 Still DSLR/Mirrorless Camera + 1 Video shoot with FHD Video Camera+ coverage through Drones for **Events in Amphitheatre (Bharat Manadapam)** with live streaming on LED TV/Video Wall at the respective Corner/Pavilion with proper cable connectivity to the LED TV/Video Wall.
- ... Photography with 1 Still DSLR/Mirrorless Camera + 1 Video shoot with FHD Video Camera for **English Authors' Corner (Bharat Manadapam)** with live streaming on LED TV/Video Wall at the respective Corner/Pavilion with proper cable connectivity to the LED TV/Video Wall.
- ... Photography with 1 Still DSLR/Mirrorless Camera + 1 Video shoot with FHD Video Camera for **Hindi Lekhak Manch (Bharat Manadapam)** with live streaming on LED TV/Video Wall at the respective Author's Corner with proper cable connectivity to the LED TV/Video Wall.
- ... Photography with 1 Still DSLR/Mirrorless Camera + 1 Video shoot with FHD Video Camera for **International Events Corner (Bharat Manadapam)** with live streaming on LED TV/Video Wall at the respective Corner with proper cable connectivity to the LED TV/Video Wall.
- ... Photography with 1 Still DSLR/Mirrorless Camera + 1 Video shoot with FHD Video Camera for **Theme Pavilion (Bharat Manadapam)** with live streaming on LED TV/Video Wall at the respective Corner with proper cable connectivity to the LED TV/Video Wall.
- ... Photography with 3 Still DSLR/Mirrorless Camera + 3 Video shoot with Gimbal, FHD Video Camera for **VIP/Dignitary visits.**
- ... Photography with 3 Still DSLR/Mirrorless Camera + 3 Video shoot with Gimbal, FHD Video Camera for **Covering Parallel Events** and for **Field coverage** and for **Covering Protocol** and for **Vigilance Team** at the Book Fair.
- ... Video shoot with 3 FHD Video Camera for Live streaming of simultaneous Events on NBT's Social Media Platforms with proper Live streaming setup for **Children's Pavilion/ Author Corner/Lekhak Manch/Cultural Programms/ International Pavilion/ Theme Pavilion and VIP Dignitaries** the entire duration of the event. (including **Inauguration of NDWBF 2026**).
- ... **Cinematic Video shoot with 2 FHD Video Camera with Gimbal for Documentary of NDWBF 2026.**
- ... **Drone(s) should or can be used to cover aerial view for all the Events and for Field Coverage and for capturing all the stalls and for capturing crowd.**

Other Essentials

- ... Documentary Film of NDWBF 2026 (60 min, 30 min, 7 min & 3 minutes) with Additional Shoot, Scripting, Editing, Studio Voice Over Recording, Color correction, Color grading of video footages, Original Background Music for the film, Graphics and Titling for the film (includes subtitles wherever necessary), Audio Mixing and Mastering.
- ... **1 Creative Director** for Documentary and **3 Video Editors (who can edit Photographs as well)** with full setup of video editing Systems/Computers.
- ... The Edited Videos of important events/dignitaries with 2-5 minutes of Edited Highlights of the Day needs to be provided to the NBT Media Centre at 6:00 PM Daily.

- ... The selected and edited Photographs need to be provided to the NBT Media Centre for Press Release at 1:00 PM and 6:00 PM Daily.
- ... Still Photography and Videography Documentation of each day of every Event of NDWBF 2026 needs to be provided immediately at the end of the day. This Data should be given in new hard disk drive(s) 3.0 and above.
- ... The **Inaugural Event** on **10th January 2026** needs to be well covered from all aspects and angles.
- ... The Crew of DSLR Camera and FHD Video Camera should be equipped with 3 SD Cards of at least 128 GB (128GB U3 Memory Card or Equivalent), A Tripod for FHD Video Camera, Portable LED Lights, Microphones/Lapel Microphones/body-worn lavalier microphones for interviews and proper AV Cables from FHD Video Camera to the Mixer and DSLR Camera must come with adequate lenses.
- ... VIP visits to the venue also need to be covered and documented.
- ... Any other job(s) that may be assigned during the fair.

ESSENTIAL: Professional and experienced crew must be there with every Still Camera and Video Camera and all cameras must be in Full HD Resolution. Crew members must be report at each event before 30 minutes and must check all cable connection including voice and audio.

B. DETAILED SCOPE OF WORK

It is required to cover, document, edit, and provide storage media of the events/Book Fairs and New Delhi World Book Fair 2026 as per the requirements and specifications of NBT, India in different parts of India as mentioned (but not limited to) in the scope of works.

1. Videography & Editing :

Format: Full HD Resolution: The National event/Book Fairs and NDWBF 2026 must be documented during all the event days with Full HD Video Cameras. The edited version must be delivered in Optical Media like USB pen drive 3.0 and above and all the raw footages of each day must be delivered in an External USB Hard Disk Drive 3.0 and above at the end of each day.

An edited video with or without required time laps of developmental stages of the exhibition arrangements to the final set up must be submitted. (Edited daily developments of the exhibition arrangements must be submitted). **Professional and experienced crew must be there with every camera and all cameras must be in Full HD Resolution.** All the required comprehensive Video coverage and documentation process must be there in connection with the National event/Book Fair and NDWBF 2026. The duration of time will be requirement basis and not be hour based. The format of the videos will be in MP4 compatible format.

Professional Video documentation of Event preferably on Full HD camera of Standard Company Resolution: 1920 X 1080 pixels. Agency need to shoot and compose the Video covering details of date wise, VVIP - VIP, different activities, Surrounding Locations and Sights, Culture Program, inauguration, closing ceremony, all over ambience, structure, Meetings etc.

Event wise Edited video of the covered event should be provided immediately after completion the event as per requirement of NBT-India

A separate consolidated video/documentary of 20 minutes, 15 Minutes, 10 minutes and 5 minutes for the National Book Fairs and 60 minutes, 30 Minutes, 7 minutes and 3 minutes for the NDWBF 2026 should be made by merging all the main events and functions of the whole book fair. Documentary films of all these durations must be of professional quality with a well-crafted story-line, script, visual effects, captions, subtitles and voice over among other elements of a well-made documentary, and should be submitted after the book fair. Editing must be in a professional editing studio and corrections/improvements must be made according to NBT's instructions. The script for the video voiceover is to be professionally prepared by the agency and to be pre- approved by NBT.

The necessary permission for videography and photography should be taken by the bidder from competent authority. Further special permission regarding drone flying is to be taken by the bidder. If required NBT can provide letter/support for the same.

2. Photography:

Format: Full HD Resolution: The required Full frame DSLRs, adequate lenses and required lighting arrangements with professional Photographers must be available to cover all the events (and parallel events) of the National Book Fairs and NDWBF 2026. All the raw footages of each day must be delivered in an External USB Hard Disk Drive 3.0 and above at the end of each day. Professional Photography preferable on Minimum 30 to 65 Mega Pixels Full frame (Fx) format.

3. Live streaming of Events: live streaming on LED screens on fair site (indoor & outdoor) and also at NBT's Youtube channel and other social media channels (Instagram/facebook/Jio etc.) with necessary equipment like laptop/computer system/ data card / required cabling etc. to be provided for uninterrupted broadcast. The venue will have a minimum of 3-4 LED screens.

4. Documentary

4.1 Explanation of Consolidated Rate for Video spots/Documentaries: The consolidated rate includes charges for Script, detailed shot-by-shot storyboard (for Video-spots), location , travel outside Delhi upto 200 kilometers, models, anchors, shooting, editing, jingle, 2-D/3D animation/2D & 3 D Character animation/all kinds of Graphics as required by client, titling/sub-titling/text, music, voiceover, background effects, special effects). Two Master Copies (both mixed and unmixed) in Digi Beta or DVC, for Client and NBT. In addition, all video-spots would be required to be submitted in suitable digital MPEG format at broadcast quality for delivery by internet.

4.2 Reimbursement of Actual for Journey beyond 200 kms: Journey could be undertaken by rail (First Class/AC-2T) or by road upto 800 kms, and by air (economy class) beyond 800 kms. The producer, may however, obtain prior permission of NBT for undertaking such journey and should submit supporting documents i.e. used tickets or bill for hiring vehicles etc. to support their claim.

4.3 Endorsements: If endorsement is made by top personality (artist/singer/celebrity etc.) free of charge, we may pay an honorarium of Rs. 40,000 to the producer for arranging free endorsement and meeting additional contingent expenses which would take place in such cases. Decision of NBT would be final and binding regarding the admissibility of such as honorarium.

4.4 Payment of Royalties: Payment of royalty/credit for copyright purposes to any public/private organization or person for using any input in a production would be the responsibility of the producer.

4.5 Labeling: Each Hard Drive and its cover should be properly labeled mentioning title of spot/programme, subject, duration, language, name of client, name of NBT/production agency and year of production.

4.6 A separate consolidated video/documentary of various events:

Upto 2 min video – 1 to 2 days event

Upto 10 min video – 1 to 5 days event

Upto 15 min video – 1 to 9 days event

Upto 20 min video - 9 days above

4.7 The videos needn't necessarily be short versions of longer videos.

5. Submission:

Each of the activities like Inaugural and Valedictory functions, International Seminar, other Seminars and discussions, Author's Corners, Rights Table, Theme programs, Protocol, International Pavilion, Children's Activities, Cultural performances, etc., must be consolidated in separate Folders day-wise and be submitted in USB Hard disk drive 3.0 and above.

Photographs in digital format and raw video footages should be delivered in USB Hard Disk drive 3.0 and above. These DSLR Camera must be configured to capture frames with necessary pixel size and depth to use in brochures, hoardings and other high quality printing and FHD Video Camera must be configured to provide pin-sharp image quality at all times.

The List of all the Crew Members with their Professional Degree/Diploma in their respective field of Videography and Photography should be submitted well in advance (15 Days Prior to Press Conference).

- ... **All the Crew Members must be present full-time in the venue and must have a coordinator present at the Media room.**
- ... **All the Crew Members should be present in Uniform.**
- ... **On 08 January 2026, all the Crew Members should be present for the tour of ITPO Bharat Manadapam after coverage of Press Conference as communicated by the nodal person nominated by NBT-India.**

Note:

- **(FHD Video Camera - Make of FHD Video Camera: Professional Camcorder Panasonic AG-X2ED/CANON XF605/Sony PXW-Z90 or Equivalent)**
- **(DSLR/Mirrorless Camera - Make of DSLR/Mirrorless Camera with support for interchangeable lenses: Sony ILCE-7RM5/Canon EOS R8/ Nikon Z5 or Equivalent)**
- **(Drone - Make of Drone:DJI Mavic 3 Pro/DJI Mavic 3 or Equivalent)**

Force Majeure

- a) The Agency shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable.
- c) Such events may include, but are not restricted to, acts of NBT in its sovereign capacity, wars or revolutions, floods, quarantine restrictions.

- d) If a Force Majeure situation arises, the Agency shall promptly notify NBT in writing of such condition and the cause thereof. Unless otherwise directed by NBT in writing, the Agency shall continue to perform its obligation under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
 - e) For delays arising out of Force Majeure, the Agency shall not claim extension of time for a period exceeding the period of delay attributable to the causes of Force Majeure and neither NBT nor the Agency shall be liable to pay any extra costs.
-

ANNEXURE – 1

**CHECKLIST
Of Supporting Documents**

(Please tick mark in relevant columns)

Sl. No.	Name of Documents	Yes	No	Page No.
1	Tender document is properly indexed with page numbers			
2	The firm has to declare the Company profile such as partnership deed/proprietorship/ company/MOA/ AOA/Bylaws, etc. (copy of proof must be enclosed).			
3.	Earnest Money Deposit (EMD) for Rs.1,50,000.00 should be enclosed with the Technical Bid.			
4	Audited copies from the Chartered Accountant of authenticated balance sheet and financial statement for last 03 years (2022-23, 2023-24 and 2024-2025) showing minimum turnover of Rs. 60.00 lakhs (as per Annexure III) .			
5	Self-attested copies of the Income Tax returns for the three preceding financial years i.e. 2022-23, 2023-24 & 2024-25 should be enclosed.			
6	The firm should have satisfactorily completed works in the similar field with Government Departments/ Central PSUs/ State PSUs/ State Govt./Statutory Corporations or other MNC/Corporate bodies during the last 3 years up to 31 March 2025, including at least one project of national level. Copy of last 3 years' experience and work orders of similar job executed.			
7	An Affidavit of Rs.10/- duly signed and stamped by Notary stating that the firm has not been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization is required to be enclosed (Photocopy of the affidavit will not be accepted).			
8	Self-Attested Copy of PAN Card.			
9	Self-attested copies of Registration under GST Act and GST Return for any quarter of Financial Year 2025-26 (Form 3B&GSTR 1, etc.) should be enclosed.			
10	Registration Certificate of the Company/Firm.			
11	One accessible Pen Drive Containing sample Video clip (up to 5 minutes) and still photographs (5 photos), covering a professional event (documentary), corporate video, seminar, conference, live event. (Presentation time)			
12	A written acceptance by bidding firm/agency to provide services as per standards and specifications of this tender.			
13	A copy of this tender document duly signed on each page and stamped by authorized signatory of the bidding firm/ agency as a token of acceptance of all terms and conditions of this tender.			
14	One original cancelled cheque			
15	List of equipment with make as per Annexure-V			

I/we hereby declare that all above documents are true & correct as per my knowledge and I/we accept all the terms and conditions of the Tender.

Signature of Tenderer with Stamp

18

FINANCIAL BID

For Videography & Still Photography of the events of the NBT India at various locations throughout the year apart from the New Delhi World Book Fair 2026 like exhibitions/book fairs at Mumbai, Gorakhpur, Nagpur, Pune, Ahmedabad etc. from November 2025 to September 2026

A. Video Unit (as per the details on **BRIEF SCOPE OF WORK** on Pages 11-17)

Particulars	Total video cameras	Rate for 1 day (Rs.)	Rate for 9 days (Rs.)
Full HD Video Camera with complete Editing Setup, Lights (Portable Led Light Setup) and with all required lenses like Wide Lenses and Fish eye Lenses	1		

... Requirement may increase or decrease and would be reflected in the work order. In such cases payment will be made as per engagement per unit set up on pro rata basis.

B. Still Photography Unit (as per the details on **BRIEF SCOPE OF WORK** on Pages 11-17)

Particulars	Total still cameras	Rate for 1 day (Rs.)	Rate for 9 days (Rs.)
DSLR/Mirrorless Full Frame HD/4K Cameras with all requisite lenses including Wide, Tele, Macro and Normal Lenses	1		

... Requirement may increase or decrease and would be reflected in the work order. In such cases payment will be made as per engagement per unit set up on pro rata basis.

C. Drones (as per the details on **BRIEF SCOPE OF WORK** on Pages 11-17)

Particulars	Total drones	Rate for 1 day (Rs.)	Rate for 9 days (Rs.)
Drone with 4KHDR video, output comfortable with Indoor and outdoor shooting, sufficient battery backup and True Vertical, Shooting facilities with Focus Track.	1		

... Requirement of the number of Drones will be mentioned in the work order.

D. Video Editing

Particulars	Rate for 9 days (Rs.)
(as per the details on BRIEF SCOPE OF WORK on Pages 11-17)	

E. Documentary

Particulars	Rate for 9 days (Rs.)
(as per the details on BRIEF SCOPE OF WORK on Pages 11-17)	

GRAND TOTAL* (A+B+C+D+E) + GST	Rs. In figures:
	Rs. In Words:

* The party quoting the lowest Grand total will be considered.

- ... Professional and experienced crew must be there with every camera and all cameras must be in Full HD Resolution.
- ... I/We undertake to abide by the terms and conditions of the tender/contract.

[Signature and Name of the Bidder with official stamp and date]

Turnover Certificate
(To be submitted on letter head of practicing Chartered Accountant)

TO WHOMSOEVER IT MAY CONCERN

We have verified the books of accounts and related record of M/s. _____ situated at Address of the Firm/Agency _____ and on verification of the records, we hereby certify that average Turnover and net worth of this mentioned entity/firm during the last three financial years which are as under:

Sr.No.	Financial Year	Turnover Rs. In lacs	Experience (Rs. In lacs)
1.	2022-23		
2.	2023-24		
3.	2024-25		
Total			
Average Annual Turn Over of last three years			

Signature and seal of Chartered Accountant _____

Name & Seal of the Firm: _____

Membership No: _____

Firm Reg. No: _____

UDIN: _____

Place:

Date:

TECHNICAL EVALUATION CRITERIA

#	Technical Evaluation Criteria	Evaluation Parameter	Max Marks
1	Average annual turn over in last 3 audited financial years	Average Annual Turnover: i. 60 lakhs to 70Lakh INR: 5 Marks ii. Above 70 Lakh to 1CroreINR:10Marks iii. Above 1 Crore INR:20Marks	20
2	Quality of samples furnished to the committee Photography and videography	i. Videography : 5 Marks ii. Photography : 5 Marks	10
3	Experience of photography and videography of national/international events with heads of states as chief guest	i. National event : 3 Marks ii. International event : 7 Marks iii. Event having Head of state as chief guest :10 Marks	10
4	The Agency should have adequate professional Manpower having relevant experience in managing photography & videography for events as well as social media	Manpower strength i. 5+ photographer: 5 Marks ii. Inhouse production director: 10 Marks iii. Inhouse video editor : 5 Marks	20
5	Experience of concept based of Documentary	i. Post event documentary : 3 Marks ii. Pre event advertisement: 2 Marks	05
6	Story Boarding & concept of the Documentary and overall Presentation	iii. Concept of the Documentary Presentation : 3 Marks iv. Story Boarding of Concept : 2 Marks	05
7	Experience of live streaming event on Youtube, Instagram & facebook		10
8	Experience of covering live events simultaneously and providing feed to the media team	i. 2 events simultaneously : 5 Marks ii. 3 events simultaneously : 7 Marks iii. above 3 events simultaneously : 10 Marks	10

9	Experience of covering events /exhibitions/ of	3 days : 3 Marks 5 days: 5 Marks 7 days: 7 Marks Above 7 days : 10 Marks	10
Total Score:			100

... Agencies securing 45 or more marks in technical evaluation will be eligible

Equipment details

Sn	Equipment Name	Make	Model/Year
1.	Camera with DSLR/Mirrorless for photography		
2.	4K Video Camera with FHD recording		
3.	Laptop and Computer system for video editing on site		
4.	Tripod		
5.	Drone		
6.	Gimbal		

DETAILS OF EXPERIENCE**(To be submitted on the letterhead of the Agency)**

I hereby certified that this event has been captured by our agency

S. No.	Name of Client	Location	Description of the event	Date of Event	Work Order OR Bill		Satisfactory Completion Certificate	
					Work Order Details	Bill Details	Completion certificate	Receipt of Payment details
1								
2								
3								
4								
5								

Note: Agencies are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach copy of contract/performance certificate in same sequence. Agencies may add row /rows in the above format, if no. of organizations/Institutions is more or may add additional sheet also.

Signature of Agency

Name:

Designation:

Organization Name:

Contact No.

ANNEXURE - VII

Dated:

To

The Director
National Book Trust, India
5, Institutional Area Phase-II
VasantKunj,
New Delhi – 110 070

Ref.: Self Declaration About Non-Blacklisting for "The work of Photography/ Videography, Video Coverage & Video Editing of PAN India Book Fairs/Events and New Delhi World Book Fair 2026

Dear Sir,

In response to tender under reference, I/ We hereby declare that presently our firm/ agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period by any Central/ State Government/ Public Sector Undertaking /Semi Government organizations in India.

We further certify that presently our agency/firm/company is also not blacklisted/ debarred and not declared intelligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD /Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Date:

Yours faithfully,

(Name &Signature with stamp of the bidder)

Declaration of Assurance

Sample declaration letter from Bidder (Needed for Technical bid)
(To be typed on the letterhead of the Bidder and shall be signed by an Authorized person)

Ref. No. _____ Date _____

The Director
National Book Trust, India
5, Institutional Area Phase-II
Vasant Kunj,
New Delhi – 110 070

Sir,

Sub: Declaration of assurance

Ref: Your tender No. _____ Dated _____

We hereby declare that we have the following minimum equipment and manpower required for Photography/ Videography, Video Coverage & Video assignments.

- ... No. of Photographer with minimum 5 years of experience
- ... No. of Videographer with minimum 5 years of experience
- ... No. of Video Editor with minimum 5 years of experience
- ... We do hereby declare that we have required manpower as well as equipments and other setups required for professional videography and related works.
- ... The employees are yours company's payroll or not.

Yours faithfully,

(Name & Signature with stamp of the bidder)