



# Maulana Azad National Academy for Skills (MANAS)

Chelmsford Road, New Delhi

Date-16/03/2020

I(1/MANAS/HH.)/2019-20

## **Notice for Empanelment of Photographers & Videographers**

Maulana Azad National Academy for Skills (MANAS) invites application for digital Photographic Jobs with Still and Video coverage, from the reputed professional photography agencies & photo enthusiastic for the coverage of Hunar Haat events and other events of MANAS/MOMA/MAEF being organized at various places in India.

### **Eligibility Criteria and Terms & Conditions for empanelment:**

1. The applicant must have the experience of minimum 5 years in photography and should have successfully undertaken at least 5 government projects/events in last 5 years.
2. In case of individual the applicant should be 12<sup>th</sup> Pass from any recognize board.
3. The applicant must have the sufficient capacity of cameras, accessories and manpower for carrying out the work.
4. The empanelment would be initial for one year which can be extended for a period of another one year with same terms and conditions on mutual consent of both the parties.
5. Applicant will provide Colour Photographs (of different sizes, as per official requirement) of Hunar Haat, official functions, meetings and other such occasions.
6. Applicant would require to deliver the photographs at the MANAS office within given time of the assignment covered.
7. All the photographs, DVD, RAW files etc. will be the property of Maulana Azad National Academy for Skills (MANAS) and the same shall not be shared with outside.
8. MANAS reserves the right of assigning work as per requirement to one or more empaneled photographers/videographers.
9. MANAS shall not be responsible for any loss/damage caused to cameras / operators at any point of time before/after assigning any work.
10. MANAS reserved the right to accept or reject in part or any or all the applications without assigning any reason and also to cancel the order at any time. The applicant will have no right to claim any loss/ damages etc. on cancellation of the supply order.
11. MANAS reserves the right to cancel the empanelment at any point in time without assigning any reason whatsoever.

**Payments:**

1. Separate bids would be invited from the empaneled photographers/ videographers to undertake the work from time to time.
2. No advance payment will be made. Taxes applicable will be deducted as per rules.
3. MANAS will not pay for the conveyance, equipment charges etc. if any, for covering any assignment. The deputed photographer/videographer of the firm has to reach on his own at the destination / place for photo/video coverage.
4. MANAS reserves the right not to make payment for prints found to be dim, defective or otherwise considered unsuitable.

**How to apply:**

1. Duly filled-in applications as per the format provided may be sent latest by **30<sup>th</sup> March, 2020**.
2. Interested candidates may send their applications through speed post/by hand to **the Director, MANAS, Maulana Azad Campus, Chelmsford Road, New Delhi-110055**. The envelope should be superscripted as – ***“Application for empanelment of Photographer/Videographer”***.
3. The Applications received by the due date and time will only be considered and applications received after the due date and time will be rejected without assigning any reason.

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Director, MANAS

## Application Format

S. No.	Particulars	
1	Name of the Applicant/ Authorized Person (if applicable)	In case of Individual Bio-data to be enclosed  Registration Certificate in case of Firm to be enclosed, if available
2	Date of Birth or Date of Registration	Registration Certificate in case of Firm, if available
3	Complete Correspondence Address/ Office Address of Firm	
4	Mobile No.	
5	Phone No.	
6	Email id	
7	Website (if available)	
8	PAN Card Details	Enclose Self-attested copy of Pan Card
9	GST Details	Enclose Self-attested copy of enrolment number
10	Total Work experience in years	Attach copy of work orders if available
11	Qualification of the Applicant, in case of individual	Attach qualification certificate
12	Name of Existing Corporate/ Government Clients, if any, the list may be provided	List to be enclosed along with contact details and nature of assignment.
13	Details of types of Cameras for still & videos and other related equipments	List to be enclosed along with make and model.

I pledge and solemnly affirm that the information submitted in application documents is true to the best of my knowledge and belief. I further I pledge and solemnly affirm that nothing has been concealed by me and if anything comes to the notice MANAS will have full authority as it deems fit, which may amount to rejection of application without assigning any reason.

Date:

Signature of the Applicant

(Name of the Applicant)