

**Office of State Chief Commissioner
Bharat Scout and Guide, Uttar Pradesh**

Gole Market, Mahanagar, Lucknow

Website: www.bsgup.org

Email ID: upscoutsguides@yahoo.com

TENDER NO. : BSGUP-SHQ/NJ/PVW/2025-26/05

Dated: 01.09.2025

TENDER NOTICE

Tender for Photography and Videography Firm/Agency for Providing Services during 19th National Jamboree of the Bharat Scouts and Guides scheduled to be held from 23rd to 29th November, 2025 at Defence Expo Ground, Vrindavan Awas Yojana, Sector-I 5, Lucknow, Uttar Pradesh

Office of the State Chief Commissioner, Bharat Scout and Guide, Uttar Pradesh (BSGUP), Lucknow, intends to engage the services of a **Photography and Videography** Firm/Agency for execution of the following works and related activities during period of 19th National Jamboree approximately for 10 plus days:

S.N.	Name of Work	Estimated Tentative Cost (Rs. In Lakhs)	Bid processing Fees (In Rs.) (Non-refundable)	Bid Security (EMD) (Rs. In Lakhs)
I.	Engagement of a Photography, Videography Firm/Agency from 22 nd to 29 th November, 2025 during the period of 19 th National Jamboree.	Rs. 25 Lakhs	Rs. 1000+GST	Rs. 0.5 Lakhs

Scheduled of Time Lines for Bid Process

1.	Date of downloading of bid document/ corrigendum/ amendments, if any:	01.09.2025 17:00 PM Till 20.09.2025 12:00 PM
2.	Last Date and Time for receipt of bids along with EMD in the form of DD:	22.09.2025 12:00 PM
3.	Date and Time of Opening of Technical Bids:	22.09.2025 15:00 PM
4.	Date and Time of Finalization and display of Technical Bid:	23.09.2025 16:00 PM
5.	Date and Time of Opening of Financial Bid:	24.09.2025 13:00 PM
6.	Date of execution of Agreement and Date of Award of Work Order (WO):	30.09.2025

I. Introduction

Bharat Scouts and Guides, Uttar Pradesh is organizing the **19th National Jamboree** from 23rd to 29th November, 2025, and invites tenders from experienced photography and videography agencies to cover the entire event. The selected agency must provide high-quality professional services as per the event requirements. The agency will be responsible for capturing high-resolution still images and video content, along with on-site editing, to produce prompt deliverables suitable for event documentation, social media promotion, and online streaming.

I. Scope of Work:

The selected agency will be responsible for **complete coverage** of the 19th National Jamboree through:

- **Professional photography, videography and Drone.**
- **Crane coverage (camera jib/crane for wide shots)**
- **Live streaming** of major events (opening, closing, cultural programs, speeches)
- Pre-Jamboree events (may be at different places also).

Activities to be covered:

- Opening and closing ceremonies
- Parade, adventure, and cultural activities
- Dignitary visits, exhibitions, stage performances
- Workshops, camps, food zones, and daily life at the venue
- Group photographs (scouts, guides, officials)

2. Deliverables:

- Minimum **5,000 high-resolution edited photographs**
 - **Event teaser** (2 mins) and **highlight video** (10–15 mins)
 - **Daily recap videos** (2–3 minutes each) Reel and Video
 - **Live streaming (YouTube/Facebook)** setup and execution
 - **Crane shots** of main stage and public gathering areas
 - **Full coverage** of opening and closing ceremonies (multi-cam)
 - **Hard drive submission** of all raw + edited data every Day.
 - **High-quality hardbound album-** Photo Album consisting of 100 pages, Matt finish, minimum 150GSM Paper with Acrylic Album cover.
 - Any other thing as per requirement of BSGUP Committee.
- Submission timeline:** Within **60 days** post-event.

3. Minimum Technical Requirements:

- Minimum **6 DSLR/Mirror less cameras** (full-frame) Gimbals/Handhandle
- **4 professional 4K video cameras** with tripods
- **2 Zip Crane setup (minimum 18 ft)** for dynamic stage/audience shots
- **2 drone (4K) with licensed operator** (subject to permissions)
- **Audio capture kit:** wireless mics/lapel + sound mixer
- **Live streaming setup:** switcher, encoder, broadband/Wi-Fi dongles
- **Power backup, LED lights, multi-cam coverage gear**
- Minimum **15 technical staff:** photographers, videographers, editor, zip crane operator, drone pilot, streaming expert.

4. Eligibility Criteria:

- Minimum **5 years experience** in event photography/videography/live streaming
- Completed **3+ similar govt./public events** in past 5 years
- Experience of **live streaming on platforms** like YouTube/Facebook
- Must provide **sample videos** and photo albums of past events (Soft copy)
- Registered firm with valid **GST & PAN**
- **Compliance Statement** and **Declaration** must be attached

5. Additional Terms & Conditions:

- Agency must take all permissions/License for drone and live streaming & Other as Required.
- All content to be used **only with prior written consent of BSG.**
- Daily content preview may be requested by BSG committee
- **Penalty of ₹1,000/day** for delayed submission
- Organizers will provide basic facilities such as access passes, electricity, stage access, and required storage space.

Instructions:

1. The information and instructions for bidders posted on the website www.bsgup.org shall form part of the bid document;
2. The bidders are advised to physically visit the site of the proposed Jamboree, prior to commencement of bidding process for better understanding of the entire concept. The Layout of the site is enclosed herewith;
3. The prospective bidder must read the terms and conditions of bidding document carefully and must submit the bid only upon fulfilment of eligibility criteria and being in possession of all valid documents;
4. All the information/ corrigendum/ addendum related to the project shall be published on the website: www.bsgup.org. The BSGUP shall have the right to reject the bid partially or fully without assigning any reason whatsoever. The decision of the BSGUP shall be final and binding;
5. The bid document consisting of specifications, the schedule of tentative quantities of various items to be executed and the set of terms and conditions of the bidder to be complied with and other necessary documents can be seen and downloaded from the website: www.bsgup.org;
6. Earnest Money should be paid by Demand Draft (in original) in favour of State Secretary, Uttar Pradesh Bharat Scout and Guide, Lucknow, along with a hard copy at the website: www.bsgup.org, failing which, the bid shall be liable to be rejected;
7. The bids are to be submitted only in physical mode, in original, and the type of bids shall be unconditional;
8. **Joint Venture/ Consortium/ Association of Bidders and the process of Alternate Bids is NOT ALLOWED;**
9. The language of the bid documents shall be in ENGLISH;
10. The Bid Evaluation Criteria (Selection Method) as per Potential Assessment Bid, shall be Financially overall LI (lowest);
11. An Affidavit (Stamp Paper of Rs.100/- denomination) needs to be submitted affirming about non registration of any criminal case against the bidder or its bidding firm and not having been Black Listed by Government or Semi- Government agency. **(as per Annexure-I).**
12. The bidder shall submit performance security @ 5% of the total bid value in the form of either a Demand Draft or a Bank Guarantee in favour of State Secretary, BSGUP.
13. All rates are inclusive of Bidder's Profit, T&P and all taxes etc. except GST. The GST shall be payable as per latest rules. The bidder must have registered for GST purposes.
14. Sub-contracting will not be allowed.
15. The safety and security of the personnel or the members of the team of the Bidder and their insurance shall be the responsibility of the bidder;
16. The BSGUP shall have the authority to relax any bidding condition in the interest of the Jamboree

INSTRUCTIONS TO BIDDER FOR TENDERING PROCESS:

The bidding process for this tender will be completed through Tender in physical mode. The tender document can be downloaded free of cost from the Website: www.bsgup.org.

The Bidders must submit (in physical mode only) all the required documents (which would form the technical proposal) along with the Financial Proposal Submission Form in the prescribed format.

The cost of tender document and the EMD has to be submitted through Demand Draft only drawn in favour of State Secretary, Uttar Pradesh Bharat Scout and Guide, Lucknow.

The bidding process comprises of two envelope system. The technical and the financial bid shall be kept in two separate envelopes and shall clearly bear the Technical Bid or the Financial Bid. Each envelope shall also bear "APPLICATION FOR QUALIFICATION FOR PHOTOGRAPHY AND VIDEOGRAPHY FIRM/AGENCY". Both envelopes shall be kept in one big envelope containing Technical and Financial bids and this envelope shall be submitted at the address given herein below.

- The Technical Bids will be opened at the below address:

State Secretary

Bharat Scout and Guide, Uttar Pradesh

Gole Market, Mahanagar, Lucknow

Website: www.bsgup.org

Email ID: upscoutsguides@yahoo.com

- If the envelopes are not sealed and marked as instructed above, BSGUP assumes no responsibility for the misplacement or premature opening of the contents of the Application and consequent losses, if any, suffered by the Bidder.
- Applications submitted by e-mail shall not be entertained and shall be rejected.

ELIGIBILITY CRITERIA FOR SUBMITTING TECHNICAL BID:

Bidders must read carefully the conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for opening the financial bid.

To be eligible the Bidder shall fulfill the following Minimum Eligibility Criteria:

Criteria	Requirements	Yes/No	Documentary Evidence to be attached
Legal Entity	The bidder may be a single Business Entity for the purpose of this invitation for RFP document. A Business Entity shall mean a company registered in India under the Companies Act, 1956 or 2013 or a Partnership Firm registered under the Limited Liability Partnership Act of 2008 or Indian Partnership Act, 1932. The agency should have a track record of providing similar Photography & Videography services for at least a period of 5 years on the date of issue of this tender notice.		Certificate of Registration/Incorporation(s) and Memorandum of Understanding (MOU)/Articles of Association (AOA).
Financial Capacity	The bidder should have a minimum annual turnover of ₹ 20 Lac. During last three years.		Certificate from statutory auditor/audited financial statements for the three previous financial years.
Bidder Experience	The bidders must have undertaken and delivered at least 1 Project of Photography & Videography with similar scope of work in Central/State Government/PSUs/Trust/Registered Society for Photography & Videography, Drone, Live streaming providing for at least 07 days during last five years.		Work Order/LOA and Completion certificate.
Declaration	The Bidder should not have been blacklisted/barred by the Central Government/any State Government/any public sector undertaking/any Registered Society/Trust, as the case may be, from participating in any similar project during last five years.		Self-Attested Undertaking/Declaration

Note - Joint Venture/ Consortium/ Association of Bidders and the process of Alternate Bids is NOT ALLOWED;

All documents relating to fulfillment of eligibility criteria shall form part of the technical bid and shall be kept in a separate envelope as per the instruction.

Selection of Bidder

- a) The financial bid of only those bidders will be opened who qualify the minimum eligibility criteria as given. At the discretion of the BSGUP, financial bid may be opened in case of a single technical bidder also;
- b) The proposal with the lowest financial quote shall be declared L1 Bidder and shall be selected.
- c) In case of a tie between two or more bidders (i.e., equal quote in financial bid), the bidder will be selected on the basis of negotiation in terms of financial bid.
- d) Negotiation
BSGUP shall have right to call or to negotiate with L-1, if required.
- e) The selected L-1 will be required to enter into a contract agreement with the BSGUP to provide the envisaged services described in the BoQ.
- f) The bid submitted shall become invalid in the following cases:
 - (i) The bidder does not submit all the documents (including GST registration) as stipulated in the bid document
 - (ii) If a bidder quotes NIL rates against each item in 'Item Rate Tender' or does not quote any percentage about/ below on the total amount of the tender
 - (iii) If the bid documents are not duly filled and incomplete.

All papers of technical and financial bids must be signed by the authorized signatory after bidding agency.

Sd/- Secretary,

Bharat Scout and Guide

Uttar Pradesh, Lucknow

Financial Bid for Photography and Videography

(To be printed on Bidder's Letter Head)

Financial Bid Format

The bidder must submit the financial bid in the following format, inclusive of all applicable taxes, manpower, logistics, and accommodation, travel, and equipment costs.

S. No.	Item Description	Rate per Day (₹)	Total for 07 Days (₹)
1.	<ul style="list-style-type: none">• Minimum 6 DSLR/Mirror less cameras (full-frame) Gimbals/Handhandle• 4 professional 4K video cameras with tripods• 1 Zip Crane setup (minimum 18 ft) for dynamic stage/audience shots• 2 drone (4K) with licensed operator (subject to permissions)• Audio capture kit: wireless mics/lapel + sound mixer• Live streaming setup: switcher, encoder, broadband/Wi-Fi dongles• Power backup, LED lights, multi-cam coverage gear• Minimum 15 technical staff: photographers, videographers, editor, zip crane operator, drone pilot, streaming expert.• High-quality hardbound album -Photo Album consisting of 100 pages, Matt finish, minimum 150GSM Paper with Acrylic Album cover.		
2.	GST =		
3.	TOTAL =		

(Signature of Authorized Signatory)

Name :

Date :

Annexure-I

**DECLARATION FOR NOT BEING BARRED/ BLACKLISTED BY THE
GOVERNMENT/ SEMI-GOVERNMENT/ PUBLIC SECTOR, ETC.**

Sir/Madam,

This is to certify that our Company / LLP / Partnership /Proprietorship Firm <Please delete whichever is not applicable> intends to submit a proposal in response to RFP for Selection of a Catering Firm/Agency. We declare that our Company / LLP / Partnership/ Proprietorship Firm <Please delete whichever is not applicable> has not been blacklisted by any Central / State Government Department/ Public Sector Undertaking in last 05 years. We also declare that no criminal case is pending against us in any Court of India.

Sincerely,

(Signature of the Authorized Person)

Name:

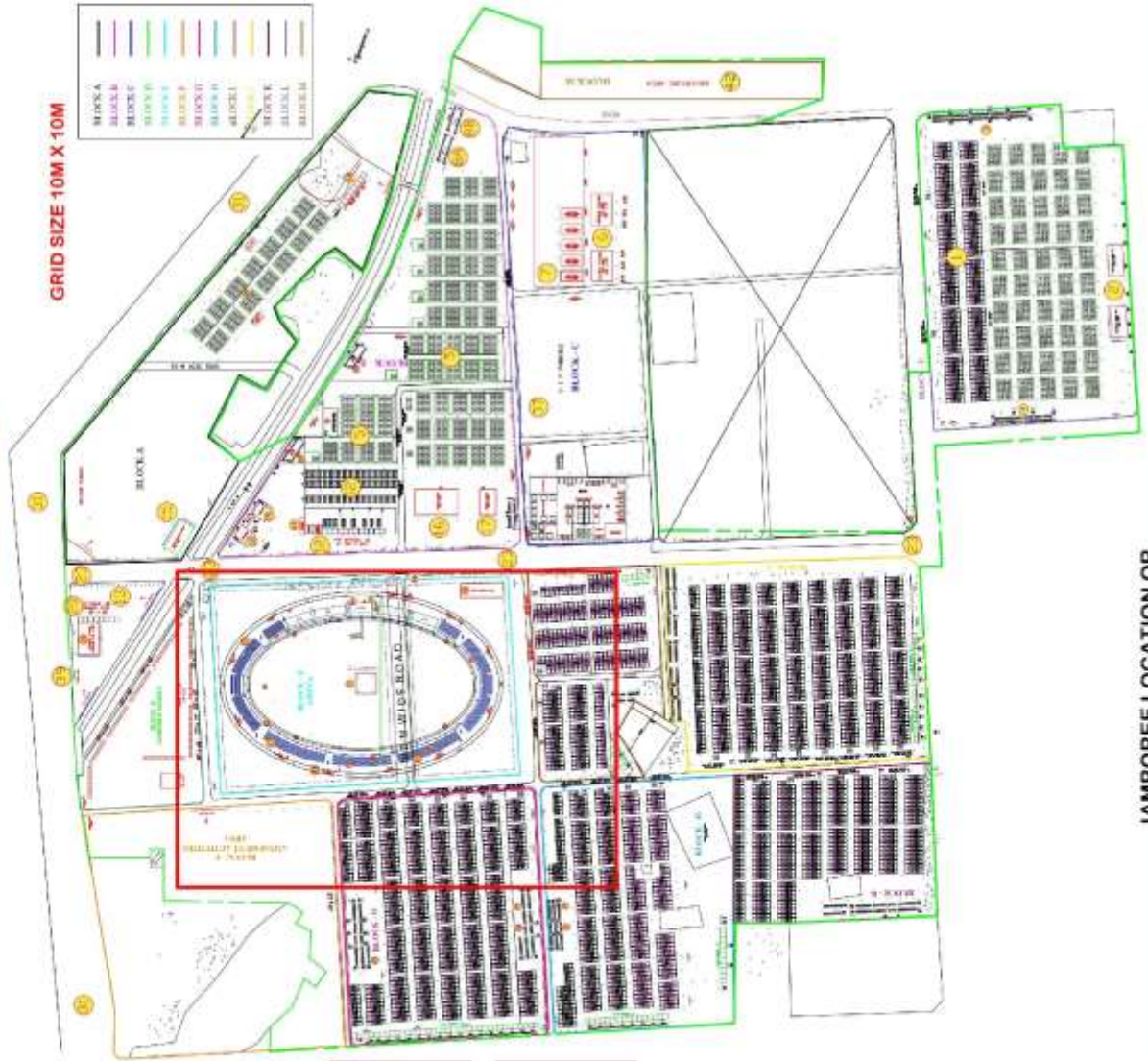
Designation:

"VIKSI YUVA, VIKSI BHARAT"
GRAND FINALE OF THE DIAMOND JUBILEE JAMBOREE AND
19TH NATIONAL JAMBOREE
23rd - 29th NOVEMBER, 2025

THE BHARAT SCOUTS AND GUIDES

VENUE :- DEFENCE EXPO GROUND, SECTOR 15, VRINDAVAN YOUNA, LUCKNOW, UTTAR PRADESH.

JAMBOREE MAP



- 1 SCOUTS GUIDES SUB CAMP
- 2 KITCHEN & DINNING FOR SCOUTS GUIDES - 240 x 80' - 2 Nos
- 3 BATHROOM FOR SCOUTS
- 4 BATHROOM FOR GUIDES
- 5 STAFF & OVERSEAS SUB CAMP
- 6 CENTRAL MESS - 120 x 80' - 2 Nos
- 7 OVERSEAS KITCHEN & DINNING - 80 x 40' - 5 Nos
- 8 WASH ROOM FOR STAFF - A FOR MALE, B FOR FEMALE
- 9 WASH ROOM FOR OVERSEAS - A FOR MALE, B FOR FEMALE
- 10 CENTER STAGE
- 11 ROSTRUM (STAGE)
- 12 VIP OFFICES & RESIDENCE
- 13 ADMIN DESK
- 14 DIAMOND JUBILEE EXHIBITION CENTER
- 15 UTTAR PRADESH EXPO - 120 x 80' - 1 No
- 16 MEETING HALL 1 (BIG) - 100 x 166' - 1 No
- 17 MEETING HALL 2 (SMALL) - 100 x 66' - 1 No
- 18 HOSPITAL SCOUTS
- 19 HOSPITAL GUIDES
- 20 HELP DESK
- 21 PARTICIPANTS GALLERY
- 22 STATE EXHIBITIONS
- 23 MAIN ROAD
- 24 VIP GALLERY
- 25 WATER ADVENTURE AREA
- 26 TRANSFORMER
- 27 WATER LINE
- 28 CENTRAL STORE - 120 x 80' - 1 No
- 29 WASH ROOM FOR SCOUTS
- 30 WASH ROOM FOR GUIDES
- 31 ROAD FOR TRANSPORTATION
- 32 OVERSEAS CAFETERIA
- 33 RING ROAD
- 34 PARADE ROAD
- 35 GOVT. STAFF ACCOMMODATION
- 36 GOVT. DEPT. OFFICES
- 37 VIP PARKING AREA
- 38 VIP PARKING AREA
- 39 VISITOR PARKING AREA
- 40 OTHER STATE PARKING AREA
- 41 UP STATE PARKING AREA
- 42 ADVENTURE AREA