

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION AND PUBLICITY

TENDER NOTICE

Puducherry, dated 18.06.2026

Sealed Tenders are invited from the registered photo studios located in Puducherry Region for covering Government functions by taking photos and videos and for the supply of colour photographs, Pen drive / Hard Disk, albums and video recorded version in Pen Drive / Hard Disk to the Directorate of Information and Publicity, No.18, Bellecombe Street, Puducherry-605 001, for a period of two years from the date of issue of G.O., as per following specification.

I. Supply of copy of Photographs

SI.No.	Size of Photograph	Rate per Copy of Colour Photograph
1	Passport Size	
2	10" X 8" Blow Ups	
3	12" X 8" Size Photographs	
4	12" X 10" Size Photographs	
5	20" X 30" Size Photographs	
6	Rate for Supply of Photographs in Pen Drive	
7	Rate for Supply of Photograph in Hard Disk	

II. Labour Charges for Photo Coverage:-

- a) For full day (upto 12 hrs.) :
- b) For half day (upto 6 hrs.) :
- c) For 3 hours :
- d) For 1 hour :

III. For the supply of album with the capacity of inducting maximum number of Photographs of Cabinet size with plain good quality top leather cover :-

- a) 72 Photos Rs. _____
- b) 108 Photos Rs. _____
- c) 144 Photos Rs. _____
- d) 180 Photos Rs. _____
- e) 216 Phtotos Rs. _____

IV. Labour Charges for Video Coverage:-

- a) For full day (upto 12 hrs.) :
- b) For half day (upto 6 hrs.) :
- c) For 3 hours :
- d) For 1 hour :

V. Rate for Supply of Videogarphs in Pen Drive :

VI. Rate for Supply of Videogarphs in Hard Disk :

2. The sealed tender should be superscribed as "Tender for Covering Government function by taking photos/videos and supply of Colour photographs with Pen drive / Hard Disk" and "Tender for supply of Album". The tenders should reach the undersigned on or before 20.07.2026 at 3.00 P.M. and the same will be opened on the same day by 5.00 P.M.

3. The Proforma published below shall be attached with the Tender.

4. The undersigned has the fight to reject any or all the tenders, without assigning any reasons thereof.

5. Tenders received after the due dates and time will summarily be rejected.

Sd/
A. SURESHRAJ,
DIRECTOR

PROFORMA

1. Name of the Photo/Video Studio :
2. Address of the Studio/Shop :
Phone No. :
Cell No. :
3. Name and address of the proprietor of the Studio/Shop :
Phone No. :
Cell No. :
4. Whether the Studio/Shop has been registered : Yes / No.
5. If yes, furnish the details of the registration viz.,
Year and date of the registration and enclose a
copy of the registration certificate :
6. Whether the license have been renewed or in Live?
Please enclose the renewal certificate :
7. No. of Still Cameras / Video Cameras having
in the Studio/Shop :
8. PAN of the Proprietor of Studio/Shop :
9. GST No. of the Proprietor of Studio/Shop :
10. Annual Financial Statement for the last 3 years
duly certified by the Auditor i.e. upto _____ :

Signature of the Applicant