

**INDIAN COUNCIL FOR CULTURAL RELATIONS**  
**AZAD BHAVAN, IP ESTATE, NEW DELHI-110002**

No.F.Admn//Emp/Videography & Photography/2023-24

26 December 2023

**CIRCULAR**

The Competent Authority has approved the empanelment of Service Providers in the category of “**Videography & Photography**” for utilization of their services along with approved rates (**Annexure-I & II**).

2. All the officers/ officials in the Council are requested to utilize the said panel for “**Videography & Photography**” services for official purpose on rotational basis.
3. All empanelled agencies must respond to the request sought by the ICCR, failing which the concerned agency/ service provider will be de-empanelled.
4. Complaint regarding any of the service providers should be put in writing to Administration through the Sectional Head.
5. The above panel will be valid for a period of two years w.e.f. December 26, 2023.



(Awanish Tiwari)  
Director (Admn)

**To all concerned**

**Copy for information:**

1. Office of President, ICCR
2. DG Office
3. DDG(AD)'s Office
4. DDG(Culture)'s Office
5. DDG (C&SP)'s office
6. Concerned Agencies/ Companies
7. Circular File



(Awanish Tiwari)



**ANNEXURE-I**

**LIST OF AGENCIES EMPANELLED FOR "VIDEOGRAPHY & PHOTOGRAPHY"**

(Valid for a period of 02 years w.e.f 26 December 2023)

**(i) M/s Photo Field**

GST: 07AAFPJ4106R1ZH  
36, Todar Mal Road,  
Bengali Market,  
New Delhi-110001  
011-43565391, 9811119133  
[munishjhingana@yahoo.co.in](mailto:munishjhingana@yahoo.co.in),

**(ii) M/s Studio Super**

1/10916, Second Floor  
Street No.6, Subhash Park  
Sahadra, Delhi-110032  
8178918476, 9990124247  
[studiosuper15@gmail.com](mailto:studiosuper15@gmail.com),

**(iii) M/s Space 4 business Solution Pvt. Ltd.**

GST : 07AABCS5900P1Z3  
Regd. Office 3588, G T Road,  
Old Subzi Mandi,  
Delhi-110007  
011-23823055  
9810520802  
[space.4@rediffmail.com](mailto:space.4@rediffmail.com)

**(iv) M/s Falcon advertisers**

GST: 07AAAFW3963A1ZE  
Head Office: 206A,  
Caxton House,  
2E Jhandewalan Extension,  
New Delhi-110055  
011-41540870, 011-41540871  
Subodh Gupta: 9810141625, 9871895203  
R.S. Mani: 9818159489  
Bharat Singh: 9871895206  
Ankit: 7838187649  
[falconad2002@yahoo.com](mailto:falconad2002@yahoo.com),

(Approved rate list is at Annexure-II)

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## Empanelment of "VIDEOGRAPHY & PHOTOGRAPHY"

### Minimum Rates for Videography

Assignment Rate (inclusive CD/DVD-(R/W)/ Pen drive and providing few video clip during ongoing programme or within one hour after programme for social media)

S. No.	Hours	Single Camera (Rate in Rs.)			Double Camera (Rate in Rs.)		
		High Definition (HD) 720p	Full High Definition (FHD) 1080p	Ultra High Definition (UHD) 4K	High Definition (HD) 720p	Full High Definition (FHD) 1080p	Ultra High Definition (UHD) 4K
1	2 Hours	2500	3000	3500	4500	5300	6000
2	4 Hours	3000	3500	4200	5000	6000	6700
3	6 Hours	3500	4000	5500	6500	8200	9000
4	8 Hours	4000	4500	6000	7500	9700	10500
5	10 Hours	4500	5000	6750	8500	11200	12000
6	12 Hours	5500	6000	7500	10500	12700	13500

**GST 18% Extra charges**

### Minimum Rates for Photography

Assignment Rate (inclusive CD/DVD-(R/W)/ Pen drive and providing few pictures during the ongoing programme for social media)

S. No.	Hours	Rates (In Rs.)
1	2 Hours	3000
2	4 Hours	3500
3	6 Hours	5000
4	8 Hours	6000
5	10 Hours	7000
6	12 Hours	8000

**GST 18% Extra charges**

### Minimum Rates for photography

Rate (inclusive Album)

S. No.	Size	Size Rates for 1st Copy (In Rs.)	Rates for subsequent copies (In Rs.)
1	4" x 6"	10	10
2	5" x 7"	12	12
3	8" x 10"	26	26
4	Any other	As per size	As per size

**GST 18% Extra charges**

Note: No transportation charges for reaching in venue(s) of event in Delhi NCR will be paid by ICCR. No additional charge for purchase of CD/ DVD / Pen drive will be paid by ICCR.

Name  
Designation  
Authorized Signature with Seal  
Mobile No.



