

Ref No.- CCL/PRD/111

Date: 15/07/2025

Notice Inviting Quotation

Sub: Invitation for Submission of Photography, Videography, Dronography, and Video Production Services Rates

1. QUOTATION DETAILS:-

Name of Work:	Empanelment of firms/vendors/agencies for Photography Videography Dronography and Video Production Services Rates.
Location of Work:	Corporate Communication & Public Relations Department Central Coalfields Limited Darbhanga House. Ranchi-834001.

2. IMPORTANT DATES: -

S. N.	Particulars	Dates	Time
1	Start Date for downloading/collecting Quotation Document	16/07/2025	11:00 AM
2	Last Date for downloading/collecting Quotation Document	25/07/2025	06:00 PM
3	Start Date for Submission of Bids	16/07/2025	05:00 PM
4	Last Date for Submission of Bids	25/07/2025	06:00 PM
5	Date of Opening of Bids	26/07/2025	11:00 AM

The quotation documents can be downloaded from the CCL website https://www.centralcoalfields.in/ind/index_h.php and also from Central Public Procurement Portal i.e. CPP Portal (www.eprocure.gov.in).

3. IMPORTANT DETAILS AND INSTRUCTIONS: -

- I) Sealed filled up quotations containing Price Bid as per Annexure-II in Single Part will be received in the Office of HoD (CC&PR),CCL,Ranchi in the aforementioned time period along with the following self-attested (with signature and seal) documents: -
 - A. PAN Card
 - B. Legal status of the bidder: Document(s) covered under any one of the following sub-head(s)
 - i) Affidavit or any other document to prove proprietorship/individual status of the bidder.
 - ii) Partnership deed containing name of partners
 - iii) Memorandum & Article of Association with certificate of incorporation containing name of bidder.
 - C. GST Registration Certificate
 - D. IT Returns for last three FY i.e, 2022-23, 2023-24 and 2024-25

- E. Address Proof of the registered office in Ranchi
- F. The Agency must be in the field of Photography, Videography, Dronography, and Video Production Services for a period of at least 3 years ending last day of the month previous to one in which the NIQ is invited.
- G. The proprietor/owner of the firm should not be related to any currently working employee of CCL. A declaration to this effect must be provided (Annexure-I).

II) All the documents submitted should be sealed and signed by the bidder or his authorized representative. In case the authorized representative is signing documents/submitting bid, then an Authorization Letter to that effect has to be submitted along with the bid.

III) Quotations will be received at the following address only before the deadline for bid submission: -

**The Office of HoD (CC&PR)
Corporate Communication & Public Relations Department
Central Coalfields Limited, Darbhanga House, Ranchi-834001.**

IV) It is the responsibility of the bidder to ensure that the bid is received in the office of the **HoD(CC&PR),CCL, Ranchi** within the deadline for bid submission, failing which the bid will be considered invalid.

V) The envelope/ covers shall be sealed and submitted by the bidder. The envelope/ cover shall indicate the name of the work, name of the bidder along with the address, reference no. of NIQ, Contact Number and E-mail ID.

VI) The evaluation of quotations received shall be done in line with evaluation done in Single cover system. The evaluation will be done based on the documents submitted by the bidder along with his bid and no clarification shall be sought from bidders.

VII) The sealed quotations will be opened on the scheduled date in the office of **HoD(CC&PR),CCL, Ranchi** in presence of the committee members.

VIII) After the scrutiny of the submitted bid documents, the lowest rate i.e., L-1 quoted amongst all the different services by the participating vendors will be finalized as the new fixed rate.

IX) All the participating vendors who submit their written consent to provide the listed services at the newly fixed rate will be empaneled by the department.

X) Work will be allocated to these empaneled vendors on a rotational basis as per the roster maintained by the CC&PR Department.

4. DURATION OF EMPANELMENT OF ADVERTISING AGENCIES

1. The empanelment will be done for all eligible agencies/firms meeting the qualification requirements as per NIQ documents for executing CCL's awarded work. The empanelment of selected agencies shall be for a **period of 03 (three) years**, from the date of empanelment, if required, which may be extended for a period of six months at a time, maximum up-to one year, depending on performance of the empaneled agencies, at the same terms and conditions of empanelment, after obtaining competent approval for each extension, subject to satisfactory performance and compliance with CCL norms.

2. Performance: The empanelment of agency will be valid for three years. However, the performance of the agency shall be continuously monitored and in case of incidence of non-performance(s), CCL reserves the right to stop giving business without assigning any reason there of and/or terminate the empanelment.

3. CCL will have right to remove any agency from the empaneled list without assigning any reason whatsoever, such decision shall be final and binding on empaneled agencies.

5. OTHER TERMS & CONDITIONS OF EMPANELMENT

The empaneled agencies shall have to comply with the following:

I) One Bid/Application per Bidder/Applicant: Each bidder/applicant shall submit only one bid/application, either individual/proprietor, or as a partner in a partnership firm or a company. A bidder/applicant who submits or participates in more than one bid/application will cause all the proposals with the bidder/applicant's participation to be disqualified.

Canvassing in connection with the NIQ in any shape or form is strictly prohibited and bid/application submitted by such bidder/applicant who resort to canvassing shall be liable for rejection.

II) All Empaneled Agencies shall have to comply with "Terms and Conditions" as given in NIQs document.

III). CCL reserves the right to reject all or any of the application, wholly or partly, without assigning any reason whatsoever.

IV) The agency shall make available the complete contact address of its Directors and local representative to CCL and update for subsequent change of details, if any.

V) CCL being a prime energy provider in the country, many of the requirements could be of urgent nature. The agencies have to respond to such demands despite holidays/beyond office hours.

VI) Although, it would be endeavor of CCL to distribute jobs equitably among the empaneled agencies. However, CCL reserves the right to allocate the job amongst the empaneled agencies on its own discretion.

VII) Mere empanelment does not confer automatic rights to any agency to secure/procure jobs. Notwithstanding the empanelment, CCL will be at liberty to award any assignments as outlined in the scope of work to any agency other than those empaneled depending on the situation and requirement. The decision of CCL in this regard, shall be final.

VIII) CCL has the right to use the advertisements/visuals/audio/films etc. cleared for release for its own future purpose without any financial obligations towards the agency. CCL may ask the agency to deposit one set of positives/Soft copy of the matter/works of such releases at no extra cost.

IX) Delayed/Non-Execution of Work Assigned:

A. In case of any assigned work is executed by an empaneled agency against a work/release order for a particular assignment, in such a manner that a part or whole work is executed after

the due date, HOD (CC&PR) will have discretion to deduct the amount from the bill of the agency corresponding to the part of the work delayed.

B. If there is any deviation related to NIT in such circumstances GM/HoD (CC&PR) will be the competent authority for temporary suspension/ any punitive action and resumption of work. Further, in special circumstances that may arise, CCL may require services of any agency(ies) outside empanelment for execution, if situation so warrants. No claim of empaneled agencies shall be entertained in this regard.

6. TERMS OF PAYMENT:

A. The Agencies will not be paid any cost charge or fee for empanelment in the company.

B. While submitting its bills for payment from CCL for jobs done, the agencies must ensure that they enclose the following documents for speedy clearance.

1. Pre-receipted Agency Bill in triplicate (duly stamped)
2. Original bills of works performed/Service rendered
3. Two sets of photographs/video/audio etc. in a pen drive
4. Copy of Work order/Release Order issued by CCL
5. E-mandate form, dully filled in

C. All duties, taxes and other levies shall be included in the rates, and total bill submitted by the empaneled agency. All incidentals, overheads etc. as may be attendant upon execution and completion of works shall also be included in the rates submitted by empaneled agencies in their bill/quotation for any job. The amount of GST, as applicable, shall be mentioned separately in the bill. The agency executing the said work shall mention the GST Registration No. (of both i.e. Service Provider and Receiver), rate and amount separately in the bill.

D. Payment of GST by the service receiver (i.e. CCL), to the service provider would be made only on the latter submitting a Bill/Invoice in accordance with the provision of relevant GST rules.

E. CCL will strive to clear payments of bills submitted by agencies within 30 days of submission of the bills with all enclosures.

F. E-Payment: All the empaneled advertising agencies upon their empanelment have to furnish the details of their bank A/c Nos. Name and Address of the Bank and Branch Code and other related details as per the E-Mandate form issued from CCL. Empaneled advertising agencies are required to submit an Authorization form duly signed for e-payment to them. All the payments to be made by CCL will be through RTGS/NEFT.

7. MODIFICATIONS IN TERMS: CCL reserves the right to change terms and conditions as may be required. Any changes in the terms and conditions contained herein shall have effect only prospectively and shall be valid only if recorded in writing and signed by the authorized officers of the CCL and the agency.

8. PERFORMANCE: The empanelment of agency will be valid for three years. The performance of the agency shall be continuously monitored and in case of incidence of non-

performance(s), CCL reserves the right to stop giving business without assigning any reason there of and/or terminate the empanelment.

9. SUSPENSION/TERMINATION: The company shall, in addition to other remedial steps to be taken as provided in the NIQ document be entitled to cancel or suspend the empanelment, and whether the duration of empanelment has or has not elapsed, by notice in writing if the empaneled advertising agencies commits/defaults on account of any of the following –

a. Makes default in proceeding with the works assigned with due diligence and continues to do so even after a notice in writing from the HOD(CC&PR), then on the expiry of the period as specified in the notice

b. Commits default/breach in complying with any of the terms and conditions of the NIQ document and does not remedy it or fails to take effective steps for the remedy to the satisfaction of the HOD(CC&PR), then on the expiry of the period as may be specified by the HOD(CC&PR) in a notice in writing.

c. Fails to complete the work or items of work with individual dates of completion, on or before the date/dates of completion or as extended by the company, then on the expiry of the period as may be specified by the HOD(CC&PR) in a notice in writing.

d. If the department receives complain from the the agency has failed to settle the bills of the newspapers within four weeks of receiving payment from CCL.

e. Also, if the services of the agency are not found satisfactory, CCL shall have the right to cancel the empanelment with them at any time without assigning any reason and without any financial compensation to the Agency.

f. In addition to the above points, either party may terminate the empanelment by giving notice in writing to the other. The obligations of the parties shall continue during the notice period

10. Employer's Right to Accept any Bid/Application or to Reject any or all Bids/Applications:

The Employer reserves the right to accept, or reject any bid/application and to cancel the NIQ process and reject all bid/application, at any time prior to empanelment, without thereby incurring any liability to the affected bidder/application or bidders/applications or any obligation to inform the affected bidder/application or bidders/applications of the grounds for the CCL's action.

11. No subletting of work as a whole by the empaneled agency is permissible after empanelment. Subletting of work in piece rated jobs is permissible with the prior approval of the Department.

12. This NIQ notice shall be deemed to be part of the empanelment and its stipulation supersedes corresponding clauses mentioned anywhere else in the EOI document.

13. SETTLEMENT OF DISPUTES: It is incumbent upon the agency to avoid litigation and disputes during the course of execution. However, if such dispute takes place between the agency and the department, effort shall be made first to settle the disputes at the company

disputes/claims within 30 (thirty) days of arising of the cause of dispute/claim failing which no disputes/ claims of the agency shall be entertained by the company.

14. ARBITRATION: Any dispute arising during the period of empanelment, the said dispute would be settled either by an Arbitrator, so nominated/appointed by CCL, after seeking the consent of the agency, by being mutually agreed upon the choice of Arbitrator and the terms of reference.

15. LEGAL JURISDICTION: Matters relating to any dispute or difference arising out of this NIQ and subsequent empanelment based on this NIQ shall be subject to the jurisdiction of District Court, Ranchi.

16. The Company reserves the right to postpone the date of receipt and opening of NIQ or to cancel the NIQ without assigning any reason whatsoever.

CONTACT FOR QUERIES:

The Office of HoD (CC&PR)

Central Coalfields Limited, Darbhanga House, Ranchi

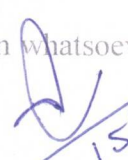
Phone: +91 75418 92203 | Email: cclpr06@gmail.com

Note:

1. During the execution of the work/services, if the GST status of the bidder changes, then the payment of GST, if any, to the contractor will be made as per the GST status declared by the bidder during NIQ stage based on which cost to company has been ascertained or at actuals, whichever is lower.

2. The participating agencies are hereby advised to keep checking the websites https://www.centralcoalfields.in/ind/index_h.php and www.eprocure.gov.in (i.e., Central Public Procurement Portal) for any corrigenda issued in respect of this Notice Inviting Quotation, extension in Document Download Dates, Bid Submission Dates and Date of Bid Opening, etc., to keep themselves updated.

3. CCL reserves the right to cancel the NIQ without assigning any reason whatsoever, such decision shall be final and binding.


15/07/25
HoD (CC&PR)
CCL, Ranchi

Annexure – I

Undertaking Regarding Non-Relation with Employees of CCL

(To be submitted on the Letterhead of the Firm and duly signed by the Proprietor/Owner)

UNDERTAKING

I, **[Name of the Proprietor/Owner]**, son/daughter of **[Father's/Mother's Name]**, resident of **[Full Address]**, do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Owner of the firm **[Name of the Firm]**, having its registered office at **[Firm's Address]**.
2. That I am submitting this undertaking in connection with the registration/empanelment/NIQ process with **Central Coalfields Limited (CCL)**.
3. That neither I, nor any of my close relatives, are currently employed with Central Coalfields Limited (CCL) in any capacity.
4. That in the event this declaration is found to be false or incorrect at any stage, CCL shall have the full right to cancel my registration/contract/empanelment without any prior notice, and take any action as deemed fit under the rules.

I declare that the above information is true and correct to the best of my knowledge and belief. Nothing has been concealed therefrom.

Place: _____

Date: _____

Signature: _____

Name: _____

Designation: Proprietor/Owner

Firm Name: _____

Seal of the Firm (if applicable)

Annexure – II (Price Bid)

You are requested to submit the rate for the following services strictly in the format given below in your firm's letter pad:

1. Full HD (1920 x 1080) Videography (Per Day): Rs _____/- Day
2. Full HD (1920 x 1080) Photography (Per Day): Rs _____/- Day
3. 4K Resolution Drone Shooting with minimum range of 1KM (Per Day): Rs _____/- Day
4. Editing Rate for HD Format Video:

Duration	Editing with Graphics, Transition Effects, Music, etc.	Voice Over	Grand Total (Rs)
Up to 01 Min			
Above 01 Min to 2 Min			
Above 02 Min to 05 Min			
Above 05 Min to 15 Min			
Above 15 Min to 30 Min			
Above 30 Min			

5. Animation Services:

- a) 2D Animation (Rate per second): Rs _____/-
- b) 3D Animation (Rate per second): Rs _____/-

6. Instant Photo Framing at Venue:

- a) 5 pcs. (5x7 inch): Rs _____/-
- b) Each additional (5x7 inch): Rs _____/-
- c) 5 pcs. (8x8 inch): Rs _____/-
- d) Each additional (8x8 inch): Rs _____/-
- e) 5 pcs. (8x10 inch): Rs _____/-
- f) Each additional (8x10 inch): Rs _____/-
- g) 5 pcs. (10x12 inch): Rs _____/-
- h) Each additional (10x12 inch): Rs _____/-

7. Photo Book Albums:

- a) Photo Book with Leather Cover & Bag (Up to 50 Photos): Rs _____/-
- b) Photo Book with Leather Cover & Bag (Up to 100 Photos): Rs _____/-