



NATIONAL CAPITAL REGION TRANSPORT CORPORATION



Regional Rapid Transit System Empanelment of Agencies for RRTS Project Documentation (Videography)

(Empanelment Document – January 2021)

7/6, Siri Fort Institutional Area, August Kranti Marg,
New Delhi – 110049
www.ncrtc.in

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**Empanelment of Agencies for RRTS Project Documentation
(Videography) for NCRTC**

Application Date -08.01.2021

A. GENERAL INFORMATION

1. **National Capital Region Transport Corporation Ltd. (NCRTC)**, a joint venture Company of Government of India and participating States, having its Corporate office at 7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi – 110049. National Capital Region Transport Corporation (NCRTC) created for designing, developing, implementing, financing, operating and maintaining a rail based Regional Rapid Transit System (RRTS) in National Capital Region (NCR) to provide comfortable and fast transit to NCR towns and meet the high growth of transport demand. Further details about NCRTC are available on the website www.ncrtc.in.
2. NCRTC intends to empanel Agencies for **RRTS Project Documentation (Videography)**, who can do various works of professional videography, Animation etc. including HD drone recording with the work of editing and creating graphics in various formats to make video clips/films/AVs etc. These will constitute as **Eligible Works** for the purpose of empanelment of agencies. NCRTC intends to empanel a maximum of **3 (Three) Agencies for a period of 3 years extendable to another year on satisfactory performance.**
3. NCRTC invites sealed applications for empanelment from established and qualified Agencies for **03 (three) years period**, which may be extended for another a year subject to satisfactory performance.
4. Application in the enclosed format and all desired documents as per Packet A and B, addressed to **GGM/PROCUREMENT, National Capital Region Transport Corporation Ltd, 7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi – 110049**, should be submitted **upto 15:00 hrs on 01.02.2021**. In case the date fixed is declared a holiday, the application should be submitted on the next working day upto 15:00 hrs without any further notice by NCRTC.
5. Application received after the stipulated date and time will not be accepted. NCRTC will not be responsible for any postal delay.
6. NCRTC reserves the right to reject the incomplete and conditional applications.
7. All the documents attached will have to be attested by the Company's Head of Department or authorised representatives. All documents, data and other statements in the application will be subjected to strict proof check and verification by NCRTC, if felt necessary.
8. NCRTC reserves the right to not assign reasons for declining to consider any particular application or applications. NCRTC also reserves the right to accept or reject any application or all applications without assigning any reason.
9. NCRTC reserves the right to seek performance report from other clients of the Agencies.

10 DEFINITIONS

The following terms whenever used in this Application have the following meanings:

- (a) “Employer” means the implementing agency i.e. **National Capital Region Transport Corporation Ltd. (NCRTC)** that empanel the agency for the Services.
 - (b) “Agency/ Firm” means a legally-established professional firm or entity empanel by the employer to provide the Services.
 - (c) “Day” means a working day.
 - (d) “Effective Date” means the date on which this agreement comes into force and effect on the date (the “Effective Date”) of the Employer’s notice to the Agency instructing the agency about date of empanelment.
 - (e) “Services” means the work to be performed by the Agency pursuant to this application, as described in Scope of work hereto.
11. **Conflict of Interest:** An applicant (agency) or any of its constituents shall not have conflict of interest. All applicants found to have a conflict of interest shall be disqualified. An applicant shall be considered to be in a conflict of interest with one or more parties in this empanelment process, if, including but not limited to:
- (a) they have controlling shareholders in common; or
 - (b) they receive or have received any direct or indirect subsidy from any of them; or
 - (c) they have the same legal representative for purposes of this application; or
 - (d) they have a business relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the empanelment application of another applicant, or
 - (e) an Applicant cannot participate as a single entity in more than one application for a package in this empanelment process. Participation by an applicant in more than one application will result in the disqualification of all applications in which the partner is involved. Also, an applicant cannot be a sub-contractor to another applicant. However, this does not limit the inclusion of the same subcontractor in more than one application;
12. **Fraud and Corruption:** The Employer requires that applicants/agencies observe the highest standard of ethics during the empanelment execution of works. In pursuance of this policy, the Employer:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - a. “corrupt practice” means offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any agencies in the empanelment process or the execution of a work;
 - b. “fraudulent practice” means a misrepresentation or omission of facts in order to influence empanelment process or the execution of work;
 - c. “collusive practice” means a scheme or arrangement between two or more agencies, with or without the knowledge of the Employer, designed to influence the action of any party in a empanelment process or the execution of a work;
 - d. “coercive practice” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in an empanelment process, or affect the execution of a work;
 - (b) has the right to reject the application for empanelment if it determines that the agency recommended for empanelment has, directly or through an agent, engaged

- in corrupt, fraudulent, collusive, or coercive practices in competing for the empanelment; and
- (c) will sanction an agency or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in Employer's activities, if it at any time determines that the agency has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for empanelment, or in executing a work of the Employer.
 - (d) In case it is found during the evaluation or at any time before empanelment or after its execution and during the period of subsistence thereof, that the agency has made material misrepresentation or has given any materially incorrect or false information, the agency may be
 - a. disqualified and banned for further business dealings for a period of five (05) years with the Employer forthwith if not yet appointed as the empanelment by issue of Letter of empanelment.
 - b. And if the agency has already been issued the Letter of empanelment or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this empanelment document, be banned for further business dealings with the Employer for a period of five (05) years, by a communication in writing by the Employer to the agency without the Employer being liable in any manner whatsoever to the agency, as the case may be. Further the empanelment of the agency may be terminated and the decision of Employer in this regard shall be final and binding on the agency.
13. To assist in the examination, evaluation and comparison of the Empanelment Applications, NCRTC may, at its discretion, ask any Applicant for a clarification of its Application. Any clarification submitted by an Applicant that is not in response to a request by the Applicant shall not be considered. NCRTC's request for clarification and the response shall be in writing. No change in the substance of the Application shall be sought, offered, or permitted, except to confirm the correction of errors discovered by the NCRTC in the evaluation of the Empanelment Application. The Applicant shall respond to the queries. If an Applicant does not provide clarifications of its application by the date and time set in the NCRTC's request for clarification, their application shall be evaluated as per the available information in the submitted application.
14. NCRTC reserves the right to reject the application, in case the agency was blacklisted by any of its client since January 2017.

B. SCHEDULE OF EMPANELMENT PROCESS

Sl. No.	Items	Details
1	Date of starting of the Empanelment Process (Notice publishing date on NCRTC website and in newspaper)	January 8, 2021
2	Downloading of application started from NCRTC website i.e. www.ncrtc.in	January 8, 2021, 1100 hrs
3	Last date for seeking clarification	January 15, 2021 1500 hrs
4	Last date of submission of application	February 01, 2021, 1500 hrs
5	Place and Address for submission of application	GGM/PROCUREMENT, NCRTC Corporate Office, 7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi – 110049
6	Date, Time and Venue for opening of the received applications	February 01, 2021, 15:30 hrs. at Ground Floor, Conference Room, NCRTC Corporate Office, 7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi – 110049
7	Address for communication	GGM/PROCUREMENT, NCRTC Corporate Office, 7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi – 110049
8	Contact Officials	GGM/PROCUREMENT, Contact – 011 – 41066943, Email: procurementcell@ncrtc.in

C. SCOPE OF WORK

Scope of work broadly consists of, but not limited to the following:

RRTS Project Documentation works:

1. Recording of various construction works, inspections, visits, seminars, interviews etc with the help of various HD/4K video cameras/DSLRs and drones.
2. Sharing the recording/untouched documented data with NCRTC in a suitable format preferably in a Pen Drive.
3. Editing, creating & publishing various formats of video raw footages with suitable Animation and Graphics works for creating various formats of video clips/films/AVs and appropriate clips for social media requirements in MP4/GIF etc.
4. To maintain a record of all the data for archiving.

D. ELIGIBILITY CRITERIA

1. The agency should be a reputed firm/organisation/studio having minimum of three years' profound experience in 'Eligible Works' such as videography, Animation etc. including HD drone recording with the work of editing and creating graphics in various formats to make video clips/films/AVs etc.
2. The agency should have an average annual turnover of Rs. 38 Lakhs in the last 03 audited financial years from 'Eligible Works'. The turnover for 2017-18, 2018-19 & 2019-20, duly certified by CA with generation of separate UDIN for the same (Relevant document from Chartered Accountant to be enclosed). (In case of non-availability of turnover figures for F.Y. 2019-20, the same for F.Y. 2016-17 may be submitted).
3. The agency should have a valid GST registration certificate. (A copy of the same should be submitted with application).
4. The agency should have ownership or access to proper technical gears such as drone cameras, HD/4K cameras/DSLRs, Video Lenses, editing equipment's and other accessories required for such kind of activities. (A declaration in this regard should be submitted with application).
5. Agency should have a full-fledged office in Delhi/Noida/Gurugram/Ghaziabad/Faridabad.

E. FURNISHING OF DOCUMENTS:

1. All agencies willing to apply for the empanelment shall fill the application form along with Packet A and Packet B documents as per the requirements of "Selection Procedure".
2. NCRTC will scrutinize both Packets of documents in the process of finalisation of empanelment. Packet B documents will be opened only for those agencies who have been shortlisted after Level A Screening.

3. All application documents should be sealed in one envelope (marked as Packet A-Application), while the video/clips/creatives should be sealed in another envelope (marked as Packet B).

At the time of submission both envelopes should be put in **one larger sealed envelope with Mentioned the Name of work clearly on top of envelop.** The envelope with films/creatives (Packet B) will be opened for assessment only if all application documents (Packet A) are found to be in order as elaborated in the selection procedure.

4. **All pages in the application envelope (Packet A) as well as the creative envelope (Packet B) have to be serially numbered, in the absence of numbering, NCRTC reserves the right to reject the application.**
5. **Company's CEO/ or authorised official on behalf of the applicant Agency must sign on each and every page of the application, terms and conditions and all documents submitted (in addition to verification/attestation, if required).**

The written confirmation of authorization to sign on behalf of the Applicant shall consist of:

- (a) In case of Private/Public Companies, a Power of Attorney (POA) from the Director of the Company who has been authorized by the Board of Directors through resolution to sign on behalf of the Company. Copy of Board Resolution shall also be submitted.
 - (b) In case of proprietorship applicants, affidavit should be submitted.
 - (c) In case of partnership applicants, Partnership deed should be submitted.
6. If an application is not in prescribed format or not accompanied by all the necessary documents, it may be rejected.
 7. NCRTC reserves the rights to add, delete or revise any of these conditions, and also include special conditions as new ones, as and when required. The decision of NCRTC in this regard shall be final and binding on all.
 8. An agency, which has been empanelled, may be removed from the panel in case it is observed that the agency has submitted incorrect documents during/after the empanelment process.
 9. Canvassing or recommendations or putting pressure from any source to influence the process of empanelment by National Capital Region Transport Corporation Ltd will lead to automatic disqualification and such applications will be summarily rejected / will not be considered.

F. Documents to be furnished – (Packet A) for Level A Screening

1. Agency's Name, Address, Status, PAN No. & GST registration certificates will have to be attached with the application.
2. Statement certifying turnover:

Agency must have an average annual turnover of Rs.38 Lakhs in the last 03 audited financial years from 'Eligible Works'. The turnover for 2017-18, 2018-19

& 2019-20, duly certified by Chartered Accountant/ Auditor of the Agency with proper seal and signatures with generation of separate UDIN for the same. (In case of non-availability of turnover figures for F.Y. 2019-20, the same for F.Y. 2016-17 may be submitted.)

3. Copy of the memorandum of articles of association/partnership, deed/proprietorship deed/certificate of incorporation (in case of company) etc. must be attached with the application without fail. Franchise is not permitted, application submitted by franchisees will not be entertained. Joint Ventures are not permitted.
4. A declaration/undertaking regarding ownership or access of technical gears such as drone cameras, HD/4K cameras/DSLRs, Video Lenses, editing software's and other equipment's etc. should be submitted with application.
5. Work orders with completion certificate/performance certificates for 'Eligible Works' (as described above) must be submitted for last 3 years.
6. Agency should have a full-fledged office in Delhi/Noida/Gurugram/Ghaziabad/Faridabad. An address proof of the existence of the office such as bills of landline telephone connections/electricity bills/rent/lease deeds must be provided.

G. Documents & Creatives to be furnished – Packet B - for Level B Evaluation process.

1. The list of the professionals on rolls with Agency's office, mentioning their name, designation (indicating their specialization/area of work), academic and professional qualifications and length of service signed by the authorized signatory of the Agency.
2. List of clients of the agency with dates from and to, regarding period of engagement from last 3 (three) years, duly certified by authorised signatory of the agency.
3. The total experience of the agency for the 'Eligible Works' also should be mentioned Year wise, with sufficient proofs such as work order/completion certificate/performance certificate or billing details.
4. The Agency should submit their best 3 (three) video clips/films/AVs including graphics and animation works for evaluation process. The same will be evaluated on the basis of the parameters given under selection procedure. **Language for such submissions can only be English/Hindi.**

H. SELECTION PROCEDURE

NCRTC intends to empanel maximum of 03 (Three) Agencies for RRTS Project Documentation for a period of three years. The selection procedure has been divided into following two levels:

Level A Screening –

The Level A screening will evaluate whether the agencies have submitted all relevant documents in the prescribed format or not and whether they conform to the financial guidelines set by NCRTC. The documents submitted in Packet A will be evaluated for this purpose. The applications

of the qualified agencies will be submitted for the Level B Evaluation for further processing.

Level B Evaluation –

The shortlisted agencies recommended after Level A screening along with documents & videos/clips/creatives submitted under Packet B by the shortlisted agencies will then be analysed at Level B Evaluation.

The agencies will be shortlisted on the basis of submission of documents & video/clips/creatives under Packet B and marks awarded after critical review of the same. **The agencies would be analysed on a scale of 100. The allocation of marks will be as follows:**

Sl. No.	Evaluation Criteria	Scoring methodology	Maximum Marks
1	Experience of handling 'Eligible works'.	(Years of Experience – Marks) 1. 3 – 5 Years – 5 marks 2. 6 – 10 years – 10 marks 3. More than 10 years – 15 marks	15
2	List of Clients of the agency in last 3 years	(No. of Clients – Marks) 1. 1 to 2 – 2 marks 2. 3 to 10 – 5 marks 3. More than 10 – 10 marks	10
3	List of Professionals on roll (indicating their specialization/ area of work)	(No. of professionals – Marks) 1. 4 - 7 – 3 marks 2. 7 – 10 – 7 marks 3. More than 10 – 10 marks	10
4	No. of the Clients in the Government/ Metro rail/PSU sector	(No. of Clients – Marks) 1. 1 to 3 – 2 marks 2. 4 to 10 – 5 marks 3. More than 10 – 10 marks	10
5	Quality of submitted Video clip/film/AVs including graphics and animation (of 3 best submitted)		15
6	Innovation/Impressive treatment aesthetics/uniqueness of ideas etc. (of 3 best submitted)		20
7	Clarity of information		10
8	Quality of Script, Super (titles) etc.		10

Total - 100 marks

To decide upon the above parameters, the committee may also call agencies for **presentations**, if it considers necessary. However, **no additional weightage** will be given for the presentation.

In case there is a tie, on marks awarded to applicants, empanelment would be decided on the basis of the largest number of works done for any Government/Metro/PSU/others since January 2017.

The minimum cut off criteria for shortlisting at Level B will be 60% marks, which means agencies scoring 60% or more percentage of total marks at level B screening will only be considered for empanelment. Maximum of Top 03 (three) agencies scoring highest marks at level B screening will be empanelled as Agency for RRTS Project Documentation for NCRTC.

I. Post Empanelment

1. The duration of the empanelment will be for a period of 3 (Three) years from the date of finalisation of empanelment, subject to satisfactory performance from the date of issue of the letter of empanelment. **Performance reviews on the responsiveness of the empanelled agencies will be conducted for the continuation or extension of the tenure of empanelment during the tenure of the empanelment.**
2. NCRTC reserves the rights to terminate the panel/empanelment of any of the empanelled agency/ agencies at any time before expiry of the empanelled period without assigning any reasons by giving one month's notice.
3. NCRTC can also terminate the empanelment of any Agency at any time for not fulfilling any of the terms and conditions or not delivering quality in the work. The Agency shall not be entitled for any damage or compensation against such termination.
4. **Arbitration** - All questions, disputes and /or differences arising under or in connection with this empanelment shall be resolved by Arbitration as per the provisions of 'The Arbitration and Conciliations Act -1996' as amended from time to time. The event shall be referred to the sole arbitration of the officer or person nominated by the Managing Director/NCRTC whose decision in this regard shall be binding on the applicant. The venue of the arbitration shall be New Delhi. The Fee & expenses of the arbitration Tribunal shall be shared jointly in equal proportion by the parties.
5. In case of any dispute or difference arising between the parties under this Application and arising/ relating to this Application shall be governed by and construed in accordance with the laws of India and the parties hereto irrevocably submit to the exclusive, jurisdiction of the Courts in Delhi to try any suit, proceeding in connection herewith in that behalf.
6. In the event of any breach of the said terms and conditions of the empanelment, NCRTC may de-empanel and debar the agency from participating in the future works of NCRTC for a period of 1 year.

J. Work procedure

1. Being empanelled does not guarantee for any work from NCRTC. Work will be allocated as per the need basis. NCRTC is free to get the work done from any empanelled agency as per their capability and responsiveness.
2. It is made clear that no incidental charges of any nature will be payable by NCRTC, to cover any such cost incurred by the Agency during the process of execution of release orders of the pertaining work. The work will primarily be done on the prevalent **DAVP rates** (enclosed). For other items (not mentioned in the DAVP document), a competitive rate will be finalised after the empanelment.
3. The empanelled agency shall ensure that work is completed within given time provided with the work order, it will be the discretion of the CPRO, NCRTC to impose penalty and/or allow partial/ total payment in case of delayed response.
4. The empanelled agency will ensure supply of the copies of the video/clips/untouched data etc in a suitable storage device preferably in a Pen Drive and keep a copy/original with them for archival purpose (till the completion of empanelled period). The same is to be submitted to NCRTC as per the requirement.
5. The Agency will have to ensure compliance with copyright, patents and other Intellectual Property Laws, in all material, including video footages, supplied by them. The Agency will be completely liable in all such cases, and no liability shall lie with NCRTC.
6. The agency should abide by and have good understanding of various laws/regulations governing production of films/videos such as:
 - a. The Emblems and Names (Prevention of Improper use) Act, 1950.
 - b. Indecent Representation of Women Act, 1989.
 - c. Monopolies & Restrictive Trade Practices Act, 1969. Now competitive Act, 2002.
 - d. Drugs and magic remedies Act, 1954.
 - e. Prize competition Act, 1953.
 - f. Section 24 of the Food Safety & Standard (FSS) Act, 2006.
 - g. RBI Rules and Regulations.
 - h. Prohibition Acts such as prohibition of smoking, defacing of public property, monuments, etc.
 - i. Defamatory Advertisements, etc.
 - j. Information Technology Act, 2000.
 - k. Other relevant Acts.
7. The NCRTC Corporate Communications Office or its representatives have all rights to inspect Agency's premises during office hours on any working day and check /inspect any record of the Agency connected with the working related with NCRTC.

K. Billing/ Payment

1. Payment will generally be done within 30 days of the submission of the invoice, subject to satisfactory completion of the job.
2. The Agency will submit computerized bills along with the issued work order and certification of expected deliverables.
3. Agency shall be solely responsible for raising correct invoices/bills in all respect and a 'certificate' to the effect will have to be endorsed on all the bills.

4. NCRTC reserves the right to disallow a part or full payment against any bill, if any of the terms of agreement is violated.
5. Only in case of unavoidable circumstances, the Agency may submit one supplementary bill in respect of the work done against one release order.
6. The Agency will have to submit full & final bill, positively within 30 days from the date of work done. NCRTC will make payment after due check of the bill, submitted along with proof of all work done.

L. Application Cost

The cost borne by the Agency for applying for empanelment with the NCRTC, cannot be claimed for refund or reimbursement.

Annexure 'A'

CHECKLIST OF DOCUMENTS AND DECLARATIONS TO BE SUBMITTED IN PACKET A & B

Sl.no.	Checklist	Packet	Submitted/ Not submitted
1.	Agency's Name, Address, Status, PAN No. & valid GST registration certificate	A	
2.	Company's CEO/ or authorised official on behalf of the applicant Agency must sign on each and every page of the application, terms and conditions and all documents submitted (in addition to verification/attestation, if required)	A	
3.	The turnover for 2017-18, 2018-19 & 2019-20 duly certified by Chartered Accountant/ Auditor of the Agency with proper seal and signatures with generation of separate UDIN for the same (In case of non-availability of turnover figures for F.Y. 2019-20, the same for F.Y. 2016-17 may be submitted.)	A	
4.	Copy of the memorandum of articles of association/partnership, deed/proprietorship deed/ certificate of incorporation (in case of company) etc. attested by authorised signatory of the Agency.	A	
5.	An address proof such as bills of landline telephone connections/electricity bills/rent/lease deeds etc for the existence of the Agency office in Delhi/Noida/Gurugram/Ghaziabad/Faridabad.	A	
6.	A declaration regarding ownership or access of technical gears such as drone cameras, HD/4K cameras/DSLRs, Video Lenses, editing software's and other equipment's etc.	A	
7.	Work orders with completion certificate/performance certificates for 'Eligible Works' (as described above) for last 3 years.	A	
8.	The list of the professionals on rolls with Agency's office, mentioning their name, designation (indicating their specialization/area of work), academic and professional qualifications and length of service signed by the authorized signatory of the Agency	B	
9.	List of clients of the agency with dates from and to, regarding period of engagement from last 3 (three) years, duly certified by authorised signatory of the agency	B	

10.	List of total experience of the agency for the 'Eligible Works' Year wise, with sufficient proofs such as work order/completion certificate/performance certificate or billing details.	B	
11.	Best 3 (three) video clips/films/AVs including graphics and animation works for evaluation process. Language for such submissions can only be English/Hindi.	B	

Declaration: All the documents furnished by the
Creative & Advertising agency are
 genuine and original. The undersigned has verified the documents and takes full responsibility
 in ensuring their authenticity.

**Signature of the Agency official
 with designation and official seal**

Annexure 'B'

**FORMAT FOR SUBMITTING APPLICATION FOR EMPANELMENT IN NATIONAL
CAPITAL REGION TRANSPORT CORPORATION**

Date: _____

Name of Agency _____
Address _____

To,
GGM/PROCUREMENT,
NCRTC Corporate Office,
7/6, Siri Fort Institutional Area, August
Kranti Marg, New Delhi – 110049

**Sub: Empanelment of Agencies for RRTS Project Documentation
(Videography) for three years period.**

**Ref: Advertisement regarding Empanelment of Agencies for RRTS
Project Documentation (Videography) by NCRTC.**

Dear Sir,

1. With reference to invitation of empanelment of Agencies for RRTS Project Documentation (Videography), I/We agree to offer following service(s) to NCRTC as per the terms & conditions specified in the empanelment document dated 08.01.2021.
2. I/We have perused the attached terms and conditions stated in the empanelment document for referred empanelment and hereby agree to abide by all the said conditions.
3. I/We have understood that along with this application, I/We must attach all documents as per the check list of empanelment document, failing which my/our application will be deemed incomplete and will be summarily rejected.
4. I/We have understood and agree that in case we indulge in canvassing or trying to influence the process of empanelment or the decision of NCRTC before, during or after the empanelment process, our application will be summarily rejected.
5. I/We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest.
6. I/We am/are not participating, as an Applicant or as a subcontractor, in more than one application in this empanelment process.
7. While submitting this application, I/We certify that
 - a. I/We have not induced nor attempted to induce any other Agency to submit or not submit an application for restricting competition.
 - b. I/We agree with all the terms and conditions specified in the empanelment document.

- c. I/We declare to the best of our knowledge and belief, that the information given in this application and attachments are correct, complete and true.
 - d. It is understood that this is not a tender form, but empanelment process and no business is guaranteed by NCRTC, on qualifying empanelment eligibility.
 - e. I/We understand that NCRTC reserves the right to accept or reject any or all applications at any time without assigning any reasons. I/We agree to abide by all the decisions of NCRTC in this regard.
8. Company details are as follows:
- a. Name and address of the Agency:
 - b. Year of establishment:
 - c. Whether the certified/signed copy of the checklist of documents and declaration have been attached: Yes/No
 - d. Please mention, if the agency was blacklisted or terminated during the period since Jan'2017 by any client. *(Kindly specify the reasons for blacklisting or termination):*
9. I/We understand that our videos/clips/creatives (Packet B) will be assessed for empanelment only if the application documents provided in Packet A are found to be complete and in order.
10. I/We here by confirm that, we have downloaded / read the complete set of Empanelment documents /addendum/corrigendum along with the set of enclosures hosted on website of NCRTC. I/We confirm that we have gone through the empanelment documents, addendums/corrigendum's placed up to the due date of submission of the empanelment applications.
11. I/ We confirm our unconditional acceptance for the same and have considered for these in the submission of our empanelment application both Packet A &B).

All pages of this application have also been signed by me/us. All pages in the Packet-A and Packet-B have been serially numbered.

Yours sincerely,

(Authorised Signatory)
Name
Designation and Seal
Name of the company
Address
Telephone
Mobile
Fax
Email

Place _____
Date _____

Annexure 'C'

The Applicant must accomplish the detail on its Company letterhead clearly showing the Applicant's complete name and address.

Applicant's Information Form

To establish its qualifications to perform the contract in accordance with Section 3 (Evaluation and Qualification Criteria) the Applicant shall provide the information requested in the corresponding Information Sheets included hereunder

Agency's legal name	
Agency's country of constitution	
Agency's year of constitution	
Status of the Agency/ Firm (Please tick against the relevant category)	Sole Proprietorship Firm : <input type="checkbox"/> Partnership Firm: <input type="checkbox"/> Private Limited Company: <input type="checkbox"/> Public Limited Company : <input type="checkbox"/> Limited Liability Partnership : <input type="checkbox"/>
Applicant's legal address in country of constitution and in India	
Agency's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
Applicant's GST No. (Please attach the relevant GST registration Certificate)	

Annexure 'D'

Format for Power of Attorney (POA)

(To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant stamp Act. The stamp paper to be in the name of the company who is issuing the power of Attorney)

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorise Mr./Ms.....(name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the Project, including signing and submission of all documents and providing information/responses to NCRTC, representing us in all matters before NCRTC, and generally dealing with NCRTC in all matters in connection with our application for the work.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

..... (Signature)

(Name, Title and address) of the **Person Accepting the POA.**

..... (Signature)

(Name, Title and address) of the **Person issuing the POA.**

Note:

- (i) The Applicant should submit the notarised Power of Attorney.
- (ii) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- (iii) The applicant should submit following additional document in support of the POA as case to case basis:
 - a) Proprietorship Affidavit in case of Proprietary firm.
 - b) Partnership deed in case of partnership firm.
 - c) Board Resolution in case of a Public/Private limited company
 - d) Memorandum & Article of Association in case of a Public/Private limited company.
 - e) Board Resolution in case of a Limited Liability Partnership.

Annexure 'E'

The Applicant must accomplish the detailt on its Company letterhead clearly showing the Applicant's complete name and address.

Annual Turnover for the last 03 years

(From professional videography, Animation including HD drone recording with the work of editing and creating graphics in various formats to make video clips/films/AVs etc.)

NAME OF APPLICANT:

Annual Turnover Data for the Last 03 Financial Years				
Year	Turnover Amount And Currency	Updated turnover (see note 4 below)	Exchange Rate between INR and the foreign currency	Updated Turnover in Equivalent INR (see note 4 below)
Average Annual Turnover for last 03 years				

1. Enclose following undertaking from Chartered account (CA) in case if the latest concluded financial year prior to bid submission is not audited:

“It is to certify that financial data for latest concluded financial year prior to bid submission is not audited, hence, turnover for last three available audited financial years has been submitted”.

2. The above information shall also be certified by Chartered Accountant/Company Auditor under his/her signature, stamp and membership number
3. **The details given in this Form FIN-2 shall be certified by CA/Auditor by generating Unique Document Identification Number (UDIN) as per Gazette Notification No. 1-CA (7)/192/2019 dated 02.08.2019, failing which Employer has right to reject the bid. Copies of Annual Report shall not be enclosed.**

4. Average Annual Turnover, in case the figure is stated in currency other than INR, the same (currency of each financial year) shall be converted to INR by adopting the Exchange rate between that Currency and INR as on last day of the respective financial year. The Annual turnover in INR or converted into INR as above from the currency other than INR, shall be updated by 5% per annum compounded annually from the last day of the respective financial year up to the last day of the latest audited Financial Year.

The rates of exchange shall be taken from the web site of Financial Benchmark India Private Limited (FBIL) as recommended by RBI.

In case the exchange rate of particular currency is not available on any date in both these websites then the selling exchange rate as per the website of the Central Bank of that country to which the currency belongs will be taken. In case the exchange rate of that currency is not directly available in INR on that website then the currency will be first converted to USD as per that web site and then converted from USD to INR as Per RBI or FBIL.

Applicant should indicate the source used with documentary evidence for conversion and conversion rates used for converting foreign currency into INR.