

NATIONAL CAPITAL REGION TRANSPORT CORPORATION



Namo Bharat

Expression of Interest for the empanelment of Photography/Videography Agency

(EOI Document – July 2025)

GATISHAKTI BHAWAN, INA, New Delhi - 110023

A. GENERAL INFORMATION

1. National Capital Region Transport Corporation (NCRTC) is a joint venture of the Government of India and State governments of Haryana, Uttar Pradesh Rajasthan and NCT of Delhi. The company is mandated to execute three prioritized Regional Rapid Transit System corridor i.e. Namo Bharat, in National Capital Region i.e. Delhi-Ghaziabad-Meerut, Delhi-Gurugram-SNB-Alwar and Delhi-Panipat-Karnal in the first phase.
2. NCRTC intends to empanel four number of photography & videography agencies for one year period which can do the work of general photography and videography works through DSLR/Mirrorless and Drone cameras.
3. The empanelment is extendable for up to two years on the same terms and conditions and same rates subject to satisfactory performance during the previous year.
4. Photography and Videography requires to be done for capturing various NCRTC events and programs, visits of important officials, cultural programmes, exhibitions & seminars, various site activities, Namo Bharat operational section etc.
5. Accordingly, NCRTC invites sealed applications for empanelment from established and qualified Photography & Videography Agencies.
6. Application in the enclosed format and all desired documents as per Packet A and B, addressed to CPRO, National Capital Region Transport Corporation Ltd, GatiShakti Bhawan, INA, New Delhi – 110023, should be submitted **upto 1500hrs on 04.08.2025**. In case the date fixed is declared a holiday, the application should be submitted on the next working day upto 1500hrs without any further notice by NCRTC.
7. Application received after the stipulated date and time will not be accepted. NCRTC will not be responsible for any postal delay.
8. NCRTC reserves the right to reject the incomplete and conditional applications.
9. NCRTC reserves the right to accept or reject any application or all applications without assigning any reason.

B. SCHEDULE OF EMPANELMENT PROCESS

Sl. No.	Items	Details
1	Date of starting of the Empanelment Process (Notice publishing date on NCRTC website)	July 04, 2025
2	Downloading of application started from NCRTC website i.e. www.ncrtc.in	July 04, 2025, 1100 hrs

3	Last date of submission of application	August 04, 2025, 1500 hrs.
4	Place and address for submission of application	CPRO, NCRTC Corporate Office, GatiShakti Bhawan, INA, New Delhi – 110023.
5	Date, Time and Venue for the opening of the received applications	August 04, 2025, 1530 hrs. at Ground Floor, Conference Room, NCRTC Corporate Office, GatiShakti Bhawan, INA, New Delhi - 110023
6	Address for communication	CPRO, NCRTC Corporate Office, GatiShakti Bhawan, INA, New Delhi - 110023
7	Contact Officials	CPRO, Contact – 011 – 24666700, Email: pr@ncrtc.in

10. Representatives of the agencies can attend the opening of received applications as per given date and time.

C. SCOPE OF WORK

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

- I. Works related to general photography and videography by DSLR/Mirrorless and Drone cameras.

Broad Specification:

Sl. No	Assignment Types	Remarks	Tentative Requirement/Year
1	Photography (up to 4 hrs)	To be done by DSLR/Mirrorless Full Frame cameras with required lenses (as per the requirement) and lights or better specification.	100 assignments
2	Photography (up to 12 hrs)		
3	Videography (up to 4 hrs)	To be done by DSLR/Mirrorless Full Frame cameras with required lenses (as per the requirement) and lights for shooting	15 assignments
4	Videography (up to 12 hrs)		

		from 24 fps to 120 fps up to 4K resolution or better specification.	
5	Drone Photography/Videography (up to 8 hrs)	To be done by the drone (MAVIC 3 or equivalent specification) camera capable of 4K resolution recordings or better specification.	30 assignments
6	Drone Photography/Videography (up to 12 hrs)		

Note: please note that the tentative requirements number may vary based on actual project requirements.

D. SELECTION PROCEDURE

The selection procedure has been divided into following two levels:

i. Level A : Technical bid

The Level A screening will evaluate the minimum qualifying criteria of the agencies for their eligibility. The applicant should submit following documents in a sealed technical packet (**Packet A**) as per below requirements:

(i) **GST & PAN:** The applicant must have valid registration for GST under GST Act and shall produce self-attested copy of valid PAN and Goods & Services Tax Identification No. (GSTIN).

(ii) **Prior Experience:** The applicant must have 'Similar Work' experience in the Metro, Namo Bharat (RRTS), or Railway sector in the last 5 years. To support this, the applicant should submit experience certificates/work completion certificate issued by Metro, Namo Bharat (RRTS), or Railway organizations.

Similar works: The similar work shall be "photography/videography works.

(iii) **Average Annual Turnover:** Average annual turnover of the applicant/agency during last three years should be minimum 4 lakhs per annum from photography/videography works. CA certified turnover document should be attached (as per Form FIN – 1).

Note: In case date of incorporation is within the period of less than last 3 years, the Average Annual Turnover shall be calculated dividing the available turnover by 3.

(iv) **Establishment Details:** The applicant should have their establishment in Delhi/NCR. Copy of documentary evidence (in the form of telephone bill/electricity bill/ municipality bill/GST registration certificate etc.) in this regard should be submitted by the applicant (as per format given in Form -2).

(v) **Declaration:** The applicant should not have been banned/ de-listed/ blacklisted/ de-barred from business on the grounds of underperformance. Self-declaration in this regard is to be submitted. However, NCRTC may verify from other organizations, if required (as per format given in Form - 2).

Applications from agencies meeting the above criteria will be considered for Level B Evaluation. Agencies that do not qualify in the Technical Bid will not be evaluated further.

ii. Level B : Financial bid

The applicant should submit following documents in the financial packet **(Packet B)**:

1. Financial bid enclosed as per **Annexure – A**

iii. Evaluation Procedure

The financial bid of only shortlisted applicants recommended after Level A screening of the technical bid will then be opened for finding item wise L1 rates.

- (a) The L1 rates of each item of the scope of work specifications will be identified, and final (item-wise) L1 Rates List will be prepared.
- (b) The item-wise L1 rates will be offered to the agency that have submitted the highest number of lowest quoted rates across all items.
- (c) If they declined the L1 rates to accept, the offer will be extended sequentially to the next applicants in the order of their quoted rates (L2, L3, etc.) until an applicant accepts the offer and agrees to proceed with the work on L1 rates.
- (d) A maximum of four agencies will be empanelled for photography and videography services, provided they accept the L1 rates for all items and services listed in the scope of work.
- (e) In the event of multiple agencies quoting the same L1 rates, the agency having highest average annual turnover in the last three years will be given preference for selection.

(f) Illustrative Example of Empanelment and L1 Rate Selection Procedure:

Step 1: Technical Evaluation (Level A Screening)

Out of 10 agencies that submitted their bids, 6 agencies (Agency A, B, C, D, E, and F) qualify after Level A technical screening based on eligibility and documentation.

Step 2: Opening of Financial Bids of Shortlisted Agencies

The financial bids of the 6 technically qualified agencies are opened for item-wise evaluation. The scope of work includes the following 6 items:

1. Photography (up to 4 hrs)
2. Photography (up to 12 hrs)
3. Videography (up to 4 hrs)
4. Videography (up to 12 hrs)
5. Drone photography/Videography (up to 8 hrs)
6. Drone photography/videography (up to 12 hrs)

Step 3: Identification of L1 Rates (Item-wise)

Lowest quoted (L1) rate for each item is determined as follows:

Items	L1 Rates (₹)*	Quoted By
1. Photography (up to 4 hrs)	10	Agency B
2. Photography (up to 12 hrs)	15	Agency A
3. Videography (up to 4 hrs)	20	Agency D
4. Videography (up to 12 hrs)	25	Agency A
5. Drone photography/Videography (up to 8 hrs)	30	Agency A
6. Drone photography/videography (up to 12 hrs)	35	Agency B

- Figures are just for indication purpose.

Step 4: Identification of Agency with Highest L1 rates

- If Agency A has quoted L1 rates for **3 out of 6 items** (highest among all) and
- Agency B has 2 L1 rate and
- Agency D has 1 L1 rate.

Step 5: Offer of L1 Rates to Agency A

Agency A will be offered to match the **item-wise L1 rates** for all 6 items.

- **If Agency A accepts**, they are empanelled.

- **If Agency A declines**, the offer moves to the next best — Agency B, and so on.

Step 6: Empanelment of Up to 4 Agencies

The process continues until a maximum of **four agencies** accept the **item-wise L1 rates** for all items and agree to be empanelled.

Step 7: Tie-Breaker Scenario

- If two agencies (e.g., Agency C and Agency E) quote exactly the same number of L1 items and same rates:
- The agency with the higher average annual turnover in the last three financial years will be given preference for empanelment.

E. General Terms and Conditions:

Applicants shall be aware of the following:

1. All applicants/agencies seeking empanelment must submit the duly filled Application Form (Form-1) along with the required technical bid documents in Packet A (Technical Bid), as per Para D. The duly filled financial bid must be placed in a separate envelope marked Packet B (Financial Bid).
2. All documents must be securely sealed within Packet A and Packet B, as per the specified requirements. At the time of submission, both these envelopes should be placed inside a single larger sealed envelope. The envelope must be clearly labelled as - "Application for Empanelment of Photography/Videography Agency".
3. NCRTC will scrutinize both packets of documents during the empanelment process. Packet B (Financial Bid) will be opened only for those agencies that are shortlisted after the Level A Screening of Packet A (Technical Bid).
4. If the packets are not labelled as technical and financial bids, the bids will be rejected. Bids will also be rejected if the technical and financial bids are placed in the same packet.
5. If an application is not in prescribed format or not accompanied by all the necessary documents, it may be summarily rejected.
6. If an empanelled agency is found to have submitted any incorrect or misleading documents during or after the empanelment process, it may be removed from the panel. The agency will also be blacklisted from NCRTC's panel for a period of two years.
7. 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. Post Empanelment

1. The duration of the empanelment will be one year from the date of issue of the letter of empanelment extendable to two more years on satisfactory performance.
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.

G. Work procedure

1. Being empanelled does not guarantee work from NCRTC. Work allocation among empanelled agencies will be done on an item wise rotational basis. If an agency is unavailable for a particular assignment, it will be assigned the next available opportunity as per the rotation order. In case of exigencies, NCRTC reserves the right to get the work done from any agency.
2. Assignments will be communicated to the agency via email. If no response is received, the assignment will be considered as accepted. In the event of unavailability, the agency must promptly inform NCRTC by replying to the email.
3. The empanelled agency must ensure that all photography and videography assignments—whether conducted using DSLR, mirrorless cameras, or drones—are executed strictly in accordance with the specified requirements and specifications.
4. The agency must submit all deliverables, including photographs and videos, promptly.
5. The agency must possess sufficient camera equipment of high or latest configuration, along with essential accessories such as regular and mini tripods, external flash, extra batteries, high-speed SD cards, UV filters, lens hoods, external microphones, and other necessary gear to complete the work as per scope of work mentioned at para 'C' above.
6. The Bidder shall not engage any sub-contractor or assign or transfer the contract, in whole or in part, to any other party without the prior written approval of NCRTC.
7. NCRTC reserves the right to get the work done by any of the empanelled agencies or outside agencies as per requirement.
8. No advance payment will be made. Applicable TDS will be deducted as per rules.
9. While covering assignments at Namo Bharat construction sites, offices, venues, it will be sole responsibility of the agency to adhere to all safety and security norms. NCRTC will not be responsible for any mishaps. Any claim of damage/loss to the equipment/camera will not be considered.
10. No separate payment will be made for transport vehicle & materials for the work carried out within Delhi. The deputed photographer/ videographer of

the firm has to reach the destination / place for photo/video coverage on their own.

11. **Transportation costs** for assignments undertaken in NCR towns outside Delhi—such as Ghaziabad, Meerut, Gurugram, Faridabad, Panipat, Karnal, etc.—will be payable separately. The rate shall be ₹6 per kilometre, calculated from the NCRTC Corporate Office or location of the agency office (whichever is shortest distance) to the assignment location and back. All journeys must be duly verified and approved by the designated nodal officer.
12. Prices quoted by the Bidder shall be fixed during the currency of the Empanelment and not subject to variation on any account.
13. The validity of offer should be six months from the date of starting of empanelment process.
14. Empanelled agencies are expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to the NCRTC's interest. The agencies will maintain confidentiality on matters disclosed till proper instruction is issued.
15. **Penalty:** In case of disruption of service or substandard quality of photography/videography, penalties as mentioned hereunder will be imposed on the agencies:

Sl. No.	Description	Penalty per instance to be imposed (₹)
1	If agency does not provide photographer/videographer without any intimation	5000/- to be deducted from the future bills.
2	If the photographer/videographer turns up late for the assignment	25 % of the assignment charges.
3	If the quality of photos and videos is not up to the mark	25 % of the assignment charges.
4	Misconduct by the agency or the photographer/videographer	50 % of the assignment charges or dis-empanelment or both.

Note: NCRTC reserves the right to waive the penalty at the discretion of the Engineer/Nodal Officer.

16. **FORCE MAJEURE :** The obligations of NCRTC and the Contractor shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure.

For purposes of this clause, “Force Majeure” means an unforeseeable event beyond the control of the Contractor or NCRTC. Force Majeure does not cover Contractor's fault or negligence. Such events may include acts of God, severe earthquake, cyclone, floods, fire or explosions, epidemics, strikes/lockouts (lasting more than 14 consecutive calendar days), civil commotion, or any other reason beyond the control of concerned party.

H. Billing/ Payment

- a) Payments will be made at the accepted rates. No advance payment will be made.
- b) 100% payment will be made only on successful completion of work. Deduction towards TDS as applicable under Income Tax Act 1961 or other taxes etc. shall be made from all payments made to the Contractor.
- c) Payment shall be made electronically in the account of the agency as per the details provided. For Tax purpose, Contractor shall be required to submit individual Tax invoices and Lower Tax deduction certificate issued by the Tax Authority(ies). The Contractor shall take necessary clearance/ exemption and registration certificate for Income Tax/Other Taxes/GST, as applicable.
- d) GST shall be paid as applicable in accordance with the prevailing rules of Government of India on submission of GST invoices as per the prevailing Government rules. Goods and Service Tax [GST] will be paid extra as applicable on the submission of GST Invoices.

FORMAT FOR SUBMITTING APPLICATION

Date: _____

To,
CPRO
NCRTC, GatiShakti Bhawan,
INA, New Delhi - 110023

Sub: Empanelment of Photography/Videography Agency for three years period.
Ref: Advertisement regarding Empanelment through EOI Document dated 4th July 2025.

Dear Sir,

With reference to the invitation of empanelment of Photography & Videography Agencies, we agree to offer these services to NCRTC as per the terms and conditions specified in the above referred empanelment document.

While submitting this application, we certify that we are fulfilling the Technical Qualifying Criteria and attaching the required documents for the same as marked below:

	Please ✓	Annexure No
1. GST Certificate & PAN:	<input type="checkbox"/>	<input type="checkbox"/>
2. Prior Experience certificate/s	<input type="checkbox"/>	<input type="checkbox"/>
3. Turnover document indicating average annual turnover of minimum Rs. 4 Lakhs in the last 3 financial years as per Form Fin-1	<input type="checkbox"/>	<input type="checkbox"/>
4. Establishment details – as per Form-2	<input type="checkbox"/>	<input type="checkbox"/>
5. Declaration of not blacklisted as per Form 3	<input type="checkbox"/>	<input type="checkbox"/>

The Financial bid as per Annexure A is also attached **in a separate envelope** in sealed condition.

We have not induced nor attempted to induce any other Agency to submit or not submit an application for restricting competition.

We agree with all the terms and conditions specified in the empanelment document.

It is understood that this is not a tender form, but empanelment process and no business is guaranteed by NCRTC, on qualifying empanelment eligibility.

We understand that NCRTC reserves the right to accept or reject any or all applications at any time without assigning any reasons. We agree to abide by all the decisions of NCRTC in this regard.

Date:

Place:

Yours sincerely,

(Authorised Signatory)

Name

Designation and Seal

Name of the company

Address

Mobile

FINANCIAL QUOTATION FORM

Sub: Empanelment of Photography/Videography Agency for three years period.

With reference to EOI/COR-OF/CC/01 dated 04 July 2025, we are submitting following rates for Scope of work items:

Sl. No.	Assignment Types	Financial quote (₹) excluding GST	
		In number	In words
1	Photography (up to 4 hrs)		
2	Photography (up to 12 hrs)		
3	Videography (up to 4 hrs)		
4	Videography (up to 12 hrs)		
5	Drone Photography/Videography (up to 8 hrs)		
6	Drone Photography/Videography (up to 12 hrs)		

I/we hereby certify that we have understood the instructions in the quotation, and we agree to all the terms and conditions mentioned therein. In case of any discrepancy in the amount quoted in words and figures, the amount quoted in words shall be considered final.

Date:

Place:

(Signature of the Authorized Person representing the Firm)

(Name of the Authorized Person representing the Firm)

(Seal of the Company)

Establishment details
(On the Letterhead of Applicant)

We *(Name of the Agency)*
have read the EOI document for the empanelment of Photography/Videography Agency for three years
period and hereby declare that we have an office in Delhi/NCR.

Address proof of the existence of the office is enclosed as below (any one):

Bill of Landline connection	<input type="checkbox"/>
Electricity bill	<input type="checkbox"/>
Rent Agreement	<input type="checkbox"/>
GST certificate	<input type="checkbox"/>

**STAMP & SIGNATURE OF AUTHORISED
SIGNATORY**

Note: To be submitted inside packet A-Technical Bid.

DECLARATION OF NOT BLACKLISTED

(On the Letterhead of Applicant)

We *(Name of the Agency)*
have read the EOI document for the empanelment of Photography/Videography Agency for three years
period and hereby declare that we have -

☐

BLACKLISTED OR TERMINATED

☐

NOT BLACKLISTED OR TERMINATED by any client.

**STAMP & SIGNATURE OF AUTHORISED
SIGNATORY**

Note: To be submitted inside packet A-Technical Bid.

Form FIN - 1: Average Annual Turnover

Each Bidder must fill out this form.

The information supplied should be the Annual Turnover of the Bidder or each member of a Joint Venture in terms of the amounts billed to clients for each year for work in progress or completed.

Name of the bidder: _____

Average Annual Turnover (Photography/Videography works)			
Data for the Last 3 Years			
Year	Amount Currency	Exchange Rate	Turnover Amount in INR
Year 1*			
Year 2			
Year 3			

*Year 1 shall be the latest audited financial year.....

Average Annual Turnover (Photography/Videography works)

Notes:

- ☐ Annual Turnover shall not include GST Amount.
- ☐ The contents of this Form should be certified by a Chartered Accountant/Auditor (In case bidder or JV Partner is Indian, the Form should be certified 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.
- ☐ Exchange rate shall be adopted by using methodology as specified in Note 3 of EQC and ITB 15.4.

SEAL AND SIGNATURE OF THE BIDDER

Certified that all figures and facts submitted in this form have been furnished after full consideration of all observations/notes in Auditor's reports.

(Signature of CA/Auditor)

Name of CA/Auditor: _____

Registration No: _____

(Seal)

UDIN No. _____