

NATIONAL JUTE MANUFACTURES CORPORATION LIMITED
(A Government of India Undertaking)
Chartered Bank Buildings, 2nd floor, 4, N. S. Road, Kolkata-700001
E-mail: njmc ltd@gmail.com
Website: www.njmc.org.in

Expression Of Interest (EOI)

EOI No: 01/2021-22

Expression of Interest is invited for Engagement of Agency for conducting Drone Videography / Aerial Videography of Plant & Machineries and areas of 06(six) Jute Mills under NJMC Ltd

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EOI Notice No.: 01/2021-22

Date: 05.11.2021

Engagement of Agency for conducting Drone Videography / Aerial Videography of Plant and Machineries and Area inside Mill Premises of Unit- National, Union, Khardah, Kinnison & Alexandra Jute Mills in West Bengal and RBHM in Bihar under NJMC Ltd

EOI are invited for **conducting Drone Videography / Aerial Videography of Plant and Machineries and Area inside Mill Premises of Unit- National, Union, Khardah, Kinnison & Alexandra Jute Mills in West Bengal and RBHM in Bihar under NJMC Ltd** with the following scope of work. The EOI must be submitted in the prescribed format addressed to Chief Operating Officer, National Jute Manufactures Corporation Ltd, 4, N S Road, 2nd Floor, Kolkata 700001 writing the EOI number and date on the envelope at the above address latest by 22.11.2021 within 2 P.M and the submitted Bids shall be opened on 22.11.2021 at 3.00pm the interested Bidders are requested to be present at the Corporate Office of NJMC Ltd. during the Bid opening process.

Pre bid meeting will be on 15.11.2021 at 3:00 PM at National Jute Manufactures Corporation Ltd, 4, N S Road, 2nd Floor, Kolkata 700001.

Chief Operating Officer

I. SCOPE OF WORK

- a) NJMC Ltd wants to engage an agency for **conducting Drone Videography / Aerial Videography of outside and inside Mill Premises of Unit- National, Union, Khardah, Kinnison & Alexandra Jute Mills in West Bengal and RBHM, Katihar in Bihar under NJMC Ltd** using drone inspection facility/aerial videography with capable of capturing, processing and output with 4K (4096 X 2160 pixel) resolution video so that current detailed information of the area and structures or any obstacle present inside the premises of all Jute Mills can be obtained by NJMC Ltd.
- b) The agency must also prepare and submit the edited videos of with NJMC Ltd's Logo and all other information related to the survey.
- c) The agency must also submit the raw footage of the survey and the edited video of the survey to NJMC Ltd in two sets of 32 GB Pen Drive of each unit.
- d) The Raw video footage and the edited Video must be of MP4 format and should be Windows Media Player Compatible.
- e) The engaged agency will be given a letter of Authorization on the Company Letter Head by NJMC Ltd for conducting the survey work at all above Jute Mills but permission/intimation of the work to the local law enforcement authority must be obtained by the agency.

II. TERMS & CONDITIONS

- (1) NJMC Ltd. reserves the right to accept or reject any EOI or annul the EOI process and reject all tenders at any time prior to award of the work order without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever.
- (2) The agency will be paid a lump sum amount for providing services as per Scope of Work.
- (3) The bidder shall have to produce certificate from Income Tax Authority to avail of tax exemption otherwise income tax shall be deducted at source as per Income Tax Act 1961.
- (4) The agency will not assign any rights, obligation, and privileges arising out of the award of the work to any third party without previous approval of NJMC Ltd.
- (5) The vendor(s) are liable to be rejected if complete information/document as required is not given therein or if the particulars asked for the schedules to the tenders is not furnished. All the pages of the EOI document is to be signed along with official seal and submitted as token of acceptance of all the terms and conditions of the EOI.
- (6) The Authority reserves the right to relax any/all of the clauses.
- (7) Fees/Charges and other details are to be quoted as per the Techno-financial bid in Annexure-A.
- (8) The agency must be registered with the Digital Sky Platform under Government of India and must have a valid Companies Drone Acknowledgement Number (DAN) and Owner Acknowledgement Number (OAN).
- (9) The bidders should also submit their bank account details and a copy of canceled cheque of their organization along with the documents.
- (10) Bidder is to sign and submit integrity pact.
- (11) The agency appointed is expected to keep a close liaison with the Mill Incharge, NJMC Ltd.
- (12) An EMD of Rs 25000/- in favor of NJMC Ltd is to be submitted along with the EOI.
- (13) The EMD of unsuccessful bidders shall be returned after full completion of EOI process.
- (14) The EMD of successful bidder shall be adjusted with security deposit to be submitted by successful bidder after awarding of work order from NJMC Ltd.
- (15) A Security Deposit of 10% of Total Work Value to be submitted by successful bidder, which shall be returned after successful completion of work.
- (16) The bidder must also submit proof in support of experience of conducting similar activity in the past.
- (17) Agencies having MSME/NSIC registration will get "EMD exemption" as per applicable policy of Govt. of India, on production of photocopies of said registration certificate.

III. COMPLETION PERIOD

The job as per scope of work shall have to be completed within 45 days from the date of acceptance of work order. Extension of completion time may be considered by NJMC Ltd on receipt of written request with valid reason/justification.

IV. LD/Penalty for delayed performance:

Subject to Force Majeure conditions, LD shall be 0.5% of total work value per week of delay or thereof and subject to maximum of 10% of total work value.

V. SUBMISSION OF REPORT

Successful bidder is to submit the raw footage of the survey and the edited videos with NJMC Ltd's Logo and all other information related to the survey of MP4 format and Windows Media Player compatible to NJMC Ltd in two sets Pen Drive for each unit, in a sealed envelope addressed to the Chief Operating Officer of NJMC Ltd.

VI. TERMS OF PAYMENT

Payment shall be made by NJMC Ltd against submission of bill in duplicate along with a cancelled cheque. NJMC Ltd shall make payment of the bill through RTGS preferably within 15 days from the date of receipt of the bill after acceptance of the report.

EOI Notification No. 1/2020-21**Techno – Financial Bid**

Please quote the following details and your all inclusive fees/charges as per scope of work of the tender:

- 1) Company's valid DAN registration number from Digital Sky Platform (Government of India) (Enclose Proof):

- 2) Company's valid OAN registration number from Digital Sky Platform (Government of India) (Enclose Proof):

- 3) Charges Applicable as per Scope of Work

Sl.No.	Name of Unit	Fees/Charges (Rs)
1	Conducting detailed Drone Videography / Aerial Videography of outside and inside Mill Premises of Unit-National, Union, Khardah, Kinnison, Alexandra &RBHM Jute Mills under NJMC Ltd	
2.	Prepare and submit edited videos with NJMC Ltd's Logo and all other information related to the survey and raw footage of Survey of MP4 format and Windows Media Player compatible in two sets of Pen drive for each unit	
3	GST (%)	
4	Total	

Note :

- GST or any other tax applicable or made applicable in respect of this contract shall be payable by contractor which will be reimbursed by NJMC Ltd.

Signature of the authorized person
with Date & Stamp