

GOVERNMENT OF JHARKHAND DEPARTMENT OF MINES AND GEOLOGY DIRECTORATE OF GEOLOGY

SHORT TENDER NOTICE

(Tender No: 03/2025-26)

Invitation of Tenderers

for

"Undertaking Photography and Videography of the unique Geological, Mineral, Mining and related features of the Jharkhand State for the creation of a high-quality visual archive and an informative documentary film"

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1. SHORT TENDER NOTICE

DIRECTORATE OF GEOLOGY, DEPARTMENT OF MINES AND GEOLOGY GOVERNMENT OF JHARKHAND

(Engineers' Hostel No-2, 2nd Floor, Dhurwa, Ranchi-834004)

Tender Ref. No. 03/2025-26

Date: 31.10.2025

The Directorate of Geology, Department of Mines and Geology, Government of Jharkhand (GoJ), is mainly responsible for conducting mineral exploration activities as its core business across the Jharkhand State. As part of its mandate, the Directorate also promotes the geological and mineral potential of Jharkhand, including exploration techniques, extraction methods, mineral and mining-based industries and sustainable utilization practices, at various seminars, workshop, Geological Programming Board meeting, trade fairs and exhibitions organized at the State as well as at the national and international levels on behalf of the Department of Mines and Geology, Government of Jharkhand.

In this context, the Directorate of Geology, Government of Jharkhand invites sealed tenders from experienced and technically competent agencies for undertaking **professional photography** and **videography** across various districts of Jharkhand. The objective is to comprehensively document the **State's geological, mineral, mining, cultural and ecological features** for the creation of a high-quality visual archive and an informative documentary film.

The Tender Document, along with the Terms and Conditions and Application Form, can be downloaded from the official website: **www.jharkhand.gov.in**. Any corrigendum or updates will be published exclusively on this portal. Interested applicants are advised to regularly check the website for updates. Agencies meeting the eligibility criteria outlined in this Tender Document are invited to submit their applications accordingly.

Sd/-

Director, Geology Directorate of Geology, Department of Mines & Geology, Government of Jharkhand

<u>NOTE</u>: Directorate of Geology, DMG, GoJ reserves the right to (i) reject any or all applications without assigning any reason whatsoever; (ii) reschedule the application date(s) due to any unforeseen circumstances at any stage of the Tendering Process; (iii) cancel the Tendering Process, without assigning any reason(s) for the same.

2. BID DATA SHEET

S. No.	Particulars	Information	
1.	Name of work	Undertaking Photography and Videography of the unique Geological, Mineral, Mining and related features of the Jharkhand State for the creation of a high-quality visual archive and an informative documentary film of Mines and Geology, Government of Jharkhand.	
2.	Contact Person and	Director, Geology; Directorate of Geology, Department of Mines	
	Address for	& Geology, Government of Jharkhand; Engineers' Hostel No-2, 2 nd	
		Floor, Dhurwa, Ranchi-834004; E-mail id: dir-geology@jharkhandmail.gov.in	
3. Cost of Tender Tender document can be downl		The Tender document can be downloaded from	
	Documents	www.jharkhand.gov.in upon payment of the cost (non-refundable)	
		of Tender Document of Rs. 5000.00 (Five Thousand) only. The	
		tender document fee will be submitted online through official	
		website <u>www.jharkhandminerals.gov.in</u> → Other & Services → e	
		Payment Payment office (Directorate of Geology) Head of	
		Payment (Cost of Tender Document) Description Type of	
		Depositor (Other) District Name (Directorate of Geology)	
4	X7 10 104 0 41	DDO Code (PRJOTH002).	
4.	Validity of the	01 (One) year from the date of issue of the Work Order.	
	Rate/Proposal Offered		
_	by the Tenderers Tender reference	02/2025 26 datada 21 10 2025	
5.		03/2025-26, dated: 31.10.2025	
	number along with its		
4	publication date Last date of submission	14.11.2025 till 01:00 PM	
6.	of Bids/Tender	14.11.2023 till 01:00 PW	
7.	Bid/Tender opening	14.11.2025 up to 03:30 PM.	
' •	date	7 11112020 up to 00100 11111	
8.	Period of issue of	31.10.2025 to 14.11.2025	
	Tender document		
9.	Mode of Bid submission	The bid must be submitted through the Speed post/Registered	
		post/by hand in a sealed envelope clearly mentioning the tender	
		reference number and the subject matter on the sealed envelope.	
10.	Address of Bid	Directorate of Geology, Engineers' Hostel No-2, 2 nd Floor,	
	submission	Dhurwa, Ranchi, Jharkhand, PIN-834004	
11.	Helpline No.	0651-3519388	
	•		

Sd/-

Director, Geology Directorate of Geology, Department of Mines & Geology, Government of Jharkhand 3. TENDERER'S DECLARATION

To,

Director, Geology

Directorate of Geology,

Department of Mines and Geology,

Government of Jharkhand, Ranchi

Dear Sir,

Sincerely Yours,

Signature with date of the applicant/Authorised Signatory and Seal

Encl.: As above

in a sealed envelope.

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4. TENDERER'S PROFILE DETAILS

a)	Name of the Agency/Applicant:
b)	Name of Proprietor/Partners/Director:
c)	Address of the Firm with e-mail ID and contact details:
d)	Address of the Registered Office:
e)	GST Registration details (with certified Copies):
f)	Permanent Income Tax Number, (PAN; with certified Copies):
g)	Power of Attorney/Authorized Signatory signing the Bid (with certified Copies):
h)	Applicant should submit Notarized Certificate that Company/Firm/Individual has not been blacklisted in the past by any organization.
i)	Tenderer's Bank Account Details:
j)	Registration & incorporation particulars of the firm (with certified Copies):
k)	Details of Micro Small and Medium Enterprises (MSME) firm, if applicable (attach relevant documents).
1)	Previous relevant work experience related to Photography, Videography and creation of a high-quality visual archive and a documentary film (with copies of work order/completion certificate)
I/ We h	nereby declare that the information furnished above is true and correct.
Place:	
Date:	Signature & seal of the Tenderer

5. SCOPE OF WORK

5.1 Scope of Work and Description of Services:

5.1.1 Main Coverage:

The selected agency shall undertake professional photography and videography across various districts of Jharkhand to capture the following:

- a) Unique geological, lithological, structural, and geomorphological features.
- b) Recognized geo-heritage and geo-tourism sites such Mandro Fossil Park, Sahebganj District, Dudhi Nala Palaeo glacial river section, Surajkund Hot spring, Hazaribagh and River Potholes of Chundru, Tandwa, Latehar District etc.
- c) Mineral and ore deposits/formations visible at the surface and exposed at the subsurface open cast mining benches and underground mines.
- d) Mining areas related to major minerals such as iron, manganese, coal, bauxite, limestone, copper, uranium, gold, mica, china clay and the ore extraction process in these areas.
- e) Mineral and mining-based industries and their key operational processes, including those in iron and steel, pellet plants, automobile, cement, and glass industries.
- f) A script will be written by the agency and accordingly the field programmes of videography will be finalized in consultation with the officers of the Directorate of the Geology.

5.1.2 Additional Coverage:

In addition to geological and mining features, the agency shall also capture selected photographs and videos as per the need of the documentary such as:

- a) Jharkhand's rich composite and tribal cultural heritage.
- b) Key flora and fauna of the State.
- c) Forest ecosystems and biodiversity.
- d) Major rivers and waterfalls.

5.1.3 Technical Specifications:

- a) All photographs and videos must be original, clear, recent and of high resolution/quality.
- b) The agency shall ensure that no material is copied or sourced from online platforms, stock libraries, or any third-party sources.
- c) Latest professional cameras and state-of-the-art technology, including **drone equipment** (where applicable), shall be used.

- d) The agency shall produce a **documentary film** compiled from the captured videos.
- e) The script of the documentary will be approved by the team of the Directorate of Geology and the facts and narration of the video will be finalized accordingly.

5.1.4 Deliverables:

- a) Final documentary film in **HD or higher resolution** shall be submitted by the agency in a **portable storage device** (external hard disk or pen drive).
- b) All **raw data** shall be submitted by the agency in the form of **Soft copy** (standard storage device such as external hard disk or pen drive). The Directorate may ask for the Hard copies of some selected photographs as per the requirements.
- c) A **metadata sheet** for each site visit including date, location (GPS coordinates), and subject description including a **comprehensive index** of all photographs and videos shall also be submitted by the agency.

5.1.5 Data Security and Intellectual Property Rights:

- a) The agency shall maintain a **secure digital database** of all raw and processed data for a period of **one** (01) **year** after completion of the assignment.
- b) The database shall be made available to the Directorate upon request within the said period.
- c) All raw and processed data (photographs, videos, and related materials) shall be the **exclusive property** of the Directorate of Geology, DMG, GoJ.
- d) The agency shall **not share, distribute, or reproduce** any portion of the data without **prior written approval** from the Directorate. Any unauthorized use or disclosure of such data shall be treated as a **breach of contract and offence under applicable law**.
- e) The Directorate shall hold **exclusive copyright** over all works produced.

5.1.6 Travel and Logistics:

- a) The agency shall be required to visit various **District Geological Offices** (**DGOs**) and field sites as per instructions of the Directorate or its representative/nodal officer.
- b) All travel expenses up to the respective DGO shall be **borne by the agency** and no separate **TA/DA** shall be payable for the same.
- c) Transport from the DGO to the designated site (exclusively for geological, mining and geo-heritage site-related photography) shall be facilitated by the Directorate.

d) For photography and videography assignments which are not related to geology, mineral and mining activities such as cultural, ecological, the agency shall bear its own transportation and logistical costs. However, the agency shall obtain necessary instructions for such assignments from the Directorate or its authorized representatives/nodal officers.

5.1.7 Manpower and Work Completion Timeframe:

- a) The entire scope of work shall be completed by the agency within sanctioned time without any delay.
- b) The agency, therefore, shall deploy adequate resources including manpower and technical resources to ensure timely completion of the assignment.

5.1.8 Role and Responsibilities of the Directorate of Geology:

- a) The Directorate of Geology, DMG, GoJ shall undertake **overall monitoring and supervision** of the project, ensuring adherence to scope, quality, and timelines.
- b) Authorized representatives/nodal officers from the **Offices of Geology** shall provide **technical guidelines** and instructions to the agency during site visits and fieldwork.
- c) The photographs, videographs, documentary films, and related materials submitted by the agency in accordance with the scope of work shall be evaluated by a **duly constituted committee** of the Directorate of Geology, Government of Jharkhand. If any discrepancies are identified by the committee, the agency shall be required to rectify them accordingly.

6. PREPARATION AND SUBMISSION OF BID

- 1. The Bid shall be typed or printed and the Bidder shall put his/her signature on each page. The authorization to sign the Bid Document must be confirmed by a written Power of Attorney accompanying the Bid.
- 2. Bidders would provide all the information as per this Tender Document and in the specified formats. The Purchase Committee of the Directorate of Geology reserve the right to reject any Bid that is not in the specified format.
- 3. The Bid must contain no interlineations or overwriting. If it is necessary to correct, the correction must be done by the Bidders themselves. Such corrections must be initialed (signed) by the person or persons signing the bid.
- 4. Bidder must not indicate directly or indirectly their Financial Bid anywhere in envelop of the Technical Bid. Any such disclosure shall result in summarily rejection of whole of the Bid of the concerned Bidders.
- 5. Bid for each tender should be submitted in **02** (**Two**) envelopes placed inside a main cover/envelop in the following manner: -

Sl. No.	Envelop	Туре	Contents of Envelop
1	First	Technical Bid	Applicant's profile details and the relevant documents as mentioned under the "Tenderer's Profile Details Clause", Tenderer's declaration form and proof of payment of tender document fees.
2	Second	Financial Bid	Financial Offer/Rate as per the Prescribed financial bid format.

- 6. The envelopes, of "TECHNICAL Bid" AND "FINANCIAL Bid" (Annexure-I) must be clearly mentioned and should be properly sealed. Further, these envelopes are to be placed inside a big envelope and properly sealed. The tenders which are not submitted in above mentioned manner shall be summarily rejected.
- 7. Tender reference number and the subject matter must be clearly mentioned on the sealed envelope.

7. GENERAL TERMS AND CONDITIONS

- i. The bidder should ensure clarity/legibility of the document submitted by him to the Directorate of Geology, DMG, GoJ, Ranchi.
- ii. The overall execution of the work will be monitored by an authorized representative of the Directorate of Geology. The agency shall be obliged to comply with all instructions issued by the authorized representative during the course of the assignment.
- **iii.** Validity period of Financial Offer/Rate: The financial offer/rate of the final selected agency shall remain valid for a period of **one** (01) **year** from the date of issuance of the work order. However, the Directorate of Geology, GoJ, reserves the right to seek such rate/offer through the tendering process at any time without assigning any reason (s).
- iv. The Documentary film will be of following time duration:
 - (a) 3 minutes
 - (b) 5 minutes
 - (c) 10 minutes
 - (d) 15 minutes
 - (e) 20 minutes
 - (f) 30 minutes
 - (g) More than 30 minutes
- v. The bidder should not have been blacklisted/banned (applicant should submit Notarized Certificate in this regard) by any Central/State Government (Central /State Government and Public Sector) and any Court of Law or under a declaration of ineligibility for corrupt or fraudulent practices as on date of Bid Submission.
- **vi.** Duly signed tender documents, certificates, statements shall be accepted. All the responsibility for their correctness/authenticity lies with the applicant. If any of the information furnished by the bidder is found to be false/fabricated bogus, his application will be disqualified.
- vii. The Bidder must submit a set of all relevant documents (in connection with this tender) in a hard copy (in the form of a Booklet with proper paging & a Content Page)) to the office of Directorate of Geology, DMG, GoJ, Ranchi.
- viii. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- ix. The bidders may send their query through e-mail to dir-geology@jharkhandmail.gov.in or submit a hard copy at the office of Directorate of Geology, DMG, GoJ at Ranchi

- regarding tender document **before the bid opening date**. No request for clarification shall be entertained thereafter. Suggestions/feedback received from participating bidders may be included in the tender schedule/Bid Data Sheet if found suitable as per the requirement of Directorate of Geology, DMG, GoJ, Ranchi and the decision of Directorate of Geology, DMG, GoJ in this regard, shall be final. Corrigendum if any shall only be published on www.jharkhand.gov.in henceforth and will be part of the tender document. All interested participants are requested to monitor this website closely.
- x. The tender paper is to be downloaded from the website <u>www.jharkhand.gov.in</u> as per the time schedule given in the Bid-data sheet. There will be no manual sale of the tender paper. The Bidders who have participated in the bid can witness the opening of bids at the office.
- **xi.** The techno-commercial bids shall be evaluated by a duly constituted committee of the Directorate of Geology, Government of Jharkhand.
- **xii.** In the **first stage**, the envelopes containing the technical bids shall be opened and examined by the evaluation committee. Based on the assessment of eligibility, qualifications, and technical responsiveness, bidders found suitable shall be declared as **technically qualified**.
- **xiii.** In the **second stage**, the financial bids of only the technically qualified bidders shall be opened and evaluated. The bidder quoting the lowest financial bid/rate (L1) shall be declared the **L1 Bidder** and awarded the work order, subject to approval and fulfilment of all other terms and conditions of this tender.
- xiv. The Bidder shall furnish, as part of its bid, **Tender Fee** (**non-refundable**) of Rs. 5,000/- (Five Thousand only) to be deposited only in favour of "**Directorate of Geology, Department of Mines and Geology, Govt. of Jharkhand**" payable at Ranchi. It will be paid in the manner as mentioned above in the Bid Data Sheet.
- xv. The successful Bidder shall have to submit Performance Security Deposit in the form of Bank Guarantee (BG) (Annexure-II). The BG should be issued by any Nationalized/Nationalized Scheduled bank in favour of "Directorate of Geology, Department of Mines and Geology, Govt. of Jharkhand" payable at Ranchi Performance Security Deposit shall be 5% of the Contract value or as calculated by the Directorate of Geology, DMG, GoJ.
- **xvi.** All exemptions related to Micro Small and Medium Enterprises (**MSME**) units shall be applicable as per 'Government of Jharkhand Procurement Policy'.
- xvii. The Bidders, who are exempted to deposit the Security Money Deposit due to any exemption granted By Central/State Govt., are required to attach scanned copy of

- relevant documents evidencing such exemption granted, along with the Techno-Commercial Bid document.
- **xviii.** The Performance security Deposit shall be returned after completion of Warranty Period *as defined in the Work Order* to the satisfaction of Directorate of Geology, DMG, GoJ and on satisfactory compliance of all statutory laws and acts applicable to this work. The Performance security Deposit shall be released on receipt of recommendation from the concerned official or Sectional Head.
- **xix.** The Performance Security Deposit shall be for due and faithful performance during the warranty period and is liable for forfeiture in the following cases;
 - a) If the successful bidder denies undertaking the work after issuance of LOI, or
 - b) If the successful bidder abandons the work before its completion, or
 - c) If the work performed by the successful bidder is not as per the technical specification/scope of work as agreed by the agency.
- **xx.** Directorate of Geology, DMG, GoJ may, at its own discretion, extend this deadline for submission by notifying the same in the newspaper or in the website.
- **xxi.** The firm/firms shall **renew the Security deposit** in the form of BG on periodic basis before expiry till the contract period is not over. In case of deviation of agreed terms & conditions by the firm/firms, the Bank Guarantee shall be enchased.
- xxii. Payment terms: The payment to the agency will be released on the basis of the work executed. The agency shall submit the bill in original duly signed, against work done as per the contract. These will be verified by the authorised representative of the Directorate of Geology, GoJ on the basis of work executed as per the scope of work. After certification, the bill will be processed for release of payment and the final payment will be made within 45 (Forty Five) days of completion of all formalities as per terms and conditions of the contract.
- **xxiii.** Non completion of assigned job/work shall lead to forfeit of the performance security deposit and the same shall be encashed. Provided that if the situation at the work site is proved to be beyond the control of the agency/firm (force majeure) then the same shall be acceptable by the competent authority and the security deposit shall not be forfeited. The decision of the Directorate of Geology, DMG, GoJ, Ranchi, Jharkhand shall be final in this regard.
- **xxiv.** In case of an acute emergency or non-completion of the work by the selected (L1) agency, the Directorate of Geology, DMG, Government of Jharkhand, Ranchi reserves the right to assign the work to any other agency participating in this tender at the **finalized L1 rate**.
- **xxv.** All **disputes** shall be settled within the territorial Jurisdiction of the **Court of Ranchi**, **Jharkhand** only.

Annexure-I: FINANCIAL BID FORMAT

To,

The Director, Geology
Department of Mines & Geology

Government of Jharkhand

Name of Work: Undertaking Photography and Videography of the unique Geological, Mineral, Mining and related features of the Jharkhand State for the creation of a high-quality visual archive and an informative documentary film.

Dear Sir,

I/We have undergone the scope of work and all other terms and conditions of this tender document and quote our rate/amount as following:-

Sl. No.	Item / Description of Work	Rate/Amount (in Rs.) including all applicable Taxes
1	Production of documentary film- 3 minutes duration	
2	Production of documentary film- 5 minutes duration	
3	Production of documentary film- 10 minutes duration	
4	Production of documentary film- 15 minutes duration	
5	Production of documentary film- 20 minutes duration	
6	Production of documentary film- 30 minutes duration	
7	Production of documentary film- more than 30	
	minutes duration	

Note:

- 1. The quoted rates shall be inclusive of all applicable taxes, duties, levies, service charges, transportation, equipment usage, manpower, and any other incidental expenses.
- 2. Payment shall be made as per the actual duration of the final approved documentary film.
- 3. The bidder must ensure that the rates are firm and not subject to escalation during the contract period.

I/We hereby declare that the information furnished above is true and correct.

Place:	
Date:	Signature & seal of the Tenderer

ANNEXURE II: BANK GUARANTEE FORMAT OF PERFORMANCE SECURITY

(Bank's Name, and Address of issuing Branch or Office)

(On Non-Judicial Stamp paper of value not less than INR-----)(Name of the Bank) Address Guarantee No..... A/C M/s.....(Name of Bidder) Date of Expiry..... Limit to liability (currency & amount) Invitation for TENDER No......dated For......(Name of Facilities) Subject: Expression of Interest Security Bank Guarantee. Date.....20 To Director, Geology Directorate of Geology Deptt. of Mines & Geology 2nd Floor, Engineer's Hostel No.-2, Dhurwa, Ranchi – 834004, Jharkhand, INDIA Dear Sir, In consideration of Directorate of Geology, Department of Mines & Geology Government of Jharkhand (hereinafter called "DMG") which expression shall unless repugnant to the subject of context include his successors and assigns having agreed to exempt M/s-----(hereinafter called "Bidder") from demand under the terms & conditions of "Standard TENDER documents" (hereinafter called the said "TENDER _____ (Name of the facilities) from document") issued by DMG vide No._____ for the work__ deposit of TENDER security for the due fulfillment by the Bidder of the terms and conditions contained in the said TENDER document on production of Bank Guarantee for ____ only) (figure in words). 1. We the _____Bank Ltd. (Name of Bank) hereinafter referred to as "Bank" having our registered office at _____ (address of Bank) do hereby undertake and agree to indemnify and keep indemnified DMG to extent of INR. _____ (INR. ____ only) (figures in words against any losses, damage cost, charges and expenses caused to or suffered by or that may be caused or suffered by DMG by reason of any breach or breaches by the Bidder of any of the terms and conditions contained in the said TENDER document and unconditionally pay the amount claimed by DMG on demand and without demur to the extent aforesaid. Bank Ltd do hereby undertake to pay the amounts due and payable under the guarantee without any demur merely on a demand by you stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by you by reason of any breach by the said Bidder of any of the terms or conditions contained in the said TENDER document by reason of the Bidder's failure to fulfill the conditions of said TENDER document. Any such demand on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR. Bank Ltd. further agree that DMG shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of terms and conditions of the said TENDER document and the extent of loss, damages, costs, charges and expenses caused to or suffered by or that may cause to or suffered by DMG on account thereof to the extent of the TENDER Security required to be deposited by the Bidder in respect of the said document and the decision of DMG that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damages, costs, charges, and expenses caused to or suffered by or that may be caused to or suffered by DMG shall be final and binding on us. Bank Ltd. further agree that guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance on the said TENDER

	document and that it shall continue to be enforceable till you certify that terms and conditions of the said TENDER document have been fully and properly carried out by the said Bidder and accordingly
	discharge the guarantee. Unless a demand or claim under this guarantee is made on us in writing on or
	before the (date) we shall be discharged from all liability under this guarantee.
5.	We Bank Ltd. further agree with you that you have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said TENDER document or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by you against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said TENDER Document and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Bidder or for any forbearance act or omission on your part or any indulgence by you to the said Bidder or any such matter or thing whatsoever under the law relating to sureties would but for this provision have effect of so relieving us.
6.	It shall not be necessary for DMG to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which DMG may have obtained from the Bidder at this time when proceeding are taken against Bank hereunder be outstanding or unrealized.
7.	We Bank Ltd. further undertake to unconditionally pay the amount claimed by DMG merely on demand and without demur to the extent aforesaid.
8.	We, the said Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of DMG in writing and agree that any change in the constitution of DMG or the Bidder or the said Bank shall not discharge our liability hereunder datedday of Bank Ltd.
	Yours faithfully
	For
	(Name of the Bank)

<u>Note</u>: Only Bank-Guarantee issued by any of the scheduled commercial bank or nationalized bank having its branch in Jharkhand shall be valid.