HINDUSTAN URVARAK & RASAYAN LIMITED

(A JOINT VENTURE OF CIL, NTPC, IOCL, FCIL & HFCL)

BARAUNI UNIT

Barauni Urvarak Nagar, Begusarai

P.O: Barauni, Distt: Begusarai (Bihar), Pin: 851115

[Registered Office SCOPE Minar, Core 4, 9TH Floor, Laxmi Nagar District Center, Delhi-110092]

SECTION-V

(SOR, TECHNICAL SPECIFICATIONS

SCOPE OF WORK AND OTHER TERMS & CONDITIONS)

Scope of Work:

1. **Objective:** The objective of this contract is to provide professional photography and videography services for official activities at HURL Barauni including inspections, documentation, scrap auctions, loading operations, meetings, project activities, events, and other official requirements.
2. **Scope of Work:** The contractor shall provide photography and videography services on an as-and-when- required basis during the contract period. The services shall include documentation of:
    1. Scrap material inspection and loading
    2. Scrap auction activities
    3. Plant equipment and assets
    4. Project activities
    5. Official meetings and events
    6. Inspection visits
    7. Any other activity as instructed by the authorized representative of HURL.
3. **Photography Services:** The contractor shall provide the following photography services:
    1. High-resolution digital photography
    2. Indoor and outdoor photography
    3. Day and night photography, as required
    4. Still photography before, during, and after activities
    5. Photography of scrap material, plant assets, and operational activities
    6. Minimum number of photographs as instructed by the concerned department
4. **Videography Services:** The contractor shall provide professional videography services including:
    1. Full HD / 4K videography
    2. Continuous recording of activities
    3. Event-based videography
    4. Site walkthrough recordings
    5. Scrap loading and dispatch monitoring
    6. Inspection and process documentation videos
    7. Short clips and full-length videos as required
5. **Editing and Post-Processing:** The contractor shall carry out basic post-production work including:
    1. Basic editing and color correction
    2. Video stabilization
    3. Video trimming and compilation
    4. Addition of date/time stamp if required
    5. Preparation of short highlight clips
    6. Conversion into standard formats such as JPEG, MP4, AVI, etc
6. Area of Work: The services shall be provided within the premises of HURL Barauni and other locations within the plant area as instructed by the authorized representative:
7. **Manpower and Equipment:** The contractor shall
    1. Deploy skilled and experienced photographers/videographers
    2. Arrange all required equipment at their own cost including:
        1. Professional cameras
        2. Video cameras
        3. Tripods
        4. Lighting equipment

5. Microphones
6. Storage devices
7. Batteries and accessories

HURL shall not provide any equipment to the contractor

8. **Mobilization:** The contractor shall mobilize within one (1) day from the date of intimation by the authorized representative through email or phone. The contractor shall ensure availability on short notice whenever required by the organization.
9. **Availability and Frequency of Services:**
    1. Services shall be provided on an as-and-when-required basis.
    2. The contractor shall remain available on all working days.
    3. Services may also be required on Sundays and holidays depending on operational requirements
    4. In urgent cases, the contractor shall respond immediately
10. **Deliverables:** The contractor shall provide the following deliverables:
    1. **Photography Deliverables**
        1. High-resolution photographs in JPEG format
        2. Properly labeled files indicating date, location, and activity
    2. **Videography Deliverables**
        1. Edited videos in MP4 / AVI format
        2. Raw footage if required by the organization
        3. Short highlight clips where instructed
11. **Submission and Handover Procedure:** All deliverables shall be submitted as follows:
    1. Soft copy through Pen Drive / External Hard Disk / Secure Digital Transfer
    2. CD/DVD submission if specifically required
    3. Files must be properly organized and labeled.
    4. **Submission Timeline**
        1. Photographs: Same day or within 24 hours
        2. Edited videos: Within 2–3 days unless otherwise instructed
    5. All photographs and videos shall become the exclusive property of HURL.
12. **Confidentiality:** All photographs and videos produced during the contract period shall be the exclusive property of HURL. The contractor shall:
    1. Not publish or share any material
    2. Not use the material for personal or commercial purposes
    3. Maintain strict confidentiality unless written permission is obtained from HURL.
13. **Safety and Compliance:** The contractor shall comply with:
    1. All safety rules
    2. Security procedures
    3. Entry regulations applicable within the HURL premises.
    4. Any violation may lead to termination of the contract.
14. **Schedule of Rates (SOR) / BOQ:**

Sl. No	Description of Item	Unit	Estimated Qty (Per Year)
1.	Hourly charges for Photography services including manpower, camera, accessories, travel within plant premises, and basic editing	Hour	100
2.	Hourly charges for Videography services including manpower, professional video camera, accessories, recording, and basic editing	Hour	350