

National Centre for Sustainable Coastal Management
Ministry of Environment, Forest & Climate Change, Govt. of India
Anna University Campus, Chennai - 600025

EXPRESSION OF INTEREST (EOI)
FOR
ENGAGING A CONSULTANT - PROFESSIONAL
PHOTOGRAPHER

EOI No. 3/2/2022-PROC/NCSCM/CON-PHOTOGRAPHER Date: 19/12/2022

1. INTRODUCTION

- a) National Centre for Sustainable Coastal Management (NCSCM) is an institution under the Ministry of Environment, Forest and Climate Change, Government of India, being located at Anna University Campus, Chennai-600025. NCSCM has been engaged to carry out the mangrove Zonation Atlas of India. This involves extensive field survey and photography to depict the field photographs corresponding to the mangrove zonation of each State/ UT.
- b) The purpose of this Expression of Interest is to seek the services of an experienced professional Photographer.
- c) The objective of this document is to provide indicative information about the scope and objective of this activity.

2. NOTICE INVITING EOI

- a) The NCSCM invites expression of interest from professional Photographers desirous of and having proven track record in conducting similar work.
- b) Interested Consultants who meet the criteria may furnish their Expression of Interest with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory.
- c) The Expressions of Interest must be submitted on or before **30th December, 2022 by 4 P.M.** at the following address:

The Director

**National Centre for Sustainable Coastal Management,
Anna University Campus, Chennai-600025, Tamil Nadu**

- d) Any EOI submitted by telegram / fax / e-mail, etc. shall not be considered.
- e) NCSCM shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence in the matter shall be entertained.
- f) Any amendment / modification will be issued through corrigendum only and the same will be hosted in the office website www.ncscm.res.in. The Consultants are requested to check the same in the website only.
- g) The offers shall remain valid at least for a period of 90 (ninety) days from the last date of submission of EoIs.



3. CRITICAL INFORMATION

Submission of the proposals in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1.	EOI No. and Date	3/2/2022-PROC/NCSCM/CON-PHOTOGRAPHER Date: 19/12/2022
2.	Last Date and Time for submission of EOI	30 th December, 2022, 4 P.M.
3.	Address at which proposal in response to EOI is to be submitted	The Director National Centre for Sustainable Coastal Management, Anna University Campus, Chennai-600025, Tamil Nadu
4.	Date and Time of opening of EOIs	30 th December, 2022, 4.30 P.M.

4. ELIGIBILITY CRITERIA

The interested Consultants shall have to comply to the following criteria to participate in the tendering process-

- a) Must have a Degree in any Basic Science/ Engineering & Degree/ Diploma in Nature Photography. Degree/ PG Diploma in Remote Sensing, knowledge of image processing software, RGB blending and colour grading is desirable.
- b) Must be having software skills such as (i) Image Editing: Adobe Creative Cloud, (ii) Video Editing: Adobe Premier Pro and (iii) Photogrammetry: Image stitching & 3D point cloud generation of aerial images.
- c) Must have at least 2 years of experience in photography including nature and landscapes using professional cameras.
- d) Must have experience in Drone/UAV based aerial photography.

5. SCOPE OF WORK

The details are in the Terms of Reference (ToR) attached as **Annexure – I**.

Nature of Work:

Field surveys and photography (Still/Video/Aerial) in hostile coastal mangrove environments, processing and lay out designing.

6. SCOPE OF SERVICES

The details are in the Terms of Reference (ToR) attached as **Annexure – I**.

The scope of services may be modified based on mutual agreement between the NCSCM and the Consultant with a view to achieve the overall objective.

7. PERIOD OF ASSIGNMENT

The project is for a period of 6 months. However, the intended job is for 30 days, which is scheduled for the initial two months. If further service required, it can spill over to the succeeding months, subject to satisfactory performance, availability of funds and mutual agreement between NCSCM and the Consultant.

8. FEES

- 8.1 A consolidated consultancy fee of **Rs.4,000/- (Rupees Four Thousand)** only per day shall be given to the Consultant. GST, as applicable, shall be given extra.
- 8.2 The Consultant shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed/ contractual employees of NCSCM during the currency or after expiry of the contract.
- 8.3 In case of termination of the contract on its expiry or otherwise, the Consultant shall not be entitled to and shall have no claim for any absorption in the regular/ otherwise capacity in NCSCM.
- 8.4 The Consultant shall not claim any benefit/ compensation/ absorption/ regularization of services with NCSCM under any provision/ Act/ Rules.

9. FACILITIES TO BE PROVIDED BY THE NCSCM

9.1 The details are in the Terms of Reference (ToR) attached as **Annexure – I**.

9.2 The Consultant has to undertake field visits also as a part of his/ her assignments for which travel expenses shall be reimbursed as per NCSCM rules.

10. INSURANCE

The Consultant has to take a personal accident insurance at his own cost for an amount of not less than Rs.10,00,000/- for which NCSCM shall not reimburse any amount.

11. CONFIDENTIALITY OF DATA AND DOCUMENTS

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for NCSCM, Chennai shall remain with NCSCM, Chennai. No one shall utilize or publish or disclose of part with details of office, operational process, technical knowhow, security arrangements and administrative/ organizational matters which is of confidential/ secret nature, to a third party. The Consultant shall be bound to hand over the entire set of records of assignments to NCSCM, Chennai before the final payment released by NCSCM, Chennai.

12. CONFLICT OF INTEREST

The Consultant shall in no case represent or give opinion or advice to other in any matter which is averse to the interest of NCSCM, Chennai.

13. TAX DEDUCTION AT SOURCE

There shall be a deduction of Tax at Source (TDS) from the consultancy fees as per the rates of TDS fixed by the Government from time to time.

14. EVALUATION OF EOIs

The EOIs will be evaluated as per the following criteria –

Sl. No.	Particulars	Maximum Marks
1.	Degree/ PG Diploma in Remote Sensing	10
2.	<p>Software Skills:</p> <p>a) Image Editing: Adobe Creative Cloud, Luminar, Aurora HDR (5+5+5=15 marks)</p> <p>b) Video Editing: Adobe Premier Pro (5 marks)</p> <p>c) UAV Image stitching & 3D surface generation from point cloud, Map composition & colour grading: Pix 4D, Cloud Compare, Arc GIS - ERDAS Imagine RS (5+5+5=15 marks)</p>	35
3.	<p>Work Experience:</p> <p>a) Terrestrial photography using Still/ Video cameras and processing – minimum two years (10 marks)</p> <p>b) Aerial photography using Drone cameras and processing - minimum one year (25 marks)</p>	35
4.	<p>Camera Kit:</p> <p>a) Professional Mirrorless Camera & Lenses (5 Marks)</p> <p>b) Drone with Camera and Directorate General of Civil Aviation (DGCA) issued UIN (15 Marks)</p>	20
Total		100

15. AWARD OF CONTRACT

- a) Contract shall be awarded to the applicant whose proposal will be determined to be substantially responsive and have secured the highest mark.
- b) In case two or more candidates score the same highest mark, the candidate having more years of experience [Point No.3 (a) & (b) combined] of the above Table) shall be awarded the contract.
- c) Any effort by an applicant to influence NCSCM in its decision on evaluation or award of contract may result in rejection of the offer of the applicant.
- d) Notwithstanding the above, NCSCM reserves the right to accept any or all EoIs and to cancel the bidding process at any time prior to the award of contract.
- e) Any legal dispute arising out of this is subject to Chennai jurisdiction only.

17. SUBMISSION OF EOI

The EoI shall be submitted in a single sealed envelope and super scribed as “EoI for engaging a Consultant–Professional Photographer” and EoI No: **3/2/2022-PROC/NCSCM/CON-PHOTOGRAPHER** **Date: 19/12/2022**. This envelope should contain a signed hard copy of EoI along with the supporting documents in proof of the eligibility criteria as mentioned at Para 4 above.

18. EOI PREPARATION COST AND RELATED ISSUES

- a) The Consultant is responsible for all costs incurred in connection with participation in this process, including but is not limited to, costs incurred in preparation of EoI, participation in meetings/ discussions. The NCSCM in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the EoI Process.
- b) This EoI does not commit NCSCM to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EoI.
- c) All materials submitted by the Consultants will become the property of NCSCM

**TERMS OF REFERENCE (TOR)
FOR
PROFESSIONAL PHOTOGRAPHER**

“Mangrove Community Zonation Atlas of India”

1. Objectives of the Project - Mangrove Community Zonation Atlas of India

The major objectives of the project are listed below.

- Preparation of Mangrove Zonation Atlas (in digital form) depicting dominant mangrove species/ community distribution at 1:25000 SOI OSM grid for nine coastal states and 4 UT's
 - Designing of atlas (A2 size) as per the 1:25000 SOI OSM grid
 - Photo-documentation of dominant mangrove species/ communities
- State/ UT-specific write up of mangrove community distribution and area statistics
- Development of a dynamic web portal for cataloguing the spatial output for greater utilisation for mangrove conservation

I. Specific objectives of the service intended from the Professional Photographer include

- A) Photo-documentation of Mangrove Community Zonation
- B) Post Processing of Photographs/Video
- C) Aerial Photography and Processing

- D) Imparting basic training in nature photography to NCSCM staff

II. Outline of the tasks to be carried out

The task to be carried out by the Professional photographer shall include –

- Participation in the field survey along with NCSCM staff and Photo-Videography of Mangrove zonation – Gujarat, West Bengal and few select locales of Tamil Nadu.

A) Photo-documentation of Mangrove Community Zonation for “Mangrove Zonation Atlas” and Website

Capturing photographs - still/ video/ Drone based aerial images of mangrove Community zones in similarity with the Zonation maps and GPS tagging

- Community zonation and macro photography of mangroves of Coastal States (Gujarat, West Bengal and Tamil Nadu as conditions permit)
- Photo composition

Photography shall include landscape, long exposure and plant feature Macrophotography

Landscape photography shall include

- Representational
- Impressionistic
- Abstract

B) Post Processing of Photographs/Video

Retouching and Photo editing, Colour grading and Lay Out designing

C) Aerial Photography and Processing

Image capturing, stitching and 3D point cloud generation of aerial images

D) Imparting basic training in nature photography to NCSCM staff

IV. The support or inputs to be provided by the Ministry or Department to facilitate the consultancy

Photography

- High End Camera (Mirror less with following lens and accessories)
 - 28 -70mm Zoom Lens
 - 16-35 mm F4 ZA OSS
 - FE 50 mm F2.8 Macro
 - 150-500mm F/5-6.7 Di III VC VXD (Model A057)
 - Battery – 2 no. s
 - Memory Card –128GB – 2no.s
 - Tripod
 - Power Bank
 - Sensor Cleaning Kit
 - Hard Case

- Camera Bag – Any competent bag
- Laptop

Post Processing

- Work Station specifications required for editing and colour grading
 - Minimum 16GB RAM
 - Minimum 4GB Graphics Card
 - SSD Storage
- Monitor
 - Minimum 27” inches
 - 100% sRGB
 - 95% Adobe RGB
 - USB-C Type
 - Backlit LED
- Software
 - Adobe Creative Suite, Luminar
 - Photogrammetry suite
 - ArcGIS, ERDAS Imagine

V. Final Outputs

- Photo-video documentation of Mangrove Community Zonation – Gujarat, West Bengal and few locations of Tamil Nadu (Landscape, Macro photography and Photocomposition)

Landscape photography shall include

- Representational
 - Impressionistic
 - Abstract
- Aerial photography in select locales (additional task with separate budgeting).
- Post Processing of images/Video, colour grading, lay out designing and incorporation into Mangrove Zonation Atlas and Website.
- Periodical update of tasks and progress with specific reference to the tasks and deliverables of the project.
- Impart basic training in photography to NCSCM staff.