

OFFICE OF THE
DIST ELECTION OFFICER & COLLECTOR,
KENDRAPARA



ELECTION URGENT

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districtelectionkendrapara@gmail.com

LIMITED TENDER CALL NOTICE

No. Elec 229

Dated: 12.02.2024

Sealed Tenders/quotations in enclosed format are hereby invited from the GST registered firms/intending suppliers/ Agencies for providing CCTV Camera with it's require equipment's, Photography and Videography (The details are given at Annexure-A) to be used during Simultaneous General Election-2024 in the Kendrapara District jurisdiction. The tender paper with detailed terms and conditions attached at Annexure-B

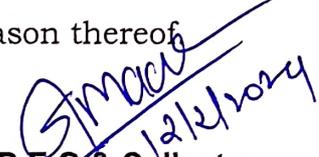
The tender documents are available in the Kendrapara District website: **kendrapara.nic.in**. Interested bidders can download the tender documents from the district website.

The schedule of events are as follows: -

SCHEDULE OF EVENTS		
1.	Last Date for receipt of Tender Paper	19.02.2024 by 01.00 P.M
2.	Opening of Tender Paper	19.02.2024 by 04.00 P.M

The complete sealed tender paper should be dropped into the Tender Box meant for the purpose and kept in the District Election Office, Kendrapara or submitted through Registered/ Speed post in favour of the District Election Officer & Collector, Kendrapara and must be super scribed as "TENDER/ QUOTATION FOR PROVIDING CCTV, PHOTOGRAPHY & VIDEOGRAPHY FOR SIMULTANEOUS GENERAL ELECTION-2024". The tender papers received beyond the scheduled date and time shall not be taken in to consideration.

The undersigned reserves the right to accept/modify/reject any or all the quotations fully or partially without assigning any reason thereof


D.E.O & Collector
Kendrapara

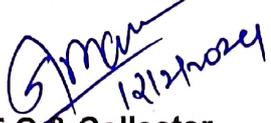
Memo No 230 / Date 12.02.2024

Copy to the CDO-cum-EO, Zillaparishad, Kendrapara/ Sub-Collector, Kendrapara/ All BDOs/ All Tahasildars for information and necessary action. They are requested to display in their notice board for wide publicity.

Copy to all the members of District Purchase Committee for information and necessary action

Copy to The DIO NIC, Kendrapara for information and he is requested to hoist the tender in the district website.

Copy to DIPRO, Kendrapara for information and she is requested to publish the same in one widely circulated English and Odia newspaper & submit the printed copy to District Election Office, Kendrapara.


12/2/2024
**D.E.O & Collector
Kendrapara**

Scope of Work:

1. The District Election. Officer, on the basis of size of the constituency (05 ACs), number of critical polling stations. polling stations falling in vulnerable area, previous history of booth capturing and other malpractices, the general law and order situation, the likelihood of committing corrupt practices and electoral offences and other related factors and after consultation with the Chief Electoral Officer should decide the number of video camera teams needed for each Constituency in the district.
2. Each member of the videography team deployed for recording of the proceedings/ important events shall be given proper duty passes for this purpose.
3. The service provider shall be screened thoroughly by obtaining information on their professional competence, track record, financial viability and other related factors like political affiliations etc.
4. Individual videographers engaged by the service provider should not belong to any political party or should not be known sympathizers or supporters or close relatives of any contesting candidates or leaders of any political party and should not have been hired by any political party or contesting candidate.
5. Videography recording is not restricted to poll day but covers entire spectrum of critical poll processes.
6. Video cameras may be used to capture still photography wherever so required.
7. CCTV coverage can be provided for the poll processes scheduled/ happening inside rooms/halls like nomination, scrutiny, withdrawal, symbol allotment, EVM/VVPAT related processes etc.
8. Photography may be carried inside the Polling Stations to photograph electors and cover poll proceedings without compromising the secrecy of voting.
9. Arrangements for 3600 CCTV coverage inside the room and at the exit gate of the room shall be made to record the process of nomination, scrutiny, withdrawal and allotment of symbol.
10. Other critical events such as important public meetings, processions during election campaign, processes related to postal ballot papers. polling Process in identified critical polling stations, storage of polled EVM/ VVPATs, Opening of Strong Rooms before taking out the EVM/ VVPATs for counting and counting process etc. shall be recorded in CCTV or through videography.

11. The videographer shall make sure that all other important events inter alia listed below are properly recorded:

- i. Attempts of intimidation of voters.
- ii. Attempts of inducement/ bribing of voters.
- iii. Canvassing within 100 meters of Polling Stations
- iy. Positioning of yoting compartment.
- v. Assured Minimum Facilities (AMP) at the Polling Station
- vi. Presence of polling agents
- vii. Mock Poll.
- viii. Clearing of Mock Poll
- ix. Sealing of EVMs and VVPATs.
- x. Process of identification of voters.
- xi. Voters in queues.
- xii. The length of queue at the time fixed for close of poll.
- xiii. Any dispute of any nature at the polling Station.
- xiv. Visit by Sector Officers, Observers and other electoral functionaries or any important person including the candidates.
- XV. Replacement of EVMs/VVPATs, if any.
- xvi. Any reportable or objectionable incidents at the Polling Stations.
- xvii. Any other processes or events specified by DEO/RO

12. All videography and photography should be done with date and time stamping so that the real time and date can be verified.

13. Videographers, so deployed, shall not be making random videography but shall follow protocol provided by the Committee in events.

14. Cameras shall be placed/ handled in such a manner that they can record the general proceedings at the Polling Station including the process of identification of voters, application of indelible ink, voting compartment etc., on poll day. On counting day, the CCTV/ videography camera shall be placed in such a way that it captures the general proceeding and do not focus on the display of the Control. Unit. Proper care should be taken to ensure that the secrecy of yoting is not violated in any manner in either case.

15. Storage devices, containing unedited video recording should be sealed clearly labeling/ indexing all the details contained therein must be handed over.

TERMS & CONDITIONS

1. Submission of Tender

- Tender should be submitted in two parts;
 - a. Part I will cover technical bid and
 - b. Part II will cover financial bid
- The "Technical Bid" and Financial Bid must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/ Information mentioned in the Tender Document.
- The first envelope must be marked as -TECHNICAL PROPOSAL (Tender for Tender for supply CCTV & Videography for the upcoming Simultaneous General Elections-2024).
- The technical Bid envelop should be contain all the require documents such as 1. Aadhar Card, 2. Valid Pan Card, 3. GSTIN registration Certificate, 4. GST return, 5. Income tax clearance, 6. Bank draft towards EMD, 7. Cost of Tender Paper.
- The second envelope must be marked as "FINANCIAL PROPOSAL (Tender for Tender for supply CCTV & Videography for the upcoming Simultaneous General Elections-2024).under District Election Office, Kendrapara " and it should contain Financial Proposal only.
- Both the above envelopes must be sealed and placed inside a third main envelops with proper labelling of following information in bold:
 - NAME OF THE ASSISNMENT :
 - TENDER NUMBER AND DATE :
 - DEADLINE FOR SUBMISSION OF BID :
 - NAME OF THE BIDDER :
 - NAME AND ADDRESS OF THE BIDDER:
 - CONTACTNUMBEROFTHEBIDDER:
 - EMAIL ID OF THE BIDDER :
- Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal mustbe sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have tobe sealed and signed by the authorized representative of the bidder.

02. Earnest Money

- The Bidders are required to deposit an earnest money of Rs.10,000/- (Rupees Ten thousand only) in shape of Demand Draft in favor of the "Dist. Election Officer -cum- Collector Kendrapara". The E.M.D. amount of the unsuccessful Bidder will be refunded after completion of Quotation Process.

And the bidders may obtain Tender paper by depositing Demand Draft of Rs 1000/- (Rupees One Thousand only) in favour of the "Dist. Election Officer -cum-Collector Kendrapara payable at SBI (Main Branch Kendrapara) towards cost of Tender Papers (Non-refundable).

- The earnest money will be released only after satisfactory performance of supply.
03. The Bidder shall submit true copy of GST clearance certificate for last 3 years i.e., 2018-19, 2019-20, 2020-21.
 04. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which (a) are properly signed and (b) confirm to the terms and conditions, and specifications. The Quotations would be evaluated for all the items together given in the Quotation format.
 05. Each bidder shall submit only one quotation as per the enclosed Quotation format.
 06. The Bidder should not have been black listed or debarred by any Center/ State Govt. Organization and submit the declaration as per format given at Annexure-D
 07. The Tender should be signed by the bidder/ proprietor of the firm or by the person who is duly authorized for the same by the bidder/ proprietor of the firm.
 08. No advance payment shall be made to the successful bidder for any work.
 09. While making payment, the Income tax & GST shall be deducted at source from the bills as per the rules of the Income Tax and GST Act.
 10. The items required shall be supplied by the successful contractor at any other place as per the directions issued from time to time in timely manner without any extra cost.
 11. The Purchase Committee will not be responsible for any loss or damage of any item which are under process of supply, due to any reason whatsoever.
 12. The DEO & Collector, Kendrapara reserves the right to reject any/all quotations without giving any reason thereof. The decision of the DEO & Collector will be final.

**D.E.O & Collector
Kendrapara**

PART-I (Covering Letter)

Date: _____

From,

Name :
Address :
Ph. :
Fax :
E-Mail :

To,

.....,
.....,

Sub: Tender for supply CCTV & Videography for the upcoming Simultaneous General Elections-2024 to the District Election Office- Submission of PART I – Reg.

Ref: Your Tender Notice _____ dated _____ //

Sir,

With reference to your tender notice, we submit herewith the following documents:

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions.
- 2) Authorization letter from the bidder for the person to sign the tender or remain present in person.
- 3) Details of the Bidder (as per Annexure - II).
- 4) Annual turnover statement duly certified by a Chartered Accountant (as per Annexure - III)
- 5) Declaration for not having blacklisted by either the registration department or any other Government Agencies as per Annexure - D).
- 6) Declaration for not having tampered the Tender documents downloaded from the website (Annexure - IV).
- 7) Any other relevant documents including copy of EMD.

Yours faithfully,

Encl: As stated above

**SIGNATURE OF THE BIDDER
(With seal and address)**

DETAILS OF THE BIDDER

1..	Name of the Supplier/ bidder		
2..	Full address:	At.	
		P.O	
		P.S	
		Dist	
		Mobile No	
3..	Registered Office Details		
	Address		
	Contact No		
	Email		
4..	Aadhar No.(With True Copy)		
5..	PAN No .(With True Copy)		
6..	G.ST Clearance Certificate	2020-21	Y/N
		2021-22	Y/N
		2022-23	Y/N
7..	IT Clearance certificate of Last 3 year		
8..	Sale Tax/ GST Registration no. with place (Copy to be attached)		
9..	TIN/PAN No (Copy to be attached)		

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder with seal

ANNUAL TURN OVER STATEMENT

The Annual turnover of M/s for the past three years are given below and is certified that the statement is true and correct.

SI No	Year	Turn Over (Rs. in lakhs)
1.	2020-2021	
2.	2021-2022	
3.	2022-2023	
	Total	
Average Annual turnover		

Date:

SIGNATURE OF THE BIDDER
(With seal and address)

Signature of Chartered Accountant
(With Seal and Address)

CERTIFICATE

Date:

Certified that M/s / the
firms/ company or its partners/ shareholders had not been blacklisted by any
Government Agencies.

**Full Signature of the Bidder
with seal & Address**

DECLARATION FORM

Date _____

A) I /we having our office at
..... do declare that I/We have carefully read all the conditions of tender floated vide
tender ref.no. for supply of CCTV, Photography & Videography for the
upcoming Simultaneous General Election to the DISTRICT ELECTION OFFICE.KENDRAPARA
and will complete the contract as per the tender conditions.

B) I/We have downloaded the tender document from the Web Portal and I/We have
not tampered/modified the tender document in any manner. In case, if the same is found to
be tampered / modified, I/We understand that my/our tender will be summarily rejected and
I/We am/are liable to be banned from doing business with the Collector, Kendrapara or
prosecuted.

**Full Signature of the Bidder
with seal & Address**

PART-II (Covering Letter)

Date: _____

From,

Name :
Address :
Ph. :
Fax :
E-Mail :

To,

.....,
.....,

Sub:

TENDER FOR RATE CONTRACT FOR SUPPLY OF CCTV, PHOTOGRAPHY & VEDIOGRAPHY POLLING MATTRIALS ETC. FOR THE UPCOMING GENERAL ELECTION TO THE DISTRICT ELECTION OFFICE, KENDRAPARA- Submission of Part-II price Offer- Reg.

Sir,

In continuation of our tender, we submit herewith the price offer for rate contract for supply of CCTV, Photography & Videography for the upcoming General Election- 2024 to the District Election Office Kendrapara as specified by the Additional. District Magistrate, Kendrapara in the tender Document.

We agree abide by the terms and conditions stipulated by the Addl. District Magistrate, Kendrapara and also agree to complete the entire contract at rates quoted by us.

The rate quoted and approved by the Additional. District Magistrate, Kendrapara in this tender will hold food as per the Additional. District Magistrate, Kendrapara tender conditions.

Yours faithfully,

**SIGNATURE OF THE BIDDER
(With seal and address)**

FINANCIAL BID

Name of the Bidder :

SI No	Items	Unit	Estimated Quantity (Tentatively)	Rate per item (including GST & All tax) in Rs.
1.	Digital Videography with operator and Branded company HD Camera with Pen drive	Per hour	100 nos (approx.)	
		Per Day (12 Hour)		
		Per Full Day (24 Hour)		
2.	Digital Still Photography with operator with HD Camera of Branded company with pen drive	Cost of per photo	100 nos (approx.)	
		Per hour		
		Per Day (12 Hour)		
		Per Full Day (24 Hour)		
3.	Full Day (24 hour) Full CCTV setup with operator.	Per Day/ Per unit	100 nos (approx.)	

1. Taxes should be quoted inclusively with unit price. Cost of includes the manpower, travel, instrument & all other costs.
2. In case of discrepancy between the prices quoted in words and in figure, the lower of the two will be considered.
3. The bidder offering the lowest rate on individual category shall be treated as successful bidder and his rate will be taken as L1 rate for the category.
4. Extra workup to 30 minutes beyond prescribed limit of 12 hour, shall not be treated as extra hours. Thereafter, additional charges, if any, shall be paid on pro-rate basis.

Full Signature of the Bidder with seal