

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE CUM DISTRICT ELECTION OFFICER, CUTTACK

No 627 / Dt. 17/9/18

**NOTICE INVITING TENDER**

Sealed Tenders are invited from the intending reputed firms/ suppliers having valid CGST/OGST Clearance Certificate and requisite reputation to have worked with Govt. Department and Credibility for **hiring and installation of CCTVs and accessories for web casting** of the critical and vulnerable polling stations on polling day and **video recording & still photography** of the critical & important events/training centers/events on political processions/meetings/FS/SST/VST of voting wherever necessary/counting of votes etc. in each Assembly Constituency area as per direction of the Returning Officer concerned. The selection of the critical and vulnerable polling stations for video surveillance will be finalized by District Election officer, Cuttack.

Tenders should be submitted separately in sealed cover superscribed "Tender for hiring of CCTVs and web casting service/videography & still photography". The envelope containing tender should be addressed to the District Magistrate cum District Election Officer & Collector, Collectorate, Cuttack, PIN-753002 on the top of the sealed envelope. Firm name & full address including Telephone number should be mentioned at the bottom of the left side of the envelope.

Tender should reach this office on or before 26/09/2018 by 5 P.M. through registered post/speed post only. No Tender will be received by hand or by any other means. The Tender received after the stipulated time & date will not be entertained. The General Bid for **hiring and installation of CCTVs and accessories for web casting and the final Bid for Videography and still Photography** will be opened on 27/09/2018 at 11A.M. and 12A.M. in the office chamber of the ADM by the Tender Committee and in the presence of the Bidders/ Authorized persons respectively.

The detail information of the tender is enclosed.

  
Collector & District Election Officer,  
Cuttack.

**TENDER**

**For**

**HIRING OF**

**CCTV Monitoring & Webcasting for  
Simultaneous General Elections in Odisha 2019**

**District Election Officer, Collectorate,  
Cuttack.**

## IMPORTANT INFORMATION

### Important Information about the Tender

Non-Refundable Tender Cost	Rs. 1000/- (Rupees One Thousand only) in cash or through Demand Draft from nationalized or scheduled bank, drawn in favour of the District Election Officer & Collector, Cuttack.
EMD	Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of District Election Officer & Collector, Cuttack. <b>The tender without EMD will be liable for rejection.</b>
Last date for submission of Bids	26 <sup>th</sup> September, 2018 in the Office of DEO & Collector, Cuttack <b>through Registered post and Speed post only.</b> No other means will be acceptable.
Opening of General Bids	27 <sup>th</sup> September 2018
Opening of Financial bids	29 <sup>th</sup> September 2018

Sealed Tenders, under Two Bid Systems are invited for **hiring of CCTVs and Webcasting service during Simultaneous General Election-2019 for critical and vulnerable polling stations during polling hours.** Bidder has to quote for the above activities with the various provisions of this TENDER document. The list of critical and vulnerable polling stations will be informed to the selected Bidder 07 (Seven) days before the Election Day. Webcasting will be done in around 15%-20% polling stations out of 2247 polling stations depending upon their sensitivity (**may vary**).

The hiring rate chart per polling station for CCTVs and accessories for web casting including installation and service charge should be quoted inclusive of all taxes i.e. GST, Entry Tax etc. as per Govt. guidelines and rate should be valid for one year from the date of finalization of Tender. The rate of the article is negotiable.

The firm whose Tender will be accepted as final bidder shall have to execute an agreement with the DEO & Collector, Cuttack in non-judicial stamp paper with Rs.10.00 (Rupees Ten only) the same day of acceptance as final bidder for Hiring. The successful Bidder should provide all accessories for web casting services and CCTVs for installation before 07 (Seven) days of the polling day. Deviation if any shall result in forfeiture of the SD to Govt. and action will be taken by the authority as per law.

**The authority reserves all rights to accept or reject the tender within assigning any reason thereof.**

## Document Submission

### General Bid

- a) A letter from the bidder
  - I. Describing the qualifying technical competence and experience of the Bidder.
  - II. Certifying that the period of validity of bid is one year from the last date of submission of bid.
- b) The profile of the bidder.
- c) CGST/OGST Clearance Certificate.
- d) Registration Certificate.
- e) Permanent Account Number (PAN) card copy.
- f) EMD in the form of a Demand Draft issued by any Nationalized / Scheduled Bank in favour of "District Election Officer & Collector", payable at District Headquarters.
- g) Declaration on acceptance of terms and conditions.
- h) Submission of Specifications and details of the equipments (Appendix-1).

### Financial Bid:

- a) Financial Bid Letter including confirmation from bidder that he/she quoting for all the services mentioned in the tender.
- b) Financial Bid (Appendix-2).

### **Opening of Proposal**

First the General Bid will be opened and if found that the bidder meets the eligibility criteria and has furnished all the supporting documents in the prescribed manner then the financial proposal shall be opened. The financial bid would be opened in presence of short listed bidders from General Bid evaluation. The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening shall be as follows:

1. General Bid
2. Financial Bid

### **Evaluation of General Bids:**

General Bid will be evaluated on the basis of the technical specification and the furnished documents as mentioned. Those qualified in the General Bid will be short listed for Financial Bid evaluation.

### **Evaluation of Financial Bids:**

Financial Bids of those short listed Bidders will be opened. All other financial bids will be returned un-opened. The names of the bidder who have qualified in the General Bid and whose Financial Bid will be opened will be notified in the office Notice Board of the DEO & Collector by 27<sup>th</sup> September 2018.

### **Deciding Award of Contract:**

Final selection of Bidder will be done based on financial Lower one rate and the contract will be awarded to the lowest quoted Bidder for each type of Technology (Technology wise) or other Bidders if they agree to provide webcasting service at the lowest rate, in writing.

## Terms & Conditions

### **For CCTV:**

1. The system shall consist of fixed indoor low light camera, fixed outdoor camera for surveillance and security at polling stations minimum 25 meter coverage.
2. It shall also include laying of cables necessary for installation of the system. Any openings/chasing in the wall/ceiling required for the installation shall be made good in appropriate manner.
3. The indoor camera shall install inside the polling booth for monitoring all the area except the polling compartment.
4. The outdoor camera should cover the entry point of the polling station.
5. In the Bid, the vendor shall also submit detailed catalogs, data sheets etc., for each of the products quoted.
6. The Bidder necessarily shall submit in the General Bid their detailed point-by-point compliance/deviation to this tender document.

## Terms & Conditions

### **For Web Casting:**

1. The web casting system shall include online webcast, monitoring, and storage of data.
2. It shall also include power back up minimum two hours and lying of cables necessary for installation of the system.
3. Bidders will be solely responsible to provide uninterrupted power back up (UPS) considering that there may be no power availability at some polling station locations.
4. Bidder shall provide uninterrupted secured connectivity solution between polling booths and centralized locations i.e. Control Rooms of concerned Sub Collector, Collector and Chief Electoral Officer, Bhubaneswar for flawless display at the Control Room setup.
5. The Bidders should provide the monitors as per requirement for clear vision of the live feed transmissions of the polling day in the centralized locations.
6. The Bidder shall ensure that transmitted does not fall into hands of any party, not authorized by CEO to receive the same.
7. The required display setup shall install at Control Rooms for monitoring the election process.
8. The device should have offline data storage capability. In case of problems in internet access, data should be stored in the device itself or at the polling station. Later, when internet connectivity is restored, the device should automatically update the data on the central server.

### **NOTE:**

**The bidder after completion of the recording activity, all the data to be arranged on the DVDs/Hard Disk and handover only to the DEO and Collector. After handing over the data, the Bidder shall not retain any video or data in their computers or in any form such as Hard Disk etc. with them.**

## Terms & Conditions

### **Manpower:**

1. One person per polling station for webcasting on polling day.
2. One person at Control Room of Sub Collector on polling day.
3. Two persons at District Control Room (at DEO & Collector office) on poll day.
4. All these persons should have technical knowledge of the installed systems.

**Appendix -1**

**Firm Name:**

**Contact No:**

<b>Sl. No.</b>	<b>Requirements</b>	<b>Detail specification to be submitted by the Bidder</b>
1.	DVR (No. of port as no. of camera installed)	
2.	SMPS	
3.	Camera (Bullet) (50meter coverage)	
4.	Necessary Cabling (at polling stations and the control rooms)	
5.	Power Backup system (at polling stations and the control rooms)	
6.	Online webcast system (Dongle)	
7.	Monitors	
8.	Data storage system (Hard Disk)	
9.	Manpower (for each vulnerable booths and control rooms on polling day and for installation)	
10.	Video recorded data handover format(DVD)	

**Appendix -2**

**Firm Name:**

**Contact No:**

<b>Sl. No.</b>	<b>Requirements</b>	<b>Hiring Charges per Unit/person</b>
1.	DVR (No. of port as no. of camera installed)	
2.	SMPS	
3.	Camera(Bullet) (50meter coverage)	
4.	Necessary Cabling (at polling stations and the control rooms)	
5.	Power Backup system (at polling stations and the control rooms)	
6.	Online webcast system (Dongle)	
7.	Monitors 70"	
8.	Data storage system (Hard Disk)	
9.	Manpower charge include transportation charge (for each vulnerable booths and control rooms on polling day and for installation)	
10.	Video recorded data handover format(DVD)	

**TENDER**  
**For**  
**Videography and Still Photography**  
**during**  
**Simultaneous General Elections in Odisha 2019**

**District Election Officer, Collectorate,**  
**Cuttack.**

## IMPORTANT INFORMATION

### Important Information about the Tender

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Opening of Bids	27 <sup>th</sup> September 2018

Sealed Tenders, invited for **Videography and still Photography during Simultaneous General Election-2019**. Bidder has to quote for the above activities with the various provisions of this TENDER document. The video recording & still photography of the critical & important events / training centers / events on political processions / meetings / FS / SST / VST of voting **wherever necessary** / counting of votes etc. in each Assembly Constituency area as per direction of the Returning Officer concerned.

The hiring rate chart per polling station for Videography and still Photography should be quoted inclusive manpower and all taxes i.e. GST, Entry Tax etc. as per Govt. guidelines and rate should be valid for one year from the date of finalization of Tender. The rate of the article is negotiable.

The firm whose Tender will be accepted as final bidder shall have to execute an agreement with the DEO & Collector, Cuttack in non-judicial stamp paper with Rs.10.00 (Rupees Ten only) the same day of acceptance as final bidder for Hiring. The successful Bidder should provide required manpower for Videography and still Photography with the necessary equipments during Simultaneous General Election-2019 when and wherever necessary. Deviation if any shall result in forfeiture of the SD to Govt. and action will be taken by the authority as per law.

### **Document Submission**

- a) A letter from the bidder
  - I. Describing the qualifying technical competence and experience of the Bidder.
  - II. Certifying that the period of validity of bid is one year from the last date of submission of bid.
- b) The profile of the bidder.
- c) CGST/OGST Clearance Certificate.
- d) Registration Certificate.
- e) Permanent Account Number (PAN) card copy.
- f) EMD in the form of a Demand Draft issued by any Nationalized / Scheduled Bank in favour of "District Election Officer & Collector", payable at District Headquarters.
- g) Declaration on acceptance of terms and conditions.
- h) Submission of Specifications and details of the equipments and total manpower to provide at a time during the Simultaneous General Election-2019.
- i) The hiring rate chart for Videography and still Photography with manpower as per specification in Annexure-1.

## Terms & Conditions

1. The bidder should submit all the documents as mentioned. If any bidder failed to submit any documents, that bidder will be liable for rejection.
2. **The tender without EMD will be liable for rejection.**
3. The Bidder must not have been blacklisted by any Govt. Organization (attach declaration in stamp paper of Rupees Ten)
4. The Videography and still Photography quality should have clarity.
5. The bidder after completion of Videography and still Photography, all the data to be arranged on the Hard disks and handover to the DEO and Collector. After handover the data, the bidder shall not retain any video or data in their computers or in any form in storage with them.
6. The Videography and still Photography personnel should reach the instructed destination on their own cost. No extra transportation charges will be paid.
7. If any dispute arises the matter shall be referred to purchase committee for settlement of dispute and the decision will be final.
8. The price quoted by the bidders shall be valid for the period of one year from the date of signing of agreement/finalization of the tender.
9. **The authority reserves all rights to accept or reject the tender within assigning any reason thereof.**

**Specification and Rate Chart**

Firm Name :

Contact No :

Sl. No.	Service	Specification and Details of the Equipments will provide	Charge per hour	Charge per hour without operation
1	Videography			
2	Still Photography			
3	Manpower			