

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

No 911

/Dt. 19-11-2018

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 **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 cocerned.

Tenders should be submitted in sealed cover superscribed "Tender for 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 04/12/2018 by 5 P.M. through registered post/speed post or in the drop box kept in Election section. 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 Bids for **Videography and still Photography** will be opened on 05/12/2018 at 11 A.M. in the office chamber of the ADM(Revenue) by the Tender Committee and in the presence of the Bidders/ Authorized persons.

The detail information of the tender is enclosed.


19/11/18

**Collector & District Election Officer,
Cuttack.**

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

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. The tender without EMD will be liable for rejection.
Last date for submission of Bids	04/12/2018 in the Office of DEO & Collector, Cuttack through Registered post and Speed post or in the Drop Box kept in Election section. No other means will be acceptable.
Opening of Bids	05/12/2018

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 centres / 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 worth Rs.10.00 (Rupees Ten only) on 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.

The authority reserves all rights to accept or reject the tender without assigning any reason thereof.

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			