

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

No 1263 / Dt. 02.04.2019

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 **CCTV monitoring services during Simultaneous General Election-2019 for polling stations during polling hours on polling day and Strong room and Counting Centres during Election period.** The selection of polling stations for **CCTV monitoring surveillance** will be finalized by District Election officer, Cuttack.

Tenders should be submitted in sealed cover superscribed "**Tender for CCTV monitoring services**". The envelope containing tender should be addressed to the 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 **09.04.2019 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 **pre-bid** meeting will be convened on **05.04.2019 at 11.00 AM** for discussion regarding the technical and scope of work required for the purpose. The Technical Bid and Financial Bid for **CCTV monitoring services** will be opened on **10.04.2019 at 11A.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.


Collector & District Election Officer,
Cuttack.

ELECTION URGENT

Memo No.- 1264, Dt.- 02-04-2019

Copy forwarded to the Notice Board of District Election Office/ Collectorate, Notice Board/ Project Director, DRDA, Cuttack/ Commissioner, CMC, Cuttack/ all Sub-Collectors of Cuttack District/ all Tahasidars of Cuttack District/ all BDOs of Cuttack/ all Sub-Registrar Office of Cuttack for information & necessary action. They are requested to publish the notice in their notice boards for information of General public.

[Signature]
2/4/19

**Deputy Collector-cum-Deputy
District Election Officer, Cuttack**

Memo No.- 1265, Dt.- 02-04-2019

Copy to D.I.P.R.O., Cuttack for information & wide publication of the tender in their respective Notice Board & the short tender call notice enclosed herewith for publication in Daily Samaj in minimum space on Dt. 03/04/2019.

[Signature]
2/4/19

**Deputy Collector-cum-Deputy
District Election Officer, Cuttack**

Memo No.- 1266, Dt.- 02-04-2019

Copy forwarded to the D.I.O., NIC, Cuttack / Executive Engineer, R&B Division-II, Cuttack/ General Manager, DIC, Cuttack/ District Treasury Officer, Cuttack / District e-Governance Manager, Cuttack for information & necessary action. They are requested to remain present during the opening & selection of the Tender on 10/4/19 at **11.00 am** in the office chamber of ADM(Revenue).

[Signature]
2/4/19

**Deputy Collector-cum-Deputy
District Election Officer, Cuttack**

TENDER
For
CCTV Monitoring 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. The tender without EMD will be liable for rejection. |
| Last date for submission of Bids | _____ 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 Technical Bids | _____ |
| Opening of Financial bids | _____ |

Sealed Tenders, under Two Bid Systems are invited for **CCTV monitoring services during Simultaneous General Election-2019 for polling stations during polling hours on polling day and Strong room and Counting Centres during Election period**. Bidder has to quote for the above activities with the various provisions of this TENDER document. The list of polling stations will be informed to the selected Bidder 07 (Seven) days before the Election Day.

The hiring rate chart per polling station for CCTVs and accessories 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 worth Rs.10.00 (Rupees Ten only) within the three days of acceptance as final bidder for Hiring. The successful Bidder should be provide all accessories for CCTVs for installation before 07 (Seven) days of the polling day. Deviation if any shall resulted intel 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 or cancel the tender without assigning any reason thereof.

Document Submission

Technical 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) GSTIN with 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- A).

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- B).

Opening of Proposal

First the Technical 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 Technical Bid evaluation. The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening shall be as follows:

1. Technical Bid
2. Financial Bid

Evaluation of Technical Bids:

Technical Bid will be evaluated on the basis of the technical specification and the furnished documents as mentioned. Those qualified in the Technical 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 Technical Bid and whose Financial Bid will be opened will be notified in the office Notice Board of the DEO & Collector by 10/04/2019.

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).

Technical Specification of Document for Installation, Implementation of CCTV surveillance solution on turn-key basis for simultaneous General Election-2019

Scope of Work-

The Successful bidder has to undertake the **CCTV surveillance (both audio & video)** of polling day events during the Simultaneous Technical Election-2019, Odisha with the installation of the necessary accessories with suitable data storage capable along with the supply of other related items as per the detailed scope of work given below.

1. Supply and installation of CCTV cameras along with one manpower per polling booth, on polling day, to surveillance the polling day activities in each polling centre.
2. The indoor camera shall be installed inside the polling booth for monitoring all the area except the polling compartment.
3. The outdoor camera shall be covered the entry point of the polling station.
4. 3 set DVDs with backups of each polling stations.
5. To & Fro of Manpower/machine will be borne by the Bidder.
6. Any damage/effect of incidents i.e. Natural Calamity/Riot/Man-made will be borne by the Bidder.
7. Appropriate Insurance coverage shall be borne by the Bidder.

Technical Specifications-

Task 1: Live Recording of the Polling at Polling Stations:

1. A pre-determined list of polling stations at where CCTVs will install shall be shared with the bidder.
2. Number of Locations for Video & Audio Recording out of 2246 locations (polling station): Inform before seven days of the polling day.
3. The bidder has to supply and install the CCTV cameras(one Dome inside the Polling Booth & one Bullet CCTV camera outside Polling Station), as per the minimum specification in the identified Polling stations. The CCTV camera should have facility of local recording, with minimum of 2 Megapixel camera resolutions. The camera should have night vision capability, wide angle with 30/ 170 degrees coverage. The camera should be having capability of 10x zooming. The camera should have minimum illumination of .05 lux.
 - a. 2 MP CCTV camera(one Dome & one Bullet)
 - b. 4-channel DVR with 500GB HDD in H-264 recording mode.
 - c. One Monitor in each Polling station for Operation & Maintenance purpose.
4. The camera should support 16-4096 Kbps code rate, support constant bit rate/variable frame rate of up to 30 fps. Image Control: Backlight compression, Automatic white balance, 3D digital noise reduction. The display should be supported is 1920 x1080.
5. The bidder has to post one person at each identified polling station, with proper training on the camera and accessories on the day of polling and also during trial runs.

6. The bidder is required to have at least two dry/trial runs of the process, to satisfy the DEO office that their systems are in good working condition at least two days before the poll and the counting day.
7. **In case of Re-poll ordered at a booth under CCTV surveillance, the CCTV surveillance of that Re-poll shall continue to be the responsibility of the bidder. This will not entail additional financial commitment.**
8. The bidder shall ensure that the recorded material does not fall into the hands of any party, not authorized by DEO to receive the same.
9. The recorded material shall be the exclusive property of the DEO and neither the bidder nor any other party will be entitled to utilize the same.
10. After the event is over on polling day, the supplied CCTVs and accessories have to be taken back and manpower have to be withdrawn by the bidder.
11. The DEO office will provide the list of mobile phone facilities of the election officials (that of the Presiding Officer / PO Officer), in an excel/CSV format, to the bidder, a few hours before the start of the election process for communication purposes.
12. The video and audio should be recorded at each polling centre. The bidder should deploy the necessary resources on the days of polling in each Polling Centre to store the video and audio data.
13. The bidder shall provide the sufficient storage for store the whole poll day event.
14. Number of Days required for recording at each location: 1 day [References to Day means 24 hours or part thereof]

Task 2: Setting up a Help Centre & Deployment of Manpower:

1. The bidder is required to deploy adequate manpower to meet all conditions of the assignment. The following teams shall be required to be created.
2. Centralized Help Desk in District HQ operating under the Control of the Nodal Officer
3. Team with two seater minimum, shall be located in DEO office and shall assist all other locations to fix the issues that are coming up relating to this assignment.
4. The help desk should be operational on 3 days before polling and one day after polling, including the polling day. If there is a repoll, it should continue, till the end of the repoll.
5. Manpower: These personnel should be skilled with the CCTVs being deployed by the bidder, their configuration, use, etc. They should be available to assist with any issues arising during the course of the assignment.
6. The CV5 of all the personnel, being deployed should be provided as per Appendix-4. Each of the personnel should have at least two of the following with him while in duty. Passport, Driving License, PAN Card, Aadhaar Card or other form of identity as specified by the Nodal Officer.
7. The following details shall be provided by the bidder in the CVs - Name, Date of Birth, and Copies of Identity cards as above, Permanent Address, Address during the last 10 years, Any Criminal or Civil Record, Educational Qualifications, Experience.
8. There may be Police / Security Clearance checks conducted against the personnel and the DEO office may ask for any or all personnel to be replaced, which shall be required to be complied with immediately.
9. The personnel shall be required to operate around day of polling and counting process from each of the Centre posted, in each of the (Parliamentary/Legislative) Assembly Constituency.
10. The personnel have to report for duty on one day before the polling day and should be available till the sealing of EVMs is completed.
11. Training of these personnel and the tasks shall include: Training the manpower in the setting up of the entire CCTV and recording system and allied issues, like power backup, alert assistance etc. The training required will have to be conducted by the bidder, in the district at a suitable place for one or 2 days as decided before they are deputed to the concerned place for on duty.
12. Troubleshooting any hardware issues related to entire process of recording. Any other tasks found necessary for the successful recording of the videos.
13. The DEO office will issue election duty certificate (EDC) or Postal Ballot to the manpower posted in the respective locations as necessary. The manpower shall be asked to report for duty to the concerned officials when posted.

Reporting Requirements and Time Schedule for Deliverables

The following would be the reporting requirements for the bidder:

1. An Inception Report within 1 week, from the start of the assignment. Weekly Progress Reports consisting of
 - a. All works performed by the bidder.
 - b. The Time Sheets / Attendance duly countersigned by the Nodal Officer
2. All Other Reports as required for the successful execution of this assignment.
3. Development and Maintenance of an MIS for all reporting purposes.
4. Final Report within 2 weeks of closure of all activities stipulated in the contract.
5. The reports may be submitted in hardcopy and in soft copy (through e-Mail / MIS /Shared Folder over Internet) to the officers concerned.
6. The bidder after completion of the recording activities, all data to be arranged on the Hard disks and handover to the nodal officer, within 4 days after polling is completed. After handing over the data, the bidder shall not retain any data in their computers or in any form with them. Any deviation in this regard, the bidder shall be held responsible and liable for punishment as per law.

The HDD shall be provided by the bidder at his own cost.

Supply, Installation and Commissioning

1. Delivery: The ordered items shall be delivered, installed and commissioned within one week from the date of Work Order. The Successful bidders after obtaining the Consignee address shall visit the sites to assess the readiness of the site for installation. A report in this respect shall be submitted to DEO office.
2. The DEO office is solely responsible for the site preparation, if any, before the scheduled installation dates.
3. After successful Installation, commissioning and completion of the delivery to the User Department at different locations, the Bidder must obtain signed Delivery Challan in the specified format.
4. The details of the representatives responsible for attending the services at each DEO office site, name and designation of the contact person and centre in-charge, higher level in-charge who is responsible to oversee the service centres, person to whom complaints can be made, in case the service provided to any centre, is not satisfactory and the contact numbers of the responsible person, fax, mobile numbers & email address must be provided well in advance to the DEO office.
5. In the event of non-acceptance of the items delivered by the DEO office, the Successful Bidder shall immediately report to DEO office for suitable directions.
6. If there is any cancellation of the event after issuing the work order, it will be intimated within 24 Hours time in advance.
7. The quantity mentioned in the Tender document is tentative only. Payment will be released based on the quantity used at the site and the same has to be attested by DEO office.
8. The Successful Bidder shall be liable and / or responsible for the compliance of all Statutory Provisions and especially those relating to Labour Laws in respect of this Contract.

Release of Payment

The following are the conditions precedent for release of any payment by the DEO office:

1. Signing of Contract
2. Signing of Non Disclosure Agreement by all the persons involved in the assignment
3. Submission of an irrevocable Bank Guarantee of the Contract amount in the format specified to the DEO office.
4. The following would be the Milestones and Payment.

| SN | Milestone | Approval | By Date |
|----|---|----------------------------|--|
| 1 | Inception Report Submission | By DEO | |
| 2 | Training Documents and Multimedia content and Training for all officials concerned | By DEO | |
| 3 | Two trial runs and satisfactory certificate before two days poll day and counting day | By DEO | |
| 4 | Submission of all other project deliverables and final report | By DEO and Payment in full | Within 15 days after the completion of polling and counting events |

No advance payment will be made
Service Level Agreement

1. 100% Server, Network & Power uptime SLA. The vendor should provide with 100% Server, Network & power uptime SLA as standard. This shall be applicable during the Election Day as declared by the DEO office and shall applicable for 24 hours or as decided by the DEO office. The vendor should ensure

| Service Availability | Deduction from Total Cost |
|----------------------|---------------------------|
| 99.9 % to 100 % | 0 % |
| 98 % to 99.8 % | 10 % |
| 95 % to 97.9 % | 25 % |
| 90 % and below | 50 % |

2. The buffer should not happen in the streaming at the CEO, DEO and RO Office vendor will develop a dashboard for reporting the buffer and failure.

| Buffer and Connection lost | Deduction from Total Cost |
|----------------------------|---------------------------|
| < 10 points failures | 0 % |
| > 10 points failures | 10 % |
| > 50 points failures | 25 % |
| > 100 points failures | 50 % |

Appendix- A

Technical Specifications of CCTV camera:

| | |
|---|--|
| During Polling and Counting Day | CCTV Camera |
| | 2 Megapixel minimum |
| | Night vision capability |
| | Wide angle with 30/170 degrees coverage |
| | Minimum illumination of .05 lux. |
| | Support 16-4096 Kbps code rate |
| | Support constant bit rate/ variable frame rate up to 30 fps |
| | Image control: Backlight compression , Automatic white balance, 3D digital noise reduction |
| Display should be supported is 1920 x 1080. | |

Technical Specifications of Power Backup:

| Power Backup | |
|---------------------------------|---|
| During Polling and Counting day | Whole day i.e. from starting to till end of polling activity. |

Technical Specifications of Data Storage:

| Data storage | | | |
|--------------|-----------------|--------|--|
| Sl. No. | Mode of storage | Charge | |
| 1. | On Hard Disk | | |
| 2. | On DVD | | |

Appendix - B

Slab & Rate chart for CCTV & Webcasting

| CCTVs including all accessories (i.e. DVR, SMPS, power backup systems (UPS/any other means), etc.) | | |
|--|---------------------------|----------------|
| Sl. No. | No. of CCTVs in operation | Charge per day |
| 1. | 1 to 50 | |
| 2. | 51 to 75 | |
| 3. | 76 to 100 | |
| 4. | 101 to 125 | |
| 5. | 126 to 150 | |
| 6. | 151 to 175 | |
| 7. | 176 to 200 | |
| 8. | 200 to 500 | |
| 9. | 501 onwards | |

| Manpower | | | | | |
|----------|----------------|---|--------------------------------|--|-------------------------------|
| Sl. No. | Total Manpower | Charge per hour on polling day/counting day | Charge per hour on normal days | Charge per day on polling day/counting day | Charge per day on normal days |
| | | | | | |
| | | | | | |

| Power Backup | | | |
|--------------|--------------------------|----------------|--|
| Sl. No. | Power Backup arrangement | Charge per day | |
| | | | |
| | | | |

| Data storage | | | |
|--------------|-----------------|--------|--|
| Sl. No. | Mode of storage | Charge | |
| 1. | On Hard Disk | | |
| 2. | On DVD | | |

