



**OFFICE OF THE COLLECTOR AND DISTRICT ELECTION  
OFFICER; CUTTACK**



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No. **II-39/2024/** 584 /Elec./dtd. the 9th February, 2024

**TENDER CALL NOTICE**

Sealed Tenders are invited from the intending reputed firms/ Agencies/ suppliers having valid CGST/ OGST Clearance Certificate and requisite reputation to have worked with Govt. Department and Credibility for Videography and Still Photography of the critical and 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 in connection with Simultaneous General Election-2024.

Tenders should be submitted in sealed cover superscribed "**Tender for Videography and 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.

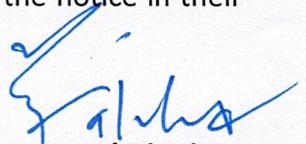
Tender should reach this office on or before **19.02.2024** by **5.30 PM** through registered post / speed post and in the Drop Box kept in Election Section Collectorate, Cuttack. The Tender papers by no other means will be acceptable. The Tender received after the stipulated date & time will not be entertained. The tender will be opened on **20.02.2024** at **01.00 P.M** in the Office Chamber of ADM (General) by the Tender Committee and in the presence of the Bidders/ Authorized persons.

The detail information of the tender herewith is enclosed.

  
Collector and District  
Election Officer, Cuttack

Memo No. 585 Date 09/02/24

Copy forwarded to the Notice Board, Collectorate, Cuttack /Project Director, DRDA, Cuttack / Commissioner, CMC, Cuttack / all Sub-Collectors /all Tahasildars / all BDOs of Cuttack district for information and necessary action. They are requested to publish the notice in their Office Notice Board for public information.

  
Collector and District  
Election Officer, Cuttack

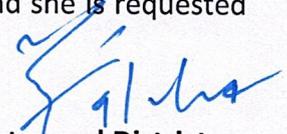
Memo No. 586 Date 09/02/24

Copy forwarded to All Sub-Collectors / Executive Engineer, R&B, Division-II, Cuttack / General Manager, D.I.C., Cuttack / District Treasury Officer, Cuttack / all members of District Level Purchase Committee, Cuttack for information and necessary action. They are requested to remain present during the opening and selection of said Tender on 20.02.2024 at 01.00 PM in the Office chamber of ADM (General).

  
Collector and District  
Election Officer, Cuttack

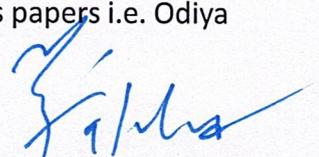
Memo No. 587 Date 09/02/24

Copy forwarded to DIO, NIC, Collectorate, Cuttack for information and she is requested to float the tender in district website for publication.

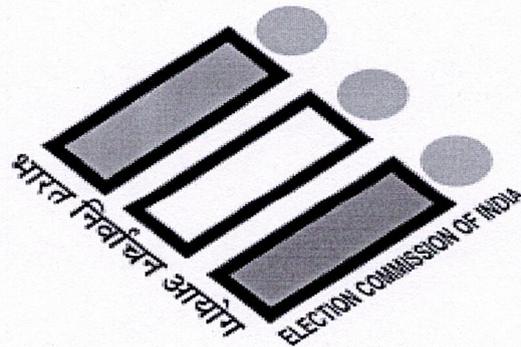
  
Collector and District  
Election Officer, Cuttack

Memo No. 588 Date 09/02/24

Copy forwarded to the Director & Addl. Secretary to Govt., Information & P.R., Deptt. Govt., Odisha, Bhubaneswar / D.I.P.R.O., Cuttack for information and wide publication of the tender a short tender call notice enclosed herewith for publication in one news papers i.e. Odiya Daily in minimum space on 10.02.2024.

  
Collector and District  
Election Officer, Cuttack

**TENDER**  
**For**  
**Videography and Still**  
**Photography**  
**During**  
**Simultaneous General Elections in**  
**Odisha 2024**



**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 and Collector, Cuttack.
EMD	Rs. 10,000/- (Rupees Ten thousand) only in the form of Demand Draft in favour of “ <b>Deputy Collector, Election, Cuttack</b> ”. <b>N.B.: The tender without EMD will be liable for rejection.</b>
Las date for submission of Bids	<b>19.02.2024 at 05.30 PM</b> in the Office of DEO and Collector, Cuttack through Registered post and Speed post or in the Drop Box kept in Election Section, Collectorate, Cuttack. The Tender Papers by no other means will be acceptable.
Opening of Bids	<b>Dated : 20.02.2024 at 01.00 PM</b>

Sealed Tenders, invited for Videography and Still Photography during Simultaneous General Election-2024, Bidder has to quote for the above activities with the various provisions of this Tender document. The video recording & still photography of the critical and 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 in Simultaneous General Election-2024.

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 and 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 be provide required manpower for Videography and still Photography with the necessary equipments during Simultaneous General Election-2024 when and wherever necessary. Deviation if any shall result intel forfeiture of the EMD 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 Demand Draft issued by any Nationalized / Scheduled Bank in favour of the **"Deputy Collector, Election, Cuttack"**.
- 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-2024.
- i) The hiring rate chart for Videography and still Photography with manpower as per specification in **"Annexure-I"**

## Terms and 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 Rs. 10/- (Rupees Ten)only
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 hand over 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 without assigning any reason thereof.

## Annexure-I

**Specification and Rate Chart**

Firm/ Agency 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			