

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, CUTTACK
(Establishment Section)

Notice No 1445 /Estt. (Exam) dated 06.12.2024

SHROT QUOTATION CALL NOTICE

Sealed quotation in the prescribed format enclosed at Annexure-I is invited from experienced Vendors/ Agencies/ Suppliers/firms having valid GST Certificate and requisite reputation to have worked with Govt. Department and Credibility for Videography of the process involved in the opening of the question booklet prior to commencement of the OPSC exam and during the packing of the used Answer Sheets of the OPSC Examinations to be held in Cuttack Zone.

The above said quotation should be submitted in sealed cover superscribed by "Quotation for Videography on OPSC Examinations' on the top of the sealed envelope and to be sent to Deputy Collector, Establishment, Collectorate, Chandinichowk, Cuttack, PIN-753002. Name & full address including Telephone number of the Vendors/ Agencies/ Suppliers/firms should be mentioned at the bottom of the left side of the envelope.

The Vendors/ Agencies/ Suppliers/ Firm will have to deposit an Earnest Money amounting to Rs.10,000/- (Rupees Ten Thousand) only in the shape of bank draft in favour of Examination Collector Cuttack in the office of the undersigned on or before the last date of submission of quotation paper with proper address and contact No.

The quotation should reach this office on or before **12.12.2024 by 3.30 PM** through registered post / speed post/ Courier. The quotation by no other means will be acceptable. The quotation received after the stipulated date & time will not be entertained. The sealed quotations will be opened **on 12.12.2024 at 05.00 P.M** in the Office Chamber of ADM (General), Cuttack by the Tender Committee and in the presence of the Quotationers/ Authorized persons.

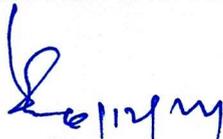
Terms and Conditions

1. The quotationer should submit all the documents mentioned below. If any quotationer fails to submit any documents, that quotation will be liable for rejection.
2. The quotation without EMD will be liable for rejection.
3. The Quotationer must not have been blacklisted by any Govt. Organization.
4. The Selected Vendors/ Agencies/ Suppliers/ Firm will take Videography of the process involved in the opening of the question booklet prior to commencement of the OPSC exam and during the packing of the used Answer Sheets of the OPSC Examinations to be held in Cuttack Zone.
5. The Videography shall be made in High Resolution Camera to ensure the finest clarity.
6. The Videography shall be made in the Examination Venues and the details of the examination venues will be given to the vendor 02 days prior to the examination.
7. The vendor will deploy Videography personnel to each of the exam venues and those personnel should reach the instructed destination at their own cost. No extra transportation charges will be paid.
8. The deployed videographer will take the videography as per instructions of the Center Supervisor and the Assistant Coordinator deployed by this office.
9. The deployed videographer must reach the examination venue at least one hour prior to commencement of the examination and will remain in the venue till completion of the packing of the used answer sheets.

10. After completion of Videography, all the data to be arranged on the External Hard Disks/ Pen-drive and the same to be handed over to Deputy Collector, Establishment, Collectorate, Cuttack on the next date of the examination.
11. After handing over the data, the vendor shall not retain any video or data in their computers or in any form of storage with them.
12. If any dispute arises the matter shall be referred to the purchase committee for settlement of dispute and the decision of the committee will be final.
13. The price quoted by the quotationer shall be valid for a period of one year from the date of signing of the agreement.
14. The authority reserves all rights to accept or reject the tender without assigning any reason thereof.

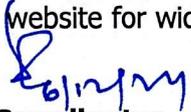
Document Submission

- a) Application in Annexure-I.
- b) GST Clearance Certificate.
- c) Registration Certificate.
- d) Permanent Account Number (PAN) card copy.
- e) EMD in the form of Demand Draft issued by any Nationalized / Scheduled Bank in favour of the "Examination Collector, Cuttack".
- f) Declaration on acceptance of terms and conditions.


ADM-cum-Coordinator,
Cuttack

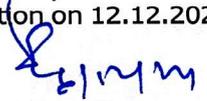
Memo No. 1446 Date 06.12.2024

Copy forwarded to District e Governance Manager, Collectorate, Cuttack for information and necessary action. He is requested to float this notice in the Cuttack District website for wide publication.


ADM-cum-Coordinator,
Cuttack

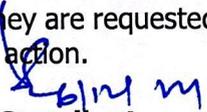
Memo No. 1447 Date 06.12.2024

Copy forwarded to the Committee Members for information and necessary action. They are requested to remain present during the opening and selection of said quotation on 12.12.2024 at 05.00 PM in the Office chamber of ADM (General).


ADM-cum-Coordinator,
Cuttack

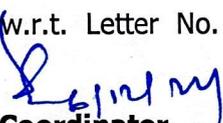
Memo No. 1448 Date 06.12.2024

Copy forwarded to CDO-cum-EO, ZP, Cuttack / Sub-Collector, Sadar Cuttack/ Assistant Collector, Nizarat, Collectorate, Cuttack for information and necessary action. They are requested to publish this notice in their office Notice Board for information and necessary action.


ADM-cum-Coordinator,
Cuttack

Memo No. 1449 Date 06.12.2024

Copy forwarded to Secretary, OPSC, Cuttack for kind information w.r.t. Letter No. 6912/P.S.C. dt. 03.12.2024.


ADM-cum-Coordinator,
Cuttack

Annexure-I

Firm/ Agency Name:	
Address & Contact No:	
GST Number:	
PAN Number:	
DD Number:	

Price Quoted

Sl. No.	Service details	Specification and details of the Camera to be used in videography	Recording Charge per day (For Multiple sittings of exam) Total Amount (Including GST)
1	Videography		

N.B. The actual cost of the External Hard Disk/ Pen drives to be used for providing video recording backups will be paid to the vendor over and above the Recording Charges.

Signature of the Vendor