

OFFICE OF THE DISTRICT ELECTION OFFICER, KEONJHAR

TENDER CALL NOTICE

No.X-18/2018 632 /Elec. Dated 20.9. /2018

Sealed Tenders under two bid (technical and financial) system are hereby invited by the District Election Officer & Collector, Keonjhar from the reputed Firms/ Companies/Agencies/Proprietor having proven experience of **PROVIDING SERVICES OF DIGITAL VIDEOGRAPHY/STILL PHOTOGRAPHY** in election related work or other similar nature of work done in the past. The services of digital videography/still photography are to be provided on requirement basis in respect of this district during upcoming **General Election, 2019**.

Sl.No.	Description	Earnest Money Deposit	Period of Service
01	Providing services of digital videography/sill photography in Keonjhar district	Rs.10000.00	During the Election Process

SCHEDULE OF EVENTS

	Date and Time
1. Publication of Tender :	22.09.2018/11.00 AM
2. Last date of submission of Bids	23.10.2018/05.00 PM
3. Opening of Technical Bid:	25.10.2018/11.00 AM
4. Notification of qualified bidders based on Technical bid evaluation	25.10.2018/12.30 PM
5. Opening of Financial Bid	25.10.2018/04.00 PM

(Contd..P-2...)

The schedule of bidding will be as follow:

ELIGIBILITY CRITERIA: -

1. a) The bidder should be a reputed Firms/ Companies/Agencies/Proprietor registered in India.
 - b) Adequate experience of providing satisfactory services of such types of assignments in the relevant field to any Govt. institutions or other related organizations during last 5 years
 - c) The Minimum Annual Financial Turnover should be 2 Lakh or more in any of the last three financial years (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant) (2015-2016, 2016-2017 & 2017-2018)
 - d) Agency must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same. The bidder must have valid PAN/Service Tax/ GST (attach document)
 - e) The tender documents is available in the website **www.keonjhar.nic.in**
 - f) Agency should not have been black listed by any Govt. Office/ Institution/ Firm / Organization /School /Board /University etc. Undertaking in this regard to be submitted by tenderer with the technical bid as per **ANNEXURE III.**
 - h) Earnest Money in shape of Demand Draft of a scheduled/Nationalized bank duly pledged in favour of the "Officer-In Charge, Election,Keonjhar" should be enclosed with the technical bid. However EMD of unsuccessful bidder shall be returned after allotment of the job to the successful bidder
 - i) In case the date of issue / receipt of tenders is declared / happens to be a public holiday, the tenders will be issued / received on the next working day.
 - j) Conditional Tenders are liable to be rejected.
 - k) The District Election Officer & Collector, Keonjhar reserves the right to cancel/reject in full or any part of the tender without assigning any reason.
2. Agreement shall be drawn with the successful bidder.
- An amount of Rs. 20,000/- (Rupees Twenty Thousand) only** towards security shall be deposited by the successful bidder in shape of FDR payable to District Election Officer, Keonjhar at Keonjhar (District Headquarter)

(Contd..P-3...)

TERM AND CONDITIONS

1. The rates should be quoted in appropriate column in tender form in the figures as well as words, otherwise the tender will not be considered.
2. The tenderer should sign all the documents attached with the tender and affix the stamp of the firm.
3. The specification of items quoted by the firms should confirm with the detailed specification supplied in the tender form.
4. The firm will enter into the rate contract for the work after the approval of the **District Election Officer & Collector, Keonjhar**. During the validity of the tender the firm will carry out the work as per specifications. The firm will carry out the work within the stipulated period mentioned in the order failing which the order will be cancelled and action will be initiated to debar the firm from participating in further tenders. The said firm will also be liable for recovery of excess amount spent on carrying out the said work from other sources. Action will also be initiated for blacklisting of the tenderer.
5. The **District Election Officer & Collector, Keonjhar** has full power/ authority to take into account the past performance, reputation, capabilities of execution of work before awarding the contract. The firm has to provide documentary evidence showing their capabilities and details of past experience, of required arrangements.
6. It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract. No change of charges or given time schedule shall be entertained on account of any local conditions or factor once the offer is accepted by this office.
7. This office reserves the right to relax any of the terms and conditions in the Government interest.
8. No conditional/ optional bid shall be accepted and bidders shall not be permitted to alter or modify their bids after expiry of the last date for the receipt of bids.
9. The **District Election Officer & Collector, Keonjhar** reserves the right to accept any bid, and to annul the bid process and reject all the bids at any time, without assigning any reason, prior to placement of supply order/ signing of contract.
10. Bidder must have understood that to whom the work is assigned have to complete the work to the full satisfaction of **District Election Officer & Collector, Keonjhar**.
11. Bidder who quotes rates for all the items, digital videography and Still Photography as defined in the tender will be eligible for the tender. Any bid which have partial quote for a specific work only will be rejected. **The bidder who quote and agree to supply all types of video photography cameras alongwith operators for 24 hours x 07 days only will be considered.**

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12. The bidder must have the sufficient capacity of cameras & operators for carrying out the work. He will not be allowed to delegate/ transfer/ assign his contract or part thereof to some other party to the disadvantage to this Office.
13. The **District Election Officer & Collector, Keonjhar** has full right to accept or reject in part or any or all the tenders without assigning any reason and also to cancel the order at any time. The bidder will have no right to claim any loss/damages etc. on cancellation of the supply order.
14. The **District Election Officer & Collector, Keonjhar** reserves the right of placing order for all work as per requirement to one or more contractor at the approved lowest rates.
15. In case the date of opening of tender is declared or happens to be a public holiday, the tender will be opened on the next working day at the stipulated time.
16. The bidder must have the capacity to supply more than 30 (Thirty) cameras alongwith operators at a time on call within short notice (02Hrs).
17. No increase in quoted price will be allowed during the validity of the bid
18. The approved contractor(s) will bear all the expenses.
19. The bidder shall be asked to supply cameras along with operators at any time or place as intimated by this office or by an officer authorized to do so.
20. The rates quoted by the bidder shall be inclusive of all taxes and levies mentioning clearly the rate of taxes and levies included.
21. It will be the responsibility of the operator of camera to get the duty slip signed from officer concerned with name, stamp and designation with date, time and hours.
22. The bidder is bound to supply the cameras with operators at the approved rates. The validity of the tender will be one year from the date of acceptance of the contract.
23. The bidder whose tender is accepted shall herein be called the supplier which shall include his heirs, executors, administrators and assignees.
24. No advance payment will be made. Taxes applicable will be deducted as per rules.
25. In case of tenderer/ bidder fails to execute the contract as per terms & condition, the security deposited by the firm will be forfeited.
26. The approved lowest rates will be valid for one year. The contract can be extended for a further period with the mutual consent of both the parties on approved rates.

27. The decision of the **District Election Officer & Collector, Keonjhar** regarding approval of rates will be final. No complaints in this regard will be entertained.
28. The tenders received by the due date and time will only be considered and the tenders received after the due date and time will be rejected without assigning any reason.
29. The penalty will be levied incase, there is disruption of services. The disruption along with the penalty amount that would be charged is given below:-

A	If vender does not provide photographers/ videographers.	Penalty of Rs. 1,500/- per function will be levied.
B	If photographer/videographer provided by vender fails to perform the duty	Penalty of Rs. 500/- per hour per Videographer/ photographer besides non-payment in respect of defective one. Vendor should provide alternate cameras within one hour from break down.
C	If the hired photographer/ videographer reports late for duty.	Same as (B) above
D	If the photographic services given are sub-standard.	

30. No separate payment will be made for transport vehicle.
The deputed photographer/videographer of the firm has to reach of his own at the destined place for photo/video coverage.
31. The photo/video material should be delivered in the office of **District Election Officer & Collector, Keonjhar** and no transportation charges will be paid for the same.
32. The firm has to submit the original, DVC of video/digital coverage with a copy of the same DVD/CD, without any extra charges. The firm will also submit one DVD/CD of still photo coverage, if any.
33. The validity of the tender will be one year from the date of acceptance of the contract. However, the validity of the contract period can be extended on mutually agreed terms and conditions.
34. Bids received without Earnest Money will be rejected out rightly.
35. The Bidder is bound to provide the cameras with operators at the approved rates during the validity of the tender. The cameras should be in good condition and should be immediately replaced in case of breakdown/ malfunction. If the charges of any services are reduced due to any reason during the validity of tender, bidder will intimate the reduced charges immediately and will also charge reduced rates instead of rates quoted.

36. The liability of the District Office will be only be limited up to payment of the rental/ lease value of the cameras/ hardware provided and which includes connected service of the job.
37. A General agreement will be made for a period of agreement and separate work order to deploy services will be issued before Poll. The contract for providing services shall be made after Notification of the Poll Programme by the Election Commission of the India.
38. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Firms who resort to canvassing will be liable to rejection.
39. The District Election Officer & Collector, Keonjhar reserves the right to assign the job to the L-1 as well as to other bidders in part.
40. Each tenderer shall submit only one tender; joint venture is not allowed. A tenderer who submits or participates in more than one tender will be disqualified.
41. Interpretations, corrections and changes to the Tender Documents shall be made by Addendum, if required which shall be uploaded on the District website.

Procedure for submission of Tenders:

The following procedure shall be adopted for submission and opening of tenders. The sealed envelopes shall be submitted as follows:

Envelope No. 1: This envelope must be marked as **Envelope No. 1** on the right hand top corner. This envelope shall contain two parts.

Part-I: Shall contain only the “**Earnest Money Deposit**” and will be opened first. If the Earnest Money Deposit is not found to be in accordance with the procedure prescribed then the other sealed envelope containing Part-II shall not be opened and as such the tender submitted by the tenderer shall not at all be considered.

Part-II: Containing the covering letter depicting “**Technical Bid**” (**ANNEXURE-I**) will then be opened in case of such tenderers whose Earnest Money Deposit is in order. These will be scrutinized and comments/conditions which have financial implications will be evaluated. Comments/ conditions may be discussed with the tenderer, if deemed necessary. If required, a meeting in respect of technical bids shall be held on notified date, time and place.

Envelope No. 2: Containing the “**Sealed Financial bid**” will be opened on the scheduled date or on a subsequent date which will be duly intimated to the tenderers. The Financial bid will be opened only of those agencies who meet the technical requirements of the tender document.

The above said two envelopes shall be kept in one sealed envelope and submitted to District Election Officer & Collector, Keonjhar on or before **23.10.2018 up to 5.00 P.M.** Bid not on the prescribed Performa (**ANNEXURE-II**) without requisite details/ EMD and received after the closing date and time of Bid will be summarily rejected.

8. PAYMENT TERMS:-

I. Generally, payment will be released after the completion of the election process. However, to meet with the day to day expenses bidder can claim the bills periodically against the duly signed duty slips by the authorized Officer/Person of this office. No advance payment shall be made under any circumstances. Income tax will be deducted at source as per rules

II. Performance security @ 10% of the cost of the job shall be deposited by the shortlisted bidder (s) in the shape of Bank Guarantee of a scheduled bank at least valid for 6 months in favour of The District Election Officer & Collector, Keonjhar

III. The Performance security deposit along with Security money is liable to be forfeited wholly or partially if any deficiency is found in the services or bidder fails to fulfill any agreed terms and conditions. The decision of District Election Officer & Collector, Keonjhar shall be final & binding on the bidder in this regard.


District Election Officer &
Collector, Keonjhar

Memo No.X-18/2018 633 /Elec. Dated 20.9. /2018

Copy to D.I.O., NIC, Keonjhar for uploaded the tender notice alongwith its enclosures in the District Website for information of the general public.

Copy alongwith enclosures forwarded to all Sub- Collectors/ all Tahasildars/ all Block Development Officers/ all Executive Officers of ULBs/NAC for display of the same in their office notice board for wide publication.

Copy to Collectorate Notice board.


District Election Officer &
Collector, Keonjhar

Memo No.X-18/2018 634 /Elec. Dated 20.9. /2018

Copy to all members of Purchase Committee, General Election, 2019 for information and necessary action with reference to this office Order No.572/Elec. Dt.08.09.2018


District Election Officer &
Collector, Keonjhar

ANNEXURE-I

DISTRICT ELECTION OFFICER, KEONJHAR (ODISHA) 758001
TECHNICAL BID

Technical Details for providing services in identified Polling Stations of 20-Telkoi, 21-Ghasipura, 22-Anandapur, 23-Patna, 24-Keonjhar and 25-Champua Assembly Constituencies and Counting Centres of Keonjhar – CCTV SURVEILLANCE on rental basis.

1. ABOUT THE FIRM:

i.	Name and Address of the Agency	
ii.	Contact Person with Phone No. Mobile No. Email Id.	
iii.	Month & Year of establishment	
iv.	Type of firm / organization (Firms/ Companies/Agencies/Proprietor)	
v.	Copy of Registration, if applicable	
vi.	Total Annual Financial Turnover : during(Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	2015-16 2016-17 2017-18
vii.	Income Tax No. (PAN No. / TIN No./ GST) (attach Photocopy)	
	Service Tax Registration No. (attach Photocopy) (attach photocopies of Income Tax clearance certificate)	
viii.	Activities of the organization:	
ix.	Since when engaged in providing services of Videography/ Still Photography	
x.	Experience in Domain Expertise	

**2. Past experience for providing services in Videography in other Offices/
institutions or related area.**

SL. No.	Name & Address of Organization and contact details	Nature of Work	No. of offices/ institutions involved in project assignment for Videography/ Still photography

3. PROFESSIONAL SUPPORT AVAILABLE:

- a) **MANPOWER:** - Number of persons available at different level on regular roll, their experience in relevant field.

Sl. No.	Name of the Employee	Designation	Experience

B) HARDWARE DETAILS :

Sl. No.	Name of Equipment	Model Number	Make	Quantity

4. Have you ever been debarred / blacklisted by any Govt. Office/ Institution / Board / University / Organization / Government Agency: If Yes, Please provide the details.

i. Whether any Court Case / Legal Proceeding is pending against the Tenderers: If Yes, Please provide the details.

It is certified that we have gone through all the terms and conditions of this TENDER and the same are acceptable to us.

Contact Person:

Telephone No.:

WhatsApp Mobile No.:

Email Id:

**Authorized Signatory
(With full name, designation and stamp)**

ANNEXURE-II

DISTRICT ELECTION OFFICER, KEONJHAR (ODISHA) 758001
FINANCIAL BID

Financial Bid for Providing services of digital Videography/sill photography

Sl. No.	Job	Rates (inclusive all taxes & levies)
1	Digital video coverage full day plus original DVC and write one DVD. R same each function.	
2	Still photo coverage in digital full with 50 colour prints 5x7" and write one DVD-R each function.	
3	Photo album for 100 photos 5x7" plain good quality top leather cover size 10x12" (pvc) natraj.	
4	Colour photo print Scanning and Finishing each print	
5	PP size print (1 Prints set)	
6	Post card size print	
7	4x6" size print	
8	5x7" size print	
9	6x8" size print	
10	8x10" size print	
11	8x12" size print	
12	10x12" size print	
13	10x15" size print	
14	12x15" size print	
15	12x15" size print	
16	16x20" size print	
17	20x24" size print	
18	30x40" size print	
19	40x60" size print	
20	Good lamination- all quality rates should be given in each square	

All Taxes should be included in the rates quoted above.

- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower, if any.
- **District Election Officer & Collector, Keonjhar** not be responsible for any loss/damages to any equipment installed at the Polling Stations and the Agency will be fully responsible for safety and security of its equipments/infrastructure.

At least one video camera/ still camera should be provided at one place..

- The captured data shall be delivered to the District Office by the service provider **within 10 days** from the date of completion of job.

Certified that all the terms and conditions of this TENDER are accepted by us.

Contact Person:

Telephone No.:

WhatsApp Mobile No.:

Email Id:

Authorized Signatory
(With full name, designation and stamp)

**UNDERTAKING
(ON AGENCY LETTERHEAD)**

This is to certify that M/s _____
address _____ has not ever been
blacklisted from any by any Govt. Office/ Institution/ School / Board / University /
Organization / Government Agency, etc. for any reason at any point of time and no legal
case / proceedings is pending against the Agency as on date.

Date:

**Authorized Signatory
(With full name, designation and stamp)**