

DISTRICT ELECTION OFFICE, KHORDHA

Notice No. 657 /Elec. Dated. 23/2/2024

SHORT QUOTATION CALL NOTICE

Sealed Quotations in the prescribed format are invited from the intending Suppliers/Dealers/Manufacturers/ Sellers/ Firms/Company/ Authorised agencies/ Entities/ Service Providers for supply of 03 items **1. CCTV, 2.VIDEOGRAPHY & STILL PHOTO, 3. GPS** on hire basis with services thereon as per "Annexure-I" on requirement for the forthcoming Simultaneous General Election-2024 in Khordha District.

The Sealed quotations should reach to District Election Office, Khordha by **Registered Post/ Speed Post/ Drop Box** available in this office only on or before 29.02.2024 by 5.00 P.M. and it will be opened at 11.00AM on Dt.01/03/2024 in the Conference Hall of Collectorate, Khordha in presence of members of Purchase/Hiring Committee and Bidders or their authorized agents. The tender should be submitted in two Bids i.e. (General Bid & Financial Bid) as per the Terms and Conditions attached with the Tender Call Notice.

The Tender Papers along with the details of specification of the articles will be available in the Website www.khordha.nic.in from Dt.24.02.2024 to Dt.29.02.2024 and can be downloaded from the website.

- (i) Last Date of submission of Tender: 29/02/2024 at 5.00 P.M.
- (ii) Date of Opening of General & Financial Bid : 01/03/2024 at 11.00 A.M.

The Earnest Money (EMD Cost) is as follows: **Item No.1. CCTV-** Rs.50,000/- (Fifty Thousand) only, **Item No.2. Videography & Still Photo-** Rs.50,000/- (Rupees Fifty Thousand) **Item No. 3 GPS-**Rs.20,000/- (Twenty Thousand) only [For all 03 items i.e. CCTV, Videography & Still Photography, GPS, the EMD Cost is Rs.1,20,000/- (One Lakh Twenty Thousand only)]. For each application, the Non-refundable Tender processing fee of Rs.5,000/- (Five Thousand) only is to be deposited alongwith EMD (Refundable) separately in shape of Bank Draft drawn in favour of the District Election Officer, Khordha payable at Khordha from any nationalized bank along with tender documents. Transfer or adjustment of E.M.D. will not be entertained. Shortfall of any required document or EMD, the tender application will not be entertained and the tender paper will be liable for rejection. The EMD of Successful Bidder will be returned after successful completion of the works.

Memo No. 658 /Elec.Dtd. 23/2/2024

Copy forwarded to the DIO, NIC, Khordha for information. He is requested to upload the advertisement in the district website for wide publication.

Collector & DEO, Khordha

DISTRICT ELECTION OFFICE, KHORDHA

TENDER/QUOTATION DOCUMENT

**Important dates of the Quotation Call Notice for supply of item 1.CCTV
2.Videography & Still Photography 3.GPS on hire basis and services
thereon as per "Annexure-I" required for the forthcoming
Simultaneous General Election-2024 in Khordha District**

(a)	Date of Publication of Tender	24/02/2024
(b)	Last date and time for submission of Tender Document	29/02/2024 at 5.00 P.M.
(c)	Date and time for Opening of (i) General Bid (ii) Financial Bid of eligible Bidders	01/03/2024 at 11.00 A.M. 01/03/2024 after General Bid

TERMS & CONDITIONS

1. General BID : (Documents to be furnished along with General Bid)

In support of eligibility, a bidder must submit the EMD, Tender Processing Fee & the following documents in shape of hard original copies or attested copies, as the case may be along with the General Bid.

- (i) Detailed Profile of the Contractor/ Supplier/ Service Provider/ Firm/ Agency/ Quotationer.
 - (ii) Form of General bid application/declaration application & check list duly filled.
 - (iii) EMD amount & Non-Refundable Tender Processing Fee as specified in the schedule of requirement in shape of Demand Draft in favour of District Election Officer, Khordha, payable at Khordha from any nationalized bank. The EMD will be refunded to the unsuccessful bidders after finalization of tender within 15 days and to the successful bidders after completion of the Task / Job / Assignments.
 - (iv) Copy of PAN Card & Aadhar Card of the Head of Business/Organisation/Entity.
 - (v) Copy of the Income Tax return of last 03 years assessment.
 - (vi) Copy of the up to date GST clearance certificate valid up to 31/12/2023.
 - (vii) Copy of the firm registration certificate.
 - (viii) Xerox copy of Bank Pass Book (front page) with the name & A/C Number of Bidder/ Business concern.
2. The Tender paper/ Quotation is to be addressed to the Collector & District Election Officer, Khordha having on the top of the cover/ envelope should be superscribed "**Tender paper for supply of CCTV / Video & Still Photo / GPS required for the Khordha District during the General Election-2024.**"
3. There shall be 03 covers/envelopes. One sealed cover will contain General Bid/ Quotation papers/documents and another sealed cover will contain Financial Bid/ Quotation papers/documents. On the front top of 02 sealed covers/ envelopes must be addressed to the Collector & DEO, Khordha superscribed as **Tender paper for General Bid and Tender paper for Financial Bid**. Both the sealed covers will be kept in another cover addressed to the Collector & DEO, Khordha superscribing the mark as written in the Point No.2 above.
4. The intending bidders/ quotationers should be well conversant about the work to be done after getting required information from this office, on any working hours and submit the proposal/quote price accordingly to provide the CCTV/ Videography, Still Photo /GPS and necessary service thereon on successful bidding.
5. All the item of articles and necessary service thereon should be supplied **within short notice as per requirement** & placement of order. All the articles should be delivered/ used in full and good conditions as the requirement of this office and in no case part supply of articles and services will be accepted. The Successful Unit/Firm/ Entity should submit GST Clearance up to 31/12/2023 during time of submission of Invoice Bill with Delivery Challan.
6. The Unit/Firm/ Entity should supply the products/articles/ services of good standard quality and in no case, the sub-standard quality/ poor quality of articles/ products and service thereon will be accepted.
7. If the Agency/Unit/ Entity fails to provide goods and services within stipulated period, the order will stand automatically cancelled and the EMD amount will be forfeited to Government and any loss due to failure to provide goods and services in time will be imposed on the Agency / Entity with cost and compensation.
8. The Bidders must have at least 20(Twenty) lakhs turnover of the business averaging the last 03 years and provide documents to this respect at the time of application for tender.
9. The Bidders must not have been black-listed and must have Udyam Aadhar Registration Certificate. They will submit declaration and copy of certificate respectively.

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10. The Bidders are required to show the Sample of Video Camera, CC Camera, GPS, Videography and previous works on which the rate quoted at the time of opening of the Tender paper i.e. on Dt.01.03.2024 as per specification. If failed to produce past performance, evidence of capability, reputation at the time of opening of Tender, the District Purchase/ Hiring Committee shall have the right to cancel his/her/its Tender application.
11. The successful Bidder(s) should replace any damage material(s)/ Video footage/ Pen Drive /HDD etc. or if arose any incorrect size/specification of the items immediately to concerned official(s).
12. The Successful Bidder must adhere to Non-Disclosure Agreement/ Non-Disclosure Conditions to be executed as per guidelines of Election Commission of India.
13. During finalization of tender by the District Purchase/ Hiring Committee, it is not mandatory to place supply/ service order to lowest price quoted unit. If pointed out regarding low quality of the materials/ service, the committee shall consider the next rate quoted unit after observing quality and service.
14. It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which may cause any effect on the performance of the contract or to fulfil the object of the election related works. No change of charges or given time schedule shall be entertained on account of any local condition or factor, once the offer is accepted by this office.
15. This office reserves the right to relax any of the terms and conditions in the interest of Government.
16. 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 of receipt of bids.
17. Bidder must have understood the object that to whom the work is assigned have to complete the work to the full satisfaction of District Election Officer & Collector, Khordha.
18. Bidder who quotes rates for all the items, digital videography, Still Photography, CCTV as defined in the tender will be full and complete performance of the work assigned. Partial quote for a specific work only will be rejected. The bidder who quote and agree to supply videographer with camera or operator will have to work 24 hours X 7 days only or as and when necessary. Well educated/ technically sound operators shall be engaged by the Supplier so that, the election work would not hamper.
19. The bidder must have the sufficient capacity of cameras, required electrical and electronic items and 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.
20. The District Election Officer & Collector, Khordha 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/service order.
21. The District Election Officer & Collector, Khordha reserves the right of placing order for all work as per requirement to one or more contractor at the approved lowest rates.
22. 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.
23. The bidder must have the capacity to provide required quantity of electronic, electric appliances alongwith operators at a time on call within short notice (02Hrs) at any time or place as intimated by this office or by an officer authorized to do so.
24. No increase in quoted price will be allowed during the validity of the bid.
25. The approved contractor(s)/ service provider will bear all the expenses relating to transportation, installation & operator works.
26. The rates quoted by the bidder shall be inclusive of all taxes and levies mentioning clearly the rate of taxes and levies included.

27. It will be the responsibility of the operator of camera & other appliances to get the duty slipsigned from officer concerned with name, stamp and designation withdate, time and hours.
28. The bidder whose tender is accepted shall herein be called the supplier which shall include his heirs, executors, administrators and assignees, successor in office.
29. No advance payment will be made. Taxes applicable will be deducted as per rules.
30. In case of tendered bidder fails to execute the contract as per terms & condition; the security deposited by the firm/agency/service provider/ entity will be forfeited.
31. 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.
32. The decision of the District Election Officer & Collector, Khordha regarding approval of rates will be final. No complaint in this regard will be entertained.
33. 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 thereof.
34. The penalty will be levied in case, there is disruption of services. The disruption along with the penalty amount that would be charged in respect of Videography, Still Photo/ CCTV/ GPS/Operator or any deficiency of service arising out of the same will be decided by the Collector & District Election Officer, Khordha.
35. In all cases, the minimum penalty may increase or decrease and any other compensation will be imposed on the supplier subject to final decision of the District Election Officer and Collector, Khordha.
36. The deputed photographer/videographer of the firm has to reach of his own at the destination place for photo/video coverage. No separate payment will be made for transport vehicle.
37. The photo/video shall be uploaded to One Drive of Google Server everyday Assembly Constituency, Team and Date wise to the account of this office under secured ID and Password.
38. The Supplier shall provide a new Seagate HDD with additional cost and engage a technically sound person to download the Data (Video/Still Photo/GPS tracking record) from One Drive and preserve the same in the HDD and handover the same to this office till completion of the work period.
39. The GPS shall be registered with the SIM of a Government Official to be intimated later.
40. 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.
41. Bids received without Earnest Money will be rejected out rightly.
42. The Bidder is bound to provide the cameras with operators & necessary services at the approved rates during the validity of the tender. The cameras/ CCTV and all electronic and electrical apparatus, accessories etc. should be in good condition and should be immediately replaced in case of breakdown/ malfunction.
43. The CCTV Service must be ensured with 24 hours uninterrupted power supply by inverter.
44. The liability of the District Office will be only be limited up to payment of the rental/ lease value of the cameras/ hardware GPS provided which includes connected service of the job.
45. 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 India or as and when required.
46. Canvassing whether directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the Firms who resort to canvassing will be liable to rejection.
47. The District Election Officer & Collector, Khordha reserves the right to assign the job to the L-1 as well as to other bidders in part or to be suitable/capable bidder.
48. Each tenderer shall submit only one tender. Joint venture is not allowed.

49. Tenderer who submits or participates with more than one tender application will be disqualified.
50. Interpretations, corrections and changes to the Tender Documents shall be made by Addendum/Corrigendum, if required which shall be uploaded on the District website.
51. Generally, the payment will be released after completion of the election process subject to compliance of the terms and conditions of the tender by the supplier/ service provider/ entity as the case may be and on availability of funds at this level. No advance payment shall be made under any circumstances. Income TAX/GST as applicable will be deducted at source as per rules.
52. The Supplier/ Service Provider shall submit the name of the contact person with details of contact number and alternative contact number to provide service as and when required.
53. The EMD will be liable to be forfeited wholly or partially if any deficiency of service is established or and the bidder fails to fulfil any agreed terms and conditions in connection with the object of the tender. The decision of District Election officer & Collector, Khordha shall be final & binding on the bidder this regard.
54. The Supplier will engage his Supervisor to look after smooth functioning of the goods and services provided and report daily to this office through electronic media.
55. Violation of terms and conditions of the tender and non-disclosure terms and conditions will amount to pecuniary penalty, criminal prosecution or any other action as deemed proper to be decided by the District Election Officer and Collector, Khordha.
56. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

**SUPPLY OF CCTV, VIDEOGRAPHY & STILL PHOTOGRAPHY, GPS ON HIRE BASIS
AND SERVICES THERE ON TO THE DISTRICT ELECTION OFFICE, KHORDHA FOR
THE FORTHCOMING SIMULTANEOUS GENERAL ELECTION-2024**

Tender Call Notice No. 657 / Elec. Dt. 23.02.24

GENERAL BID

CHECK LIST (GENERAL BID)

Please check whether the following documents have been enclosed in the respective cover/envelope namely, General Bid: Please arrange the documents serially in the following order.

1.	E.M.D in shape of DD in favour of District Election Officer, Khordha	Yes / No
2.	Tender Application Fee in favour of District Election Officer, Khordha	Yes / No
3.	General Bid Application	Yes / No
4.	Declaration application for General Bid	Yes / No
5.	Copy of the Manufacturer/ Authorized Supplier Registration Certificate if any	Yes / No
6.	Copy of the GST Registration Certificate	Yes / No
7.	Copy of PAN Card	Yes / No
8.	Copy of Udyam Aadhar Certificate	Yes / No
9.	Copy of 03 years turnover document proof/ Balance sheet	Yes / No
10.	Copy of the Income Tax return filed for the last Three assessment years	Yes / No
11.	Copy of GST Return for the Financial Year 2022-23	Yes / No
12.	Xerox copy of Bank Account details	Yes / No
13.	Single Sample of each item (to be produced before the Purchase Committee)	Yes / No
14.	Credentials if any as regards to past experience	Yes / No
15.	Declaration of Bidder Application as not Black-listed	Yes / No
16.	Copy of Authorization to the person attending the Tender opening meeting.	Yes / No

DECLARATION

(To be submitted with General Bid Application)

To,

**The Collector & District Election Officer,
Khordha**

Ref: Tender Call Notice No. 657 / Elec. Dt. 23 /02/2024

Sir,

I/We, the undersigned offer to Supply CCTV, Videography & Still Photo, GPS on Hire Basis and Services thereon against the Tender Call Notice of District Election Office, Khordha for the forthcoming Simultaneous General Election-2024. I/We are hereby submitting our bid, which includes this General Bid and Financial Bid sealed under separate envelopes and both kept in another envelope. The sample of the items shall be produced before the Purchase Committee on the date & time of opening of the Tender.

I/We hereby declare that all the information and statement made in this bid are true and accept that any of our misrepresentation/blacklisting contained in it may lead to our disqualification.

My/Our bid is valid for a period of one year & till completion of the process of General Election-2024, subject to the modification of result from contract negotiation; you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the bid, we undertake to carry out the same as per the terms and conditions of the tender documents.

We have carefully gone through the Terms & Conditions contained in the tender documents and declare that all the provisions of this tender document are acceptable to my company/dealership/agency.

I further certify that I am an authorized signatory of my company/firm/agency and am, therefore, competent to make this declaration.

Yours faithfully,

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)

SUPPLY OF CCTV, VIDEOGRAPHY & STILL PHOTOGRAPHY, GPS ON HIRE BASIS AND SERVICES THERE ON TO DISTRICT ELECTION OFFICE, KHORDHA FOR THE FORTHCOMING SIMULTANEOUS GENERAL ELECTION-2024

Tender Call Notice No. 657 /Elec. Dt. 23 /02/2024

**FINANCIAL BID
CHECK LIST (FINANCIAL BID)**

Please check whether the following papers have been enclosed in the respective cover, namely, Financial Bid: Please arrange the documents serially in the following order.

1. Financial Bid Form : Yes/No
2. Declaration of Financial Bid Application. : Yes/No

DECLARATION FINANCIAL BID APPLICATION

To,

**The Collector & District Election Officer,
Khordha**

Ref: Tender Call Notice No. 657 Dated. 23.02.24

Sir,

I/We, the undersigned offer to Supply CCTV, Videography & Still Photo, GPS on Hire Basis and Services thereon against the above Tender Call Notice as per the list for conduct of General Election-2024 of Khordha District in accordance with tender referred above clubbed with General Bid proposal.

Our proposal is valid for a period of one year & till the Election Process is over after date of Financial Bid opening, subject to the modification of result from contract negotiation; you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the proposal, we undertake to carry out the same as per the terms and conditions of this tender document.

I have carefully gone through the Terms & Conditions contained in the tender documents and I hereby declare that all the provisions of this tender document are acceptable to my company/dealership/ agency/entity.

Yours faithfully,

Authorized Signatory (in full and initials)

Name and Title of Signatory:

Name of the Firm:

(Seal)

**LIST OF CCTV/VIDEOGRAPHY & STILL PHOTOGRAPHY/GPS SERVICES FOR FINANCIAL
BID TO BE PROVIDED FOR THE FORTHCOMING GENERAL ELECTION,2024
OF KHORDHA DISTRICT**

Item No.	Name of the Item	Unit	Approximate Quantity	Rate of Hire Charges to be quoted including Tax (in Rs.)
VIDEOGRAPHY				
1	High Definition Video Camera (DSLR) with Technically Sound Operator (Service- 24 Hours X 7 Days or as and when required) Data Delivery: <i>As per terms & conditions</i>	Hire Charges Per Day per Camera with Operator	100 nos. Camera with Operator	
	STILL PHOTOGRAPHY High Definition Video Camera (DSLR) with Technically Sound Operator (Service- 24 Hours X 7 Days or as and when required)		As per requirement	
The above mentioned two jobs can be done with a single technically sound operator. The Hire Charges per Camera per person will be paid as to be treated as 01 Unit for both the jobs.				
CCTV				
2	5 Mega Pixel CCTV Camera (Colour, Audio & Visual recording option both Inner, Out door, Dome, Bullet as required) (DVR Based-100 meter range) (With complete installation, all accessories & Services)	Per Day per Camera	150 nos. CCTV Camera	
	DVR, Seagate/Toshiba Surveillance HDD (01 Touch) with minimum 60 days footage preservation memory capacity.	Per Day per Set	12 Set	
	Cabling & Complete Installation	Per metre	As per requirement	
	Inverter for Power back up for minimum for 24 hours after failure of General Electricity/ Generator Power Supply with installation	Per Inverter Set	As per requirement	
	Colour Monitor 42 inch with USB & WiFi (With installation and all accessories)	Per Day per Monitor	12 numbers	
The Supplier will take complete Date wise & Camera wise back-up of the CCTV footage in another Seagate HDD(s) after the assigned work is over to the Collector & DEO, Khordha or as and when required for processing the payment.				
3	GPS	Per GPS	190 numbers	

N.B. (1)The prices quoted shall be in Indian rupees only.The unit prices quoted in the tender shall be inclusive of all taxes and transportation cost up to District Election Office, Khordha or to the event place where ever required including all services supplement to the main object. The unit price quoted should accompany the sample.

(2) The actual quantity of materials/ services may vary according to the requirements.

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)