



**OFFICE OF THE DISTRICT ELECTION OFFICER
& COLLECTOR, BALANGIR**

E-Mail: dcelections.blgr@gmail.com



Notice No. 295 /Election

Date: 22-02-2024

TENDER CALL NOTICE

In pursuance to Govt. in Home (Elections) Deptt. Odisha, Bhubaneswar Letter No.1459/Elec. dated 12.02.2024, sealed tenders in plain paper are invited from the intending local bonafide Agencies/Firms/Industries/Individuals for **Videography, still photography and CCTV coverage** of critical and important events on hire basis with manpower as required in connection with the forthcoming Simultaneous General Election-2024 in Balangir District.

The indicative list of such provision of Videography/CCTV include:

Sl.No	Indicative items of Work
1	CCTV coverage for safety and security of EVMs & VVPATs in the strong room/ Warehouse
2	Videography of Strong Rooms during opening and closing by DEO/ROs
3	Videography for Flying squads/ Static Surveillance Teams/ Video Surveillance Teams/MCC Teams
4	RO Chamber for Nomination (Inside and outside coverage through CCTV as per instructions of RO and Videography of specific events within 100 meter periphery as per instructions of Returning Officer during the event of Nominations)
5	Videographers to be attached with Observers
6	Provision of Videographers on Poll day in net shadow area (as per requirement)
7	CCTV coverage in the corridor from Strong room to Counting Hall and inside the Counting Hall
8	Provision of Videographers on Counting day (as per requirement)
9	CCTV coverage / Videography of any other events as per instructions of ECI/CEO or need of RO

The Tender Papers along with the details of specification of the articles are available in the District Website www.balangir.nic.in . Interested bidders can download the tender documents from the district Website and the sealed tender papers duly filled in along with supporting documents must reach to the District Election Office, Balangir only through Speed Post or in the assigned drop box kept in District Election Office, Balangir latest by **29.02.2024 at 1.00 PM**. The undersigned will not be held responsible for any delay in postal service. The sealed tenders will be opened on **29.02.2024 at 04.00 PM** in the Conference Hall of Collectorate, Balangir in presence of members of Purchase Committee and Bidders or their authorized agents.

The District Election Officer & Collector, Balangir reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also issue Corrigendum/addendum to the Tender Call Notice if felt necessary. Hence the bidders are advised to visit frequently the District Website to track any modifications/corrigendum etc.


District Election Officer²⁵ & Collector, Balangir^{.2 .24}

Memo No. 296 / Elec.

Dated 22-02-2024

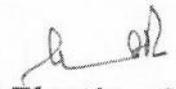
Copy to Notice Board, Collectorate, Balangir.

Copy to DIO, NIC, Collectorate, Balangir for information and necessary dissemination of the information / quotation in the district website.

Copy to all Sub-Collectors / all BDOs / All Tahasildars / All NAC Executive Officers of this district for information with a request to publish the notice in their office notice board for wide publicity in the interest of the General public.

Copy to DIPRO, Balangir for information and necessary action.

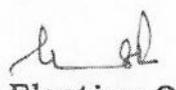
Copy submitted to Deputy Secretary, I & PR Deptt., Odisha, Bhubaneswar with a request to get it published in one Odia daily newspaper and one English daily newspaper on 20.02.2024 for wide circulation of tender call notice. Complimentary copy of the newspaper containing the tender call notice may please be send to this office for reference and record.


**District Election Officer,
& Collector, Balangir**

Memo No. 297 / Elec.

Dated 22-02-2024

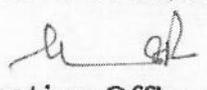
Copy to ADM-cum-Addl. DEO, Balangir / ADM (Rev.), Nodal Officer (Material Management) / Sub-Collector, Balangir/Patnagarh/Titilagarh / Treasury Officer, District Treasury, Balangir / Asst. Collector (Nizarat), Balangir / (all members of Purchase committee) / DeGM, OSWAN, Balangir / CP, ZP, Balangir / DIO, NIC, Collectorate, Balangir for information. They are instructed to remain present during the Tender opening process on 29.02.2024 at 04:00 PM in old conference hall, collectorate, Balangir.


**District Election Officer,
& Collector, Balangir**

Memo No. 298 / Elec.

Dated 22-02-2024

Copy submitted to the Addl. CEO-cum-Addl. Secretary to Govt. Home (election), Odisha, Bhubaneswar for kind information with reference to his Letter No. 1459/Elec., dated 12.02.24.


**District Election Officer,
& Collector, Balangir**

Terms and conditions:-

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
2. The application fees of Rs. 500/- (Rupees five hundred) only in shape of Demand Draft / Banker Cheque and EMD of Rs. 30,000/- (Rupees Thirty thousand) only in shape of Demand Draft in favour of District Election Officer & Collector, Balangir payable at Balangir must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. The tender application fee is non-refundable. In case the bidder(s) are local MSEs registered under DIC, O.K & V.I. and Handicraft Industries, OSIC & NSIC will be exempted from EMD, subject to submission of relevant valid certificate as per Finance Department O.M No.-27928/F Dt.16.10.2020.
3. Relevant self-attested copies of documents in support of the above criteria must be enclosed alongwith General bid documents failing which the bid will be liable to be rejected.
4. Any legal dispute arises out of this is subject to jurisdiction of Balangir District only
5. The bidder should have not been blacklisted by any Govt. organization/court etc. If found later on, action shall be initiated against the firm as per the law by the undersigned.
6. The Bidder should have past experience of Videography / Still photography in last General Elections to Lok Sabha/OLA/Panchayat elections or any other similar service to any Govt. or Autonomous Body. Bidder must furnish proof in the form of purchase order.
7. The successful bidder shall not assign or sublet the contract to any other firm.
8. The Videography & Still Photography must have date & time recording system.
9. Prices shall be quoted in Indian Rupees (both in figures & words) carefully and legibly.
10. The Purchase Committee shall decide to consider in favour of the said one successful bidder on priority basis, who shall able to supply the all items as per mentioned in Annexure-IV (A) & (B).
11. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the supplier fails to deliver the items or any consignment thereof within the stipulated period, the undersigned will take action as deemed fit.
12. The Collector, Balangir reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot / distribute the work to L2 supplier / firm at the Lowest (L1) rate in case If L1 bidder fails to deliver items within the stipulated period. No request or prayer to extend the date of supply will be considered at any circumstances.
13. In case of breach of any terms and conditions and failure to supply the required service by the successful bidder, the Collector, Balangir will have the right to cancel the order / contract without assigning any reason thereof and nothing will be paid by this office in that event and the EMD will also be forfeited. In case of the bidder after fully supply of service, the EMD will be refunded after receipt of report on good quality services from the receiving District only.


**District Election Officer,
& Collector, Balangir**

PROFILE OF THE FIRM

Sl. No.	Particulars		Details
1.	Name of the firm / company	:-	
2.	Year of Establishment	:-	
3.	Full Address of office	:-	
4.	Telephone/Mobile No.	:-	
5.	E-Mail Address	:-	
6.	PAN No.	:-	
7.	GST Registration certificate	:-	

Signature of the Witness

Date

Place

Signature of the Tenderer

Date

Place

Company Seal

RERPRESENTATIVE AUTHORISATION LETTER

To

The District Election Officer & Collector, Balangir

Sir,

I Sri _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with reference No. _____ / Elec. dated _____. She / He is also authorized to attend meeting and submit required information as may be required by you in the course of processing above said application.

Thanking You,

Authorized Signatory

Representative Signature

Signature Attested

Company Seal

GENERAL PROPOSAL

The General Proposal should include the following documents.

1. EMD of Rs. 30,000/- (Rupees Thirty thousand) only in shape of demand draft / banker cheque alongwith application fee of Rs. 500/- (Rupees Five hundred) only in favour of District Election Officer & Collector, Balangir payable at Balangir must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. The tender application fees are non-refundable.
2. Photocopy of valid PAN card, Photocopy of GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
3. Relevant self-attested copies of documents in support of the above criteria must be enclosed alongwith General bid documents failing which the bid will be liable to be rejected.
4. Detailed profile of the company as per Annexure- I
5. Letter of authorized representative as per Annexure – II
6. Declaration of ineligibility for corrupt or fraudulent practice as per Annexure – III

FINANCIAL PROPOSAL

The Financial Proposal should consist of the following documents

1. Financial proposal as per Annexure – IV (A) & (B)



**District Election Officer,
& Collector, Balangir**

SELF DECLARATION

To

The District Election Officer & Collector, Balangir

Sir,

In response to the Office Notice No. _____/Elec. Dated _____,

I Sri _____ as a _____, I / We hereby
declare that our company / firm namely _____
is having unblemished past record and was not declare ineligible for corrupt and fraudulent
practices either indefinitely or for a particular period of time.

Signature of the Witness

Signature of the Tenderer

Date

Date

Place

Place

Company Seal

Annexure-IV (A)

Price quoted for procurement/Installation of CCTV for the forthcoming Simultaneous General Election, 2024 for Balangir District

Sl. No.	Name of Item	Make	Price per unit excluding GST & other Tax (In Rs.)	Percentage of GST/Tax to be levied
1	DVR-4 Port			
2	DVR-8 Port			
3	DVR-16 Port			
4	DVR-32 Port			
5	SMPS-5 Amps			
6	SMPS-10 Amps			
7	SMPS-20 Amps			
8	Cable (3+1)			
9	Hard Disk- 1 TB			
10	Hard Disk- 2 TB			
11	Hard Disk- 4 TB			
12	UPS-1 KVA			
13	Connector (BNC)			
14	Connector (DC)			
15	Camera (Bullet) 3.6 mm Lens/2MP			
16	Camera (Bullet) 6 mm Lens/2MP			
17	Camera (Bullet) 8 mm Lens/2MP			
18	Camera (DOME) 3.6 mm Lens/2MP			
19	Monitor 22"			
20	Monitor 32"			
21	Monitor 48"			
22	Installation Charges / De-Installation Charges / Transportation Charges / Manpower Charges per day			

Signature and Seal of Bidder

Annexure-IV (B)

Price quoted for Videography/Still Photography for the forthcoming
Simultaneous General Election, 2024 for Balangir District

Sl. No.	Item	Price per unit per day excluding GST & other Tax (In Rs.)	Percentage of GST/Tax to be levied
1	Videography (HD) Good quality Specification- HD 1920/1080 or above		
2	Still Photography (HD) Good quality Specification- HD 1920/1080 or above		
3	Printing of Colour Photograph (size 6" X 4") per copy		
4	Manpower Charges per day		

Signature and Seal of Bidder