

ଜିଲ୍ଲାପାଳ ଓ ଜିଲ୍ଲା ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, କୋରାପୁଟ, ଓଡ଼ିଶା
OFFICE OF THE DISTRICT ELECTION OFFICER, KORAPUT
email-dycoelekpt13@gmail.com/e.mail-dycoelekpt@nic.in. Phone No: 06852-291045



No. 400 / IV22/2024

Dated: 14 . 02.2024

TENDER CALL NOTICE

Sealed tenders are invited from the intending Firms/ Videographer having valid GST/IT Registration Number for hiring of Videographers for Videography and documentation of different critical events like nominations, training, Facilitation Centers, Polling Centers visit dispersal centre, opening of EVM strong room, counting centre, Flying Squad visits, VVT, VST etc. and as and when required by the undersigned in connection with the forthcoming Simultaneous General Election. 2024.

List of Items

Sl. No.	Items
1	Videography per hour with DVD
2	Videography per full day with DVD
3	Blank DVD
4	Photography per day
5	Photography per hour
6	Photography per photo

The schedule of events i.e. last date of receipt of tender papers and opening of Tender papers etc. are as follow-

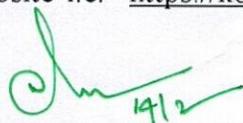
SCHEDULE OF EVENTS	
1. Last date for receipt of Tender papers	26.02.2024(Monday) by 5.00 PM
2. Opening of Tender Paper/Bids	27.02.2024(Tuesday) at 11.00 AM

The application form of tender containing General Bid information & Terms and Conditions are available in the District website <https://koraput.nic.in>. Interested bidders can download the tender documents from the website and sealed tender paper should be dropped into the Tender Box meant for the purpose kept in the District Election Section, Collectorate, Koraput or submitted through Speed Post/ Registered Post along with security money (refundable) of Rs.20,000/- (Rupees Twenty Thousand) only and Rs.500/- (Rupees five hundred) only towards cost of tender paper (Non-Refundable) in shape of Bank Draft/ Demand Draft drawn in favour of DEO & Collector, Koraput. Separate bank draft/Demand Draft is required for security deposit and tender paper.

Canvassing in any form shall be liable for disqualification.

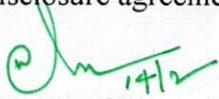
Last date of submission of Bid is **26.02.2024(Monday) by 5.00 pm**. No Bid will be received after due time.

The DEO & Collector, **Koraput** 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, which will be published in the District Website/ Office Notice Board, if felt necessary. Hence, the bidders are advised to visit frequently the District Website i.e. <https://koraput.nic.in> to track any modifications/ corrigendum etc.


District Election Officer &
Collector, Koraput

Terms and Conditions:

1. The bidder shall have to submit his bid under two bid system as “Technical Bid” and “Financial Bid”. The technical bid (**Annexure-A**) envelop should contain all the required documents such as 1. Aadhar Card, 2. Valid PAN CARD, 3. GSTIN registration certificate, 4. GSTIN Return, 5. Income Tax clearance (preceding 3 years) 6. Bank drafts towards EMD ,7. Cost of tender papers. The financial bid envelop should contain the rates of items quoted as per **Annexure-B**. Both the envelops should be marked separately as “**Technical Bid**” and “**Financial Bid**” and put in a large envelop marked as “Tender for Videography”. All envelops should be duly sealed.
2. No content of the videography to be shared with anyone except District Election Officer & Collector, Koraput. Failure to comply the secrecy, action shall be initiated against the firm as per the provisions of Representation of Peoples Act, 1951.
3. All the pages of the tender papers should be signed with seal of the firms/ agencies.
4. Financial Bid will be accepted only in the prescribed form as **Annexure-B**
5. Bids received after due date will not be entertained and shall liable for rejection.
6. All the rates should be quoted including GST and other taxes.
7. The Technical Bid shall be opened first. The financial bid of only technically qualified bidders shall be opened.
8. The tender paper can be obtained from the office of District Election Officer & Collector, Koraput (Election Section) or can be downloaded from District website <https://koraput.nic.in>
9. Any legal dispute arises out of this is subject to jurisdiction of Koraput only.
10. The tenderer should have not been blacklisted by any Government organization,
11. If found later on, action shall be initiated against the firm as per the law.
12. The District Election Officer & Collector, Koraput 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 firm at the Lowest (L 1) rate in case of L1 bidder fails to deliver the services.
13. In case of breach of any terms and conditions and failure to supply the required videographers with video cameras by the successful bidder, the District Election Officer, Koraput will have the right to cancel the order/ contract without assigning any reason thereof and the security deposit of the bidders will be forfeited.
14. The earnest money/ security money of L1 bidder shall be retained as performance security till the completion of contract.
15. TDS and GST shall be deducted at source as per applicable rates by the deductee (DDO).
16. Valid GST Bill will be entertained for payment.
17. Payment will be made within 15 days after receipt of the invoice/ bills and after due submission of the DVDs/CDs of all the events of the Videography taken during the election period, accordingly payment will be made to the firm.
18. The DVDs containing videography of the events should be date and time stamped.
19. After finalization of the Bid, the L1 bidder has to execute a non-disclosure agreement.


**District Election Officer &
Collector, Koraput**

**GENERAL BID
(Technical)**

SI No	PARTICULARS	
1	Name of the firm	
2	Name & complete address of the persons/firm	
3	Contact No	
4	Email ID	
5	GST Number	
6	Bank account Number & IFSC Code	
7	PAN Number	
8	Adhaar No	
10	GSTIN Return (paid upto)	
11	Income Tax clearance (preceding 3 years)	
12	Bank drafts No: & Date towards deposit of EMD Amount	
13	Bank Draft for deposit of Cost of tender papers vide Bid No:..... Dated:..... Rs.....	

Certified that the above information furnished by me is true to the best of my knowledge & belief.

**Signature of the Tenderer /Firm
with Seal**

FINANCIAL BID

Annexure-B

I Sri _____

_____ (Name & address) hereby offer my rates for supply the items as under:

Sl. No.	Items	Rate per item(including GST)
1	Videography per hour with DVD	
2	Videography per full day with DVD	
3	Blank DVD	
4	Photography per day	
5	Photography per hour	
6	Photography per photo	

Date:

**Signature of the Tenderer /Firm
with Seal**