



DISTRICT ELECTION OFFICE, NAYAGARH

Notice No 485 Elect/ Dated 07.09.2018

TENDER CALL NOTICE

Sealed tenders in the prescribed paper are invited from the intending authorized Suppliers/Dealers/Manufacturers for installation of CCTV, Videography & web casting in Polling Stations for Nayagarh District during the forth coming Simultaneous General Election-2019 as per **Annexure-1**.

The Sealed tenders should reach to District Election Office, Nayagarh by **Registered Post/Speed Post only** on or before **10.09.2018 up to 05PM** and it will be opened on **11.09.2018 at 11:30AM** in Sadhabana Sabhagruha, Collectorate, Nayagarh in presence of members of Purchase Committee and tenderers or their authorized agents. The tender should be submitted in two bids. i.e **(1) Technical Bid & (2) Financial Bid**. The envelope in which the intending bidders will apply should have two separate envelopes for (a) Technical Bid & (b) Financial Bid. The above Tender is subject to 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.nayagarh.nic.in from dated **02.09.2018 to 10.09.2018 up to 04:00PM** and can be downloaded from the Website. The tenderer who downloads through website, should pay the tender paper cost of **Rs.1,000/- (Rupees one thousand) only** in shape of Bank Draft/Bankers Cheque drawn in favour of the District Election Officer, Nayagarh payable at Nayagarh from any nationalized bank along with tender document.

The Earnest Money (EMD Cost) of **Rs 20,000/-(Rupees twenty thousand) only** is to be deposited in shape of Bank Draft drawn in favour of **the District Election Officer, Nayagarh payable at Nayagarh from any nationalized bank** along with tender documents. Transfer or adjustment of E.M.D will not be entertained. Shortfall of any required documents, Drafts and EMD will not be entertained and the tender paper will be liable for rejection. **NO TENDERS WILL BE RECEIVED BY HAND OR BY COURIER SERVICE.** The undersigned will not be responsible for any delay in postal service.


Add. District Election Officer
Nayagarh

TERMS & CONDITIONS

I. **TECHNICAL BID : (Documents to be furnished along with Technical Bid)**

In support of eligibility, a bidder must submit the EMD & the following documents, original copies or attested copies, as the case may be along with the Technical Bid.

- a. Detailed Profile of the Contractor/ Supplier.
 - b. Form of Technical bid application/declaration application & check list form duly filed.
 - c. EMD of amount as specified in the schedule of requirement in shape of Demand Draft in favour of District Election Officer., Nayagarh, payable at Nayagarh from any nationalized bank, which will be refunded immediately to the unsuccessful tenderers after finalization of tender and to the successful tenderers after completion of the Task / Job.
 - d. Paper cost on download of Tender from District Website in shape of DD drawn in favour of District Election Officer, Nayagarh, payable at Nayagarh from any nationalized bank. The cost of tender paper is not refundable.
 - e. Copy of PAN Card.
 - f. Copy of the Income Tax return for the last 3 years assessment.
 - g. Copy of the up to date Sales Tax/VAT/SGST & CGST clearance certificate and CST (Central Sales Tax) certificate valid up to 31/03/2019.
 - h. Copy of the firms registration.
 - i. Xerox copy of bank Pass Book (front page) with the name & A/C Number of Tenderer.
2. The Tender paper is to be addressed to the District Election Officer, Nayagarh and on the top of the cover should be superscribed **“Tender paper for arrangement of CCTV, Videography & web casting to be used in Nayagarh District during the General Election-2019.”**
 3. All the temporary installation should be made **within short notice as per requirement** placement of order. All the articles should be installed in full and good conditions & in no case part installation or un-serviceability will be accepted. The Successful Unit/Firm should submit VAT/GST Clearance up to 31/03/2019 during time of submission of Invoice Bill with Delivery Challan.
 4. The Supplier should install / equipped with required products & manpower as specified.
 5. If the supplier fails to install the system within stipulated period, the order will stands automatically cancelled and the EMD & security money will be forfeited to Government.
 6. The Tenderers are to produce Sample of each item for which rate quoted at the time of opening of the Tender paper i.e on **11.9.2018 as per specification. If failed to produce sample items at the time of opening of Tender, the District Purchase Committee will cancel his Tender documents.**
 7. The successful tenderers should bear **the T.A./D.A. of videographer /web casting team.**
 8. The successful tenderers should bear / replace any damage materials or if arose any incorrect specification or manpower/ operator of the items should replace immediately to concerned Official.
 9. During finalization, Dist. Tender Committee, it is not mandatory to place supply order to lowest price quoted unit. If pointed out low quality of the materials, the committee shall consider the next rate quoted unit with observing quality of the Tender sample.
 10. The supplier shall bear the cost of availability of internet for installation of web casting.
 11. The authority reserves the right to reject any or all Tender without assigning any reasons thereof.

INSTALLATION OF CCTV, VIDEOGRAPHY & WEB CASTING DURING THE FORTH COMING GENERAL ELECTION-2019 FOR NAYAGARH DISTRICT.

TENDER CALL NOTICE NO.DATE: ____09.2018.

TECHNICAL BID

CHECK LIST (TECHNICAL BID)

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

1. E.M.D in shape of DD in favour of District Election Officer, Nayagarh. : Yes/No
2. Paper cost in shape of DD in favour of District Election Officer, Nayagarh. : Yes/No
3. Technical Bid Application : Yes/No
4. Declaration application for Technical Bid : Yes/No
5. Copy of the Manufacturer/Authorized Supplier Registration Certificate : Yes/No
6. Copy of the Up-to-date Sales Tax/CST/GST Certificate : Yes /No
7. Copy of PAN Card : Yes/No
8. Copy of the Income Tax return filed for the last three assessment years : Yes/No
9. Copy of VAT/CST/ GST clearance certificate Valid up to 31/03/2018 : Yes/No
10. Xerox copy of Bank Account details : Yes/No
11. Single Sample of each item(to be produce before the Purchase committee) : Yes/No

DECLARATION APPLICATION

(To be submitted with Technical Bid)

Technical Tender Submission Form

To

The District Election Officer,
Nayagarh.

Ref: Tender Call Notice No._____/ Elect. Dated .____09.2018.

Sir,

I/We, the undersigned offer for **arrangement of CCTV, Videography & web casting system** against the Tender Call Notice of District Election Office, Nayagarh for temporary installation of **CCTV, Videography & web casting** for Nayagarh District during the fourth coming General Election-2019. I/We are hereby submitting our bid, which includes this Technical Bid and Price Bid sealed under a separate envelope. The sample of the items shall be produced before the Purchase Committee on the date & time of opening of the Tender.

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.

Our bid is valid for a period of one year & till completion of the process of General Election-2019, 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 I declare that all the provisions of this tender document are acceptable to my company/dealership.

I further certify that I am an authorized signatory of my company/firm 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)

TECHNICAL BID APPLICATION

(To be submitted with Technical Bid)

General Information about Manufacturer/Authorized supplier

SL No	Particulars	Details to be furnished	
Details of the Bidder :			
1	Name		
2	Address		
3	Telephone No.		
4	E.Mail i/d		
Details of the Authorized Person:			
5	Name		
6	Address		
7	Telephone No.		
Information about the Firm:			
8	Name of the Firm		
9	Details of Registration of firm/ company (enclose the necessary documentary proof)	Date	Furnish the copy of the certificate of incorporation/ Registration certificate
10	Name of the A/C holder: Bank Account No. Name of Bank: IFSC Code :		
11	Locations and address of the Firm		
12	Central Sales Tax Number/GST No.	(Enclose the copy of the up-to-date VAT/CST,GST registration)	
13	VAT/GST Registration No./Valid up to 31.03.2019		
14	PAN Card No.		
15	Valid dealership certificate from the manufactures in case of Authorized supplier.		
16	Income return assessment for last three Financial years:	1. 2. 3.	

DECLARATION

I _____ Son/Daughter/Wife of shri _____
proprietor/Director/authorized signatory of the manufactures/authorized supplier mentioned above am
competent to sign this declaration and execute this tender document. I have carefully read and understood
all the Terms & Conditions of the Tender & undertake to abide by them. The information/documents
furnished along with the above application are true and authentic to the best of my knowledge and belief.
I/we am/are well aware of the fact that furnishing any false information/fabricated documents would lead
to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate law.

Authorized Signatory (Seal)

TEMPORARY INSTALLATION OF CCTV, VIDEOGRAPHY & WEB CASTING DURING THE FORTH COMING GENERAL ELECTION-2019 FOR NAYAGARH DISTRICT.

TENDER CALL NOTICE NO.DATE: ____09.2018.

FINANCIAL BID

CHECK LIST (FINANCIAL BID)

Please check whether the following 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 Financial Bid Application. : Yes/No

DECLARATION FINANCIAL BID APPLICATION

To
The District Election Officer,
Nayagarh.

Ref: Tender Call Notice No._____ Dated ._____

Sir,

I/We, the undersigned offer for **arrangement of CCTV, Videography & web casting** against the Tender Call Notice of District Election Office, Nayagarh for arrangement of **CCTV, Videography & web casting** as noted items for conduct of General Election-2019 of Nayagarh District in accordance with tender referenced above and our Technical Proposal.

Our proposal is valid for a period of one year & till the Election Process is Over after date of Price 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.

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

Yours faithfully,

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)

FINANCIAL BID FORMAT

APPLICATION –FINANCIAL BID FOR TEMPORARY INSTALLATION OF CCTV, VIDEOGRAPHY & WEB CASTING DURING THE FORTH COMING GENERAL ELECTION-2019 FOR NAYAGARH DISTRICT.

SI No.	Name of article	Specification	Rate in (Rs)
01.	CCTV arrangement	One CCTV & storing with display unit	
		Two CCTVs & storing with display unit	
		Three CCTVs & storing with display unit	
		Multiple CCTVs (4/8/12) & storing with display unit	
02.	Videography	One Camera with Videographer per one hour	
		One Camera with Videographer per one day	
03.	Web casting	One event for one day(7 AM to 8PM)	
04.	Still Photography	Different sizes per piece(Post card etc.)	

N.B. 1. The prices quoted shall be in Indian rupees only .

2. The unit prices quoted in the tender shall be inclusive of all taxes and transportation cost up to the specified place as desired by the District Election Officer, Nayagarh.

3. The units are to be priced for HD quality output.

Authorized Signatory (in full and initials):

Name and Title of Signatory:

Name of the Firm:

(Seal)