

OFFICE OF THE COLLECTOR & DISTRICT ELECTION OFFICER: NUAPADA

No. 351 /Elec

Date. 01/03/2024

SHORT TENDER CALL NOTICE


Sealed tender from the intending firms/Videographer Studios having valid GST Registration No. & IT Registration No. for hiring of Videographers for Videography and documentation of different critical events, nominations, dispersal centre, opening of EVM strong room, counting centre and as and when required by the undersigned in connection with forthcoming Simultaneous General Elections to Lok Sabha and OLA, 2024 and as and when required by the District Election Officer & Collector, Nuapada, so as to reach the undersigned on or before **07.03.2024** by **01.00 P.M.** The tender will be opened on 07.03.2024 at **4.00PM in the Conference Hall of Collectorate, Nuapada.** Tenderers or their authorized agents shall remain present at the time of opening tender.

The sealed envelope containing the proposals must be delivered to the office of the DEO & Collector, Nuapada by Registered Post/Speed Post of Indian postal Department or through Drop Box available at District Election Office, Nuapada. No other mode of delivery shall be accepted. Details format can be obtained from District Election Office, Nuapada or can be downloaded from Nuapada District Website i.e www.nuapada.nic.in.

Terms & Conditions:

1. The tenderer should have valid GST Registration Certificate.
2. He should have PAN card No. (Photo copy of PAN card should be submitted).
3. The tenderer having experience in previous Elections should be given preferences.
4. The tenderer should have not been blacklisted.
5. The rates quoted by the bidders should be inclusive of GST and valid for a period of one year from the date of signature of agreement/ finalization of tender.
6. The District Administration will have no liability regarding transportation, loading and unloading of equipments at the designated place. The tenderer should ensure quality of service in respect of Videography and Still Photography.
7. The authority reserve and the right to approve or cancel any or part/ full of the tender without assigning any reason thereof.

8. The tenderer should deposit EMD amounting to Rs. 5000/- (Rupees Five thousand) only in shape of Bank Draft drawn in favour of "OIC, ELECTION, COLLECTORATE, NUAPADA payable at SBI Main Branch, Nuapada. Tenders without EMD will be liable for rejection. The EMD money deposited by the successful tenderer will stand converted to security deposit, which will be refunded after successful completion of task. The EMD of unsuccessful tenderers shall be refunded after finalization of the tender process. And Rs. 500/- (Rupees Five Hundred) only towards cost of tender paper (non-refundable) in shape of bank draft in favour of "OIC, ELECTION, COLLECTORATE, NUAPADA payable at SBI Main Branch Nuapada.
9. The successful bidder has to provide required services on the day of Poll in connection with Simultaneous General Elections, 2024.
10. The payment will be made after submission of the bill voucher photograph and other related documents.
11. In case of failure to service the required no. of Videography/photography in full as per specification within stipulated period the security money will be forfeited and criminal liability as per Election rule will be fixed.
12. The rates quoted by the bidders are valid for a period of one year from the date of signature of agreement/ finalization of tender.


**District Election Officer & Collector,
Nuapada.**

Memo No. 352 / **Election. Dt.** 01/03/2024

Copy to Notice Board of the District Election Nuapada/Collectorate, NUapada / Sub-Collector, Nuapada /all BDOs/all Tahasildars/all EOs NAC for wide publication.

Copy to the DIO, NIC, Nuapada for information and necessary action. He is requested to web host the tender call notice in the District website for wide publication.

Assistant Collector, Nizarat, Collectorate, Nuapada for information and necessary action.


**District Election Officer & Collector,
Nuapada.**

Annexure-I

Specification of Videography and Still Photography

Sl.No.	Name of the items	Specification
1	Videography	<ul style="list-style-type: none">• Video Shooting for Simultaneous General Elections, 2024 Election day.• Polling Station locations will be intimate before commencement of election.• Approximately 100 polling stations will be covered Video Shooting.
2	Still Photography	<ul style="list-style-type: none">• Still Photography for Simultaneous General Elections, 2024 Election day.• Polling Station locations will be intimate before commencement of election.• Approximately 50 polling stations will be covered Video Shooting.

Annexure-II
(Financial Bid)
Videography and Still Photography (hire)

Sl. No.	Name of the item	Specification	Videography & Still Photography	Quoted rate per unit cost
1	Videography	<ul style="list-style-type: none"> • Video Shooting for Simultaneous General Elections, 2024 Election day. • Polling Station locations will be intimate before commencement of election. • Approximately 100 polling stations will be covered Video Shooting. 	As per requirement	
2	Still Photography	<ul style="list-style-type: none"> • Still Photography for Simultaneous General Elections, 2024 Election day. • Polling Station locations will be intimate before commencement of election. • Approximately 50 polling stations will be covered Video Shooting. 	As per requirement	