

OFFICE OF THE COLLECTOR & DISTRICT ELECTION OFFICER, NUAPADA

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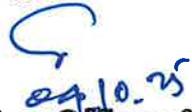
No. 677 /Elec. Dt. 04/10/2025

SHORT TENDER CALL NOTICE

Sealed tenders in plain paper are invited from the intending local bonafide Agencies/Firms/Industries/Individuals/ videographer/studios having GST Registration & IT Registration No./ hiring of Videographers for Videography and documentation of different critical events, nominations, dispersal centre, opening of EVM Strong Room, counting centre, as and when required by the undersigned in connection with the ensuing Bye-Election to 71 Nuapada AC in Nuapada District.

The Tender Papers along with the details of specification of the articles are available in the District Website <https://nuapada.odisha.gov.in>. Interested bidders can download the tender documents from the district Website and the sealed tender papers duly filled in along with supporting documents sealed envelope super scribed with **“.TENDER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY FOR BYE-ELECTION TO 71-NUAPADA ASSEMBLY CONSTITUENCY, DISTRICT-NUAPADA”**. must reach to the District Election Office, Nuapada only through Speed Post or in the assigned drop box kept in District Election Office, Nuapada latest by **12.10.2025 at 11.00 AM**. The undersigned will not be held responsible for any delay in postal service. The sealed tenders will be opened on **12.10.2025 at 12.00 PM** in the Conference Hall of Collectorate, Nuapada in presence of members of District Purchase Committee and Bidders or their authorized agents.

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

Terms and Conditions

1. The tenderer should have valid GST Registration Certificate.
2. He should have PAN and Card No. (Photo Copy of PAN Card should be submitted)
3. The tenderer having experience in previous Elections shall be given preferences.
4. The tenderer should not have 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 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 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 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 Bye-Election to 71-Nuapada AC.
10. The payment will be made after submission of the bill / voucher / videographs / 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.
13. Evaluation will be done on the basis of rate quoted for Videography. L1 Bidder will be decided based on unit price of items exclusive of GST & other taxes if any.
14. Copy of GST Returns for the Financial Year 2024-25 financial year.

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15. Affidavit towards non-Blacklisting of the firm should be attached in original in Non-Judicial Paper.

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04.10.25
District Election Officer & Collector
Nuapada

Memo No. *678* /Date: *04/10/2025*

Copy to Sub-Collector, Nuapada / All BDOs / All Tahasildars/ All EOs of ULBs/ DIPRO, Nuapada for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to the Notice Board of Collectorate, Nuapada.

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04.10.25
District Election Officer & Collector
Nuapada

Memo No. *679* /Date: *04/10/2025*

Copy to all members of District Level Purchase Committee for information and necessary action.

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04.10.25
District Election Officer & Collector
Nuapada

Memo No. *680* /Date:

Copy to the DeGM, Nuapada for information and necessary action. He is requested to upload the tender call notice in the District Portal i.e. <https://nuapada.odisha.gov.in>

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04.10.25
District Election Officer & Collector
Nuapada

Annexure-I
Specification of Videography and Still Photography

Sl.No.	Name of the Items	Specification
01.	Videography	i. Video Shooting for Bye-Election to 71-Nuapada AC .
02.	Still Photography	i. Still Photography for Bye-Election to 71-Nuapada AC

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

Sl.No.	Name of the Items	Videography & Still Photography	Quoted Rate per Unit Cost
01.	Videography	As per requirement	
02.	Still Photography	As per requirement	

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Annexure-II

**VIDEOGRAPHY & STILL PHOTOGRAPH FOR THE DISTRICT ELECTION OFFICE,
NUAPADA IN CONNECTION WITH BYE-ELECTION TO 71-NAUAPADA AC**

CHECK LIST

I/We have enclosed the following documents with the Tender Application and arrange the documents serially in the following order.

1	Tender Application Fee of Rs.500/- in shape of DD in favour of OIC, Election, Collectorate, Nuapada.	Yes / No
2	E.M.D of Rs.5000/-in shape of DD in favour of OIC, Election, Collectorate, Nuapada	Yes / No
3	Specification Annexure - I	Yes / No
4	Bid Application in Annexure-II	Yes / No
5	Check list in Annexure-III	Yes / No
6	Copy of the GST Registration Certificate	Yes / No
7	Copy of PAN Card	Yes / No
8	Copy of GST Returns for the Financial Year 2024-25	Yes / No
9	Xerox copy of Bank Account details	Yes / No
10	Copy of Authorization to the person attending the Tender opening meeting if any.	Yes / No
11	Affidavit to the effect that the Bidder has not been blacklisted by any Organization is attached with the Bid Application	Yes / No

Name of the Firm:

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