

U.T. ADMINISTRATION OF DAMAN & DIU,
ELECTION CELL, COLLECTORATE, DIU.

No. 68-10-2015-16/Elec/VP&DP/ 1786

Dated: - 02/09/2015


TENDER NOTICE

The Superintendent(G), Collectorate, Diu hereby invites sealed Tender on behalf of the President of India from the Videographer for Videography and Photography for the use during the Election of Village & District Panchayat, 2015: -

Sr. No.	Description of items	Unit	Rate offered
1.	2.	3.	4.
1.	Providing Videographer with Video Camera	01 Nos.	As per attached Tender form
2.	Providing Photographer with Digital Camera	01 Nos.	

TERMS AND CONOITIONS :-

- ❖ Rates should be quoted for one Video Camera with person as mentioned in tender form appended herewith.
- ❖ Rates should be quoted fro one Digital Camera with special operator.
- ❖ The day will be counted from midnight to midnight.
- ❖ Detailed instruction to carry out the said work will be available at Accounts Section, Collectorate, Diu.
- ❖ The Successful tenderer has to keep one Video Camera as stand by at his place, which can be provided within half an hour from the calling time and payment will be made as per accepted rate of this tenderer, if the camera is used for the day.
- ❖ The Videographer will be taken to the place for Videography from office of the Collector in Government Vehicle accompanied by a responsible person/official.
- ❖ The successful tenderer should make his own arrangement to keep halogen lamp as well as spare battery with Videographer.
- ❖ If during the period of execution of Videography, the party is not able to perform the work of Videography on account of defect of Video Camera of for any other reasons, party should make immediate alternate failing which officer on duty will be free to make the required arrangement at the risk and cost of the party. Entire responsibility for this will rest upon the party and expenses incurred in this regards will be recovered from the party.
- ❖ On acceptance of tender, party may be provide required details with full residential address/telephone/mobile no.
- ❖ On demand party should also make arrangement for supply of additional number of Videographer if the same are required.
- ❖ Specification of all Digital Camera is also indicates in Tender Form which is enclosed herewith.
- ❖ The Tender will have to be submitted in the Collectorate, Diu on or before **15.30 Hrs. on 08th Sept, 2015** and should be opened on the same day on **16.00 P. M.** in presence of the committee members, if available.
- ❖ The Tenderer shall not quote absurd rates or make corrections/over writings in the tender.
- ❖ Any tenders found containing any corrections/over writings shall be liable to be rejected as such.
- ❖ The Right to accept or reject all or any Tender without assigning any reasons thereof are reserved by the undersigned.


(Smt. G. R. Vadhel)
SUPERINTENDENT (G),
COLLECTORATE, DIU

Copy to:- The DIO, NIC, Diu for upload on Govt. website for wide publicity.

To,

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TENDER FORM

Tender form for supply and provide Videographer during the Election to Village Panchayat and District Panchayat, 2015.


1.	Name: -	
2.	Full Address of Business place: -	
3.	Full address of Residence: -	
4.	Telephone/Mobile Number: -	
5.	Experience if any: -	
6.	Rates for supply of One Videographer : -	==
i)	Per Hour	
ii)	Per Day (8.00 am to 8.00 pm)	
iii)	Full Day (Mid night to Mid night)	
iv)	Rate for copying of SONY CD	
v)	Rate for copying of SONY DVD	
7.	Rate for providing the Digital Camera with 3.2 Mega Pixel including minimum 2 GB or more capacity Memory Card for saving the data for 1 day (8.00 am to 8.00 pm)	
8.	How many Digital cameras are owned by you?	
9.	How many cameras can be arranged by you simultaneously?	

All the terms and condition mentioned in Tender form are accepted by me.

Place: - DIU.

Dated: - _____.

Signature of Tenderer


(Smt. G. R. Vadhel)
**SUPERINTENDENT(G),
COLLECTORATE, DIU.**