

**ADMINISTRATION OF U.T. OF DAMAN & DIU
OFFICE OF THE COLLECTOR, DIU.**


No.20-2-2018-19/ACCTS/ELEC/LS/2018-19/2835

Date :- 5/03/2019.

E-Tender (Online Tender) – 2018-19

Sealed Tender are hereby invited from the interest parties, on behalf of the President of India by the undersigned through on-line E-Tender on <http://daman.nprocure.com> or www.nprocure.com for **Live Web Streaming (both audio & video) during General Election to the Lok Sabha-2019, 1-Daman Diu Parliamentary Constituency including critical and vulnerable polling stations during polling/counting day**, under Office of the District Election Officer/Collector, Diu. E- Tender Notice also available on <http://daman.nic.in>

Sr. No.	Name of Outsources	EMD (Earnest Money Deposit)	Tender Fees (Non Refundable)
1	Live Web Streaming (Both Audio & Video and Recording on the Polling/Counting Day's during General Election to the Lok Sabha-2019, 1- Daman & Diu Parliamentary Constituency	Rs.50,000/-	Rs. 1000/-
*On line downloading of tender documents		14/03/2019, 12.00 hrs.	
*Last date & time for Upload of Price Bids		14/03/2019, 16.00hrs.	
*Last date & Time for Receipt of Technical Bid		18/03/2019, 12.00hrs	
*Technical Stage Bid Opening Date		18/03/2019, 15.00hrs	
*On line opening of Price Bid		On 19/03/2019, 16.00 hrs. (if Possible)	
*Bidders have to submit price bid in electronic format only on (https://daman.nprocure.com or www.nprocure.com) website till the last date and time for submission. Price Bid in physical shall not be accepted in any case.			
1. Submission of tender fees in form of DD and EMD in form of FDR in favour of District Election Officer/Collector, Diu valid copy of GST registration number with certificate of manufacturer / supplier, PAN number etc. These are the mandatory document required to be uploaded and RPAD/Speed Post / Courier shall also submit hard copy of the above-mentioned documents to the tender inviting authority, however, tender inviting authority shall not be responsible for any postal delay. The said documents can also be deposited on or before 18/03/2019 12.00hrs in the office of the undersigned.			
The Tender Inviting Authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof.			
Bidder shall have to post their queries on Telephone No.02875 – 252444 (Account Branch) in on before dated 13/03/2019 up to 12.00hrs.			
In case any bidder needs any clarification is required for participating in the online tender process they can contact the following office. Accounts Section, Collectorate, Diu.			

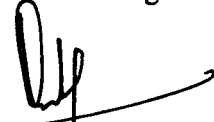

(C.D. Vaja)
Mamlatdar, H.O.,
Collectorate, Diu

IMPORTANT INFORMATION

Important Information about the Tender

1. Sealed Tenders, under Two Bid Systems are invited for “Live web streaming and recording of the polling/counting day’s during General Election to the Lok Sabha 2019, 1-Daman & Diu Parliamentary constituency”. Bidder has to quote for the above activities with the various provisions of this TENDER document. The list of polling stations will be informed to the selected Bidder **07 (Seven)** days before the Election Day.
2. The rate chart for web casting including installation and service charge should be quoted inclusive of all taxes i.e. GST, Entry Tax etc. as per Govt. guidelines and rate should be valid for one year from the date of finalization of Tender. The rate of the article is negotiable.
3. The firm whose Tender will be accepted as final bidder shall have to execute an agreement with the DEO & Collector, Diu in non-judicial stamp paper worth **₹.10.00 (Rupees Ten only)** within three days of acceptance as final bidder. The successful Bidder should provide all accessories for web casting services for installation before **07 (Seven)** days of the polling day. Deviation if any shall result in the forfeiture of the SD to Govt. and action will be taken by the authority as per law.
4. The authority reserves all rights to accept or reject the tender without assigning any reason thereof.

On behalf of Tender Inviting Authority



Mamlatdar, H.O.,
Collectorate, Diu
“Tel.No.02875-252444
Email Id collector-diu-dd@nic.in

DOCUMENT SUBMISSION

1. Technical Bid :

- a) A letter from the bidder
 - i. Describing the qualifying technical competence and experience of the Bidder.
 - ii. Certifying that the period of validity of bid is one year from the last date of submission of bid.
- b) The profile of the bidder.
- c) CGST/IGST Clearance Certificate.
- d) Registration Certificate.
- e) Permanent Account Number (PAN) card copy.
- f) EMD in the form of a Demand Draft issued by any Nationalized / Scheduled Bank. In favour of "Mamlatdar, H.O., Collectorate, Diu", payable at District Headquarters.
- g) Declaration on acceptance of terms and conditions.
- h) Submission of Specifications and details of the equipment's (**Appendix- A, C & E**).

2. Financial Bid:

- a) Financial Bid Letter including confirmation from bidder that he/she quoting for all the services mentioned in the tender.
- b) Financial Bid (**Appendix- D**).

3. Opening of Proposal :

First the Technical Bid will be opened and if found that the bidder meets the eligibility criteria and has furnished all the supporting documents in the prescribed manner then the financial proposal shall be opened. The financial bid would be opened in presence of short listed bidders from Technical Bid evaluation. The Evaluation Committee or its authorized representative will open the tenders. Sequence of opening shall be as follows:

1. Technical Bid
2. Financial Bid

3. Evaluation of Technical Bids:

Technical Bid will be evaluated on the basis of the technical specification and the furnished documents as mentioned. Those qualified in the Technical Bid will be short listed for Financial Bid evaluation.

4. Evaluation of Financial Bids:

Financial Bids of those short listed Bidders will be opened. All other financial bids will be returned un-opened. The names of the bidder who have qualified in the Technical Bid and whose Financial Bid will be opened will be notified in the office Notice Board of the DEO & Collector, Diu by /03/2019.

5. Deciding Award of Contract:

Final selection of Bidder will be done based on financial Lower one rate and the contract will be awarded to the lowest quoted Bidder for each type of Technology (Technology wise) or other Bidders if they agree to provide webcasting service at the lowest rate, in writing.

Technical Specification of Documents for Installation, implementation of webcasting solution on turn-key basis for Live web streaming (both audio & video) and recording of the polling/counting day's during General Election to the Lok Sabha 2019, 1-Daman & Diu Parliamentary constituency.

1. Scope of Work

The Successful bidder has to undertake the Live web streaming (both audio & video) of polling day and counting day events during the General Election to Lok Sabha -2019, Diu with the installation of the necessary suitable, proven web based web streaming software along with the supply of other related items as per the detailed scope of work given below.

1. Supply, installation, commissioning and implementation of the web based audio & video streaming software in the server set up in the secured cloud environment.
2. Supply and installation internet connectivity for use in the identified polling stations on the polling day along with one manpower per polling station, to operate them to web stream the live data.
3. **Supply and installation of 1 Nos LED TV as per the specifications for use in the office of the Assistant Returning Officer (ARO), on the polling day to operate them to view the live data.**
4. Supply and installation of 1 Nos LED TV as per the specifications indicated in (**Appendix-A**) for use in the office of the **District Election Officers/Collector, Diu** on the polling day along with one dedicated manpower, to operate the system and to view the live data.
5. **Supply and installation of 1 Nos LED TVs as per the specifications indicated in (Appendix-A) for use in the office of the DEO, on the polling day along with two dedicated manpower, to operate the system and view the live data.**
6. Supply and installation of IP based HD web cameras along with adequate manpower, to web stream the counting day activities from each counting centre on counting day.
7. Supply and installation of required 1 Nos of LED TV as per the specifications indicated in (**Appendix-E**) in the office of the DEO, along with required manpower, for use on the counting day, to view the live data of counting activities.
8. Supply and installation of required 1 Nos of LED TV as per the specifications indicated in (**Appendix-E**) of two dedicated manpower in the office of the DEO, on the counting day to view the live data of counting activities in CEO's office.
9. The Video Streaming solution should be able to display multiple streams happening at the same time, in the Polling stations/Counting Centers, on TV (s) for viewing in the Offices of the DEOs & ROs and ECI.
10. Training manual and training schedules at DEO office for the officials on the operation of the web streaming software.
11. Establishment of the centralized Help desk with minimum of 2 (**two**) seaters at DEO office to manage and fix the complaints/issues coming up on the Polling and Counting days.

2. Technical Specifications-

Task 1: Hosting of the web based streaming software:

The bidder shall deploy suitably secured proven web based software that has the ability to record both audio and video.

The key features of the software shall be:

1. Able to record video in H.264 compression or other equivalent open formats which can be read by a variety of open source software solution.
2. Able to record at least 4 kbps audio in a good quality. This may be either encoded within the video stream or recorded as a separate stream.

3. The camera should be wall mounted and fixed. It should be appropriately secured from physical damage.
4. **The web camera should be so placed to cover the maximum possible area in polling station without hampering the secrecy of vote.** The light and glare should be minimum and should be capable of zooming in as per the requirements.
5. During recording the assembly constituency no. (AC No.) And polling station no. (PS No.) should be visible clearly in camera view.
6. Further, it must be insured that in the framework used for webcasting, advertisement of any kind is not displayed.
7. Both audio and video should have the running time stamp. The time stamp should come from a secured location / source and should be approved by the Nodal Officer.
8. The recording should not require any specialized software for viewing and should be done using the standard browsers which include the latest and up to 4 previous versions of the following — Google Chrome, Internet Explorer, Mozilla Firefox and Apple Safari.
9. The Application shall be loaded from the Browser and the operator shall, only have the capability to Start and Stop the Recording. (The operator is a person provided by the bidder, who will use and operate the recording system and online application at the polling station).
10. The software shall provide video streaming URL with password protection to view, parliamentary constituency/assembly constituency wise and polling station/counting centre wise videos which are streamed from the polling stations/counting centres. The software shall provide for secure data streaming over the internet, with viewing access only to the DEO, and such other Offices as authorized by the DEO with user id and password. The data streaming shall not be open for viewing by the public over the internet without the approval of DEO.
11. The software shall include options for
 - a. **Connectivity status of web camera/IP camera from the polling station/counting centre whether the stream is online/offline.**
 - b. **Option for auto rotation of videos within assembly constituency/district /State level based on the type of user connected and options selected.**
 - c. **Option for on-demand view of the polling station/ counting centre wise video.**
12. Upon browser-based video recording commencement, generic desktop lock must be engaged to disable all other applications from launching and connecting to the internet.
13. The software provided should have been developed by the bidder and should not be the free software or shareware available on the internet. During the recording, the User should be able to see the actual video that is being recorded.
14. The software should be able to offer graceful degradation of the recording quality in case there is deterioration in the network speed. This should be automated without any user inputs to be required on this.
15. The necessary load testing should also be carried out so that web streaming event meets the demand and goes through smoothly with good performance.
16. Software provided shall be able to perform query of the video and audio content of the storage. **The software shall be able to burn CD and DVD disks on Windows based computers and be able to query the content available based on multiple parameters as Data, Time, Location, etc.**
17. Video Streaming solution should be such that it supports rewind with playback option and the option to move to the current live status of recording.
18. The Video Streaming solution should be able to display multiple streams happening at the same time on one TV location. It shall provide for the selection of any of the polling stations

at any time on poll day, from where video data is being streamed, for viewing in the Offices of the DEOs.

19. The software shall list all polling stations/counting centers with their respective webcast after collecting and updating the details and the application software design from the nodal officer.
20. The data should in no point be hosted outside India and bidder will not access the data unless authorized by the DEO.
21. The video recording of the live webcasting at server shall be done as per the instructions of the nodal officer and shall not be stored in any form in any type of devices outside DEO office after giving backup of all the videos to DEO's office. The bidder shall add the digital video watermark in the background of the streaming videos.
22. Uploading of the videos shall be carried out by the manpower posted by the bidder at each identified place, using webcam/HD camera and connectivity of either 4G/3G/broadband, WiMax, DSPT etc., based on local availability.
23. At the end of each event, the web streamed data along with required reports, shall be made available within 4 days to the DEO office in a Hard disk for later retrieval and usage as necessary.
24. The DEO office shall facilitate the bidder in interaction with the telecom service providers to see that the connectivity is ensured during the events towards the smooth transmission of web streaming data.
25. The DEO office shall also ensure the safety of the equipments such as Laptops, internet connectivity devices, high end cameras etc., installed by the bidders at the respective places, till the events are over.
26. The bidder shall also develop an application software which monitors the data feed from each Polling Station on the polling day and also from each HD camera in the counting centre on the counting day based on which the performance status of the data feed, and the live streaming at the offices of the DEO, will be arrived on the Service Levels provided, to levy penalties as indicated under penalty clause.
27. Proof of Annual Turn Over which should be not less than 50 (Fifty Lakh) along with the audited Balance sheet and Profit and Loss Account for the last three years i.e. 2015-16, 2016-17, 2017-18).
 - This software should be vetted from DEO a week before deployment.
 - The bidder shall provide access to dashboard view for more than one location, i.e. DEO, and ECI HQ which should reflect point of failures, network Status, recording status and downtime status. Network quality indicator on each camera should be made available in the User View mode and this should be computed and displayed automatically.

Task 2: Live Streaming and Recording of the Polling at Polling Stations:

1. A pre-determined list of polling stations from where live web streaming will happen shall be shared with the bidder.
2. Number of Locations for Video & Audio Recording: **Will be informed before seven days of polling day.**
3. The bidder has to supply and install the IP based web cameras, as per the minimum specification in the identified Polling stations. The web camera should have facility of local recording, with minimum of 3 Megapixel camera resolutions. The camera should have night vision capability, wide angle with 30/170 degrees coverage. The camera should be having capability of 10x zooming. The camera should have minimum illumination of .05 lux,
4. The camera should support 16-4096 Kbps code rate, support constant bit rate/variable frame rate of up to 30 fps. Image Control: Backlight compression, Automatic white balance, 3D digital noise reduction. The display should be supported is 1920 x1080.
5. The bidder has to provide the suitable internet connectivity on all locations of installation of cameras for the services rendered by the bidder.
6. The bidder has to post one person at each identified polling station, with Proper training on the usage of the web streaming software, using the camera and the internet connectivity on the day of polling and also during trial runs.
7. The bidder is required to have at least two day/trial runs of the process, to satisfy the **DEO** that their systems are in good working condition at least two days before the poll and the counting day.
8. In case of Re-poll ordered at a booth-under live web streaming, the web streaming of that Re-poll shall continue to be the responsibility of the bidder. This will not entail additional financial commitment.
9. The bidder shall also provide the following, in the offices of **RO, DEO & CEO** to view the live feeds of the polling day activities smoothly by providing LED TV of 55.”
10. The bidder shall ensure that the live feeds are transmitted in a secure manner to the server and then to the concerned officials up to the satisfaction of the nodal officer, for the duration when the operations are on.
11. The bidder shall ensure that the recorded material transmitted does not fall into the hands of any party, not authorized by **DEO** to receive the same.
12. The recorded material shall be the exclusive property of **the DEO** and neither the bidder nor any other party will be entitled to utilize the same.
13. After the event is over on polling day, the supplied LED TVs and internet connectivity, have to be taken back and manpower have to be withdrawn by the bidder.

14. The bidder shall provide adequate compute performance on the servers and storage along with suitable high speed internet/ network bandwidth to accommodate the multiple video streaming.
15. The DEO office will provide the list of mobile phone facilities of the election officials **(that of the Presiding Officer / PO Officer)**, in an excel/CSV format, to the bidder, a few hours before the start of the election process for communication purposes.
16. The video and audio should be live streamed to the Control centre via the server. The bidder should deploy the following resources on the days of polling and counting in each Control Centre.
17. The bidder shall provide the sufficient internet bandwidth for the live streaming of the poll day event.
18. In case of any disruption due to internet connectivity, the streaming data has to be stored in the local Hard Disk and the same shall be made available in **DVD** at the end of the day to the officials concerned.
19. Number of Days required for recording at each location : 1 day [References to Day means 24 hours or part thereof]

Task 3: Live Streaming and Recording the counting Process:

1. The bidder has to supply and install the IP based HD web cameras, as per the minimum specification in the identified Polling Stations. The web camera should have facility of local recording, with minimum of 3 Megapixel camera resolutions. The camera should have night vision capability, wide angle with 30/170 degrees coverage. The camera should be having capability of 10x zooming. The camera should have minimum illumination of .05 lux.
2. The camera should support 16-4096 kbps code rate, support constant bit rate/ variable frame rate of up to 30 fps. Image3 control: Backlight compression, Automatic white balance, 3D digital noise reduction. The display should be supported is 1920 x 1080.
3. A per-determined list of locations where Counting Process will happen shall be shared with the bidder.
4. All the items for Task 1 are required to be adhered to as applicable. Some important Details for the consideration includes:
5. Number of locations for Video & Audio Recording: **Will be informed before seven days of counting day.**
6. The bidder shall supply **(as per requirement)** of High end IP cameras as per the specifications given in **Appendix-A** at each counting centre location as per the breakups:
 - a. Near the counting board : 1
 - b. No. Near the DEO : 1 No.
 - c. Tables 1 to (n) : (as per requirement for clear view) No.
7. These cameras should support full HD recording. These cameras will be owned and operated by the bidder and shall be taken back at the end of the assignment.
8. Description and make / model of these cameras should be provided in the proposal.

9. Number of Days required for recording at each location :1
10. The bidder shall provide the sufficient internet bandwidth to the high end cameras for web streaming of the counting day event.

Task 4: Setting up a Help Centre & Deployment of Manpower:

1. The bidder is required to deploy adequate manpower to meet all conditions of the assignment. The following teams shall be required to be created.
2. Centralized Help Desk in District HQ operating under the Control of the Nodal Officer.
3. Team with 2 (two) seater minimum, shall be located in (DEO office) and shall assist all other locations to fix the issues that-are coming up relating to this assignment.
4. The help desk should be operational on 3 days before polling and one day after polling, including the polling day. If there is a repoll, it should continue, till the end of the repoll.
5. Similarly the helpdesk should also function two days before counting and one day after counting including the counting day. If there is recounting, it should continue till the end of the recounting.
6. **Manpower:** These personnel should be skilled in the application software being deployed by the bidder, their configuration, use, etc. They should be available to assist with any issues arising during the course of the assignment.
7. The CVs of all the personnel, being deployed should be provided as per **Appendix-B**. Each of the personnel should have at least two of the following with him while in duty. Passport, Driving License, PAN Card, Aadhaar Card or other form of identity as specified by the Nodal Officer.
8. The following details shall be provided by the bidder in **the CVs** - Name, Date of Birth, and Copies of Identity cards as above, Permanent Address, Address during the last 10 years, Any Criminal or Civil Record, Educational Qualifications, Experience.
9. There may be Police / Security Clearance checks conducted against the personnel and the **DEO** may ask for any or all personnel to be replaced, which shall be required to be complied with immediately.
10. The personnel shall be required to operate around day of polling and counting process from each of the Centre posted, in each of the (Parliamentary/Legislative) Assembly Constituency.
11. The personnel have to report for duty on one day before the polling day and should be available till the sealing of EVMs is completed. Similarly, during counting, the personnel have to report for duty **one day** before counting and should be available till the counting process is over completely.
12. Training of these personnel and the tasks shall include: Training the manpower in downloading the web streaming application and in the setting up of the entire recording system and allied issues, like connectivity, alert assistance etc. The training required will have to be conducted by the bidder, in the district at a suitable place for **one or 2 days** as decided before they are deputed to the concerned place for on duty.

13. Troubleshooting any hardware/software issues related to entire process of recording, streaming and monitoring.
14. Any other tasks found necessary for the successful live streaming of the videos.
15. **The DEO office will issue Election Duty Certificate (EDC) or Postal Ballot to the manpower posted in the respective locations as necessary. The manpower shall be asked to report for duty to the concerned officials when posted.**

Task 5: Development of Training Material:

1. A detailed Training Material is required to be developed by the bidder as the part of the assignment. The training material is required for the following purposes:
 - a. For operating the web streaming Software / Cameras etc.
 - b. For Post operation of the Video Surveillance footage.
2. The Training Material should be in the following formats:
 - a. Documentation: Text based training material in the form of documents showing pictures / images and text of How-To, Help Guides, etc.
 - b. Multimedia: Audio and Video content including animations, videos, etc. for the above. Manuals on How To Video shall also be made available.
3. The training material shall be placed in a secure location on the internet, for access only by the authorized users. It shall also be available offline in PEN Drive / CD Discs to all locations, where it can be shared and disseminated with all the intended/required users. The Help Desk personnel shall additionally act as Facilitators to facilitate the learning progress.

A. Reporting Requirements and Time Schedule for Deliverables

The following would be the reporting requirements for the bidder:

- 1 An Inception Report within 1 week, from the start of the assignment. Weekly Progress. Reports consisting of
 - a. All works performed by the bidder.
 - b. The Time Sheets / Attendance duly countersigned by the Nodal Officer.
- 2 All Other Reports as required for the successful execution of this assignment.
- 3 Development and Maintenance of an MIS for all reporting purposes.
- 4 Final Report within 2 weeks of closure of all activities stipulated in the contract.
- 5 The reports may be submitted in hardcopy and in soft copy (through e-Mail / MIS / Shared Folder over Internet) to the officers concerned.
- 6 The bidder after completion of the recording activities, all data to be arranged on the Hard disks and handover to the nodal Officer, within 4 days after each event (polling/counting) is completed. After handing over the data, the bidder shall not retain any data in their computers or in any form with them. Any deviation in this regard, the bidder shall be held responsible and liable for punishment as per law. The HDD shall be provided by the bidder at his own cost.

B. Supply, Installation and Commissioning

- 1 **Delivery:** The ordered items shall be delivered, installed and commissioned within one week from the date of Work Order. The Successful bidders after obtaining the

Consignee address shall visit the sites to assess the readiness of the site for installation. A report in this respect shall be submitted to **DEO office**.

- 2 **The DEO office** is solely responsible for the making site available to vendor, before the scheduled installation dates.
- 3 After successful Installation, commissioning and completion of the delivery to the User Department at different locations, the Bidder must obtain signed Delivery Challan in the specified format.
- 4 The details of the representatives responsible for attending the services at each DEO office site, name and designation of the contact person and centre in-charge, higher level in-charge who is responsible to oversee the service centers, person to whom complaints can be made, in case the service provided to any centre, is not satisfactory and the contact numbers of the responsible person, fax, mobile numbers & email address must be provided well in advance to the DEO office.
- 5 In the event of non-acceptance of the items delivered by the DEO office, the Successful Bidder shall immediately report to **DEO office** for suitable directions.
- 6 If there is any cancellation of the event after issuing the work order, it will be intimated within 24 Hours time in advance to vendor.
- 7 The quantity mentioned in the Tender document is tentative only. Payment will be released based on the quantity used at the site and the same has to be attested by **DEO office**.
- 8 The Successful Bidder shall be liable and / or responsible for the compliance of all Statutory Provisions and especially those relating to Labour Laws in respect of this Contract.

C. Release of Payment

The following are the conditions precedent for release of any payment by the DEO office:

1. Signing of Contract.
2. Signing of Non Disclosure Agreement by all the persons involved in the assignment.
3. Submission of an irrevocable Bank Guarantee of the Contract amount in the format specified to the DEO office.
4. The following would be the Milestones and Payment.

S.N	Milestone	Approval	By Date
1.	Inception Report Submission	By DEO	Within 15 days after the completion of polling and counting events
2.	Training Documents and Multimedia content and Training for all officials concerned	By DEO	
3.	Two trial runs and satisfactory certificate before two days poll day and counting day	By DEO	
4.	Submission of all other project deliverables and final report	By DEO and Payment in full	

No advance payment will be made

D. Service Level Agreement

1. 100% Server, proper Network & Power uptime SLA. The vendor should provide with 100% Server, Network & power uptime SLA as standard. This shall applicable during the Election Day as declared by the DEO office and shall applicable for 24 hours or as decided by the DEO officer and shall applicable for 24 hours or as decided by the DEO officer. The vendor should ensure

Service Availability	Deduction from Total Cost
99.9% to 100%	0%
98% to 99.8%	10%
95% to 97.9%	25%
90% and below	50%

2. The buffer should not happen in the streaming at the DEO and ARO Office vendor will develop a dashboard for reporting the buffer and failure.

Buffer and Connection lost	Deduction from Total Cost
< 10 points failures	0%
> 10 points failures	10%
> 50 points failures	25%
> 100 points failures	50%

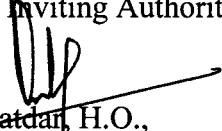
F: Other importance instruction :

1. During webcasting in polling stations, it should be ensured that the camera is placed at sufficient height, say, 7-8 ft. above the ground and should not be put on a table or any stand because in that case anyone can fiddle with the focus or angle of the camera, once it is set before start of mock poll.
2. The camera should be fixed on wall or ceiling in a fixed position.
3. The position of the camera should be such that a broad view of the following aspects of elections (poll) proceeding are clearly captured and transmitted.
 - 1) Process of identification of voter by polling officer;
 - 2) Application of indelible ink on the finger of the voter;
 - 3) initialization of control unit of EVM by presiding officer after satisfactory identification of voter;
 - 4) Voter's visit to voting compartment for casting vote on the balloting unit of EVM, but without showing cover face of Ballot Unit so that voter's secrecy is preserved under all conditions and clear beep sound after press of the button.
 - 5) Presence of polling agents to the possible extent.
 - 6) At the time of closing of poll, distribution of slips/tokens to the voters in queue.
 - 7) Sealing of EVM (BU/CU), VVPAT if used and giving copies of form 17-C to polling agents.
4. The vendor shall prepare signage of size "30 inch by 18" with colour scheme of black letter on fluorescent yellow background, having the following text- "YOU ARE UNDER WEB-CAMERA/CCTV SURVIELLANCE". These signages shall be displayed prominently at locations inside and outside each polling booth.
5. The Assembly Constituency (AC No.) and Polling Station No. (PS No.) should be visible clearly in camera view.

6. Further, it must be ensured that in the frame work used for webcasting, advertisement of any kind is not displayed.
7. DEO should set up a control room for monitoring webcast and ensure timely correction.
8. Proper REP should be drafted including:
 - a) Measures to take continuous transmission of webcast
 - b) Penalty clause if disruptions or no webcast is noted.
 - c) Submission of clear and complete recording after completion of the webcast.
 - d) Measures to be taken if webcast is disrupted to recover within fixed time frame and penalty in this respect, if it does not happen so.
9. These instructions may be brought to the notice of all DEOs and ROs for strict compliance. The observers may also be informed for monitoring the compliance in the field.
10. Minimum technical specification for camera storage server and streaming server is attached herewith.
11. The selection of the service provider should be done with utmost care and with two bid systems, first being the technical and second being the cost proposed. The RFP of the tender should have been clear drawn SLA. Agreement should include,
 - a) Demonstration of webcast from polling stations 2 days prior to poll day, to DEO, CEO and other officers who should certify the positioning in of camera, coverage quality of webcasting and continuity of webcast.
 - b) It should also include penalty clauses if quality is disturbed, continuity is broken or webcast does not happen. DEO and CEO would need to certify these things to avoid penalty and release of payment.
 - c) The proper network needed for webcast should be partner with webcast streaming service provider, but service provider should take responsibility of availability of services of network.
12. DEO office and CEO office should have webcast monitoring team in respective control room to continuously monitor the webcast from polling party arrival to the webcast till polling party leaves the webcast.
13. CEO/DEO should ensure guidelines for conduct of the polling parties, since their behaviour is visible through webcast. During training it should be amply emphasized.
14. For proposed technical specifications (minimum) can be seen in **Annexure "A, C & E"** and procedure details can be seen in **Annexure "F"**.
15. These instructions supersede all Existing instructions in this regard.

The receipt of the letter may be acknowledged.

On behalf of Tender Inviting Authority


Mamlatdar, H.O.,
Collectorate, Diu
"Tel.No.02875-252444
Email Id collector-diu-dd@nic.in

THE ABOVE TERMS & CONDITIONS ARE ACCEPTABLE AND BINDING ON ME/US.

(Signature and Name of Tenderer with date and seal)

Appendix- A

Technical Specifications of the Camera for webcasting

During Polling	IP based web Camera	
	3 Megapixel minimum	
	Night vision capability	
	Wide angle with 30/170 degrees coverage	
	Minimum illumination of .05 lux.	
	Support 16-4096 Kbps code rate	
	Support constant bit rate/ variable frame rate up to 30 fps	
	Image control: Backlight compression , Automatic white balance, 3D digital noise reduction	
	Display should be supported is 1920 x 1080.	
During Counting	IP based HD web Camera	
	3 Megapixel minimum	
	Night vision capability	
	Wide angle with 30/170 degrees coverage	
	Minimum illumination of .05 lux.	
	Support 16-4096 Kbps code rate	
	Support constant bit rate/ variable frame rate up to 30 fps	
	Image control: Backlight compression , Automatic white balance, 3D digital noise reduction	
	Display should be supported is 1920 x 1080.	

Appendix - C

Specification for Power Backup

During Polling day	For whole day (from starting of the poling to until finish of polling)
During Counting	For whole day (from starting of the counting process to until end of process)

Specification for Data Storage

During Polling day	All polling day activity polling station wise
During Counting	All counting day activity counting station wise

Appendix – D

PRICE SCHEDULE(BOQ to be quoted online only)

Slab & Rate chart for Webcasting

Sl. No.	Item/nature of work	Approximately	Rate per unit inclusive all of taxes
1.	Live web streaming (both audio & video) and recording as per approximately 75 during polling day event at the polling /counting day's including all accessories(i.e. internet connectivity, Power backup, Data Storage, Manpower & Helpdesk	75 on poll day's + 10 on counting day Totalling 85 nos	
2.	Supply of 55" LED TV at DEO's / ARO's office & Control room including manpower during poling/counting day	5 nos	

Note: FINANCIAL BID:

- (1) Financial evaluation will be done on the basis of overall lowest rate. On declaring L-1 on the basis of overall lowest rate, if the rates quoted by the L-1 in different categories/sub-categories found higher than the overall lowest rate, it shall be binding upon L-1 to provide the vehicles at this overall lowest rate in different categories/sub-categories. Work order will be issued to L-1 after finalization and settlement of rates. No negotiation of rates with other bidders is acceptable.
- (2) Bidders are expected to quote for all the item categories mentioned in above table. In case bidder does not quote for any of the item category, the bid shall be summarily rejected.

Appendix- E

LED TV with accessories (Internet connectivity, mouse-keyboard, manpower etc.)

Sl. No	Descriptions	No. of requirement
1	55 inch display with floor stand /Slanting stand for dais with the following accessories: 15 meter HDMI & C-Video cable. Should have the Following inputs (S-video, C-Video, HDMI & PC VGA input) Should have composite video & PC VGA out Should have 20W speaker output Should come with remote control	DEO-1 ARO-1 Control Room-1 & Other Officer

Appendix – F

ELECTION COMMISSION OF INDIA				
Webcasting Planner				
	P= Poll Day			
Sr. No	Event	Timeline (Minimum)		
		Relative Timelines	No. of days	No of days for completion of task
1	Vendor will set up camera on 1 polling station and demonstrate webcasting through VC to ECI officials, DEO.	P-20	18	2
2	Vendor will set up camera on all identified PS and demonstrate webcasting through VC to ECI officials, DEO.	P-12	9	3
3	Provide webcasting link and port details to CEO office by vendor.	P-10		
4	Vendor will set up camera on all identified PS and demonstrate webcasting through VC to ECI officials, CEO, DEO.	P-2	1	1
5	Submission of clear and complete recording to Returning Officer of AC	P+1	2	1
6	Submission with certificate of complete and clear recording to CEO office by ARO through DEO	P+4	5	1

✚ Must and to be monitored by CEO , DEO & ARO

Annexure 'G'

(To be furnished on non-judicial stamp paper).

AFFIDAVIT

I/We/M/s _____ are registered as service provider firm named M/s _____ as per GST Registration Certificate No. _____ EPENo. _____ ESI No. _____ having registered office at _____ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders or Orders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of order by any State/UT/Central Government or by any authority.

Place: _____

DEPONENT

Dated: _____

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place: _____

DEPONENT

Dated:- _____

Eligibility checklist for the Bidders

Sr. No	Documents to be submitted	Proof Required
1	The Balance sheet and Profit & Loss Account Statements as a proof of Average annual turnover of the company of ₹.50.00 (Fifty Lakhs) of last three financial years i.e. 2015-16, 2016-17 and 2017-18 of preceding three years which shall be duly certified by CA ending 31 st March 2018.	Copy of Balance sheet along with Profit & Loss Account Statements etc
2	The company should have at least last Five (05) years as on 31 st Dec 2018 of experience in Live Webcasting for General Election to the Lok Sabha/ state Assembly or similar nature of work if any.	Copy of at least one Work order of each year for last 05 yrs with proper listing of the same.
3	The copy of work orders with proper listing of minimum 50 nos of live webcasting completed successfully in last 2 financial years i.e. 2016-17 & 17-18.	Copy of Work orders with proper listing of the same
4	Copy of PAN/TAN/GST number of the firm/ company.	To be attached
5	Certificates I Undertaking to the effect that the bidder/company had never been blacklisted by any of the Government Organization of Agencies: Annexure – G	To be attached
6	Earnest Money Deposit of ₹.50,000/-in the form of FDR/BG To be attached in favour of "District Election Officer/Collector, Diu"	To be attached
7	Tender cost of ₹. 1,000/- in the form of Demand draft/ Pay Order in favour of " District Election Officer/Collector, Diu"	To be attached
8	Details of the technical features offered by bidder should be strictly as per specifications enumerated in this tender documents	Consortium Bidder must also comply
9	Bidder must have registered office at India	To be attached
10	The bidder or their service provider should have their cloud server in India only	Consortium Bidder exempted
11	Bidder should have an ISO 9001 & 14001 certified company	Consortium Bidder must also comply with either of the certificate

**(Signature and Name of Tenderer
With date and seal)**