

LIMITED TENDERS FOR DIGITAL VIDEOGRAPHY AND DIGITAL STILL PHOTOGRAPHY FOR DURING GENERAL ELECTION TO THE LOK SABHA-2019, 1-DAMAN & DIU PARLIAMENTARY CONSTITUENCY

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

No.20-2-2018-19/ACCTS/ELEC/LS/2839

Date :- 5/03/2019.


Limited Tender (Online Tender) – 2018-19

On behalf of the President of India, the Mamlatdar, H.O., Collectorate, Diu invites online tender on <https://diu.gov.in> from the Individual, proprietary Firm, Partnership firm, limited company etc., for the work of Digital videography and Digital Still Photography for General Election for Lok Sabha-2019, 1- Daman & Diu Parliamentary constituency.

Sr. No.	Name of Outsources	EMD (Earnest Money Deposit)	Tender Fees (Non Refundable)
1	Digital videography and Digital Still photography for General Election to the Lok Sabha-2019, 1- Daman & Diu Parliamentary Constituency	Rs. 15,000/-	Rs. 1000/-

Date of publishing tender notice : 05/03/2019
Bid document downloading End Date : 13/03/2019, 12:00 Hrs
Bid Submitted Date : 13/03/2019, 12:00 Hrs
Technical Bid Opening Date : 14/03/2019, 15.00 Hrs.
Date of Opening of Financial Bid : 14/03/2019, 15.00 Hrs.

1. Bidders have to submit price bid in separate sealed cover upto the last date and time for submission. Only tender fees and EMD should be submitted in original to be sent to the above mentioned address by R.P.A.D./Speed Post. Tender received only in hard copy will not be accepted.
2. The EMD will be accepted in form of FDR or Bank Guarantee of ₹.15,000/- from any Nationalized banks payable at Diu in favor of Mamlatdar, H.O., Collectorate, Diu


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

Copy to :-

1. NIC, Diu for upload in official website of UT Administration in <https://diu.gov.in> for wide publicity

LIMITED TENDER DIGITAL VIDEOGRAPHY AND DIGITAL STILL PHOTOGRAPHY FOR GENERAL ELECTION-LOK SABHA-2019

Terms and Conditions for the Digital videography and Digital Still Photography for General Election for Lok Sabha-2019, 1- Daman & Diu Parliamentary constituency are as under :

1. The lowest rates will be valid for one year from the date of opening of financial bid. The Contract can be extended further one year with mutual consent of both parties on approved rates.
2. All/Taxes/GST/Duties/Royalties Charges man power payable on the sales/transport etc. Within the District shall be payable by the Service provider.
3. The Tenderer should enclose along with tender the Earnest Money Deposit of ₹. 15,000/- acceptable in form of Fixed Deposit Receipt or Bank Guarantee from any of the Nationalized Banks payable at Diu in favour of **Mamlatdar, H.O., Collectorate, Diu**. Tender received without Earnest Money Deposit and tender fees of ₹.1,000/- in form of Demand Draft in favour of **Mamlatdar, H.O., Collectorate, Diu** will be summarily rejected.
4. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.
5. The suppliers who are exempted for Earnest Money Deposit. For getting exemption, tenderers have to furnish valid and certified documents along with the tender, otherwise tender will be rejected.
6. All bills should be in **TRIPLICATE** and should invariably mention the number and date of order.
7. The Tenders shall be submitted in two bid system, wherein the EMD and Tender Fee only has to be submitted in Tender Box and should subscribed on the envelope as “**Sealed Cover for Digital videography and Digital Still Photography**” for General Election-Lok Sabha - 2019.
8. For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:
Mamlatdar, H.O., Collectorate, Diu
collectoraccounts@yahoo.com
Tel: 02875-252444
9. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.


10. The tender and financial bid should be submitted online on www.diu.gov.in in two bid system.
11. Bidder who quotes rates for all the items for both digital Videography and digital Still Photography as defined in the tender will be eligible for the tender. Any bid which have partial quote for a specific work only will be rejected. The bidder who quote and agree to supply all types of video/still photography cameras along with operators for 24 hours x 07 days (without break) only will be considered.
12. The firm must have the capacity of supplying 50 Digital Videography/Still photography cameras with operators at a time within short notice during the election process. The firm will not be allowed to delegate/ transfer/ assign his contract or part thereof to some other party to the disadvantage to this District Election Officer/Collector, Diu.
13. A digital camera person has to capture the following in such polling station. All electors coming to cast voters not having EPIC/Other ECI approved photo identity cards to be captured in the scheme sequence as per the entered in Form 17A photographs are to be taken immediately.
14. The agency shall also provide the logistics of the camera persons (including) the Cards/CD/Pen Drive transport, food etc. their own arrangement.
15. The approved contractor(s) will bear all the expenses.
16. It will be the responsibility of the operator of camera to get the duty slip signed from officer concerned with name, stamp and designation with date, time and hours.
17. The name of the officer signing the duty slip should clearly be written in capital letters along with his/her designation.
18. In case the duty slip is found having overwriting/cutting, the bill submitted against such duty slip will not be entertained.
19. The operator along with requisite camera will have to report to the office of the District Election Officer, Diu as per requirement of the concerned officer.
20. No increase in quoted price will be allowed during the validity of tender.
21. The firm will have to provide the replacement of the camera immediately on demand in case of sudden breakdowns due to any reasons.
22. The firm will enter the contract for the supply of the cameras after the approval of District Election Officer/Collector, Diu. During the validity of tender, the firm will be bound to supply the cameras as per specifications. The District Election Officer/Collector, Diu desires to hire cameras from the date of the requisition/agreement continuously till the election process is over. In case the supplier fails to supply the cameras as required continuously during the election period, the order will be cancelled and action will be initiated to debar the firm from participating in further tender. The said firm will

also be liable for payment of excess amount (liquidated damages) for procuring the cameras from other sources. Action will also be initiated for blacklisting of the firm.

23. If the supplier fails to place the Cameras as required continuously during the election period, the District Election Officer/Collector, Diu is reserve the right either to impose penalty of ₹.1,000/- per day per camera requisitioned or to cancel the work order and to blacklist the firm.
24. The tenderers who quote and agree to supply all type of digital video/still photography cameras for 24 hours x 7 days will only be considered.
25. The GSTIN income tax shall be deducted at source as per rates applicable under the Rules at the time of making payment to the contractor.
26. Successful bidder will have to deposit performance security @ 10% (i.e. rounded to higher ₹.10/-) of the quoted rates within 07 days of issue of letter of indent. Performance security will be furnished in the shape of FDR/Bank guarantee in favour of District Election Officer/Collector, Diu for till completion of forthcoming general election to the Lok Sabha 2019.
27. In case of failure of the tenderer/supplier to execute the contract as per the terms and conditions and to the full satisfaction of the District Election Officer/Collector, Diu, the security deposited by the firms shall be forfeited.
28. The security deposit will be forfeited in case of violation of any condition.
29. In case the bill is found having over- writing/cutting, the bill submitted against such work order will not be entertained.
30. The rates quoted should be inclusive of all service charges, and other taxes and levies. The rates of taxes and levies included by the tenderer in the quoted rates will be mentioned clearly.
31. The District Election Officer/Collector, Diu reserves the right of placing order for all items or some items as per requirements to one or more contractors at the approved lowest rates.
34. In case of any dispute, the decision of the District Election Officer/Collector, Diu Will be final.
33. Self declaration for Undertaking in the shape of affidavit to the effect that the firm has not been blacklisted by any Govt. Deptt./ PSU/Corporation and the rates quoted are reasonable.
34. The 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 videography/photography at this overall lowest rate in different categories/ sub-categories, work order will be issued to L-1 after finalization and settlement of rates.

35. No negotiation of rates wills other bidders are acceptable.
36. The District Election Officer/Collector, Diu is reserves the right to reject any or all tenders without assigning any reasons.
37. The District Election Officer/Collector, Diu shall not be responsible for any loss/damage caused to the operators/cameras during the election process on any condition.
38. Any legal dispute pertaining to this tender and contract awarded shall be dealt within the Diu jurisdiction only.
39. In case, the date of receipt/opening of bid is declared or happens to be a public Holiday, the bids will be received/opened on the next working day at the same stipulated time.
40. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and Conditions for supply for all legal purpose.
41. The tenderer shall have to upload supporting documents like List of work executed in various Govt. Semi Govt. organizations, School, College, University, Municipalities, corporate with proof during the last three years in similar nature. **The priority must given to the person (s)/organization(s) for this work/operation who are having work experience in general election to Lok Sabha Election process at least one or more occasion for such type of works.**
42. In case of breach of any of the conditions of the contract by the contractor or if the work of the contractor is found unsatisfactory by the Department, such contract shall be terminated by the Departmental authority. The District Election Officer/Collector, Diu shall be the authority for arbitration and the decision will be final and binding to all.
43. In case the successful tenderer stop the work/operation either partly or fully during the agreement period, the Department authority reserves the right to get such works/s/operation executed through any other sources at the risk and cost of the defaulted contractor. The SD of the defaulted contractor shall be forfeited. Any additional payment which has to be paid to execute the work under such circumstance for such circumstances for such works/operation the said amount shall be recovered from the pending bills/deposit/any other works of the default contractors.
44. The employee of the bidder shall have to take all care during the course of works/operation so that the any articles of the Department cannot be damaged and shall also not create any

- hindrance to the authorities. The successful bidder shall get approved work schedule from the department so as to avoid any dispute during the course of operation/ services period.
45. The agency should have latest technology equipped cameras and video cameras.
 46. The agency should have to hire trained professional photographer and videographer.
 47. For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.
 48. The agency should provide soft copies on Pen driver/DVDS along with all photographs & Videography in high resolution photographs & video in an album on complementary basis to the organizer.
 49. The selected agency should not sublet the work in part or full to another agency.
 50. Quoted rates should be free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.
 51. Tenderer are advised to inspect and examine the site/area/premises for the above said work and satisfy themselves before submitting their tender and obtain all necessary information as to risks, contingencies, accommodation, sanitation facilities which may influence or affect their tender.
 52. No residential facilities shall be provided by the District Election Officer/Collector, Diu to the agency. The staying/tentage arrangement shall have to be managed by the Agency itself at his own risk and cost for all the personnel's deployed for the purpose for the above said work.
 53. Each bill in which GST is charged must contain the following certificates on the body of the bill: "CERTIFIED" that the service on which GST has been charged have not been exempted under the Central GST Act or the Rules made there under and the amount charged on account of GST on these service is not more than what is payable under the provisions of relevant Act or Rules made there under".


Mamlatdar, H.O., Collectorate, Diu
collectoraccounts@yahoo.com
Tel:- 02875-252444

The above terms, conditions and specification are accepted by me.

Signature & Rubber Stamp
of the Agency

FINANCIAL BID PERFORMA
PROFORMA FOR QUOTING THE RATE FOR DOING THE JOB OF DIGITAL
VIDEOGRAPHY AND DIGITAL STILL PHOTOGRAPHY

Sr. No	Job	Total Rate in Rupees	
		In words	In Figures
1.	Videography on Full Day Digital Videographer along with the camera, manpower (including soft copy in DVD or pen drive)		
2.	Half Day half day Digital Videographer along with the camera, manpower (including soft copy in DVD or pen drive)		
3.	Extra hours (per hour) Digital Videographer along with the camera, manpower		
4.	Full Day & Night Day (24hour.)		
5.	Digital Still Photography along with the camera, manpower (including soft copy + hard copy on glossy paper-5"x7")		
6.	Digital Still Photography half days along with the camera, manpower (including soft copy + hard copy on glossy paper-5"x7")		
7.	Still Photography - Extra Hours (per hours) along with the camera, manpower (including soft copy + hard copy on glossy photo paper)		
8.	Full Day & Night Day (24hour.)		

The 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 printing material at his 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 wills other bidders are acceptable.

Signature of the Tenderer along with Rubber Stamp

**DIGITAL VIDEOGRAPHY AND DIGITAL STILL PHOTOGRAPHY FOR
GENERAL ELECTION-LOK SABHA-2019**

Annexure-Checklist

Sr. No.	Detail information of the bidder:		
01	Name of bidder & Postal Address:		
02	Contact person & Mobile No.		
03	PAN No. (enclose self attested copy of proof)		
04	GST Registration no.(enclose self attested copy of proof):		
05	Details of the Tender Fee		
06	Details of the Earnest Money:-		
07	Name of the Bank: B.D. No. & Date Amount In case of Exemption (supporting documents enclosed):		
08	Detail of digital camera's		
09	Model and year of make of Videography camera's	Make of camera's	Resolution of camera's
10	Model and year of manufacture of Photograph camera's		
11	having experience in Election process at least one or more occasion for such type of works		
12	Whether blacklisted by any Central/State Government of Central/State Government under takings? If blacklisted, indicate details. (submit the affidavit about non-blacklisting in prescribed format)		
13	Whether convicted any court of law? If convicted, indicate details and enclosed a self-attested copy of the court's order.		

Date: _

Name and Signature of Bidder with seal

UNDERTAKING

To,

The District Election Officer, Diu

1. I/We the undersigned, certify that: I/We have gone through scope of work (specification of task) and the terms and conditions mentioned in the tender documents and undertake to comply with me/us.
2. All the clause of tender document and terms and conditions enumerated in this form has been read by me/us and are acceptable to me/us.
3. Our firm has not been black-listed by any agency in India or aboard.

**SIGNATURE OF THE TENDERER
WITH SEAL & ADDRESS**

Date:- /03/2019