

OFFICE OF DISTRICT ELECTION OFFICER & COLLECTOR,
RAYAGADA

Quotation Notice No. 1121 / Election

Dt. 16 .10.2018

SHORT QUOTATION CALL NOTICE

APPLICATION FORM FOR HIRING OF A VIDEOGRAPHER (WITH CAMERA) FOR
VIDEOGRAPHY OF EVENTS RELATED TO ALL THE PROCESSES OF GENERAL
ELECTION -2019 AS AND WHEN REQUIRED TILL COMPLETION OF THE GENERAL
ELECTION

1. Period of Issue of Quotation Paper 16.10.2018 to 24.10.2018 by
4.00 PM
2. Date & Time for closing of the receipt of
Quotation:- 24.10.2018 by 4.00 P.M
3. Date & Time of Opening of Quotation: - 25.10.2018 at ~~11:00~~AM
4. Address of which the bids to be sent,
(To be dropped in Sealed Quotation Box :-
Available at Election section,
Collectorate, Rayagada) Asst. Collector, Election,
Collectorate, Rayagada,
Pin-765001, Odisha
5. Cost of Quotation Rs. 200/- (Rupees Two hundred)
only in shape of BD/DD in
favour of District Election
Officer & Collector, Rayagada)
6. Security Deposit Rs. 2000/- (Rupees Two thousand)
only in shape of BD/DD in
favour of District Election
Officer & Collector, Rayagada)

- N.B:-**
1. Read terms & Conditions carefully before submitting the sealed Quotation
 2. Deposit of SD/Cost of Quotation Paper in shape of BD/ DD in favour of District Election Officer & Collector, Rayagada payable at SBI Main Branch, Rayagada.

Name & Full Signature
of the bidder with seal

PART-A (General)

1. Name of the firm/ individual :-
(in Block Capitals)
2. Address of the firm / individual :-
3. Name of the proprietor of the firm :-
4. Permanent residential Address :-
5. Contact No Office:-
Mobile:-
E-Mail Id:-
6. Security Paid B.D / D.D No...../ dt.....
Amount Rs...../-
Name of the issuing bank.....
7. Cost of Quotation Paper deposited in shape of DD/ BD payable at SBI,
Main Branch , Rayagada
8. Valid GST Registration No..... (enclose a Copy thereof)
PAN No. (enclose a Copy thereof)
9. Copy of the I.T Return filed last Three Year.
10. Annual Transaction Balance Sheet last Three Year
11. Experience / Issue of previous purchase Order, if any in connection with
Govt. Sector.

**Name & Full Signature
of the bidder with seal**

PART-B
(List of service to be quoted)

Sl.No	Particulars of the quotation	Hiring charge per day Rs.		Any remarks
		(In figures)	(In Words)	
1	HIRING CHARGE OF A VIDEOGRAPHER (WITH CAMERA) FOR VIDEOGRAPHY OF EVENTS RELATED TO ALL THE PROCESSES OF GENERAL ELECTION -2019 AS AND WHEN REQUIRED TILL COMPLETION OF THE GENERAL ELECTION			

Name & Full Signature
of the bidder with seal

PART-C
(Term & Conditions)

1. The quotationer should have his/her own camera and should have experience and software support for doing such videography.
2. The quotationer has to maintain utmost secrecy & confidentiality of all the recorded events. He should handover the recordings to Election Section on completion of each day's recordings. He should not disclose regarding the recorded events to any unauthorized persons or outsiders. He has to submit Non Disclosure AGREEMENT IN SHAPE OF AFFIDAVIT to this effect at the time of signing of agreement.
3. The rates quoted by the bidders are valid for a period of One year from the date of signature of agreement / finalization of this Quotation Call Notice.
4. The authority reserve the right to approve or cancel any or part/ full of the quotation without assigning any reason thereof.
5. The firm whose quotation will be accepted shall be execute an agreement with District Election Officer & Collector, Rayagada in non-judicial stamp paper with Rs.10/- (Rupees Ten) only in the acceptance of the quotation and work order will be issued after receipt of the written order from District Election Officer & Collector, Rayagada.
6. In case of failure to provide service the order within stipulated period the security money will be forfeited and criminal liability as per Election rule will be fixed.
7. The rate is inclusive of transportation and taxes.

**Name & Full Signature
of the bidder with seal**

PART-D
(Declaration)

I Sri/Smt. S/o,
D/o, w/o proprietor of
..... (Mention name of the firm with address)
do hereby declare that :-

1. Information given by me at Part-A are correct.
2. I have read the terms & conditions and list of materials mentioned above in Part B & C and agree to abide by the same in case issue of purchase order in my favour.
3. I have enclosed Security Deposit of Rs.2000/- (Rupees Two thousand) only in favour of Asst.Collector, Election, Collectorate, Rayagada payable at SBI Main Branch, Rayagada and BD/ DD No is Dt..... issued by (mention name of the Bank).
4. I have deposited cost of Quotation Paper BD/ DD of Rs. 200/- vide BD / DD No. _____ and date _____ mention below.

**Name & Full Signature
of the bidder with seal**