

OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR,  
RAYAGADA

No. 1376 / Election

Dt. 04.12.2018

**SHORT QUOTATION CALL NOTICE**

Sealed Quotation are invited by the District Election Officer & Collector, Rayagada from the intending bonafide Agencies / Firms having valid GST Registration No **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** for District Election Section, Collectorate, Rayagada. The sealed quotation must be dropped in the sealed box available in the office of the Asst.Collector, Election, Collectorate, Rayagada on or before 20.12.2018 by 4.00 p.m. The quotation will be opened on 21.12.2018 at 11.00 A.M in the Conference Hall of Collectorate, Rayagada. The Quotationers or their authorized agents shall remain present at the time of opening of the above Sealed Quotation. The Authorized Agents must produce the authorization letter before opening of the Quotation.

The District Election Officer & Collector, Rayagada will not be responsible for any missing of Quotation Papers/Documents. The outer envelope is to be superscripted with Quotation **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.**

The details of the articles / Quotation Paper / Term & Conditions to be executed are available in the official web site of the District Information Officer, NIC, Rayagada which can be downloaded from the District Website. [www.rayagada.nic.in](http://www.rayagada.nic.in).

Before submitting the sealed Quotation read the Term & Condition carefully as follows.

1. Opening Date for submission of Quotation Paper 21.12.2018 at 11.00 A.M.
2. Last date for receiving of Quotation Paper 20.12.2018 by 4.00 P.M (to be dropped in the sealed quotation box available in the office of the Asst.Collector, Election, Collectorate, Rayagada.

3. Opening of Quotation Paper on 21/12/2018 at 11.00 A.M in the Conference Hall, Collectorate , Rayagada.
4. Cost of Quotation Paper non-refundable Rs.200/- in shape of BD/DD in favour of District Election Officer & Collector, Rayagada, payable at SBI, Main Branch, Rayagada.
5. Cost of Security Money Rs.2000/- in shape of BD/DD in favour of District Election Officer & Collector, Rayagada, payable at SBI Main Branch , Rayagada.

  
District Election Officer &  
Collector, Rayagada

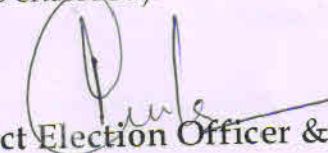
Memo. 1377 / Election

Dt. 04/12/2018

Copy to Notice Board of the District Election Officer, Rayagada / all Sub-Collectors / all BDOs/ all Tahasildars/ all Executive Officer, Municipality / NAC of Rayagada District for wide publication.

Copy along with copy of the Quotation Application Form forwarded to the DIO, NIC, Rayagada for information and necessary action. He is requested to upload the short quotation call notice in the District website of Rayagada NIC for wide publicity.

Copy along with copy of the quotation call notice forwarded to the Advertising Manager , Samaj/ New Indian Express/ Pragativadi for publication in the concerned Odia daily news paper. The advertisement cost is as per the rates of I & PR Deptt., size is 8 X 6 cm (matter of the advertisement is enclosed).

  
District Election Officer &  
Collector, Rayagada

OFFICE OF DISTRICT ELECTION OFFICER & COLLECTOR,  
RAYAGADA

Quotation Notice No. 1376 / Election

Dt. 04.12.2018

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 04.12.2018 to 20.12.2018 by  
4.00 PM
2. Date & Time for closing of the receipt of  
Quotation:- 20.12.2018 by 4.00 P.M
3. Date & Time of Opening of Quotation: - 21.12.2018 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-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	<b>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</b>			

**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 myfavour.
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**

### SHORT QUOTATION CALL NOTICE

Sealed Quotation are invited by the District Election Officer & Collector, Rayagada from the intending bonafide Agencies/Firms having valid GST Registration No FOR HIRING OF A VIDEOGRAPHER (WITH CAMERA) FOR VIDEOGRAPHY OF EVENTS RELATED TO ALL THE PROCESSES OF GENERAL ELECTION-2019 TO AS AND WHEN REQUIRED TILL COMPLETION OF THE GENERAL ELECTION for District Election Section, Collectorate, Rayagada. The sealed quotation must be dropped in the sealed box available in the office of the Asst. Collector, Election, Collectorate, Rayagada on or before 20.12.2018 by 4.00 PM. The quotation will be opened on 21.12.2018 at 11.00 AM in the conference Hall, Collectorate, Rayagada. The details of the articles/Quotation Paper/Term & condition to be executed are available in the official web site of the District Information Officer, NIC, Rayagada which can be downloaded from the District Website: [www.rayagada.nic.in](http://www.rayagada.nic.in)

SIZE – 8 x 6 cm