

**OFFICE OF THE COLLECTOR & DISTRICT ELECTION OFFICER, RAYAGADA**

No. 1645 / Election

Dt. 30-03-2019

**SHORT QUOTATION CALL NOTICE**

Sealed quotations are invited by the Collector & District Election Officer, Rayagada from the intending bonafide Agencies / Firms having valid GST Registration No. **FOR HIRING OF SERVICE OF A PHOTOGRAPHER FOR STILL PHOTOGRAPH APPROX. 55 Nos. of POLLING STATIONS OF RAYAGADA DISTRICT ON THE DAY OF POLL i.e ON 11.04.2019 DURING SIMULTANEOUS GENERAL ELECTION-2019.** The sealed quotation must be dropped in sealed quotation box available at Election Section, Collectorate, Rayagada on or before 04.04.2019 by 4.00 P.M. The quotation will be opened on 04.04.2019 at 05.00P.M in the Sadhabana Sabhagruha, Collectorate, Rayagada. The Quotationers or their authorized agents shall remain present at the time of opening of Sealed Quotation. They must produce the authorization letter of the Quotationer before opening of the quotation.

The DEO & Collector, Rayagada will not be responsible for any delay or missing of Quotation Papers/ Documents. The outer envelope is to be superscripted with Quotation **FOR HIRING OF SERVICE OF A PHOTOGRAPHER FOR STILL PHOTOGRAPH APPROX. 55 Nos. of POLLING STATIONS OF RAYAGADA DISTRICT ON THE DAY OF POLL i.e ON 11.04.2019 DURING SIMULTANEOUS GENERAL ELECTION-2019.**

The details of the articles /Quotation / 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.**

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

1. Last date for receiving of Quotation is 04.04.2019 by 4.00 P.M (to be dropped in sealed quotation box available at Election Section, Collectorate, Rayagada).
2. Opening of Quotation on 04.04.2019 at 05.00P.M in the Sadhabana Sabhagruha, Collectorate, Rayagada.
3. Cost of Quotation non-refundable Rs.200/- (Rupees Two hundred) only in shape of BD/DD in favour of Asst. Collector, Election, Collectorate, Rayagada payable at State Bank of India.
4. Cost of Security Money Rs. 5,000/- (Rupees Five thousand) only in shape of BD/DD in favour of Asst. Collector, Election, Collectorate, Rayagada payable at State Bank of India, which is refundable.
5. Quotations received after due date & time or without cost of quotation paper or Security deposit will be rejected.

**Term & Conditions of Quotation are as follows.**

1. The vendor has experienced and software support for doing such videography.
2. The vendor has to maintain utmost secrecy & confidentiality of all the recorded events. He should handover the recordings (in DVD) to Election Section, Collectorate, Rayagada 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.

Quotations received after due date & time or without cost of quotation paper or Security deposit will be rejected.

The vendor has to maintain utmost secrecy & confidentiality of all the recorded events. He should handover the recordings (in DVD) to Election Section, Collectorate, Rayagada 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.

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 as per the order within stipulate period the security money will be forfeited and criminal liability as per Election rule will be fixed.
7. The rate is inclusive of transportation, installation charges and all taxes.

*Handwritten signature and date: 30/3/19*

**District Election Officer & Collector,  
Rayagada**

Memo. 1646 / Election

Dt.. 30.03.2019

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 paper 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 forthwith.

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*Handwritten signature and date: 30/3/19*

**District Election Officer & Collector,  
Rayagada**

Memo. 1647 / Election

Dt.. 30.3.2019

Copy to the Editor,  
publish the above advertisement in their daily issue on 31.03.2019.

for information. They are requested to

Memo. \_\_\_\_\_ / \_\_\_\_\_

*Handwritten signature and date: 30/3/19*

**District Election Officer & Collector,  
Rayagada**

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OFFICE OF DISTRICT ELECTION OFFICER & COLLECTOR, RAYAGADA

Notice No. 1645 / Election

Dt. 30.03.2019

**SHORT QUOTATION CALL NOTICE**

**APPLICATION FORM FOR HIRING OF SERVICE OF A PHOTOGRAPHER FOR STILL PHOTOGRAPH APPROX. 55 Nos. of POLLING STATIONS OF RAYAGADA DISTRICT ON THE DAY OF POLL i.e ON 11.04.2019 DURING SIMULTANEOUS GENERAL ELECTION-2019**

1. Period of Issue of Quotation Paper 31.03.2019 to 04.04.2019 by 4.00 PM
2. Date & Time for closing of the receipt of Quotation :- 04.04.2019 by 4.00 P.M
  
3. Date & Time of Opening of Quotation :- 04.04.2019 at 5.00 PM
  
4. Address of which the bids to be sent, Asst. Collector, Election,  
(To be dropped in Sealed Quotation Box TRON OFFICE, Collectorate, Rayagada,  
Available at Election section, Pin-765001, Odisha  
Collectorate, Rayagada)
  
5. Cost of Quotation **SHORT QUOTATION CALL** Rs.100/-(Rupees One hundred)  
only in shape of BD/DD in favour of  
Asst. Collector, Election,  
Collectorate, Rayagada)
  
6. Security Deposit **OF PHOTOGRAPHER** Rs.5000/- (Rupees Five thousand)  
only in shape of BD/DD in favour of  
Asst. Collector, Election, Collectorate,  
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 Asst. Collector, Election, Collectorate, 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	HIRING OF SERVICE OF A PHOTOGRAPHER FOR STILL PHOTOGRAPH APPROX. 55 Nos. of POLLING STATIONS OF RAYAGADA DISTRICT ON THE DAY OF POLL i.e ON 11.04.2019 DURING SIMULTANEOUS GENERAL ELECTION-2019			
2	Charge for Development/ printing of photographs /per copy			

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

**PART-C**  
**(Term & Conditions)**

1. The quotationer has experienced and software support for doing such Still Photography.
2. The quotationer has to maintain utmost secrecy & confidentiality of all the recorded events. He should handover all the photo shots/recordings to Election Section on completion of poll 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 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, installation charges and all taxes.
8. The list of Polling Stations, where still photographs will be taken can be collected from District Election Section, Collectorate, Rayagada.

**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.5000/- ( Rupees Five 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 Tender Paper BD/ DD of Rs. 200/- vide BD / DD No. \_\_\_\_\_ and date \_\_\_\_\_ mention below.

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

of the circle