

**COLLECTORATE RAYAGADA  
(ELECTION SECTION)**

No. 204 /2024

dated 15/02 /2024

**TENDER CALL NOTICE**

Sealed tenders are hereby invited from the reputed firms for videography and CCTV setup to be used during Simultaneous General Elections-2024 on hiring basis in Rayagada District jurisdiction as per the details given below.

**List of Items**

Sl. No.	Items
1	24 hrs Digital Videography with Operator with HD camera of branded company
2	Digital Still Photography with operator (for 12 hours) with HD camera of branded company
3	Installation of CCTV including cables, 8 TB NVR and 15 to 24 nos. of Cameras in each Strong Rooms etc. at GCD High School, Rayagada, EMRS, Siriguda, Rayagada and Sub-Collector's Office, Gunupur along with one no. of 55 inches Display unit(TV) at each location and other locations, if any as per requirement.

The schedule of events i.e. last date of receipt of tender papers and opening of Tender papers etc. are as follow-

SCHEDULE OF EVENTS	
1.Last date for receipt of Tender papers	29.02.2024(Thursday) by 04.00 PM
2.Opening of Tender Paper/Bids	29.02.2024(Thursday) at 05.00 PM

The tender documents are available in the District website <https://www.rayagada.nic.in> . Interested bidders can download the tender documents from the website and sealed tender paper should be dropped into the Tender Box meant for the purpose kept in the District Election Office, Rayagada or submitted through Speed Post/ Registered Post along with security money (refundable) of Rs.10,000/-(Rupees Ten Thousand) only and Rs.500/-(Rupees five hundred) only towards cost of tender paper(Non-Refundable) in shape of Bank Draft/ bankers Cheque drawn in favour of Deputy Collector, Election, Collectorate, Rayagada.

**Canvassing in any form shall be liable for disqualification.**

Last date of submission of Bid is **29.02.2024(Thursday) by 04.00 PM.**  
No Bid will be received after due time.

The DEO & Collector, **Rayagada** reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also issue Corrigendum/ addendum to the Tender Call Notice ,which will be published in the District Website/ Office Notice Board, if felt necessary. Hence, the bidders are advised to visit frequently the District Website i.e. <https://www.rayagada.nic.in> to track any modifications/ corrigendum etc.

  
Addl. DEO & ADM, RAYAGADA

Terms and Conditions:

- 1) The bidder shall have to submit his bid under two bid system as "Technical Bid" and "Financial Bid". The technical bid envelop should contain all the required documents such as 1. Aadhar Card, 2. Valid PAN CARD, 3. GSTIN registration certificate, 4. GSTIN Return, 5. Income Tax clearance (preceding 3 years) 6. bank drafts towards EMD ,7. Cost of tender papers. The financial bid envelop should contain the rates of items quoted as per Annexure-A. Both the envelops should be marked separately as "Technical Bid" and " Financial Bid" and put in a large envelop marked as "Tender for Videography". All envelops should be duly sealed.
- 2) No content of the videography to be shared with anyone except District Election Officer & Collector, Rayagada. Failure comply the secrecy, action shall be initiated against the firm as per the provisions of Representation of Peoples Act, 1951.
- 3) All the pages of the tender papers should be signed with seal of the firms/ agencies.
- 4) Financial Bid will be accepted only in the prescribed form as Annexure-A
- 5) Bids received after due date will not be entertained and shall liable for rejection.
- 6) All the rates should be quoted including GST.
- 7) The Technical Bid shall be opened first. The financial bids of only technically qualified bidders shall be opened.
- 8) The tender paper can be obtained from the office of District Election Officer & Collector, Rayagada or can be downloaded from District website <https://www.rayagada.nic.in>
- 9) Any legal dispute arises out of this is subject to jurisdiction of Rayagada only.
- 10) The tenderer should have not been blacklisted by any Government organization,
- 11) If found later on, action shall be initiated against the firm as per the law.
- 12) The District Election Officer & Collector, Rayagada reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot/ distribute the work to L2 firm at the Lowest (L 1) rate in case of LI bidder fails to deliver the services.
- 13) In case of breach of any terms and conditions and failure to supply the required videographers with video cameras by the successful bidder, the District Election Officer, Rayagada will have the right to cancel the order/ contract without

assigning any reason thereof and the security deposit of the bidders will be forfeited.

- 14) The successful bidder shall depute at least 01 manager in the office of the District Election Office, Rayagada for liaising so that the work/supply is done /made smoothly in a time bound manner. Besides liaising manager, the successful bidder will have to provide 01 operator/per camera 24\*7 at all the locations where the camera shall be used.
- 15) The earnest money/ security money shall be retained as performance security till the completion of contract.
- 16) TDS and GST shall be deducted at source as per applicable rates by the deductee (DDO).
- 17) Payment will be made within 15 days after receipt of the invoice/ bills.
- 18) The DVDs containing videography of the events should be date and time stamped.

  
Addl. DEO & ADM, RAYAGADA

Memo No. 295/2024

dated. 15/02/2024.

Copy to all the District Level Officers/ Sub-Collector, Rayagada & Gunupur / all BDOs/ all Tahasildars / all CDPOs / Executive Officers of ULB & NAC for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to all members of the District Level Tender Committee for information and necessary action.

Copy to the DIO, NIC, Collectorate, Rayagada for information and necessary dissemination of the information in the District website.

Copy to Notice Board, Collectorate, Rayagada.

  
Addl. DEO & ADM, RAYAGADA

**Annexure-A**

I Sri \_\_\_\_\_

\_\_\_\_\_ (Name & address) hereby offer my rates for supply the items as under:

Sl. No.	Items	Estimated Usage/Quantity (Tentatively)	Rate per item( including GST)
1	24 hrs Digital Videography with Operator with HD camera of branded company	45	
2	Digital Still Photography with operator (for 12 hours) with HD camera of branded company	45	
3	Full day (24 hours) full CCTV setup with operator	100	

Date:

**Signature of Bidder**

Name: \_\_\_\_\_

Address: \_\_\_\_\_