

**NOTICE INVITING TENDER NO. 04/CAM/Election-2016**

**FOR**

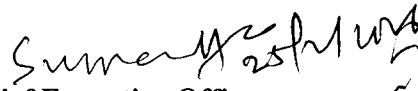
**Tender for hiring of Video and Digital Camera with and without Cameramen (for both Video and Digital) for ensuing General Election to the West Bengal Legislative Assembly, 2016**

Sealed Tender is invited for supply of Video/Digital camera on hire from valid agency/firms/individuals having capacity with sufficient exposure of the under mentioned works with experience and credentials. The credentials should relate to successful completion of similar nature of work in a Govt. Department/reputed institute/organization. Tender must also have suitable resource to complete the job at short notice.

1	Name of work	<b>Tender for hiring of Video and Digital Camera with and without Cameramen (for both Video and Digital) for ensuing General Election to the West Bengal Legislative Assembly, 2016.</b>
2	<b>Location of Work</b>	<b>Burdwan District</b>
3	<b>Scope of Work</b>	1. Providing of Camera in good brand and quality (Video and Digital) as per specifications provided in section 14 below. 2. Providing of Cameramen (for both Video and Digital) as per Section 14 below 3. Providing of Camera with Cameramen (for both Video and Digital) as per Section 14 below
4	<b>Bid Inviting Authority</b>	District Magistrate, Burdwan Phone No. (0342)2561668 Email ID: bdabdn2002@gmail.com & cam.cell.bdn@gmail.com
5	<b>Eligibility Criteria for "Pre Qualification"</b>	1. The Agency should have successfully supplied cameras to Govt. Bodies/Organizations/PSUs within the last Five Financial years from the date of issue of NIT to the satisfaction of the Authority. Credential Certificate or Payment Certificates shall have to be produced in support of the claim. 2. Statutory Documents (in self-attested photocopies) : a) Latest Income Tax return. b) Professional Tax Return. c) Pan Card.
6	<b>Earnest Money Deposit</b>	Rs. 5000/-as EMD in the form of separate DD/Bank Draft of any Nationalized / Scheduled Bank drawn in favour of District Magistrate, Burdwan payable at Burdwan shall be submitted along with the hard copy of the Technical Bid. The earnest money of unsuccessful Bidder shall be returned back not later than 15 days from the bid validity period without interest.
7	<b>Security Deposit</b>	The earnest Money will be adjusted as the Security deposit and will be released on the end of the Election Process.
8	<b>Last Date, Time &amp; Place of Submission of the Hard copies of the Technical and Financial Bid Documents.</b>	Within 2 p.m. on 03-03-2016 at the Office of the Chief Executive Officer, Burdwan Development Authority, Burdwan.

9	<b>Date and time of opening of Technical Bid submitted (Part-I).</b>	On 03-03-2016 at 2.30 pm at the Office of the Chief Executive Officer, Burdwan Development Authority, Burdwan.
10	<b>Date and time of opening of Financial Bid submitted by the technically qualified bidders</b>	On 03-03-2016 at 4pm at the Office of the Chief Executive Officer, Burdwan Development Authority, Burdwan.
11	<b>Submission of Technical and Financial Bid Documents</b>	The bidders are required to submit the Technical and Financial Bid in sealed envelopes properly marked as Technical Bid/Financial Bid, NIT No. and the Name of work along with Name and Address of the Bidder.
12	<b>Financial Bid</b>	The rate should be quoted in absolute terms both in figures and words including all charges, Service Tax etc as per Annexure I.
13	<b>Validity of Bid</b>	Six months
14	<b>Important Instructions</b>	<p>Names of the technically qualified bidders as per the bid criteria after verification with original &amp; evaluation will be displayed in the office notice board and official website.</p> <ul style="list-style-type: none"> <li>• Specification for Digital Camera: For Digital Camera the camera should have a picture resolution of minimum 10 megapixel with camera cover, 2 high capacity Li-Ion Batteries, Camera Charger, USB Cable and a memory card of minimum 4 GB capacity.</li> <li>• Specification for Video Camera: For Video Camera, the minimum Picture resolution should be 720p along with sufficient memory storage, extra battery and battery charger along with provision to dump the recorded video in laptops/CDs/DVDs etc.</li> <li>• Requirement for Cameramen: The need to be apolitical, sincere, smart, hardworking having a good moral character.</li> <li>• The cameras need to be tested in respect of whether all cameras are getting charged or not, all camera functions are okay, memory cards are healthy and chargers are in good capacity.</li> <li>• Some Cameramen (Both Digital and Video) along with cameras may be kept for contingency purposes as a back-up measure.</li> <li>• The names, addresses and contact details (EPIC Card) and photographs of the Cameramen (Both Digital and Video) should be provided to the Authority beforehand and no changes in the list normally be entertained. Under unavoidable circumstances if any deviation is required should be made with prior approval of the Authority.</li> <li>• The Cameramen (Both Digital and Video) should be able to shoot for prolonged hours or as instructed by Election Officials without fail. It is of outmost priority. The camera should be provided with adequate power and memory back-up for such shooting.</li> <li>• The Cameramen (Both Digital and Video) should be mobile without any bias for a particular place. They should be ready to be deployed in any location at any time in the district of Burdwan.</li> <li>• The Cameramen (Both Digital and Video) should maintain a log book which will be provided by the office and which will be needed to be signed by the requisitioning Officer.</li> </ul>

	<ul style="list-style-type: none"> <li>• The downloading of the photos and videos will be done under the Supervision of an Officer or as directed by him. No photos and videos will be used for any purpose other than that of election. All intellectual Property right will belong to the District Magistrate, Burdwan and any copyright infringement/tampering/omission/deletion of data will be treated upon with severity.</li> <li>• The digital versions of the photography needs to be transferred in to a C.D/D.V.D. Polling Station wise/A.C. wise with proper label or as will be instructed by the officer-in-charge from time to time.</li> <li>• The Cameramen (Both Digital and Video) will be required to attend trainings as and when directed by D.M. Burdwan. Attendance for such trainings is compulsory.</li> <li>• The rates given by the agency will be all inclusive.</li> <li>• No extra TA, DA or other allowances will be given to the Cameramen (Both Digital and Video).</li> <li>• The Authority reserves the rights to cancel the tender without assigning any reason whatsoever.</li> </ul>
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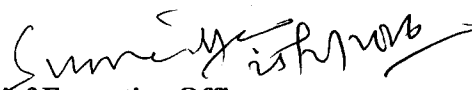
  
**Chief Executive Officer,**  
**Burdwan development Authority**  
**&**  
**ADM-in-Charge,**  
**Camera Cell.**

NIT No:- 17/CAMERA/2016

Date:- 25/02/2016

**Copy forwarded for wide publicity by displaying the notice in Notice Board to:**

1. District Informatics Officer, National Informatics Centre, he is kindly requested to display the entire tender document in the Official web site of Bardhaman district administration i.e., [www.bardhaman.nic.in](http://www.bardhaman.nic.in).
- 2-7 Sub-Divisional Officer, Asansol, Durgapur, Burdwan North, Burdwan South, Kalna, Katwa with a request for wide publicity.
8. District Information & Cultural Officer, Burdwan.
9. CA to District Magistrate, Burdwan for the kind appraisal of District Magistrate, Burdwan.
- 10-15. CA to ADM General/Development/ZillaParishad/LA/LR/Asansol for the kind appraisal Additional District Magistrate, Burdwan.
16. DA to District Judge, Bardhaman for kind appraisal of District Judge, Bardhaman.
17. CA to District Magistrate, Bardhaman for the kind appraisal of District Magistrate, Bardhaman.
18. DA to OC Election, Burdwan for the kind appraisal of OC election, Burdwan.
19. Notice board.

  
**Chief Executive Officer,**  
**Burdwan development Authority**  
**&**  
**ADM-in-Charge,**  
**Camera Cell.**

Name of Scheme: **Tender for hiring of Video and Digital Camera with and without Cameramen (for both Video and Digital) for ensuing General Election to the West Bengal Legislative Assembly, 2016.**

<b>PARTICULARS</b>	<b>DATE AND TIME</b>
Date of Issue of NIT	25-02-2016
Last date of Hard Copy submission of Technical Bid and Financial Bid.	03-03-2015 up to 2 p.m.
Opening of Technical Bid at the Office of the CEO, BDA, Burdwan.	03-03-2015 at 2.30 p.m.
Opening of Financial Bid at the Office of the CEO, BDA, Burdwan.	03-03-2015 at 4 p.m.
Validity of bid	6 monthes

### **INFORMATION TO THE BIDDERS (ITB)**

#### **TECHNICAL BID**

##### **Receiving of documents**

Relevant tender documents in hard copy in a sealed cover shall be dropped in the Tender box kept at the office of the Chief Executive Officer, Burdwan Development Authority, Burdwan along with Mandatory documents within scheduled date and time. Bidders can also send the documents to this office through registered post / courier. If the mandatory documents are not submitted within the stipulated date & time, then the bid of the applicant shall summarily be cancelled and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

##### **Mandatory Documents:**

- Credential certificate with details of similar type of project/job with requisite single tender value.
- PAN Card Photocopy Copy
- Income Tax return of last financial year
- Latest Professional Tax return.
- List of similar type of projects/ jobs under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ Local bodies undertaken during last five years.

**Note: The tender will be summarily rejected if any of these documents are missing in the envelope. Original documents shall be produced by the bidder for its verification, as required by the authority.**

##### **Submission of Hard Copies of the Tender Documents :**

The original Demand Draft towards Earnest Money and the hard copies of the Mandatory documents in a sealed cover properly marked as Technical Bid, NIT No. and the Name of work along with Name and Address of the Bidder shall be received by this office within stipulated date and time.

#### **CREDENTIAL**

The Agency should have successfully completed similar nature of work in a Parliament Election/Assembly Election in the last Five Financial years from the date of issue of NIT to the satisfaction of the Authority. Credential Certificate or Payment Certificates shall have to be produced in support of the claim.

**Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents (especially Credential Certificates or any document which is vital for his eligibility) or any other documents within the specified time frame stated above or if any deviation is detected or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tender will be liable to be cancelled.

**FINANCIAL BID:**

1. The rate should be quoted as per Annexure I.
2. The rate is to be quoted both in words and figures clearly in the specified space of the Tender form/ Financial bid Form. In case of any discrepancy the figures quoted in words will stand.
3. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc.

**Conditional and incomplete tender :**

Conditional and incomplete tenders shall be summarily rejected.

**Acceptance of Tender :**

Lowest valid rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserves the right to split the work amongst more than one Tenderer. The decision of the District Magistrate Burdwan, in this regard shall be final and binding upon all bidders.

**Return of Earnest Money of the unsuccessful tenderer(s) :**

The earnest money of unsuccessful Bidder shall be returned not later than 15 days from the bid validity period without interest. No interest will be paid on security deposit/Earnest money.

**Security Deposit :**

The EMD of the bidders will be kept as security deposit till the end of the election process. This will be forfeited if any malfunction occurs.

**Income Tax :**

Deduction of all statutory and necessary Tax from each bill will be made at the rate prevailing at the time of payment. Necessary tax deduction certificate will be issued by the authority as entrusted by the District Magistrate, Burdwan.

**Validity of Bid :**

A tender once submitted shall not be withdrawn within a period of 6 months from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

**OTHER TERMS & CONDITIONS:**

The Authority takes no responsibility for any delay/loss/non-receipt of tender document or any other letter sent by post either way.

Tenderer can approach O/C Camera Cell for any clarification with respect to this tender.

All corrections in the tender should be signed with date by the Tenderer. Each of the Tender document must be signed by the Tenderer.

The successful bidder shall ensure that qualified personnel are deployed to carry out quality works. **If substandard works during the execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again, penalize the agency etc.**

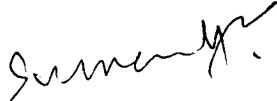
The successful Tenderer shall have to submit the names of the personnel within 7 days after receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with BDA without assigning any reason.

Payment may be withheld / not made on average/poor quality/incomplete job.

No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.

**Penal Action:**

The agency does not perform as per the terms and conditions mentioned then appropriate penal action will be taken.

  
**Chief Executive Officer,  
Burdwan development Authority  
&  
ADM-in-Charge,  
Camera Cell.**

**Annexure I**

**I hereby affirm that I have gone through the tender document thoroughly and abide by its terms and conditions. The rates are for the same are provided below:**

Description	Hiring of Video Camera with Cameraman	Hiring of Digital Camera with Cameraman	Hiring of Video Camera	Hiring of Digital Camera	Hiring of Video Cameraman	Hiring of Digital Cameraman
<i>₹ per month(in Figures and Words)</i>						
<i>₹ per week (in Figures and Words)</i>						
<i>₹ per day (in Figures and Words)</i>						
<i>₹ per day specifically on P-2 to P+1 day(in Figures and Words)</i>						
<i>₹ per 4 (Four) Hrs (in Figures and Words)</i>						
<i>₹ per Hr. after 4 (Four) hours(in Figures and Words)</i>						

Date:

Place:

\_\_\_\_\_  
Authorized Signatory with Seal.