



STATE ELECTION COMMISSION, DELHI
NIGAM BHAWAN, KASHMERE GATE, DELHI

**Notice Inviting Tender For Providing services of Digital Videography,
Digital Still Photography and CCTV**

Online Open Tenders are hereby invited by the Commission from the reputed firms/companies/agencies/proprietor having minimum average annual turnover of **Rs. 75,00,000/- (Rs. Seventy Five Lakhs only)** for last three financial years and proven experience of providing services of digital videography, digital still photography and CCTV Camera in election related work or other similar nature work done in Govt/PSU and Govt. Autonomous Bodies in the past. The services of digital videography, digital still photography and CCTV are to be provided on requirement basis for the General of three Municipal Corporations likely to be held in the month of April-2017:-

The bids documents along with term & condition etc. are available on the website <https://govtprocurement.delhi.gov.in> and can be downloaded there from

SCHEDULE OF TENDER

Tender Enquiry No.	
Date of release of tender through e-procurement solution	16/02/2017
Date of Submission of tender	Start on. 16/02/2017 at 05.00P.M Closing on 09/03/2017 upto 01:00 PM
Physically submission of EMD Rs. 3,00,000/-(Rupees Three Lakhs only) and all other documents.	09/03/2017 up to 01:00 PM
Date & time opening of on line Technical Bids	09/03/2017 at 03:00 PM
Date & time of opening of financial bids	To be intimated to the technically qualified Bidders separately.

1. The bidder will have to submit their bids online in electronic format with digital signatures.
2. Bidders are requested to attach all the relevant documents with the technical bid.
3. Detailed instructions for submission of e-tenders can be downloaded from the website <https://govtprocurement.delhi.gov.in>
4. The right to accept or reject any or all the tender(s) is/are reserved.
5. The financial bid shall be opened only of those bidders who qualify in the technical bid.
6. Corrigendum/addendum to tender, if any, will be uploaded on the website mentioned above.

Dy. Secretary/ Head of office
State Election Commission

General Terms and Conditions:

1. The tenders should be submitted online only in prescribed format in e-tendering platform through Delhi Government e-tendering website i.e., <https://govtprocurement.delhi.gov.in> . The bids are invited in two bid system i.e. Technical bid and Financial bid.
2. The rates should be quoted in appropriate column in tender form in the figures as well as words, otherwise the tender will not be considered.
3. The tenderer with seal of the firm should sign document attached with the tender.
4. The specification of items quoted by the firms should confirm with the detailed specification supplied in the tender form.
5. The firm will enter the rate contract for the work after the approval of the State Election Commission. During the validity of the tender the firm will carry out the work as per specifications. The firm will carry out the work within the stipulated period mentioned in the order failing which the order will be cancelled and action will be initiated to debar the firm from participating in further tender, the said firm will also be liable for recovery of excess amount spent on carrying out the said work from other sources. Action will also be initiated for blacklisting of the tenderer.
6. Each tender form will be accompanied by an earnest money of **Rs. 3,00,000/- (Rupees Three Lakh only)** in the shape of bank draft/ FDR to be drawn in favour of State Election Commission, Delhi obtained from any of the nationalized/ scheduled bank or Financial bank payable at Delhi and *shall be valid at least 180 days beyond the final bid validity of EMD i.e. 180 days from the last date of bid submission*. No cheques, postal orders/ money orders/ money guarantee/ cash payment will be accepted. The EMD so deposited should be physically submitted in this Commission well before the due date and time of closure of tender.
7. The State Election Commission has full power/authority to take into account the past performance, reputation, capabilities of execution of work before awarding the contract. The firm has to provide documentary evidence showing their capabilities and details of past experience, of required arrangements.
8. It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract. No change of charges or given time schedule shall be entertained on account of any local conditions or factor once the offer is accepted by the Commission.
9. The Commission reserves the right to relax any of the terms and conditions in the Government interest.
10. No conditional/ optional bid shall be accepted and bidders shall not be permitted to alter or modify their bids after expiry of the last date for the receipt of bids.
11. The State Election Commission reserves right to vary level of work at the time of placement of work order/ signing of contract.
12. The State Election Commission reserves the right to accept any bid, and to annul the bid process and reject all the bids at any time, without assigning any reason, prior to placement of supply order/ signing of contract.
13. Printed terms and conditions of bidder shall not be considered as forming part of their bids.
14. Bidder must state categorically whether or not his offer conforms to all the tenders terms and conditions.

15. Bidder must state categorically whether or not his offer conforms to the requirement given in BOQ (Bill of Quantity).
16. Bidder must have understood that to whom the work is assigned have to complete the work to the full satisfaction of State Election Commission.
17. Bidder who quotes rates for all the items for digital videography, digital still photography and CCTV as defined in the tender will be eligible for the tender. Any bid which have partial quote for a specific work only will be rejected. The bidder who quote and agree to supply all types of video/still photography cameras and CCTV alongwith operators for 24hoursx 07 days only will be considered.
18. Bidder is bound to comply with all the legal formalities, obligations and statutory requirements as per the law of the land.
19. The bidder must have the sufficient capacity of cameras & operators for carrying out the work. He will not be allowed to delegate/ transfer/ assign his contract or part thereof to some other party to the disadvantage to this Commission.
20. The State Election Commission has full right to accept or reject in part or any or all the tenders without assigning any reason and also to cancel the order at any time. The bidder will have no right to claim any loss/damages etc. on cancellation of the supply order.
21. The State Election Commission reserves the right of placing order for all work or part work as per requirement to one or more contractor at the approved lowest rates.
22. The State Election Commission will not be responsible for any delay in online submission of the bids due to any reason whatsoever.
23. In case the date of receipt/opening of tender is declared or happens to be a public holiday, the tender will be received/ opened on the next working day at the stipulated time.
24. The bidder must have the capacity to supply more than 50 (Fifty) cameras alongwith operators at a time on call within short notice (04 Hrs) during the election process.
25. No increase in quoted price will be allowed during the validity of the bid.
26. The approved contractor(s) will bear all the expenses.
27. The bidder shall be asked to supply cameras along with operators at any time or place as intimated by this Commission or by an officer authorized to do so within 4 hours.
28. The successful bidder will also give a certificate to the effect that the rates so charged are not higher than those charged to any other Govt. Deptt. in Delhi during the period of contract .
29. The rates quoted by the bidder shall be inclusive of all taxes and levies mentioning clearly the rate of taxes and levies included.
30. The rates quoted should be as per BOQ.
31. It will be the responsibility of the operator of camera to get the duty slip signed from officer concerned with name, stamp and designation with date, time and hours.
32. In case the duty slip is found having overwriting/ cutting the bill submitted against such duty slip will not be entertained.
33. The rates shall be quoted in appropriate columns with words as well as figures, otherwise the tender will not be considered.
34. The bidder with seal of the firm shall sign each document attached with the tender.

35. The bidder is bound to supply the cameras with operators at the approved rates. The validity of the tender will be from the date of acceptance of the contract. The bidder shall not provide the same anywhere on the rates lower than the quoted rates in Delhi to any Government Deptt.
36. The bidder whose tender is accepted shall herein be called the supplier which shall include his heirs, executors, administrators and assignees.
37. No advance payment will be made. Income tax will be deducted as per rules.
38. In case of tenderer/ bidder fails to execute the contract as per Commission, the security deposited by the firm will be forfeited.
39. The approved lowest rates will be valid for one year. The contract can be extended for with the mutual consent of both the parties on approved rates.
40. The decision of the State Election Commission regarding approval of rates will be final. No complaints in this regard will be entertained.
41. The successful bidder shall sign an agreement on a non-judicial stamp paper of Rs.100/- as per annexure-
42. Affidavit duly attested by executive magistrate/notary public to the effect that the firm has not been blacklisted by any Govt. Deptt./PSU/Corporation.
43. The tenders received by the due date and time will only be considered and the tenders received after the due date and time will be rejected without assigning any reason.
44. In case of any dispute the decision of the State Election Commissioner, State Election Commission, Delhi will be final
45. The State Election Commission shall not be responsible for any loss/ damage caused to the cameras/ operators during the election process.
46. Any legal dispute pertaining to this tender and contract awarded shall be dealt within the jurisdiction of Delhi.
47. The tenderer shall indemnify the Department against all damages/ charges and expenses for which the Government may be held liable or pay on account of the negligence of the tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.

IMP: All the documents of Technical Bid and Financial Bid must also be uploaded.

2. Schedule of Tender:

- 2.1 Bidder has to submit on line e-Tender only.
- 2.2 The bids through e-tendering process can be uploaded till 09/03/2017 up to 01:00 PM
- 2.3 The Technical bids received on line will be opened on 09/03/2017 at 03:00 PM.
- 2.4 After evaluation of the Technical bids along with documents as proof submitted by the bidders, the short-listed Bidders will be intimated. The

decision of the committee on technical suitability of the offer shall be final and shall not be open for discussion.

- 2.5 Financial bids of the only short-listed Bidders who qualify the technical criteria will be opened.

3. Bidder Qualification:

- 3.1 The "Bidder" as used in the document shall mean the one who has signed the Bid Form or who is authorized to sign on behalf of the company/firm etc. necessary document in support of authorized signatory be enclosed. The Bidder may be company/ firm/ proprietor/ agency having required experience in this field. The individual signing the tender form or any document forming part of the tender on behalf of Proprietor/Company/firm shall be responsible to produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind other such persons of the firm as the case may be in all matters pertaining to the tender including the arbitration clauses. If subsequently, the person so signing fails to provide the said copy of resolution passed or Power of Attorney within a reasonable time, the Government, without prejudice to other civil and criminal remedies may cancel the tender and hold the signatory liable for all costs and damages. In case of registered or unregistered Partnership firm, all the partners should sign the tender. In case any person signs the agreement on behalf of any limited company or firm, he will produce letter of authority/resolution passed by the company empowering him to sign the agreement on behalf of the company or firm.
- 3.2 Bidder must have proven experience/capabilities of election related work or similar nature work done (Attach copy of supply orders/certificate received) and a job of Rs.60,00,000/- (Rupees Sixty Lakh only), two similar jobs of Rs. 45,00,000/- (Forty Five Lakh only) each and three similar jobs of Rs. 30,00,000/- (Rupees Thirty Lakh only) each must be done by the agency in the last three years with the reputed organization. The State Election Commission, Delhi has full power/authority to take into account the past performance, reputation, suitability/capabilities of execution of work before awarding the contract.
- 3.3 Bidder must have PAN, VAT registration number & Service Tax Number copies of which are required to be attached with the Technical Bid.
- 3.4 Income tax return for the last three years.
- 3.5 Balance sheets of last three years having average annual turnover of Rs. 75,00,000/- (Rupees Seventy Five Lakh only) duly attested by the C.A.

4. One Bid per Bidder:

Each bidder shall be submitting only one bid either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids shall be rejected.

5. Bid Security (Earnest Money):

5.1 Bid Security (Earnest Money) amount for **3,00,000/- (Rs. Three Lakh only)** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, from any of the Nationalized/Scheduled/financial banks, in the name of State Election Commission, Delhi. Original documents w.r.t. Earnest money and e-tender must be deposited in the O/o State Election Commission, Nigam Bhawan, Kashmere Gate, Delhi well before closing date and time.

5.2 The Bid Security (Earnest Money) shall be valid for a period of 6 months from the date of opening of the Bid by the Commission. No interest will be payable by the Commission on this amount.

5.3 The Bid Security (Earnest Money)/Performance security may be forfeited in the following cases:

- a) If a Bidder withdraws his bid during the period of bid validity; or
- b) In the case of the finally selected Bidder, if the Bidder fails:
 - i) To furnish Contract Performance Security in accordance with tender; or
 - ii) If at any stage any of the information/ declaration is found false.
 - iii) In case of failure /supplier to execute the contract as per the terms and conditions and to the full satisfaction of the State Election Commission, Delhi the security deposited by the firm shall be forfeited.

5.4 Bid Security (Earnest Money) in respect of the finally selected Bidder will be discharged upon the Bidder signing the Contract and furnishing the Contract Performance Bank Guarantee.

6. Period of Validity of Bids:

Bids shall remain valid for **six months** from the date of Bid opening. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive. However, the validity of the contract period can be extended on mutually agreed terms and conditions.

7. Bid Requirements:

- 7.1 The Bidder must quote for all the items in the BOQ.
- 7.2 The Successful Bidder(s) shall furnish performance security to the authority within fifteen days of issue of letter of offer for an amount to sum of equivalent to Rs.5,00,000/-(Rupees Five Lakh only) form of account payee DD/FDR/Bank Guarantee from a nationalized/scheduled bank in an acceptable form in favour of "State Election Commission Delhi, Nigam Bhawan Kashmere Gate Delhi". The performance security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further the validity of performance security shall also be extended by the contractor accordingly.
- 7.3 Bidders must submit a list of their owners, partners, directors etc. and an undertaking in the shape of affidavit duly attested by Executive Magistrate/Notary Public to the effect that the firm is not blacklisted by any Government Department/ PSU/ Corporation etc.. In case the name of bidder finds mention in the list of blacklisted firms by any Govt. Department/ PSU/ Corporation, said firm shall not be considered for this tender.
- 7.4 Bids received without Earnest Money will be rejected outrightly.
- 7.5 Bids received only through online will be accepted. Conditional bids, bids sent through Telex/Fax and incomplete bids will be summarily rejected.

8. BID PRICES:

- 8.1 The Bidder shall indicate rates as per BOQ.
- 8.2 The charges should be quoted strictly in line with BOQ leaving no column blank whatsoever to avoid any ambiguity.
- 8.3 The bidder should ensure that all columns of the BOQ may be duly filled and no column is left blank. After opening of the price bid, no clarifications whatsoever shall be entertained by the Commission.
- 8.4 The Bidder is bound to provide the cameras with operators at the approved rates during the validity of the tender. The cameras should be in good condition and should be immediately replaced in case of breakdown/malfunction. If the charges of any services are reduced due to any reason during the validity of tender, bidder will intimate the reduced charges immediately and will also charge reduced rates instead of rates quoted.

9. Contents of Bid:

The Bids prepared by the Bidder shall comprise of the following two components: -

- a) Technical Bid comprising of the following and to be filled on the format sheets provided in the Tender Document. This is mandatory:-
 - i) Documentary proof of having proven experience/ capabilities of election related work or other similar nature work done in the past as per clause.
 - ii) Bidder(s) /partner (s) particulars and Undertaking of not black listing by any of the Govt. Deptt./PSU/ Corporation in the shape of affidavit duly attested by the Executive Magistrate/Notary Public.
 - iii) Bid Form
 - iv) EMD in the shape of Demand Draft/Pay Order/Bank Guarantee/ FDR in favour of State Election Commission, Delhi
 - v) Copy of PAN and Service Tax Number.
 - vi) Copy of income tax return of the last three years.
 - vii) Balance sheets of last three years having average annual turnover of Rs. 75,00,000/- (Rupees Seventy Five Lakh only) dully attested by the C.A.
 - viii) Self attested copy of VAT registration.
- b) Financial Bid in accordance with the formats provided for the BOQ (bill of quantity)

10. Registration with Service Tax

The bidders should have their firm registered with the service tax department and shall furnish copies of the same with the technical bid.

11. Payment Schedule

Generally, payment will be released after the completion of the election process. However, to meet with the day to day expenses bidder can claim the bills periodically against the duly signed duty slips by the authorized Officer/Person of the Commission. No advance payment shall be made under any circumstances. Income tax will be deducted at source as per rules

CHAPTER - 2

CONDITIONS OF CONTRACT

1. Contract Performance Bank Guarantee:

- 1.1 At the time of signing the contract, the Company shall furnish a Contract Performance Bank Guarantee amounting to Rs. 5,00,000/- (Rs. Five Lakh only) from a Nationalized/Scheduled/ Financial Bank. The Performance Security can also be furnished in the shape of Account Payee Demand Draft, FDR from any Financial Bank in an acceptable form.
- 1.2 The Contract Performance Security will be in the name of the State Election Commission, Delhi.
- 1.3 The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly. This will be released after 60 days of the successful completion of contract period.

2. Liquidated Damages:

If the Supplier fails to provide the services in time than Commission will arrange the same from the local market at the risk and cost of the supplier firm. Apart from this a fine of Rs. 3,000/- per day per camera along with operator will also be levied.

3. Termination for Default

- 3.1 The State Election Commission, Delhi may without prejudice to any other remedy for breach of Contract, by 12 hours written notice of default sent to the firm and upon the Supplier's failure and neglect to propose and/or execute any corrective action to cure the default, terminate this Contract in whole or in part:
 - (i) If the Contractor fails to provide the services within the time period(s) specified in the requisition; or
 - (ii) If the Contractor fails to perform any other obligation(s) under the Contract.
- 3.2 On termination of the Contract for default, the Performance security deposit of the contractor will be forfeited and action will be taken to black list the contractor.

4. Resolution of Disputes:

In the case of dispute or difference arising between the State Election Commission, Delhi and the Bidder relating to any matter connected with this

contract, the same shall be settled through amicable negotiations between a maximum of Two (2) officers nominated by the competent authority of State Election Commission, Delhi and Two (2) employees nominated by the Bidder, failing which, the dispute shall be submitted to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, and the Arbitrator's decision shall be final & binding. The language of arbitration shall be English. The venue of the conciliation and/or arbitration proceedings shall be in Delhi.

CHAPTER-3

LIST OF JOBS FOR DIGITAL VIDEOGRAPHY, DIGITAL STILL PHOTOGRAPHY AND CCTV

Sr. No,	Job	Rates (including all taxes & levies)
1	Full day (8 hours) digital videography including DVD and CD	
2	Half day (4 hrs) digital videography including DVD and CD	
3	Extra hours (per hour)	
4	24hrs x 7days (without break) for digital videography (including DVD and CD)	
5	Rate of CCTV camera per day with display instruments alongwith all accessories	
6	Rate of LCD screen	
7	Rate of LED screen	
8	Digital still photography (for 08 Hours)	
9	Digital still photography (for 04 hrs)	
10	Extra hours / hour	
11	Rate per copy of photograph size 5x7	
12	Album (1x4 leaves) 25 leaves	

Conditions.

1. The tenderer must have proven experience/capabilities of providing services of digital videography and digital still photography in election related work or similar nature work in the past.
2. The tenderer must have capable/sufficient manpower and equipments. He will not be allowed to delegate/ transfer/ assigned his contract to some party to the disadvantage of this Commission.
3. The bidder must quote rates for all items for digital videography, digital still photography and CCTV etc.

**UNDERTAKING IN THE SHAPE OF AFFIDAVIT DULY ATTESTED BY EXECUTIVE
MAGISTRATE/NOTARY PUBLIC ON Rs.100/- STAMP PAPER**

I/We undertake that:

1. The undersigned certifies that I/We have gone through the terms and conditions mentioned above and undertakes/ undertake to comply with the same. The rates quoted by myself/ our self are valid for one year from the date of acceptance of contract and binding upon me/us after acceptance which can be extended for further period on mutually agreed terms and conditions.
2. I/We undersigned hereby bind myself/ our self to State Election Commission, Delhi to provide services for digital videography and digital still photography for or on behalf of the President of India during the prescribed period.
3. The decision of the State Election Commission, Delhi as regard to the quality of work shall be final and binding upon me/us.
4. Earnest money deposited by me/us viz. Rs.3,00,000/-(Rupees Three Lakhs only) in the form of _____ in favour of State Election Commission, Delhi, attached herewith shall remain in the custody of State Election Commission till acceptance of the tender is made known.
5. I/We shall forfeit to the President of India, the Earnest money/Contract performance security deposited by me/us should there be any delay occurring on my/our part. I/We or my/our agent in case failed to provide the service at the appointed place and hour, State Election Commission officer may arrange them from other source and deduct the extra amount, if any, paid in connection there with from the bill submitted by me/us or performance security deposited by me/us.
6. The authorized Officer of the Commission, if deem it necessary to change camera and operator on being found not upto the mark, the same shall be replaced by me/us in time, to prevent inconvenience.
7. I/we hereby undertake to provide the services during the validity of tender as per directions given in the order within stipulated period positively.
8. The condition herein contained shall form part of the agreement to be entered into or treated as, agreement itself of the description of State Election Commission, Delhi.
9. If I/we fail to provide the services on demand immediately, the State Election Commission has every authority to compound or forfeit the earnest

money/Contract performance security apart from imposing penalty of Rs. 3,000/- per day per camera.

10. I/we declare that no legal/ financial irregularities involving the proprietor/partners/directors of the tendering firm/company is pending.
11. I/we undertake that the rates quoted by me/us when approved and accepted by the State Election Commission, will be valid for the period applicable. I/we undertake to provide the services within specified period. I/we undertake to execute the order within stipulated period and if I/we fail to make the supply requisite number of cameras and operators during the stipulated period the necessary legal action can be taken by State Election Commission, Delhi.
12. I/We under take that the services provided are at the quoted rates.
- 13 I/We under take that no inquiry is pending or going against the firm.
- 14 I/We _____ do hereby solemnly affirm and declare that the individual/firm/company is not black listed/prosecuted by any Central/State Governments/Union Territory/Departments/Officers/statutory Bodies/Autonomous Organizations/Research Institutes/ corporations etc. or any court of law and against any partner or share holder thereof directly or indirectly in connection with or has any subsisting interest in business of my/our firm

Dated:

Signature & Seal
of Bidder

PERFORMA FOR BIDDER'S PARTICULARS
(Enclose with Technical Bid)

1. Name of the Bidder/Partner :
2. Address of the Bidder/Partner :
3. Name & address of the person :
to whom all references shall be
made regarding this tender enquiry.

Telephone Nos.

Land line :

Mobile :

Fax :

e-mail :

Date:

Authorised Signatory

With Seal

BIDFORM

(Enclose with Technical Bid)

Date: ____/____/____
To

Sir, _____

Having examined the Bid Documents of **TENDER for providing services for Digital Videography and Digital still photography and CCTV etc** We _____, offer to provide (Name of the firm) the services of Digital videography and digital still photography alongwith operators in conformity with the said tender provisions for sums as may be ascertained in accordance with the Schedule of Prices (BOQ) provided in the Financial Bid.

We undertake, if our bid is accepted, we will complete the proposed work as per requirement of the State Election Commission, Delhi.

We further undertake that, if our bid is accepted, we will submit the DD/FDR/Bank Guarantee in a sum equivalent to Rs. 5,00,000/-(Rs. Five Lakh only) for the due performance of Contract.

I/We agree to abide by this bid for a period of six months from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. This bid together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We have noted the contents of **Contract Form** and agree to abide by terms and conditions in the same.

SIGNATURE AND SEAL OF BIDDER

**CHECK LIST - TECHNICAL BID
(Enclose with Technical Bid)**

If there is any deviation clarify the same separately.

1.	Have you submitted the bid in two bid system	Yes/No
2.	Have you furnished bid form	Yes/No
3.	Have you furnished bidders'/partner's particulars in prescribed format	Yes/No
4.	Have you furnished (earnest Money) as per tender document?	Yes/No
5.	Have you thoroughly gone through the contents of tender document?	Yes/No
6.	Do you fully comply with all the required qualifications as required in the Tender Document	Yes/No
7.	Have you understood the work as mentioned in tender	Yes/No
8.	Have you enclosed PAN of Income Tax and Service Tax Registration Number	Yes/No
9.	Have you enclosed VAT registration number	Yes/No
10.	Have you enclosed an Undertaking in the shape of an affidavit regarding non blacklisting etc. by the Executive Magistrate/Notary Public ON 100/- Stamp Paper	Yes/No
11.	Copy of income tax return of the last three years	Yes/No
12.	Copy of balance sheet of last three years duly attested by C.A.	Yes/No
13.	Any other document as required in the NIT	Yes/No

SIGNATURE AND SEAL OF BIDDER

TECHNICAL BID Consist of following documents

1.	Bid form
2.	Bidders'/partner's particulars in prescribed format
3.	Copy of EMD as per tender document
4.	Copy of PAN Card
5.	Copy of Service Tax Number
6.	Copy of VAT Registration Number
7.	Undertaking in the shape of affidavit duly attested by the Executive Magistrate/Notary regarding non blacklisting etc.
8.	Certificate regarding proven experience/capabilities of providing such services in election related work Or similar nature work done as prescribed in NIT having work done as satisfactory(attach copy of supply orders)
9.	Copy of income tax return of the last three years
10.	Copy of balance sheet of the last three years duly attested by C.A.

Note : Above documents duly signed by the bidder should be uploaded in the PDF format. In case of detailed/lengthy documents same can be submitted along with (EMD) Earnest money deposit.

PRICE BID (BOQ)

Sr. No,	Particulars	Unit	Rates (including all taxes & levies)
1	Full day (8 hours) digital videography including DVD and CD	Per 8 Hours	
2	Half day (4 hrs) digital videography including DVD and CD	Per 4 Hours	
3	Extra hours (per hour)	Per Hour	
4	24hrs x 7 days (without break) for digital videography (including DVD and CD)	Per 24 Hours	
5	Rate of CCTV camera per day with display instruments alongwith all accessories	Per Camera Per Day	
6	Rate of LCD screen	Per LCD Per Day	
7	Rate of LED screen	Per LED Per Day	
8	Digital still photography (for 08 Hours)	Per 8 Hours	
9	Digital still photography (for 04 hrs)	Per 4 Hours	
10	Extra hours / hour	Per Hour	
11	Rate per copy of photograph size 5x7	Per Copy	
12	Album (1x4 leaves) 25 leaves	Per Album	

NOTE:

1. The bidder must quote rates for all items for digital videography, digital still photography and CCTV etc.

