



**OFFICE OF THE SUB-COLLECTOR & RETURNING OFFICER,  
18-RAIRAKHOL ASSEMBLY CONSTITUENCY  
TENDER CALL NOTICE NO. 1462/Election dtd. 18.03.2024**

In pursuance to Govt. in Home (Elections) Deptt. Odisha, Bhubaneswar Letter No.1459/Elec. dated 12.02.2024, sealed tenders in plain paper are invited from the intending local bonafide Agencies/Firms/Industries/Individuals for **Videography and still photography** of critical and important events on hire basis with manpower as required in connection with the forthcoming Simultaneous General Election-2024 in 18-Rairakhhol AC of Sambalpur District.

The indicative list of such provision of Videography include:

Sl.No.	Indicative items of Work
1	Videography of Strong Rooms during opening and closing by DEO/ROs
2	Videography for Flying squads/ Static Surveillance Teams/ Video Surveillance Teams/MCC Teams
3	Videography of specific events within 100 meter periphery as per instructions of Returning Officer during the event of Nominations
4	Videographers to be attached with Observers
5	Provision of Videographers on Poll day in net shadow area ( as per requirement)
6	Provision of Videographers on Counting day ( as per requirement)
7	Videography of any other events as per instructions of ECI/CEO or need of RO

The Tender Papers along with the details of specification of the articles are available in the District Website [www.sambalpur.nic.in](http://www.sambalpur.nic.in). Interested bidders can download the tender documents from the district Website and the sealed tender papers duly filled in along with supporting documents must reach to the Sub-Collector Office, Rairakhhol, Sambalpur only through Speed Post or in the assigned drop box kept in Sub-Collector Office, Rairakhhol latest by **22.03.2024 at 3.00 PM & will be opened on the same day at 5.00P.M. in the conference hall of Sub-Collector Rairakhhol** in presence of members of Purchase Committee and Bidders or their authorized agents.

The Sub-Collector-cum-RO, 18-Rairakhhol AC 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 if felt necessary.

Sub-Collector-cum-RO  
18-Rairakhhol AC  
Sub-Collector-cum-RO  
18-Rairakhhol AC

Memo No. 1463 /Date: 18.3.24

Copy to the all BDOs / All Tahasildars, EO, NAC, Rairakhhol/ for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to the Notice Board of Sub-Collector Office, Rairakhhol, Sambalpur.

Sub-Collector-cum-RO  
18-Rairakhhol AC  
Sub-Collector-cum-RO  
18-Rairakhhol AC

Memo No. 1464 /Date: 18-3-24

Copy to all members of Sub-Divisional Level Purchase Committee for information and necessary action.

*DD Mahas* 18.3.24  
Sub-Collector-cum-RO  
18-Rairakhol AC  
Sub-Collector-cum-RO  
18-Rairakhol AC

Memo No. 1465 /Date: 18.3.24

Copy to District Election Office & Collector, Sambalpur for favour of kind information and necessary action.

*DD Mahas* 18.3.24  
Sub-Collector-cum-RO  
18-Rairakhol AC  
Sub-Collector-cum-RO  
18-Rairakhol AC

Memo No. 1466 /Date: 18.3.24

Copy to the DIO, NIC, Collectorate, Sambalpur for information and necessary action. He is requested to upload the tender call notice in the District Portal i.e. [www.sambalpur.nic.in](http://www.sambalpur.nic.in)

*DD Mahas* 18.3.24  
Sub-Collector-cum-RO  
18-Rairakhol AC  
Sub-Collector-cum-RO  
18-Rairakhol AC

Memo No. 1467 /Date: 18.3.24

Copy to the Joint CEO-cum-Joint Secretary to Govt. Home (Election) Deptt. Odisha Bhubaneswar for kind information.

*DD Mahas* 18.3.24  
Sub-Collector-cum-RO  
18-Rairakhol AC  
Sub-Collector-cum-RO  
18-Rairakhol AC



## Terms and Conditions

1. The interested suppliers/ firms should submit quotations in a sealed envelope super scribed with “ TENDER FOR VIDEOGRAPHY and STILL PHOTOGRAPHY FOR SGE, 2024, 18-RAIRAKHOL AC, SAMBALPUR”. The sealed envelope containing the proposals must be delivered to the Sub-Collector Office, Rairakhol, Sambalpur by speed post or in the drop box kept in Sub-Collector Office, Rairakhol, Sambalpur latest by **17.03.2024 (05.00 PM)**. Bids received after due date & Time will not be entertained and shall be liable for rejection.
2. The Security Money (EMD Cost) of Rs.10,000/- (Rupees Ten Thousand) only (refundable) and Tender application fee of Rs.500/- (Rupees Five hundred) only (non-refundable) are to be deposited in shape of Bank Draft drawn in favour of the Sub-Collector Office, Rairakhol, Sambalpur payable at Rairakhol from any Nationalized Bank along with tender documents. Transfer or adjustment of E.M.D. will not be entertained. Shortfall of any required document, EMD and tender application fee will not be entertained and the tender paper will be liable for rejection.
3. The Bidder must have valid GST Registration and PAN.
4. The Bidder should have past experience of Videography / Still photography in last General Elections to Lok Sabha/OLA/Panchayat elections or any other similar service to any Govt. or Autonomous Body. Bidder must furnish proof in the form of purchase order.
5.
  - i) **Maximum price per unit per day excluding GST & other Tax (In Rs.) for Videography (HD) Good quality Specification- HD 1920/1080 with men power is 1400/-**
  - ii) **Maximum price per unit per day excluding GST & other Tax (In Rs.) for Still photography (HD) Good quality Specification- HD 1920/1080 with men power is 1000/-**
  - iii) **Maximum price per unit excluding GST & other Tax (In Rs.) for printing of photograph is Rs. 15/-**
  - iv) The bidder/tenderer quoted lowest price per unit with men power exclusive of GST & other taxes if any for Videography/ still photography/ printing of photograph will be selected.
6. No transportation charges will be claimed by the L1 bidder.
7. The Videography & Still Photography must have date & time recording system
8. Self attested Photocopy of valid PAN Card, GSTIN Registration Certificate must be enclosed by the bidder. The bidder must submit self attested copies of GSTIN Return/Income Tax Clearance (preceding 3 years) etc without which the Bid will not be taken into consideration.
9. The bidder must provide quality service and timely performance in full as per the specification within the stipulated period at the places to be decided by the Sub-Collector Office, Rairakhol, Sambalpur.
10. Any legal dispute arises out of this is subject to jurisdiction of Sambalpur District only.
11. The bidder should not have been blacklisted by any Govt organization. If found later on, action shall be taken against the firm as per the law. Affidavit must be submitted by the bidder in this regard.
12. The Sub-Collector-cum-RO, 18- Rairakhol AC, Sambalpur 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 supplier/firm at the lowest (L1) rate in case of L1 bidder fails to render service within the prescribed timeline.
13. The Sub-Collector-cum-RO, 18- Rairakhol AC, Sambalpur reserves the right to reject any/ all quotations without giving any reason thereof. The decision of Sub-Collector-cum-RO, 18- Rairakhol AC, Sambalpur will be final. No correspondence in this regard will be entertained.
14. The Earnest Money/Security Money will be released only after satisfactory performance of Service.
15. Videography (HD) Good quality  
Specification- HD 1920/1080 or above Price per unit per day excluding GST & other Tax (In Rs.)

*R. Mahas*  
18.3.24  
Sub-Collector-cum-RO  
18-Rairakhol AC  
Sub-Collector-cum- RO  
18-Rairakhol AC

**BID APPLICATION**

(General Information about Manufacturer/Authorized supplier)

Sl. No.	Particulars	Details to be furnished
Details of Bidder:		
1	Name	
2	Address	
3	Telephone/Mobile Number	
4	Email Id	
5	GST Regn Number	
6	PAN	
7	Aadhar Number of the Owner of the Business	
8	Bank Account Details (Enclose copy of the Cancelled Cheque)	
9	Valid Dealership Certificate	
10	Income Tax Assessment Return of last 03 years. (Enclose copies)	
11	GST Return for the year 2022-23 (Enclose copies)	

**DECLARATION**

I Shri \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_

Proprietor/Director/authorized signatory of the manufactures/authorized supplier/ agency mentioned above, am competent to sign this declaration and execute this tender document. I have carefully read and understood all the Terms & Conditions of the Tender & undertake to abide by them. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing any false information/fabricated documents would lead to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate provisions of law.

Signature & Seal of  
Authorized Signatory

**DECLARATION**

**(To be submitted with Bid Application)**

To,

The Sub-Collector-cum-RO  
18-Rairakhol AC, Sambalpur.

Ref: Tender Call Notice No            /Elec. Dt.

Sir,

I/ We, the undersigned offer to provide Videography/ Still photography services on hire basis against the Tender Call Notice of Sub-Collector Office, Rairakhol, Sambalpur for the forthcoming Simultaneous General Election-2024. I/We do hereby submit the required bid,

I/We hereby declare that all the information and statement made in this bid are true and accept that any of our misrepresentation/blacklisting contained in it may lead to our disqualification.

My/Our bid is valid for a period of one year & till completion of the process of General Election-2024. If we are assigned the work during the period of validity of the bid, we undertake to carry out the same as per the terms and conditions of the tender documents.

We have carefully gone through the Terms & Conditions contained in the tender documents and declare that all the provisions of this tender document are acceptable to my company/dealership/agency.

Yours faithfully,

Authorized Signatory  
(in full and initials):

Name and Title of Signatory:  
Name of the Firm: (Seal)



**Annexure-III****VIDEOGRAPHY & STILL PHOTOGRAPHY FOR THE SUB-COLLECTOR OFFICE, RAIRAKHOL IN  
CONNECTION WITH FORTHCOMING SIMULTANEOUS****GENERAL ELECTION-2024**

TENDER CALL NOTICE NO. \_\_\_\_\_ /ELEC. DATE: \_\_\_\_\_

**CHECK LIST**

I/We have enclosed the following documents with the Tender Application and arrange the documents serially in the following order.

1.	Tender Application Fee of Rs.500/- in shape of DD in favour of Sub-Collector,Rairakhhol Sambalpur.	Yes / No
2.	E.M.D of Rs.10,000/-in shape of DD in favour of Sub-Collector,Rairakhhol, Sambalpur.	Yes / No
3.	Bid Application in Annexure-I	Yes / No
4.	Declaration Application for Bid n Annexure-II	Yes / No
5.	Check list in Annexure-III	Yes / No
6.	Quotation of item wise price in Annexure-IV	Yes / No
7.	Copy of the GST Registration Certificate	Yes / No
8.	Copy of PAN Card	Yes / No
9.	Copy of the Income Tax return filed for the last Three assessment years	Yes / No
10.	Copy of GST Returns for the Financial Year 2022-23	Yes / No
11.	Xerox copy of Bank Account details	Yes / No
12.	Copy of Authorization to the person attending the Tender opening meeting if any.	Yes / No
13.	Affidavit to the effect that the Bidder has not been blacklisted by any Organization is attached with the Bid Application	Yes / No

Authorized Signatory  
(in full and initials):

Name and Title of Signatory:  
Name of the Firm: (Seal)

Annexure-IV

Price quoted for Videography/Still Photography for the forthcoming Simultaneous General Election, 2024 for 18-Rairakhol AC.

Sl. No.	Item	Price per unit per day excluding GST & other Tax (In Rs.)	Percentage of GST/Tax to be levied
1	Videography (HD) Good quality Specification- HD 1920/1080 or above		
2	Still Photography (HD) Good quality Specification- HD 1920/1080 or above		
3	Printing of Colour Photograph (size 6" X 4") per copy		

Signature and Seal of Bidder