



**DISTRICT ELECTION OFFICE
GANJAM, CHATRAPUR**



**ELECTION URGENT
SGE - 2024**

06811 263859(0),

Email ID : ganjamelection@gmail.com

L. No. 247 / Elec.
XVII-148/2023

Dtd. 22.2.2024

SHORT NOTICE INVITING TENDER (SNIT)

The Collector & District Election Officer, Ganjam, Chatrapur proposes to select vendor for providing Videography of various event in connection with Simultaneous General Election-2024. The details schedule of events is given in the following manner.

Schedule of Events

Publication of tender	-:	23-02-2024
Last Date for receipt of bids	-:	04-03-2024 (5 PM)
Opening of General bids	-:	06-03-2024 (11 AM)
Notification of qualified bidders based on General bid evaluation	-:	06-03-2024 (11 AM)
Opening of Financial bid	-:	06-03-2024 (3 PM)

The cost of SNIT of Rs. 500/- (Rupees five hundred) only in the shape of demand draft / banker cheque drawn in favour of the Collector & District Election Officer, Ganjam payable at District office. The EMD of Rs. 10,000/- (Rupees Ten thousand) only in the shape of demand draft / banker cheque drawn in favour of the Collector & District Election Officer, Ganjam payable at District office

The tender documents are available at District Election Office, Ganjam, Chatrapur. The bidders are advised to visit frequently or contact District Election office to track any modification / corrigendum etc. or to know the samples of articles in this connection. They are also advised to go through the term and condition carefully before submitting the tender paper and also see the sample item at this office.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **04-03-2024 by 5 PM**. No tenders will be received after due date and time. The tender paper if any received after the above said date will not be taken into account.

Collector, Ganjam reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The interest firms are required to submit each of their General proposals, Financial proposals in separate sealed envelopes as per the detailed instructions given at Annexure-IV. The sealed envelope containing the proposals must be delivered to the office of the Collector, Ganjam by Speed Post / Registered post / shall be dropped in the assigned drop box kept at the District Election Office, Ganjam, Chatrapur in the address of Collector & DEO, Ganjam.

**Collector & District Election Officer,
Ganjam, Chatrapur**

: 2 :

Memo No. 749 / Elec.

Dated 22.2.2024

Copy to Notice Board, Ganjam Collectorate, Chatrapur.
Copy to DIO, NIC, Ganjam Collectorate, Chatrapur for information and necessary dissemination of the information / quotation in the district website.
Copy to all Sub-Collectors / Municipal Commissioner, BeMC, Berhampur / all BDOs / All Tahasildars / All NAC Executive Officers of this district for information with a request to publish the notice in their office notice board for wide publicity in the interest of the General public.
Copy to DIPRO, Ganjam, Chatrapur for information and necessary action.

**Collector & District Election Officer,
Ganjam, Chatrapur**

Memo No. 759 / Elec.

Dated 22.2.2024

Copy to ADM-cum-Addl. DEO, Ganjam / Sub-Collector, Chatrapur / Treasury Officer, District Treasury, Ganjam, Chatrapur / Asst. Collector (Nizarat), Ganjam, Chatrapur / Deputy Collector, (Election), Ganjam / Asst. Collector-cum-Nodal Officer (Election), Ganjam Chatrapur (all members of Purchase committee) for information and necessary action.

**Collector & District Election Officer,
Ganjam, Chatrapur**

Memo No. 750 / Elec.

Dated 22.2.2024

Copy submitted to the Joint CEO-cum-Joint Secretary to Govt. Home (election), Odisha, Bhubaneswar for kind information.

**Collector & District Election Officer,
Ganjam, Chatrapur**

Terms and conditions :-

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
2. The application fees of Rs. 500/- (Rupees five hundred) only in shape of Demand Draft / Banker Cheque and EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of Demand Draft in favour of Collector & District Election Officer, Ganjam payable at Chatrapur must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. The tender application fee is non-refundable. In case the bidder(s) are local MSEs registered under DIC, O.K & V.I. and Handicraft Industries, OSIC & NSIC will be exempted from EMD, subject to submission of relevant valid certificate as per Finance Department O.M No.-27928/F Dt.16.10.2020.
3. Relevant self-attested copies of documents in support of the above criteria must be enclosed alongwith General bid documents failing which the bid will be liable to be rejected.
4. Any legal dispute arises out of this is subject to jurisdiction of Ganjam District only
5. The bidder should have not been blacklisted by any Govt. organization/court etc. If found later on, action shall be initiated against the firm as per the law by the undersigned.
6. The successful bidder shall not assign or sublet the contract to any other firm
7. Prices shall be quoted in Indian Rupees (both in figures & words) carefully and legibly.
8. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the Proprietor fails to supply the cameraman in time and other related activities or any consignment thereof within the stipulated period, the undersigned will take action as deemed fit.
9. The Collector, Ganjam 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 If L1 bidder fails to deliver items within the stipulated period. No request or prayer to extend the date of supply will be considered at any circumstances.
10. In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Ganjam will have the right to cancel the order / contract without assigning any reason thereof and nothing will be paid by this office in that event and the EMD will also be forfeited.

**Collector & District Election Officer,
Ganjam, Chatrapur**

GENERAL PROPOSAL

The General Proposal should include the following documents.

1. The application fees of Rs. 500/- (Rupees five hundred) only in shape of Demand Draft / Banker Cheque and EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of Demand Draft in favour of Collector, Ganjam payable at Chatrapur must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender. The tender application fee is non-refundable. In case the bidder(s) are local MSEs registered under DIC, O.K & V.I. and Handicraft Industries, OSIC & NSIC will be exempted from EMD, subject to submission of relevant valid certificate as per Finance Department O.M No.-27928/F Dt.16.10.2020.
2. Photocopy of valid PAN card, Photocopy of GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
3. Relevant self-attested copies of documents in support of the above criteria must be enclosed alongwith General bid documents failing which the bid will be liable to be rejected.
4. Detailed profile of the company as per Annexure- I
5. Letter of authorized representative as per Annexure – II
6. Declaration of ineligibility for corrupt or fraudulent practice as per Annexure – III

FINANCIAL PROPOSAL

The Financial Proposal should consist of the following documents

1. Financial proposal as per Annexure – IV
(The price quoted should be excluding of taxes and including of taxes)

**Collector & District Election Officer,
Ganjam, Chatrapur**

PROFILE OF THE FIRM

Sl. No.	Particulars		Details
1.	Name of the firm / company	:-	
2.	Year of Establishment	:-	
3.	Full Address of office	:-	
4.	Telephone/Mobile No.	:-	
5.	E-Mail Address	:-	
6.	PAN No.	:-	
7.	GST Registration certificate	:-	

Signature of the Witness

Date

Place

Signature of the Tenderer

Date

Place

Company Seal

REPRESENTATIVE AUTHORISATION LETTER

To

The District Election Officer & Collector, Ganjam

Sir,

I Sri _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with reference No. _____ / Elec. dated _____. She / He is also authorized to attend meeting and submit required information as may be required by you in the course of processing above said application.

Thanking You,

Authorized Signatory

Representative Signature

Signature Attested

Company Seal

SELF DECLARATION

To

The District Election Officer & Collector, Ganjam

Sir,

In response to the Office Notice No. _____ /Elec. Dated _____, I
Sri _____ as a _____, I / We hereby declare
that our company / firm namely _____ is having
unblemished past record and was not declare ineligible for corrupt and fraudulent practices
either indefinitely or for a particular period of time.

Signature of the Witness

Date

Place

Signature of the Tenderer

Date

Place

Company Seal

FINANCIAL BID

Quotation call notice No. :-
Name of the Supplier / Firm / Agency :-
Address of Supplier / Firm / Agency :-
PAN No. :-
GISTIN No.of Supplier / Firm / Agency :-

Rate quoted for required items

Sl. No.	Name of the article	Rate (In Rs) Excluding tax)	Rate (In Rs) Including tax)
1.	Price quoted for Videography per day		

SIGNATURTE & SEAL