

**OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
SOUTH 24 PARGANAS**

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata – 700027
Phone: 033-2449 9944 / 2479 1694, **Fax:** 033-2448 7871
Email: dm.s24pgs@gmail.com, dm-ali@nic.in



Memo No: 03/IT/PGE-2024

Dated: 05/03/2024

EXPRESSION ON INTEREST (EOI NO: 02/PGE-24)

NAME OF THE WORK: SUPPLYING OF VIDEOGRAPHER/PHOTOGRAPHER WITH VIDEO CAMERA (HIGH DEFINITION/NORMAL)/CAMERA (DIGITAL/DSLR) AT DIFFERENT LOCATIONS (POLLING STATIONS /DC-RC/COUNTING VENUE/EVM COMMISSIONING VENUE/TRAINING VENUE/NOMINATION VENUE/DIFFERENT ELECTION CELL ETC) ON DAILY HIRE BASIS' IN CONNECTION WITH ENSUING PARLIAMENTARY GENERAL ELECTION -2024.

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate (GEN) South 24 Parganas invites offline rate from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in supplying of 'Videographer with video camera/Photographer with camera at different locations (Polling Station/DC-RC/Counting Venue/EVM Commissioning Venue/Training Venue/Nomination Venue/Different Election Cell etc) on daily hire basis' in connection with ensuing **PARLIAMENTARY GENERAL ELECTION -2024** and technical credential on execution of similar nature of work.

SCOPE OF WORK:

ITEM NAME	DESCRIPTION	RATE QUOTE (Rs.) (Including GST)
Normal Video Camera with Camera Man on hire basis	For one (01) day (DC-RC Venue/Counting Venue/EVM Commissioning Venue/Training Venue/Nomination Venue/Different Election Cell etc.)	Rs..... Per Personnel per Day (Including GST)
Normal Video Camera with Camera Man on hire basis	For two (02) days (Polling Station Duty for P-1 & Poll Day)	Rs..... Per Personnel per Day (Including GST)
Still Photographer with Camera (Digital/DSLR)	For one (01) day (DC-RC Venue/Counting Venue/EVM Commissioning Venue/Training Venue/Nomination Venue/Different Election Cell etc.)	Rs..... Per Personnel per Day (Including GST)

TIME LINE FOR EOI:

PARTICULAR	DATE & TIME
Date of Publication of EOI	05-03-2024
EOI start date & time	05-03-2024 from 1 PM
EOI end date & time	12-03-2024 upto 2 PM
Last date & time of submission of EOI in the drop box	12-03-2024 upto 2 PM
Date & Time of opening of EOI in the chamber of the Officer-in-charge IT cell, Parliamentary General Election -2024, South 24 Parganas under office of the District Magistrate, South 24 Parganas	12-03-2024 ^{at} upto 4 PM

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FINANCIAL BID SUBMISSION FORMAT:

ITEM NAME	DESCRIPTION	RATE QUOTE (Rs.) (Including GST)
Normal Video Camera with Camera Man on hire basis	For one (01) day (DC-RC Venue/Counting Venue/EVM Commissioning Venue/Training Venue/Nomination Venue/Different Election Cell etc.)	Rs..... Per Personnel per Day (Including GST)
Normal Video Camera with Camera Man on hire basis	For two (02) days (Polling Station Duty for P-1 & Poll Day)	Rs..... Per Personnel per Day (Including GST)
Still Photographer with Camera (Digital/DSLR)	For one (01) day (DC-RC Venue/Counting Venue/EVM Commissioning Venue/Training Venue/Nomination Venue/Different Election Cell etc.)	Rs..... Per Personnel per Day (Including GST)

ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:

EXPERIENCE: The intending bidders should produce credentials of completion of 2 (two) similar nature of work having minimum value of 10 (ten) lakhs of the estimated amount put to tender during last 5 (five) years prior to the date of issue of this tender notice.

OTHER DOCUMENTS REQUIRED: Bidder shall submit

1. Valid Trade License
2. Photo copy of valid PAN
3. Income Tax return for the latest Financial Year
4. Professional Tax Return for the latest Financial Year
5. GST Registration

All the above-mentioned criteria and documents are mandatory and if the bidder fails to submit any of them, their bid will summarily be rejected.

NOTE:

***Similar nature of work means the nature of work & components of work mentioned in the Scope of work**

***The credential certificate should have been issued by a competent authority & no credential certificate from private agencies will be allowed.**

*** Original documents should be produced for verification**

SUBMISSION OF BIDS: The bids will be submitted in offline mode.

TECHNICAL BID SUBMISSION:

All mandatory documents namely

1. Work completion certificate from competent authority/Work Order of similar nature of work
2. Valid Trade License
3. GST Registration
4. Photo copy of valid PAN
5. Latest IT Document
6. Latest PT tax return

The bid shall be submitted in the drop box kept in the Chamber of the Officer-in-charge, IT Cell, South 24 Parganas within the date and time referred in this EOI.

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EVALUATION OF BID: Bids will be opened in front of bidders volunteering to be present. The Technical and Financial evaluation of the bids will be done by the bid-evaluation committee constituted for the tenders. The names of the technically qualified bidders as per bid criteria after verification with originals & evaluation will be displayed in office notice board & official website. Only technically qualified bidders will be eligible for financial bid opening. The list of financial comparison chart of bidders will also be displayed like technical bid.

VALIDITY OF THE BID: The bid once submitted will be valid for 180 days.

WORK COMPLETION PERIOD: During the period of PARLIAMENTARY GENERAL ELECTION - 2024.

OTHER TERMS & CONDITIONS:

1. Income tax and other mandatory tax deduction shall be done as per government norms before payment
2. Any black listed bidder shall not be allowed to participate in this EOI.
3. No cost escalation will be entertained
4. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
5. Intending bidders are requested to inspect the work site before quoting their rates.
6. Subletting of work is not allowed
7. Penalty shall be imposed @1% of the total pending works if the works are not completed within the stipulated time mentioned in the bid.

The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever on Evaluation Mark Sheet (Quoted Rate/Technical Documents/Credential [Work completion certificate of any election under CEO/SEC])

Any attempt by the bidders to produce fake or false documents and frivolous complaints with an intention to vitiate the tender process will be viewed seriously and the tender committee will take necessary action to initiate process for black listing them.

A. Dasgupta

**Addl. District Magistrate (GEN)
Alipore, South 24 Parganas**

Memo No: 03/IT/PGE-2024

Dated: 05/03/2024

Copy forwarded for information with a request to display the EOI in his office display board to:

1. Officer-in-charge, Infrastructure Cell South 24 Parganas for displaying EOI in office notice board
2. DICO, South 24 Parganas for publishing brief advertisement of EOI in the news paper as prescribed
3. DIO NIC, South 24 Parganas for displaying the EOI in official website of the district

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4. PA to District Magistrate & DEO, South 24 Parganas for placing the notice before District Magistrate
5. PA to ADM (Election) South 24 Parganas for placing the notice before ADM.

Adi Dasgupta

Addl. District Magistrate (GEN)
Alipore, South 24 Parganas