



**ELECTION URGENT**  
email -dkl.election@gmail.com  
Tel. No. -06762-226503

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL**

RFP No. /2024- 219 (ELECTION) /Dated. 8/2/2024

**TENDER CALL NOTICE**

District Election Officer, Dhenkanal proposes to select firms/ venders/ authorized suppliers/ supplying agencies for providing digital videography, Still Photography and CCTV services on hiring basis at various locations throughout Dhenkanal District for the upcoming Simultaneous General Election-2024.


The tender documents are available in the NIC website of Dhenkanal District (<https://dhenkanal.nic.in>) and also available in the District Election Officer, Dhenkanal. Interested bidders can download the tender documents from the website and submit the bid dully filled in along with all the requisite documents as per the instruction of RFP with tender document fee of Rs-500/- (five hundred) only in shape of demand draft in favor of District Election Officer, Dhenkanal.

**Canvassing in any form shall be liable for disqualification.**

Last date of submission of bid is Dt. 22.02.2024 by 5.00 PM.

No Bid will be received after due time.

District Election Officer, Dhenkanal reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

  
District Election Officer &  
Collector, Dhenkanal.

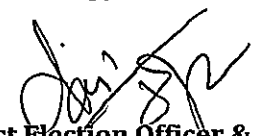
Memo No 220 /Dt. 8/2/2024,

Copy to ADM, Dhenkanal/ CDO-cum-EO, Zilla Parisad, Dhenkanal/ Sub-Collector, Dhenkanal/ Kamakhyanagar/ Hindol/ All BDOs of Dhenkanal/ All Tahasildars of Dhenkanal/ DI&PRO, Dhenkanal for information and necessary action. They are requested to display in their notice board for wide publicity.

Copy to all members of District Purchase Committee constituted vide this office letter No. 227/8.2.24,

Copy to DIO, NIC, Dhenkanal for information and he is requested to hoist the tender in the district website.

Copy to DIPRO, Dhenkanal for information and he is requested to publish the same in one widely circulated English and Odia newspaper and submit the printed copy to District Election Officer, Dhenanal.

  
District Election Officer &  
Collector, Dhenkanal.

**TENDER FOR PROVIDING DIGITAL VIDEOGRAPHY, STILL PHOTOGRAPHY AND CCTV SERVICES IN HIRING BASIS AT VARIOUS BOOTHS ACROSS DHENKANAL DISTRICT FOR THE UPCOMING SIMULTANEOUS GENERAL ELECTION-2024**

**DISTRICT ELECTION OFFICE  
DHENKANAL, PIN-759001  
Email. ID- dkl.election@gmail.com**

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**IMPORTANT DETAILS ALONG WITH TIMELINE**

01	Name of the Bid	TENDER FOR PROVIDING DIGITAL VIDEOGRAPHY, STILL PHOTOGRAPHY AND CCTV SERVICES IN HIRING BASIS AT VARIOUS BOOTHS ACROSS DHENAKANAL DISTRICT FOR UPCOMING SIMULTANEOUS GENERAL ELECTION-2024
02	Method of Selection	Cost of Selection / Lowest Bid
03	a. Earnest Money Deposit (EMD) b. Tender Paper Cost	a. Rs. 10000/- (Ten Thousand) only b. Rs. 500/- (Five Hundred ) only
04	Financial Bid to be submitted together with Technical Bid	Yes
05	Performance Security	5% of the L1 value (contract value)
06	Bid Start Date & Time	08.02.2024 at 10.00 AM
07	Bid End Date & Time	22.02.2024 by 5.00 PM
08	Opening of Technical Bid	23.02.2024 at 11.30 AM
09	Opening of Financial Bid	23.02.2024 at 3.30 PM

## 01. PREAMBLE

District Election Officer, Dhenkanal invites tender from eligible bidders for providing Digital Videography, Still Photography and CC TV services on hire basis at various booths across Dhenkanal District for the upcoming SGE-2024.

## 02. SCOPE OF WORK

The scope of work for this tender is mentioned in 'Annexure-A'

03. PRE-QUALIFICATION CRITERIA		
01	The bidder should be a company registered under Indian Companies Act 1956 or Sole Proprietor/ Partnership Firm registered under Indian Partnership Act 1932 or Limited Liability partnership firm under Limited Liability Partnership Firm Act 2008.	Copy of certificate of Registration/ Incorporation
02	The Bidder should have (1) Completed one work with minimum order value of Rs.90,000/- OR (2) Completed two works each with minimum order value of Rs. 45,000 OR (3) Completed three works each with minimum order value of Rs. 30000/- The works must be of Central Govt. /State Govt./ PSU/ Autonomous Bodies and be related to providing digital videography, CCTV and digital still photography services and similar related services during last 5 financial years.	Copy of work order/ work completion certificate along with value signed by a competent authority
03	The Bidder should have valid income Tax returns for the last 3 assessment years (FY 2020-21, 2021-22, 2022-23) and the Bidder (not individual) should have a PAN card and GST Registration	Provide documentary proof of income Tax returns for the last three assessment years. Provide copy of PAN card and copy of GST registration number
04	The bidder should not have been black listed or debarred by any central / state Government Organization or Department in India due to poor performance at the time of submission of the bid.	Declaration by the Bidder as per format given in the bid document.

## 04. AVAILABILITY OF TENDER DOCUMENT

The Tender documents can be downloaded from <https://dhenkanal.nic.in> in free of cost.

## 05. AMEDMMENT OF TENDER DOCUMENT

The DEO, Dhenkanal whether on its own initiative or as a result of a query, suggestion or comment from any Applicant or a Respondent or Bidders, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender. Any such addendum or corrigendum will be uploaded on district NIC website and the same will be binding on all Applications or Respondents or Bidders, as the case may be.

## 06. AUTHORISATION OF THE BIDDER

The Tender should be signed by the bidder or by his/her authorized agent/person.

## 07. SUBMISSION OF TENDER IN TWO COVER SYSTEM

- A) Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions, failing which the tender will be rejected summarily.
- B) **Tender should be submitted in two parts;**
- I) Part I will cover technical bid and
- II) Part II will cover financial bid.

The "**Technical Bid**" and "**Financial Bid**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/ information mentioned in the Tender Document. The first envelop must be marked as "**TECHNICAL PROPOSAL**" (Tender for providing digital videography, still photography and CCTV services in hiring basis at various booths across Dhenkanal District for the upcoming Simultaneous General Elections-2024)"

The second envelop must be marked as "**FINANCIAL PROPOSAL**" (Tender for providing digital videography, still photography and CCTV services in hiring basis at various booths across Dhenkanal district for the upcoming Simultaneous General Elections-2024)' under District Election Office, Dhenkanal and it should contain Financial Proposal only. Both the above envelopes must be sealed and placed inside a third main envelope with proper labeling of following information in bold.

**NAME OF THE ASSIGNMENT:**

**TENDER NUMBER AND DATE:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME OF THE BIDDER:**

**NAME AND ADDRESS OF THE BIDDER:**

**CONTACT NUMBER OF THE BIDDER:**

**EMAIL ID OF THE BIDDER:**

The tender paper must be submitted to District Election Officer & Collector, Dhenkanal through **Registered Post, Speed Post or by hand** in the District Election Office, Dhenkanal on or before the schedule date & time.

Any deviation from the prescribed procedures/information/formats /conditions shall result in out-right rejection of the proposal. All the pages of the proposal must be signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be signed with seal by the authorised representative of the bidder.

c) Bidders should ensure submission of all documents along with Part-I and Part-II proposal.

d) A tender once submitted shall not be permitted to be altered or amended.

#### **08. EARNEST MONEY DEPOSIT**

I. The tenderer shall furnish, part of its Bid and EMD to the tune of Rs.10,000/- (Ten Thousand) only & Tender Paper Cost of Rs.500 (Five Hundred) Only in form of Account Payee/Demand Draft , Bankers Cheque or Bank Guarantee from any of the Commercial Banks, in favour of District Election officer, Dhenkanal payable at SBI Main Branch, Dhenkanal. The copy of instrument of EMD & Tender Paper Cost must be enclosed along with the Bid which must be submitted in the office of the District Election Officer, Dhenkanal. Tender without earnest Money & Tender Paper Cost in the prescribed form,, will not be accepted.

II. Any Bid not secured in accordance with above shall be treated as non responsive and shall be rejected.

III. Technically disqualified bidder EMD will be forfeited.

IV. Unsuccessful Bidders EMD will be returned within 30 days after conclusion or discharge of the tender.

V. No interest will be paid on the Earnest Money Deposit.

VI. The successful Bidders Bid EMD will be refunded once the successful Bidder deposits the Performance Bank Guarantee.

VII. The EMD may be forfeited:

If Bidder (a) withdraws its Bid during the period of Bid validity specified by the Bidder on the bid form: or (b) modifies its Bid Price during the period of Bid validity as specified in the Bid form and (c) In case of a Successful Bidder, if the Bidder fails to sign the Agreement , within the stipulated period.

#### **09. TENDER**

The tenders received up to 5.00 P.M. on 22.02.2024 will be taken up for opening. Tenders received after specified date and time will not be accepted. The Tender will be opened at 11.30 A.M. on 23.02.2024 in presence of the available Bidders/representatives of the Bidders who choose to be present. The Bidders or their authorised agents are allowed to be present at the time of opening of the tenders. In absence of bidders, the tender will be opened as usual.

b) If the date fixed for opening of the tender happens to be a government holiday, the tenders will be opened at 11.30 AM on the next working day.

c) Any adverse /non satisfactory remarks on the performance from the clients of previous, works will entail disqualification of the tender and financial bids will not be opened.

d) The bidders fulfilling the pre-qualification criteria will be informed accordingly and the financial bid will be opened thereafter.

e) Decision of the DEO, Dhenkanal in this regard shall be final and binding on all the participating bidders. No correspondence to this effect shall be entertained.



## **10. PRICE OFFER**

a) The rate should be quoted for Digital Videography, Still Photography & CCTV separately for each item.

b) It is mandatory for the bidders to quote the rates of each item separately. The bidder is allowed to quote rate for any one or more of this items.

c) The Price bid should be prepared as per **Annexure-IV**. The rate on any item should be quoted including the conveyance charges, transportation charges, assignment charges, manpower charges, etc. which a bidder may incur while providing the services.

d) The rate quoted by the bidder shall kept firm for a period specified in the tender from the date of opening of the tender. Escalation of rate will not be permitted during the said period or during any period while providing services whether extended or not for reasons other than increase of taxes payable to the Governments in India within the stipulated period.

e) The Price should be neatly and legibly written both in figures and words.

f) In case of discrepancy between the prices quoted in words and figures, lower of the two shall be considered.

g) Price bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.

## **11. EVALUATION OF THE PRICE**

a) The evaluation shall inclusive of applicable taxes and rates.

b) The bidder who has quoted the lowest unit rate on any category including applicable taxes & rates will be adjudged successful on individual category and his rate shall be treated as the L1 rate w.r.t. that category. There are 3 categories as per **Annexure-IV**.

## **12. AWARD OF CONTRACT**

a) The District Election Officer reserves the right of placing work Order/Contract for in this regard as per requirements to one or more bidders at approved lowest rate in each category. As the instant work during Election happens to be voluminous, spread across Dhenkanal District and is required to be performed promptly in a time bound manner, therefore distribution of works at approved L1 rates among technically qualified bidders may be resorted to in Public interest with discretion to the purchasing committee.

b) While placing work order/contract to successful bidders(s), decision of the purchase committee shall be final and binding on all bidders. **In case of exigency & urgent election need, if required, the purchase committee reserves the right to allocate the order to any technical qualified bidder in any/all category.**

c) The DEO, Dhenkanal reserves the right to increase or decrease the tentative quantity of each category as per requirement & the work order will be placed accordingly.



### **13. PERFORMANCE SECURITY DEPOSIT**

- (a) On receipt of the Letter of Acceptance from the DEO, Dhenkanal, the successful bidder of that category shall remit a Performance Security Deposit (SD) of (5% of L1/Contract Value of that category) within 07 (seven) working days from the date of receipt of letter of acceptance in the form of an Account Payee Demand Draft, Bankers Cheque or Bank Guarantee from any of the Commercial Banks, in favour of District Election Officer, Dhenkanal payable at SBI, Main Branch Dhenkanal with a validity period of 2 months beyond the date of end of contract. Amount of SD shall be communicated to him while sending LOA.
- (b) Security Deposit amount remitted will not earn any interest.
- (c) Upon complete fulfilment of contract by the successful bidders(s), to the satisfaction of the committee, the performance security deposit furnished by the bidder will be released after recovery of dues, if any.
- (d) In case of any default on the part of successful bidder/non satisfactory performance, performance security shall be liable to be forfeited.
- (e) If required, on furnishing willingness to work on L1 rates for any category, the technically qualified willing bidders shall submit security Deposit (SD) in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Bankers Cheque or Bank guarantee from any of the Commercial Banks, in favour of District Election Officer, Dhenkanal payable at SBI, Main Branch Dhenkanal with a validity period of 2 months beyond the date of end of contract. The amount and other conditions of SD shall be communicated to them while calling for their willingness.

### **14. AGREEMENT**

The successful bidder (s) shall execute a contract agreement within 07 days as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law on the date of remittance of Security Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the SD amount remitted by the bidder will be forfeited besides cancellation of his rights.

### **15. PENALTY**

- (a) In case the bidder fails to comply with in the order immediately even at a short notice, the committee will be at a liberty to have the supplies made from other technically qualified bidder at L1 rates or otherwise from other parties and the additional expenditure incurred if any on this account shall be recovered from the defaulting bidder. Therefore all the liabilities (in full or part) arising out of non compliance of the order after acceptance of the terms and conditions shall be of the bidders
- (b) In case of non compliance of any other conditions, a penalty of Rs. 1000/- per work order shall be imposed upon the successful contractor.
- (c) Decision of the Purchase Committee in (a) & (b) above shall be final and binding on the successful bidder.





In case at any stage, if it is found that the bidder has furnished any wrong information with mala-fide intention to succeed in the bid, suitable legal action, as deemed fit by the Committee, shall be taken against the bidder.

## 16. TERMINATION OF CONTRACT

- (a) Upon successful completion of the entire contract, Security Deposit will be released. On filling of an application to that effect by the bidder.
- (b) The Committee also reserves the right to recover any dues from the bidder, which is found on later date, during audit/excess payment, even after final settlement is made to them. The bidder is liable to pay such dues to the DEO immediately on demand, without raising any dispute/protest.
- (c) The DEO Dhenkanal reserves the right to terminate the contract at any time on account of non-fulfillment of contract or any of the reasons.
- (d) In case of any material breach or default in the performance of any obligation under the contract, the committee may terminate the contract by giving notice in writing to the bidder.
- (e) During the currency of the period of rate contract, if the successful L1 bidder wishes to terminate the contract or wants to leave the contract, he has to give at least three months' notice in advance, failing which his Security will be forfeited.

## 17. CONFIDENTIALITY

- (a) Information relating to the examinations, clarification, evaluation and recommended for the short listed bidders shall not be disclosed to any person not officially concerned with the process. All DEO will treat information submitted as part of proposal in confidence and will ensure that all who have access to such material treat it in confidence. The DEO will not divulge any such information unless it is ordered to do so by any Government Authority that has the power under law to require its disclosure.
- (b) Except upon mutual written agreement, or as may be required by law, no party shall in any way or in any form disclose the existence, discussions or negotiations leading to or any matter covered during tender process till the stage of execution of agreement.
- (c) After completion of videography, still photography and CCTV all the data has to be arranged on hard disks and handed over to the O/o- Collector & DEO, Dhenkanal in **DVD/External Hard Disk in 2 copies**. After handing over the data the bidder shall not retain any video or data their computers or in any form of storage with them. Any deviation in this regards may draw legal action as per law.

## 18. GENERAL CONDITIONS

- (a) Conditional Bid in any form will not be accepted
- (b) The committee reserves the right to relax or waive or amend or modify or revise any terms/ conditions
- (c) The right of final acceptance of the tender is entirely vested with the DEO and the DEO reserves the right to accept or reject any or all the bidders in part or in totality or to negotiate with any or all the bidders or to withdraw/cancel/modify this tender without assigning any reason thereof whatsoever.
- (d) If performance of the bidder is not up to the mark, the committee reserves the right to reallocate full/ part order to other qualified bidders. Any additional cost incurred by the DEO due to such reallocation should be borne by the bidder.
- (e) Any notice regarding any problem, to the bidder shall be deemed to be sufficiently served if given in writing at his usual or last known place of business or through email.
- (f) In the course of discussion and instruction, the DEO may disclose information of confidential and proprietary nature relating to its business model, subscribers, etc to the bidder. Such information shall be considered confidential.
- (g) The successful bidder should comply with the statutory labor norms such as minimum wages Act with regards to the manpower deployed for the execution of the contract.
- (h) It will be the responsibility of the successful contractor to comply with all the statutory requirement pertaining to fulfilling the contract e.g. NOC/Licenses from relevant Authorities. In case of noncompliance, the contractor shall be held responsible and penalty if any imposed on the DEO will be recovered from him.
- (i) All the items to be provided under the contract should be good quality and must fulfill all legal criterions as these will be needed for conducting Election.
- (j) It shall be the responsibility of the successful bidder that all these equipment are always in good condition and function properly 24 X 7. For this purpose, preventive maintenance must be carried out without disturbing the regular service. Additional power backup for camera should be ensured without fail.
- (k) All the data generated by usages of camera/CCTVs will be the sole property of the DEO and this data must be handled safely. The same may be handed over to the DEO, as directed in proper storage device.
- (l) Items may be required at short notice and at any place across Dhenkanal for conduct of election and therefore the successful bidder is supposed to have enough stock of items at its disposal at any point of time.
- (m) The successful bidder will be bounded by time scheduled for providing items. Therefore the successful bidder must have adequate and effective supervisory mechanism for providing uninterrupted supplies.
- (n) The successful bidder shall depute at least 03 managers in the office of the District Election Officer, Dhenkanal for liaising so that the work /supply is done /made smoothly in the time bound manner. Besides liaising manager, the successful bidder will have to provide **01 operator/ per camera 24x7 at all the locations where the camera shall be used.**
- (o) The quantity of items shown in the **price Bid (Annexure-IV)** is indicative only. It may increase or decrease as per the actual requirements of the committee.

**Scope of Work:**

- a) The District Election. Officer, on the basis of size of the constituency (04 ACs), number of critical polling stations, polling stations falling in vulnerable area, previous history of booth capturing and other malpractices, the general law and order situation, the likelihood of committing corrupt practices and electoral offences and other related factors and after consultation with the Chief Electoral Officer should decide the number of video camera teams needed for each Constituency in the district.
- b) Each member of the videography team deployed for recording of the proceedings/ important events shall be given proper duty passes for this purpose.
- c) The service provider shall be screened thoroughly by obtaining information on their professional competence, track record, financial viability and other related factors like political affiliations etc.
- d) **Individual videographers engaged by the service provider should not belong to any political party or should not be known sympathizers or supporters or close relatives of any contesting candidates or leaders of any political party and should not have been hired by any political party or contesting candidate.**
- e) Videography recording is not restricted to poll day but covers entire spectrum of critical poll processes.
- f) Video cameras may be used to capture still photography wherever so required.
- g) CCTV coverage can be provided for the poll processes scheduled/ happening inside rooms/halls like nomination, scrutiny, withdrawal, symbol allotment, EVM/VVPAT related processes etc.
- (h) Photography may be carried inside the Polling Stations to photograph electors and cover poll proceedings **without compromising the secrecy of voting.**
- (i) Arrangements for 360° CCTV coverage inside the room and at the exit gate of the room shall be made to record the process of nomination, scrutiny, withdrawal and allotment of symbol.
- (j) Other critical events such as important public meetings, processions during election campaign, processes related to postal ballot papers, polling process in identified critical polling stations, storage of polled EVM/VVPATs, Opening of Strong Rooms before taking out the EVM/VVPATs for counting and counting process etc. shall be recorded in CCTV or through videography.
- (k) The videographer shall make sure that all other important events *inter alia* listed below are properly recorded:
  - i. Attempts of intimidation of voters.
  - ii. Attempts of inducement/ bribing of voters.
  - iii. Canvassing within 100 metres of Polling Stations
  - iv. Positioning of voting compartment

- v. Assured Minimum Facilities (AMP) at the Polling Station
- vi. Presence of polling agents
- vii. Mock Poll.
- viii. Clearing of Mock Poll
- ix. Sealing of EVMs and VVPATs.
- x. Process of identification of voters.
- xi. Voters in queues.
- xii. The length of queue at the time fixed for close of poll.
- xiii. Any dispute of any nature at the Polling Station.
  
- xiv. Visit by Sector Officers, Observers and other electoral functionaries or any important person including the candidates.
- xv. Replacement of EVMs/VVPATs, if any.
- xvi. Any reportable or objectionable incidents at the Polling Stations.
- xvii. ~~xviii~~. Any other processes or events specified by DEO/RO

- (l) All videography and photography should be done with date and time stamping so that the real time and date can be verified.
- (m) Videographers, so deployed, shall not be making random videography but shall follow protocol provided by the Committee in recording events.
- (n) Cameras shall be placed/ handled in such a manner that they can record the general proceedings at the Polling Station including the process of identification of voters, application of indelible ink, voting compartment etc., on poll day. On counting day, the CCTV/ videography camera shall be placed in such a way that it captures the general proceeding and do not focus on the display of the Control. Unit. Proper care should be taken to ensure that the secrecy of voting is not violated in any manner in either case.
- (o) Storage devices, containing unedited video recording should be sealed, clearly labeling /indexing all the details contained therein must be handed over.

*[Handwritten signature]*

PART-I (Covering Letter)

From,

Date.....

Name:  
Address:  
Ph:  
Fax:  
E-mail:

To,

.....  
.....

Sub:-

TENDER FOR PROVIDING VIDEOGRAPHY, STILL PHOTOGRAPHY & CCTV SERVICES IN HIRING BASIS AT VARIOUS LOCATIONS ACROSS DHENKANAL FOR THE UPCOMING SIMULTANEOUS GENERAL ELECTIONS 2024 -SUBMISSION OF PART I-Reg.

Ref:

Your Tender Notice.....dated.....

Sir,

With reference to your tender notice, we submit herewith the following documents;

- 1) Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions.
- 2) Authorization letter from the bidder for the person to sign the tender.
- 3) Details of the Bidder (as per Annexure-II)
- 4) Annual turnover statement duly certified by a Chartered Accountant (as per Annexure-III)
- 5) Price Bid (as per Annexure-IV)
- 6) Certificates as required in pre-qualification clause.
- 7) Address proof document for having a full-fledged office in Odisha or an undertaking to setup office at Odisha.
- 8) Any other relevant documents including EMD & tender paper cost.

Yours faithfully,

**SIGNATURE OF THE BIDDER**  
(With seal and address)

Encl:-As stated above.



## DETAILS OF THE BIDDER

Sl.No.	Particulars	Description/Details
A	<b>Name of Bidder</b>	
B	Contact Details	
	Registered Office Address	
	Telephone No.	
	Fax	
	Email	
	Website	
C	<b>Incorporation Details</b>	
	Incorporation Number	
	Date of Incorporation	
	Authority	
D	<b>Name of Authorized Signatory</b>	
	Position	
	Telephone	
	Fax	
	Mobile	
	Email	
E	<b>Number and Address of Offices</b>	
	In Odisha	
	Outside Odisha	
F	GST Number & return filling copy of last FY	
	PAN number and Income Tax return filling copy of last FY	

SIGNATURE OF THE BIDDER



## ANNUAL TURNOVER STATEMENT

The Annual Financial turnover of M/s.....  
for the past three years are given below and is certified that the statement is true and correct.

S.NO	Year	Turnover(Rs. In lakh)
1.	2020-2021	
2.	2021-2022	
3.	2022-2023	
	Total	
Average turnover	annual	

DATE:

SIGNATURE OF THE BIDDER

(with seal and address)

SIGNATURE OF CHARTERED ACCOUNTANT  
(With seal and Address)

OR

Annual turnover statement must be  
enclosed with signature of the Bidder

*m*

## ANNEXURE-IV

## PRICE BID

Category	Name of the work	Unit	Estimated Usage/ Quantity (Tentatively)	Per Unit Rate Including all rates & taxes with words & figure
1	One day Digital Videography with operator with HD Camera of Branded Company.	One day/ Per Unit	50 nos. (approx)	
		Half day/ Per Unit		
2	Digital Still Photography with operator with HD Camera of Branded Company	One day/ Per Unit	50 nos. (approx)	
		Half day/ Per Unit		
3	Full day (24 Hours) full CCTV setup with operator	Per day /Per Unit	50 nos. (approx)	

Note:1	Taxes should be quoted inclusively with unit price. Cost includes the manpower, travel, instrument & all other costs.
Note:2	In case of discrepancy between the prices quoted in words and in figure, the lower of the two will be considered.
Note:3	(a) The Price bid should be quoted for Digital Videography, Still Photography & CCTV separately for each item.  (b) It is mandatory for the bidders to quote the rates of each item separately. The bidder is allowed to quote rate for any one or more of the items. If the bidder isn't quoting for any one of the categories, it must be strike out as "NOT APPLICABLE"
Note:4	The Bidder offering the lowest rate on individual category shall be treated as success fulbidder and his rate will be taken as L1 rate for that category.
Note:5	Extra Workup to 30minutes beyond prescribed limit of 12 Hours, shall not be treated as extra hours. Thereafter, additional charges, if any, shall be paid on pro-rata basis.