

**GOVERNMENT OF WEST BENGAL**  
**Office of the District Magistrate**  
**Purulia**  
 ( IT Cell – Panchayat General Election 2023)

**Notice Inviting E-tender No. 04 /PGE,2023 dated 26-04-2023**

E-Tenders are invited from the bonafide, reputed and experienced company/ Agency/ Suppliers for different hiring charge of Video Camera and Digital Camera in connection with Panchayat General ELECTION -2023 as per particulars given below.

SL No	Name of work	Location	No. of days	Earnest Money (Rs in Lakh.)
1	Hiring Charge of CC Camera with all accessories, Man/ day	Any place within Purulia district	For 1(one) day,	0.10
2.	Hiring Charge of CC Camera with all accessories, Man/ day		For 2 to 7 days	
3.	Hiring Charge of CC Camera with all accessories, Man/ day		For 8 to 15 days	
4	Hiring Charge of CC Camera with all accessories, Man/ day		For 16 days and above	
5	Video Camera with Cameramen	Any place within Purulia district	For 1(one) day,	
6	Video Camera with Cameramen		For 2 to 7 days	
7	Video Camera with Cameramen		For 8 to 15 days	
8	Video Camera with Cameramen		For 16 days and above	
9	Digital Camera with Cameramen	Any place within Purulia district	For 1(one) day,	
10	Digital Camera with Cameramen		For 2 to 7 days	
11	Digital Camera with Cameramen		For 8 to 15 days	
12	Digital Camera with Cameramen		For 16 days and above	

1. Date & Time Schedule:

SL No	Particular	Date and Time
1	Date of Uploading NIT and other Documents	26/04/2023 at 6:00 P.M
2	Date of Start of downloading the documents etc	26/04/2023 from 6:00 P.M
3	Date of Start of submission of technical bid & financial bid	26/04/2023 from 6:00 P.M
4	Date of closing of submission of technical bid & financial bid	06/05/2023 up to 3:00 P.M
5	Date of opening of technical bid	08/05/2023 at 3:00 P.M
6	Date of opening of financial bid	To be informed

In the event of e-Filing, intending bidders may download the tender documents from the website directly with the help of Digital Signature Certificate & necessary earnest money deposit will be received by Net Banking through ICICI Bank Payment gateway or through RTGS/NEFT system.

### 3 Eligibility of the Contractor: -

- (i) Having Credential in form of completion certificate for completing similar type of work for at least Rs. 1,00,000/- (Rupees One Lakh) bill amount in any single work put to tender
  - (ii) Credential from any Govt. / Semi.Govt. /Autonomous bodies/Pvt. Institution as bonafide contractor/ agencies will be entertained for schemes having completion certificate as proof of credential. While e-filing of tender. the intending bidder may download the tender documents from the website **www.wbetenders.gov.in** directly by the help of digital Signature certificate.
4. The Tenderers should submit the copies of following papers duly attested by competent authority as technical bid documents –
- a. PAN/TAN (as applicable)
  - b. Up-to-date Profession Tax Return & Profession Tax Registration Certificate.
  - c. Copy of valid 15 digits GSTIN under GST Act. 2017 and vide notification no. 5050-F(Y) dated: -  
16.08.2017 of Finance Department, Audit Branch to the Govt. of West Bengal.
  - d. Up-to-date Income Tax Return,
5. No Adjustment of Price OR Price Escalation of any kind will be allowed.
6. No Mobilisation Advance and Secured Advance will be allowed
7. Joint venture will not be allowed.
8. Payment will be made as per availability of fund.
9. No arbitration is allowed in this contract.
10. The authority reserves the right to cancel the NIT due to unavoidable circumstances and for the no claim will be entertained.
11. The rates of different hiring charge of Video Camera / Digital Camera / CCTV / are to be quoted as per annexure, terms & conditions and specification.
12. The tenderers are requested to quote their rates and unit rate to in both figures and words.
13. All rates quoted shall be inclusive all cost of transportation to this office / Concerned SDO'S/ BDO'S/  
DCRC/ Election Booth as the case maybe.
14. The entire work will be executed under the supervision of the District Magistrate & District Panchayat Election Officer, Purulia or any Officer authorised on his behalf.

### 15. Terms and Conditions: -

1. The rates should be tendered for each item as per specification mentioned against each in the Annexure both in figure & words simultaneously.
2. Rates tendered otherwise than in the schedule will not be accepted. The rate should be inclusive of all taxes (i.e. GST).
3. The earnest money deposited will be forfeited to the Government in case of the following:



- (a) The tenderer withdraws tender after opening or acceptances.
- (b) The selected tenderer fails to accept or refuse either wholly or partly the offer that would be made by the undersigned.
- (c) The selected tenderer fails to supply of Video Camera /Digital Camera /CCTV on hire as per specification and within specified periods.

The earnest money deposited by the successful tenderer will be refunded on the after completion of the fulfillment of said terms & conditions.

Any other information will be available from the office of the Officer-In-Charge, IT, Panchayat General Election, 2023, Purulia.

Agency must have the capacity to supply of CCTV/ Cameramen with Camera with arrangement of Cameraman on hire as per specification within 3(three) days from the issue of work order.

The successful tenderers shall have to supply the required number of supply of CCTV on hire as per specification within the prescribed time limit from the state of issue of work order to the concerned office premises.

Any supply of CCTV/Computer on hire as per specification which is not in conformity with the sample will be summarily rejected and no payment will be made for such supply.

Rate should be offered inclusive of all cost (i.e. GST). I.T. will be deducted at source.

Considering emergency, the work order may be distributed to more than one tenderer at the lowest rate item wise.

This is Election Urgent. Failure of any part of compliance of the order will attract penal measures as per election acts/rules.

The tenderers will supply all materials as work order at their own cost.

The undersigned shall have the right & discretion to terminate the contract and forfeit the earnest money deposited in the event of any sort of breach of contract.

The successful tenderers will have to make an agreement with the undersigned on a Non-Judicial Stamp Paper worth Rs. 10.00 (Rupees Ten) only. The security money/earnest money is refundable subject to the satisfactory completion of work and timely delivery of the same.

The undersigned reserves the right to accept or reject any tender or all tenders without assigning any reason whatsoever.

The undersigned also does not bind himself to accept the lowest rate tender and shall use discretion in accepting hired than the lowest with a view to ensuring standard quality of articles. It shall be open to the district authority to impose penalty & take other punitive steps, as deemed fit for violation of above terms & condition.

**16. Important Instructions:**

Names of the technically qualified bidders is per the bid criteria after verification with original & evaluation will be displayed in the office notice board and official website.

**17. Requirement for Cameramen:**

They need to be apolitical. Sincere, smart. Hard working having a good moral character and without any pending acknowledgement of any Police Station.

The cameras need to be tested in respect of whether all cameras are getting charged or not. all camera functions are okay. memory cards are healthy and chargers are in good capacity.

Some Cameramen along with cameras may be kept for contingency purposes as a backup measure.



The names, addresses and contact details (EPIC Card) and photographs of the Cameramen (Both Digital and Video) should be provided to the Authority beforehand and no changes in the list normally be entertained. Under unavoidable circumstances if any deviation is required should be made with prior approval of the Authority.

The Cameramen should be able to shoot for prolonged hours or as instructed by Election Officials without fail. It is of outmost priority. The camera should be provided with adequate power and memory back-up for such shooting.

The Cameramen should maintain a log book which will be provided by the office and which will be needed to be signed by the requisitioning Officer.

The downloading of the photos and videos will be done under the Supervision of an Officer or as directed by him. No photos and videos will be used for any purpose other than that of election. All intellectual Property right will belong to the Returning Officer of the election and any copyright infringement/ tampering omission/ deletion of data will be treated upon with severity.

The digital versions or the photography needs to be transferred in to a C.D/D.V.D. Polling Station wise with proper label or as will be instructed by the officer-in-charge from time to time.

The Cameramen will be required to attend trainings as and when directed by Purulia, Attendance for such trainings is compulsory. The rates given by the agency will be all inclusive.

After the poll at the Receiving Center, the agency must hand over all PS wise Memory Card/ DVD/Memory Device containing online/offline recording of poll day events after proper verification by IT teams to the representative of the R.O. for storage and further reference.

No extra TA, DA or other allowance will be given to the Cameraman. The Authority reserves the rights the cancel the tender without assigning any reason whatsoever.

18. The works are election urgent and time bound.

19. Actual requirement may be at par with requirement at the relevant point of time.



Addl. District Magistrate (Dev.)  
Purulia

*Handwritten initials*

Date 26.04.2023

Memo No: 02(36)/IT/PGE

Copy forwarded for information to the: -

- 1-3) ADM Gen./ZP/LR Purulia
- 4-7) SDO, Sadar/Raghunathpur/Jhalda/Manbazar
- 8) OC Election
- 9) OC Camera Cell
- 10) Block Development Officer (All), Purulia
- 11) District Engineer/ DIA PZP to upload the NIT in [www.wbtenders.gov.in](http://www.wbtenders.gov.in)
- 12) DICO, Purulia with a request to publish the abridge version of NIT in 2nos daily newspaper at the earliest.
- 13) DIO, NIC, Purulia /DIA. PZP for publication the tender notice in District website.
- 14) C.A. to the District Magistrate, Purulia
- 15) Office Notice Board



Addl. District Magistrate (Dev.)  
Purulia

*Handwritten initials*