

**District Election Officer and District Collector,  
Ramanathapuram**

**Tel.: +91- 9445008147**

**<https://ramanathapuram.nic.in/>**

**TENDER DOCUMENT**

**TENDER FOR VIDEOGRAPHING OF CRITICAL EVENTS, ELECTION CAMPAIGN,  
IMPLEMENTATION OF MODEL CODE OF CONDUCT AND ELECTION EXPENDITURE  
MONITORING AND COUNTING PROCESS DURING  
GENERAL ELECTIONS TO LOK SABHA, 2019**

**Tender Reference No.D1 / 2337 / 2019**

**(Two cover system)**

## **Important Notice**

### **Applicability of Tamil Nadu Transparency in Tenders Act 1998**

This Tender process will be governed by the Tamil Nadu Transparency in Tenders Act 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000 as amended from time to time

In case of any conflict between the terms and conditions in the tender document and the Tamil Nadu Transparency in Tenders Act 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000, the Act and Rules shall prevail.

### **Know Your Rights**

1. All Tenders (Technical bid) will be opened only in the presence of the Bidders or their Representatives, on the appointed Day and Time
2. Commercial Bid opening will be done only in the presence of the Technically qualified Bidders or their representatives, on the appointed day and time
3. Vendors / Bidders are eligible for a vendor signed copy of the quoted Commercial Bid comparison statement on the spot.
4. Please insist on your Rights and avail the same.

**District Election Officer  
Ramanathapuram**

## BRIEF DESCRIPTION OF WORK

Tender for Videographing of Critical Events, Election Campaign, Implementation of Model Code of Conduct and Election Expenditure Monitoring and Counting Process during General Elections to Lok Sabha, 2019 as and when the announcement of the Election Commission of India.

### NOTE:

1. This tender document is not transferable.
2. The document contains 44 pages.
3. The Technical and Commercial bids should be signed on all pages by the authorized person representing the Agency participating in the tender with seal.
4. The Technical and Commercial Bids shall be duly filled and submitted in original in **separate sealed (2 Cover system) envelopes**.
5. All information is to be written legibly. Wherever figures are furnished, the same is to be written in words also within brackets.
6. Separate sheets should be attached wherever necessary.

District Election Officer  
Ramanathapuram

-----

### For Contact

District Election Officer & District Collector,  
Collector's Office, Ramanathapuram.

## Table of Contents

<b>Sl.No</b>	<b>Chapters</b>	<b>Page No.</b>
1	Tender Notice	6
2	Document Control Sheet	8
3	Tender Notice	9
4	Technical Bid (Eligibility Criteria)	14
5	Introduction (Description of work)	16
6	Scope of Work	17
7	Terms and Conditions	19
8	Evaluation of Commercial Bids	23
9	Signing of Contract and Security deposit	25
10	Schedule of Payment, Payment Terms and Penalty	25
11	Termination of Contract	25
12	Attachment of documents in the proposal – Checklist	29
13	General: Conditions and Guidelines	30
	ANNEXURE – I, Schedule – A. Technical Bid Qualifications	32
	ANNEXURE – I, Schedule –B, Commercial Bid	35
	ANNEXURE – II, Contract Agreement	36
	EMD RETURN FORM	38
	ANNEXURE – III, Letter of Tender	39
	ANNEXURE – IV, Similar Project Experience	40
	ANNEXURE – V, Bio Data of the personnel	41
	ANNEXURE -VI, Declaration Form	42
	Check List for Eligibility Criteria	43

Tender No. D1/ 2337 / 2019

District Election Officer  
Ramanathapuram

## 1. TENDER NOTICE

Tenders are invited for the following work by the District Election Officer, Ramanathapuram as detailed below :

Sl. No.	Ref. No.	Name of the work	Approx. value of work in Lakhs	E.M.D in Rs.	Eligible class	Last Date and Time of Submission
1		Tender for Videographing of Critical Events, Election Campaign, Implementation of Model Code of Conduct and Election Expenditure Monitoring and Counting Process during General Elections to Lok Sabha 2019.	@ Rs. 5 lakhs per Assembly Constituency (it may vary depending upon the ACs of the districts)	Rs.20,000./ (It may vary depending upon the AC)	As per tender document	<b>3.00 P.M on 26/02/2019</b>

- 1) Bid document will be available in web site [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in) and <https://ramanathapuram.nic.in> (DEOs website) upto 3.00 P.M. on 26/02/2019.
- 2) Bids must be submitted on or before 3.00 P.M on 26/02/2019. Bids received shall be opened at 3.30 P.M. on 26/02/2019 in the office of the District Election Officer, Ramanathapuram, in the presence of the bidders who wish to participate in the tender. If the date of opening happens to be a holiday, the bids will be opened on the next working day at the same time and venue. The original Bid Security shall be submitted to the District Election Officer, Ramanathapuram
- 3) The security for the bid shall be in the form of Demand Draft issued by a nationalized Bank.

- 4) Bids must be accompanied with scanned copy of bid security specified for the work in the above table. Bid Security will have to be in any one of the forms as specified in the bidding document payable a Demand Draft in favour of District Election Officer, Ramanathapuram and shall be valid for 90 days and the same shall also be submitted in cover-I.
- 5) Subsequent corrigendum/addendum if any shall only be available in the website indicated above.
- 6) The Tender Accepting authority reserves the right to reject the bid without assigning any reason.

## 2. Document Control Sheet

Tender for Videographing of Critical Events, Election Campaign, Implementation of Model Code of Conduct and Election Expenditure Monitoring and Counting Process during General Elections to Lok Sabha, 2019

Tender Reference No.	<b>D1 / 2337 / 2019</b>
Last Date and Time for Receipt of Tender	<b>3.00 P.M on 26 /02/2019</b>
Date and Time of Opening of Tender	<b>3.30 P.M on 26 /02/2019</b>
Submission of Tender	<b>26 /02/2019</b>
Tender Value	Approximately @ Rs.5 lakhs per Assembly Constituency and will vary based on the number of ACs in the Districts
Amount of Earnest Money Deposit (EMD) Demand Draft in District Election Officer, Ramanathapuram(not more than 1 % of contract value)	<b>Rs .20,000/- (depending upon the total value)</b>
Contract Period	Tentatively, between February 2019 and May 2019
Pre bid meeting Date, Place & Time	19/02/2019 at 04.00PM, Collectorate, Ramanathapuram

**District Election Officer  
Ramanathapuram.**



**District Election Officer and District Collector,  
Ramanathapuram**

**Tel.: +91- 9445008147**

**<https://ramanathapuram.nic.in/>**

**3. Tender Notice**

Tender for Videographing of Critical Events, Election Campaign,  
Implementation of Model Code of Conduct and Election Expenditure Monitoring and Counting  
Process during General Elections to Lok Sabha, 2019

**Form of contract: Item Rate (Two cover system)**

1. Bids are invited for Videographing of Critical Events, Election Campaign, Implementation of Model Code of Conduct and Election Expenditure Monitoring and Counting Process during General Elections to Lok Sabha, 2019
2. (Two cover system)
3. If the bid value is less than 50 lakhs, the tender submission period is 7 days from the date of tender notice issue by the DEOs in the district website / news papers (English and Tamil each). If the bid value is more than 50 lakhs, the tender submission period is 14 days.
4. The Tender Inviting Authority is the PA(G) / P.A.(Elections) / DRO.
5. The Tender Accepting Authority is the District Election Officer, Ramanathapuram
6. Tender documents can be downloaded up to 3.00 PM on 26/02/2019.

7. Amount of Earnest Money Deposit (EMD) will be 1% of the value put to tender for a package.
8. Period of contract is upto 31.05.2019 from the date of issue of the work order.
9. The Bidder who has downloaded the bid documents shall be solely responsible for checking those websites for any addendum / amendment issued subsequently to the bid document and take into consideration the same while preparing and submitting the bid.
10. Any additional / further details and conditions related to these works can be had only by e-mail to deo\_ramnad@yahoo.co.in. Clarification raised before two days to the last date of submission of the tender shall not be considered.

11. Important dates

1	Date and time of Pre bid meeting	<b>19 /02/2019 @ 4.00 PM Collector Office, Ramanathapuram</b>
3	Last Date and time for submission of bid document	<b>26 /02/2019-03.00PM</b>
4	Date and time of opening of the Technical Bid	<b>26 /02/2019-03.30PM</b>

**1) In the event of the specified date for submission of bids is declared as a holiday, bids will be received and opened on the next working day at the same time and venue.**

1) Other details can be seen in the bid documents.

**Prequalification Criteria:-**

1. The bidder must have an office in Tamil Nadu.
2. The tenderer must have a turnover approximately @ Rs.5 lakhs per Assembly Constituency and will vary based on the number of ACs in Districts in any two of the last 3 accounting years. The tenderer shall furnish audited financial statements for the last three financial years (**2015-2016, 2016-2017 and 2017-2018**), audited by a Chartered Accountant.

3. Should not hold any sanction / black-listing by any government / quasi government agency or any Multi-Lateral Donor Body (World Bank, ADB, JICA, etc.) persisting on the last due date of receipt of tender. (Please attach a self-declaration stating the above).
4. The Bidder should have had a minimum of two work orders (value of Rs.5 Lakhs) from the last three years (Govt of India / State Government / PSU / Government Departments only / Proceedings issued by the District Collectors) with similar work experience viz Videography / CC TV recordings etc (Please attach relevant project citations mentioning the project title, the value of the contract).
5. **The bidder should possess GST registration, on or before 1.1.2018.**  
Please attach a copy of the PAN and the GST Registration.
6. The tenderer should have submitted the I.T Returns for the last 3 years.  
**(2015-2016, 2016-2017 and 2017-2018).**
7. **The bidder should enclose the Registration Certificate for Goods and Services Tax (GST) (Registered on or before 1.1.2018) and also submit GSTR-3b for last 6 months (from July 2018 to December 2018).**

#### **Preparation of Tender Cover**

- a. The Tenders can be downloaded free from the website [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in) and <https://ramanathapuram.nic.in> (DEO's website). The document downloaded will be closed **at 3.00 P.M. on 26/02/2019**. The Technical bids will be opened at **3.30 P.M.** on the **same day** at the chamber of the **District Election Officer, Ramanathapuram** in the presence of available Tenderers or their authorized representatives.
- b. The Technical Bid as prescribed should be filled in original and should be sealed in a separate cover. The Technical Bid should be superscribed as Envelope-A - Technical Bid – Videographing of critical events and expenditure monitoring for GE to Lok Sabha 2019, Tender No. D1/2337/2019 Dated: 13/02/2019.
- c. The Commercial Bid as prescribed should be filled in original and should be sealed in a separate cover. The Commercial Bid should be superscribed as

Envelope-B - Commercial Bid – Videographing of critical events and expenditure monitoring for GE to Lok Sabha 2019, Tender No. D1/2337/2019  
Dated:13/02/2019.

- d. The bid should be unconditional and only in the form given in the tender document.
- e. Both the Technical Bid and Commercial Bid should then be put in a single outer cover, sealed and super scribed as Bid Documents – Videographing of critical events and expenditure monitoring for GE to Lok Sabha 2019, Tender No. , D1/2337/2019, Dated :13/02/2019.
- f. The bidder should clearly write “From Address” on the tender covers, otherwise the tender is liable for rejection.
- g. The bidder should super scribe on the top of the tender covers, otherwise the tender is liable for rejection.

#### **Mode of Submission of Tender Document**

1. The tenders shall be sent by registered post or dropped in the tender box kept at the office of DEO on or before the due date and time prescribed.
2. The bidders are requested to post the tender sufficiently in advance to ensure that the tender reaches this office in time.
3. The tenders received by post or otherwise, after the specified date and time will not be considered.
4. Tenders submitted in person should be dropped only in the tender box kept at the office of CEO and will not be received in person.

#### **Mode of Payment: - Earnest Money Deposit (EMD)**

Amount of Earnest Money Deposit (EMD) will be 1% of the value put to tender for a package. **EMD Amount of Rs.20,000/** should be submitted in the form of Demand Draft of any Nationalized Bank / Scheduled Bank payable at Demand Draft drawn **in favour of District Election Officer, Ramanathapuram**

If the office happens to be closed on the day as specified, the Tenders will be opened on the next working at the same time and venue.

P.A.(Elections) / Tahsildar (Elections) may be contacted for any clarification on all working days from 2.00 P.M. to 5.00 P.M. over Telephone No. 04567 -231712. The Office reserves the right to accept or reject any or all proposals and reserves the right to cancel the invitation, advance or postpone without assigning any reasons whatsoever.

**District Election Officer,  
Ramanathapuram**

#### **4. Technical Bid (Eligibility Criteria)**

The Bidder should fill the Form along with Tender Document and put in Envelope – A.

<b>#</b>	<b>Eligibility Conditions</b>	<b>Supporting documents to be submitted by the Bidder</b>
1.	The bidder must have an office in Tamil Nadu	Copies of the Landline Telephone bills/ or valid rental agreement/rent receipts in bidders name for having office in Tamil Nadu should be submitted in the Technical Bid
2.	The tenderer must have a minimum annual turnover approximately @ Rs.5 lakhs per Assembly Constituency and will vary based on the number of AC in Districts in any two of the last 3 accounting years.	The tenderer shall furnish audited financial statements for the last three years (2015-16, 2016-17 & 2017-18), audited by a Chartered Accountant, which include Profit and Loss Account and Balance sheet.
3.	Should not hold any sanction / black-listing by any government / quasi government agency or any Multi-Lateral Donor Body (World Bank, ADB, JICA, etc.) persisting on the last due date of receipt of tender.	Please attach a self-declaration with this regard.
4.	The Bidder should have had a minimum of two work orders (value of Rs.5 Lakhs) from the last three years (Govt of India / State Government / PSU / Government Departments only / Proceedings issued by the District Collectors) with similar work experience viz Videography / CC TV	Please attach relevant project citations mentioning the project title, the value of the contract.

#	Eligibility Conditions	Supporting documents to be submitted by the Bidder
	recordings etc.,	
5.	Should have <b>valid GST</b> Registration on or before 01.01.2018.	Please attach a copy of <b>GST Registration.</b>
6.	The tenderer should have submitted the I.T Returns for the last 3 years (2015-16, 2016-17 & 2017 – 18) & <b>GSTR-3b for the last 6 months (from July 2018 to December 2018).</b>	Copy of the I.T Returns for 3 years should be submitted <b>GSTR-3b for the last 6 months (from July 2018 to December 2018).</b>
7.	<b>The agency/videographers should not belongs to any political party and should not be known sympathizers or supporters or close relatives of any of the contesting candidates or any of the leaders of any political party or should not have been hired by any political party or contesting candidates.</b>	Self-declaration/Undertaking must be given

**TENDER\_ for Videographing of Critical Events, Election Campaign,  
Implementation of Model Code of Conduct and Election  
Expenditure Monitoring and Counting Process during  
General Elections to Lok Sabha, 2019**

**5. Introduction**

**5.1 DESCRIPTION OF WORK**

The District Election Officer, Ramanathapuram intends to appoint an agency (hereinafter referred as Bidder) to depute videographers (persons with a standard recording camera) in the **Four Assembly constituencies in Ramanathapuram District**, along with the following teams;

- a) Election Expenditure Monitoring Teams like the Flying Squad Team (FST) / Static Surveillance Team (SST), Video Surveillance Team (VST), etc and for Videographing of Critical Events, Election Campaign, Election Expenditure Monitoring.
- b) Returning Officers for recording of the implementation of Model Code of Conduct.
- c) District Election Officer, Ramanathapuram for recording of randomization process of polling personnel and EVM,
- d) Observers deputed by the Election Commission of India, during the General Election to Lok Sabha, 2019.
- e) CCTV / Webcam recording in front of strong room.



## 6. SCOPE OF WORK

No.	TASK	SCOPE
1.	<p>Deputation of videographers (persons with standard recording camera) with the Video Surveillance Team- 1 number (12 hour basis) per Assembly Constituency, Flying squad - 3 teams (to work round the clock in 3 shifts, on 24 hour basis) per Assembly Constituency and Static Surveillance team – 3 teams (to work round the clock in 3 shifts, on 24 hours basis). Depending upon the necessity.</p> <p><b>The team numbers are not exhaustive and may vary.</b></p> <p>a) Recording of events like randomization of polling personnel &amp; EVM at District Election Office, and EVM Godowns respectively.</p> <p>b) Recording with the Observer deputed by the ECI.(12 hours basis).</p> <p>c) Recording of strong room sealing &amp; opening (Hour basis).</p> <p>d) CCTV camera in front of strong room.</p>	<p>The agency should depute videographers (persons with standard recording camera) and report to the team head.</p> <p>The agency/Bidder/videographer shall get an attendance certificate in the format prescribed and submit it to the District Election Office; Ramanathapuram after the election process is over.</p> <p>The agency/Bidder/videographer shall record the election events/process with real time and date recording, as instructed by the team head.</p> <p>The agency/Bidder/videographer, shall at the end of everyday furnish/transfer the videographed content to the team head / R.O. office and get it acknowledged from the team head.</p> <p>Videographing of events like randomization of polling personnel and EVM.</p> <p>Videographing election events along with the Observers deputed by the ECI.</p>

**Following items should be considered for special watch and Videographing:–**

- Meeting addressed/attended by Ministers, top National /State level leaders of recognized parties.
- Riots or riotous situations or commotions brick batting, free-for-all etc.
- Violent incidents, damaging of property, looting, arson, brandishing of arms etc.
- Booth capturing
- Intimidation of voters
- Inducement / bribing of voters by distribution of items like saree, dhoti, blankets etc.
- Canvassing within 100 meters of polling station.
- Vulgar display of expenditure like huge cutouts etc.
- Movement and activities of candidates with doubtful/ criminal records
- Hypersensitive & sensitive polling stations
- Important events such as nomination, scrutiny and withdrawal of candidatures
- Preparation of EVMs by ROs
- Closure of strong room after deposit of EVMs therein
- Opening of strong rooms before taking out the EVMs for counting
- Counting process.

## 7. TERMS AND CONDITIONS

### 7.1 Reporting and Personnel

The agency shall be responsible for deputing videographers (Persons with standard recording camera) to the Election Teams, mentioned supra. The videographers shall report to the Returning Officer/Assistant Returning Officer/Team head or any other personnel as instructed, as per the time schedule worked out.

### 7.2 TIMELINES

The following is an indicative list of deliverables and milestones for the agency, assuming that the engagement starts at time 'T' (Issuance of Work Order).

<b>Videographing of election events – TIMELINES</b>		
<b>Sl. No.</b>	<b>Deliverables</b>	<b>Timelines</b>
<b>1.</b>	Preparation and Submission of list of videographers	T + 2 days
<b>2.</b>	Videographing of events	From the date of announcement of elections
<b>3.</b>	Furnishing of videographed content	The next day morning, after Videographing.

#### 7.2.1 CATEGORY OF VIDEOGRAPHING

<b>(i)</b>	<b>(a) Videographing of critical events on the day of polling, Video Surveillance team (VST), Observers (General/ Police/ Expenditure/Asst. Expenditure) DEOs Office/ Returning Officers/Principal Asst. Returning Officer &amp; Model Code of conduct implementing team etc..</b>	<b>12 hour basis</b>
<b>(ii)</b>	<b>Election Expenditure Monitoring (EEM) (a) Flying Squad (FS) (b) Static Surveillance Team (SST)</b>	<b>(a) 24 hour (on day) basis in 3 shifts – There may be three or more dedicated Flying Squad Teams (FST) under each Assembly Constituency/ Segment. (b) 24 hour (on day) basis in 3 shifts - There may be three or more Static Surveillance Teams</b>

		(SST) dedicated under each Assembly Constituency/Segment.
(iii)	CCTV Camera which will be put in the Strong Room.	Rental on day basis.

- All video and digital photography should be done with date and time recording so that the real time and date can be verified.
- **Video Surveillance Team (VST): (12 hour basis in 2 Shifts)**

One or more Video Surveillance Teams shall be deployed for each Assembly Constituency/Segment consisting of minimum one official and one videographer. If necessary, **more number of teams may be deployed on the recommendation of Expenditure observer.** The Assistant Expenditure Observer shall personally supervise Videographing of sensitive events and big public rallies in the constituency. If more than one public rally is organized on the same day, more than one video teams shall be deployed to record the procession and the rally.

- **Flying Squad (FS): (24 hour (on day) basis in 3 Shifts)**

**There shall be three or more dedicated Flying Squads under each Assembly Constituency/Segment** for tracking illegal cash transactions or any distribution of liquor or any other items suspected of being used or bribing the voters.

- **Static Surveillance Team (SST): (24 hour (on day) basis in 3 Shifts)**

**There shall be three or more Surveillance Teams under each Assembly Constituency** with one Magistrate and three or four police personnel in each team. This team shall put check posts and keep watch on movement of large quantities of cash, illegal liquor, any suspicious item or arms being carried in their area.

### 7.3 Service Level Agreements

A Service Level Agreement shall be entered between the Selected Agency and **DEO, Ramanathapuram.**

#### **7.4 Penalty Clause**

If any agency/Bidder/videographer is reported to be absent and if the event is recorded by engaging any other person, the actual expenditure will be deducted.

#### **7.5 Payment Terms**

The payment shall be made only after completion of the work and after receipt of funds from the Government

#### **7.6 Secrecy and Other conditions**

**The tenderer shall maintain secrecy of the videographed content and shall not share it to any third party.** The tenderer is expected to examine all instructions, forms, terms and specifications contained in this document. The proposal should be precise, complete and in the prescribed format as per the requirements of this tender document. Failure to furnish all information required by this tender document or submission of applications not responsive to this tender document in every respect will be at the applicant's risk and may result in rejection.

#### **7.7. Content of Tender document**

This document has to be read in its entirety. The terms and conditions for the tender encompasses all the terms and conditions mentioned in this document. However the Office reserves the right to alter any of the above-mentioned dates at a short notice. Before submitting the proposal due diligence shall be undertaken by tenderer at his own cost.

#### **7.8 Clarification & Amendment on Tender document**

A prospective tenderer requiring any clarification on the tender document may notify the **O/o The District Election Officer, Ramanathapuram.**

In case, if any one tenderer asks for a clarification to the tender documents, the Office shall ensure that the clarification sought will be furnished in the DEOs Website only without identifying the source of query. Clarification raised before two days to the last date of submission of the tender shall not be considered.

At any time after the issue of the tender documents and before the opening of the tender, the Tender Accepting Authority (The DEO) may make any changes, modifications or amendments to the tender documents and shall send intimation of such change to all those who have purchased the original tender documents.

## 7.9 Language of Tenders

All Proposal and supporting documentation shall be submitted in English.

## 7.10 Format and signing of Tender

This tender document in original or downloaded shall be properly bound along with all enclosures as mentioned in pre qualification criteria. The enclosures may be typed or printed in a clear typeface or good quality photocopies of the original. An accompanying letter is required, signed by an authorized signatory of the tenderer, committing the tenderer to the contents of the original response. Each tender shall be made in the legal name of the tenderer and shall be signed by the tenderer or a person duly authorized to sign on behalf of the tenderer. **The tenderer must stamp and initial on all pages and enclosures of this document without fail (failing which the tender shall be liable to rejection).**

## 7.11 Late Tenders

Any tender after the deadline for submission of tenders, shall be rejected.

## 7.12 Period of Tender validity

The tenders shall be valid minimum for a **period of “90 days”**, from the date of opening of tenders. On completion of the validity period, unless the tenderer withdraws his tender in writing, it will be deemed to be valid until such time the tenderer formally (in writing) withdraws his tender.

## 7.13 Evaluation of Technical Bids

Evaluation will be based on prequalification criteria and shall qualify the Tenderer for further processing. ***A Tender Evaluation Committee may also be formed to evaluate and recommend the tender for further processing as stipulated in the Tamil Nadu Transparency in Tenders Act 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000.***

## 8. Evaluation of Commercial Bids

Item No (1)	Description (2)	Unit Rate (3)	GST @ 18% (4)	Total Amount in Rs. Col. 3+4=(5)
1.	Charges for Videographing for 24 hours, with one camera & two or three videographers on shift basis (FST & SST)			
2.	Charges for Videographing for 12 hours, with one camera (VST, Observer & critical events like nomination, campaign, model code etc.)			
3.	Rental Charges for CCTV / Webcam put in front of the strong rooms on day basis (24 HOURS - duration may vary)			
<b>Final Project Cost</b>				

**L1 shall be the bidder with lowest “Final Project cost” (column No.5)**

*NOTE:*

*\*This Commercial Bid has to be printed on the Letterhead of the Bidder and duly stamped and signed.*

*\*all costs quoted shall be in Indian Rupees*

*\*all costs quoted shall be inclusive of applicable taxes*

*\*if there is discrepancy of amount mentioned in Figures and Words then the amount mentioned in Figures shall be considered as Final*

### **8.1 Commercial Bids from technically Short listed tenderers**

The commercial Bids of the technically short listed tenderers only shall be opened in the presence of their representatives on the specified date and time. There shall be no negotiations regarding the Commercial Bidding, except with the tenderer who has quoted the lowest amount.

### **8.2 Price Quotation**

The tenderer shall quote the rates as mentioned in **Schedule-B** Commercial Bidding for the service to be provided. All the hardware, equipment, systems, manpower etc., as part of the work will be owned by the tenderer.

Any deviations from the format provided shall be treated as invalid. The tenderer must quote the prices both in figures and words. In case of any dispute in the prices quoted, the lowest will be considered. All quotes shall be in Indian Rupees. The rates shall be inclusive of all Taxes. If quoted exclusive of taxes, then it shall be treated as inclusive of taxes only. Only one rate shall be quoted for each item. If more than one rate is quoted for a single item the tender shall be rejected. The rates shall be quoted unconditionally and Conditional tenders shall be rejected. Rates once fixed shall be valid for till the end of the contract.

### **8.3 Contract Period**

The finalized rate of this Proposal shall be valid for the entire election Period, i.e., tentatively from February 2019 to May 2019.

### **8.4 Award of work**

Award of work shall be placed on the finally selected tenderer after only the successful and satisfied demonstration of the service by the tenderer.



## 9 Signing of Contract and Security Deposit

The Successful tenderer shall be required to enter into an agreement with the District within 7 (seven days only) days from the date of receipt of the award of the work from **District Election Officer, Ramanathapuram**. This contract shall be on the basis of this document, the proposals of the tenderer and other terms and conditions as may be mutually determined by the **District Election Officer, Ramanathapuram** to be necessary for the due performance of the work.

### 9.1 Readiness of Service

This service should be customized, made available and ready for full fledged service as per the timelines mentioned in this document.

## 10 Schedule of payment

The payments for charges as quoted in the Commercial Bid shall be paid after completion of the entire work and after receipts of funds from the Government.

## 11 Termination of Contract

**The District Election Officer, Ramanathapuram** may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the tenderer, terminate this contract in whole or in part,

a) If the successful tenderer fails to satisfy all the tender conditions within the time period(s) specified in the contract, or any extension thereof granted by the **District Election Officer, Ramanathapuram**

b) If the successful tenderer fails to perform any other obligation(s) under the Contract and

In the event the **District Election Officer, Ramanathapuram** terminates the contract in whole or in part the **District Election Officer, Ramanathapuram** may procure the services upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the tenderer shall be liable to the **District Election Officer, Ramanathapuram** for any excess cost for such similar services. However the tenderer shall continue the performance of the contract to the extent not terminated.

**District Election Officer, Ramanathapuram**, may at any time terminate the Contract by giving written notice to the Tenderer, without compensation to the tenderer. If the tenderer becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the **District Election Officer, Ramanathapuram**

#### **11.1 Arbitration**

**District Election Officer, Ramanathapuram** and the successful tenderer shall make every effort to resolve amicably by direct negotiation any disagreement or dispute or misunderstanding arising between them in connection with this service. If any dispute shall arise between **District Election Officer, Ramanathapuram** and the successful tenderer on aspects not covered by this tender document or work order, or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to two arbitrators, one to be appointed by each party and the said arbitrators shall appoint an umpire in writing before entering on the reference and the award of the arbitration or umpire, as the case may be, shall be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration Act or its later modifications and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings shall be held in Tamil Nadu, India.

## 11.2 Force majeure

The successful tenderer shall not be liable for Liquidated Damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the tenderer and not involving the successful tenderer/ fault or negligence, and not foreseeable. Such events may include, but are not restricted to, act of the **District Election Officer, Ramanathapuram** in its capacity as a buyer, wars or revolutions, terrorist attacks, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the tenderer shall promptly notify the **District Election Officer, Ramanathapuram** in writing of such condition and the cause thereof. Unless otherwise directed by the **District Election Officer, Ramanathapuram** in writing, the tenderer shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## 11.3 Governing Law and Jurisdiction

This tender shall be construed and interpreted in accordance with and governed by the laws of India and the Courts at Chennai, India shall have jurisdiction over all matters arising out of the relating to this Agreement.

#### **11.4 Insurance:**

The **District Election Officer, Ramanathapuram** will not be held responsible for any type of accident on the Agent and Supervisor during the course of duty and all claims towards compensation have to be borne by the contractor. However the contractor is instructed to take necessary insurance for staff provided to **District Election Officer, Ramanathapuram** and insurance Document should be submitted to the **District Election Officer, Ramanathapuram** for verification.

#### **11.5 Non-Assignment**

The contractor shall not assign or transfer the contractor or any part thereof without the prior approval of the **District Election Officer, Ramanathapuram**.

#### **11.6 Liability for Accidents to Persons**

The contractor shall indemnify and save harm to the **District Election Officer, Ramanathapuram** against all actions, suits, claims, demands, cost of expenses arising in connection with injuries suffered, by persons employed by the 'CONTRACTORS' on the works whether under the General Law or under the Workmen's Compensation Act, 1918, or any other statute in force on the date of the Contract dealing with question of liability of employer for injuries suffered by employees and to have taken steps properly to insure against any claims there under.

## 12 Attachment of Documents in the Proposal (Checklist)

The following documents shall be enclosed along-with the Technical Bid, failing which the tender shall be rejected. No request on this aspect shall be entertained from the rejected tenderers at a later day:

- 1.) Necessary detailed technical write-up highlighting the features of the Proposed **tender**.
- 2.) Document that the tenderer feels necessary to support the system, if any.
- 3) The details if previous experience must be submitted in the format given in Annexure IV with copy of the proof.
- 4) Bio Data of the key personnel of the Tenderer who will be available for the Proposed work. Separate sheet has to be produced for each personnel in the format given in Annexure V.
- 5) **The GST Number shall have to be given by the tenderer.**
- 6) Point-by-point compliance statement of the detailed specifications.
- 7) Audited financial accounts for last three years **(2015-2016, 2016-2017 and 2017-2018)**.
- 8) Copies of I.T returns submitted for the last three years **((2015-2016, 2016-2017 and 2017-2018). & GSTR-3b for last 6 months from July-2018 to Dec-2018**
- 9) Powers of Attorney of Signatories of tender.

## 13. GENERAL

### 13.1 GENERAL TERMS AND CONDITIONS:

- 1) The validity period of the tender will be 90 days (Ninety days) from the date of submission of the tender.
- 2) Right to reject any or all the tenders without assigning any reason will be the discretion of the **District Election Officer, Ramanathapuram**
- 3) **District Election Officer, Ramanathapuram** reserves the right of rejecting / canceling of any part of or whole tender without assigning any reason.
- 4) Successful tenderer shall execute an agreement with the tender inviting authority, duly accepting the terms and conditions for carrying the work.
- 5) Necessary taxes will be recovered from the bills as per the Govt. orders.
- 6) The **District Election Officer, Ramanathapuram** has right to call for negotiation from the lowest tenderer and for live demonstration.
- 7) The successful tenderer should ensure the compliance of all the provision of Labour laws, Tax Laws and local laws as applicable during the tenure of the contract. The successful tenderer shall be fully responsible for any default or any non-compliance of any statutory laws, rules and regulations framed by central government, state government or local bodies from time to time as applicable.
- 8) Except the payment as per the terms of the contract, the **District Election Officer, Ramanathapuram** will not entertain any extra claim during or after the contract period.
- 9) The Royalty fees, License fees and any other charges payable to government / service provider will be borne by the successful tenderer.
- 10) The **District Election Officer, Ramanathapuram** will not be held responsible for any type of accident on the agent of the Successful Tenderer during the course of duty and all costs towards compensation have to be borne by the tenderer.
- 11) The **District Election Officer, Ramanathapuram** has the right to cancel the contract during the middle of the contract if it is not satisfied with the performance of the contractor or to extend the contract period at the prevailing awarded rate for further

period as the **District Election Officer, Ramanathapuram** deemed fit. However the contractor should not claim extension for further period / or claim preference on any future work.

- 12) The Successful Tenderer shall not employ minor persons (below the age of 18 years) or persons with a criminal record.

**ANNEXURE: I**

**SCHEDULE – A Technical Bidding Qualifications: -**

#	Eligibility Conditions	To be filled by the Bidder
1.	<p>The bidder must have an office in Tamil Nadu</p> <p>Copies of the Landline Telephone bills/ or valid rental agreement/rent receipts in bidders name for having office in Tamil Nadu should be submitted in the Technical Bid</p>	
2.	<p>The tenderer must have a minimum annual turnover approximately @ Rs.5 lakhs per Assembly Constituency and will vary based on the number of AC in Districts in any two of the last 3 accounting years.</p> <p>The tenderer shall furnish audited financial statements for the last three years (2015-16, 2016-17 &amp; 2017-18), audited by a Chartered Accountant, which include Profit and Loss Account and Balance sheet.</p>	
3.	<p>Should not hold any sanction / black-listing by any government / quasi government agency or any Multi-Lateral Donor Body (World Bank, ADB, JICA, etc.) persisting on the last due date of receipt of tender.</p> <p>Please attach a self-declaration with this regard.</p>	



#	Eligibility Conditions	To be filled by the Bidder
4.	<p>The Bidder should have had a minimum of two work orders (value of Rs.5 Lakhs) from the last three years (Govt of India / State Government / PSU / Government Departments only / Proceedings issued by the District Collectors) with similar work experience viz Videography / CC TV recordings etc.,</p> <p>Please attach relevant project citations mentioning the project title, the value of the contract.</p>	
5.	<p>Should have <b>valid GST</b> Registration on or before 01.01.2018.</p> <p>Please attach a copy of <b>GST Registration.</b></p>	
6.	<p>The tenderer should have submitted the I.T Returns for the last 3 years (2015-16, 2016-17 &amp; 2017 – 18) &amp; <b>GSTR-3b for the last 6 months (from July 2018 to December 2018).</b></p> <p>Copy of the I.T Returns for 3 years should be submitted <b>GSTR-3b for the last 6 months (from July 2018 to December 2018).</b></p>	
7.	<p><b>The agency/videographers should not belongs to any political party and should not be known sympathizers or supporters or</b></p>	

#	Eligibility Conditions	To be filled by the Bidder
	<p>close relatives of any of the contesting candidates or any of the leaders of any political party or should not have been hired by any political party or contesting candidates.</p> <p>Self-declaration/Undertaking must be given</p>	

Signature of the Bidder with seal

**SCHEDULE – B (To be submitted in Cover B)**

**Commercial Bid**

<b>Item No (1)</b>	<b>Description (2)</b>	<b>Unit Rate (3)</b>	<b>GST @ 18% (4)</b>	<b>Total Amount in Rs. Col. 3+4=(5)</b>
<b>1.</b>	Charges for Videographing for 24 hours, with one camera & two or three videographers on shift basis (FST & SST)			
<b>2.</b>	Charges for Videographing for 12 hours, with one camera (VST, Observer & critical events like nomination, campaign, model code etc.)			
<b>3.</b>	Rental Charges for CCTV / Webcam put in front of the strong rooms on day basis (24 HOURS - duration may vary)			
<b>Final Project Cost</b>				

Signature of the Bidder with seal

**L1 shall be the bidder with lowest “Final Project cost” (column No.5)**

**NOTE:**

*\*This Commercial Bid has to be printed on the Letterhead of the Bidder and duly stamped and signed.*

*\*all costs quoted shall be in Indian Rupees*

*\*all costs quoted shall be inclusive of applicable taxes*

*\*if there is discrepancy of amount mentioned in Figures and Words then the amount mentioned in Figures shall be considered as Final*

**ANNEXURE II**

**CONTRACT AGREEMENT**

This agreement entered between the District Election Officer, Ramanathapuram shall wherever context so requires or permits shall mean and include his men, agents, representatives, subordinate officers, successors to his office and assigns of one part and

.....

.....

..... residing at/having his office at

.....

..... herein after called as CONTRACTOR which term shall wherever context so requires or permits shall mean and include his men, agents, representatives, workmen, and legal heirs and assigns of other part. Whereas a tender for Tender for Videographing of Critical Events, Election Campaign, Implementation of Model Code of Conduct and Election Expenditure Monitoring and during General Elections to Lok Sabha, 2019. was called for, more-fully described in the schedule to this agreement on ..... and the CONTRACTOR also submitted his tender.

Whereas the **District Election Officer, Ramanathapuram** vide his letter B / / dated ..... intimated the CONTRACTOR that his tender has been accepted and required him to pay a sum of Rs ...../- (Rupees ..... only) as the Security Deposit, by means of National Savings Certificate or any other script obtained from the Indian Postal Department duly pledged in favour of the **District Election Officer, Ramanathapuram** or irrevocable bank guarantee in the format acceptable to the District Election Officer Ramanathapuram for faithful performance of contract and execute the agreement in the draft tender format given in the tender document submitted by him.

Whereas the tenderer deposited the Security Deposit in the following manner for a sum of Rs.20,000.- (Rupees .Twenty Thousand only).

Whereas in consideration of the rates mentioned in the schedule to this agreement the **District Election Officer, Ramanathapuram** and CONTRACTOR is entering into this agreement under the terms and conditions mentioned in this tender document.

In witness whereof the contractor \* .....

..... Has hereunto set his hand and #

.....

the District Election Officer has hereunto set his hand the day and year first above written.

Signed by the Contractor:

Full Address:

In the presence of witness.

Signed by the Commissioner.

The Common Seal of the **District Election Officer, Ramanathapuram** hereunto affixed in presence of:

**\*Contractor's Name**

**# Name and Designation**

**EMD RETURN FORM**

From

To  
The District Election Officer  
Ramanathapuram

---

Sir,

Sub: Tender No.

for

\* \* \* \* \*

I have tendered for the above contract enclosing E.M.D. for Rs.

Drawn in Bank

Dated :

In case my tender is not considered, the E.M.D. furnished may be refunded to me. I give below my advance receipt for the amount duly stamped.

Yours faithfully

(Signature of Tenderer)

**ADVANCE STAMPED RECEIPT**

Received from the District Election Officer, ....., Rs. \_\_\_\_\_/-  
( Rupees ) towards the  
refund of E.M.D. furnished by me with my tender for remitted in Challan No.

Dated :

Signature of the Tenderer

UNDER SEAL OVER REVENUE STAMP

Recommendation of the heads of departments.

Signature & Designation

**ANNEXURE : III**

**LETTER OF TENDER**

From

To

The District Election Officer,  
Ramanathapuram

---

Date: . . /02/2019

Sir,

Sub:- tender for election Videographing

Ref:-

\*\*\*\*\*

After reading and understanding the tender conditions and draft agreement format and schedule and specifications to the tender document I/We do hereby submit my/our tender unconditionally.

**ANNEXURE – IV**

**Similar Project Experience**

<b>SI No</b>	<b>Name of the work</b>	<b>Name of the client</b>	<b>Cost of the Project in Rs.</b>	<b>Date of Commencement</b>	<b>Date of Completion</b>



**ANNEXURE – V:**

**BIO-DATA OF PERSONNEL**

- a) Name :
- b) Designation :
- c) Qualifications :
- d) Duration of employment  
with the tenderer :
- e) Years of professional  
experience :
- f) Experience on works of  
similar nature during employment  
with the tenderer, and previous  
employment, if any :
- g) Position & Responsibility  
for the proposed work  
of this tender :

**Annexure-VI**  
**DECLARATION FORM**

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

---

---

---

---

---

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

---

---

---

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

---

---

\_\_\_\_\_ As per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organization

shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
(Signature of the Bidder, with Official Seal)

## CHECK LIST FOR ELIGIBILITY CRITERIA

SL.NO.	ELIGIBILITY	CONDITIONS REQUIRED
1.	Company Details	<ol style="list-style-type: none"><li>1. Registered Companies like LTD, Pvt. Ltd, Partnership, Proprietorship and etc., can eligible to quote.</li><li>2. Must be Existence for the last 3 years.</li><li>3. Document evidences needs to be submitted.</li></ol>
2.	Company Registration Details	Any one registration documents like ROC, SSI, NSIC, DIC and etc needs to be submitted.
3.	GST Registration	<ol style="list-style-type: none"><li>1. Should have valid registration with GST from 01.01.2018 onwards.</li><li>2. GSTR3B returns needs to be submitted for the last 6 months i.e. July 2018 to December-2018.</li></ol>
4.	Similar Work Experience	Bidder should have had a minimum of two work orders (value of Rs.5 Lakhs) from the last three years (Govt of India / State Government / PSU / Government Departments only / Proceedings issued by the District Collectors) with similar work experience viz Videography / CC TV recordings etc.,
5.	Annual Turn over	Approximately @ Rs.5 lakhs per Assembly Constituency and will vary based on the number of AC in Districts in any two of the last 3 accounting years. The tenderer shall furnish audited financial statements for the last three

		years (2015-16, 2016-17 & 2017-18), audited by a Chartered Accountant, which include Profit and Loss Account and Balance sheet.
6..	IT Return	The tenderer should have submitted the I.T Returns for the last 3 years (2015-16, 2016-17 & 2017 – 18)
7.	The agency/videographers should not belongs to any political party and should not be known sympathizers or supporters or close relatives of any of the contesting candidates or any of the leaders of any political party or should not have been hired by any political party or contesting candidates.	Self-declaration/Undertaking must be given