

GOVERNMENT OF TRIPURA
OFFICE OF THE RETURNING OFFICER
(DIRECTORATE OF ELEMENTARY EDUCATION)
SHIKSHA BHAWAN, OFFICE LANE, AGARTALA, TRIPURA

No. F.1(1) /RO (DEE) /ELEC /2023/

Date:- 20/01/2023

**Invitation of Quotation for Poll Day Videography with videographer for
General Election to the 14- Badharghat (SC) Assembly Constituency-2023.**

Detailed Notice Inviting Quotation

Inviting quotation for Poll Day Videography with videographer for 14- Badharghat (SC) Assembly Constituencies under Sadar Sub-Division in connection with General Election to Tripura Legislative Assembly-2023 from reputed/resourceful benefited Firms/Agencies/Company having 3(three) years' experience in the field of videography.

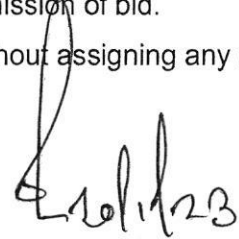
Quotation will be received as per schedule mentioned in **ANNEXURE-I**

Instruction, general terms & conditions to the bidder for videography for Poll Day Videography with videographer for the Assembly Constituency.

1. Each bidder should submit the following documents in specific folder
 - i) Trade License/Company Registration ,
 - ii) Experience Certificate
 - iii) GST Registration, if any
 - iv) Declaration, as mentioned in point 8 and 9 as per Annexure - III
2. Bidder shall deposit a "Bank Guarantee/D-Call/Bank Draft/Cash Certificate/Banker's Cheque" of **Rs. 5,000.00 (Rupees Five Thousand)** only from any Nationalized Bank having branch at Agartala as Security Deposit, which will be returned after contract period.
3. **Payment will be made only if videographers cover entire poll, right from Start of poll related process on the day of poll to end of poll formalities on that day.**
4. Bidder will submit the memory card containing video footage in good quality including date and time of videography.
5. Videographer should accompany with the polling party on the day of dispersal and return to RO's office along with the polling parties to deposit the unedited memory card. The cameras will be cleared after downloading the video by the RO's Office at Shiksha Bhwan(3rd Floor).
6. Videographer should be well trained and having experience and proper documents should be submitted for issuing ID card.
7. The videographer should not leave the polling station on reaching polling station till completion of poll.
8. The videographers should not belong to any political party and should not be 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 candidate. A declaration shall be furnished by bidder with the bid.
9. The videographers should not have any criminal antecedents or no criminal case lying pending against them. A declaration shall be furnished by bidder with the bid.
10. Bidder should submit / upload the Technical documents in the Technical folder only and the financial documents in the financial folder only. Bid will be liable for rejection if in any case the financial documents uploaded in Technical folder and vice versa.
11. Tentatively **71 (Seventy One) nos.** videographers with video camera would be required, which may be increased or decreased as per requirement of Returning Officer.



12. For recording of Videos at the Polling Station Smartphone, tablets, laptops shall not be used. Only video cameras are allowed for video recording purpose.
13. Rate quoted by the bidders shall be inclusive of all taxes including GST and the same should be submitted as per the format at Annexure-II.
14. The Technical Bid will be evaluated and the technically qualified bidders will be short listed by the bid inviting authority.
15. The evaluation of the technically short-listed bidders, as above, will be carried out considering the price quoted for each item as referred above. They will, thereafter, be enlisted in ascending order of the price quoted against each item.
16. The contract will be awarded to a bidder who has been determined to be substantially responsive and who has offered the lowest rate for the entire task. However, if L1 does not perform the work satisfactorily, the order will be given to the next Successful Bidder in the tender. The work may also be distributed among the successful bidders who match the L1 price. The decision of Returning Officer will be the final.
17. No interest can be claimed in case of delay of making payment beyond the stipulated period of payment.
18. Bidders, under any circumstance, will not be entitled to claim any costs or interest / penalties / damages / compensation or any other charges in the event of rejection / disqualification / non-award of work as mentioned above.
19. The bidding agencies may be asked to produce all original documents of which the photo copies are submitted with the quotation.
20. Quotations should be under sealed cover and to be dropped in the tender box of this office between working hours on all working days up to last date of submission of bid.
21. Bidding authority reserves the right to cancel the bid at any time without assigning any reason.



(Bimbisar Bhattacharya , TCS SSG)
Returning Officer,
14- Badharghat (SC) Assembly Constituency
Shiksha Bhawan , Office Lane , Agartala, Tripura

Copy to:

1. The District Election Officer (DM & Collector), West Tripura for information please.
2. The Addl. Chief Electoral Officer, Tripura for information.
3. The Officer-in-charge, Accounts/Election Section of this office for information.
4. The Notice board of the office of the undersigned.
5. The Branch Officer, IT Section, DEE for uploading the Notice in website of this Directorate