

NIQ No: 01/2018-19

Dated: 28/02/2019

Notice Inviting Quotation

Sealed quotations are hereby invited by the undersigned from the resourceful bonafide agencies/firm having experience for supplying of Video Camera, Still Camera with Camera Man for implementation the work of Videography/Recording as per requirement for the forthcoming General Lok Sabha Election 2019.

Term & Condition:

1. Applicant must have experience in supplying the same works in previous Elections.
2. Quotationers shall have to deliver the items at the IT, Communication & SMS Poll Management Cell at their own cost and arrangement.
3. Rate should be offered by the quotationers including all taxes and all other charges.
4. Each Applicant is allowed to submit only one Application.
5. No advance payment will be made. Payment will be made on satisfactory completion/supply of the task assigned.
6. The undersigned reserves the right to accept or reject any application without assigning any reasons thereof.
7. Quotationers submitted after prescribed date and hours and found to be incomplete in any respect, will not be accepted.
9. Payment will be made on submission of bill in duplicate along with work order in original after completion of full supply of items. Deduction of tax etc. will be made as per existing norms.
10. The undersigned reserves the right to accept or reject any tenders without assigning any reason thereof. The undersigned also does not bind himself to accept the lowest rate offered by the tenders and shall use discretion in accepting higher rate considering the standard and quality etc. of items.
11. The agency should be responsible for any kind of damage of the supplied items also the agency should have adequate stocks of the Items so that any defective /damage items can be replaced immediately on emergency basis.
12. Quotationers to submit quotation in their official letter head and no overwriting or correction is allowed.
13. The agency should submit their credential certificate of videography in the last 5 years from any Govt. / Semi Govt. Organization.
14. Earnest money amounting Rs.5000/- is to be submitted along with in the form of Bank Draft/ all Deposit drawn in favour of District Magistrate, Alipurduar.
16. Still and Video Cameras must not be of old make and should have modern data storage / retrieval mechanism through Pendrive / Memory Card / CD etc.
17. The quotationers are requested to quote price as per the format given below:

Sl.No.	Item	Details.	
1	Video Camera with Cameraman with all accessories and to provide soft copy and still photo soft copy for upto 8 hrs. a day.	Rate for Video Camera with Cameraman including soft copy and other charges	Number of Video Camera & Cameraman which can be provided.
2	Video Camera with Cameraman and to provide soft copy and still photo soft copy for upto 4 hrs. a day.	Rate for Video Camera with Cameraman including soft copy and other charges	Number of Video Camera & Cameraman which can be provided.
3	Video Camera with Cameraman for Poll duty attachments for P-1, P day (2 day's) and to provide soft copy and still photo soft copy for upto 8 hrs. a day.	Rate for Video Camera with Cameraman including soft copy and other charges	Number of Video Camera & Cameraman which can be provided.

Sealed envelope containing quotation along with other necessary paper should be addressed to the District Magistrate & District Election Officer, Alipurduar by writing on the top of envelope "Quotation for supply of Video Camera/Still camera with Camera Man in connection with Loksabha Election, 2019 and to be submitted, alongwith the Application Form in the quotation box available in the DRDC Section, 5th Floor, Room No. 510 of the Dooars Kanya, Alipurduar.

The quotation papers should be submitted within 07.03.2019 upto 3.00 P.M and will be opened on 07.03.2019 at 3.30 P.M at the office chamber of the PD, DRDC, Alipurduar. The quotationers may remain present at the time of opening the box of quotation, if they intend to do so.


Addl. District Magistrate (Election)
Alipurduar

Memo No. 09(8)/IT, COMM & SMS/19

Date: 28.02.2019

Copy forwarded for wide publicity by displaying in the notice board:

1. The Sub-Divisional Officer, Alipurduar.
2. The Secretary, Alipurduar Zilla Parishad.
3. All Block Development Officer, Alipurduar
4. CA to the DM, Alipurduar.
5. CA to the ADM (G), Alipurduar.
6. CA to the ADM (ZP) & DL&LRO, Alipurduar.
7. DIO-NIC, Alipurduar, with request to publish in District website (www.alipurduar.gov.in).
8. Office Notice Board.


Addl. District Magistrate (Election)
Alipurduar