

Memo. No. 07/ Mat.Cell / N24Pgs / PGE-2024

Dated : 24/01/2024

**Tender for CCTV Solution/Offline Recording of Video and Audio  
in connection with the ensuing**

The District Magistrate & District Election Officer, North 24 Parganas has proposed that CCTV operation of poll proceedings on poll day/Counting proceedings and continuous surveillance of Strong Room may be taken up in the District covering five Parliament Constituencies using IP based HD camera for effective monitoring of Polling, Counting, etc. in the Polling Stations, Counting Halls and Strong room without compromising the secrecy of voting in connection with the ensuing Parliament General Election, 2024.

In view of the above, the District Magistrate & District Election Officer, North 24 Parganas invites two parts bidding (Technical & Financial) from the suitable bidders for the Tender towards the recording of Video and Audio through CCTV/Offline Mode for Parliamentary General Election, 2024 as per the Technical specification and terms and conditions laid down in this Tender document.

The Successful Bidder of this tender shall be required to work closely with the Officials of the office of the DM & District Election Officer, North 24 Parganas and the Returning Officers concerned to complete the work required, up to their satisfaction.

**LIST OF IMPORTANT DATES**

Date of Publication of e-NIT	25.01.2024
Document download start date	25.01.2024
Document download end date	09.02.2024 at 2:30 P.M.
Technical Bid and Financial Bid submission start date	25.01.2024
Last date & time of online submission of Technical Bid and Financial Bid.	09.02.2024 at 2:30 P.M.
Date & Time of opening of Technical Bid in the Office of the Additional District Magistrate (Dev.), North 24 Parganas	12.02.2024 at 2:30 P.M.
Date & Time of opening of Financial Bid in the office of the Additional District Magistrate (Dev.), North 24-Parganas	12.02.2024 at 3:00 P.M.

**GENERAL INSTRUCTIONS**

**1.1 GENERAL GUIDELINES**

- a) The Bidders are requested to examine the instructions, terms and conditions and specifications given in the Tender. Failure to furnish all required information in every respect will be at the Bidder's risk and may result in the rejection of bid.
- b) It will be imperative for each Bidder(s) to familiarize himself/ themselves with the



legal situations for the execution of contract. The office of DEO, N24pgs shall not entertain any request for clarification from the Bidder regarding such legal aspects for submission of the Bids.

- c) It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bids and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will be entertained by the Office of the DEO, N24pgs. Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder to apprise himself.
- d) The Bidder shall be deemed to have satisfied himself fully before Bidding as to the correctness and sufficiency of its Bids for the contract and price quoted in the Bid to cover all obligations under this Tender.
- e) It must be clearly understood that the Terms and Conditions and specifications are intended to be strictly enforced. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of Agreement or throughout the period of completion of contract whichever is later on account of any reasons whatsoever.
- f) The Bidder shall make all arrangements as part of the contract to supply, commission and train the beneficiaries at various locations at their own cost .
- g) The Bidder should be fully and completely responsible to the office of the DEO for all the deliveries and deliverables.

## 1.2 GUIDELINES OF ELECTION COMMISSION OF INDIA

1. During CCTV/Offline recording of Video and Audio in polling stations, it should be ensured that the camera is placed at sufficient height, say 7-8 ft. above the ground.
2. The camera should be placed on a stable & sturdy platform or on a wall mounted stand and kept in fixed position.
3. For CCTV/Offline recording of Video and Audio, the **date and time stamp on video is a must**. The position of the camera should be such that a broad view of the following aspects of elections proceeding are clearly captured and transmitted.
  - i) Process of identification of voter by Polling Officer;
  - ii) Process of Mock poll
  - iii) Application of indelible ink on the finger of voter;
  - iv) Initialization of Control Unit of EVM by Presiding Officer after satisfactory identification of voter;
  - v) Voter's visit to Voting compartment for casting vote on the balloting unit of EVM, but without showing cover face of Ballot Unit so that voter's secrecy is preserved under all conditions.
  - vi) Presence of Polling Agents to the possible extent.
  - vii) Sealing of EVM (BU/CU), VVPAT if used and giving copies of form 17-C to polling agents.
4. The camera should be set up at the polling station on the previous day of the poll. The name and number of Polling Stations along with date of Poll should be pasted at such place so that the camera view will always display the information throughout.

## 2.0 BID CURRENCY



Price should be quoted in Indian Rupees (INR) only and Payment shall be made in Indian Rupees only.

### 3.0 CONTACTING TENDER INVITING AUTHORITY

- a) Bidders shall not make attempts to establish unsolicited and unauthorized contact with the Tender Inviting Authority, Tender Scrutiny Committee, Tender Accepting Authority, after the opening of the Tender and prior to the notification of the Award and any attempt by any Bidder to bring in extraneous pressures on the Tender Accepting Authority shall be sufficient reasons to disqualify the Bidder.
- b) Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from the Bidders relating to the tenders submitted by them during the evaluation of tenders.

### 4.0 FORCE MAJURE

Neither the Purchaser/the office of the DEO, North 24 Parganas nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as:

- a) Natural phenomena including but not limited to earthquakes, floods and epidemics.
- b) Acts of any Government authority domestic or foreign including but not limited to war declared or undeclared, priorities and quarantine restrictions.
- c) Accidents or disruptions including, but not limited to fire, explosions, breakdown of essential machinery or equipment, power and water shortages.
- d) Non holding of Polls in selected booths and decision of Election Commission of India not to have recording.

### 5.0 ELIGIBILITY CRITERIA

The Bidders should have the following Eligibility Criteria for participating in the Tender. The Bidders should enclose documentary evidence for fulfilling the Eligibility Criteria in the Technical Bid.

Sl. No.	Eligibility Criteria	Supporting documents for fulfilling the Eligibility Criteria
1.	Bidder should be a registered entity with Department of Registrar of Companies registered in India under the Companies Act 1956 or 2013 or a proprietorship / partnership / LLP concern under existing law. Bidder should have been in election CCTV operation work for last 5 years	a) Relevant document should be submitted b) Copy of the work order dated on or before 01.01.2024 obtained from the customer or Agreement signed dated on or before 01.01.2024 with the customer should be submitted.

2.	<b>Consortium of Bidders will not be allowed to bid in the said tender.</b>	
3.	Bidder should have an average annual turnover of <b>Rs. 50 lakh</b> and above in the last five audited financial years.	<b>a.</b> Copies of the Audited balance sheet , profit & loss A/c etc. for the last 5 financial years should be submitted. <b>b.</b> Certificate from the Chartered Accountant should be enclosed with positive Net worth in the last five financial years. <b>c.</b> Copy of the ITR for the last 5 years should be submitted.
4.	The Bidder should not hold any sanction/ black-listing by any Government/ Quasi government agency or any Multi- Lateral Donor Body (World Bank, ADB, JICA, etc.) during the past 3 years (even if the sanction / black-list was subsequently withdrawn).	Self-declaration Certificate should be submitted.
5.	The Bidder should have at least Ten (10) sufficiently skilled personnel having requisite experience in the field of election.	Self-declaration on the company letter head Along with details of personnel.

### **Important Note:**

- 1) Bidders should ensure that they have submit all the required proof of documents self-attested and signed with seal in the as specified in the Tender document without fail. Bids received without the supporting documents to prove their eligibility are liable for rejection. Bidder must be in a position to produce original for verification as and when demanded by the office of DEO, North 24Parganas, failing which, such of those documents will not be considered.
- 2) The office of DEO, N24Pgs reserves the right to verify the Authenticity and Veracity of any documents submitted for Eligibility criteria.
- 3) **Bidder should submit the Technical documents in the Technical Bid only and the financial documents in the financial folder only. Bid will be liable for rejection if in any case the financial documents submitted in Technical folder and vice versa.**

### **BID PREPARATION AND SUBMISION**

#### **6.1 COST OF BIDDING**

The Bidders should bear all the costs associated with the preparation and submission of Bids. DEO N24Pgs will in no way be responsible or liable for these charges/costs incurred regardless of the conduct or outcome of the bidding process.

#### **6.2 TENDER DOCUMENT FEE**

The Tender document fee is waived.



### 6.3 EARNEST MONEY DEPOSIT(EMD)

- a) An EMD amount of Rs. 50,000/- (Rupees Fifty Thousand) only should be paid by way of Demand Draft or Banker's Cheque drawn in favour of "**District Magistrate and District Election Officer, North 24 Parganas**" payable at **State Bank of India, Barasat Branch**. The Demand Draft or Banker's Cheque should be submitted along with the Technical Bid.
- b) The EMD in the form of Bank Guarantee is not acceptable.
- c) EMD Demand Draft should remain valid for a period of 90 days.
- d) The EMD of the unsuccessful Bidders will be returned at the expense of the Bidders within a reasonable time consistent after the contract awarded to the successful bidder with the rules and regulations in this behalf. The EMD amount held by the office of DEO N24Pgs till it is refunded to the unsuccessful Bidders will not earn any interest thereof.
- e) The EMD amount will be forfeited by DEO N24pgs, if the Bidder withdraws the bid during the period of its validity specified in the tender.

A letter of Authorization from the Board of Directors / appropriate authority authorizing the Tender submitting authority or a Power of Attorney, should be submitted in the Technical bid, otherwise the Bids will be summarily rejected. In case of Proprietorship or Partnership firm, and the proprietor or the partner signing the bid, this is not needed.

### 6.4 TWO PART BIDDING

Tender shall be submitted in 2 part bidding system such as 1) Technical Bid and 2) Financial Bid. The details are as given below:-

### 6.5 TECHNICAL BID

- a) Tender shall be filled, signed and stamped on all pages. Errors if any, shall be attested by the Bidders. The Technical Bid shall not contain any indications of the Price; otherwise the Bid will be summarily rejected.
- b) The Technical Bids shall be typed, signed and stamped in all pages by the authorized signatory of the Bidder. Any alternations, deletions or overwriting shall be attested with full signature of the authorized signatory.
- c) **The Technical Bid with supporting documents along with the relevant EMD should be submitted.**

### 6.6 FINANCIAL BID

- a) All the Price items as asked in the Tender should be filled in the Price Bid Format as given in the Tender.
- b) The price quoted by the Bidder shall include cost and expenses on all counts viz. **cost of equipment, materials, tools/ techniques/ methodologies, manpower, supervision, administration, overheads, travel, lodging, boarding, in-station & outstation expenses, etc. and any other cost involved in the supply, commissioning and delivery of services.**
- c) The Price Bid Form should not contain any conditional offers or variation clauses; otherwise the Bids will be summarily rejected.



d) The Prices quoted shall be in **INDIAN RUPEES (INR) only**. The tender is liable for rejection if the Price Bid contains conditional offers.

e) The cost quoted by the Bidder shall be kept firm for a period specified in the Tender from the date of opening of the tender. The Bidder should keep the Price firm during the period of Contract including during the period of extension of time if any. Escalation of cost will not be permitted during the said periods or during any period while providing services whether extended or not for reasons other than increase of duties / taxes payable to the Governments in India within the stipulated delivery period. The Bidders should particularly take note of this factor before submitting the Bids.

#### **6.7.1 BID CLOSING DATE AND TIME**

The Bids should be submitted not later than the date and time of the "Bid Submission Closing date" specified in the Tender Schedule or Corrigendum if published. Hence the Bidders should be cautious to submit the Bids well in advance to avoid disappointments.

#### **6.7.2 TENDER VALIDITY**

The offer submitted by the Bidders should be valid for a minimum period of 180 days from the date of opening of the Tender. However, the office of DEO , North 24 Parganas reserves the right to extend or short close the Tender validity period, if situation warrants benefiting the Government.

#### **6.7.3 INITIAL SCRUTINY**

Initial Bid scrutiny will be conducted and incomplete details as given below will be treated as non-responsive. If Tenders are;

- a) Not submitted in two parts as specified in the Tender
- b) Received without the Letter of Authorization if applicable.
- c) Received without EMD amount
- d) Are found with suppression of details
- e) With incomplete information, subjective, conditional offers.
- f) Submitted without supporting documents as per the Eligibility Criteria and Evaluation Criteria
- g) Non-compliance of any of the clauses stipulated in the Tender.
- h) Lesser validity period.

All responsive Bids will be considered for further evaluation. The decision of the office of DEO, N. 24Pgs will be final in this regard.

#### **6.7.4 SUPPRESSION OF FACTS AND MISLEADING INFORMATION**

- a) During the Bid evaluation, if any suppression or misrepresentation is brought to the notice, DEO N. 24Pgsshall have the right to reject the Bid and if after selection, will terminate the contract, as the case may be, without any compensation to the Bidder and the EMD / SD, as the case may be, shall also be forfeited.
- b) Bidders should note that any figures in the proof of documents submitted by the Bidders for proving their eligibility is found suppressed or erased, DEO N24pgs shall have the right to seek the correct facts and figures or reject such Bids.



- c) It is up to the Bidders to submit the full copies of the proof of documents to meet out the criteria. Otherwise, DEO N. 24 Pgs. at its discretion may or may not consider such documents.
- d) The Bidders may be asked to provide full copies of documents to prove their experience and capacity to undertake the project.
- e) **Concern who has withdrawn their Bid in any Govt. Tender after submission/opening is not eligible to Bid. A self declaration towards the matter is to be submitted.**

#### 6.7.5 TECHNICAL BID EVALUATION

- a) Technical Bids will be examined against the Eligibility Criteria and Evaluation Criteria given in the Tender document. The evaluation will be conducted based on the supporting documents submitted by the Bidders. The documents which do not meet the eligibility criteria in the first stage of scrutiny will be rejected in that stage itself and further evaluation will not be carried out for such bidders. The eligible Bidders alone will be considered for further evaluation.

#### 6.7.6 PRICE BID EVALUATION

- a) The technically qualified Bidders only will be called for Price Bid opening.
- b) The Price Bid Format should not be changed or altered or tampered. If the Bid form is found to be tampered, the Bids will be summarily rejected. BOQ (Bill of Quantity) is the standard price bid format which needs to be collected from the Office of The Special Land Acquisition Officer, North 24-Parganas, Barasat, 3<sup>rd</sup> Floor, Administrative Building, quote the prices and submit the same to the aforesaid same Office. DEO, North 24-Parganas will not be responsible for the errors committed by the Bidders.
- c) The Price Bid Format should not contain any conditional offers or variation clauses otherwise the Bids will be summarily rejected.
- d) The cost quoted by the Bidder shall include cost and expenses on all counts viz. **cost of equipment, materials, tools/ techniques/ methodologies, manpower, supervision, administration, overheads, travel, lodging, boarding, in station & out station expenses**, etc. and any other cost involved in the delivery of service.
- e) The cost quoted by the Bidder shall be kept firm for a period specified in the Tender document from the date of opening of the Tender. The Bidder should keep the Price firm during the period of Contract including during the period of extension of time if any. Escalation of cost will not be permitted during the said periods or during any period while providing services whether extended or not for reasons other than increase in duties / taxes payable to the Governments in India within the stipulated delivery period.
- f) The lowest cost as per the above evaluation will be considered as L1 cost. DEO, N24 Pgs. will not be responsible for any errors committed in the Price Bid.
- g) The bidder should quote for all the items mentioned in the tender Document. Partial bid is not allowed. Failure to, submit the offer or partial offer will be liable for rejection of the bid itself.
- h) All the Bidders, who are selected after the Financial Bid evaluation will be called as Successful Bidders and is/ are liable to get the AOC (Award of Contract)



## **7. AWARD OF CONTRACT**

- 1) Total quantity will be awarded to the L1 Bidder. Preference will be given to bidder who has prior experience of similar job in the state provided the bidder can match the rates quoted by the L1 Bidder.
- 2) No dispute can be raised by any Bidder whose Bid has been rejected and no claims will be entertained or paid on this account.

## **8. DEO, North 24-Pgs. RESERVES THE RIGHTS TO**

- a) Negotiate with the Bidder whose offer is the lowest evaluated price for further reduction of prices.
- b) Insist on quality / specification of materials/services delivered.
- c) Modify, reduce or increase the quantity requirements to an extent of the tendered quantity as per the directives of the Election department.
- d) DEO N24Pgs reserves its right to award the contract to any bidder and no claims shall be entertained on this account.

## **9. SCOPE OF WORK**

The successful bidder has to undertake the CCTV /Offline mode recording of audio & video both of polling day, counting day events and Strong Room surveillance in North 24 Parganas District during the Parliament General Election, 2019 with the supply of other related items including power back up as per the detailed Scope of Work given below.

1. Supply, installation, commissioning and implementation of the CCTV/Offline mode audio & video recording system including power supply back up in the Polling Stations/Counting Halls/Strong Rooms.
2. Supply and installation of IP based HD cameras as per the specification indicated in the ANNEXURE- I(Technical Bid) Necessary hands on training to be provided to the booth level manpower per polling station.

## **Technical Specifications**

### **TASK 1 : Recording of Video & Audio shall be :-**

1. Able to record video in H.264 compression or other equivalent open formats.
2. Able to record at least 4 kbps audio in a good quality.
3. The camera should be wall mounted and fixed and placed at sufficient height, say, 7-8 feet. It should be appropriately secured from physical damage.
4. The I.P. camera should be so placed to cover the maximum possible area in polling station without hampering the secrecy of vote. The light and glare should be minimum. the following aspects of the poll proceedings:
  - a) The mock poll
  - b) Process of identification of voter by polling officer





- c) Application of indelible ink on the finger of the voter.
  - d) Initialization of control unit of EVM by presiding officer after satisfactory identification of voter.
  - e) Voter's visit to voting compartment for casting vote on the balloting unit of EVM, but without showing cover face of Ballot Unit/VVPAT so that voter's secrecy is preserved under all conditions and clear beep sound after press of the button.
  - f) Presence of polling agents to the possible extent.
  - g) Sealing of EVM(BU/CU), VVPAT and giving copies of form 17C to polling agents.
5. During recording the Parliamentary Constituency (P.C. No.), Assembly Constituency (AC No.) and Polling Station No. (PS No.) along with date of poll should be visible clearly in camera view.
  6. Further, it must be ensured that in the frame used for video, advertisement of any kind is not displayed.
  7. Both audio and video should have the running time stamp.

## **TASK 2. RECORDING OF THE POLLING AT POLLING STATIONS /COUNTING AT COUNTING CENTRE**

1. The Client will provide the list of mobile phone facilities of the election officials (that of the Presiding Officer / PO Officer), in an Excel / CSV format, to the bidder, a few hours before the start of the election process for communication purposes.
2. The recorded data has to be stored in the local SD card and the same shall be made available at the end of the day to the officials concerned.
3. Number of Days required for recording at each location: 1 day [References to Day means 24 hours or part thereof.
4. In polling station where (Exact number of PS will be shared by the client), recording of the process shall be done by the bidder and stored locally which shall be shared with the DEO N24pgs after the process. While recording the camera position shall follow the guidelines mentioned in the Tender.
5. The camera used for recording of the video shall have the specification mentioned in the Tender.

## **10. SUPPLY, INSTALLATION AND COMMISSIONING**

1. **Delivery:** the ordered items shall be delivered, installed and commissioned successfully within P-1 days but for Sandeshkhali-II & Hingalganj Block for P-2 days. The bidder shall do a trial run from polling stations on P-1 day to ensure smooth functioning of the event. A report in this respect shall be submitted to Client.
2. The Client is solely responsible for the site preparation, if any, before the scheduled installation dates.
3. The details of the representatives responsible as District level and Assembly and or, Parliament Constituency level supervisors, and the contact numbers of the same, fax, mobile numbers & email address must be provided well in advance to the Client.
4. If there is any cancellation of the event after issuing the work order, it will be intimated within 24 Hours time in advance.
5. **The quantity mentioned in the Tender document is tentative only.** Payment will be released based on the quantity used at the site and the same has to be attested by Client.



6. The Successful Bidder shall be liable and / or responsible for the compliance of all Statutory Provisions and especially those relating to Labour laws in respect of this Contract.


**11. COMPLIANCE WITH TECHNICAL SPECIFICATIONS**

All the Bidders shall submit the items as stipulated in the tender. The results and compliance statement will be prepared and evaluated. The samples of those Bidders, if required, which do not conform to the technical specifications, will be rejected.

**12. RELEASE OF PAYMENT**

The following are the conditions precedent for release of any payment by the Client:

- a) Payment will be released based on the quantity used at the site and the same has to be attested by concerned officer.
- b) Penalty/deduction amount, if any, will be adjusted in the payment due to the successful bidder.
- c) All taxes and other levies imposed by Government in India/State Government will be paid at actual as applicable.
- d) Invoice to be submitted in triplicate with all relevant / supportive documents.


  
Additional District Magistrate (Dev.)  
North 24 Parganas  
&  
Bid Inviting Authority

Memo. No. 07 / 1(17) / Mat.Cell / N24Pgs / PGE-2024

Dated : 24.08.2024

Copy forwarded for information to :-

- 1-4. Addl. District Magistrate (Gen.) / Addl. District Magistrate (Try.) / Addl. District Magistrate (L&LR) / Addl. District Magistrate (Dev.), North 24 Parganas for his/her kind information.
- 5-9. The SDO, Barasat/Barrackpore/Bidhannagar/Bangaon/Basirhat.
10. The NDC, North 24 Parganas.
11. The Officer-in-Charge, Election Section, North 24 Parganas.
12. The DIO, NIC, North 24 Parganas with a request to upload the Notice in District website.
13. CA to District Magistrate and District Election Officer, North 24 Parganas for his/her kind perusal.
14. The DIA, North 24 Parganas Zilla Parishad with a request to upload the Notice in Zilla Parishad Website.
15. The Post Master, Barasat Post Office.
16. Notice Board for display.
17. Office Copy.

  
Additional District Magistrate (Dev.)  
North 24 Parganas  
&  
Bid Inviting Authority