

GOVERNMENT OF WEST BENGAL
 OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
 NORTH 24-PARGANAS, (DISTRICT PLANNING SECTION)
 Administrative Building, 4th Floor, Barasat, Kolkata-700124
 ✉ materialcell.n24pgs@gmail.com

Memo. No. 15 / Mat.Cell / N24Pgs / PGE-2024

Dated : 27.02.2024

NOTICE INVITING e-TENDER FOR HIRING OF COMPUTER, LAPTOP, PRINTER, etc.
IN VIEW OF GENERAL ELECTION TO HOUSE OF THE PEOPLE, 2024

Tenders are invited from the bonafide, reputed and experienced Company/ Agency/ Suppliers for different hiring charge of Computer, etc.

LIST OF IMPORTANT DATES

Date of Publication of e-NIT	28.02.2024
Document download start date	28.02.2024
Document download end date	13.03.2024 at 2:30 P.M.
Technical Bid and Financial Bid submission start date	28.02.2024
Last date & time of online submission of Technical Bid and Financial Bid.	13.03.2024 at 2:30 P.M.
Date & Time of opening of Technical Bid in the Office of the Additional District Magistrate (Dev.), North 24 Parganas	15.03.2024 at 2:30 P.M.
Date & Time of opening of Financial Bid in the office of the Additional District Magistrate (Dev.), North 24-Parganas	19.03.2024 at 2:00 P.M.

GENERAL INSTRUCTIONS

- 1] The rates of different hiring charge of Computer, Printer, etc. are to be quoted as per Annexure, terms & conditions and specification.
- 2] The tenderers are requested to quote their rates in both figures and words.
- 3] All rates quoted shall be inclusive all cost of transportation to this office/Concerned SDO's/ BDO's/ DC-RC as the case may be.
- 4] **Copies of latest Trade License, GST, PAN & Credential Certificate of similar nature of works has to be attached.**
- 5] Tenderers other than Wholesale Consumers Co-operative Suppliers have to **deposit an Earnest Money of Rs. 10,000/- (Rupees Ten Thousand) only** in favour of the District Magistrate, North 24-Parganas, Barasat by way of Account Payee Bank Draft on any Nationalised Bank payable at State Bank of India, Barasat Branch in favour of District Magistrate, North 24-Parganas, Barasat. Earnest money will be converted into security money in respect of successful tenderers. In addition, 10 % of bill amount will deducted as security money, which will be released after Election process is over and satisfactory supply by concerned supplier(s). However, authority may relax the condition if payment is made after the election process.
- 6] The entire work will be executed under the supervision of the District Magistrate & District Election Officer, North 24-Parganas or, any officer authorised on his behalf.

Terms & Condition :-

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 and Digital Camera on hire as per specification and within specified periods.
4. The earnest money deposited by the successful tenderers will be refunded on the after completion of the fulfilment of said terms & conditions.
5. Any other information will be available from the office of the undersigned.
6. **Agency must have the capacity to supply of Video Camera and Digital Camera with arrangement of Cameraman on hire as per specification within 3(three) days from the issue of supply order.**
7. The approved Agency shall have to supply the required number of Video Camera and Digital Camera on hire as per specification within the prescribed time limit from the date of issue of work order to the concerned office premises.
8. Any supply of Video Camera and Digital Camera on hire as per specification which is not in conformity with the samples will be summarily rejected and no payment will be made for such supply.
9. Rate should be offered inclusive of all cost (i.e. GST).
10. I.T. will be deducted at source.
11. Considering emergency, the work order may be distributed to more than one tenderer at the lowest rate, item-wise.
12. This is Election Urgent. Failure of any part of compliance of the order will attract penal measures as per election rules.
13. The approved Agency will supply all materials as work order at their own cost.
14. 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.
15. The undersigned reserves the right to accept or reject any tender or all tenders without assigning any reason whatsoever.
16. 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.

Important Instructions :

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

- Specification for Digital Camera : For Digital Camera the camera should have a picture resolution of minimum 10 - 15 megapixel with camera cover, 2 high capacity Li-Ion Batteries, Camera Charger, USB Cable and a memory card of minimum 4 - 8 GB capacity.

- **Specification for Video Camera :** For Video Camera, the minimum Picture resolution should be 720p along with sufficient memory storage, extra battery and battery charger along with provision to dump the recorded video in laptops/ CDs/ DVDs etc.
- **Requirement for Cameramen :** They need to be apolitical, sincere, smart, hardworking having a good moral character.
- 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 (Both Digital and Video) along with cameras may be kept for contingency purposes as a back-up 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 be mobile without any bias for a particular place. **They should be ready to be deployed in any location at any time in the district of North 24-Parganas.**
- 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 District Magistrate, North 24-Parganas and any copyright infringement/ tampering/ omission/ deletion of data will be treated upon with severity.
- The digital versions of the photography needs to be transferred in to a C.D/D.V.D. Polling Station wise/A.C. 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 D.M. North 24-Parganas. Attendance for such trainings is compulsory.
- The rates given by the agency will be all inclusive.
- Agency to provide one Supervisor per A.C. at the time of scrutiny by the Observer on P+1 day Supervisor to remain present with PS wise Memory Card to display the recording to the Observer, if required.
- After the poll, at the Receiving Centre, 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 DEO for storage and future reference.
- No extra TA, DA or other allowances will be given to the Cameramen. The Authority reserves the rights to cancel the tender without assigning any reason whatsoever.



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

Memo. No. 15 / 1(18) / Mat.Cell / N-24Pgs / PGE-2024

Dated : 27.02.2024

Copy forwarded for information and wide publicity to :

Copy forwarded for information to :-

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



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