



**COLLECTORATE: MALKANGIRI**  
**(ELECTION SECTION)**  
**At/Post/Dist.-Malkangiri**  
Email- [malkangirielection@gmail.com](mailto:malkangirielection@gmail.com)  
Telephone No.06861-230382  
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No. 1565 /2024

dated . 05/03/2024

**TENDER CALL NOTICE**

In continuation to District Office Tender Call Notice No.926 dated 10.02.2024 & No.1164 dated 20.02.2024 and since only two nos. of bids have been received among the same one bid was found incomplete resulting to single bid tender, the District Level Purchase Committee has decided to go for fresh tender. Accordingly, sealed tenders are hereby invited from the reputed firms for videography to be used during Simultaneous General Elections-2024 in the Malkangiri District jurisdiction as per the details given below.

**List of Items**

Sl. No.	Items
1	Videography per hour with DVD
2	Videography per full day with DVD
3	Blank DVD
4	Photography per day
5	Photography per hour
6	Photography per photo

The schedule of events i.e. last date of receipt of tender papers and opening of Tender papers etc. are as follow-

SCHEDULE OF EVENTS	
1.Last date for receipt of Tender papers	15.03.2024 by 3.00 pm
2.Opening of Tender Paper/Bids	15.03.2024 at 4.00 pm

The tender documents are available in the District website <https://malkangiri.nic.in> . Interested bidders can download the tender documents from the website and sealed tender paper should be dropped into the Tender Box meant for the purpose kept in the District Election Office, Malkangiri or submitted through Speed Post/ Registered Post along with security money (refundable) of Rs.10,000/- (Rupees Ten Thousand) only and Rs.500/- (Rupees five hundred) only towards cost of tender paper (Non-Refundable) in shape of Bank Draft/ bankers Cheque drawn in favour of Deputy Collector, Election, Collectorate, Malkangiri. **The bidders participated earlier need not to submit the cost of Tender paper and security money(EMD).**

The DEO & Collector, **Malkangiri** reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also issue Corrigendum/ addendum to the Tender Call Notice ,which will be published in the District Website/ Office Notice Board, if felt necessary. Hence, the bidders are advised to visit frequently the District Website i.e. <https://malkangiri.nic.in> to track any modifications/ corrigendum etc.

**District Election Officer &  
Collector, Malkangiri**

Terms and Conditions:

- 1) The bidder shall have to submit his bid under two bid system as "Technical Bid" and "Financial Bid". The technical bid envelop should contain all the required documents such as 1. Aadhar Card, 2. Valid PAN CARD, 3. GSTIN registration certificate, 4. GSTIN Return, 5. Income Tax clearance (preceding 3 years) 6. bank drafts towards EMD ,7. Cost of tender papers. The financial bid envelop should contain the rates of items quoted as per Annexure-A. Both the envelops should be marked separately as "Technical Bid" and " Financial Bid" and put in a large envelop marked as "Tender for Videography". All envelops should be duly sealed.
- 2) No content of the videography to be shared with anyone except District Election Officer & Collector, Malkangiri. Failure comply the secrecy, action shall be initiated against the firm as per the provisions of Representation of Peoples Act, 1951.
- 3) All the pages of the tender papers should be signed with seal of the firms/ agencies.
- 4) Financial Bid will be accepted only in the prescribed form as Annexure-A
- 5) Bids received after due date will not be entertained and shall liable for rejection.
- 6) All the rates should be quoted including GST.
- 7) The Technical Bid shall be opened first. The financial bids of only technically qualified bidders shall be opened.
- 8) The tender paper can be obtained from the office of District Election Officer & Collector, Malkangiri or can be downloaded from District website <https://malkangiri.nic.in>
- 9) Any legal dispute arises out of this is subject to jurisdiction of Malkangiri only.
- 10) The tenderer should have not been blacklisted by any Government organization,
- 11) If found later on, action shall be initiated against the firm as per the law.
- 12) The District Election Officer & Collector, Malkangiri reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot/ distribute the work to L2 firm at the Lowest (L 1) rate in case of L1 bidder fails to deliver the services.
- 13) In case of breach of any terms and conditions and failure to supply the required videographers with video cameras by the successful bidder, the District Election Officer, Malkangiri will have the right to cancel the order/ contract without assigning any reason thereof and the security deposit of the bidders will be forfeited.
- 14) The earnest money/ security money shall be retained as performance security till the completion of contract.
- 15) TDS and GST shall be deducted at source as per applicable rates by the deductee (DDO).
- 16) Payment will be made within 15 days after receipt of the invoice/ bills.
- 17) The DVDs containing videography of the events should be date and time stamped.

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**District Election Officer &  
Collector, Malkangiri**

Memo No. 1566 /2024

dated . 05/ 03 /2024.

Copy to all the District Level Officers/ Sub-Collector, Malkangiri / all BDOs/ all Tahasildars / all CDPOs / Executive Officers of ULB & NAC for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

Copy to Fast Communication, Cuttack/ Sri Basant Kumar Behera, Padma Gift & Electricals, Malkangiri for information and necessary action.

Copy to all members of the District Purchase Committee for information and necessary action.

Copy to the DIO, NIC, Collectorate, Malkangiri for information and necessary dissemination of the information in the District website.

Copy to Notice Board, Collectorate, Malkangiri.

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**District Election Officer &  
Collector, Malkangiri**

I Sri \_\_\_\_\_

\_\_\_\_\_ (Name & address) hereby offer my rates for supply the

items as under:

Sl. No.	Items	Rate per item( including GST)
1	Videography per hour with DVD	
2	Videography per full day with DVD	
3	Blank DVD	
4	Photography per day	
5	Photography per hour	
6	Photography per photo	

Date:

**Signature of Bidder**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_