

Forms & Material Cell

Memo No. 110 /F & M Cell.

Date: 14/01/2021.

RATE QUOTATION

- Rate Quotations are hereby invited from the bonafide, resourceful and reputed suppliers/ agencies/ contractors for submitting rates for supply on hire basis of following items as mentioned in Table – A for the district of Nadia in connection with the ensuing General Election to the W. B. L. A. - 2021.
  - **Scope of Work:**
    - Supply on hire basis of the items required for the election process in the district of Nadia as detailed in Table – A.
    - The cameras and other electronic items mentioned in Table A should be of good quality.
    - The Cameras/ Video Cameras/ Digital Camera with Cameraman/ CCTV camera with Monitor & accessories / Laptop/Computer set/ Printer/ photocopier machine should be supplied at the office of the District Magistrate, Nadia or other places with the District of Nadia on an 'as and when required' basis.
    - Quantity of Cameras/Video Cameras/Digital Camera /CCTV camera with Monitor & accessories and number of cameramen to be provided at the different places as mentioned above and will be as per supply order issued from time to time.
    - Tentative period of supply : February-2021 to June-2021
    - The entire quantity of cameras/video cameras/laptop /computer set electronics /electronics items/accessories with cameramen/videographer as may be mentioned in supply order shall be provided at a time within 24 hrs or as mentioned in the supply order. In case of emergency service/supply may be asked for in short notice.
    - For camera/ video camera, the successful bidder have to supply/provide video/picture backup with CD/DVC immediately after completion of event/s or by 24 hrs to the mentioned officer in charge as per order. No copy of the footage shall be retained by the Agency/cameraman/videographer in his custody.
    - Only cameramen/videographer with no criminal record be engaged by agency. A list of cameramen/ videographer details is to be submitted to this end for police verification. The personnel engaged shall have to abide by all protocol/ instructions issued by ECI/RO.
    - Laptop/ Computer set/printer/accessory must be in workable condition and must be replaced then and there if any fault found.
    - Installation of CCTV/Computer/ photocopier have to be made by the bidder himself at the location mentioned in the work order.
  - **Eligibility:**
    - The intending Supplier/Agency should have GST Registration Certificate, valid PAN issued by Income Tax Department, Income Tax Return of Financial Year 2019-20.
  - **Credential required:**
    - Certificate of completion of similar nature of work of total value of Rs. 100,000.00 in any year during last 5 years with any Govt./Sub Govt. Agencies. However, authority reserves the right to relax this value in case of insufficient number of bidders having such credentials.
  - **Earnest Money:**
    - Rs.20000 only should be deposited by Bank Draft/Bankers' Cheque issued in favour of the District Magistrate, Nadia along with the Quotation papers.
    - EMD of successful bidder/bidders will be retained till successful completion of entire job.
    - EMD of unsuccessful bidders will be returned to the respective bidders.
    - Time schedule of Rate Quotation :
- | Sl No | Description                          | Date                                 | Time     |
|-------|--------------------------------------|--------------------------------------|----------|
| 1     | Last date of Submission of Quotation | 27-01-2021                           | 01:00 PM |
| 2     | Opening date of Quotation            | 27-01-2021                           | 02:00 PM |
| 3     | Place of Submission of Quotation     | In the Office Chamber of NDC, Nadia. |          |
- **Selection of Successful Bidder:**
    - Bidder offering lowest rate against each item shall be considered as the successful bidder of that item.

  
14/1/2021

- **Payment procedure:**
  - No advance or adhoc payment will be allowed.
  - Payment may be made through online mode or A/C Payee Cheque against successful completion of supply/work as and when fund will be available in the respective head of account.
  - Whether the supply is successful or not will be decided by the authority only.
- **Terms and Conditions:**
  1. If the successful bidder/bidders fails/fail to comply with the scope of the work then the authority may forfeit the EMD in full/legal action may be initiated or in part and in addition may also blacklist the agency/supplier for such period as may be considered by the authority.
  2. The authority reserves the right to reject the tender or any part of the tender without assigning any reason whatsoever.
  3. The authority reserves the right to issue supply order to more than one bidder for the same item without assigning any reason whatsoever.
  4. The bidders are required to quote their rate(s) per unit as mentioned in Table – A.
  5. The rates quoted shall remain valid till completion of the entire election process.
  6. Any Camera/item found defective or not as per our specification or more/less than the order placed for will be rejected and no payment will be made for the same and the supplier/agency will be bound to supply the same Camera as per correct specification by the specified time.
  7. Rate should include in incidental costs including transportation cost and all applicable taxes.
  8. The bidders may remain present at the time of opening of Quotation.
  9. Certificate to the effect that the supplier/ agency has never been failed to execute any work and has never been blacklisted by any Govt./Semi Govt. authority needs to be uploaded. The successful bidders will be selected based on overall lowest rate quoted by them.
  10. For details terms and condition contact office of the undersigned.

*[Handwritten Signature]*

**Addl. Dist. Magistrate (ZP),  
Material Cell, Nadia.**

Memo No. 100 (14) / 1 (13) F& M Cell.

Date: 14/01/2021.

Copy forwarded to the :

District Judge, Nadia / Superintendent of Police, Nadia / S.D.O. Sadar / S.D.O Ranaghat / S.D.O Kalyani / S.D.O. Tehatta / Officer-in-charge, District Election Section / Secretary, Nadia Zilla Parishad / NDC, Nadia Collectorate / District Employment Exchange Officer, Nadia / Post Master, Krishnagar HPO / Chairman, Krishnagar Municipality / Notice Board / DIO, NIC for information with a request to publish in the district website for wide circulation / CA to DM, Nadia / CA to ADM(G) / CA to ADM(ZP) / CA to ADM (LR), Nadia.

*[Handwritten Signature]*  
14/01/2021

**Addl. Dist. Magistrate (ZP),  
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**TABLE - A**  
**Ref memo no 100/F&M Cell Dated 14.01.2021**

Camera/ Video Camera/ CCTV Camera/ Laptop/Computer set/ Printer/X-erox machine on hire.		Rate quoted in Rupees
Sl No.	Item Description	
1	<b>Digital Camera with Cameraman.</b>	
1.01	Upto 3 hrs.	
1.02	3-8 hrs.	
1.03	1 day	
1.04	Upto 7 days	
1.05	Upto 15 days	
1.06	1 month	
2	<b>Video Camera with videographer :</b>	
2.01	Upto 3 hrs.	
2.02	3-8 hrs.	
2.03	1 day	
2.04	Upto 7 days	
2.05	Upto 15 days	
2.06	1 month	
3	<b>CCTV Camera with monitor &amp; accessories 4 port. 4 camera</b>	
3.01	1 day	
3.02	Upto 7 days	
3.03	Upto 15 days	
3.04	1 month	
4	<b>CCTV Camera with monitor &amp; accessories 8 port. 8 camera</b>	
4.01	1 day	
4.02	Upto 7 days	
4.03	Upto 15 days	
4.04	1 month	
5	<b>CCTV Camera with monitor &amp; accessories 16 port. 16 camera</b>	
5.01	1 day	
5.02	Upto 7 days	
5.03	Upto 15 days	
5.04	1 month	
6	<b>CCTV Camera with monitor &amp; accessories 32 port. 32 camera</b>	
6.01	1 day	
6.02	Upto 7 days	
6.03	Upto 15 days	
6.04	1 month	
7	<b>CCTV Camera with monitor &amp; accessories 16 port. 16 camera</b>	
7.01	1 day	
7.02	Upto 7 days	
7.03	Upto 15 days	
7.04	1 month	



*Full Signature of Quotationer with stamp & Date.*

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14/01/2021

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