

**STATE ELECTION COMMISSION,  
U.T., CHANDIGARH.  
NEW DELUX BUILDING, SECTOR-17 E, CHANDIGARH**

**SHORT TERM TENDER NOTICE**

**No. 4/3(TN)/SEC/CHD/11/**

Chandigarh, dated the

Sealed tenders are invited in two bid system from reputed firms for doing the job of videography and still photography, during the ensuing General Elections to Municipal Corporation, Chandigarh to be held in the month of December, 2011, so as to reach in the office of the State Election Commission on or before 04.11.2011 upto 3.00 p.m.

The tenders so received shall be opened on the same day at 3.30 p.m. in the presence of parties who wish to remain present.

The tender must be accompanied earnest money of Rs.20,000/- (Rupees Twenty Thousand Only) by means of Demand Draft obtained from any Nationalized/Scheduled Bank payable at Chandigarh in favour of the State Election Commissioner, U.T., Chandigarh.

The tenders received after the due date and time and without earnest money shall be rejected out rightly.

The tender form may be obtained from the Cashier of the State Election Commission, Room No. 30 (Ground floor), New Deluxe Building, Sector 17-E, Chandigarh on any working day during office hours against the non refundable payment of Rs. 100/- (Rupees one hundred only)

Tender documents may also be downloaded from the website [www.mcchandigarh.gov.in](http://www.mcchandigarh.gov.in) and the tender cost of Rs.100/- in shape of demand draft in favour of State Election Commission, U.T., Chandigarh payable at Chandigarh may be submitted along with the bid.

The undersigned reserves the right to accept or reject any tender without assigning any reasons.

**(S.S. Gill)  
Secretary,  
State Election Commission,  
U.T., Chandigarh**

**LIST OF JOB FOR VIDEOGRAPHY AND STILL  
PHOTOGRAPHY**

<b><u>Sr. No.</u></b>	<b><u>Job</u></b>	<b><u>Rates</u></b>	<b><u>Rates of taxes, if any</u></b>
1.	Full Day (8 hours) Videography (including DVD and CD)		
	Half Day (4 hours) Videography (including DVD and CD)		
	Extra hours (per hour)		
	24 hours duly (without break) for Videography (including DVD and CD)		
2.	Digital/ Still Photography (for 8 hours)		
	Digital/ Still Photography (for 4 hours)		
	Extra Hours (per hours)		
3.	Rate per copy of photograph size 5"x7"		
4.	Album (1x 4 leave) 25 leaves		

## **TERMS & CONDITIONS**

- 1) The tenders should reach this office by on or before 04.11.2011 upto 3.00 P.M. and it will be opened on the same day at 3.30 P.M. in the presence of tenderers, who may wish to be present.
- 2) The tender documents shall be submitted in two bid system as per tender notice.

**Packet-I** duly sealed shall contain Earnest Money, Receipt of Tender Cost/Demand Draft (in favour of State Election Commissioner, U.T., Chandigarh payable at Chandigarh) and Terms and Conditions on the prescribed Format duly signed and stamped on each page by the tenderer and other documents which shall be superscribed as “**EARNEST MONEY AND RECEIPT OF TENDER COST/DEMAND DRAFT AND TERMS AND CONDITIONS**”. In the absence of above documents, tender will be rejected.

**Packet-II** duly sealed shall contain Financial Bid on the prescribed form duly signed by the by the tenderer on each page superscribed as “**Financial Bid**”

**Packets I and II** should be placed in one big envelope duly sealed and superscribed as “**List of Job for Videography and Still Photography**”.

- (3) Tenders will be opened in two stages.

### **First Stage**

At first stage Packet-I will be opened. In case, earnest money, receipt of tender cost/demand draft and terms and conditions etc., are found in order then Packet-II will be opened and if the required documents are not found in order, Packet-II will not be opened and the tender will be rejected.

### **Second stage**

Packet-II containing financial bid duly signed with seal of the firm on all pages.

The Financial Bid of those tenderers will be opened who fulfill documents of bid-I (Packet –I) and qualify technically and eligibility criteria.

The date of opening of financial bid shall be intimated separately to the technically qualified bidders.

- 4) The tenders should be accompanied with earnest money in the shape of Demand Draft of Rs. 20,000/- (Rupees Twenty Thousand Only) in the name of State Election Commissioner, U.T., Chandigarh obtained from any of the Nationalized/Scheduled Bank payable at Chandigarh,. No Cheques, Postal Order/Money Order/ Money Guarantee/Cash Payment will be accepted.
- 5) Rates should be quoted invariably on the tender form. In case space available in the tender form is not sufficient, the additional sheet may be used which should be signed by the tenderer with seal of the firm.
- 6) **The rates should be quoted at the appropriate column in tender form in the figures as well as in words, otherwise the tender will not be considered.**
- 7) The tender should be neatly type written/hand written free from erasing and over typing/writing.
- 8) The tenderer with the seal of the firm should sign each document attached with tender.
- 9) Covering letter should clearly indicate the list of enclosures and number of pages.
- 10) The firm must have the capacity of supplying 10 Videography/Still photography cameras with operators at a time within short notice during the election process.
- 9) The operator along with requisite camera will have to report to the Commission as per requirement of the concerned officer.
- 10) No increase in quoted price will be allowed during the validity of tender.
- 11) The tender should be sent in sealed envelop with following information on the face of envelop :-
  - A. Tender opening date : \_\_\_\_\_
  - B. Name of Job : \_\_\_\_\_

C. Name of the Firm : \_\_\_\_\_

- 12) The firm will have to provide the replacement of the camera immediately on demand in case of sudden breakdowns due to any reasons.
- 13) The firm will enter the contract for the supply of the cameras after the approval of State Election Commission. During the validity of tender the firm will be bound to supply the cameras as per specifications. The Commission desires to hire cameras from the date of the requisition/agreement continuously till the election process is over. In case the supplier fails to supply the cameras as required continuously during the election period, the order will be cancelled and action will be initiated to debar the firm from participating in further tender. The said firm will also be liable for payment of excess amount (liquidated damages) for procuring the cameras from other sources. Action will also be initiated for blacklisting of the firm.
- 14) The tender forms are non-transferable.
- 15) The tenderer whose tender may be accepted shall hereinafter be called the supplier which shall include his heirs, executors, administrators and assignees.
- 16) If the supplier fails to place the Cameras as required continuously during the election period State Election Commission reserve the right either to impose penalty of Rs. 1000/- per day per camera requisitioned or to cancel the work order and to blacklist the firm.
- 17) State Election Commission reserves the right to charge the liquidated damages also.
- 18) The tenders received by the specified date and time will only be considered.
- 19) The tenders received after the due date and time will be rejected without assigning any reasons.
- 20) The tenderers who quote and agree to supply all type of video/still photography cameras for 24 hours x 7 days will only be considered.
- 21) Conditional/Ambiguous tenders shall not be accepted.

- 22) The successful bidder will give a certificate to the effect that the rates so charged are not higher than those charged to any other Govt. department during the period of contract.
- 23) In case of continuation of service etc. the periodical payment may be made on pro-rata basis.
- 24) The income tax shall be deducted at source as per rates applicable under the Rules at the time of making payment to the contractor.
- 25) The earnest money of the successful bidder will be treated as security deposit.
- 26) In case of failure of the tenderer/supplier to execute the contract as per the terms and conditions and to the full satisfaction of the State Election Commission, U.T., Chandigarh the security deposited by the firms shall be forfeited.
- 27) The security deposit will be forfeited in case of violation of any condition.
- 28) In case the bill is found having over- writing/cutting, the bill submitted against such work order will not be entertained.
- 29) The rates quoted by the tenderer shall be inclusive of all taxes and levies.
- 30) The State Election Commission reserves the right of placing order for all items or some items as per requirements to one or more contractors at the approved lowest rates.
- 31) It will be the responsibility of the Operator of the Camera to get the Duty Slip signed from the officer(s) concerned.
- 32) The name of the officer signing the duty slip should clearly be written in capital letters along with his/her designation.
- 33) In case the Duty Slip is found having over- writing/cutting, the bill submitted against such Duty slip will not be entertained.
- 34) In case of any dispute, the decision of the State Election Commissioner, State Election Commission, U.T., Chandigarh will be final.

- 35) The approved lowest rates will be valid for one year from the date of opening of financial bid. The Contract can be extended with mutual consent of both parties on approved rates.
- 36) The State Election Commission, U.T., Chandigarh reserves the right to reject any or all tenders without assigning any reasons.
- 37) The State Election Commission shall not be responsible for any loss/ damage caused to the operators/cameras during the election process on any.
- 38) Any legal dispute pertaining to this tender and contract awarded shall be dealt within the jurisdiction of U.T., Chandigarh.

I/We undertake to abide by the terms & Conditions of the tender form.

**Dated:**

**Signature of the Tenderer  
Along with Rubber Stamp**

**STATE ELECTION COMMISSION, U.T.CHANDIGARH  
NEW DELUX BUILDING, SECTOR 17-E,  
CHANDIGARH.**

**TENDER FORM**

1. Name of item Hiring of Video and still cameras  
S. No. of Tender Form \_\_\_\_\_

Earnest Money Rs. 20,000/- Cost of Tender Form Rs. 100/-  
(Rs. Twenty Thousand only) (Rs. One hundred only) (non-refundable)

Date of Issue \_\_\_\_\_

Signature of Issuing Officer \_\_\_\_\_

2. Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

3. Telephone No. (Res.) \_\_\_\_\_ (Mobile No..) \_\_\_\_\_  
(Fax No. (if any) \_\_\_\_\_)

4. Description of Firm : - Proprietorship/Partnership/Private Company/Public  
Company/Other.

5. Registration No. i) Income Tax( PAN No.) \_\_\_\_\_

ii) Service Tax No. \_\_\_\_\_

**(Attach copies of proof duly self attested in  
support of i) & ii)**

5. Name of person authorized to represent the firm \_\_\_\_\_

Signature of the tenderer  
Along with rubber stamp