

**Government of West Bengal,**  
**Office of the District Magistrate & District Election Officer,**  
**Uttar Dinajpur, Raiganj,**  
**(Videography, CCTV, Webcasting Cell)**

**NOTICE INVITING -TENDER(Two Bid System) No.496/2023-24**

NO. 780 / Videography, CCTV, Webcasting Cell /PGE-24

Dated 15-02-24

For and on behalf of the District Magistrate & District Election Officer Uttar Dinajpur a Niet in two bid system is hereby invited from the bonafide and resourceful Firm/ Supplier/Agency/ tenderers by the undersigned for the work mentioned in the table below through electronic tendering (e-Tendering) for ensuing Parliamentary General Election, 2024. The intending bidders may visit website for the Tender notice, Other details & submission of bid will be available on the website <https://wbenders.gov.in> only

Sl.No.	Name of the Item	Unit	Rate in Rs.
1	Hiring of video cameras along with videographers	01 Nos	
2	Hiring of still cameras along with cameramen	01 Nos	
3	Installation of CCTV cameras on hire basis	01 Nos	

1. For e-tendering, intending bidder may download the tender document from the above said website directly with the help of Digital signature certificate. Necessary earnest money of Rs.5000.00 should be remitted through RTGS/NEFT of the ICICI Bank in favour of the "District Magistrate, Uttar Dinajpur". The details of bank account are given in e-tender online payment option. The fund debit statement or UTR No. should be uploaded on bidder document. No bidder will be entertained without earnest money.

2 As per G.CO. issued by Principal Secretary to the Government of West Bengal from Finance Department, Audit Branch vide memo, no-1592-F(Y), dated 20 March, 2014 "s. In case of e-tendering, EMD/Bid security shall be collected as soft copy (scan copies of the originals) for instruments (Cheques /Bank Draft/Bank Guarantee, etc.) and in case of deposit of money it should compulsorily be deposited on-line by the bidders. The LI bidder shall submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LO1. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

3. Properly indexed & self-attested documents & duly digitally signed for both the Technical bid and Financial Bid should be concurrently submitted in the website mentioned above as per time schedule given below.

Sl.no.	Particulars	Date & Time
1	Date of Uploading of NIT Documents (Online)	16-02-2024
2	Starting Date of Downloading of Documents (Online)	16-02-2024 from 4.00 PM
3	Starting Date of submission of bid (Online)	16-02-2024 from 4.00 PM
4	Last Date of Downloading of Documents (Online)	23-02-2024 from 4.00 PM
5	Last Date of submission of bid (Online)	23-02-2024 from 4.00 PM
6	Opening Date of Technical Bid (Online)	27-02-2024 from 4.00 PM
7	Opening Date of Financial Bid (Online)	To be informed latter on

## A. Eligibility Criteria for participation in the Tender

1. The prospective Bidders as a primary agency should have satisfactorily completed at least one work of similar nature not less than of Rs 1.00 lacs under the State Government or its undertaking or the Central Government or its under taking or any Statutory Body during the last 05 (Five) years from the date of issue of this Notice.
2. Technical Bid Documents should be accompanied with transaction statement of online depository, PAN Card, Professional Tax Receipt/Challan, Trade Registration for the current year, GSTIN Registration, Income tax return for last year.
3. Registered Co-Operative Societies of Unemployed Engineers and Diploma Holders in Engineering are required to furnish valid Bye-Laws, Latest Audit Report, and Valid Clearance Certificate from Assistant Registrar of Co-Operative Societies along with other relevant supporting papers
4. The partnership firm is requested to furnish the copy of Registered Partnership Deed
5. Both Technical bid and Financial Bid are to be submitted in technical folder and in financial folder respectively as digitally signed
6. Both Technical bid and Financial Bid should be submitted online.
7. The Financial BID of the prospective tender will be considered only if the Technical Bid of the Bidder, found qualified by the District Magistrate, Uttar Dinajpur will be final and absolute in this respect.
8. **Conditional/incomplete tender will not be allowed. Bid must be done for all the items. In case bid for any item is not done, the tender will be treated as incomplete.**
9. The accepting authority reserves the right to reject any of all Bids without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders

### **For Technical Folder**

#### **Eligibility Criteria**

In certificate folder-

PAN Card / Last year IT return / GST registration upto date challan / Professional Tax clearance with challan for the year 2022-23.

#### **In company Details:-**

Valid Trade Registration Certificate under Uttar Dinajpur District,

Last 3 year audit report

In respect of consumer co-operatives By Law, Registration Certificate and NOC of ARCS is required in addition to above requirements.

**In Credential folder:-**

The Bidder should have experience in a Single and SAME TYPE OF WORK in connection with the Govt Supply and at least 2 (two) lakh of such works in last 07 years is required. Self Attested Documents are to be submitted, only in the form of completion /payment certificate (as desired by the authority)

**In Declaration folder:-**

The Bidder should disclose if there is any pending litigation upon the Firm, which may have implications on the liquidity of the Firm. (As desired by the authority)

The Bidder would have in disclose if there are black-listed by the Govt Deptt/ Semi Govt/ Autonomous Bodies/ PSUs etc. (As desired by the authority)

Declaration by the Bidder (specimen is attached) (as desired by the authority)

**In NieT Folder**

The Bidder should be downloaded & uploaded the NieT with digitally signed

**In Agreement Folder-**

The Bidder should be downloaded & uploaded the NieT with digitally signed

**Opening of Technical Proposal:-**

Technical proposals will be opened by the District Magistrate, Uttar Dinajpur and/or the authorized representative of the District Magistrate, Uttar Dinajpur electronically from the web site stated using their

Intending Bidders may remain present, if they so desired

**10. Financial Proposal-****a. In Fee/Pre Qualification/Technical Folder.**

The rate will be quoted in the item rate box in BOQ Quoted rate will encrypt in the BOQ under financial Bid

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ) the Agency is to quote the rate as per BOQ.

The intending Bidders shall bring specimen of the Tendered items at the time of opening of Financial Bid Scanned.

b. Payment of bill on its production will be made after successful execution of the work subject to availability of fund and no claim, whatsoever, will be entertained for any delay in payment. No escalation charges will be entertained against any NieT / any accepted tender. Deduction will be made at source in accordance with the ordres as applicable as per Govt Rules.

c. Neither any Mobilization Advance nor any Secured Advance will be slowed

d. Bids shall remain valid for a period of 180 (One hundred eighty) days from the date of opening of Financial Bid.

e. Dates, if changed, due to unavoidable circumstance, will be published in the same website and office notice board only without any individual intimation.

f. No cost of bidding shall be reimbursable by the office of the District Magistrate & District Election Officer, Uttar Dinajpur Authority may accept or reject any tender without assigning any reason, whatsoever, and is not liable for any cost that might have been incurred by a Bidder

g. Refund of EMD The Earnest Money of all the unsuccessful Bidders will be refunded through on line by the Office of the District Magistrate, Uttar Dinajpur.

h. The Earnest Money deposited by a successful bidder will be refunded to the Agency one year after successful completion of the work. No interest on such deposit will be paid by the Tender accepting authority.

i. Successful bidder will/shall have to execute an agreement (as per terms & conditions) over Non-Judicial Stamp paper worth of Rs.100/- within 7 days with the undersigned. If he/they fail(s) to submit the same within the stipulated time the work order should be cancelled automatically.

j. The Office of the District Magistrate & District Election Officer, Uttar Dinajpur reserves the right to cancel the NIEt at any stage and no claim in this respect will be entertained.

k. A bidders bid will be out rightly rejected at any stages with a forfeiture of his earnest money if it comes to the notice of the Tender Inviting Authority scrutiny that the credential or any other papers of a Bidder are manufactured / fabricated etc.

l. The Tender Inviting Authority may verify the original credential & other original documents of the lowest tender, if found necessary, before issuance of the Work order and the work order will not be issued in favour of the Bidder, if it is found on verification that such documents submitted by him/her/them is/are manufactured / fabricated etc.

A clause stated in the later notification will supersede the corresponding one mentioned in former notification in the following sequence:-

- I. Tender Form as prescribed.
- II. NIT
- III. Special Terms 7 Conditions.
- IV. Technical Bid.
- V. Financial Bid.

## Special Terms and Conditions.

1. Approval of Sample Samples of all materials to be supplied by the successful bidder and to be used in the work shall have to be approved by the Office of the District Magistrate & District Election Officer, Uttar Dinajpur and checking the quality of such materials shall have to be done by the concerned Department.
2. Supply Orders All works shall be carried out in conformity with the orders supplied by this Department. The contractor shall have to carry out all the orders & supplementary tenders accordingly as supplied by the Department from time to time.
3. Unserviceable Materials: The contractor shall remove all unserviceable materials, obtained during execution at place as directed. The contractor shall dress up and clear the work site after completion of work as per direction of the D. M & DEO, Uttar Dinajpur. No extra payment will be made on this account.
4. Loss or Damage Contractor's for all risk on account of railway or road carriage or carriage by boat including loss or damage of vehicles, boat and if any loss by the contractor without any extra claim towards department
5. Idle Labour & Additional Cost. Whatever may be the reason no claim on idle labour, enhancement of labour rate additional establishment cost, cost of Toll and hire and labour charges of tools and plants, railway freight etc. would be entertained under any circumstances.
6. Charges and Fees payable by Contractor
  - i) The contractor shall pay all fees required to be given or paid by any statute or any regulation or by-law of any local or other statutory authority which may be applicable to the works and shall keep the department against all penalties and liabilities of every kind for breach of such statute relation
  - ii) The Contractor shall account of infringement of any patent right, design or trademark from and against all claims, demands, suit and proceedings for or against him, of name of other protected work in respect of any constructional plant, machine, work materials thing or process used for or in connection with works or temporary works or any of them
7. Realization of Departmental Claims: Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Government and set off against any claim of Government for the payment of sum of money arising out of this contract or under any other contract made by the contractor with the Government
8. Compliance of Different Acts: The Contractor shall comply with the provisions of the Apprentices Act, 1961 Minimum Wages Act, 1948 Contract Labour Regulation and 1970 and the rules and orders issued hereunder from time to time. If he fails to do necessary measure over the contract. The Contractor shall make himself liable for any cost of any violation of the provisions of the Acts. The Contractor must obtain necessary certificate and order from the concerned Registering Office under the Contract Labour (Regulation & Abolition) Act, 1970. The contractor shall be bound to furnish the Engineer-in-Charge all the returns, particulars or date (x) are called for from time to time in connection with implementation of the provisions of the above Acts and Rules and timely submission of the same, failing which the

contractor will be liable for breach of contract and the Engineer-in-Charge may at his discretion take necessary measures over the contract

9. Safety, Security and Protection of the Environment. The contractor shall throughout the execution and completion of the works and the remedying of defects therein

i) Have full regard for the safety of all persons and the works (so far as the same are not completed or occupied by the Department)

10. Commencement of Work: The work must be taken up within the date as stipulated in the work order and completed in all respects within the period specified in Notice Inviting Tender.

11. Timely Completion of Work. All the supply and the work must have to be completed in all respects within the time specified in Notice Inviting Tender from the date of commencement as mentioned in Work Order. Time for completion as specified in the tender shall form the total bill amount to be deemed to be the essence of the contract. For delay of works 0.1% per day, maximum 10% penalty will be deducted

12. Force Closure: In case of force closure or abandonment of the works by the Department the contractor will be eligible to be paid for the finished work and reimbursement of expenses actually incurred but not for any losses.

13. Tender Rate The Contractor should note that the tender is strictly based on the rates quoted by the contractor on the priced schedule (Annexure-A) of probable items of work. The quantities for various other items of works as shown in the priced schedule of probable items of works are based on the requirement by the Department. If quantity variations due to actual requirement, those have to be done by the contractor at time of execution at the rate prescribed in the tender condition. No conditional rate will be allowed in any case.

#### **ADDITIONAL CONDITIONS A few additional conditions as under special Terms and Conditions**

1. Rate quoted shall be inclusive of clearing site including removal of surplus (serviceable & unserviceable) earth, rubbish, materials etc. as per direction of Engineer-in-Charge Rate quoted shall be inclusive of taxes viz. West Bengal Sales Tax, Income Tax, Cess, GST, Octroi and all other duties as applicable according to Govt. norms.

2. During agency payment for final or for any progressive bill necessary deductions viz. ST, IT, Cess, GST etc. will be made as per Govt. norms

3. The whole work will have to be executed as per Departmental direction within stipulated time

4. Amalgamation of Engg. Cooperative Society Anula employed engineers co-operative and Labour co-operative societies in any form should not be allowed towards counting of shuphility of Tender

5. Refund of Security Deposit. In respect of successful Bidders, the earnest money on acceptance of the tenders shall be converted as part of security deposit, such deposit will be released after 6 (Six) months from the date of completion of the work on due satisfaction of the authority. Earnest Money deposited by unsuccessful Bidders will be refunded automatically through online.

6. Supplying quantities may vary according to the requirement.
7. Work Order will be issued in several parts upon the departmental requirement & availability of Fund.
8. Rate should be quoted including all tax / charges
9. The Successful bidder are liable to replace the below and standard quality works /items. No extra claim for the said purpose will be entertained.
10. No extra claim will be entertained for carrying, loading & unloading purpose
11. Details if any required may be obtained from the District Engineer, Uttar Dinajpur Zilla Parishad during office hour
12. If any bidder has any doubt recanting any credential he/she may lodged his or her complaint in the email by any successful bidder during evaluation of technical bid gmail.com, within two (2) days after uploading of list of technically qualified bidders. No claim will be entertained after the aforesaid time schedule

Sd/-

District Engineer,  
Uttar Dinajpur Zilla Parishad.

**N.B.- Date of opening of Technical Bid / Financial Bid is to be considered the next working day if the date specified is a holiday or any bandh.**

MEMO NO. 780 / Videography, CCTV, Webcasting Cell /PGE-24

Dated 15-02-24

1. The District Magistrate, Uttar Dinajpur and The Executive Officer, Uttar Dinajpur Zilla Parishad.
- 2-3 Superintending of Police, Raiganj Police District/ Islampur Police District.
- 4-7. The Additional District Magistrate (All), Uttar Dinajpur
- 8-9. The Sub-Divisional Officer (All), Uttar Dinajpur
10. The D.I.C.O to take necessary action for wide publicity.
11. The DIO, NIC with a request to upload the NIT in the website [www.uttardinajpur.gov.in](http://www.uttardinajpur.gov.in)
12. The DIA, U.D.Z.P with a request to upload the NIT and other documents in the website ([www.udzp.in](http://www.udzp.in)) of Zilla Parishad and website of P and RD Deptt. <https://wbtenders.gov.in>
13. Notice Board, Uttar Dinajpur Zilla Parishad.

Sd/-

District Engineer,  
Uttar Dinajpur Zilla Parishad.