

	Public (Elections) Department
	Tender for Videographing of Critical Events and Election Expenditure Monitoring, etc., during General Elections to TNLA, 2021 Tender Document
	Chief Electoral Officer Public (Elections) Department 1 st Floor, Main Building, Secretariat, Chennai-60009 Phone: +91-44-25665327 Email: sec2.pelecd@tn.gov.in Website: www.elections.tn.gov.in

Table of Contents

Tender for Videographing of Critical Events and Election Expenditure Monitoring, etc., for General Elections to TNLA, 2021

Know Your Rights.....	6
Letter of Undertaking	7-8
1. Preamble.....	9-11
2. Tender Schedule.....	12-13
3. General Instructions.....	14-17
4. Eligibility Criteria	18-20
5. Bid Preparation and Submission	21-24
6. Tender Opening and Evaluation	25-28
7. Execution of Work	29-33
8. Scope of Work.....	34-43
9. Release of Payment.....	44
10. Service Level Agreement	45
Appendix-1 Model Form of Contract	46-50
Appendix-2 Bank Guarantee Format	51-52
Appendix-3 Format for Clarifications / Amendments	53
Appendix-4 Non-Disclosure Agreement	54

Appendix-5 Technical Bid..... 55 -62

Appendix-6 List of Regions63-64

Declaration65

Price Bid 66

Importance Notice

Applicability of Tamil Nadu Transparency in Tenders Act 1998

This Tender process will be governed by the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules, 2000 (Website link http://cms.tn.gov.in/sites/default/files/acts/TNTIT_act_Rules_Amended_upto_June_2018.pdf) as amended from time to time and G.O.Ms.No.343, Finance (Salaries) Department, dated 18.09.2020.

Acronyms used in the Document

AC	Assembly Constituency
ARO	Assistant Returning Officer
BG	Bank Guarantee
CC	Counting Centre
CP	Counting Process
CEO	Chief Electoral Officer
DD	Demand Draft
ECI	Election Commission of India
EMD	Earnest Money Deposit
FST	Flying Squad Team
GST	Goods and Services Tax
HD	High Definition
INR	Indian Rupees
IT	Information Technology
LOA	Letter of Acceptance
LOI	Letter of Indent
PS	Polling Stations
RO	Returning Officer
SD	Security Deposit
SPOC	Single Point of Contact
SST	Static Surveillance Team
TDS	Tax Deduction at Source
TNLA 2021	Tamil Nadu Legislative Assembly, 2021
VST	Video Surveillance Team

Know Your Rights

1. All tenders will be opened only in the presence of the bidders or their representatives, on the appointed date and time.
2. The bidders have a right to insist on processing of technical bids in the bidders presence only.
3. Price bid opening will be done only in the presence of technically qualified bidders or their representatives, on the appointed date and time.
4. Vendors / bidders are eligible for a vendor signed copy of the price bid comparison statement on the spot.
5. Please insist on your rights and avail the same.

Note : None of the above can be claimed if the authorised representatives are not present at the relevant time and place.

Joint Chief Electoral Officer
Public (Elections) Department

Letter of Undertaking

To

The Chief Electoral Officer
Public (Elections) Department
1st Floor, Main Building, Secretariat,
Chennai-600009.

Sir,

Sub: Undertaking for participating in Election Department's Tender for Videographing of Critical Events and Election Expenditure Monitoring, etc., for General Elections to TNLA, 2021 - Reg.

Ref: Tender No.4/2021/330, dated.XX.02.2021

I/We ----- have gone through the Terms and Conditions, Scope of Work and Specification and will abide by them as laid down in the Tender Documents, Technical bid and Price Bid.

I/We ----- hereby confirm that our Company was not blacklisted by any State Governments/ Central Government/ Public Sector Undertakings during the last three years. We also hereby confirm that our EMD/SD was not forfeited by any State Governments / Central Government / Public Sector Undertakings during the last three years due to our non-performance, non-compliance with the tender conditions etc.

I/We ----- hereby declare that all the particulars furnished by us in this Tender are true to the best of my/our knowledge and we understand and accept that if at any stage, the information furnished is found to be incorrect or false, we are liable for disqualification from this tender and also are liable for any penal actions that may arise due to the above.

I/ We ----- certify that no refurbished components are used for the Provision for Videographing of Critical Events and Election Expenditure Monitoring, etc., for General Elections to TNLA, 2021.The tendered items to be delivered under this contract are certified as genuine and valid.

I/ We..... certify that we are liable and responsible for any disputes arising out of the Intellectual Property Rights.

In case of violation of any of the conditions above, I/We..... Understand that liable to be blacklisted.

Yours faithfully

for _____

Name, Signature

Designation

Seal

Note:

- 1) Declaration in the company's letter head should be submitted as per the format given above
- 2) If the bidding firm has been blacklisted by any State Governments/ Central Government/ Public Sector Undertakings earlier before 3 years, then the details should be provided.

1. Preamble

The Election Commission of India has directed that in compliance with the orders of the Supreme Court in Civil Appeal No.9228 of 2003 (Janak Singh Vs. Das Rai and other) dated 11.02.2005, photography may be carried out inside the Polling stations to photograph electors and cover Poll Proceedings without compromising the secrecy of voting. This will be in addition to videography of critical events during the election process, videography at hyper-sensitive Polling Stations on the day of Polling.

In view of the utility of live – recording established for monitoring of Poll in the Polling Stations, the Election Department has proposed that Videographing of Critical Events, Election Campaign, Implementation of Model Code of Conduct and Election Expenditure Monitoring in the Districts, covering 234 Assembly Constituencies for the ensuing General Elections to TNLA 2021 as directed by the Election Commission of India.

India is a Socialist, Secular, Democratic Republic and the largest democracy in the world. The modern Indian nation state came into existence on 15th of August 1947. Since then free and fair elections have been held at regular intervals as per the principles enshrined in the Constitution, Electoral Laws and political System. The Constitution of India has vested in the Election Commission of India the superintendence, direction and control of the entire process for conduct of elections to Parliament and Legislature of every State and to the offices of President and Vice- President of India. The Commission is assisted in this Constitutional duty by the Chief Electoral Officers (CEO) of respective states. The Chief Electoral Officer carry out instructions of the Commission and ensure free and fair elections in the state.

ATTENTION CLAUSE: All Intellectual Property Rights will vest with the Client and the bidder shall have no right over the same. Due to security reasons,

the Bidder is required not to disclose that they are bidding for this assignment, or in any way disclose that they are performing this assignment to any third party without the consent of the Nodal Officer or the Contracting Authority. Each of the Bidder Personnel shall also be required to sign a Non-Disclosure Agreement with the Client and there may be civil and criminal penalties in case of breach of the agreement.

In view of the above, Elections Department invites bids from the suitable bidders for the Tender towards the Videographing of Critical Events, Election Campaign, Implementation of Model Code of Conduct and Election Expenditure Monitoring in the Districts, covering 234 Assembly Constituencies for the ensuing General Elections to TNLA 2021 as per the Technical specification and terms & conditions as given in this Tender document. The Successful Bidder of this tender shall be required to work closely with the Officials of Election Department (the Client) concerned to complete the work required, up to their satisfaction.

Definitions used in the Tender Document:

1.	Agreement	Means the document signed by the Authority Public (Elections) Department and the Bidder that incorporate any final corrections or modifications to the tender and is the legal document binding on both the parties to all terms and conditions of the Contract
2.	Bid	Means the complete bidding document submitted by the Bidder to the Authority Public (Elections) Department and shall include any corrections, addenda and modifications made therein In accordance with the terms and conditions of tender.
3.	Bidder	Means the party who makes a formal offer in pursuance of the tender floated.
4.	Day	A day means a calendar day
5.	Invitation of Bid	Means the advertisement published in accordance with the legal requirements or notifications by other means to prospective Bidders of the forthcoming opportunity to Bid for the Contract.
6.	Letter of Acceptance	Means the formal acceptance of the bid of the Successful Bidder by Public (Elections) Department
7.	Lowest Tender	Means the tender which, on evaluation, is found to be the most beneficial to the procuring entity in financially quantifiable terms.
8.	Payment	Means the amount payable by Public (Elections) Department based on the tendered items as per the agreement.
9.	Period	Means entire term of the Contract
10.	Purchaser	Purchaser means the end-user for whom the procurement / Services is indented through the tender.
11.	Successful Bidder	Successful Bidder means the Bidder who becomes successful through the tender process
12.	GST	The bidder should enclose the Registration Certificate for Goods and Services Tax (GST) and also submit GSTR-3b for the last 6 months (from July 2020 to December 2020).

2. Tender Schedule

1.	Tender inviting Authority, Designation and Address	The Joint Chief Electoral Officer, Public (Elections-II) Department, 1 st Floor, Main Building, Secretariat, Chennai-600009. Phone: +91-44-25672396 Email: sec2.pelecd@tn.gov.in Website: www.elections.tn.gov.in
2.	A) Name of the Work	Tender for Videographing of Critical Events and Election Expenditure Monitoring, etc. in the Districts, covering 234 Assembly Constituencies for the ensuing General Elections to TNLA 2021
	B) Tender reference	Tender Ref. No.4 /2021/330, dated.14/02/2021
	C) Operationalisation	At the Customer's work teams such as FST, VST and SST formed by all the DEOs throughout the State of Tamil Nadu
3.	Tender documents available place	Tender documents can be downloaded free of cost from http://www.tenders.tn.gov.in and https://www.elections.tn.gov.in/
4.	Earnest Money Deposit (EMD)	Rs.1,00,000/- (Rupees One lakh only) per Region should be paid by the way of Demand Draft or Banker's Cheque drawn in favour of Chief Electoral Officer, Public (Elections) Department and payable at Chennai only.
5.	Tender submission	Two Part Tender comprising of Technical Bid and Price Bid should be submitted MANUALLY. Stage-1 – Technical Bid, Stage-2 – Price Bid. Tenders received after the due date and time will be summarily rejected.
6.	Last date for submission of pre-bid queries	Up to 05.00 p.m. on 16/02/2021. Queries to be emailed to sec2.pelecd@tn.gov.in . The

		replies to the queries will be hosted by 05.00 p.m. on 17.02.2021 in the website www.elections.tn.gov.in .
7.	Due Date, Time and Place of submission of Tender	3.00 P.M. on 23/02/2021 Public (Elections) Department, 1 st Floor, Main Building, Secretariat, Chennai-600009.
8.	Date, Time and Place of opening of the Technical Bids	3.30 P.M. on 23/02/2021 Video Conference Hall, Public (Elections) Department, 1 st Floor, Main Building, Secretariat, Chennai-600009.
9.	Date, Time and Place of opening of Price Bids	Will be intimated only to the Technically Qualified Bidders
10.	Bid validity	180 days liable to be extended as per the request of Public (Elections) Department
11	Tender Authority Designation and Address Accepting	The Chief Electoral Officer and Principal Secretary to Government, Public (Elections) Department , 1st Floor, Main Building, Secretariat, Chennai-600009. Phone: +91-44-25670390 Email:sec2.pelecd@tn.gov.in Website: www.elections.tn.gov.in

3. General Instructions

3.1 General

- a) The Bidders are requested to examine the instructions, terms and conditions and specifications given in the Tender. Failure to furnish all required information in every respect will be at the Bidder's risk and may result in the rejection of bid. Relaxation in submission of the documentary proof has been given ONLY to the existing suppliers and such relaxation from submission of documents is applicable wherever they are eligible to avail.
- b) It will be imperative for each Bidder(s) to familiarise himself/ themselves with the prevailing legal situations for the execution of contract. Public (Elections) Department shall not entertain any request for clarification from the Bidder regarding such legal aspects of submission of the Bids.
- c) It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bids and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will be entertained by Public (Elections) Department. Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder to appraise himself.
- d) The Bidder shall be deemed to have satisfied himself fully before Bidding as to the correctness and sufficiency of its Bids for the contract and price quoted in the Bid to cover all obligations under this Tender.
- e) It must be clearly understood that the Terms and Conditions and specifications are intended to be strictly enforced. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of

Agreement or throughout the period of completion of contract whichever is later on account of any reasons whatsoever.

- f) The Bidder shall make all arrangements as part of the contract to supply, commission and train the beneficiaries at various locations at their own cost and transport.
- g) The Bidder should be fully and completely responsible to Public (Elections) Department and for the concerned Client for all the deliveries and deliverables.

3.2 Clarifications in the Tender

- a) A prospective Bidder requiring any clarification in the Tender may notify Public (Elections) Department by letter or by Fax or by E-mail as per the Format prescribed in **Appendix – 3** to sec2.pelecd@tn.gov.in. We encourage paper free e-mail communication.
- b) The responses to the clarifications will be notified in the websites by means of Corrigendum to the Tender Document. It would be advantageous to commence e-mail contact with sec2.pelecd@tn.gov.in to register your e-mail id.

3.3 Amendments to the Tender

- a) Before closing of the Tender, clarifications and amendments if any will be notified in the websites mentioned in the Tender Schedule. The Bidders periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender. Public (Elections) Department will not make any individual communication and will in no way be responsible for any ignorance pleaded by the Bidders.
- b) No clarifications will be offered by Public (Elections) Department within 48 hours prior to the due date and time for opening of the Tender.
- c) Before the closing of the Tender, Public (Elections) Department may

amend the Tender document as per requirements or wherever Public (Elections) Department feels that such amendments are absolutely necessary.

- d) Amendments also may be given in response to the queries by the prospective Bidders.
- e) Such amendments will be notified in the websites mentioned in the tender schedule.
- f) The Public (Elections) Department at its discretion may or may not extend the due date and time for the submission of bids on account of amendments.
- g) The Public (Elections) Department is not responsible for any misinterpretation of the provisions of this tender document on account of the Bidders failure to update the Bid documents on changes announced through the website.

3.4 Language of the Bid

The bid prepared by the Bidder as well as all correspondence and documents relating to the bid shall be in English only. The supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation in English duly notarised, in which case, for all purposes of the bid, the translation shall govern. Bids received without such translation copy are liable to be rejected.

3.5 Bid Currency

Price should be quoted in Indian Rupees (INR) only and Payment shall be made in Indian Rupees only.

3.6 Contacting Tender Inviting Authority

- a) Bidders shall not make attempts to establish unsolicited and unauthorised contact with the Tender Inviting Authority, Tender Scrutiny Committee, Tender Accepting Authority, after the

opening of the Tender and prior to the notification of the Award and any attempt by any Bidder to bring in extraneous pressures on the Tender Accepting Authority shall be sufficient reasons to disqualify the Bidder. Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from the Bidders relating to the tenders submitted by them during the evaluation of tenders.

3.7 Force Majeure

Neither the Purchaser / Public (Elections) Department nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as:

- Natural phenomena including but not limited to earthquakes, floods and epidemics.
- Acts of any Government authority domestic or foreign including but not limited to war declared or undeclared, priorities and quarantine restrictions.
- Accidents or disruptions including, but not limited to fire, explosions, breakdown of essential machinery or equipment, power and water shortages.
- Non holding of Polls in selected booths and decision of Election Commission of India not to have live recording.

4. Eligibility Criteria

The Bidders should have the following Eligibility Criteria for participating in the Tender. The Bidders should enclose documentary evidence for fulfilling the Eligibility Criteria in the Technical Bid.

Sl. No.	Eligibility Criteria	Supporting documents for fulfilling the Eligibility Criteria
1.	The bidder should be a Proprietorship/ Partnership/ Pvt. Ltd. Company registered in India under the Companies Act for the past three years (or) a Partnership Firm registered in India under the Partnership Act	Certificate of incorporation from MSME/DIC/Registrar of Companies should be submitted
2.	Bidder should have an aggregate turnover of Rs.3 Crores in the last three audited financial years (2017-18, 2018-19 & 2019-20) with positive net worth in any two of the last three financial years.	a) Copies of the Audited balance sheet for the last 3 financial years should be submitted. b) Certificate from the Chartered Accountant should be enclosed with positive net worth in any two of the last three financial years of (i.e., 2017-18, 2018-19& 2019- 20.)
3.	The bidders should have previous experience in taking up videography and uploading the videos / web streaming of videos in a cloud environment.	Copies of the proceedings/work completion certificate should be submitted.
4	a. Bidder should have executed similar work for taking videography in Elections/First Level Checking (FLC) and CCTV arrangements as per Election Commission of India norms for a minimum work order value of Rs.15 lakhs.	Copy of the proceedings / work completion certificate for a minimum value of Rs.15 lakh for taking videography in Elections /First Level Checking (FLC) and CCTV arrangements issued by the DEOs should be submitted for the last three years.

5.	The bidder should have adequate number of Cameras, well trained manpower and allied equipments.	Should enclose details of the equipments possessed for the work and the well trained manpower list along with their mobile numbers should be furnished. (@ 5 nos. of trained manpower list per AC comprised in the region along with active mobile number and in the letter head of the bidder.)
6	The bidder should have filed Income Tax returns in the last three financial years.	Copy of the IT Returns for the last three financial years (2017-18, 2018-19 and 2019-20).
7	The bidder should have sound financial resources like letter of credit worthiness from Bank.	The letter of credit worthiness certificate from the scheduled commercial Bank and Bank facilities available for Rs.50 lakhs for a region.
8	The Bidder should not have been black-listed/complaints by any Government / Quasi government agency during the past 3 years (even if the black-listing was subsequently withdrawn)	Self-Declaration Certificate should be submitted
9	The Bidder/videographers should not belong to any political party and should not be known sympathizers or supporters or close relatives of any of the contesting candidates or any of the leaders of any political party or should not have been hired by any political party or contesting candidates.	Self-declaration/Undertaking should be submitted.
10	The Bidder should have valid GST registration.	The bidder should enclose the Registration Certificate for Goods and Services Tax (GST) and also submit GST Annual Return Form (Form-9) for all the three financial

		years (2017-18, 2018-19 and 2019-20) and also submit GSTR-3b for the last 6 months. (From July 2020 to December 2020.)
11	The Bidder should have registered office in Tamil Nadu with adequate facilities of cameras, CCTVs and accessories and technical manpower.	A certificate of self-declaration about where the office is located.

Important Note

Bidders should ensure that they have submitted all the required proof documents as specified in the Tender documents without fail. Bids received without supporting documents to prove their eligibility are liable for rejection.

5. Bid Preparation and Submission

5.1 Cost of Bidding

The Bidders should bear all the costs associated with the preparation and submission of Bids. The Public (Elections) Department will in no way be responsible or liable for these charges/costs incurred regardless of the conduct or outcome of the bidding process.

5.2 Downloading of Tender Document

The Tender Documents may be downloaded in <http://www.tenders.tn.gov.in> and www.elections.tn.gov.in

5.3 Earnest Money Deposit (EMD)

- a) An EMD amount as specified in the Tender Schedule should be paid by way of Demand Draft or Banker's Cheque drawn in favour of "Chief Electoral Officer, Tamil Nadu" payable at Chennai. The Demand Draft or Banker's Cheque should be deposited physically at Public (Elections) Department along with the technical bid before the date and time of opening of the Tender. The EMD in the form of Bank Guarantee is not acceptable.
- b) The EMD of the unsuccessful Bidders will be returned at the expense of the Bidders within a reasonable time consistent with the rules and regulations in this behalf. The EMD amount held by Public (Elections) Department till it is refunded to the unsuccessful Bidders will not earn any interest thereof.
- c) The EMD amount of the Successful Bidder can be converted as part of the Security Deposit (SD) for successful execution of the work and will be returned only after the successful fulfilment of the Contract.
- d) The EMD amount will be forfeited to Public (Elections) Department, if the Bidder withdraws the bid during the period of its validity specified in the tender or if the successful Bidder fails to remit Security Deposit and / or fails to sign the Contract within the due dates.

5.4 Letter of Authorisation

A letter of Authorisation from the Board of Directors / appropriate authority authorising the Tender submitting authority or a Power of Attorney, should be submitted in the Technical bid, otherwise the Bids will be summarily rejected.

5.5 Two Part Bidding

Bidders should examine all instructions, Terms, Conditions and Technical specifications given in the Tender document. Failure to furnish information required by the Bid or submission of a Bid not substantially responsive in every respect will be at the Bidder's risk and may result in rejection of Bids. Bidders should strictly submit the Bid as specified in the Tender, failing which the bids will be non-responsive and will be rejected.

5.5.1 Technical Bid (Envelope-A)

- a) The Technical Bid format as given in the Tender shall be filled, signed and stamped on all pages. Errors if any, shall be attested by the Bidders. The Technical Bid shall not contain any indications of the Price; otherwise the Bid will be summarily rejected.
- b) The Technical Bids shall be typed, signed and stamped in all pages by the authorised signatory of the Bidder. Any alternations, deletions or overwriting shall be attested with full signature of the authorised signatory.
- c) The Technical Bid with supporting documents along with the relevant EMD should then be put in a separate cover and sealed appropriately. The Technical Bid cover should be super scribed as Technical Bid (Envelope-A) "Tender for Videographing of Critical Events and Election Expenditure Monitoring, etc., for General Elections to TNLA, 2021" – Tender No.4/330/2021 due on as per the tender schedule Chapter No.2 The "FROM Address" and "TO Address" should be clearly written in the cover otherwise the Bid is liable for rejection.
- d) The bidders should submit the details of make and model of the items offered against the tender requirement.

5.5.2 Price Bid Form (Envelope-B)

- a) All the Price items as asked in the Tender should be filled in the Price Bid Format as given in the Tender.
- b) The price quoted by the Bidder shall include cost and expenses on all counts and any other cost involved in the supply and delivery of services.
- c) The Price Bid Form should not contain any conditional offers or variation clauses; otherwise the Bids will be summarily rejected.
- d) The Prices quoted shall be in INDIAN RUPEES (INR) only. The tender is

- liable for rejection if the Price Bid contains conditional offers.
- e) The Price Bid shall be typed, signed and stamped by the authorised signatory in all pages. Any alterations, deletions or overwriting shall be attested with full signature of the authorised signatory.
 - f) The cost quoted by the Bidder shall be kept firm for a period specified in the Tender from the date of opening of the tender. The Bidder should keep the Price firm during the period of Contract including during the period of extension of time if any. Escalation of cost will not be permitted during the said periods or during any period while providing services whether extended or not for reasons other than increase of duties / taxes payable to the Governments in India within the stipulated delivery period. The Bidders should particularly take note of this factor before submitting the Bids.
 - g) The Price Bid shall be placed in a separate cover (Envelope-B) and sealed appropriately. The Price Bid cover shall be superscribed as “Tender for Videographing of Critical Events and Election Expenditure Monitoring, etc., to TNLA, 2021” – Tender No.4/330/2021 due on as per the tender schedule Chapter No.2. The “FROM” address and “TO” address shall be written without fail otherwise the Price Bid is liable for rejection.

5.5.3 Bid closing date and time

The Bids should be submitted not later than the date and time specified in the Tender Schedule or Corrigendum if published. Hence the Bidders should be cautious to submit the Bids well in advance to avoid disappointments.

5.6 Outer Cover

The Technical Bid cover including EMD cover (Envelope-A) and Price Bid cover (Envelope-B) shall then be put in a single outer cover and sealed appropriately by the use of sealant. The outer cover shall be super scribed as “Tender for Videographing of Critical Events and Election Expenditure Monitoring, etc., for General Elections to TNLA, 2021” – Tender No.4/ 2021/330 due on as per the tender schedule Chapter No.2.” The “FROM” address and “TO” address shall be written without fail otherwise the Bid is liable for rejection.

5.7 Mode of Submission of Bids

- a) The Bids should be submitted strictly as specified in the Tender document. The Bids should be dropped in the Tender box kept at Video Conference

Hall of Public (Elections) Department on or before the due date and time.
The Bids will not be received personally.

- b) If the Bidder prefers to submit the Bid by post, the Bidder should ensure that the Bid reaches Joint Chief Electoral Officer, Public (Elections) Department on or before the due date and time. Public (Elections) Department will not be liable or responsible for any postal delay or any other delay whatsoever.
- c) If any Bid is received after Due Date and Time or unsealed or disorderly submitted or received by Facsimiles (FAX), the Bid will be treated as non-responsive.

5.8 Modification and withdrawal of Bids

The Bids once submitted cannot be modified or amended or withdrawn. No documents would be supplemented after submission of Bids unless specifically asked by Public (Elections) Department.

6. Tender opening and Evaluation

6.1 Technical Bid Opening

The Technical Bid will be opened on the date and time as specified in the Tender schedule in the presence of those Bidders, who choose to be present against production of an authorisation letter from the Bidding authority. A maximum of two representatives for each Bidder would be allowed to attend the Tender opening.

6.2 Tender Validity

The offer submitted by the Bidders should be valid for a minimum period of 180 days from the date of opening of the Tender. However Public (Elections) Department reserves the right to extend or short close the Tender validity period, if situation warrants benefiting the Government.

6.3 Initial Scrutiny

Initial Bid scrutiny will be conducted and incomplete details as given below will be treated as non-responsive.

If Tenders are;

- not submitted in two parts as specified in the Tender
- received without the Letter of Authorisation
- received without EMD amount

All responsive Bids will be considered for further evaluation.

The decision of O/o the CEO will be final in this regard.

6.4 Clarifications by Public (Elections) Department

When deemed necessary, Public (Elections) Department may seek bonafide clarifications on any aspects from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid or price quoted. During the course of Technical Bid evaluation, Public (Elections) Department may seek additional information or historical documents for verification to facilitate decision making. In case the Bidder has failed to comply with the requirements of Public (Elections) Department as stated above, such Bids may at the discretion of Public (Elections) Department, shall be rejected as technically non-responsive.

6.5 Tender Evaluation

6.5.1 Suppression of facts and misleading information

- a) During the Bid evaluation, if any suppression or misrepresentation is brought to the notice, Public (Elections) Department shall have the right to reject the Bid and if after selection, will terminate the contract, as the case may be,

without any compensation to the Bidder and the EMD / SD, as the case may be, shall also be forfeited.

- b) Bidders should note that any figures in the proof of documents submitted by the Bidders for proving their eligibility is found suppressed or erased, Public (Elections) Department shall have the right to seek the correct facts and figures or reject such Bids.
- c) It is up to the Bidders to submit the full copies of the proof of documents to meet out the criteria. Otherwise, Public (Elections) Department at its discretion may or may not consider such documents.
- d) The Tender calls for full copies of documents to prove the Bidder's experience and capacity to undertake the project.
 - e) A bidder shall apply for one region only.

6.5.2 Technical Bid Evaluation

- a) A Technical Committee will examine the Technical Bids against the Eligibility Criteria and Evaluation Criteria given in the Tender document. The evaluation will be conducted based on the support documents submitted by the Bidders. The documents which do not meet the eligibility criteria in the first stage of scrutiny will be rejected in that stage itself and further evaluation will not be carried out for such bidders. The eligible Bidders alone will be considered for further evaluation.
- b) The sample if any submitted will be evaluated for the tender specification as given in the Scope of work to select the technically qualified bidders.
- c) For those Bidders who have already worked or working with Public (Elections) Department, their previous performance in Public (Elections) Department would be the mandatory criteria for selection. If any unsatisfactory performances of those Bidders are found, their Bids will be straight away rejected.

The Unsatisfactory performance is defined as

- 1) Non responsiveness after getting the Purchase order
- 2) Delay in supply, installation of the ordered items etc.
- 3) Lack of communication about the delay in the work etc

6.5.3 Price Bid Evaluation

- a) The technically qualified Bidders only will be called for Price Bid opening. The Price Bids will be opened in the presence of the technically qualified

- Bidders who choose to be present at Public (Elections) Department.
- b) The Price Bid evaluation will be conducted as stipulated in the Tamil Nadu Transparency in Tenders Act 1998 and Tamil Nadu Transparency in Tenders Rules 2000 with latest amendments. All the cost in the Price Bid will be added and evaluated.
 - c) The Price Bid Format should not be changed or altered or tampered. If the Bid form is found to be tampered, the Bids will be summarily rejected. The Public (Elections) Department will not be responsible for the errors committed by the Bidders.
 - d) The Price Bid Format should not contain any conditional offers or variation clauses otherwise the Bids will be summarily rejected.
 - e) The cost quoted by the Bidder shall include cost and expenses on all counts viz. cost of equipment, materials, tools/ techniques/ methodologies, manpower, supervision, administration, overheads, travel, lodging, boarding, in-station & outstation expenses, etc and any other cost involved in the delivery of service.
 - f) The cost quoted by the Bidder shall be kept firm for a period specified in the Tender document from the date of opening of the Tender. The Bidder should keep the Price firm during the period of Contract including during the period of extension of time if any. Escalation of cost will not be permitted during the said periods or during any period while providing services whether extended or not for reasons other than increase in duties / taxes payable to the Governments in India within the stipulated delivery period.
 - g) The lowest cost as per the above evaluation will be considered as L1 cost. The Public (Elections) Department will not be responsible for any errors committed in the Price Bid. The Public (Elections) Department will negotiate with the lowest cost offered Bidder (L1 Bidder) for further reduction of the price.
 - h) The bidder should quote for all the items mentioned in the tender Document. Partial bid is not allowed. Failure to, submit the offer or partial offer will be liable for rejection of the bid itself.
 - i) All the Bidders, who are selected after the Price Bid evaluation will be called as Successful Bidder.

6.6 Negotiations

Negotiations will be conducted with all the Successful Bidders for improvement in the Scope of Work, Specification, further reduction in price and advancement of delivery schedule.

6.7 Award of Contract

- 1) Total quantity will be awarded to the L1 Bidder as per the provisions of Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000 as amended from time to time and Terms and Conditions of the Tender.
- 2) No dispute can be raised by any Bidder who's Bid has been rejected and no claims will be entertained or paid on this account.

6.8 Public (Elections) Department reserves the right to:

- Negotiate with the Bidder whose offer is the lowest evaluated price for further reduction of prices.
- Modify, reduce or increase the quantity requirements to an extent of the tendered quantity as per the provisions of Tamil Nadu Transparency in Tenders Act 1998 and Tamil Nadu Transparency in Tenders Rules, 2000 as amended from time to time.
- The District Election Officer reserves the rights to increase / decrease the number of Teams depending upon the necessity arises.
- If any region is not covered/left out by the bidders after the evaluation of Commercial bids, the CEO reserves the right to allot the region(s) from the enlisted vendors for accomplish the task.
- If the vendor's work capacity is below par the level of expectancy, the CEO reserves the right to re-allot the work to any other agency on the request of the DEOs.
- The Public (Elections) Department reserves its right to withhold payment of amount for the deficiency/delay in the service.

7. Execution of Work

7.1 Acceptance of Tender and Withdrawals

The final acceptance of the tender is entirely vested with Public (Elections) Department who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever. The Tender Accepting Authority may also reject all the tenders for reasons such as change in Scope, Specification, lack of anticipated financial resources, court orders, calamities or any other unforeseen circumstances. After acceptance of the Tender by Public (Elections) Department, the Successful Bidder shall have no right to withdraw their tender or claim higher price.

7.2 Letter of Acceptance (LoA)

After acceptance of the Tender, a Letter of Acceptance (LoA) will be issued to the Successful Bidder by Public (Elections) Department.

7.3 Payment of Security Deposit (SD)

The successful Bidder will be required to remit a Security Deposit (SD) equivalent to **Five percent** of the value of the order, inclusive of EMD by way of Demand Draft in the name of Chief Electoral Officer, Tamil Nadu, payable at Chennai or in the form of unconditional irrevocable Bank Guarantee, valid for a period, equivalent to the Contract period from the date of acceptance of the tender on receipt of confirmation from Public (Elections) Department. The SD shall be paid to the Client within 7 days from the date of issue Letter of Acceptance (LOA) by Public (Elections) Department. The SD furnished by the Successful Bidder in respect of the tender will be returned to them after successful fulfilment of the work. The Security Deposit will be refunded to the Successful Bidder only after successful completion of the work Order. The Security Deposit held by Election Department till it is refunded to the Successful Bidder will not earn any interest thereof. The Security Deposit will be forfeited if the Successful Bidder withdraws the Bid during the period of Bid validity specified in the Tender or if the Bidder fails to sign the contract.

7.4 Execution of Contract

- a) The Successful Bidder should execute a Contract as per Appendix -1 with the client valid for a period of one year in the INR 20 non-judicial Stamp Paper bought in Tamil Nadu only in the name of the Bidder within 7 days from the date of Letter of Acceptance issued by Public (Elections) Department with such changes/modifications as may be indicated by the

client at the time of execution on receipt of confirmation.

- b) The Successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate for the execution of the contract or any part thereof without the prior written consent of Public (Elections) Department /Client. The Public (Elections) Department /Client reserves its right to cancel the work order either in part or full, if this condition is violated. If the Successful Bidder fails to execute the agreement, the SD of the Successful Bidder will be forfeited and their tender will be held as non-responsive.
- c) The expenses incidental to the execution of the agreement should be borne by the Successful Bidder.
- d) The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of Public (Elections) Department /Client and Public (Elections) Department /Client also have the right to recover any consequential losses from the Successful Bidder.

7.5 Release of Work Order

After execution of the Contract and payment of Security Deposit, "Firm Work Order" for the Provisioning of Tendered items will be issued to the Successful Bidder by Election Department. The supply and payment will be based on the Work Order(s) issued.

7.6 Refund of EMD

The EMD amount paid by the Successful Bidder will be adjusted towards Security Deposit payable by them. If the Successful Bidder submits Security Deposit for the stipulated value in full by way of Bank Guarantee, the EMD will be refunded. The EMD amount of the Unsuccessful Bidder will be refunded after finalisation and issue of Firm Work Order to the Successful Bidder.

7.7 Release of SD

The Security Deposit will be refunded to the Successful Bidder on completion of the contract period up to the satisfaction of Client. Such completion would be arrived based on the satisfactory delivery of services by the Successful Bidder as per the contract agreement and as per the Work Order issued by the Client.

7.8 Forfeiture of EMD and SD

- a) If the Successful Bidder fails to act according to the tender conditions or backs out, after the tender has been accepted, the EMD will be forfeited to Public (Elections) Department.
- b) If the Successful Bidder fails to remit the SD, the EMD remitted by him will be forfeited to Public (Elections) Department and the tender will be held void.
- c) If the Successful Bidder fails to act upon to the tender conditions or backs out from the contract, the SD mentioned above will also be forfeited by Public (Elections) Department.

7.9 Termination of Contract**7.9.1 Termination for default**

- a) The Public (Elections) Department may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 7 days, sent to the Service Provider, terminate the contract in whole or part, (i) if the Successful Bidder fails to deliver any or all of the goods/services within the time period(s) specified in the Contract, or fails to supply the items as per the Delivery Schedule or within any extension thereof granted by Public (Elections) Department; or (ii) if the Successful Bidder fails to perform any of the obligation(s) under the contract; or (iii) if the Successful Bidder , in the judgement of Public (Elections) Department, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.
- b) In the event of Public (Elections) Department terminating the Contract in whole or in part, Public (Elections) Department may procure, upon terms and in such manner as it deems appropriate, the goods and services similar to those and delivered and the Successful Bidder shall be liable to Public (Elections) Department for any additional costs for such similar goods. However, the Successful Bidder shall continue the performance of the contract to the extent not terminated.

7.9.2 Termination for Insolvency

The Public (Elections) Department may at any time terminate the Contract by giving written notice with a notice period of 7 days to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Public (Elections) Department.

7.9.3 Termination for Convenience

The Public (Elections) Department may by written notice, with a notice period of 7 days sent to the Successful Bidder, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for Public (Elections) Department's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective. On termination, the Successful Bidder is not entitled to any compensation whatsoever.res

7.10 Execution of Work Order

The Successful Bidder should nominate and intimate Public (Elections) Department for Single Point of Contact (SPOC) in all the O/o DEOs, who should be responsible for effective delivery of work complying with all the terms and conditions. The Successful Bidder should nominate AC wise Co-ordinator and intimate in all the O/o ROs / Principal AROs, who should be responsible for effective delivery of work complying with all the terms and conditions in the O/o ROs/Principal AROs. He should escalate the issues in the AC level to the SPOC and the SPOC should give instructions as received from the DEOs. The Successful Bidder should ensure that the SPOC of each district is fully familiarised with the Tender Conditions, Scope of Work and deliverables.

7.11 Other Conditions

- a) The final decision would be based on the technical capacity and pricing of the Bidder. The Public (Elections) Department does not bind itself in selecting the bidder offering lowest prices.
- o The Public (Elections) Department reserves the right not to accept lowest price, to reject any or all the tenders without assigning any reasons, to relax or waive any of the conditions stipulated in the terms and conditions of tender as deemed necessary in the best interests of Public (Elections) Department for good and sufficient reasons.

7.12 Arbitration and Jurisdiction

- a) Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, at any time in connection with construction, meaning, operation, effect, interpretation or out of the contract or breach thereof, the same shall be decided by Sole Arbitrator to be appointed by the Chief Electoral Officer, Public (Elections) Department. If the Arbitrator so appointed dies, resigns, incapacitated or withdraws for any reason from the proceedings, another Arbitrator shall be appointed by the Chief Electoral Officer, Public (Elections) Department. The Arbitrator so appointed shall proceed with the reference from the stage, where his predecessor had left if both parties consent for the same; otherwise, he shall proceed de novo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.

It is also a term of the contract that neither party to the contract shall be entitled to seek interest and the arbitrator should not grant interest.

The Arbitral Tribunal shall give reasoned award and the same shall be final, conclusive and binding on the parties.

- (b) Subject to the above, the Courts at Chennai alone only shall have jurisdiction in the matter.

8. Scope of Work

The Chief Electoral Officer, Tamil Nadu intends to appoint an agency (hereinafter referred as Bidder) to depute videographers (persons with a standard camera) in the 234 Assembly constituencies in 37 Districts, along with the following teams;

- a) Election Expenditure Monitoring Teams like the Flying Squad Team (FST) 24 hours / Static Surveillance Team (SST) 24 hours, Video Surveillance Team (VST) 12 hours, etc. and for Videographing of Critical Events, Election Campaign, Election Expenditure Monitoring.
- b) Returning Officers for recording of the implementation of Model Code of Conduct and nomination.
- c) All the District Election Officers for recording of randomization process of polling personnel and EVM,
- d) CCTV / Webcam recording in front of strong room.
- e) Observers deputed by the Election Commission of India, during the General Election to TNLA, 2021. Viz.,
 - i) RO office including nomination
 - ii) General Observer
 - iii) Police Observer
 - iv) Expenditure Observers
 - v) Assistant Expenditure Observers

Sl. No.	Task	Scope of work
1.	<p>Flying squad - 3 teams (to work round the clock with 3 persons on shift basis, for 24 hours, with one camera) per Assembly Constituency.</p> <p>The team numbers are not exhaustive and may vary.</p>	<p>The agency should depute videographers (3 persons with standard recording camera) and report to the team head.</p> <p>The agency/Bidder/videographer shall get a daily attendance certificate in the format prescribed and submit it to the concerned District Election Offices of the state of Tamil Nadu.</p> <p>The successful bidders have to upload all the events taken by the videographer in the cloud server on the day itself. The uploaded videos shall be</p>

		viewable by the ROs/DEOs/Observers etc.
2.	<p>Static Surveillance Team – 3 teams (to work round the clock with 3 persons on shift basis, for 24 hours, with one camera) per Assembly Constituency.</p> <p>The team numbers are not exhaustive and may vary.</p>	<p>The agency should depute videographers (3 persons with standard recording camera) and report to the team head.</p> <p>The agency/Bidder/videographer shall get a daily attendance certificate in the format prescribed and submit it to the concerned District Election Offices of the state of Tamil Nadu.</p> <p>The successful bidders have to upload all the events taken by the videographer in the cloud server on the day itself. The uploaded videos shall be viewable by the ROs/DEOs/Observers etc.</p>
3.	<p>Video Surveillance Team - 1 number (to work 12 hour basis with one person, with one camera) per Assembly Constituency.</p> <p>Depending upon the necessity of the DEOs concerned.</p> <p>The team numbers are not exhaustive and may vary.</p>	<p>The agency should depute videographers (One person with standard recording camera for 12 hour basis) and report to the team head.</p> <p>The agency/Bidder/videographer shall get a daily attendance certificate in the format prescribed and submit it to the concerned District Election Offices of the state of Tamil Nadu.</p>
4.	Returning Officers for recording of the implementation of Model Code of Conduct and nomination of candidates.	<p>The agency should depute videographers (One person with standard recording camera for 12 hour basis) and report to the team head.</p> <p>The agency/Bidder/videographer shall get a daily attendance certificate in the format prescribed and submit it to the</p>

		concerned District Election Offices of the state of Tamil Nadu.
5.	All the District Election Officers for recording of randomization process of polling personnel and EVM.	The agency should depute videographers (One person with standard recording camera for 12 hour basis) and report to the team head. The agency/Bidder/videographer shall get a daily attendance certificate in the format prescribed and submit it to the concerned District Election Offices of the state of Tamil Nadu.
6.	Observers deputed by the Election Commission of India, during the General Election to TNLA, 2021. Viz., i)General Observer ii)Police Observer iii)Expenditure Observers iv)Assistant Expenditure Observers	The agency should depute videographers (One person with standard recording camera for 12 hour basis) and report to the concerned Observers. The agency/Bidder/videographer shall get a daily attendance certificate in the format prescribed and submit it to the concerned District Election Offices of the state of Tamil Nadu.
7.	Necessary arrangement for videography of the proceedings at the address of absentee voters of senior citizen category (AVSC), absentee voters belonging to PwD category and absentee voters belonging to COVID 19 category. For this purpose a videographer should accompany the poll officers. The secrecy of voting is not to be violated while doing the videography. <i>(ECI letter No.52/2021/SDR/VOL.I, dated 02.02.2021)</i>	
8.	CCTV / Webcam recording in front of strong room. (On Day basis – Rental) (It involves all the components viz., CCTV Cameras, LAN, 24 Port Switch, NVR/DVR, Hard Disk,	After the conclusion of Polling activities, the counting centres have to be inspected by the concerned DEO, RO and Superintendent of Police. The CCTVs should be fixed in front of the strong room and as instructed by the

	UPS with power back up and Computer etc.)	concerned DEO, RO and Superintendent of Police. The fixing of CCTV should be completed in the earmarked locations before two or three days of the completion of the Polling process and the removal of CCTVs should be completed after one or two days as ordered by the DEOs.
9.	Install 40" TV in the O/o the ROs/Principal AROs/DEOs	For strict monitoring of MCMC for recording of News channels for 24x7 in the O/o the DEOs/ ROs/Principal AROs. The recordings of the news channels to be handed over to the ROs/Principal AROs/DEOs in the Hard Disk on daily basis.
10	Install 40" TV in the Counting centre control room.	After the polling are over all the election related materials including the EVMs/VVPATs should be hand over by the Zonal parties at the reception of the counting centre. After stored the election materials in the strong CCTV arrangements will be made as per the instructions of the DEOs/ROs/ Principal AROs. For monitoring the CCTV recordings 24x7 manpower should be deployed by the vendor in three shifts. At any cost there should be no interruption of power break or repair of TV for the recordings. After the recordings the videos should be copied and handed over to the ROs/DEOs in a Hard Disk.
<p>** The vendors should furnish the CDs containing such critical events videographed, which will serve as relevant pieces of evidence within</p>		

two hours to the ROs//DEOs and Observers on receiving such request.

**** The vendors should furnish the additional requirements of videographers/ equipments of within one hour whenever desired by the AROs/ ROs/DEOs.**

A facility of uploading the videos with uniform file naming into a cloud server from the O/o the ROs/DEOs has to be offered to all the vendors by the Public (Elections) Department through M/s ELCOT(Separate VM will be provided for each DEOs). This will enable the concerned ROs/ Observers/ Assistant Expenditure Observers/ Police Observers/ DEOs to view the events from the cloud server instantly. **The uploading of the videos in the cloud server shall be under the direct supervision of the ROs/DEOs concerned as per the ECI instructions.**

The bidders should upload the videos taken by the videographers for the FSTs, SSTs and VSTs. All other events (Filing of nominations, Deputed for DEOs/ROs/AROs etc.,) need not be uploaded in the cloud server.

As per the ECIs letter No.464/INST/2019, Dated 05.04.2019 there will be no webcasting of the process of counting of votes. Hence the vendor should video graph the counting process in the off line mode only.

The vendor should take video graph while the election materials distributed to the Zonal Parties and while the Zonal parties return the same at the reception centre in the counting locations.

The Postal Ballots to the Polling Duty personnel should be handed over to the ROs by the Postal Ballot Nodal officer to the RO. In turn the ROs should distribute to the Polling duty personnel. Both the activities should be video graphed by the vendor.

All the vendors should abide by the instructions of the DEOs.

The successful bidder should appoint a co-ordinator in the O/o the DEOs and in the O/o the ROs.

Footage videos captured by the FSTs/SSTs/VSTs etc. should be handed over to the ROs/AROs/DEOs etc. daily in the CDs.

All the captured videos of the FSTs/SSTs/VSTs etc. should be copied in Hard Disk and handed over to the ROs/AROs/DEOs for the entire period of conduct of elections.

For copying the videos from the SD cards to Hard Disks and CDs/DVDs etc. the bidder shall engage the services of the Election Data Operator (EDO) /Assistant Programmers engaged in the O/o the ROs posted vide G.O. (D) No.43, Public (Elections-II) Department, dated:02.02.2021.

Besides the specified events above, if the ROs/DEOs assign any other event for videography it should be videographed by the vendor.

f) The instructions as issued from the ECI regarding the Videography of critical events may from time to time. Some of the important ECI instructions is given below briefly for the adherence of the bidders. The below mentioned instructions are not exhaustive. The bidders are requested to acquaint their selves of all the instructions issued by the ECI related to this Tender from time to time. The instructions are as follows:

All critical events relating to the conduct of elections, by the election authorities as well as the election campaign conducted by candidates and their political parties should be videographed.

Instructions have also been issued that the Observers of the Commission shall also get the events videographed, which they consider as having important bearing on the conduct of elections.

In particular, the Commission has instructed that the Observers and other officers concerned with the conduct of elections should keep a watch on code of conduct including election expenses of the candidates and political parties and have the public meetings, speeches and processions of important leaders videographed, so as to serve as evidence in any examination by the Commission.

Following items should be considered for special watch and videography:–

- Meeting addressed/attended by Ministers, top National /State level leaders of recognized parties.
- Riots or riotous situations or commotions brick batting, free-for-all etc.
- Violent incidents, damaging of property, looting, arson, brandishing of arms etc.
- Booth capturing
- Intimation of voters
- Inducement / bribing of voters by distribution of items like saree, dhoti, blankets etc.

- Canvassing within 100 metres of polling station.
- Vulgar display of expenditure like huge cut outs etc.
- Movement and activities of candidates with doubtful/ criminal records
- Hypersensitive & sensitive polling stations
- Important events such as nomination, scrutiny and withdrawal of candidatures
- Preparation of EVMs by ROs
- Closure of strong room after deposit of EVMs therein
- Opening of strong rooms before taking out the EVMs for counting
- Counting process.

Each and every video cassette produced in compliance with the orders of the Commission shall form a part of the record of the concerned election and stored as such with due precautions for its safety until it is weeded out with the prior written approval of the Commission and the manner prescribed, as in the case of other records of the election.

All such video cassettes will be in the custody of the DEO as in the case of all other election related records.

Each videotape shall be indexed with a uniform code number in the following standard formulation: State/District/AC/Date of recording/ Gist of event videographed.

(ECI letter No. 447/2007-PLN-IV, Dated: 17.01.2007)

The CDs of such critical events videographed will serve as relevant pieces of evidence, if any, if the rival candidates or political parties wish to raise the question of any irregularity in the course of an election campaign before an appropriate authority. The Commission desires that at the time of elections, adequate publicity may be given through all media of mass communication that the CDs of all critical events recorded by the election authorities would be available to anyone who intends to obtain a copy of the same, on payment of

Rs.100/- (per CD) and the actual cost of copying as may be locally applicable. All such CDs should be very carefully preserved with appropriate labelling for easy retrieval, whenever needed by the Commission or other election authorities, or for sale to the interested persons. According to the Commission's instructions, a certified print of the CD shall be given to any person who is having tangible interest in the CD and explicitly expresses his willingness for this by applying for the same.

(ECI letter No. 4/2008/SDR, Dated : 29.01.2009)

Video Surveillance Team (VST): (12 hour basis in 2 Shifts)

One or more Video Surveillance Teams shall be deployed for each Assembly Constituency/Segment consisting of minimum one official and one videographer for videography the public meetings. If necessary, more number of teams may be deployed on the recommendation of Expenditure Observer. The Assistant Expenditure Observer shall personally supervise videography of sensitive events and big public rallies in the constituency. If more than one public rally is organized on the same day, more than one video teams shall be deployed to record the procession and the rally.

Flying Squad (FS): (24 hour (on day) basis in 3 Shifts)

There shall be three or more dedicated Flying Squads under each Assembly Constituency/Segment for tracking illegal cash transactions or any distribution of liquor or any other items suspected of being used or bribing the voters.

Static Surveillance Team (SST): (24 hour (on day) basis in 3 Shifts)

There shall be three or more Surveillance Teams under each Assembly Constituency with one Magistrate and three or four police personnel in each team. This team shall put up check posts and keep watch on movement of large quantities of cash, illegal liquor, any suspicious item or arms being carried

in their area.

(ECI letter No. 76/Instructions/EEPS/2015/Vol-II, Dated : 29.05.2015)

Apart from the above instructions, the instructions/directions as received from the ECI will be informed to the ROs/AROs/DEOs and to the vendors.

g) Regions - The videographing of Critical Events and Election Expenditure Monitoring, etc., will be taken up during General Elections to TNLA, 2021. For administrative convenience and technical feasibility, the State has been divided into regions. The Regions and the districts in each Regions are listed below:-

Sl. No	Region	Name of the DEO
1.	Chennai	Chennai
2.	Tiruvallur	Tiruvallur
		Ranipet
3.	Kancheepuram	Kanchipuram
		Chengalpattu
		Vellore
4	Villuppuram	Villuppuram
		Kallakurichi
		Tiruvannamalai
5.	Salem	Salem
		Namakkal
6.	Cuddalore	Cuddalore
7.	Ngappattinam	Nagapattinam
		Ariyalur
		Perambalur
8.	Thanjavur	Thanjavur
		Thiruvarur
9.	Tiruchirappalli	Tiruchirappalli
		Karur
10.	Pudukkottai	Pudukkottai
		Sivaganga
		Erode

11.	Erode	Tiruppur
12.	Dharmapuri	Dharmapuri
		Krishnagiri
		Thiruppathur
13.	Coimbatore	Coimbatore
		The Nilgiris
14.	Madurai	Madurai
		Dindigul
		Theni
15.	Virudhunagar	Virudhunagar
		Tenkasi
16.	Thoothukudi	Thoothukudi
		Ramanathapuram
17.	Tirunelveli	Tirunelveli
		Kanniyakumari

The decision of the CEO in matters related to this tender will be final and will not be liable to be questioned on any ground.

9. Release of Payment

The following are the conditions precedent for release of any payment by the Client:

- i) Signing of Contract.
- ii) Signing of Non-Disclosure Agreement (specify format) by all the persons involved in the assignment
- iii) Submission of an irrevocable Bank Guarantee of the Contract amount in the format (specify format) specified to the Client.

The payment will be made as per the following procedures:

The teams (viz., FST, VST and SST etc.) should be formed by the District Election Officers through a Proceedings by the ROs/PRINCIPAL AROs/DEOs. Based on the proceedings, a working sheet should be prepared by the DRO (Elections)/ Personal Assistant to Collector (Elections)/ Tahsildhar (Elections) in this regard. The working sheet should compulsorily countersigned by the District Election Officers. Based on the recommendation of the DEOs the O/o the CEO release the payment to the vendors by ECS.

No advance Payment will be made.

10. Service Level Agreement

The vendor should provide the videographers along with the standard camera as and when required by the AERO/RO/DEO immediately. If the services of the videographer and the standard camera is not available at the time of requirement the penalty will be levied at 5% for the first one hour, 10% for the next one hour and so on. The recommendation of the DEOs on the delayed in service/deficiency of service will be accepted strictly by the O/o the CEO.

Final bills will be settled after adjusting the penalties levied to the vendor, as recommended by the DEOs.

Appendix-1 Model Form of Contract

(To be executed on a Rs. 20/- Non-Judicial Stamp Paper bought in Tamil Nadu by the Successful Bidder for the Tender for Videographing of Critical Events and Election Expenditure Monitoring, etc., for General Elections to TNLA, 2021) (NO FIGURES IN NUMERALS OR WORDS SHALL BE FILLED UP IN THIS SAMPLE FORM AT THE TIME OF SUBMISSION OF TENDER).

This Contract entered into this _____ day of _____ 20XX at Chennai between The Chief Electoral Officer, Public (Elections) Department, Secretariat, Chennai-600 009, being the service recipient hereinafter referred to as the Department, (Which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the First part and M/s. _____ hereinafter referred to as the 'Successful Bidder' (Which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the Second part.

Whereas The Electronics Corporation of Tamil Nadu Ltd invited a tender vide Tender Ref.4/330/2021 for Videographing of Critical Events and Election Expenditure Monitoring, etc., for General Elections to TNLA, 2021 and real time transmission of the same, the Successful Bidder herein has been selected in the Tender for execution of the work as detailed in the Tender Documents.

Whereas the Election Department and the Successful Bidder, in pursuance thereof have arrived at the following terms and conditions:

- 1) This Contract shall remain in force during the Contract period of 6 months from the date of signing. The Department may terminate this contract at the risk and cost of the Successful Bidder, where Successful Bidder is in material breach of the terms and conditions of this contract and fails to remedy that breach on 5 days of written notice from the Department. Termination of this contract by the Department will not relieve the Successful Bidder of his liability as agreed.
- 2) The Successful Bidder agrees to complete the deliverables specified in the Tender within the stipulated period prescribed by the Department at the cost agreed upon between the Successful Bidder and the Department. This cost is firm and not subject to enhancement.

3) The Successful Bidder agrees to deliver the services as specified in the Tender within the stipulated period prescribed at the cost given in Appendix - 8. This cost is firm and not subject to enhancement.

4) The Contract or any part share of interest in it shall not be transferred or assigned by the Successful Bidder directly or indirectly to any person or persons whomsoever without the prior written consent of Elections Department.

5) Force Majeure: Neither Election Department nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as:

- Natural phenomena including but not limited to earthquakes, floods and epidemics.
- Acts of any Government authority domestic or foreign including but not limited to war declared or undeclared, priorities and quarantine restrictions.
- Accidents or disruptions including, but not limited to fire, explosions, breakdown of essential machinery or equipment, power and water shortages.
- Non holding of Polls in selected booths and decision of Election
- Commission of India not to have live recording.

5) The Tender documents in relation to this Tender issued for Videographing of Critical Events and Election Expenditure Monitoring, etc., for General Elections to TNLA, 2021 shall be deemed to form and be read and construed as part of this Agreement. The Tender enclosures, the offer submitted by the Successful Bidder, the negotiated and finalised Terms and Conditions and the Work Order respectively will form part of this contract. Wherever the offer conditions furnished by the Successful Bidder are at variance with conditions of this contract or conditions stipulated in the Tender document, the final negotiated offer conditions shall prevail over the tender conditions furnished by the Successful Bidder.

6) Payment Terms:

6.1 The following are the conditions precedent for release of any payment by the Client:

- a. Signing of the Contract
- b. Signing of the Non Disclosure Agreement (Appendix-5) by all the persons involved in the assignment

- c. Submission of an irrevocable Bank Guarantee of the security deposit amounting the format (Appendix-2) specified to the Client.
- d. The teams (viz., FST, VST and SST etc.) should be formed by the District Election Officers through a Proceedings by the DEO. Based on the proceedings, a working sheet should be prepared by the DRO (Elections)/ Personal Assistant to Collector (Elections)/ Tahsildhar (Elections) in this regard. The working sheet should compulsorily countersigned by the District Election Officers. After the receipt of the proposal, the Public (Elections-II) Department will release the payment to the District Election Officers concerned, after scrutiny of the records. The District Election Officers in turn release the payment to the vendors by ECS.

6.2 No advance Payment will be made.

6.3 Payment will be released based on the quantity used at the site and the same to be attested by the end user.

6.4 The vendor should provide the videographers along with the standard camera as and when required by the AERO/RO/DEO immediately. If the services of the videographer and the standard camera is not available at the time of requirement the penalty will be levied at 5% for the first one hour, 10% for the next one hour and so on. Final bills will be settled after adjusting the penalties levied to the vendor. The recommendation of the DEOs on the delayed in service/deficiency of service will be accepted strictly by the O/o the CEO. Final bills will be settled after adjusting the penalties levied to the vendor, as recommended by the DEOs.

6.5 All taxes and other levies imposed by Governments in India will be paid at actuals as applicable.

6.6 Successful Bidder shall have exclusive liability for remittance of Taxes to State and Central Governments as per the Statutes/Act ruling now or hereinafter enforced.

7. Termination of Contract

7.1 Termination for default

- a) Election Department may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of seven days, sent to the Successful Bidder, terminate the contract in whole or part,
 - (i) if the Successful Bidder fails to deliver any or all of the goods within the time period(s) specified in the Contract, or fails to supply the items as per the Delivery

- Schedule or within any extension thereof granted by Election Department (or)
- (ii) if the Successful Bidder fails to perform any of the obligation(s) under the contract(or)
 - (iii) if the Successful Bidder, in the judgement of Election Department, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.
- b) In the event of terminating the Contract in whole or in part, Election Department may procure, upon terms and in such manner as it deems appropriate, the goods and services similar to those and delivered and the Successful Bidder shall be liable to the Election Department for any additional costs for such similar goods. However, the Successful Bidder shall continue the performance of the contract to the extent not terminated.

7.2 Termination for Insolvency

Election Department may at any time terminate the Contract by giving written notice with a notice period of 7 days to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to Election Department.

7.3 Termination for Convenience

Election Department may by written notice, with a notice period of 7 days sent to the Successful Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify, that termination is for Public (Elections) Department's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective. On termination, the Successful Bidder is not entitled to any compensations whatsoever.

- 8. Any notice to the Successful Bidder shall be deemed to be sufficiently Served, if given or left in writing at their usual or last known place of abode or business.
- 9. The Public (Elections) Department reserves the right to cancel the order(s) and to terminate the contract in the event of short performance or non- performance of the Successful Bidder.

10. Arbitration Clause:-

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, at any time in connection with construction, meaning, operation, effect, interpretation or out of the contract or breach thereof, the same shall be decided by Sole Arbitrator to be appointed by the Chief Electoral Officer, Public (Elections) Department.

If the Arbitrator so appointed dies, resigns, incapacitated or withdraws for any reason from the proceedings, another Arbitrator shall be appointed by the Chief Electoral Officer, Public (Elections) Department. The Arbitrator so appointed shall proceed with the reference from the stage, where his predecessor had left if both parties consent for the same; otherwise, he shall proceed de novo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.

It is also a term of the contract that neither party to the contract shall be entitled to seek interest and the arbitrator should not grant interest.

The Arbitral Tribunal shall give reasoned award and the same shall be final, conclusive and binding on the parties.

11. Subject to the above, the Courts at Chennai alone shall have jurisdiction in the matter.

In Witness whereof the parties hereto have signed on the day, month and year above written in the presence of

**For and on behalf of
Successful Bidder**

**For and on behalf of
Public (Elections)
Department**

1) Witness

2) Witness

**Appendix-2
Bank Guarantee Format**

(To be executed in Rs.100/- Stamp Paper)

To

The Chief Electoral Officer
Public (Elections) Department
1st Floor, Main Building, Secretariat,
Chennai-600009.

Bank Guarantee No:
Amount of Guarantee:
Guarantee covers from:
Last date for lodgement of claim:

This Deed of Guarantee executed by (Bankers Name & Address) having our Head Office at(address) (hereinafter referred to as “the Bank”) in favour of The Chief Electoral Officer, Tamil Nadu (hereinafter referred to as “the Beneficiary”) for an amount not exceeding Rs._____/ - (Rupees _____ Only) as per the request of M/s. _____ having its office address at _____ (hereinafter referred to as “ Service Provider”) against Letter of Acceptance reference _____ dated __/__/____ of The Chief Electoral Officer, Tamil Nadu. This guarantee is issued subject to the condition that the liability of the Bank under this guarantee is limited to a maximum Rs._____/ - (Rupees _____ Only) and the guarantee shall remain in full force up to ___ months from the date of Bank Guarantee and cannot be invoked otherwise by a written demand or claim by the beneficiary under the Guarantee served on the Bank before ___ months from the date of Bank Guarantee.

AND WHEREAS it has been stipulated by you in the said ORDER that the Successful Bidder shall furnish you with a Bank Guarantee by a Scheduled/ Nationalised Bank for the sum specified therein as security for compliance with the Successful Bidder performance obligations for a period in accordance with the contract.

AND WHEREAS we have agreed to give the Successful Bidder a Guarantee.

THEREFORE, we (Bankers address)....., hereby affirm that we are Guarantors and responsible to you on behalf of the Successful Bidder up to a total of Rs._____/ - (Rupees _____ Only) and we undertake to pay you, upon your first written demand declaring the Successful Bidder to be in default under the contract and without any demur, cavil or argument, any sum or sums within the limit of Rs._____/ - (Rupees _____ Only) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein. We will pay the guaranteed

amount notwithstanding any objection or dispute whatsoever raised by the Service Provider.

This Guarantee is valid until ___ months from the date of Bank Guarantee.

Notwithstanding, anything contained herein. Our liability under this guarantee shall not exceed Rs._____/ - (Rupees _____ Only). This Bank Guarantee shall be valid up to ___ months from the date of Bank Guarantee and we are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____.

In witness whereof the Bank, through its authorised Officer, has set its, hand and stamp on this at _____.

Witness:

(Signature)

(Name in Block Letters)

Appendix-3 Format for Clarifications / Amendments

**FORMAT FOR
QUERIES ON TENDER CONDITIONS AND TECHNICAL SPECIFICATIONS**

FOR TECHNICAL SPECIFICATIONS:

<i>Sl. No.</i>	<i>Page No.</i>	<i>Product Code</i>	<i>Item Name</i>	<i>Existing Specificati on as per Tender Document</i>	<i>Technical Parameter as per Tender Document</i>	<i>Amendment requested</i>	<i>Reasons for requesti ng the amendm ent</i>

FOR COMMERCIAL CONDITIONS:

<i>Sl. No.</i>	<i>Page No.</i>	<i>Clause No.</i>	<i>Title of the Clause</i>	<i>Description of the Clauses as per Tender Document</i>	<i>Amendment requested</i>	<i>Reasons for requesting the amendment</i>



Appendix 4 Non-Disclosure Agreement

To

The Chief Electoral Officer,
Public (Elections) Department,
Secretariat,
Chennai-600 009

Sir,

Sub: Non –Disclosure agreement.

Format will be provided by Public (Elections) Department later when required

Due to security reasons, the Consultant is required not to disclose that they are Bidding for this assignment, or in any way disclose that they are performing this assignment to any third party without the consent of the Nodal Officer or the Contracting Authority. Each of the Consultant Personnel will also be required to sign a Non-Disclosure Agreement with the Client and there may be civil and criminal penalties in case of breach of the agreement.

Appendix-5 Technical Bid
(Attach additional sheet if required)

Tender Notice No: 4/2021/330, Date: 14/02/2021

1. Details of the Bidder

1.	Name of the Organization.	
2.	Nature of the Organization Govt / Public / Private / Partnership / Proprietorship / LLP	
3.	Office address	
	Contact person with Phone / Mobile no.	
	Agency PAN No.	
	GST Registration No.	
	Phone No.	
	E-Mail address	

Signature of the Bidder with seal

4.	Banker's Name and Address	
	a)	b)
5.	Functioning of the company for the last three years - Enclose any of the documents mentioned below	
	a) Audit Report	
	b) Partnership Agreement	
	c) Certificate of incorporation	
6.	Give details of the turnover in previous three consecutive years - Enclose Audited Balance sheet or Auditor's certificate.	
	a) 2017-2018	
	b) 2018-2019	
	c) 2019-2020	
7.	Financial creditworthiness	
	a) Creditworthiness certificate from	

	Bank / Financial Institutions	
	b) Bank credit facilities	
8.	IT Clearance Certificate.	
9.	GST Clearance Certificate	

Signature of the Bidder with seal

Experience of the bidder

[The bidder may furnish the details of election related projects / activities undertaken in the last 3 years and proof thereof) (Please attach additional sheet(s) wherever necessary]

Sl. No.	Description	
1.	Year of Commencement and duration	
2	Copies of the Audited balance sheet for the last 3 financial years.	
3	Certificate from the Chartered Accountant for the positive net worth in the any two financial years of 2017-18, 2018-19 & 2019- 20	
4	Copies of the proceedings/work order for previous experience in uploading the videos in a cloud environment.	
5	Copy of work experience for taking videography in Elections/First Level Checking (FLC) and CCTV arrangements as per as per Election Commission of India at the work order value of Rs.15 lakhs issued by	

	the DEOs during the last three years.	
6	Details of the equipments possessed for the work and the well trained manpower list along with their mobile numbers should be furnished. (alongwith @ 5 nos of trained manpower per AC pertaining to the region)	
7	Details of lease/rent agreement along with Electricity Bill	
8	Copy of the IT Returns for the last three financial years (2017-18, 2018-19 and 2019-20).	
10	The letter of credit worthiness certificate from the scheduled commercial Bank and Bank facilities available for Rs.50 lakhs per region.	
11	Self-Declaration Certificate for the Bidder should not have been black-listed/complaints by any Government / Quasi government agency during the past 3 years (even if the black-listing was subsequently withdrawn)	
12	Self-declaration/Undertaking for the Bidder/ videographers should not belongs to any political party and should not be known sympathizers or supporters or close relatives of any of the contesting candidates or any of the leaders of any political party or should not have been hired by any political party or contesting candidates.	
13.	Details of GST registration	
14	Details of GST annual return for 2017-18, 2018-19 and 2019-20.	
15.	Details of GSTR 3-B filed during July, 2020 to Dec.2020.	

16.	Self-declaration certificate about where the office is located.	
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Signature of the Bidder

Infrastructure (Equipments) available (nos. & configuration / specifications)

1.	Video Cameras	
2.	CCTV	
3.	40" TV	
4.	Minimum Equipments that will be committed to the project (covered by this tender)	

6. Corporate Profile

Certificate of incorporation:

Place and address of Registered office	Telephone number, Mobile number and E-Mail	Contact Person / designation (Chairman, MD etc.)

Printed Annual audited Financial Statement for the last three years should be enclosed (as given in Format)

Financial Year	2017-18 (audited figures)	2018-19 (audited figures)	2019-20 (audited figures)
Turnover (Rs. in lakhs)			

Note: These figures should be supported by printed Annual Financial Statements, as presented to the shareholders / AGM.

7. Regions proposed:

Sl. No.	Name of the Region	Districts comprised in Region
1.		

Signature of the Bidder

EMD payment particulars

Number of Demand Drafts enclosed:

Sl.No	DD No.	Date	Name of the Bank	Amount (Rs.)
1.				
	Total Amount			

Note: The tenders without required EMD in the Technical Bid are liable for rejection.

Signature of the Bidder

Declaration

I / We agree with the Scope of work, Special Terms and Conditions, General Terms and Conditions and Payment clause enclosed with the tender and shall abide by the clauses.

I / We declare that the information furnished in the tender is true to the best of my / our knowledge. If any false / fictitious information is found I / We agree to the rejection of the bidder.

I / We agree that the offer shall remain open for acceptance for a minimum period of 180 days from the date of opening of the tender and thereafter until it is withdrawn by us by notice in writing duly addressed to the authority of opening the tender and sent by registered post with acknowledgement due or otherwise delivered at the office of the authority. The amount of Earnest Money Deposit shall not bear any interest and shall be liable to be forfeited by the Public (Elections-II) Department, Chennai should I/We fail to abide by the stipulations to keep the offer open for a period mentioned above or fail to sign and complete the contract document as required by the Public (Elections-II) Department, Chennai and furnish the Security Deposit as specified in the terms and conditions of the contract. The amount of Earnest Money Deposit may be adjusted towards Security Deposit or refunded to me / us unless the same or any part thereof has been forfeited as aforesaid.

I / We declare that the commercial bid has been submitted without any conditions and strictly as per the conditions of the tender document and I / We am / are aware that the commercial bid is liable to be rejected if it contains any other conditions.

I / We declare that we have not been blacklisted anywhere in India or insolvent.

Name and
Address:

Signature of the Bidder

Phone No:

61/66

Bidder's Signature & Stamp

e-mail:

Date and Office seal:

Important Note:

Bidders should ensure that they have submitted all the required proof of documents as specified in the Tender document without fail. Bids received without the supporting documents to prove their eligibility are liable for rejection.

Appendix-6**List of Assembly Constituencies comprised in Districts**

Sl. No	Name of the District	No. of ACs comes under the jurisdiction of each District
1	Chennai	16
2	Thiruvallur	10
3	Kanchipuram	4
4	Thiruvannamalai	8
5	Salem	11
6	Krishnagiri	6
7	Dharmapuri	5
8	Villupuram	6
9	Vellore	5
10	Erode	8
11	Coimbatore	10
12	The Nilgiris	3
13	Tiruppur	8
14	Karur	4
15	Namakkal	6
16	Dindigul	7
17	Trichirappalli	9
18	Cuddalore	9
19	Ariyalur	2
20	Perambalur	2
21	Pudukottai	6
22	Thanjavur	8
23	Tiruvarur	4
24	Nagapattinam	6
25	Madurai	10

26	Theni	4
27	Ramanathapuram	4
28	Virudhunagar	7
29	Sivaganga	4
30	Tirunelveli	5
31	Thoothukudi	6
32	Kanyakumari	6
33.	Chengalpet	7
34.	Kallakurichi	5
35.	Ranipet	4
36.	Tirupathur	4
37.	Tenkasi	5
	Total	234

Declaration:

I/We agree that the offer shall remain open for acceptance for a minimum period of 180 days stipulated in the Tender or such other period prescribed by Public (Elections) Department from the date of opening of the tender and thereafter until it is withdrawn by us by notice in writing duly addressed to the authority of opening the tender and sent by registered post with acknowledgement due or otherwise delivered at the office of the authority.

The EMD amount shall not bear any interest and shall be liable to be forfeited to Public (Elections) Department should I/We fail to abide by the stipulations to keep the offer open for a period mentioned above or fail to sign and complete the contract document as required by Public (Elections) Department and furnish the Security Deposit as specified in the terms and conditions of the contract. The EMD amount may be adjusted towards SD or refunded to me/us unless the same or any part thereof has been forfeited as aforesaid.

I/We agree to adhere with the schedule of implementation and deliver the items as specified in the tender.

I/We declare that the Price bid has been submitted without any conditions and strictly as per the Terms and Conditions of the tender document and I/We am/are aware that the Price bid is liable to be rejected if it contains any other conditions.

I/We declare that the information furnished in the tender is true to the best of my/our knowledge. If any false/fictitious information is found I/We agree to the rejection of the bids and consequence action.

Price Bid

Tender Ref No.:4/2021/330

Tender for Videography of Videographing of Critical Events, Election Campaign, Implementation of Model Code of Conduct and Election Expenditure Monitoring, etc., during General Elections to TNLA, 2021 for _____ Region

Item No (1)	Description (2)	Unit Rate (3)
1.	Charges for Videographing for 24 hours, with two or three videographers on shift basis (FST & SST)	
2.	Charges for Videographing for 12 hours (VST, Observer & critical events like nomination, campaign, model code etc.)	
3.	Rental Charges for CCTV / Webcam put in front of the strong rooms on day basis (24 HOURS - duration may vary).	
4.	Rental Charges for 40" LED TV for strict monitoring of MCMC for recording of News channels for 24x7 in the O/o the DEOs/ ROs/Principal AROs.	
Grand Total		

Note:

- 1) A bidder should apply one region only.
- 2) This Commercial Bid has to be printed on the Letterhead of the Bidder and duly stamped and signed.
- 3) The Grand total amount in col. 3 will be evaluated to arrive at the Lowest Price (L1 Price).
- 4) The Bidder shall submit the offer by filling up all the columns against each item.
- 5) Bids with blank column are liable for rejection.
- 6) Bidders should quote for all the items in the Package.
- 7) If there is discrepancy of amount mentioned in Figures and Words then the amount mentioned in Figures shall be considered as Final.
- 8) The bidders are requested not to include GST or any other Tax levied by the Central/State Governments, which would be paid additionally by the client as per the applicable rates.