



Government of West Bengal

Office of the District Election Officer & District Magistrate, Jalpaiguri

Jalpaiguri-73501.

e-mail id: itjpg2019@gmail.com.

Memo No: **39** /IT Cell/Election/2021

Dated: **23/02/2021**

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from the intending agencies for Hiring of CCTV Camera including installation and with operators for coverage of 30% of Polling stations which is around 131 polling stations falling under **18-Rajganj AC** for pre-polling day and polling days as per requirement of the authority in connection with the ensuing West Bengal Legislative Assembly Election 2021. The successful quotationers are required to download and preserve the unedited footage of CCTV of the allotted polling stations at the District IT Cell, Jalpaiguri or at respective RC Venues on the Polling day after completion of the entire election process as per requirement of the higher authority. The successful quotationer shall have to install the CCTV in the polling stations on pre-polling day and remove the same on the polling day after completion of the entire election procedure. Agency shall have to borne the entire responsibility of fooding, lodging and transportation of the operators and arrangement for their night stay accommodation on pre-polling day to be done by the agency. Intending bonafide agencies are invited to submit quotations along with all requisite documents like:- ST/IT/GST/PAN, Trade License, Credential Certificate of similar nature of work. **Last date of submission of quotations is 02/03/2021 up to 2.00 P.M. at the office chamber of Officer-in-Charge IT & Videography Cell, Jalpaiguri Collectorate Building and same will be opened at 3.00 P.M. on the same day at the chamber of Additional District Magistrate (Dev), IT & Videography Cell, Jalpaiguri.**

The undersigned reserved the right to accept or reject any of the tender/quotation or all the tenders/quotations without assigning any reason whatsoever.

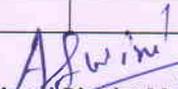
Terms & Conditions:-

The applicants are requested to quote price as per format given below:-

Sl. No	Name of the items	Details		
		No. of CCTV & Operator which can be provided	Rate Quoted with GST for CCTV with one Operator for one day with soft copy and other charges including fooding, lodging & Transportation etc. (In Figures – Rs.)	Rate Quoted with GST for CCTV with one Operator for one day with soft copy and other charges including fooding, lodging & Transportation etc. (In Words – Rupees.)
1	Hiring & temporary installation of CCTV camera (with monitor, if required) with operators on hiring basis for coverage of 30% of Polling stations falling under 18-Rajganj AC as well as preserving and uploading of unedited footage for P-1 Day, P-Day, at District IT Cell/RC Venue			

1. Rate should be quoted per CCTV with monitor and one operator per day including softy copy and other charges covering fooding, lodging and transportation.
2. Rate to be quoted both in words & figures.
3. No separate charges for transportation, fooding, lodging should be claimed.
4. The agency should ensure clear, uninterrupted total coverage/ footage of each CCTV used and in this regard quality of each CCTV should also be ensured alongwith capacity for adequate memory.
5. Bill will be deducted up to 20/% in case of negligence of duty as assigned.
6. The intending quotationers may remain present at the time of opening of quotations.
7. The authority reserves the right to cancel or select the contractor(s) at any point of time considering the dissatisfaction over execution of the works and select any other contractor(s) on the accepted/approved rate to carry the work.
8. Application submitted after prescribed date & time and found to be incomplete in any respect, will not be accepted.
9. The agency should be responsible for any kind of damage of the supplied items. Also the agency should have adequate stocks of the items so that any defective/damaged items can be replaced immediately on emergency basis.
10. The agency should ensure the presence of the operators till the end of scrutiny which may extend to P+1 day.
11. Video camera should have modern technology (storage in memory card facility, camera having own battery system including charger, retrieval mechanism through Pen drive/ Memory Card/ CD etc.).
12. The agency should provide supervisors for each AC who will be technically sound, maintain liaison with the operators of at least 10 polling stations and help them as and when required. The entire cost of fooding, lodging and transportation should be borne by the agency.
13. The operators should be technically sound persons who can handle the CCTV efficiently and effectively.
14. The selected agency will have to submit Non-antecedent certificate from local police in respect of each operator to be provided by him for videography.
15. The work is done on emergency basis and the details of man power should be submitted to the undersigned in the prescribed format below within two days from the issue of supply order .

Sl No	Name	Father's Name	Residential Address	Name of Police Station	Name of Polling Station	EPIC No	Name of the Gram Panchayat/ Municipality	Contact No

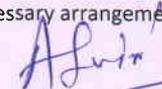

 Additional District Magistrate (Dev.),
 IT & Videography Cell, Jalpaiguri

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Copy forwarded for information and wide circulation to:

1. The District Election Officer & District Magistrate, Jalpaiguri
2. The Additional District Magistrate, (Election), Jalpaiguri
- 3-4. The Sub-Divisional Officer, Mal/ Sadar, Jalpaiguri
5. The Officer-in-charge, Election Section, Jalpaiguri
6. The Nezarath Deputy Collector, Jalpaiguri
7. The DIO, NIC, Jalpaiguri with a request for wide publicity through website
- 8-14. The Block Development Officers, All, Jalpaiguri, for wide publicity
15. The District Information & Cultural Officer, Jalpaiguri, with a request for making necessary arrangements for wide publication
16. The Notice Board, Election Section, Jalpaiguri


 Additional District Magistrate (Dev.),
 IT & Videography Cell, Jalpaiguri