**OFFICE OF THE DISTRICT ELECTION OFFICER**
Vazhudavour Road, Pettaiyanchathiram, Puducherry – 605 009
Phone: (0413) 2278691, 2299502 Fax(0413) 2299588
Web: https://puducherry-dt.py.gov.in Email: dcrev.pon@nic.in

No.1803/DEO/MM/GELS-2024 dated 23.03.2024.

## TENDER NOTICE

Sub: DEO – GELS- 2024 – Supply Installation and Commissioning of CCTV-IP Cameras in the designated two Counting Centres – Quotation Called for – Reg.

*****

Sealed Quotations are invited for the supply installation and commissioning of CCTV-IP Cameras on hiring basis in the designated Counting Centres in connection with General Elections to Lok Sabha – 2024 towards the surveillance of Electronic Voting Machine (EVM) in the strong room and counting centres. The scope of work and other terms and conditions are mentioned in the annexure.

2. The sealed quotations super-scribing "Quotation for Supply, Installation and Commissioning of CCTV-IP Cameras on Rental/Hiring basis for GELS-2024" shall reach the following address on or before **5.00 P.M on 30.03.2024**. The quotations received after the closing date and time will be summarily rejected and will not be considered.

"The District Election Officer
Vazhadavur Road, Pettaiyanchatiram,
Puducherry – 605 009."

(M.M VINAYARAJ)
**DY.DISTRICT ELECTION OFFICER**

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## NOTICE INVITING TENDER

The District Election Officer, Puducherry invites quotations for Supply, Installation and Commission of CCTV-IP Cameras with monitoring facilities on **hiring/rental basis** in the strong rooms and counting centres for surveillance of Electronic Voting Machines in connection with General Elections to Lok Sabha (GELS) – 2024.

**I. Bidding System:**

1. Two stage bidding system. (Technical bid and Financial bid)
2. The tenderer/bidder shall submit his tenders in single sealed outer cover containing Technical & Financial bids in a separate sealed cover, super-scribing as "Technical bid cover" and "Financial bid cover".

**II. Details of Counting Centre**:

1. Womens Engineering College (WEC), Lawspet, Puducherry.
2. Motilal Nehru Government Polytechnic College (MNGPC), Lawspet, Puducherry.

**III. List of infrastructure requirements to be provided by the bidder**:

**1. Surveillance Cameras for Strong Room with monitoring**:

| Sl. No | Description | Qty | Name of Centre | No of days | Duration |
|---|---|---|---|---|---|
| 1 | CCTV-IP Cameras with all accessories for installation | 22 | WEC | 56 | From 10th April to 5th June-2024. (May be extended subject to the circumstances) |
| 2 | | 26 | MNGPC | | |
| **Total CCTV-IP Cameras** | | **48*** | | | |

* Note: For strong rooms arrangement, the office of District Election Office will provide only 40 Nos of CCTV-IP Cameras for surveillance and 3 nos of LED TV for monitoring without any accessories/cables for both cameras and TV. Therefore bidder shall quote only for 8 nos of cameras on rental basis for the required period along with installation of all the said CCTV-IP Cameras, i.e., 40+8 =48 and also floor stand for LED TV.

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**2. Surveillance Cameras for Counting Hall with monitoring:**

| Sl. No | Description | Qty | Name of the Centre | No of days | Duration |
|---|---|---|---|---|---|
| 1 | CCTV-IP Cameras with all accessories for installation | 30 | WEC | 3 | From 3rd June to 5th June-2024. (May be extended subject to the circumstances) |
| 2 | | 26 | MNGPC | | |
| **Total CCTV-IP Cameras** | | **56** | | | |
| 4 | 50 inch LED TV with floor stand and all accessories, viz., HDMI cable, Remote etc., | 9 | WEC | | |
| | | 8 | MNGPC | | |
| **Total LED TV** | | **17** | | | |

**3. Support Team:**

| Sl. No | Description | Manpower req. | Name of the Centre | No of days | Duration |
|---|---|---|---|---|---|
| 1 | Establishment of Support team at Office of Nodal Officer Counting round clock (24x7) | 2 | WEC | 56 days | From 10th April to 5th June-2024. |
| | | 2 | MNGPC | | |
| **Total Manpower** | | **4** | | | |

**Clarification on installation of CCTV Cameras: Contact Nodal Officer (Counting), Women's Engineering College, Lawspet, Puducherry.**

**IV. Technical Specifications:**

| Sl.No | Item | Specifications |
|---|---|---|
| 1 | CCTV-IP Camera | a) 2 Mega Pixel(MP) IP Cameras with night vision support<br>b) Resolution must be 1920 x 1080 pixel<br>c) Camera should support constant 25/30 fps |
| 2 | LED TV | a) 50 Inch display with floor stand with all accessories<br>b) Full HD (1920 x 1080) pixel<br>c) Sufficient power cables, HDMI cables, at least 20W Speaker |

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**V. Eligibility Criteria for participation in the Tender**:

1. Tenderer should have been in the field of Information Technology/ICT enabled services/Telecommunication business/CCTV Cameras supply & Installation for one year as on 29/02/2024.
2. The tenderer should have minimum turn over for 15 lakhs or above, in the last audited financial year, i.e., 2022-23.
3. The Tenderer should have valid GSTIN and PAN.
4. The bidder should have a registered office in Puducherry. If in case, bidder is not having an office in Puducherry, necessary undertaking shall be submitted to open the office in Puducherry within 15 days on placement of supply order and inform the same to this office.
5. The bidder should not have been blacklisted by any Government or Government undertaking agency in respect of any supply/service. A self-declaration certificate in this regard shall be submitted along with the technical quote.

**VI. Terms and Conditions for Tenderer**:

1. The tenderer/bidder shall submit his tenders in single sealed outer cover containing Technical & Financial bids in a separate sealed cover, super-scribing as "Technical bid cover" and "Financial bid cover".
2. Tenders/bids will not be accepted if technical cover is not submitted. The technical cover shall not contain any indications of the price; otherwise the bid will be summarily rejected.
3. The rate shall be quoted on daily basis for supply, installation and commissioning of CCTV-IP Cameras with LED TV along with manpower support on hiring basis in the strong rooms and counting centres. **The cover containing Financial bid shall be submitted in the prescribed format mentioned in appendix-A.**
4. The tenderer/bidder shall submit Earnest Money Deposit (EMD) of ₹ 20,000/- in the form of Demand Draft/Fixed Deposit Receipt/Insurance Bond/Bank Guarantee from recognized bank. The EMD shall be taken in favour of "The District Election Officer, Puducherry". The EMD shall be valid for 90 days.
5. The bidder/tenderer shall claim EMD exemption as per the prevailing orders of Government of India. MSME service providers are eligible for exemption from EMD.
6. The rate quoted by the tenderer shall be valid for 90 days.

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7. The rate once quoted and approved shall be final and no changes will be accepted at later stage.
8. The price quoted by the tenderer/bidder shall include all cost and expenses on all counts, viz., Cost of equipment, NVR, hard disk, 50" LED TV, switch/cables, materials tools/hardware/manpower/supervision and any other cost involved in the supply, commissioning and delivery of services.
9. Establishment of Manpower support for round clock basis from 10.04.2024 to 05.06.2024.
10. **The tenderers/bidders may visit the Strong rooms and Counting Centres at their own cost during the office hours before submitting the quotation.**
11. The recordings shall be backed up regularly by the successful bidder and the same shall be copied in the Hard disk provided by the Nodal Officer (Counting). **The responsibility of the providing backup shall pertain with the successful bidder. In the eventuality, the successful bidder shall provide data recovery from NVR/CCTV.**
12. If the successful bidder fails to provide the backup/data recovery, an amount varying from as minimum of ₹ 10,000 to a maximum of L1 bid amount shall be imposed as penal charge, as decided by the DEO.
13. **The Internet connectivity, Electrical Power supply, 40 nos of CCTV-IP Cameras and Uninterrupted Power Supply shall only be provided by the Nodal Officer (Counting). No other materials shall be provided to the successful bidder for installation of IP Cameras with Monitoring facility, all the required materials shall be borne by the successful bidder only.**
14. No additional charges will be borne by this office other than the rates quoted.
15. If needed extra cameras shall be installed in the counting centre as per the requirement of the Nodal Officer (Counting), for which payment will be made as per L1 rate.
16. The successful bidder shall complete the installation of CCTV-IP Cameras in both the counting centres and shall conduct trail run before the Nodal Officer (Counting) as detailed below:

| Sl.No | Surveillance Place | Date of Completion of Work | Date of Trial Run |
|---|---|---|---|
| 1 | Strong Rooms | 07.04.2024 | 08.04.2024 |
| 2 | Counting Hall | 30.05.2024 | 02.06.2024 |

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17. If the L1 tenderer/bidder fails to take up the work after award of work order, the next successful bidder will be awarded to complete the work. The difference amount shall be collected from the L1 bidder.
18. **The number of days for hiring may be increased depending upon the instructions of the Election Commission of India. Hence, the successful bidder shall be ready to continue to provide hiring facilities till the completion of counting beyond the prescribed dates, if required at the same rates quoted.**
19. The successful bidder shall install the cables in neat & tidy manner and shall not obstruct the pathways. Further, the cables are not easily accessible to the public or any persons.
20. The Price should be quoted in the denomination of Indian Rupees only and the bidder is responsible for typo graphical error, if any.
21. No advance payment shall be made to the bidder. The payment shall be made after completion of entire work subject to the certification of Nodal Officer (Counting).
22. The GST and installation charges applicable should be quoted separately.
23. The following list of documents shall be submitted by the tenderer/bidder in a sealed cover "Super-scribing Technical Bid"
    i. Proof of Experience in the field of supply/installation of CCTV in any Government or Government Undertaking agencies.
    ii. Annual Turnover (Auditor Certificate)
    iii. Self-declaration for non-blacklisted in any Government agency
    iv. GSTIN and PAN
    v. EMD in original
    vi. Self-declaration for work completion within the prescribed time limit.
    vii. Bidder particulars (Name, Address, Mobile number, email, etc.,).
    viii. Check list - as mentioned in Appendix-B
24. The Tender Committee reserves the right to reject any or all the bids without assigning any reason.

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**VII. Tender Opening and Evaluation**:

1. The single sealed outer cover containing the technical and financial bid covers and subsequently the cover containing the technical bid will be opened on 28.03.2024 at 10.00 A.M in presence of available bidders/tenderers if any, and the same will be evaluated by the tender committee on the same day. The financial bid of all the technically qualified bidders will be opened on the same day.
2. If deemed necessary, the Tender Committee may seek bonafide clarifications on any aspects from the bidder(s).
3. The method of Evaluation: Total wise evaluation.
4. The financial bid of the technically qualified bidders will be rejected if the price quoted by the bidder is abnormally low or documents submitted is fake.

**VIII. Scope of Work**

1. The successful bidder has to undertake the surveillance of strong room and counting hall in the two designated counting centres located in the U.T of Puducherry in connection with General Elections to Lok Sabha – 2024.
    a. Installation of CCTV-IP Cameras (on rental basis) with the specifications mentioned in the tender for the use of surveillance of EVM in the strong room and counting hall at the counting centre.
    b. Installation of LED TV (on rental basis) with the specifications mentioned in the tender for viewing the surveillance activities in the two designated counting centres.
    c. Establishing of support team in the office of the Nodal Officer (Counting) with the necessary manpower to manage, ensure the video recording of the surveillance and sort out the related complaints/issues coming up from the designated counting centres.
    d. The bidder shall arrange installation/commission of all hardwares immediately from the date of work order issued.
    e. The quantity mentioned in the Tender document is tentative only. Payment will be released based on the actual quantity used at the site and the same has to be attested by the Nodal Officer (Counting).
    f. The successful bidder shall be liable and responsible for the compliance of all Statutory Provisions.

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## APPENDIX-A

**The Financial Cover Details:**

The participating bidder/tenderer shall submit the sealed cover super-scribing **"Financial Bid"** as per the following format in their letter head.

| Sl.No | Item | Qty | Amount (₹) |
|---|---|---|---|
| **Strong Room**: (Service required for 56 days) | | | |
| 1 | CCTV-IP Camera. | 8 | |
| 2 | Installation charges for 48 nos of CCTV-IP Cameras along with accessories, viz., NVR, Hard disk (Minimum 4TB), POE switch, Cat-6 Cable, etc., required. | 1 | |
| | | **Total(A)** | |
| **Counting Hall:** (Service required for 3 days) | | | |
| 3 | CCTV-IP Camera. | 56 | |
| 4 | Installation charges for 56 nos of CCTV-IP Cameras along with accessories, viz., NVR, Hard disk (Minimum 4TB), POE switch, Cat6 Cable, etc., required. | 1 | |
| 5 | 50" LED TV with floor stand and sufficient connecting cables, remote, etc., on rental basis. | 17 | |
| | | **Total (B)** | |
| **Manpower support:** (Service required for 56 days) | | | |
| 6 | Rate for 4 nos of Manpower for troubling shooting round clock (24 x 7) in both the counting centres. | 4 | |
| | | **Total (C)** | |
| | | **Total Amount (A+B+C)** | |
| | | **GST** | |
| | | **Grand Total** | |

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**Additional Requirement of CCTV:**

| Sl.No | Description | Qty | Rate/unit/day (₹) |
|---|---|---|---|
| 1 | Additional Requirement of CCTV – IP Camera with installation charges for one day. | 1 | |
| | | **GST** | |
| | | **Grand Total** | |

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## APPENDIX-B

**Technical Cover Details**:

The participating bidder/tenderer shall submit the sealed cover super-scribing **"Technical Bid"** containing the following check list along with necessary documents.

**Check List**:

| Sl.No | Description | Remark |
|---|---|---|
| 1 | Proof Experience in the field of Supply/Installation of CCTV in Government or Government undertaking agency | Yes/No |
| 2 | Annual Turnover of 2022-23 (Auditor Certificate) | Yes/No |
| 3 | GSTIN and PAN | Yes/No |
| 4 | EMD in original | Yes/No |
| 5 | Self-declaration for Non-blacklisted by the Government agency. | Yes/No |
| 6 | Self-declaration for work completion within the prescribed time limit. | Yes/No |
| 7 | Bidder particulars (Name, address, mobile, email, etc) in letter head. | Yes/No |
| 8 | Technical Compliances sheet for CCTV and TV specifications<br>**CCTV**<br>a) 2MP CCTV IP Camera with night vision | Yes/No |
| | b) Resolution : 1920 x 1080 pixels | Yes/No |
| | c) Frame rate : 25/30 fps | Yes/No |
| 9 | **LED TV**<br>a) Display Size : 50 inch with floor stand | Yes/No |
| | b) Resolution : Full HD (1920 x 1080) pixel | Yes/No |
| | c) Inbuilt Speaker : 20W | Yes/No |

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