



Government of West Bengal

OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR

জেলাশাসকের কার্য, কোচবিহার, পশ্চিমবঙ্গ

(Material Management Cell)

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NIT No: 04/MMCELL/COB/WBLA/2016

Dated: 04/03/2016

NOTICE INVITING TENDER

Name of Work: RECORDING BY STANDALONE CCTV CAMERA AT POLLING STATIONS

SCHEDULE OF IMPORTANT DATES OF BIDS

PARTICULARS	DATE & TIME
1. Date of Publication of NIT	04/03/2016
2. Last date & time of submission of Technical Bid and Financial Bid.	14/03/2016 up-to12 noon
3. Date & Time of opening of Technical Bid in the Office of the DM, Cooch Behar	14/03 /2016 at 3 pm
4. Date & Time of opening of Financial Bid in the Office of the DM, Cooch Behar	15/03 /2016 at 1 pm
5. Validity of bid	90 days
6. Completion Period of the work	<u>15 (Fifteen) days</u>

NOTICE INVITING TENDER NO: 04/MMCELL/COB/WBLA/2016

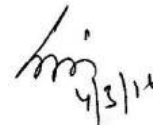
Name of Work: RECORDING BY STANDALONE CCTV CAMERA AT POLLING STATIONS

For and on behalf of the District Magistrate & District Election Officer, Cooch Behar, sealed tenders are invited from reliable, Resourceful, experienced and bonafide companies and vendors to provide a package of solutions including manpower etc. for implementation of “ **RECORDING BY STANDALONE CCTV CAMERA AT POLLING STATIONS** ” in connection with the upcoming General Elections to the West Bengal Legislative Assembly, 2016. The details are given below:

1. Name of work	RECORDING BY STANDALONE CCTV CAMERA AT POLLING STATIONS
2. Location of Work	IDENTIFIED SENSITIVE POLLING BOOTHS/AREAS OF NINE (9) ASSEMBLY CONSTITUENCIES OF COOCH BEHAR DISTRICT
3. Scope of Work	Services and products to be provided by the Web Casting agency: a. CCTV Camera of minimum 1 megapixel for recording. b. External memory card / pen drive minimum 16 GB c. Training of the respective polling personal at the DCRC at District/Sub Division d. Assist in Distribution of Device to polling parties at DCRC e. Assist in receiving the device from Polling Parties at DCRC after poll f. Transfer of videos from CCTV camera/pendrive/memory card to computer and handing over the same to the respective authority.
4. Estimated Cost of Work	Rupees 4.80 lacs
5. Estimated Work	100 CCTV cameras to be installed in 100 Polling stations (approx.)
6. Security Deposit against work	10% of the Estimated cost.
7. Bid Inviting Authority	District Magistrate, Cooch Behar
8. Implementation Details	A. Role of Client (District / Sub-Division) :- The client shall:- a. Finalize the polling stations for CCTV recording. b. Arrange for counter at Distribution/Receiving Centre for distribution/receipt of memory cards / CCTV/Pendrive to and from the polling parties after proper verification and marking of polling booth. c. Supply power outlets at the polling booths. d. Provide ‘Video Viewing Team’ to analyze the recording. e. Arrange identity cards for agency. f. Facilitate logistics. g. Supply input maps and layers. h. Provide administrative support during tenure of work. i. Provide contact details of offices in Sub-Division / Block / Booth. j. Provide fooding & lodging to the agency manpower. B. Role of Agency:- Agency shall provide:- a. CCTV camera with pendrive/memory card b. Deliverables in DVDs / Pen drives / Memory Cards. c. One Manpower support at each DCRC with reserve for immediate replacement, if required. They should be conversant in local language.

	<p>d. After poll, at the receiving centre, agency shall hand over all booth wise recordings from memory card/pendrive containing live recording of the poll day events for storage and future reference.</p> <p>e. Some equipment and manpower should be kept as reserve by the Agency for immediate replacement if required</p> <p>f. The agency shall incur travel cost up to the district/sub division head quarter. The personnel going to the polling Station for necessary assistance should carry all necessary tools etc</p>
9. Eligibility Criteria for Qualification of the bidders	<p>1. i). Intending bidders should produce credentials of completion of a 'similar nature of work' having minimum value of 40% of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice; or</p> <p>ii). Intending bidders should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice;</p> <p>The credentials should be from any Govt./ Semi Govt / PSU / Autonomous body.</p> <p><u>TURNOVER</u></p> <p>2. Average Annual Turn Over from Contracting business for the last 3 (Three) Financial Years should be Rs 5.00 lac or more. Balance Sheet shall have to be produced in support of the claim.</p> <p>3. Other eligibility requirements:</p> <p>a. The bidder should have experience in IT enabled projects</p> <p>b. Should have experience in handling election related projects</p> <p>5. Statutory Documents:</p> <p>a. Work Completion Certificate /Payment certificate from any Govt/Semi Govt/PSU/Autonomous body</p> <p>b. Filled up Form-I</p> <p>c. Filled up Form-II</p> <p>d. Latest Income Tax return</p> <p>e. VAT registration certificate</p> <p>f. Latest Professional Tax Return</p> <p>g. Balance Sheets of last 3 Financial years</p> <p>h. Pan Card (Xerox Copy)</p>
10. Earnest Money Deposit :	2% of work value i.e Rs 9,600/- (Rupees nine thousand six hundred) only in favour of District Magistrate, Cooch Behar Payable at Cooch Behar in the form of Bank Draft only.
11. Bid Document	Bid Document is available at the Material Management Cell, District Magistrate Office, Coochbehar on any working day during office hours.
11. Technical Bid Evaluation	The technical bid will be evaluated by the tender committee. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.
12. Financial Bid	Price Bid: The rate should be inclusive of all taxes and should be quoted as per Bill of quantity (BOQ) attached herewith.

<p>13.Validity of Bid</p> <p>14.Important Instructions</p>	<p>Till Completion of Election Process</p> <ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. The Authority reserves the right to accept or reject or cancel any or all the pre-qualification documents and bid documents without assigning any reasons whatsoever. • All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Agency under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder. 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from the running bills. • The intending bidders are requested to inspect the work site before quoting their rates. <ul style="list-style-type: none"> 1. In case of damage / theft, due to poll violence or otherwise during tenure of work compensation for the loss shall be through negotiation on case to case basis, keeping in view issues of insurance etc.
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**Additional District Magistrate
& in-charge, MM Cell**

INFORMATION TO THE BIDDERS (ITB)

1. Tender Document:

The intending tenderer can obtain the details of the tender from the MM Cell of WBLA,2016, DM office, Coochbehar

2. Bid submission procedure

- i. **Submission of Tenders:** General process of submission: Tenders are to be dropped in the tender box kept for this purpose at the chamber of Addl. District Magistrate (Dev), Coochbehar at DM office, two folders at a time for each work, one is technical bid & other is financial bid before the prescribed date and time.
- ii. **Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 10 of the tender notice

3. TECHNICAL BID :

The Technical proposal should contain copies of the following

1. NIT document.
2. Condition of contract
3. original copy of Bank Draft for Earnest Money Deposit (EMD) as prescribed in the NIT
4. Duly filled in **FORM-I** (Declaration for Credential)
5. Duly Filled in **FORM-II** (Declaration for Turn-Over)
6. All other documents as stipulated in point 3.1 below

Note: *Failure of submission of any of the above mentioned documents (as applicable) will render the tender liable to be rejected.*

3.1 Mandatory Documents

Relevant documents must be submitted for participating in this tender. If the relevant documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i) Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
- ii) Copy of Completion / payment certificate along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ Local bodies, with requisite tender value.
- iii) Copies of audited balance Sheet of last three Financial Years for establishing average Annual Turnover in contractual business.
- iv) PAN Card (Xerox Copy)
- v) Income Tax return of last financial year.
- vi) Latest Professional Tax return.
- vii) VAT registration certificate.
- x) Duly filled in **FORM-I** (Declaration for Credential)
- xi) Duly Filled in **FORM-II** (Declaration for Turn-Over)

Note: *The tender will be summarily rejected if any of these documents are not submitted. Bidders shall produce original hard copies of the requisite documents during evaluation for the technical bid.*

3.2. Receiving of Earnest Money Deposit (EMD)

EMD will be received in the form of Bank Draft only, in favour of District Magistrate, Cooch Behar payable at Cooch Behar.

3.3. Average Annual Turnover

Average Annual Turnover during last 3 (three) years should be equal to Rs 5.00 lac or more in contracting business. This shall be ascertained from the audited balance sheets of the last three years.

3.4. CREDENTIAL

3.4.1. Technical:

1. Intending bidder should produce credentials of completion of a similar nature of work having minimum value of 40% of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice ; or

2. Intending bidder should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during last 5(five) years prior to the date of issue of the tender notice; or

3.4.2. The **Completion Certificate** should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

3.4.3. Financial:

The average Annual Turn Over statement should be submitted in Form-II in addition to the balance sheet of last three financial years

If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

3.4.4. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the bidder will be suspended from participating in the tenders for a minimum period of 2 (two) years.

4. Financial Bid:

The financial proposal should contain the following documents in **one cover** (folder):

The contractor shall quote the rate only in the space marked for quoting rate in the Bill of Quantities (**BOQ**) .

1. Single rate (item rate against each item of the BOQ) shall be quoted in the specified space of the BOQ given under financial bid.
2. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. The tenderer shall include income tax, sales tax, service tax, cess etc. as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.

5. Bid Evaluation:

At first, the technical bid will be evaluated by the tender committee constituted for this purpose. The financial bid of only those tenderers will be opened who would be found eligible in the technical bid evaluation. The financial bid will be evaluated on the basis of rate quoted for sl no 1 only in the BOQ

6. Taxes & duties to be borne by the Contractor:

It may again be reiterated that Income Tax, VAT, Sales Tax, Royalty, Construction Workers' Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

7. Site inspection before submission of tender:

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these account afterwards. No extension of completion period or modification of work shall ordinarily be allowed on Site condition or any other issues pertaining to work site. Therefore, bidders should study the site condition before submitting the bids.

8. Conditional and incomplete tender :

Conditional and incomplete tenders shall be summarily rejected.

9. Acceptance of Tender:

Lowest valid rate may be accepted, however, the undersigned does not bind him to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserve the right to split the work amongst more than one Tenderer if required.

10. Return of Earnest Money of the unsuccessful tenderer(s):

The earnest money of unsuccessful Bidder if submitted shall be returned within 30 days from the bid validity period without interest.

11. Payment:

The payment will be made according to the availability of the fund and no financial claim in case of delay in payment will be entertained.

No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

12. Security Deposit:

12.1. The bidder shall be required to properly maintain the work including all its components for the said period (till Completion of Poll). In total 10% of the contract amount will be deducted progressively from each RA bill as Security Deposit. The EMD shall be adjusted with the Security Deposit. The release of S.D. would be subject to quality and proper maintenance of the work and its components satisfactorily for the entire security period. Failure to execute proper maintenance of the work will **lead to forfeiture of the security deposit.**

12.2. An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to the authority at least one month prior to the last date of defect liability period with an undertaking that the work is maintained properly as per the terms of contract.

12.3. **Release of Security Deposit:** The security money will be refunded to the prospective contractor after verification of the work in respect to the defect liabilities of the contractor by the concerned officer in charge. If any defect is detected by the officer in Charge the prospective contractor should have to mend the same at his own cost before submission of claim for refund of security money.

13. Withdrawal of tender:

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

14. Other Terms & Conditions

- a. **Labour Welfare:** The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages act, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per latest Govt. order/Circulars. In no case, District Magistrate shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- b. The successful Tenderer is to obtain license from the Registering Officer and Assistant Labour Commissioner, Cooch Behar under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act, as well as any other laws and statutes as applicable.
- c. Registration of all workers engaged in building and other construction workers to be done under the Building and other Construction Workers' (RE & CS) Act, 1996 and the State Rules, 2004 framed there under to provide for their safety, health and welfare measures.
- d. Bidders are requested to be present in person during opening of technical and financial bids.
- e. The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.
- f. Original copy of all certificates shall be produced before the Addl. District Magistrate (Dev) and in-charge, Material Cell for checking and verification of all supporting documents after opening of bids.
- g. Bidder who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.
- h. The decision of authority with respect to this tender is final and binding.
- i. The authority takes no responsibility for any delay/or late submission of tender by the bidder. The bidders are advised to submit bids in time.
- j. Bidder can approach the officer in charge , IT cell for any clarification with respect to this tender.
- k. **Agreement:** The Agency, whose tender is accepted shall within 7 (seven) days of issue of an intimation to that effect by this office obtain additional one set of contract documents and submit the same duly signed by him to this office for formal agreement. If the Agency fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited.
- l. **Penalty:** Time is the essence of any contract and any deviations from completion time will attract penalty @ ½ % per day delay and maximum of 10% for the non-executed portion of the work.
- m. The successful Tenderer shall have to start the work with immediate effect at the sites on receipt of the work order failing which work order shall be cancelled with forfeiture of earnest money deposited with Addl. District Magistrate (Dev) and in-charge, Material Cell without assigning any reason.
- n. After receipt of the Work Order, the successful Tenderer shall submit the work programme, Bar chart of execution of the work and deploy Supervisors.
- o. It has been observed that the successful bidders deploy unqualified manpower and supervisors during execution of work. Therefore, the successful bidder shall ensure that qualified persons are deployed to carry out quality works. If substandard works during the

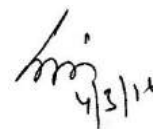
- execution of work is detected, then the authority shall have right to direct the agency to re-do the work once again, check the qualification of the person concerned, penalize the agency etc.
- p. **Sub-letting** of the job is not permissible and the Tenderer must submit one undertaking that he will not sub-let the job under any circumstances. If the authority comes to know that the agency has sub-let the work then action shall be taken to terminate the contract and the SD money will be forfeited.
 - q. All materials & workmanship shall be as per the approved quality and methodology.
 - r. Agency should possess the requisite and relevant equipments and machineries for the work. If equipments and machineries are not deployed as per the undertaking given by the Agency, the Officer in charge is authorized to stop the work and direct the Agency to deploy them immediately. If the Agency fails to carry out the direction, then the authority may take appropriate action including forfeiture of EMD and cancellation of the work order.
 - s. No advance will be paid to the Agency.
 - t. **Cost Escalation:** No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.
 - u. **Defect liability Period:** starts from the date of completion of the work and release of Security Money (10% of the contract value) will be done as per the date of completion of the work.
 - v. Authority reserves the right not to allow the agency to participate in future tenders under the following circumstances.
 - i) Delay in completion of job.
 - ii) Poor performance in terms of quality of materials and workmanship.
 - w. Termination of Contract/ Work Order:

The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue immediate notice to the agency to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

15. Discretion of the authority inviting tender: The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated in BOQ is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the District Magistrate, Cooch Behar & District Election Officer, Cooch Behar. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.



**Additional District Magistrate &
in charge MM Cell**

FORM – I

CREDENTIAL CERTIFICATE

Name of the work	
Name of the client	
Amount put to tender	
Work order Amount	
Date of commencement of work	
Date of completion as per work order	
Actual date of completion	
Final gross value of the bill or RA bills	

Note: *In case of completion of multiple natures of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.*

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the Bidder)

Note:

1. *Completion Certificate (s) should be supported by BOQ(s).*
2. *Completion Certificate for fully (100%) completed works will only be considered.*

FORM – II

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of _____ for the last three consecutive years.

Sl. No.	Financial Year	Turnover (rounded of)	Remarks
1	2012-2013		
2	2013-2014		
3	2014-2015		
Total:			
Average Turnover:			

Note:

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

(Signature of the Bidder)

BILL OF QUANTITY (BOQ)

PRICE BID

Rate should be offered in the following format

SI No.	ITEM	Quantity	Rate per location	Total Amount Rs
1	Recording of Election process at polling stations by use of standalone CCTV Camera with recording facility having backup through appropriate capacity Pendrive / Memory Card (upto 16 GB)	100 polling stations		

The bidder also shall quote rate in the following format

SI No.	ITEM	Quantity	Rate per location	Total Amount Rs
2	Same as in SI No.1 above	1 polling station		

Bid will be evaluated on the basis of rates quoted in SI No. 1 above

Signature of the Bidder