



Info Tech Corporation of Goa Limited {ITG}

(A Government of Goa Undertaking)

[An ISO 9001:2008 Certified Company]

IT HUB, 3rdFloor,NH17, Panaji, Goa -403501

TENDER DOCUMENT

For

Videography for Critical Events for Loksabha Elections 2019

Tender No.: ITG-IT/0462/UTS- Loksabha-Ele-2019/2019

Date: 13/02/2019



Info Tech Corporation of Goa Limited
(A Government of Goa Undertaking)
[An ISO 9001:2008 Certified Company]
IT HUB, 3rd Floor,
Althino, Panaji, Goa-403001



SHORT NOTICE INVITING e-TENDER (SNIT)
(Electronic mode only)

No.: ITG-IT/0462/UITs- Lok Sabha-Ele-2019/2019

Date: 13/02/2019

Bids are invited by Info Tech Corporation of Goa Ltd (ITG) on behalf of Office of Chief Electoral officer, Altinho-Panaji, Goa, in two bids – Eligibility and Financial bid from well established and reputed organizations / agencies / suppliers who fulfill the eligibility criteria and having sufficient infrastructure & Manpower and proven track record in the field of Video Recording (Video and Audio) for implementation of Videography of critical events in two Parliamentary Constituencies during the period of Lok Sabha Elections, 2019 for Returning Officer, Assitant Returning Officers, Observers & CEO Office towards Lok Sabha Elections 2019 on a turnkey and rental basis.

Sr No	Item	Particulars
1	Description of the work	Videography of Critical Events for Lok Sabha Elections, 2019
2	Mode of Tendering	e-Tendering
3	E-Tendering Website	www.etender.goa.gov.in or www.tenderwizard.com/GOA
4	Tender Document Fee	Rs 8000/- Rupees Eight thousand only (Non-Refundable)
5	Tender Processing Fee	Rs 2000/- Rupees Two thousand only (Non-Refundable)
6	Earnest Money Deposit (E.M.D.)	Rs. 5.00 Lakhs (Rupees Five Lakhs only)
7	Mode of Tender Document, Processing Fees & EMD	To be paid online through e-payment mode via NEFT/RTGS/OTC/debit card/credit card facility with pre-printed challans available on e-tendering website and directly credit the amount to ITG account as generated by challan and upload the scanned copy of NEFT/RTGS/OTC/debit card/credit card challan along with the bid.
8	Date and Time for request of Tender Document	13/02/2019 to 01/03/2019 (upto 11.59 pm)

9	Date and Time for Pre-bid Meeting	18/02/2019 (upto 03.00 pm)
10	Last Date and Time for reply to clarifications	19/02/2019
11	Last Date and Time for Online submission of bids	03/03/2019 (upto 11.59pm)
12	Date and Time for opening / of Eligibility bids	04/03/2019 (at 11.00 am)
13	Date and Time for opening / of commercial bids	Proposed on 04/03/2019 (at 03.00 pm) (In case there is a change in this scheduled date and/or time, then the technically qualified tenderers/bidders will be intimated about the date and time by a letter/email).

Bids not conforming to the requirements mentioned above and as laid down in the terms and conditions or non submission of EMD online at the time of opening of the technical bid are liable to be summarily rejected. The decision of The Managing Director, Info Tech Corporation of Goa Ltd, for purpose of Eligibility & Technical Qualification / Commercial Bid shall be final and binding to all the tenderers/bidders.

- a. The Bidder is expected to carefully examine the specifications and terms & conditions of the Tender. Failure to furnish all information required in the Tender or submission of a bid not substantially responsive to the Tender in every respect will be at the Bidder's risk and may result in the rejection of the bid.
- b. The Bidder should use the electronic mode of tendering using the website www.etender.goa.gov.in or www.tenderwizard.com/GOA to submit his best possible bid /quote for the item given therein.
- c. Late submission of bids will not be permitted by the e-Tendering System.
- d. Last minute submission of bids should be avoided. As such, ITG will not be responsible for any failures in submission of bids.
- e. Incomplete or Conditional bids will be summarily rejected.

For any of the assistance regarding participation in the e-Tender contact Mr. DillipPai B., Mobile:-08888636107, Mr. Shramit, Mobile:-9689639092, Mr. Kiran, Mobile:-08600651553, Mr. Nihal, Mobile:-7719080006, email:goatender@gmail.com.

For and on behalf of Info Tech Corporation of Goa Ltd

**Sd/-
Managing Director.**

SCOPE OF THE PROJECT

In view of monitoring of election process, the Election Department has proposed the Videography of critical events in two Parliamentary Constituencies during the period of Loksabha Elections, 2019 as directed by the Election Commission of India (ECI).

The Info Tech Corporation of Goa Ltd(ITG) intends to implement the following solution for the Chief Electrol Officer for the forth coming Loksabha Elections, 2019 on rental and turnkey basis.

Videography of critical events during the period of Loksabha Elections, 2019.

1. Videography of critical events during the period of Loksabha Elections, 2019 of Parliamentary Constituencies. The time period of videography will be for eight hours per day. If required, a videographer may be called upon to work round the clock on few days for which an extra charge will be paid on hourly basis.
2. The bidder has to provide the entire footage/recordindgs (with editing if any) on a External Storage device media (Harddisk of 2 TB each) daywise from each of the videographers appointed.
3. The selected bidder has to keep ready extra video cameras on the day of Poll to shoot the sensitive polling stations polling process whole day. The time for Poll day would be from 7 a.m. till the Polling is completed.
4. The videography shall be captured in HD Quality of video.
5. The videographer appointed by the bidder should follow the instructions of the District Election Officer, the Returning Officer or of the Senior Election Officer so appointed by the Returning Officer.

DEFINITIONS & ACRONYMS

In this tender document and associated documentation, the following terms shall be interpreted as indicated below:

SHORT TITLES USED IN THE TENDER DOCUMENT

#	Titles	Details
1	GoG	Government of Goa.
2	ITG	Info Tech Corporation of Goa Ltd.
3	CEOG	Chief Electoral Officer, Goa
4	Bidder/Tenderer	Means vendor who submits Bid in response to this tender document
5	Bids	Means Online Bid submitted by bidders in response to the tender issued by the Corporation
6	Purchaser	Means Info Tech Corporation of Goa Ltd.
8	Contractor/Supplier	Means The successful Bidder to whom tender is awarded.
9	Contract	An agreement signed by the contractor against the Tender.
10	Non-responsive	Failure to furnish complete information in a given format and manner required as per the tender documents or non-submission of tender bid in given Forms/Pro-forma or not following procedure mentioned in this tender or any of required details or documents is missing or not clear or not submitted in the prescribed format or non submission of tender fee or EMD.
11	Services	Means the work to be performed by the bidder pursuant to this tender and to the contract to be signed by the parties in pursuance of any specific assignment awarded by the Department.
12	EMD	Earnest Money Deposit.
13	DD	Demand Draft.
14	PAN	Permanent Account Number.
15	PBG	Performance Bank Guarantee.
16	ICT Equipments	Computer systems, Printers, Mobility devices,etc
17	Personnel/Manpower	Means professional and support staff provided by the bidders to provide training or perform services to execute an assignment and any part thereof
18	RO	Means Returning Officer
19	DEO	Means District Electoral Officer
20	Nodal Officer	Means Official deputed as polling-in-charge by the DEO
21	ECI	Election Commission of India
22	SNIT	Short Notice Inviting e-Tender

Invitation For Bids (IFB)

1. Bids are invited by Info Tech Corporation of Goa Ltd (ITG) in two bids – Eligibility and Financial bid from well established and reputed organizations / agencies / suppliers who fulfill the eligibility criteria and having sufficient infrastructure & Manpower and proven track record in the field of Video Recording (Video and Audio) for implementation of Videography of critical events in two Parliamentary Constituencies during the period of Lok Sabha Elections, 2019 for Returning Officer, Assistant Returning Officers, Observers & CEO Office towards Lok Sabha Elections 2019 on a turnkey and rental basis.

Tenderer / Bidder should submit the proposal on the tenderwizard <http://www.tenderwizard.com/goa> . The first part will consist of Eligibility Proposal and the second part will consist of Financial Proposal.

2. Bidders should go through the website <http://www.tenderwizard.com/goa> for understanding the e-tendering process and refer to the link "Vendor Info", "Information About DSC (Digital Signature Certificate)", "FAQ's" and to know the process for submitting the electronic bids at the website.
3. Bidders need to have a Class 3 category digital signature issued by a licensed Certifying Authority (CA) for e-Tendering Portal.
4. Complete bid document terms and conditions and tender form containing all the details has been published on the websites <http://www.infotechgoa.com>, <http://www.goa.gov.in> and <http://www.tenderwizard.com/goa>. The bid documents can be downloaded from <http://www.tenderwizard.com/goa> on payment of the required Tender Document Fee and Tender Processing Fee online.
5. The Bids can be submitted up to date and time given in SNIT.
6. An Earnest Money Deposit (E.M.D.) of **5.00 Lakhs (Rupees five Lakhs only)** should be provided by the tenderer / bidder interested in the respective category. The EMD has to be paid online before the last date and time for online submission of bids as given in the SNIT. EMD in any other form will not be accepted.
7. Bids would be considered only in the prescribed form/ document. Bids not submitted in prescribed format will be summarily rejected.
8. The eligibility Bid will be opened as per schedule in SNIT and in the presence of bidder / designated representatives of the bidder, if present. The qualifying bids of the eligibility evaluation process shall only be considered for further evaluation of Financial Bid. The Financial bid will be opened in the presence of the qualified bidders/ designated representatives of the bidder, if present on a separate date and time as mentioned in the SNIT.

In case there is a change in this scheduled date and/or time, then the qualified bidders (eligibility bid) will be intimated about the date and time by a letter/email.

9. No contractual obligation whatsoever shall arise from the Tender Document/ bidding process unless and until a formal contract is signed and executed between the tendering authority and the successful bidder.
10. The Corporation in consultation with Department may, at its discretion, extend the date for submission of Bids. In such cases all rights and obligations of the Corporation and bidders previously subject to the deadline will thereafter be subject to the deadline as extended. Any such extensions shall be informed to bidders through corrigendum issued on e-tendering portal.
11. Bidders desirous of using NEFT/RTGS or OTC mode for making payments must download challan only from the e-procurement portal and not use any other challan form.
12. It will be the responsibility of the Bidder to ensure 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 RFP for Videography of critical events for Lok Sabha Elections to Parliament (India), 2019 entertained by CEOG. Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder to appraise himself.
13. 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.
14. 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.
15. The Bidder shall be fully and completely responsible to CEOG/ITG for all the deliveries and deliverables.
16. Bidders shall not make attempts to establish unsolicited and unauthorized 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.

17. Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek clarifications from the Bidders relating to the tenders submitted by them during the evaluation of tenders.
18. 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.
19. Info Tech Corporation of Goa Ltd. disclaims any factual/ or any other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein is intended only to help the bidder to prepare a logical bid-proposal.

Eligibility Criteria & Mandatory Conditions

The tenderer / bidder must fulfill the following eligibility conditions and must also submit documentary evidence in support of fulfilling these conditions while submitting the Technical Bid. The scanned copy/copies of these documents should be uploaded on the e-tendering website during submission of bids before its last date. Failure to comply with these requirements may result in the bid being rejected.

Note: Tenderers / Bidders should read these conditions carefully and comply strictly while submitting their Bids.

Note: Financial bids shall be opened and considered of only those bidders who qualify in the eligibility/technical bids process.

PRE-QUALIFICATION CRITERIA FOR TENDERER / BIDDER FOR THE PURPOSE OF QUOTING IN THIS TENDER:

Sr. No	Clause	Documents required
1	The Tenderer / Bidder should be a proprietorship firm / partnership firm / registered company under Company Registration Act of India engaged in trade or business of Video Recording Services on the date of issue of the Notice Inviting Tender.	a) Valid documentary proof of: - Certificate of incorporation - Registration Certificate (upload and save document as 'Document A')
2	The Tenderer's / Bidder's should have been in the Video Recording/photography Services for 5 Years in india as on the date of issue of the Notice Inviting Tender.	a) Valid documentary proof of: - Copy of work order or agreement with completion certificate from the customer. (upload and save document As 'Document B')
3	The Tenderer / Bidder should should have experience of successfully completing similar type of works during the last seven years. The similar type of works related to elections, event management etc where 100+ videographers/photographers were engaged.	a) Valid documentary proof of: - Sufficient documentary proof should be provided. (upload and save document As 'Document C')

4	The Tenderer / Bidder should have a positive net worth with cumulative turnover of Rs. 60.00 Lakhs during the last 05 financial years (2013-14, 2014-15, 2015-16, 2016-17, 2017-18).	a) Valid documentary proof of: - Balance sheet clearly indicating the Year & Turn over details. OR - CA Certificate showing Turn over details. (upload and save document As 'Document D')
5	The Tenderer / Bidder must submit their valid PAN, GST Registration Certificate.	a) Valid documentary proof of: - Valid PAN/GST Registration (upload and save document As 'Document E')

NOTE

- Tenderer / Bidders are requested to upload a scanned copy of the original documents as valid documentary proof.
- Any promoter/partner/director of a firm who is brought into the firm after the publication of tender notice shall not be considered for fulfilling this eligibility criterion.
- Only one bid is permitted by a single Tenderer/Bidder. A Tenderer/Bidder found to be submitting more than one Bid in different firm names, then such a bid of the tenderer/bidder shall be disqualified and his/her technical bid shall not be opened/considered and the EMD forfeited.
- Keeping in mind the local service setup and accessibility required to extend support / services during the operational period, it is considered essential that the bidder should be able to execute and integrate all the items mentioned in the tender into a single solution/platform.

Forfeiture of EMD: The EMD taken from the tenderer/bidder shall be forfeited in the followingcases:-

- If the tenderer/bidder withdraws or modifies his bid proposal after opening of bids or during the period of bid validity or its extended period, if any; or
- In the case of a successful tenderer/bidder,the tenderer/bidder fails to sign the contract for any reason not attributable to the Info Tech Corporation of Goa Ltd (ITG), Goa.
- During the bid process, if a tenderer/bidder indulges in any such deliberate act whichwould jeopardize or unnecessarily delay the process of bid evaluation and finalization.

- During the bid process, if any information submitted by the bidder is found wrong / manipulated / hidden in the bid.

Tenders without valid E.M.D. at the time of opening of the technical bid will be rejected.

Clarification and Amendment of Bidding Document

- i. Interested tenderer/bidder may submit their pre-bid queries in specified format in the tender document through email at sanesh.varghese@nic.in on or before 18/02/2019 up to 03.00pm.
- ii. As a result of pre-bid queries, if modifications in the bidding document, specifications of services and/ or goods are considered necessary, they may be done by issuing a addendum/ corrigendum and the corrigendum/ addendum will be placed on all the websites as specified in the NIT.
- iii. The tendering authority reserves the right not to respond to any/all queries raised or clarifications sought if, in their opinion and at their sole discretion, they consider that it would be inappropriate or do not find any merit in it.

Amendment of Bidding Document

- i. At any time prior to the deadline for submission of the Bids, the tendering authority may amend the Bidding document by issuing Corrigendum/ Addendum.
- ii. Any Corrigendum/ Addendum issued shall be a part of the Bidding document.
- iii. To give prospective Tenderers / Bidders reasonable time in which to take a Corrigendum/ Addendum into account in preparing their Bids, the tendering authority may, at its discretion, extend the deadline for the submission of the Bids.
- iv. Any change in date of submission and opening of bids would be published/communicated in appropriate manner including the websites mentioned in the SNIT.

Submission and Opening of Bids:

The tenderer / bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by ITG to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Info Tech Corporation of Goa Ltd will be in no case responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Validity of Bids:

- i. Bids shall remain valid for 180 days from the date of bid opening as prescribed by Tendering Authority. A Bid valid for a shorter period shall be rejected and treated as nonresponsive.
- ii. In exceptional circumstances, the Tendering Authority may solicit the Tenderer's/Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (letter/e-mail).

- iii. **SELECTION CRITERIA:** The lowest rate quoted for 8 hours and hourly basis for next each hour alongwith other Terms & Conditions will be eligible criteria for selection of the lowest bidder.
- iv. All the statutory taxes as payable should be distinctly stated.
- v. Vague and conditional offer shall not be considered.
- vi. All instructions which are necessary for execution of the work, shall be issued by the Chief Electoral Officer/ITG. The Chief Electoral Officer/ITG reserves the right to accept or reject tender without giving any reason.
- vii. **Arbitration:** The decision of the Chief Electoral Officer, Goa/ITG as to whether the goods conform or not to respective specification or whether the same are of good quality or not, shall be final.
- viii. All litigations arising out of above terms & conditions shall be subject to the jurisdiction of Court at Panaji-Goa
- ix. Terms of Payment to the videographer will be made only if work is satisfactorily completed by the videographer. The TDS at the source will be deducted as per the Govt. rule and regulations.
- x. **Right to reject the tender:** The Chief Electoral Officer, Goa/ITG reserves the right to reject any or all tenders without any assign reasons thereof.

Clarification of Bids

- i. To assist in the examination, evaluation, comparison and post qualification of the bids, the tendering authority may, at its discretion, ask any tenderer/bidder for a clarification of his/her bid. The tendering authority's request for clarification and the response shall be in writing or email.
- ii. Any clarification submitted by a tenderer/bidder with regard to his/her bid that is not in response to a request by the tendering authority shall not be considered.
- iii. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the tendering authority in the evaluation of the Commercial/ Financial Bids if any.

Evaluation of Financial Bids

- i. Conditional bids are liable to be rejected. However, financial implication of conditions may be worked out and added to the quoted price.
- ii. The evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central / State Government/ Local Authorities.
- iii. The offers shall be evaluated and marked L1, L2, L3 etc. L1 being lowest offer and then others in ascending order for each item.

- iv. The Tendering Authority / designated Tender Evaluation Committee shall prepare a comparative statement in tabular form and its report on evaluation of financial bids and with the recommendation to sanction the best offer to the CEO for approval
- v. In case of the lowest total value quoted are same by different bidders, the tendering authority reserves the right to give the work-order to any of those bidder (with same lowest values) taking into consideration the interest of the State.

Comparison of Rates of firms outside and those in Goa: To maintain parity in rates quoted and to ensure fair comparison, the rates quoted should be for Goa GST billing i.e. billing location of items to be supplied should be from within the State of Goa and should be inclusive of all levies and taxes including GST (if applicable), Octroi (if applicable), local levies and the rates should be clearly indicated in words and figures. ITG shall not provide any kind of “Forms” and/or documents which may be used to get any kind of tax concessions.

Tendering authority's Right to Accept/ Reject any or all of the Bids: The tendering authority reserves the right to accept or reject any bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the tenderer(s)/bidder(s) or any obligation to inform the affected tenderer(s)/bidder(s) of the grounds for the Purchasers action.

- a. The Purchaser/ Biding Authority reserves the right to accept any Bid not necessarily the lowest, reject any Bid without assigning any reason.
- b. The contractor(s) shall not assign or sub-let his contract or any substantial part thereof to any otheragency.

Security Deposit: 1. The security Deposit @ 10% of the work value has to be submitted by the successful bidder that shall be awarded with work order.

2. An EMD may be adjusted and kept as security deposit security during the execution of the project of the uccessful bidder that shall be awarded with the work order.

Terms of Payment

The payment towards the above projectshall be as follows:

1. Bills should be presented by the supplier to ITG immediately upon delivery & installation of the equipments
2. ITG shall make the payments upon receiving the same from ChiegElectrolOfficer.
3. TDS may be deducted at source as per rules.
4. Payment shall be made in Indian Rupees only.

General Terms and Conditions

1. The videographer/appointed vendor whether an individual or agency should not have any political leaning or affiliation with any political party or candidate.
2. The video agency/ videographer should not have been hired at the same time by any political party or candidate.
3. The videographers with Cameras shall be at the disposal of District Election Officer, Returning Officers, Assistant Returning Officers and Mamlatdars whose offices are situated in different Talukas of the State of Goa and shall work under their supervision and guidance or under personal supervision or guidance of Senior Election officer so appointed for the purpose by the concerned Returning Officer.
4. The videographer shall accompany the concerned Senior Election Officer in a Government vehicle to attend videography work during election and may also be asked to accompany Observers appointed by Election Commission of India, New Delhi as and when required.
5. The photography shooting will be for eight hours and next each hour rates will be on hourly basis during entire election process.
6. The videographer should open the camera in the presence of Returning Officer or Election Related Officer authorized by Returning Officer for this purpose and hand over the filled CD/ DVD/external storage. He should obtain the signature of Returning Officer/Authorized Officer on CD/ DVD before it is installed in the camera.
7. The videographer shall not leave the office of where he is deployed under any circumstances. Prior written permission of the Returning Officer shall be obtained by him for the purpose which will be granted only if alternative arrangements have been made.
8. The videographer should immediately replace the camera, which is not functioning satisfactorily or which is rendered out of order in the operations. Failure to do so, will result in 25% cut in the total payment payable to the videographer in addition to the deduction for the period of absence from duty. In case replacement is not made at once, full day's charge will be deducted.
9. The videographer should not accept the hospitality of any contesting candidate or political party or their agents.
10. The videographer shall be required to furnish e-Payment amounting to 2.5% of the total amount payable to him for 20 days work as security deposit. This amount shall be deposited at the time of award of work. The Demand Draft should be in the name of the Joint Chief Electoral Officer, Panaji, Goa. The Demand Draft will be returned to the concerned videographer on completion of work.

11. For any lapse on part of videographer or breach of conditions, he shall be liable to forfeit his entire security deposit. In addition, 25% of the total amount payable to him may be deducted without prejudice to any other appropriate legal action.
12. The videographer should not remove the data from his Camera without prior permission of the Returning Officer or an Officer authorized by him in writing.
13. The videographer has to give an undertaking that he does not have any political leanings or affiliations that he is not related to any contesting candidate and he has not been hired at the same time by any political party or candidate for this work. Without such an undertaking, the tender will be rejected. Appropriate media (latest technology) should be used for entire videography.
14. The decision would be left to the discretion of the Chief Electoral Officer as to the total number of cameras that are to be engaged from one agency/individual videographers.
15. The videographer shall be engaged taking into account the past experience of the said work and after screening thoroughly as to professional competency track record, financial viability and other related factors.
16. The videographer should not demand any particular area for videography.
17. The Tenderer / Bidder should be capable of providing around 300+ sufficiently skilled videographers/photographers for video recording for around 30-60 days period having requisite experience.
18. Estimated quantity of videographers and photographers

Sr. No	Particulars	No. of Videographers	No. of Photographers
1.	DEO (North)	100	NIL
2.	DEO (South)	115	NIL
3.	Police Department	75	NIL
4.	CEO Office	NIL	05

Note: *The quantities mentioned above are only estimated.

* The required videographers and photographers mentioned above may also increase or decrease depending up on the requirement.

19. The necessary permission to fly a drone shall be obtained by the bidder/agency from concerned authority at their end. However ITG shall facilitate for the same.

Financial Bid (Tentative/Format)

Info Tech Corporation of Goa Ltd
(A Government of Goa undertaking)
(An ISO 9001-2008 Certified Company)
IT HUB, 3rd Floor, Altinho, Panaji-Goa.403001.

Tender No.: ITG-IT/0462/UITs- Loksabha-Ele-2019/2019

Date: 13/02/2019

Financial Bid

Name of works :- Videography of Critical Events for Loksabha Elections, 2019

NOTE: IF ANY COLUMNS LEFT BLANK IT WILL BE CONSIDRED AS ZERO (0)

Name of Bidder

Schedule of items on rental basis

S. No.	Item Description	Units	Qty	Period	Rate per Unit in Rs.	GST in Rs, if any	Total cost of item in Rs (Excl of GST)	Total cost of item in Rs (Incl of GST)	Total Cost In Words
A	B	C	D	E	F	G	H=D*E*F	I=(F+G)*D*E	
1	Videography of critical events during the period of Loksabha Elections Goa, 2019 (Considering 8 hrs Shift per day that includes day and/or night)	Per shift	1	1 shift					
2	Videography of critical events during the period of Loksabha Elections Goa, 2019 (Charges on houly basis towards additional works after end of 8 hours shift)	Per Hour	1	1 Hour					
3	Photography of critical events during the period of Loksabha Elections Goa, 2019. (Considering 8 hrs Shift per day that includes day and/or night)	Per shift	1	1 shift					

4	Photography of critical events during the period of Lok Sabha Elections Goa, 2019 (Charges on hourly basis towards additional works after end of 8 hours shift)	Per Hour	1	1 Hour				
5	Providing copy of the footage/recordings in necessary External Storage device media of Videography/Photography of critical events during the period of Lok Sabha Elections Goa, 2019.	Per Storage media of 2 TB each.	1	NA				
6	Providing copy of the footage/recordings in necessary External Storage device media of Videography/Photography of critical events during the period of Lok Sabha Elections Goa, 2019.	Per Storage media (DVD/CD)	1	NA				
7	Videography using Drone Camera (Considering 8 hrs Shift per day that includes day and/or night)	Per shift	1	1 shift				
8	Videography using Drone Camera (Charges on hourly basis towards additional works after end of 8 hours shift)	Per Hour	1	1 Hour				

Bid Form (Fill and upload)

I. Addressed to:

a.	Name of the Bidding authority	Managing Director
b.	Address	Info Tech Corporation Of Goa Ltd (A Govt. Of Goa undertaking) IT HUB, 3rd Floor, Althino, Goa-403501
c.	Telephone	(0832) 2226024 / 2225192

II. NIT Reference: ITG-IT/0462/UITs- Loksabha-Ele-2019/2019 Date: 13/02/2019

III. Other related details:

1.	Name of Bidder with OfficeAddress				
2.	Name & Designation of AuthorizedSignatory				
3.	Year of Establishment				
4.	Type of Firm	Public Ltd.	Private Ltd.	Partnership	Proprietary
	Put Tick (☐) mark				
5.	Telephone Number(s)/ Mobile				
6.	Website URL				
7.	Fax No.				
8.	Email Address				
9.	Registered Office Address in Goa	Address			
		Phone		Fax:	
		Contact Person			
10.	Service Center (s) in Goa	Address			
		Phone		Fax:	
		Contact Person			
(enclose list of Service Center consisting name of contact person, telephone no., e-mail address, office address.)					

- IV. The Tender Bid Document fee amounting to Rs. 8000/- (Rupees Eight Thousand Only) has been deposited vide challan no. _____ dated _____ in favour of the Info Tech Corporation of Goa Ltd,Althino,Panaji-Goa.
- V. The Tender Bid Processing fee amounting to Rs. 2000/- (Rupees Two Thousand Only) has been deposited vide challan no. _____ dated _____ in favour of the Info Tech Corporation of Goa Ltd,Althino,Panaji-Goa.
- VI. We agree to abide by all the conditions mentioned in this Bid Document issued by the Bidding Authority.
- VII. Reproduced/ re-word-processed formats or Tenderers/Bidders own formats for the price bids will disqualify the Bid. However the Tenderer/Bidder can reproduce exactly the same format for clarity in filling due to shortage of space.
- VIII. The rates quoted are applicable up to 180 days from the date of opening of bid. The validity period can be extended with mutual agreement. Following documents are attached towards the proof of earnest money deposited in favor of Info Tech Corporation of Goa Ltd,Althino,Panaji-Goa.

S.No	Earnest Money deposited through	Challan Number	Dated
1.	RTGS,NEFT , credit card payment,etc		

- IX. This Bid form and Terms & Conditions in token of acceptance of the terms mentioned in the tender document along with duly filled letter of undertaking / declaration.

Signature : _____
 Name : _____
 Designation : _____
 Place : _____
 Date : _____
 Seal :

Bidders Undertaking-I (Fill and upload)

(Indicative Format)

(The form should be signed with seal and then scanned and uploaded on the tender wizard)

(Certificate to be issued by bidder on the company letterhead)

UNDERTAKING

To,
The Managing Director,
InfoTech Corporation of Goa Ltd,
Althino-Panaji- Goa.

Sir/Madam,

Sub: Undertaking for participating in Tender for Videography of Critical Events for Lok Sabha Elections, 2019.

Ref: Tender No.: ITG-IT/0462/UITs- Lok Sabha-Ele-2019/2019

Date: 13/02/2019

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 have carefully read & understood the terms & conditions of the bid and agree to abide by them.

I/We _____ hereby confirm that our Company does not have any political leanings or affiliations and that it is not related to any contesting candidate and it has not been hired at the same time by any political party or candidate for this work.

I/We _____ hereby confirm that our Company was not blacklisted by any State Governments/ Central Government/ Public Sector Undertakings during the last three years.

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 we are liable and responsible for any disputes arising out of the Intellectual Property Rights.

I/We _____ understand that I/We are liable to be blacklisted.

Yours faithfully,

for _____

Name, Signature

Designation

Seal

Note:

Declaration in the company's letter head should be submitted as per the format given above.

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.

Pre-Bid Queries Format

Name of the Company/Firm:				
Name of Contact Person	Designation	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.
Query/Clarification Sought:				
S.No.	Tender Document Page No.	Tender Document Clause No	Clause Details	Query/ Suggestion/ Clarification

Note: Queries must be strictly mailed at email ID sanesh.varghese@nic.in only in the prescribed format. Queries not submitted in the prescribed format will not be considered/ responded at all by the tendering authority.

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