



Government of West Bengal
Office of the District Panchayat & Rural Development Officer – Birbhum
Email i.d.<dprdobirbhum05@gmail.com Tele / Fax 03462255347

Tender No: 32/A/21-22/ DPRDO

Dated: 22/12/2021

NOTICE INVITING TENDER (1st Call)

Ref: 1) Approved note sheet by the District Magistrate Birbhum, dated 07/01/2022 regarding proposal for documentation for the planning process of 2022-23 of GP, PS & ZP.

2) Approved note sheet by the District Magistrate Birbhum, dated 07/01/2022 regarding review meeting and inspection of Gram Panchayats.

Sealed Tenders are invited from bonafide vendors/Manufactures/contractors/suppliers for work of the following matters as per specification below on the term and condition mentioned below: -

Name of the scheme: - Videography with documentation for Review Meeting & Inspection at GP level.

Date of the publication of the Notice: -22.12.2021

Venue for the dropping & opening of the tender: -Office of the District Panchayet & Rural Dev. Officer , Birbhum

Date of dropping of tender paper: - 29.12.2021 upto 3 PM

Date of opening of the tender: - 29.12.2021 at 3.30 PM

Earnest Money Deposit (EMD): Rs 5000/- (Rupees five thousand only)

The Set per contains the following -

Sl No.	Name of Work
1	Videography with 3 minutes consolidated.
2	Photography : 35 photos of events, an album preparation Quality: Digital Photographs
3	Technical support for organizing meeting, group photos with seating arrangement.

Steps wise documentation process.

The documentation (Photograph & Video) will cover the process mentioned below:

- 1) One technical person along with camera will accompany with district level team to attend the review meeting and inspection at Gram Panchayat as per mentioned schedule.
- 2) He/She will cover the whole meeting and inspection of schemes (Photograph & Video) of Gram Panchayats as directed by the Authority.
- 3) After completion of the said process photograph collected from the meeting and inspection he/she will edit at least 50 photographs from the each event.
- 4) A 5 to 10 minutes videography will also be prepared from the collected video after editing as per direction of the Authority.
- 5) The process of documentation of each meeting will be completed within 02 days after completion of the meeting as per schedule.

Covering all points from 1 to 5, a rate amount is required to be quoted in letter head pad in consolidation.

Terms & Conditions:

- 1) Applications for the tenders' documents should be done in their own letter within the date mentioned above.
- 2) Separate rate for each of above-mentioned articles should invariably and clearly be mentioned in the letter head pad duly signed by the tenderer.

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- 3) The rate must be quoted in terms of figure and words neatly and correctly in English including all charges.
- 4) Similar credential documents are to be attached.
- 5) **Other services are to be borne by the tenderer within the rate.**
- 6) The tenderer must submit their full postal address with contact number with the tender.
- 7) The tender will be opened, on the date and time as mentioned, Office of the District Panchayet & Rural Dev. Officer, Birbhum and at that time supplier /their representatives themselves may remain present.
- 8) Prior to acceptance of the tender, the undersigned reserves the right to call for sample or demonstration and the tenderer shall be liable to give the demonstration free of cost.
- 9) In the event of acceptance of the tender and placing of the order would be subjected to inspection by the undersigned or his representatives and are liable to be rejected if the articles supplied are not according to approved sample or do not confirm with the specification prescribed.
- 10) Selection will be made on the basis of the total price.
- 11) **The undersigned reserves the right to accept or reject any tender assigning any reasons whatsoever and not bound to accept the lowest rate, stating the reasons thereof.**
- 12) **The total unit / Quantity may vary as per the requirement.**
- 13) The work must be started as early as possible from the date of the receiving the work order.
- 14) Any damaged or deformed articles will not be entertained. If any damaged / deformed articles found, replacement with the new fresh one is to be done at that time of execution.
- 15) **The Earnest money of all the unsuccessful tenderer will be refunded on receipt of application from the tenderer.**
- 16) The Earnest Money will be refunded after 6 months from successful completion of the work.
- 17) The works are to be done at the site as specified.
- 18) The tenderer shall submit duly PAN Card, Premium Certificate, Trade License issued by municipality with acknowledgement receipt for the year 2020-21, GST registration certificate, MSME certificate (As an added advantage).
- 19) The tenderer should deposit **Rs.5000/-** (Rupees Five Thousand) only as **EMD** in the name of DPRDO, Birbhum.
- 20) The Tenderer may submit the tender either physically or through the mail ID :dprdobirbhum05@gmail.com as per the time schedule.

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District Panchayats

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Rural Development Officer, Birbhum

Date. 22/12/2021

Memo No 1328 /1(4) /DP&RDO/STARPARD

Copy forwarded for information & with a request to display in the Notice Board to:

- 1) The Additional District Magistrate, (Panchayet) Birbhum.
- 2) The Dy. DP&RDO/PDO/HC/Cashier/TC/DEO of the office of the DP&RDO to remain present on the date of opening and placement before the undersigned.
- 3) Notice Board of this office.
- 4) The Office copy file.

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District Panchayats

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Rural Development Officer, Birbhum