



অসম চৰকাৰ

GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER ::: BAJALI  
MADAN RAUTA NAGAR, PATHSALA.  
E-mail: deo\_bajali@nic.in

No. BJDV-106/2024/PE/48 / 706

Dated: - 01/03/25

**SHORT NOTICE INVITING QUOTATION**

Sealed Tender affixing Court Fee Stamp of Rs.8.25 (Rupees eight and twenty five paise) only are invited from intending Firms/Suppliers/Individuals registered with Registrar of Societies, Assam, in case of Individuals registered with any Govt. department for **providing Videographer/Photographer with camera on hire charges** corresponding to the Panchayat election 2024-25 for the Bajali District as per (A) Terms & conditions given below:

**(A) Terms & conditions**


1. The Quotationer should quote rate as per format shown below :

Sl. No.	Particulars	Rate	
		Rupees (in figure)	Rupees (in words)
1	Videographer with camera per day		
2	CD contain the recorded events (per CD)		
3	Photographer with camera per day		
4	Photographer with camera standby/Reserve per day day		
5	Coloured photo per copy		

- The Quotationer shall have to deposit a sum of Rs.10,000.00 (Rupees ten thousand) only in the form of Bank Draft/ Call Deposit from any Nationalized Bank pledged in favour of **District Commissioner, Bajali** to be payable at Bajali as Security Deposit, which shall be refundable on satisfactory completion of the assigned job and after the contract period is over. If the job is not executed satisfactorily as per the specifications and within the stipulated period, the District Commissioner, Bajali reserves the right of rejecting the job and no compensation will be paid for such rejection and the Security Deposit will also stand forfeited.
- Quotationer should have adequate experience of videography.
- Quotationer will be required to adhere strictly to the time frame and no delay will be accepted.
- The Quotationer must furnish the following up to date valid documents along with their tender:
  - Registration certificate of the Firm. In case of individual, registration certificate with any Govt. department with upto date validity.
  - GST Registration Certificate with latest GST return filing statement.
  - Xerox copy of self-signed PAN card.
  - Latest Income Tax Return statements.
  - Xerox copy of Bank pass book.
  - Records / documents in support of experience. If any.
- The work order will be placed as per requirement and payment will be made subject to availability of fund in the respective head of account after observing all formalities thereof. **No claim as regards payment, advance payment etc. will be entertained.**
- The District Commissioner, Bajali reserves the right to accept / reject any or all the tenders without assigning any reason thereof at any time and stage and does not bind itself to accept the lowest rate and no assurance is given to the lowest bidder to award the supply work at his quoted rate.
- The tenders should be addressed to the District Commissioner, Bajali and must be submitted at the **drop Box** provided for the purpose at the T & D Branch, D.C Office, Bajali in sealed cover latest by **2.00 pm on 12/03/2025**. Tenders so received shall be opened on the same day at 3.00 pm in the Office Chamber of the District Development Commissioner, Bajali. No separate notice will be served upon Quotationer to remain present at the time of opening of sealed tenders.
- The Quotationer (Videographer/Photographer/Firm) will be bound to report immediately to the undersigned as and when called for and preferably should have at least 10 (ten) videographer with camera (in respect of videography) and 5 (five) photographers with camera (in respect of photography) under their disposal.



10. The rate should be quoted inclusive of all sources of tax by the Quotationer and on their Letter heads in the Format attached herewith.
11. The Quotationer should not have affiliation with any political party.

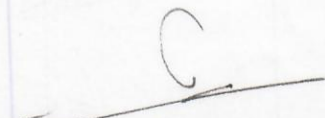
  
District Dev. Commissioner,  
Bajali

**Memo No: - BJDV-106/2024/PE/48 / 706-A**

Dated:- 01/03/25

Copy to:-

1. The Commissioner, Panchayat & Rural Development Department, Panjabari, Juripar, Guwahati-781037 for kind information.
2. The Secretary, Assam State Election Commission, Dispur, Guwahati-781006 for kind information.
3. The Chief Executive Officer, Bajali Zilla Parishad, Bajali for information.
4. The Addl. District Commissioner (Election), Bajali for information and necessary action.
5. The Finance & Accounts Officer, DC's Office, Bajali for information.
6. ✓ The ADIO, NIC, Barpeta for information and necessary action. He is requested to upload in Bajali District web portal of this Short Tender Notice.
7. The DI&PRO, (i/c Bajali) for wide publicity of this Short Tender Notice.
8. Notice Board.

  
District Dev. Commissioner,  
Bajali