OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR
---

www.ceomanipur.nic.in
Telefax : 0385-2414239/2414859

ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

RE-TENDER CORRIGENDUM

Imphal, the 9th January, 2022

No. 5/ELEC/WEB-CASTING/SAE/2022: In continuation to this office eTender Notice No. 5/ELEC/WEB-CASTING/SAE/2022 dated 15th December, 2021, Chief Electoral Officer, Manipur, bids are re-invited from potential bidders for web streaming of Video and Audio for General Elections to Manipur Legislative Assembly, 2022.

The details of the tender are available at https://manipurtenders.gov.in and https://ceomanipur.nic.in.

2. Tender shall be submitted on-line through e-procurement/tender portal https://manipurtenders.gov.in

3. The dates for submission of bids are as follows:

Particular	Start date & time	End date & time
Submission of tender documents	**11:00 hrs of 10.01.2022**	**11:00 hrs of 15.01.2022**
Technical Bid opening	**12:00 hrs of 15.01.2022**	
Technical Presentations by	**11:00 hrs of 17.01.2022**	
Financial Bid opening	**11:00 hrs of 18.01.2022**	

(**N. Praveen Singh**)
Addl. Chief Electoral Officer, Manipur

Copy to:

1. Principal Secretary (Election), Govt. of Manipur.
2. Editor, The Sangai Express (English)/ Poknapham Daily (Manipuri) for publication as paid advertisement for 2 (two) alternate days. Bill may be submitted for early payment.
3. Relevant File

OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR
---

www.ceomanipur.nic.in
Telefax : 0385-2414239/2414859

ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

INVITATION FOR BIDS (IFB)

Imphal, the 15th December, 2021

No. 5/ELEC/WEB-CASTING/SAE/2022: Chief Electoral Officer, Manipur invites bids for web streaming of Video and Audio for General elections to Manipur Legislative Assembly, 2022.

2. Tender is to be submitted on-line through e-procurement/tender portal https://manipurtenders.gov.in

The dates for submission of bids are as follows:

Particular	Start date & time	End date & time
Publishing/downloading Tender Documents	12:00 hrs of 15.12.2021	15:00 hrs of 05.01.2022
Seeking clarification	12:00 hrs of 18.12.2021	
Pre-Bid meeting	12:00 hrs of 21.12.2021	
Submission of EMD	12:00 hrs of 22.12.2021	14:00 hrs of 05.01.2022
Submission of Technical & Financial bids	**15:00 hrs of 06.01.2022**	
Technical Bid opening	**13:00 hrs of 07.01.2021**	
Technical Presentation by the Bidders	**11:00 hrs of 10.01.2022**	
Financial Bid opening	**11:00 hrs of 13.01.2022**	

3. **TERMS & CONDITIONS:**

I. All the Tenders/Bids shall be submitted only through online mode and no manual submission of the same shall be entertained.

II. Bidding documents may be downloaded from the website https://manipurtenders.gov.in and ceomanipur.nic.in w.e.f. 15.00 hrs. of 15th December, 2021.

III. The Tenders/Bids shall be opened at the office chamber of Additional Chief Electoral Officer, Manipur, Lamphelpat.

IV. The bidder should be a company registered firm or registered company under Companies Act.

V. The bidders shall have GSTIN Registration The firm should produce valid PAN No.

VI. The bidder should never have been blacklisted/barred/disqualified by regulator/statutory body or any PSU

VII. Tenders/Bids must be quoted in English language only.

VIII. The rate quoted must be both in figure and words and it must be firm for a period of 6(six) months subjected to physical verification.

IX. Tender documents should be submitted along with the photograph of prescribed specification.

www.ceomanipur.nic.in
Telefax : 0385-2414239/2414859

ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

X. An Earnest Money Deposit (EMD) of Rs.5,00,000.00 (Rupees Five Lakhs only) is to be submitted in the form of bank draft of any Nationalised Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur shall be deposited.

XI. The EMD shall be exempted for bidders who are certified under SME/NSIC, upon furnishing relevant documents.

XII. Security Deposit of 5% (refundable) of the total quoted amount in the form of Bank draft of any Nationalized Bank/Scheduled Commercial Bank payable at Imphal drawn in favour of Chief Electoral Officer, Manipur should be submitted by the successful bidder. The Security Deposit shall be submitted to Election Department within 7 (seven) days from the date of issue of Letter of Acceptance by the Department.

XIII. Tender fees of **Rs.5,000/-** (Rupees five thousand) should be submitted in the form of Bank draft of any Nationalised Bank/ Scheduled Commercial Bank payable at Imphal drawn in favour of Joint Chief Electoral Officer, Manipur.

XIV. The Department shall not be responsible for any delay in postal service or disruption of web service.

XV. Uploaded documents of valid successful bidder will be verified with the original documents before signing the Agreement.

XVI. The Authority reserves the right to cancel all bids without assigning any reason thereof.

XVII. The bidders must possess Digital Signature Certificate of Class II or Class III for submission of bids through online in the above website.

XVIII. The office will not pay any advance to the firms.

XIX. This office may cancel the order if the required items are not supplied in time or do not meet the specification envisaged by this office.

XX. The Authority reserves the right to accept or reject any or all tenders without assigning any reason thereof. The office may also modify the terms and conditions before giving supply order.

XXI. All Bank drafts should be submitted in a separate Envelope by indicating tender identification e.g. ("Earnest Money Deposit/Tender fee" etc.).

XXII. The bidders should not be blacklisted by any Government/ Semi Government/ Private Institute.

OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR
---

www.ceomanipur.nic.in
Telefax : 0385-2414239/2414859

ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

XXIII. The bidder should have domain expertise in the field of webcast/ video streaming of polling process from Polling Stations during State Assembly/ Lok Sabha Election in the North Eastern States.

XXIV. All disputes are subject to jurisdiction of courts at Imphal only.

(**N. Praveen Singh**)
Addl. Chief Electoral Officer, Manipur

Copy to:

1. Secretary to the Hon'ble Chief Minister, Manipur
2. Staff officer to Chief Secretary, Government of Manipur
3. Principal Secretary (Election), Govt. of Manipur.
4. Smt. L. Sujata Devi, Database Administrator for uploading in https://ceomanipur.nic.in
5. Notice Board
6. Relevant File

OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR
---

www.ceomanipur.nic.in
Telefax : 0385-2414239/2414859

ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

CORRIGENDUM

Imphal, 24th December, 2021

No. 5/ELEC/WEB-CASTING/SAE/2022: In inviting a reference to this office Notice Inviting Tender No. 5/ELEC/WEB-CASTING/SAE/2022 dated 15th December, 2021 regarding web streaming of video and audio of General Election to Legislative Assembly, 2022, a pre-bid meeting was held on 21st December, 2021 with prospective bidders and the following modifications are proposed to be made to the tender document:

Sl.No.	Particulars	Section	Modifications/ Additions
1	Tender Schedule	Performance Guarantee (BG) 10% of the total value of tender	Bank Guarantee (BG) has been reduced to 3% from 10% of the total value of the tender.
2	4. Detailed Scope of work	Task 2. (b) Live Streaming and Recording of the Polling at Polling Stations	Mark will not be linked with polling station during selection process. In case they are not able to web cast some of polling station penalty shall be imposed. (clause 8 page 16)
3	4. Detailed Scope of work	Task 5: Reporting Requirements and Time Schedule for Deliverables	Submission to DEOs Office - within 4 days Submission to CEO office - within 7 days. Note : for any repoll, the bidder submit the recording or footage within 2 days to CEO Office.
4	4. Detailed Scope of work	Task 2. (i) Live Streaming and Recording of the Polling at Polling Stations	Two technical persons for Jiribam District and four technical persons for the remaining electoral districts.
5	6. Supply, Installation and Commission	(a) Delivery	(a) All the ordered items shall be delivered to the local partnership firm within twenty days from the date of work order. The equipments should be installed and commissioned at 5/6 identified places by the CEO's office for checking. The Successful bidder after obtaining the Consignee address shall visit the sites to assess the readiness of the sites for installation at least ten days before the poll. A report in this respect shall be submitted to Election Department.
6	Appendix 10	Profile of bidder	Consortium will be allowed
7	2. Eligibility Criteria	(ii) The bidder should be a company registered firm or registered company under Companies Act	Partnership/ Proprietorship will be allowed.
9	3- Scope of Work	Brief scope of work (g)	One Supervisor for each ten Polling Stations and should accompany with Sector Officers on poll day.

www.ceomanipur.nic.in
Telefax : 0385-2414239/2414859

ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

10	2.1. Conditions of the Consortium Bidders	1) One of the Consortium partners from Manipur shall be nominated as Prime Bidder. The Consortium Agreement in INR 100 non-judicial stamp paper should be entered among the partners. All the signatories of the Consortium Agreement shall be authorized by a Power of Attorney signed by the respective Managing Director or Board of Directors of the Companies/parties to the Consortium. Board Resolution authorising the signatories of the Tender and Consortium Agreement would be accepted. 2) The Consortium Agreement shall be submitted in original in the Technical Bid. If the Bid from the Consortium becomes successful, the Consortium Agreement, should be registered in Imphal, Manipur before execution of Contract so as to be legally valid and binding on all the partners. 3) All partners of the consortium shall be liable jointly and severally for the execution of the contract in accordance with the contract terms and a statement to this effect shall be included in the Consortium Agreement. The consortium agreement should indicate precisely the role of each partner of the consortium in respect of the contract 4) The Prime Bidder shall be authorized by the other Consortium partners to act on their behalf to incur liabilities, to receive instructions for and on behalf of all partners of the consortium, to execute entire contract and to receive payment. 5) Only one Bid will be allowed from a Consortium. The partners of a Consortium are not allowed to bid individually or to be a partner of another Consortium. **All such Bids will be subject to rejection.**	**Added after 2. Eligibility Criteria of RFP.**

OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR
---

www.ceomanipur.nic.in
Telefax : 0385-2414239/2414859

ceo_manipur@eci.gov.in
jtceo_manipur@eci.gov.in

2. Bidders may refer to the revised tender document at https://manipurtenders.gov.in or https://ceomanipur.nic.in.

(**N. Praveen Singh**)
Addl. Chief Electoral Officer, Manipur

Copy to:

1. Principal Secretary (Election), Govt. of Manipur.
2. Editor, The Sangai Express (English)/ Poknapham Daily (Manipuri) for publication as paid advertisement. Bill may be submitted for early payment.
3. Relevant File

Tender for Web-casting Manipur Legislative Assembly General Election, 2022

OFFICE OF THE CHIEF ELECTORAL OFFICER MANIPUR
LAMPHELPAT, IMPHAL WEST -795004
WWW.CEOMANIPUR.NIC.IN

TENDER SCHEDULE

Office of Chief Election Office, Manipur invites tenders under Two Bid System (Technical Bid & Commercial Bid) for selection of agency for Installation & Implementation of Webcasting solution on turn key basis for Manipur Legislative Assembly Election 2022.

Sl. NO	Information	Details
1.	Bid- Inviting Authority	The Chief Electoral Officer Election Department, Lamphelpat, Manipur -795004 e-mail: ceo_manipur@eci.gov.in
2.	Name of the work	Web streaming of Video and Audio for General Elections to Manipur Legislative Assembly, 2022.
3.	Tender Reference	5/ELEC/WEB-CASTING/SAE/2022
4.	Date of Tender Publication	**15.12.2021, 12:00 hrs**
5.	Last Date of seeking Clarification	**18.12.2021, 12:00 hrs**
6.	Date of Pre-Bid meeting	**21.12.2021, 12:00 hrs**
7.	Technical & Financial bids submission start Date and Time	**23.12.2021, 12:00 hrs**
8.	Last date & time (deadline) for submission of Technical & Financial bids	**06.01.2022, 15:00 hrs**
9.	Opening of Technical Bid	**07.01.2022, 13:00 hrs**
10.	Technical Presentation by the Bidders	**10.01.2022, 11:00 hrs**
11.	Opening of Financial Proposals	**13.01.2022, 11:00 hrs**
12.	Tender Fee	Rs.5000/- (non-refundable)
13.	Earnest Money Deposit (EMD)	**Rs. 5,00,000/-** should be paid by way of Demand Draft or Banker's Cheque drawn in favour of **"Chief Electoral Officer, Manipur"** and payable at Imphal only.
14.	Performance Guarantee (BG)	10% of the total value of tender
15.	Bid Validity	180 days.
16.	e-Tender Portal	https://manipurtenders.gov.in (tender submission) http://manipur.gov.in. (Download tender documents) https://ceomanipur.nic.in (Download tender documents)
17.	Address for Communication	Office of the Chief Electoral Officer, Manipur, Lamphelpat – 795 004, Manipur Landline: 0385 2412841 Fax No.: E-mail: ceo_manipur@eci.gov.in

Note :

a. An Agency will be selected under "Quality and Cost Based System (QCBS)" and procedures described in this RFP. Agencies will be required to register on the website, which is free of cost. The Agencies would be responsible for ensuring that any addendum/ corrigendum available on the website is also downloaded and incorporated.

b. For submission of the bid, the bidder is required to have Digital Signature Certificate (DSC). Possession of Digital Signature Certificate (DSC) and registration of the bidder on the portal i.e. https://manipurtenders.gov.in is a prerequisite for e-tendering.

c. Any proposal or modifications to proposal received outside e-procurement system will not be considered.The electronic bidding system would not allow any late submission of Proposal.

d. All tenders will be opened on the appointed date and time. Bidders who wish to be part of the bid opening process may kindly be present.

e. Financial bid opening will be done in the presence of technically qualified bidders or their representatives, on the appointed date and time.

f. The proposal may be submitted through e-Tender Portal i.e. https://manipurtenders.gov.in. Tender documents may be seen/downloaded from https://manipurtenders.gov.in & http://manipur.gov.in. and https://ceomanipur.nic.in.

Definitions used in the Tender Document:

1	Agreement	Means the document signed by the Authority (Election Department) and the Bidder that incorporate any final corrections or modifications to the tender and is the legal document binding on both the parties to all terms and conditions of the Contract.
2	Bid	Means the complete bidding document submitted by the Bidder to the Authority and shall include any corrections, addenda and modifications made there in In accordance with the terms and conditions of tender.
3	Bidder	Means the party who makes a formal offer in pursuance of the tender floated.
4	Day	A day means a calendar day.
5	Invitation of Bid	Means the advertisement published in accordance with the legal requirements or notifications by Other means to prospective Bidders of the forthcoming opportunity to Bid for the Contract.
6	Letter of Acceptance	Means the formal acceptance of the bid of the Successful Bidder by Election Department.
7	Lowest Tender	Means the tender which, on evaluation, is found to be the most beneficial to the procuring entity in financially quantifiable terms.
8	Payment	Means the amount payable by Elections Department, Manipur based on the tendered items as per the agreement.
9	Period	Means entire term of the Contract.

10	Purchaser	Purchaser means the end-user for whom the procurement / Services is indented through the tender.
11	Successful Bidder	Successful Bidder means the Bidder who becomes successful through the tender process.
12	Service Tax	As per the announcement of Government of India, service tax will be paid at actuals as applicable.

1. Preamble

The Election Commission has directed that in compliance with the orders of the Supreme Court in Civil Appeal No.9228 of 2003 (Janak Singh Vs. Das Rai and other) dated 11.02.2005, photography may be carried out inside the Polling stations to photograph electors and cover Poll Proceedings without compromising the secrecy of voting. This will be in addition to videography of critical events during the election process, videography at hyper–sensitive Polling Stations on the day of Polling.

In view of the utility of live – recording established for monitoring of Poll in the Polling Stations, the Election Department has proposed that live Web- Streaming of poll proceedings may be taken up in a minimum of 10% or more of 2959 Polling Stations at 2398 polling locations and also in counting centers in the Districts, covering 60 Assembly Constituencies, in which 4G/3G/Internet connectivity is feasible (and the rest by CCTV/videography) as per the list of critical and vulnerable polling stations to be provided by Election department. Due weightage shall be given for maximum coverage of critical and vulnerable polling stations. The actual number of Polling Stations in which the web-casting is to be taken up will be arrived based on the number of critical and vulnerable polling stations. Election department shall be concentrating primarily on live web-casting and will consider offline mode, only in adverse cases, wherein, the respective polling station has no internet connectivity due to location or terrain. The counting day procedures are expected to be 100% covered by live web-casting.

India is a Socialist, Secular, Democratic Republic and the largest democracy in the world. The modern Indian nation state came into existence on 15thof August 1947. Since then free and fair elections have been held at regular intervals as per the principles enshrined in the Constitution, Electoral Laws and political system. The Constitution of India has vested in the Election Commission of India the superintendence, direction and control of the entire process for conduct of elections to Parliament and Legislature of every State and to the offices of President and Vice- President of India. The Commission is assisted in this Constitutional duty by the Chief Electoral Officers (CEOs) of respective states. The CEOs carry out instructions of the Commission and ensure free and fair elections in the state.

ATTENTION CLAUSE: All Intellectual Property Rights will vest with the Client and the bidder shall have no right over the same. 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. Each of the Bidder Personnel shall also be required to sign a Non Disclosure Agreement with Election Department and there may be civil and criminal penalties in case of breach of the agreement.

In view of the above, Election Department invites bids from the suitable bidders for the Tender towards Web-Casting forManipur Legislative Assembly Election 2022 as per the Technical specification and terms & conditions as given in this Tender document. The Successful Bidder of this tender shall be required to work closely with the Officials of Election Department (the Client) concerned to complete the work required, up to their satisfaction.

2. Eligibility Criteria

The Bidders should have the following Eligibility Criteria for participating in the Tender.

Sl.No.	Specific Requirements	Documents Required
i.	The bidder must have office in Imphal or should have a partnership office registered in Imphal.	Copy of MoU or deed to be furnished
ii.	The bidder should be a company registered firm or registered company under Companies Act	Company Incorporation Certificate
iii.	The bidder should have domain expertise in the field of Webcast/ Video streaming solutionsof polling process from polling stations during State Assembly/ Lok Sabha Election in the North Eastern Region.	Completion Certificate from the client
iv.	The bidder should never have been blacklisted/barred/disqualified by regulator/statutory body or any PSU	Self-Declaration that the bidder has not been blacklisted / barred / disqualified by regulator / statutory body or any PSU
v.	The bidder must have a valid GST registration Certificate	Copy of GST registration Certificate.
vi.	The bidder should have a minimum annual turnover of 1 crores in last 3 (three) financial years (FY 2018-19, 2019-20, 2020-21)	Annual turnover certified by an auditor.
vii.	The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices	A self-certified letter by the designated official of the responding firm
viii.	The bidder should have successfully implemented webcasting services in the last three financial years with at least one Central/ State Government/ PSU/ Government Agencies in India	Work order and project completion certificate.

Note: <u>All supporting documents for the above listed criteria's should be submitted along with the bid. In absence of the supporting documents, the bid will not be considered for evaluation.</u>

3. Scope of Work

Introduction:

As per the mandate of the Election Commission of India, the Chief Electoral Officer, Manipur desires to monitor Polling Booths by setting up Webcasting services during Elections. Currently, there are 2959 Polling Booths where the services would require to be set up that would be monitored by the Chief Electoral Officer's Office.

The key objectives of this facility are enunciated below:

1. Live webcasting of polling activity from selected polling stations. The list of polling station could be seen from https://ceomanipur.nic.in

2. Live content monitoring from browser interface from multiple ends.

3. Recording of the video and audio in a server for subsequent retrieval and review.

Brief Scope of Work:

The Bidder is required to webcast day long live video on the day of elections from polling stations in Manipur i.e. from multiple end points and record the same on storage media for subsequent viewing as well.

The deliverables are as defined below:

a) 3000 IP Cameras with WiFi Modem (if required), rechargeable battery, AC power cord and all accessories including camera base, chargers, converters, transducers etc as may be required.

b) Mobile 3G/4G internet SIM having optimum signal strength

c) Server for the purpose of storing of web stream and hosting of monitoring application and recording of video and audio stream.

d) Developing and providing browser-based monitoring application with feature for assignment of physical location to IP Camera.

e) Installation and de-installation of IP Camera including setting of date and time as per IST at the webcasting location, packing and unpacking for transportation, charging of battery (where required).

f) Providing unedited backup of webcast in physical media on next day after actual webcast to the District Election Officer. In addition, backup of all unedited recorded streams to be handed over to CEO, Manipur in local server before signing off.

g) Technical support services for entire duration including one supervisor for every webcasting location on each date of webcast.

h) Training of users for monitoring web cast stream as may be required.

i) Providing Training Manual/ User Manual.

j) The infrastructures to be provided along to resources are detailed at Appendix 9.

Deliverables from the end of Chief Electoral Officer, Manipur and team

a) Providing one electric connection for operation of Camera etc

4. Detailed Scope of Work

Task 1: Hosting of the web based streaming software:

The key features of the software shall be:

a. Able to record video in H.264 or other open formats which can be read by a variety of open source software solution.
b. Able to record at least 4 kbps audio in a good quality. This may be either encoded within the video stream or recorded as a separate stream.
c. Both audio and video should have the running time stamp. The timestamp should come from a secured location / source and should be approved by the Nodal Officer.
d. The recording should not require any specialized software and should be done using the standard browsers which include the latest and up to 4 previous versions of the following – Google Chrome, Internet Explorer, Mozilla Fire Fox and Apple Safari.
e. The Application shall be loaded from the Browser and the operator shall, only have the capability to Start and Stop the Recording. (The operator is a person provided by the bidder, who will use and operate the recording system and online application at the polling station).
f. The camera should be wall mounted and fixed. It should be appropriately secured from physical damage.
g. The camera should be so placed to cover the maximum possible area in polling station without hampering the secrecy of vote. The light and glare should be minimum and should be capable of zooming in as per the requirements.
h. During recording, the assembly constituency(AC No.) and Polling Station No.(PS No.) should be visible clearly in camera view.
i. Further, it must be ensured that in the framework used for webcasting, advertisement of any kind is not displayed.
j. The data should in no point be hosted outside India and bidder shall not access the data unless authorized by the CEO/DEO.
k. The video recording of the live webcasting at server shall be done as per the instructions of the Nodal Officer and shall not be stored in any form in any type of devices outside CEO's office after giving backup of all the videos to CEO's office. The bidder shall add the digital video water mark in the background of the streaming videos.
l. Uploading the videos shall be carried out by the manpower posted by the bidder at each identified place, using webcam/HD camera and connectivity of either 4G/3G/2G/Broadband, WiMax, DSPT, etc., based on local availability.
m. At the end of each event, the web streamed data along with required reports, shall be made available within 24 hours to the Client Hard disk for later retrieval and usage as necessary.

n. The Client shall facilitate the bidder in interaction with the telecom service providers to see that the connectivity is ensured during the events towards the smooth transmission of web streaming data.
o. The client shall ensure the safety of equipment used by the bidder to fulfil the webcasting of Polling Stations and Counting Centres.

p. The software shall provide video streaming URL with password protection to view district wise,parliamentary constituency/assembly constituency wise and polling station/counting centre wise videos which are streamed from the polling stations/counting centres.

q. The software shall include options for
    i. Connectivity status of web camera/IP camera from the polling station/counting centre whether the stream is online/offline.
    ii. Option for auto rotation of videos within assembly constituency/district/state level based on the type of user connected and options selected.
    iii. Option for on-demand view of the polling station/counting centre wise video.

r. Upon browser based video recording commencement, generic desktop lock must be engaged to disable all other applications from launching and connecting to the Internet.
s. The bidder is required to deploy suitable Compression techniques so that the data can be transmitted appropriately.
t. The necessary load testing should also be carried out so that web streaming event meets the demand and goes through smoothly with good performance.
u. Software provided shall be able to perform query of the video and audio content of the storage. The software shall be able to burn CD and DVD disks on Windows based computers and be able to query the content available based on multiple parameters as Data, Time, Location, etc.
v. The Video Streaming solution should be such that it supports rewind with playback option and the option to move to the current live status of recording.
w. The Video Streaming solution should be able to display multiple streams happening at the same time on one TV location. It shall provide for the selection of any of the polling stations at any time on poll day, from where video data is being streamed, for viewing in the Offices of the CEO, DEOs &ROs.
x. The software shall list all polling stations/counting centres with their respective webcast after collecting and updating the details and the application software design from the nodal officer.
y. The software shall provide for secure data streaming over the internet, with viewing access only to the CEO, and such other Offices as authorized by the CEO with user-id and password. The data streamingshall not be open for viewing by the public over the internet.
z. The bidder shall also develop an application software which monitors the data feed from each Polling Station on the polling day and also from each IP camera in the counting centre on the counting day based on which the performance status of the data feed, and the live streaming at the offices of the RO/DEO/CEO, will be arrived on the Service Levels provided, to levy penalties as indicated under penalty clause.

Task 2. Live Streaming and Recording of the Polling at Polling Stations

A pre-determined list of polling stations from where live web streaming will happen shall be shared with the bidder.

NumberofLocationsforVideo &Audio Recording should be minimum **10% of 2959 PollingStations**.

a) The Bidder has to supply and install devices, as per the minimum specification indicated at Appendix-7in all the identified polling station.
b) The bidder has to provide the suitable internet connectivity with minimum of 1 mbps speed from a reputed suitable service provider to the devices installed, in the identified polling stations. In polling stations where live webcasting is not possible, videography should be used to record the events on polling day. **Maximum marks shall be given to bidders who can cover live web- casting of the polling stations, from the list of critical polling stations provided by Election department, during the selection process.**
c) The bidder must post one person at each identified polling station, with proper training on the usage of the web streaming software, using the device and the Internet connectivity on the day of polling and also during trial runs.
d) The bidder is required to have at least two dry/trial runs of the process, to satisfy the Client that their systems are in good working condition at least two days before the poll and the counting day.
e) In case of Re-poll ordered at a booth under live web streaming, the web streaming of that re-poll shall continue to be the responsibility of the bidder. The bidder shall perform webcasting at no extra cost for the first 50(fifty) polling stations, post which, the bidder shall be compensated for the number of polling stations over and above 50(fifty) polling stations at the rate quoted by the bidder.
f) g)The bidder shall ensure that the live feeds are transmitted in a secured manner to the server and then to the concerned officials up to the satisfaction of the nodal officer, for the duration when the operations are on.
g) The bidder shall ensure that therecordedmaterialtransmitteddoes not fall into the hands of any party, not authorized by CEOto receive the same.
h) The recorded material shall be the exclusive property of the CEO and neither the bidder nor any other party will be entitled to utilize the same.
i) After the event is over on polling day, the supplied devices, LED TV's and internet connectivity, have to be taken back and manpower has to be withdrawn by the bidder.
j) The bidder shall provide adequate compute performance on the servers and storage to accommodate the data generated from web streaming from allthe polling stations.
k) The Office of CEO will provide the list of mobile phonefacilitiesofthe election officials (that of the Presiding Officer / PO1 Officer), in an excel/CSV format, to thebidder,afewhoursbeforethestartoftheelection process for communication purposes.
l) Control Centre:
    i. The bidder is also required to assist the Nodal Officer and District Officers in the setting up of the Control Centres which will use the feed fromthe Camera devices on the days of Polling & Counting. The Control Centre will be at the State Level (CEO's office), in each District (DEO's-11) and RO's (37 RO's).In the CEO's office, the bidder has to provide two technical persons for co- ordination with districts and server team on the polling/ counting day.
    ii. The video and audio should be live streamed to the Control centre via the server. The bidder should deploy the following resources on the days of polling and counting in each Control Centre as indicated in Appendix -9.
        1. Device to manage the feeds
        2. Internet connectivity
        3. LED TV 48"
        4. Manpower

iii. The bidder shall provide the sufficient Internet bandwidth for the live streaming of the polling day event at the polling stations and State Level(CEO's Office), District Level(DEO's-11) and RO's(37RO's).

Some Important Data for the consideration includes:

a) Number of Days required for recording at each location: 1 day

[References to Day means 24 hours or part thereof]. In case of hosted Content Delivery Network covering polling stations, the Service Level Agreement (SLA) for uptime is 90%.

Task 3. Live Streaming and Recording of the Counting Process

A pre-determined list of locations where Counting Process will happen shall be shared with the bidder.All the items for Task 1 are required to be adhered to as applicable.

Some Important Details for the consideration includes:

a) Number of Locations for Video & Audio Recording:
b) The bidder shall supply (n nos) of High-end IP cameras as per the specifications given in Appendix- 7 at each counting centre location as per the breakups:
    a) Near the counting board: 1 No
    b) Near the RO: 1 No
    c)Tables 1 to (n): n Nos
c) The cameras should support full HD recording. The cameras will be owned and operated by the bidder and shall be taken back at the end of the assignment. Description and make / model of these cameras should be provided in the proposal.
d) The camera uptime should have an SLA of at least 90%. Number of Days required for recording at each location.
e) In locations where Internet connection is not available, videography should be done with cameras specifications as perAppendix-7.
f) The bidder has to submit architecture and design diagram and a detailed plan the Client on the execution of the web streaming from the intended locations on the days of polling and counting.
g) The bidder shall provide sufficient Internet bandwidth for capturing the live feed and the live streaming of the counting day event at the State Level (CEO's Office), District Level (DEO's Office -11) and RO's (37 RO's in 11Locations).

Task 4: Setting up a Help Centre & Deployment of Manpower

The bidder is required to deploy adequate manpower to meet all conditions of the assignment. The following teams shall be required to be created.

Centralized Help Desk in Imphal:

a) Operating under theControl of the Nodal Officer, the Centralized Helpdesk.
b) Team with 10-seater minimum, shall be in Imphal and shall assist all other locations to fix the issues that are coming up relating to this assignment.
c) The help desk should be operational on 3 days before polling and one day after polling, including the polling day. If there is a repoll, it should continue, till the end of the repoll.

d) Similarly, the helpdesk should also function two days before counting and one day after counting including the counting day. If there is recounting, it should continue till the end of the recounting.

Manpower:

The personnel to be provided at the office of the CEO, DEO, RO, polling stations and counting centres should be skilled in the application software being deployed by the bidder, their configuration, use, etc. They should be available to assist with any issues arising during the assignment.

The CVs of all the personnel, being deployed should be provided as per Appendix-4.Each of the personnel should have at least two of the following with him while in duty.

a) Passport/Driving License/ PAN Card/Aadhaar Card or other form of identity as specified by the Nodal Officer.
b) The following details shall be provided by the bidder in the CVs – Name, Date of Birth, and Copies of Identity cards as above, Permanent Address, Address during the last 10 years, Any Criminal or Civil Record, Educational Qualifications, Experience.
c) There may be Police / Security Clearance checks conducted against the personnel and the Client may ask for any or all personnel to be replaced, whichshall be required to be complied with immediately.
d) The personnel shall be required to operate around day of polling and countingprocess from each of the Centre posted, in each of the Legislative Assembly Constituency.
e) The personnel have to report for duty on one day before the polling day and should be available till the sealing of EVM's is completed. Similarly during counting, the personnel have to report for duty one day before counting and should be available till the counting process is over completely.

Training of these personnel and the tasks shall include:

a) Training the manpower in downloading the web streaming application and in the setting up of the entire recording system and allied issues, like connectivity, alert assistance etc. The training required will have to be conducted by the bidder, in the districts/at a suitable place for one or 2 days as decided before they are deputed to the concerned place for on duty.
b) Troubleshooting any hardware/software issues related to entire process of recording, streaming and monitoring.
c) Any other tasks found necessary for the successful live streaming of the videos.
d) The client will issue election duty certificate (EDC) or Postal Ballot to the manpower posted in the respective locations as necessary. The manpower shall be asked to report for duty to the concerned officials when posted.

Task 5. Development of Training Material

A detailed Training Material is required to be developed by the bidder as the part of the assignment.

The training material is required for the following purposes:

a) For operating the web streaming Software / Cameras etc.
b) For Post event operation of the Video Surveillance footage.

The Training Material should be in the following formats:

a) Documentation: Text based training material in the form ofdocuments showing pictures / images and text of How-To, Help Guidesetc.
b) Multi-Media: Audio and Video content including animations, videos, etc. for the above. Manuals on How To Video shall also be madeavailable.
c) The training material shall be placed in a secure location on the internet, for access only by the authorized users. It shall also be available offline in PEN Drive / CD Discs to all locations, where it can be shared and disseminated with all the intended/required users. The Help Desk personnel shall additionally act as Facilitators to facilitate the learning progress.

Reporting Requirements and Time Schedule for Deliverables

The following would be the reporting requirements for the bidder:

a) An Inception Report within 1 week, from the start of the assignment.
b) Weekly Progress Reports consisting of
   - All works performed by the bidder.
   - The Time Sheets /Attendance duly counter-signed by the Nodal Officer.
c) All Other Reports as required for the successful execution of this assignment.
d) Development and Maintenance of an MIS for all reportingpurposes.
e) Final Report within 2 weeks of closure of all activities stipulated in the contract.
f) The reports may be submitted in hard copy and in soft copy (through e-Mail / MIS / Shared Folder over Internet) to the officers concerned.
g) The bidder after completion of the recording activities, all data to be arranged on the Hard disks and handed over to the nodal officer, within 4 days after each event(polling/counting) is completed.
h) After handing over the data, the bidder shall not retain any data in their computers or in any form with them. Any deviation in this regard, the bidder shall be held responsible and liable for punishment as per law. The HDDs shall be provided by the bidder at their owncost.
i) The bidder shall ensure that recordings of all polling stations and counting centres have been compiledproperly and handed overto ElectionDepartment.

5. Service Level Agreement

100% Server, Network & Power Uptime SLA: The vendor should provide with 100% Server, Network & Power Uptime SLA as standard. This shall be applicable during the election day and counting day as declared by the client and shall be applicable for 24 hours or as decided by the client.

The vendor should ensure

SERVICE AVAILABILITY	Deduction from total cost
90% to 100%	0%
85% to 89.99%	10%
75% to 84.99%	25%
74.99% and below	50%

2.The buffer should not happen in the streaming at the CEO, DEO and RO office. Vendor will develop a dashboard for reporting the buffer and failure.

Buffer and connection loss	**Deductions from the total cost**
<10 point failures	0%
>10 Points Failure	10%
>50 Points Failure	25%
>100 Point Failures	50%

3.Provision of training, training material and manpower.

Provision of Manpower, Training material and training as per stipulated date	**Deduction from total cost**
On or before stipulated date	0%
1 day later	10%
2-5 days later	20%
6-7 days later	30%
>7 days later	50%

6. Supply, Installation and Commission

a) Delivery: The ordered items shall be delivered, installed, and commissioned within one month from the date of Work Order. The Successful bidders after obtaining the Consignee address shall visit the sites to assess the readiness of the site for installation. A report in this respect shall be submitted to Election Department.

b) The Client is solely responsible for the site preparation, if any, before the scheduled installation dates.

c) After successful Installation, commissioning, and completion of the delivery to the User Department at different locations, the Bidder must obtain signed Delivery Challan in the specified format in Appendix-8.

d) The details of the representatives responsible for attending the services at each client site, name and designation of the contact person and centre in– charge, higher level in-charge who is responsible to oversee the service centres, person to whom complaints can be made, in case the service provided to any centre, is not satisfactory and the contact numbers of the responsible person, fax, mobile numbers & email address must be provided well in advance to the Election Department.

e) In theevent of non-acceptance of the items delivered to the Election Department, the Successful Bidder shall immediately report to CEO's Office for suitable directions.

f) If there is any cancellation of the event after issuing the work order,it will be intimated within 24 Hours' time in advance.The quantity mentioned in the Tender document is tentative only. Payment will be released based on the quantity used at the site and the same has to be attested by Election Department.The Successful Bidder shall be liable and / or responsible for the complianceof all Statutory Provisions and especially those relating to Labour Laws in respect of this Contract.

6.1 Sample Submission

a) For each item quoted in the Tender, if required by Election Department, the samples shall be submitted for testing the specification of the items by Election Department within two days from the date of intimation.

b) If required by Election Department, Samples are to be arranged by the Bidders for Evaluation either at Election Department or anywhere in Imphal.

7. Payment Clause

The following are the conditions precedent for release of any payment by the Client:

a) Signing of Contract

b) Submission of an irrevocable Bank Guarantee of the Contract amount in the format (Appendix- 2) specified to the Client.

C) Signing of Non-Disclosure Agreement (Appendix-5) by all the persons involved in the assignment.

The following would be the Milestones and Payment

Sl. no	Milestone	Approval	By Date
1.	Inception Report Submission	By CEO	10 days after receiving work order
2.	Training Documents and Multimedia content	By CEO	15 days after receiving work order
3.	Two Trial runs and satisfactory Certificate before Two days of poll day andcountingday.	By CEO	2 days before poll day
4.	Submission of all other project deliverables andfinal report	By CEO	Within 30 days after the Completion of Polling and counting events

5	Training of Manpower	By CEO	Should be completed by 7 days before poll day

There will be deduction of Payment for Milestones as per the SLA defined above.

a. No advance Payment will be made.
b. 100% of the total cost will be paid by the Client after deducting TDS as applicable within one month on the Successful Completion of the event and after duly certified by the Election Department. Bills will be honoured within one month after submission along with all supporting documents in complete shape.
c. Payment will be released based on the quantity used at the site and the same has to be attested by Election Department.
d. Penalty amount, if any, will be adjusted in the payment due to the successful bidder.
e. All taxes and other levies imposed by Governments in India will be paid at actuals as applicable.
f. Successful Bidder shall have exclusive liability for remittance of Taxes to State and Central Governments as per the Statutes/Act ruling now or hereinafter enforced.

8. Penalty Clause

Inability of the proposed solution and setup to deliver the required functionality with quality of service as expected may result in breach of contract and shall invoke thepenalty clause. The Service Level Agreements are given in the Scope of Work.

For each % violation in the Service Level Agreements, deductions as per defined SLA would be exercised.

SERVICE AVAILABILITY	Deduction from total cost
90% to 100%	0%
85% to 89.99%	10%
75% to 84.99%	25%
74.99% and below	50%

Buffer and connection loss	Deductions from the total cost
<10 point failures	0%
>10 Points Failure	10%

>50 Points Failure	25%
>100 Point Failures	50%

Provision of Manpower, Training material and training as per stipulated date	**Deduction from total cost**
On or before stipulated date	0%
1 day later	10%
2-5 days later	20%
6-7 days later	30%
>7 days later	50%

9. Instruction to Bidders

a. The Bidders are requested to examine the instructions, terms and conditions and specifications given in the Tender. Failure to furnish all required information in every respect will be at the Bidder's risk and may result in the rejection of bid. Relaxation in submission of the documentary

b. proof has been given ONLY to the existing suppliers and such relaxation from submission of documents is applicable wherever they are eligible to avail.

c. It will be imperative for each Bidder(s) to familiarize himself/ themselves with the prevailing legal situations for the execution of contract. Election Department shall not entertain any request for clarification from the Bidder regarding such legal aspects of submission of the Bids.

d. It will be the responsibility of the Bidder 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 entertained by Election Department. Neither any time schedule nor financial adjustments arising there of shall be permitted on account of failure by the Bidder to appraise himself.

e. 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.

f. 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.

g. The Bidder shall make all arrangements as part of the contract to supply, commission and train the beneficiaries at various locations at their own cost and transport.

h. The Bidder should be fully and completely responsible to the concerned Client for all the deliveries and deliverables. Bidders are advised to study all instructions, forms, terms, requirements and other information in the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. The response to this tender should be full and complete in all respects. Failure to furnish the information required in the tender document 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 rejection of its bids.

i. Period of validity of bids - The Bids submitted shall be valid for 180 days from the date of opening of Technical bid.

j. Tender Fee and Earnest Money Deposit (EMD)

(i) **Tender Fee** of Rs. 5,000/-(Rupees five Thousand only) in the form of a Banker's Cheque or Demand Draft drawn on any Commercial Bank in favour of **The Joint Chief Electoral Officer, Manipur Lamphelpat, Manipur -795004**.
Earnest Money Deposit of Rs 500000./- (Rupees Five Lakhs only) in the form of a Banker's Cheque or Demand Draft drawn on any Commercial Bank in favour of **The Chief Electoral Officer, Manipur Lamphelpat, Manipur -795004**.
The same should reach office of the Chief Electoral Officer, Lamphelpat, Manipur -795004, on or before the due date and time for submission of bids failing which offer will be liable for rejection.

(ii) Bids submitted without Tender Fee and EMD will stand rejected. EMD will not be accepted in the form of cash / cheque. No interest is payable on EMD.

(iii) The EMD of unsuccessful bidder(s) will be returned within one month from the date of the placing of the final order on the selected bidder.

(iv) The EMD for successful bidder shall be refunded without any interest after submission of Performance Guarantee as mentioned later in this document.

(v) However, if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the bidder.

(vi) The successful bidder, on award of contract / order, must send the contract/order acceptance in writing, within 7 days of award of contract/order, failing which the EMD will be forfeited.

(vii) The EMD shall be forfeited, if the bidder withdraws the bid during the period of bid validity specified in the tender/during the course of award of work order/during work in progress stage.

(viii) The EMD shall be exempted for bidders who are certified under SME/NSIC, upon furnishing relevant documents.

k. Preparation and Submission of Bid

The bidder is responsible for registration on the e-procurement portal (www.manipurtenders.gov.in) at their own cost. The bidders are advised to go through the e-procurement guidelines and instructions, as provided on the e-procurement website, and in case of any difficulty related to e-procurement process, may contact the helpline number mentioned there.

l. The bidder shall submit the bid online as described below:

(i) The Technical and Financial bid should be submitted only through the e-procurement Portal.

(ii) Technical Proposal - Scanned copy in PDF file format, signed on each page, with file name clearly mentioning: "Eligibility Criteria / Technical Proposal for Tender No <>". The proposal should be as per the format provided in Appendix of this document.

m. Conditional proposals shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.

n. Bid Evaluation

(i) Technical bid along with Eligibility Criteria will be evaluated first.
(ii) Financial bids of only those Bidders who have been qualified in the technical bid along with Eligibility Criteria will be opened in the presence of their representatives, who may choose to attend the session on the specified date, time and address.

o. Interpretation of the clauses in the Tender Document / Contract Document - In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, interpretation of clauses by the CEO, Election Department, Lamphelpat, Manipur -795004.

p. Clarifications in the Tender

i. Pre-Bid Meeting

The intending bidders and/or their official representatives may attend Pre-Bid meeting as mentioned in the Bid-Schedule. The purpose of the meeting will be to clarify issues and address clarifications sought by the bidders in this context. The bidder is requested to submit his Request for Clarifications through email only not later than 3 (three) calendar days before the meeting to be held at the Office of the Chief Electoral Officer, Manipur, Lamphelpat, Manipur -795004. The responses for the clarifications sought by the bidders will be displayed for information of all bidders. Any modifications in the bidding documents, which may become necessary as a result of the pre-bid meeting, shall be made by this Office exclusively through an Addendum which will be uploaded in the website. The decision of the Chief Electoral Officer, Manipur in this regard shall be final and binding on all.

Email Ids where the pre-bid queries are to be sent:
• ceo_manipur@eci.gov.in with a copy to: jtceo_manipur@eci.gov.in

However, it is not binding upon this office to hold a pre-bid meeting or restrict itself to holding only one such meeting. If it feels, that the clarifications sought by the bidders do not require a prebid meeting, it may cancel the meeting and send the replies to the bidders by email alone.

q. Amendments to the Tender

i. Before closing of the Tender, clarifications and amendments if any will be notified in the websites mentioned in the Tender Schedule. The Bidders should periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender. Election Department will not make any individual communication and will in no way be responsible for any ignorance pleaded by the Bidders.

ii. No clarifications will be offered by Election Department within 48 hours prior to the due date and time for opening of the Tender.

iii. Before the closing of the Tender, Election Department may amend the Tender document asper requirements or wherever it feels that such amendments are absolutely necessary. Amendments also may be given in response to the queries by the prospective Bidders.

iv. Such amendments will be notified in the website mentioned in the tender schedule.

v. Election Department at its discretion may or may not extend the due date and time for the submission of bids on account of amendments.

vi. Interpretation of the clauses in the Tender Document / Contract Document - In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, interpretation of clauses by the CEO, Election Department shall be final and binding on all parties.

r. Dispute Resolution: In the event of any dispute or differences between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation or through the good offices or before a board of Arbitrators comprising one nominee from the successful bidder and the office of the Chief electoral Officer, Manipur and a Presiding Arbitrator, to be nominated in consultation withtheState Government in the Finance Department, before entering upon the references. The venue of such Arbitration shall be the Office of the Chief Electoral Officer, Manipur.Any further disputearising out of this Agreement/ Contract will be tried in the Courts of Imphal only.

10.Selection Process

The Applicants shall submit the Technical Proposal & Financial Proposal submitted online on https://manipurtenders.gov.in. The Financial Proposal shall be submitted as per Appendix 11of the RFP. The Office of CEO has adopted a Two Stage Selection Process (collectively the "Selection Process") for evaluating the Proposals comprising technical and financial bids to be submitted online. The Method of selection will be on Quality (70%) cum Cost (30%) Based Selection (QCBS) -70:30. The technical quality of the proposal shall be given weightage of 70%. The proposal with the lowest cost may be given a financial score of 100 and the other proposal will be given financial score that are inversely proportionate to their prices. The financial proposal shall be allocated weightage of 30%. For working out the combined score, the Office of CEO will use the following formula:

Example:

Stage 1. Technical Bids Evaluation (Table A)

Bidder details	Technical Marks obtained(Out of 100)
Bidder 1	85
Bidder 2	75
Bidder 3	80

Stage 2. Normalization of marks: (Table B)
Normalised score = (Technical marks obtained by the bidder under consideration/Highest technical marks)*100

Bidder Details	Normalised score
Bidder 1	(85/85)*100 =100
Bidder 2	(75/85)*100= 88
Bidder 3	(80/85)*100=94

- Based on the results of technical evaluation, Commercial bids for those bidders will then be opened who qualify in the Technical evaluation.

- The Financial bid amount shall be converted into financial score, while considering the commercial quote given by each of the Bidders in the commercial bid as follows:

Commercial Score of a Bidder ={Lowest commercial bid/Quote of bidder under consideration}*100

Example: (Table C)

Bidder Details	Commercial quote	Calculation	Commercial score
Bidder 1	1,30,000	{1,00,000/1,30,000}*100	77
Bidder 2	1,20,000	{100,000/1,20,000}*100	83
Bidder 3	1,00,000	{100,000/1,00,000}*100	100

Final Score Calculation through QCBS

The final score will be calculated through Quality and Cost Selection method based with the following weightage:
Technical : 70%
Commercial :30 %

Combined Technical and Financial score =(0.70*Technical score)+(0.30*Commercial Score)

Example: (Table D)

Bidders	Technical Score (i)	Financial Score (ii)	Final Score(70:30) iii = (i) + (ii)	Rank of the bidder
Bidder 1	100	77	93.10	H2
Bidder 2	88	83	86.50	H3
Bidder 3	94	100	95.80	H1

The proposals will be ranked in terms of total scores of each applicant. The proposal with the highest total score (H-1) will be considered for award of contract and will be called for negotiations, if required.

11. Exit Clause

Before the end of the contract and after the completion of the polling and counting day events within 4 days in each case, the bidder must hand over the following:

a) The complete recording of polling day events in video/audio format in HDDs of 1 TB capacity in 2 nos or more, with software to view the details as and when necessary.

b) The complete recording of counting day events in video/audio format in HDDs of 1 TB capacity in 2 nos or more, with software to view the details as and when necessary.

APPENDIX 2: BANK GAURANTEE FORMAT

(To be executed in Rs.100/- Stamp Paper)

To,

The Chief Electoral Officer, Manipur
Lamphel, Imphal, Manipur – 795004

Bank Guarantee No:
Amount of Guarantee:
Guarantee covers from:
Last date for lodgment of claim:

This Deed of Guarantee executed by (Bankers Name &Address)having our Head Office at (address) (hereinafter referred to as "the Bank") in favour of The Chief Electoral Officer, Lamphel, Imphal, Manipur – 795004.(hereinafterreferredtoas"theBeneficiary")foranamountnotexceeding Rs. /- (Rupees Only) as per the request of M/s. ……..having its office address at (hereinafter referred to as "Service Provider") against Letter of Acceptance reference…….dated / / of Election Department, Manipur. This guarantee is issued subject to the condition that the liability of the Bank under this guarantee is limited to a maximum Rs. /-(Rupees…….. Only) and the guarantee shall remain in full force up to months from the date of Bank Guarantee and cannot be invoked otherwise by a written demand or claim by the beneficiary under the Guarantee served on the Bank before months from the date of Bank Guarantee.

AND WHEREAS it has been stipulated by you in the said ORDER that the Successful Bidder shall furnish you with a Bank Guarantee by a Scheduled/ Nationalized Bank for the sum specified therein as security for compliance with the Successful Bidder performance obligations for a period in accordance with the contract AND WHEREAS we have agreed to give the Successful Bidder a Guarantee.

THEREFORE, we (Bankers address)……., hereby affirm that we are Guarantors and responsible to you on behalf of the Successful Bidder up to a total of Rs…./-(Rupees ……Only) and we undertake to pay you, upon your first written demand declaring the Successful Bidder to be in default under the contract and without any demur, cavil or argument, any sum or sumswithin the limit of Rs._____/-(Rupees_____Only) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein. We will pay the guaranteed amount notwithstanding any objection or dispute whatsoever raised by theService

Provider.

ThisGuaranteeis valid until_____months from the date ofBank Guarantee.

Notwithstanding, anything contained herein. Our liability under this guaranteeshallnot exceed Rs._____/-(Rupees_____Only). This Bank Guarantee shall be valid up to months from the date of Bank Guarantee andwe are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before_____.

In witness whereof the Bank, through its authorised Officer, has set its, handandstamp on this.....at_____.

Witness:

(Signature)
(Name in Block Letter)

APPENDIX 4 : BIO DATA OF MANPOWER

The CVs of all the personnel being deployed should be provided as per the format given below.

Sl.no.	Description	Details to be provided
1	Name	
2	Date of Birth	
3	Permanent Address	
4	Criminal or Civil Record details if any	
5	Mobile no.	
6	Educational Qualifications	
7	Experience	
8	Email Address	
9	Copies of Identitycards given below	
10	Passport No	
11	Driving LicenseNo	
12	PAN Card No.	
13	Aadhaar Card No.	
14	Address during last 10 years	
15	Assembly Constituency from	

APPENDIX 5 : NON- DISCLOSURE AGGREEMENT

To,

The Chief Electoral Officer,Manipur,
Lamphel, Imphal, Manipur –795004

Sir,

Sub: Non –Disclosure agreement.

Format will be provided by Elections Department later when required

Due to security reasons, the Consultant 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. Each of the Consultant Personnel will also be required to sign a Non-Disclosure Agreement with the Client and there may be civil and criminal penalties in case of breach ofthe agreement.

Date: Bidder's Signature & Stamp

Time:

Place:

APPENDIX 6 : TECHNICAL EVALUATION CRITERIA

S. No	Criteria	Basis for evaluation	Max Marks
1	Company Profile		10
	Average Annual turnover of at least Two Crores in Indian Rupees, for any 3 (three) financial years in the last 04 (four) financial year as per audited balance sheet duly certified by statutory authority/ practicing Chartered Accountant	More than Rs 5 Cr : 10 marks >=Rs. 3 Cr &<= Rs. 5 Cr : 8 marks >= Rs. 2 Cr &< Rs 3 Cr : 7 m arks	
2	Relevant Strengths		10
	No. of successfully implemented large volume web casting services in last 3(three) financial years with at least one Central/State Government / PSU / Government Agencies in India	= 1 project : 7 marks = 2 projects : 8 marks >= 3 projects : 10 marks	
3	Experience of Working in Similar Projects with Election Related Work in This State or in Other States		5
	No. of successfully implemented Projects in last 3(three) financial years	=1 state : 2 marks =2 states : 3 marks =3 states : 4 marks >3 states : 5 marks	
4	Approach & Methodology		45
	Presentation by bidders on Solution and Proposed Demonstration of understanding of the requirements	Qualitative assessment by the Proposal Evaluation Committee based on presentation made by the bidders highlighting • Detailed Technical solution architecture and its components proposed : 12 Marks • Project Management Approach & Methodology proposed : 8 Marks	20
	Approach and Methodology to perform the work in this assignment	Qualitative assessment by the Proposal Evaluation Committee based on — Understanding of the objectives of the assignment and the extent to which the Systems Implementer's approach and work plan respond to the objectives indicated in the Scope of Work	25
			70

APPENDIX 7 : TECHNICAL SPECIFICATION

a) POLLING STATION:

Sl. No	Descriptions	Compliance Yes/No
1	IP Based Web Camera	
2	3 Megapixel minimum with Night Vision Capability	
3	Wide Angle with 30/170 degrees coverage	
4	Minimum Illumination of 0.05lux	
5	Support 16-4096 kbps code rate	
6	Support Constant bitrate/variable frame rate of up to 30 fps	
7	Image Control: Backlight Compression, Automatic White balance, 3D Noise Reduction	
8	Minimum Supported Display resolution should be 640 x 480 pixels	

b) COUNTING CENTER:

Sl. No	Descriptions	Compliance Yes/No
1	IP Based HD Web Camera	
2	3 Megapixel minimum with Night Vision Capability	
3	Wide Angle with 30/170 degrees coverage	
4	Minimum Illumination of 0.05lux	
5	Support 16-4096 kbps code rate	
6	Support Constant bit-rate/variable frame rate of up to 30 fps	
7	Image Control: Backlight Compression, Automatic White balance, 3D Noise Reduction	
8	Minimum Supported Display resolution should be 640 x 480 pixels	

c) SPECIFICATION OF TV

Sl. No	Descriptions	Compliance Yes/No
1	48 inch display with floor stand /Slanting stand for dais with The following accessories: 15meter HDMI& C-Video cable Should have the following inputs (S-video, C-Video, HDMI & PC VGA input) Should have composite video & PC VGA out Should have 20W speaker output Should come with remote control	

d) SPECIFICATION OF INTERNET CONNECTION

Sl. No	Descriptions	Compliance Yes/No
1	Wireless/Wired connectivity with minimum of 1 Mbps speed From a reputed service provider with good coverage at polling station	

APPENDIX 8 : DELIVERY OF EQUIPMENT'S

Date of Submission: **dd/mm/yyyy**

Vendor Name :

Vendor Address :

Tender No :

Sample Submitted on :

Tender Product Sl.No :

Sl. No	Item No in the Tender	Item Description	Make	Model	Sl. No of the Item

VENDOR

Certifying Agency

Name & Designation of the Person receivingthe Sample

Signatureof the Representative
Name :
Designation:
Contact No:

Signature
Name :
Designation:
Contact No :

APPENDIX 9 : LIST OF INFRASTURCTURE TO BE PROVIDED

9.1 During Polling:

A) **AtPolling station**:

Sl.No	Description	Qty
1	Device as per the specs with camera	1 No
2	Internet connectivity with 1 mbps speed	1 No
3	Manpower	1 No

B) AtRO office:

Sl.No	Description	Qty
1	LED TV 48 "	2 No
2	Device as per the specs	1 No
3	Internet connectivity with 3 mbps speed	1 No
4	Manpower	1 No

C) AtDEO's office:

Sl.No	Description	Qty
1	LED TV 48 " in Hill Districts and Valley districts	2 and 4 Nos. 1 at Jiribam
2	Device as per the specs	1 No
3	Internet connectivity with 3 mbps speed	1 No
4	Manpower	1 No

D) AtCEO's Office

Sl.No	Description	Qty
1	LED TV 48 "	10 Nos
2	Device as per the specs	1 No
3	Internet connectivity with 10 mbps speed	1 No
4	Manpower	2 Nos

9.2 During Counting:

A) AtCounting Centre:

Sl.No	Description	Qty
1	Device as per the specs with camera	16 nos
2	Internet connectivity with 10 mbps speed	1 No
3	Manpower	1 No

B) AtDEO's Office:

Sl.No	Description	Qty
1	LED TV 48" in Hill Districts and Valley districts	1 and 2 nos. 1 at Jiribam
2	Device as per the specs with camera	1 No
3	Manpower	1 No

C) AtCEO's Office:

Sl.No	Description	Qty
1	LED TV 48"	10 Nos
2	Device as per the specs with camera	1 No
3	Manpower	2 Nos

APPENDIX 10 : PROFILE OF BIDDER

1.	Name of the Company	Prime Bidder	Consortium Bidder -1
2.	Year of incorporation		
3.	Nature of the Company (Registered Company or Partnership or Proprietary)		
4.	Registered Office Telegraphic Address		
	OfficeTelephone Number		
	Fax Number		
	Contact Person Name		
	Contact person Telephone Number		
	Email Address		
5.	Name of Local Presence at Imphal		
	Telegraphic Address		
	Office Telephone Number		
	Fax Number		
	Contact Person Name		
	Telephone Number		
	Email Address		
6.	Registration Details		
	Permanent Account Number		
	VAT Registration Number		
	CST Registration Number		
	Service Tax Registration Number		
7.	Banker's Name, Address and Account Number		
8.	ESI Registration No. and ESI Remittance details for last 3years		
9.	PF Registration No. and PFRemittance details for last 3years.		

APPENDIX 11 : FINANCIAL BID

Sl.no.	Item Description	Unit Rate (Rs.) (A)	Quantity (B)	Value (C) C=A*B	Tax (%) (D)	Total Taxes (Rs.) (E) E= C*D/100	Total (F)=C+ E
1	Webcasting of Polling Stations						
1(a)	Online Mode: Live Streaming and recording of the Polling at Polling Stations, including internet connectivity and manpower		2400				
1(b)	Offline Mode: Videography and recording of the Polling at Polling Stations where internet connectivity is not available, including manpower		559				
1(c)	Online Mode: Live Streaming and Recording of Counting at Counting Centers, including internet connectivity		528				
2	Supply of 48" LED TV at RO's office during polling		74				
3	Supply of 48" LED TV with manpower at DEO's office during polling		29				
4	Supply of 48" LED TV and manpower at CEO's office during polling		10				
5	Supply of 48" LED TV at DEO's office with manpower during counting		15				
6	Supply of 48" LED TV at CEO's office with manpower during counting		10				
7	Supply of Helpdesk with 15 personnel		1				
	Grand Total (G)						

- The Quantity to be used during the Polling and Counting days are mentioned in the Scope of work in Chapter No. 3.
- This is an approximate number. The payment would be made as per the exact number of polling stations covered under web streaming.

Note:

1) The Grand total amount (G) will be evaluated to arrive at the Lowest Price (L1 Price)
2) The optional items will not be considered for Price bid evaluation purposes.
3) The Bidder shall submit the offer by filling up all the columns against each item. Bids with blank columns are liable for rejection.
4) Bidders should quote for all the items in the Package.

APPEDIX – 12 : Letter of Undertaking

To,

The CEO Manipur,
Lamphelpat, Imphal Manipur-795004

Sir,

Subject: Undertaking for non-retention of recorded data gathered from Web-Casting for Manipur Legislative Assembly Election 2022 -Reg.

I/We ……hereby confirm that our Company has not retained any copy / copies of the data recorded from the Web-Casting forManipur Legislative Assembly Election 2022.I/We ……state that all local data gathered from this project has been destroyed.

I/We ……..certify that we are liable and responsible for any disputes arising out of intellectual property rights and punishable for violating any penal codes.

In case of violation of any of the conditions above, I/We ……Understand that I/ We ……are liable to be blacklisted.

Yours faithfully

for
Name, Signature
Designation
Seal