

**BID DOCUMENT FOR EMPANELMENT OF AGENCIES FOR SUPPLY OF
VIDEOGRAPHERS ON DAY TO DAY BASIS**

Period of contract	One year (Extendable for another Two Years, one year at a time)
Start date of downloading the Tender Form	26.05.17 by 05.00 PM
Last date of downloading the Tender Form	09.06.17 by 09.00 AM
Last Date & time of online submission of	09.06.17 by 10.00 AM
Date and time of opening of online	09.06.17 by 11.00 AM
Date and time of opening of online Financial	09.06.17 by 12.00 Noon
Performance Security	Rs.1,00,000/-
Bid Security/EMD	Rs. 50,000/-
Tender validity	120 days after opening the tender
TENDER DOCUMENT CAN BE SEEN & DOWNLOADED at https://govtprocurement.delhi.gov.in	

INSTRUCTIONS TO THE BIDDERS

1. Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
2. Separate (duly filled) Online Bids should be prepared in accordance with the prescribed format Annexure-I (Technical Bid) and Annexure-II (Financial Bid) of the tender document.
3. The Technical Bid must be accompanied by the scanned copy of an Earnest Money Deposit (EMD) /Bid Security in the form of Bank Draft/ Fixed Deposit in favour of DDO, Delhi Subordinate Services Selection Board.
4. The EMD in original should also be dropped in the Tender Box kept at the Reception Counter in the office of the DSSSB before the schedule time of opening of Tender.
5. The DSSSB reserves the right to reject any or all tender without assigning any reason.
6. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the Tender document/schedule.
7. Bidders should take into account any corrigendum published on the Tender

document before submitting their bids. All such corrigendum will be placed on DSSSB website dsssb.delhigovt.nic.in.

B. SCOPE OF WORK

The Delhi Subordinate Services Selection Board (hereinafter referred to as "Board") is engaged in recruitment of Group-B (Non-Gazetted) and Group C personnel of various departments of the Government of National Capital Territory of Delhi, Municipal Corporation of Delhi, New Delhi Municipal Council and other autonomous bodies under the Government of NCT of Delhi.

The Board makes recruitment for a large number of vacancies every year for both technical & non-technical categories of posts by conducting examinations at Examination Centres across Delhi.

The firm will provide the required number of Video Recording Camera/Machine alongwith Man Power, **hereinafter referred to as Videographer**, as and when required by the DSSSB at desired places/Examination Centers across Delhi and provide the recorded Data in good quality of DVDs. There is no minimum or maximum work guarantee.

ELIGIBILITY CRITERIA

- 1) The Bidder should be an Indian Firm/Company having its office in Delhi and engaged in supply of Videographers.
- 2) Bidder must have three years of prior experience of providing similar services in at-least one of the Central/ State Government Offices/ PSUs/ Autonomous organizations of Governments as on 01.01.2017.
- 3) Bidder should have annual turnover of Rs. 50 Lakhs each during 3 preceeding financial years i.e. 2016-17, 2015-16 and 2014-15 from the similar work (Balance sheet/IT Return/Documentary evidence duly certified by the a Chartered Accountant should be attached)
- 4) The bidder shall have successfully completed from start to finish during each of the past three years:
 - i) Three similar completed works each of value not less than Rs. Four Lakh.
or
 - ii) Two Similar works each of value not less than Rs. Five Lakh
or
 - ii) One similar completed work of value not less than Rs. Eight Lakh.

Note: Similar work means the work as defined in technical requirement of Videography agency given in clause no. 6 & 7 of eligibility criteria.

5) The bidder must have sufficient number of manpower to handle upto 400 Video Recording Cameras/Machines to complete the entire work on time.

6) Technical requirement of Videography Agency:

- i) The agency should have atleast 400 Video Recording Cameras capable to capture Videorecording as well as still pictures and sufficient trained manpower.
- ii) The Agency will have to deploy such number of Videographers at different Examination Centres across Delhi/NCR and Board's Office Premises as may be desired by the Board.
- iii) The Agency may have to capture Videorecording of each candidate alongwith their still pictures with their Admit Cards in the manner prescribed by the Board at the Entrance and/or Examination Halls of the Examination Centres across Delhi.
- iv) The Agency will have also to record de-sealing of Question Papers at the Examination Centre or any other work of recording as asked by the Centre Superintendent/DSSSB Official.
- v) If required, the Agency will have to do verification of the candidates through captured video/image in the manner provided by DSSSB.
- vi) The Agency should be able to take up Videography job at examination centres/designated places across Delhi/NCR.
- vii) The Agency should have sufficient experience of doing similar jobs.
- viii) **Videography shall be done by videographers strictly as per the Standard Operating Procedure (SOP) prescribed by the Board and attached as annexure-VI**
- ix) **The recording shall be done only on removable media (i.e. SD cards or similar) and the same shall be handed over to the Observer/ DSSSB official immediality after the exam is over in a sealed envelope.**
- x) **The technical person shall be provided by the vendor/agency in the DSSSB premises to compile video files from all centres or to do any other work as required. Video files shall be compiled in a format to be prescribed by the Board. Thereafter, the SD Cards will be erased and returned to the agency for future use.**

7) Technical features of Videorecording Machines:

- i) The machine should have capability of capturing video recording having resolution of at least HD (1280X 720 pixel) or higher as well as still pictures of 2000X3000 pixels or higher in PAL Format.
- ii) The Cameras should be of reputed companies like Sony, Canon, Panasonic etc..

8) Documents:

- i) Documentary evidence should be attached in support and duly certified by Authorized Signatory. The required completion certificate of above mentioned eligibility criteria must be enclosed.
- ii) Copy of registered partnership deed in case the firm is in partnership and Memorandum of articles in case the firm is Private Limited / Public Limited Company along with copy of registration.
- iii) The bidder has to undertake that the firm/individual has not been blacklisted or debarred from participation in tender anywhere in Central/State Govt. Depts/PSUs /Consumer Society approved by Central Govt. for the last three years.
- iv) PAN Card & Bank Account no.
- v) Copy of Income Tax Returns (for assessment year 2015-16, 2014-15, 2013-14).
- vi) Copy of Service Tax Registration Number/TIN No.

ANNEXURE-I (TECHNICAL BID) AND ANNEXURE-II (FINANCIAL BID):-

Separate (duly filled) Online Bids should be prepared in accordance with the prescribed format Annexure (Technical Bid i.e. Details of the Agency) and Annexure-II (Financial Bid) of the tender document, and be submitted on **e-procurement portal**.

PERIOD OF VALIDITY OF BIDS:-

The bid shall remain valid and open for acceptance for a period of 120 days from the date of opening.

EXTENSION OF TIME LIMIT:-

In order to give prospective bidders reasonable time for taking amendment(s) into account in preparing their bids, the Board may, at its discretion, extend the deadline for the submission of bids.

OPENING OF BIDS

In the first instance, the technical bids will be opened as mentioned in the Tender Schedule and evaluated by the Tender Committee. At the second stage, **Financial Bids of technically qualified Bidders only will be opened** for further evaluation and ranking before awarding the contract.

SUBMISSION OF EMD

Each tenderer shall submit the "E.M.D" in the Tender Box kept at the Board's Office premises. This amount should be in the Form of an FDR or Demand Draft from any Commercial Bank in favour of "DDO, DSSSB". EMD shall remain valid for a period of 120 days beyond the final validity period of bids.

EXEMPTION OF EMD

The exemption for depositing earnest money will only be allowed as per the provisions of the G.F.R. for which exemption certificate must be attached with the tender.

REFUND OF EMDs

In case of the vendor whose bid is not short listed and whose bid is not lowest, the "E.M.D" shall be returned without any interest after the acceptance of the recommendation of the Tender Committee.

RELAXATION/WITHDRAWAL OF TERMS AND CONDITIONS

The Chairman, DSSSB is empowered to relax any term or condition mentioned herein. The Board reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

AGREEMENT /PERFORMANCE SECURITY

The contractor will have to enter into a written Agreement with this department within 07 days of intimation of acceptance of approved rates. That the contractor shall also deposit Performance Security of Rs. 1, 00,000.00 in favour of DDO, DSSSB in the form of FDR from any scheduled Bank along with the e-Stamp Paper of Rs. 100 for execution of Agreement.

That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.

RELEASE OF PERFORMANCE SECURITY

The security deposit shall be released two months after successful completion of the work at the end of the contract period including the extended period, if any

OPENING OF THE TENDERS

The duly Constituted Tender Committee constituted with the approval of the Chairman, DSSSB will assess the eligibility of the tenderer and also evaluate the Financial bid of the tenderer/firm.

PERIOD OF THE CONTRACT.

The contract shall be valid for a period of ONE year. The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department for further Two Years (at a time One Year).

TERMINATION OF THE CONTRACT

The contract can be terminated by the Board at any time during the period of contract without assigning any reason, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the Board will be final and binding on the Agency.

In no circumstances, the firm shall appoint any sub-contractor or sub-let the contract. If it is found that the contractor has violated these conditions, the order will be terminated forthwith without any notice and security deposit will be forfeited. Further, the firm is also liable for blacklisting.

FORFEITURE OF EMDs.

The EMD shall stand forfeited if (i) the bidder withdraws or amends the bid/tender; (ii) the successful bidder fails to sign or accept the contract and/or fails to furnish the Performance Security within the stipulated period; (iii) the bidder withdraws his bid during the period of bid validity specified in the bid document; (iv) after award of the contract, the bidder violates any of the terms and conditions, fails to honor its bid without sufficient grounds and within reasonable time.

No interest shall be payable on EMD and it shall be liable for blacklisting for a suitable period.

FORFEITURE OF PERFORMANCE SECURITY:-

The Performance Security shall stand forfeited if (i) the firm appoints any sub-contractor or sub-lease the contract; (ii) it is found that the contractor has violated any of the terms and conditions of the bid/contract, or fails to honor its bid without sufficient grounds and within reasonable time.

No interest shall be payable on Performance Security and it shall be liable for blacklisting for a suitable period.

INSPECTION OF THE PREMISES OF BIDDERS :-

The officers of the Board or their representative may inspect premises of the firm before award.

SUBMISSION OF THE DOCUMENTS/ELIGIBILITY CONDITIONS

The photocopy of the document as mentioned below to be submitted with tender:-

- 01 Copy of the registration No., /TIN No. / Service Tax No.
- 02 Self Attested copy of the PAN Number.

- 03 Copy of incorporation Certificate & Constitution of Firm – Partnership, Proprietary
- 04 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 05 Performance Certificate/Work Orders of last Three Years with complete address and Telephone Nos. of the Employer
- 06 Minimum Annual Turnover required in any of three preceding financial year shall be **Rs. 50, 00,000/-** each year. Proof of Annual Turnover shall be submitted in form of TDS Certificate or Audited Balance Sheet of last three preceding financial years i.e. 2015-16, 2014-15 and 2013-14.
- 07 Declaration regarding blacklisting or otherwise.
- 08 Signed and stamped Terms & Conditions.

REJECTION OF THE BIDS:-

The DSSSB reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

The DSSSB reserves the right to accept or reject any bid OR ANNUL/SCRAP the bidding process and reject all bids, at any time prior to the award of contract without assigning any reasons thereof.

A bid received without Bid security (EMD) shall be rejected as non responsive at the bid opening stage.

EMD for lesser amount / EMD not submitted in the manner prescribed will be rejected and returned to the bidder.

Further Addendum/Corrigendum if any will be uploaded onto website of DSSSB only. The decision of Board, in this regard, shall be final and binding on all.

The bidder(s) is/ are expected to examine all instructions, forms, terms & conditions, in the bid documents. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid documents in every respect will be at the bidders' risk and may result in rejection of the bid.

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

Clarification on Bid Documents

A prospective bidder requiring any clarification on the Bid Documents may notify in writing which should be sent not later than seven days prior to original or extended deadline for submission of the bids. Explanation of the query but without identifying the source of the inquiry will be uploaded on web-site of the Board for the benefit of all the prospective bidders.

LEGAL ACTION:-

The bidders will be bound by the details furnished by him / her to Board, while submitting the tender or at subsequent stage. In case, any of such documents

furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides termination of contract.**

DEMONSTRATION OF THE MACHINES:-

The bidders should also arrange demonstration of the video recording machine enabling the assessment of the performance by the officials of the Tender Committee/officials, if desired..

TERMS & CONDITIONS:

Terms and Conditions of the tender are as under:-

- 01 The tenderer should take care that no column in the tender document should be left blank which would be otherwise making the tender liable for rejection.
- 02 Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.
- 03 The successful tenderer shall have to deposit a performance security of Rs. 1,00,000/- by way of a Fixed Deposit to the Board on or before of the Award of work in favour of DDO, DSSSB.
- 04 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 05 Any person who is in Govt. service or an employee of this Board should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
- 06 The Tenderer shall indemnify the Board against all other damages/charges and expenses for which this Board may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Board shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 07 The rate contract shall be valid initially for one year and the Board reserves the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of two more years, one year at a time upon the satisfactory functioning of the Tenderer.
- 08 The Tenderer shall quote the rate exclusive of all taxes but inclusive of all charges, levies and other indirect/incidental charges such as cartage/transportation/labour charges/Cost of CDs/DVDs, etc incurred by the supplier for successful completion of work at Examination centres or at any designated place in Delhi/NCR. During the period of contract, the rates will not be revised except the revision of any taxes by the Government of NCT of Delhi or by the Government of India.
- 09 The firm will provide the required number of **Videographers** as and when required by the DSSSB at desired places/Examination Centers across Delhi and provide the recorded Data in good quality of DVDs.
10. There is no minimum or maximum work guarantee.
11. The agency shall be informed in advance the details regarding the number of Videographers to be provided at respective examination centres. The list of examination centres will be shared at appropriate time.
12. In the event of failure of supply of Videographer(s) by the firm as per terms and conditions, the Board reserves the right to arrange Videographer from Empanelled Agency or any other source at the supplier's risk and expenses and the firm shall be liable for any consequent loss incurred to the Board for this reason. Such loss shall be recovered from the pending bills or Performance

- Security of the Firm. In case of any dispute regarding imposition of penalty, forfeiture of Performance Security on account of violation of terms & conditions, the decision of the Chairman of the Board shall be final and binding upon the Tenderer.
- 13 The Tenderer shall not employ any person who has not completed eighteen years of age. The Tenderer shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under any law applicable upon the Tenderer, there will not be any liability upon the Board.
 - 14 The Board will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the Board recognizes no employer-employee relationship between the Board and the personnel deployed by the Tenderer/agency.
 - 15 The Chairman, DSSSB reserves the right to terminate the contract without assigning any reason to the Tenderer at any point of time during the period of the contract.
 - 16 The interested firms can contact the Jt. Secretary, Care Taking Branch on any working day during the office hours for any clarification of the Tender Document if any .
 - 17 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
 - 18 The Chairman,. DSSSB shall have every right to cancel the Contract at any time during the period of the contract without assigning any reason.
 - 19 That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.
 - 20 Proof of experience in supplying the Videographers as mentioned in the Tender should be attached (supply Orders of the last 3 years- received from Govt. Depts./PSUs should be enclosed)
 - 21 Declaration regarding blacklisting or otherwise by the Govt. Departments as given in annexure should be attached.
 - 22 The DSSSB reserves the right to amend or withdraw any of the terms and conditions contained in the tender document.

PENALTIES:

- 01 For not providing Videographer/Recorded Video/DVD in time, a penalty of Rs. 1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- 02 For misbehavior of the Videographer Rs. 1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- 03 For causing damage to the public property: Three times the market value of the damaged property or Rs.5000/- whichever is higher will be levied.
- 04 For breach of any of the conditions of the contract: Termination of contract and forfeiture of Performance Security or a minimum penalty of Rs.5000/- per default as the case may be depending upon the grounds of violation.
- 05 For persistent breach or unsatisfactory services- termination of contract along with forfeiture of performance security and blacklisting.

06 A penalty of 20% of work order shall be imposed on the supplier for any substandard (inferior quality)/incomplete supply along with cancellation of work order. Further, the firm is also liable for blacklisting.

PAYMENT TERMS:

The payment shall be made on submission of the bills (In triplicate) after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. **No advance payment will be made in any case.**

MODE OF PAYMENT

Payment will be made through **ECS only**. No request for other mode of payment will be entertained.

DISPUTE:-

In case of any dispute, DSSSB/any office authorized by him on his behalf will be the sole arbitrator to settle the dispute and his decision will be binding on both the parties.

RECOVERY:-

The Board reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any if found paid in excess.

BID EVALUATION CRITERIA:

In case it is found that the bidder, as per the requirement of the bid, has not quoted any specified item, his bid on that particular item shall be evaluated on the basis of highest quoted rates by the another bidder. The Tenderer shall, however, be required to meet time bound work and to the standardized satisfaction of the DSSSB.

Among eligible bidders, the Departmental Bid Evaluation Committee shall select the bidder who is charging reasonable rates.

REQUIREMENT OF VIDEO RECORDING MEN : -

Quantity given in the Tender Document is approximate depending on the requirement of the Board. It may vary depending upon the actual requirement. The Board reserves the right to vary the quantity mentioned.

BLACKLISTING OF THE FIRM :-

If The Tenderer, after award of the contract violates any of the terms and conditions, fails to honor its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

SIGNING ON ALL PAGES OF THE BID:-

All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.

All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.

The bid shall contain no interlineations, erasers or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid.

RIGHT TO ACCEPT ANY BID, TO REJECT ANY OR ALL BIDS: -

The Board reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract,

AWARD OF CONTRACT :-

The contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and substantially responsive to the bid documents and who has offered the lowest evaluated bid.

Provided further that the bidder has the capability and resources to carry out the contractual obligations effectively.

SIGNING OF AGREEMENT:-

Upon the receipt of the notification of award by the successful bidder, the successful bidder shall submit e-stamp paper costing of Rs. 100 to the Board within a week of the date of receipt of notification of award for execution of the Agreement as per the Terms and Conditions of the Tender Documents.

The Board shall return the draft duly approved within ten days from the receipt of the draft and the successful bidder shall get the same engrossed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost within two weeks from the receipt of the approved draft.

JURISDICTION OF COURT:

The courts of Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

FORCE MAJEURE :-

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non- performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

ANNEXIRE-I**TECHNICAL BID (DETAILS OF THE AGENCY)**

SRN	PARTICULARS OF DOCUMENTS	REMARKS (Mentioned Page Number)
1	EMD /Bid Security as mentioned in the Tender Document (Scanned Copy to be attached)	
2	Name of the Firm/Agency	
3	Address of the Firm	
4	Mobile No./Phone No.	
5	Name of Tenderer, Mobile No	
6	Name, Designation and Mobile No. the Person authorized to deal with the Board	
7	Constitution of the Firm (Attach Proof)	
8	Permanent Account Number under Income tax Act (Attach Proof)	
9	Service Tax Registration No. (Attach Proof)	
10	List of offices where the firm had supplied video recording men power/Videographer	
11	Performance Certificate of Supply of Videographers/ copy of work order from each organization may be enclosed for last three years	
12	Whether Agency has been blacklisted by any of the Department/organizations (Attach undertaking on the letter head of Company)	
13	Whether Terms and conditions of Tender duly accepted (Attached undertaking on the letter head of the firm duly signed and stamped)	
14	Annual Turnover during last three years (2016-17, 2015- 16, 2014-15) (Attach proof)	

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Tenderer _____

Place:

Name of the Signatory _____

Date: ___/___/2017

Name of the Firm/agency _____

Seal of the Firm/Agency _____

ANNEXURE-II

Schedule of Prices for VIDEO RECORDING in the Office of the Delhi **Subordinate Services Selection Board** in the manner as specified in specifications and bidding documents.

FINANCIAL BID

Name _____ and address _____ of the Bidder: _____

NAME OF THE WORK: - VIDEO RECORIDING

SR NO	PARTICULRS OF THE WORK	RATE PER VIDEOGRAPHER	
		FOR FULL DAY (08 Hrs) ALONG WITH COST OF DVDs FOR STORING DATA (Excluding Taxes)	FOR HALF DAY (04 Hrs) ALONG WITH COST OF DVDs FOR STORING DATA (Excluding Taxes)
01	VIDEO RECORDING		
02	Taxes (Pl. specify with rate of tax)		
Total			

IMPORTANT NOTE:-

- 1 The firm/bidder will provide the recording in good quality of CDs/DVDs/Memory Cards.
- 2 The firm/bidder will maintain the secrecy of recorded material.
- 3 The firm/bidder will quote the charges including the cost of the CDs/DVDs.

Place:
Date: ___/___/2017

Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

ANNEXURE-III

UNDERTAKING

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on -----

Place: _____ Signature of the Tenderer _____
Date: ___/___/2017 Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

ANNEXURE-IV

UNDERTAKING

It is certified that my firm/agency/company having sufficient Experience for Supply of Video Recording Men Power along with Video Recording Instrment as mentioned in the Tender Document.

Place: _____ Signature of the Tenderer _____
Date: ___/___/2017 Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

ANNEXURE-V

UNDERTAKING

It is certified that I personally read the Tender Document and accept all the Terms and Conditions mentioned therein.

Place: _____ Signature of the Tenderer _____
Date: ___/___/2017 Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

Annexure-VI

SOP for Videography Work

DSSSB will be deploying videographers to Exam centres. In order to gain maximum benefit from use of videography, it is important that a proper procedure for videography is followed. Accordingly, the following instructions are to be followed during videography.

1. Each centre will be assigned two videographers. In case the centre is very large or very small, this number may be increased or decreased. Videographers shall be under direct control of the Observer who shall be responsible for proper and comprehensive videography of the examination. The Observer may either supervise the videography personally, or the assistant observer may be delegated the role. The Observer should however ensure that the videography is carried out strictly as per instructions of the Board and all critical points are covered.
2. The videographer will be directed to report at the Exam center latest by 8 a.m. The name and mobile number of Observer will be provided to the videographer with the instructions that arrival at the exam center should be immediately intimated to the observer telephonically.
3. After reaching the exam center, the observer shall contact both videographers and keep them under his control until the exam materials have been successfully dispatched from the center after the close of the exam process. Two videographers are allocated so that there is no lack of manpower at any time and the entire examination event is fully recorded. It shall be the responsibility of the Observer to ensure that work is properly distributed between the two videographers.
4. The entry of candidates starts at 8.30 a.m. At 8.20 a.m., one of the videographers should be stationed at the gate so as to record the entry process. It shall be ensured that each of the candidate, while entering is recorded in videography by taking frontal recording from a suitable position. Time of opening and closing of the gate should be logged.
5. When entry of candidates is being made the 2nd videographer should remain in the Principal/Station Superintendent's chamber and shall videograph the following events:

- a) **Arrival of question paper and supplementary exam material.**
Videography should be done of the exam materials to clearly show that the seals and other locks are fully intact.
 - b) **Opening of exam material for taking out the question papers** – it shall be ensured by the Centre Superintendent and the Observer that opening of exam material is not done without videography. For this purpose, the Observer shall announce the exact time at which the papers are being opened and this should be clearly recorded by the videographer.
6. Each and every candidate, who has appeared in the exam centre, shall be videographed along with the copy of the admit card after he has settled down in his / her seat. This process should start around 9.45 A.M and should continue till all the candidates are videographed. This process should start with the first room and proceed sequentially. The room invigilator should read out the roll number of present candidates one by one who should be asked to hold their admit cards in front. Still photography of each candidate should be taken while ensuring that the face of the candidate is clear and the details of the admit card are clear and legible. If required, 2nd videographer can also be used for this purpose. Since some of the rooms may not have sufficient lighting for videography, a videographer will be required to carry some light source in addition so that the candidates and details of the admit card can be properly videographed.
 7. The Asstt Observer shall take the 2nd videographer room to room and videograph the entire room alongwith all the invigilators and other people who may be present. This should be done at least two or 3 times during the exam process. In order to show that the exam went on peacefully and without interruption, any event such as impersonation, use of unfair means, detection of any prohibited articles, any disturbance or a law and order problem anywhere within the premises should be videographed in detail. For this purpose the videographer who is not busy in recording the candidates should be used.
 8. After close of the exam, packing and sealing of exam materials shall be recorded.
 9. The Asstt. Observer should fill up the report regarding videography in the prescribed format, get it counter signed by the Observer and submit to the Board alongwith other reports.

REPORT OF VIDEOGRAPHY BY OBSERVER/ASSTT. OBSERVER OFFICER

Centre Number : _____
Name of Centre : _____
Date of Exam : _____
Name & designation of Observer : _____
Mobile No. _____
Name & designation of Asstt. Observer/
Videography Officer. : _____
Mobile No. _____
Name of Videographers & Mobile No. : 1. _____
2. _____
3. _____

Checklist of activities to be videographed

1. Opening and closing of gate of exam centre
For entrance of candidates (Yes/No)
2. Videography of all candidates while entering
Exam Premises. (Yes/no)
3. Exam materials received in untampered and
Sealed condition. (Yes/No)
4. Opening of exam materials in the room of
Centre Superintendent. (Yes/No)
5. Whether all candidates alongwith admit card
Were recorded on still photography. (Yes/No)
6. Sealing of exam materials (Yes/No)

Signature
(Observer)
Mobile No. _____

Signature
(Asstt. Observer)
Mobile No. _____