

**NOTICE INVITING EXPRESSION OF INTEREST FOR VIDEOGRAPHY OF
VARIOUS ACTIVITIES (OTHER THAN POLL DAY) IN CONNECTION WITH
CONDUCT OF PARLIAMENT ELECTION 2019 IN THE DISTRICT OF
HOWRAH (2nd Call)**

District Election Officer, Howrah invites Expression of Interest for Video recording of various events including but not limited to Commissioning of EVMs, various statutory activities, Training of PP, Video Surveillance Team, MCC Enforcement and Counting of votes etc for the upcoming Parliament General Election, 2019 in the District of Howrah as per Scope of Work and adjutant Terms and Conditions detailed below.

Interested parties are required to submit the Expression of Interest latest by 3 PM of 06/03/2019 as per details specified below after going through this notice thoroughly and acquainting themselves with the exact requirement and the deliverables on either side before submitting their expression of interest. They are requested to satisfy themselves of their competency for the same.

1) Scope of Work

a. Introduction

In order to enable the Commission to have a true, faithful and concurrent record of the violations of the election law and the standing instructions of the Commission and to assess the impact of its corrective measures, it has been decided to make arrangements to record through Videography the critical events during the process of electioneering, including but not restricted to the period of public campaign, the transport and receipt of polled EVMs and other materials, counting of votes and the declaration of results in an independent, intelligent and purposeful manner.

b. Minimum Specifications for Camera to be used

- i. Full HD recording in 1080P
- ii. Frame rate not less than 30 fps
- iii. Minimum Optical Zoom of 30 X
- iv. Recording Format will be AVCHD/MP4 equivalent
- v. Recording Media Chip/DVD based (Analog/ Mini DV not allowed)
- vi. Min Battery backup for 12 hours shooting

c. Recording Activities of critical events

- I. Following items should be considered for special watch and Videography
 - 1) Meeting addressed/attended by Ministers, top national/State level leaders of recognized parties.
 - 2) Riots or riotous situations or commotions brick batting, free-for-all etc.
 - 3) Violent incidents, damaging of property, looting, arson, brandishing of arms etc.
 - 4) Booth capturing.
 - 5) Intimidation of voters.
 - 6) Inducement / bribing of voters by distribution of items like saree, dhoti, blankets etc.
 - 7) Canvassing within 100 metres of polling stations.
 - 8) Vulgar display of expenditure like huge cutouts etc.
 - 9) Movement and activities of candidates with doubtful / criminal records
 - 10) Hypersensitive & sensitive polling stations
 - 11) Important events such as nomination, scrutiny and withdrawal of candidatures
 - 12) Preparation of EVMs by ROs
 - 13) Closure of strong room after deposit of EVMs therein
 - 14) Opening of strong rooms before taking out the EVMs for counting
 - 15) Counting process

Note: These are illustrative and not exhaustive. All video and digital photography should be done with date and time recording so that the real time and date can be verified. Recording of location using Lat/Long wherever available will be preferred.

- II. All video recordings made in the camera has to be downloaded from the memory immediately upon completion of the job and a CD created and handed over with the contents duly marked.
- III. Cue Sheets for events videographed and such other paper record of events recorded in the Video camera have to be prepared and handed over as per direction of the Controlling officer.

1) Allotment of Duty

- a) Duty as per Scope of work will be allotted based upon indent placed by the different OCs of Cells and RO/ ARO or other statutory offices as may be required. All allotment of duty will be done only through Duty Slip duly signed and stamped by competent authority.
- b) One authorized representative shall maintain 24/7 liaison with IT/Videography Cell for receiving Duty Allotment and for coordinating the supply of Videographer with Camera with the indenting Cell/ authority.
- c) The Videographer will report to the concerned Nodal officer mentioned in the Duty Allotment slip strictly as per schedule indicated. No replacement of Videographer will be allowed without consent of Indenting Cell/ authority once duty has started.
- d) After completion of duty and handover of Cue Sheet, Video CD/DVD and all other report formats to the Indenting Cell/ authority, the Videographer will obtain discharge memo from Nodal officer of Indenting Cell/authority only.
- e) Bills of the agency must be accompanied by original Duty Slip duly signed and original Release Memo duly signed, without which, no claim for payment will be entertained.

2) Other Requirements

- a) The Videographer shall not be member or active supporter of any Political Party or contesting Candidate nor shall be related to any candidate in the election in any way. The Videographer shall not have worked for any of the contesting candidates or for any Political Parties during the campaign period.
- b) Videographer shall not have any criminal antecedents or be an accused against whom criminal charges are pending in any court of law.
- c) Videographer must bring Government Photo Identity proof like EPIC/ Driving License/PAN card for Identity proof and must carry it on him at all times in addition to the Identity card provided to him by the agency.

TERMS AND CONDITIONS FOR INTERESTED PARTIES

- 1) Only legal entities duly registered under any prevailing Law will be allowed to participate in the Expression of Interest. A copy of the Trade License, PAN Card, VAT registration must be submitted with EOI.
- 2) Parties having capacity of providing at least 10 Videocameras with competent Videographer as per minimum specification need only apply.

