

TENDER PAPER

Of

Documentation

For

**State Level Pallishree Mela & Cultural
Festival, 2022-23**

At

Kendrapara

**(From 16th January 2023 to 20th January
2023)**

Organized by

ORMAS Kendrapara

DETAILS ON TENDER PAPER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK OF STATELEVEL PALLISHREE MELA & CULTURAL FESTIVAL -2022-23

Tender paper can be downloaded from the following website –www.kendrapara.nic.in

A) E.M.D (Refundable) : **Rs. 1,000/-** (Rupees One thousand only) in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Kendrapara payable at Kendrapara.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2022
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

.....

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF TENDER: **28th December 2022 latest by 5 PM.**

D) DATE & TIME OF OPENING OF TENDERS : **29th December 2022 latest by 11 AM at Zilla Parishad ,Kendrapara.**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

**ORMAS / DSMS, Kendrapara
C/O Zilla Parishad Kendrapara,
Near Tahasil office, Kendrapara, Odisha, Pin-754211**

Exhibition Period:

State Level Pallishree Mela & district Level Cultural Festival,2022-23 at Play ground of kendrapara Autonomous College, Kendrapara from 16.01.23 to 20.01.23.

Accepted by the Bidder (Signature of bidder)

A. Scope of Work

i) **Videography:**

- The entire event will be video documented in *Digital High Definition Video (HDV) Camera*.
- A small documentary film/movie of each mela with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, live demonstration, Success Stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
- *Edited Version of Video Display at the Mela Ground:* In an ongoing Mela, Every 2nd day of mela edited version of previous 2 days of mela's videos should be played in the mela ground in the LCD Projector. For Example, In a 5 day mela, videography has to be done in the following manner:

<i>SL No.</i>	<i>Video Display.</i>	<i>Particulars</i>	<i>Remarks</i>
1	2 nd day of the Mela	Edited Videos of 1 st Day Mela & cultural activity to be played in the LCD	Inaugural function, Gates, Hoardings, Design of the exhibition, Workshops, seminars, views of public, views of participants, cultural programmes , live demonstration, Success Stories, Interaction with visitors, sellers, etc.
2	4 th Day of the Mela	Edited Videos from 1 st to 3 rd Mela & cultural activity to be played in the LCD	
3	5 th Day of the Mela	Edited Videos from 1 st to 4 th h Day programme to be played in the LCD	

- Necessary actions should be taken during final post production and final preview of the documentary in consultation with concerned district officials.
- The documentary film of each mela should be submitted in DMMU office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

ii) **Still Photography:**

- The still photographs (maximum of 100 Pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc 3 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in DMMU office within 10 days of the completion of the event.

iii) **LCD Display:** Four LCD display has to be setup in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.

iv) **Plasma TV:** One Plasma TV to be installed near the stage.

v) **CCTV:** Ten (10) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. The numbers may vary depending on the requirement and decision of the mela authority.

B. Terms and Conditions

1. The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
2. The period of exhibition will be 5 days.
3. The work should be completed within the time frame.
4. Sanctions of any advance will not be considered. The payment will be made on completion of event.
5. The price offered by the firm should include all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
6. The rate offered by the firm shall be including of all taxes and duties.
7. The above documented works should be submitted within 05 days of the completion of the exhibition.
8. The tenderers are required to deposit an **earnest money of Rs.1,000/- (Rupees Two thousand only)** in shape of Demand Draft/pay order in favour of DSMS, Kendrapara payable at Kendrapara .The E.M.D. amount of the successful bidder will be kept with ORMAS till the completion of the exhibitions. In case of any unsatisfactory work, delay in execution of work etc. The E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
9. **Cost of Tender paper of Rs. 500/-INR (Non-Refundable)** should be submitted in shape of Demand Draft / Banker's Cheque in favour of DSMS, Kendrapara Payable at Kendrapara.
10. The tenderers have to offer the price for all items else the tender paper will not be considered.
11. The rate offered by the firm should be valid till completion of the Mela 2022 at Kendrapara.
12. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.

While submitting the tender, the tenderers should submit the followings:

- a. EMD of Rs. 1,000/- (Rupees Two thousand) in favor of DSMS, Kendrapara payable at Kendrapara in shape of Demand draft/pay order.
- b. **Cost of Tender paper of Rs. 500/-INR (Non-Refundable) should be submitted in shape of Demand Draft / Banker's Cheque in favour of DSMS, Kendrapara Payable at Kendrapara**
- c. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 2 financial years.

DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by DMMU. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Tenderer with seal

Place:

Date:

Quotation for different item for Documentation of State Level Pallishree Mela & District Level Cultural Festival, 2022-23, Kendrapara

(Last date for submission of tender form is 28th December 2022, 5.00 PM)

To

The Dy CEO ,ORMAS
C/o Zilla Parishad , Kendrapara

Sir,

I / We do hereby submit item wise quotation below for Documentation of State Level Pallishree Mela & Cultural Festival, **2022-23** to be organized by ORMAS Kendrapara from **16th-20th January, 2023** :

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation (3 copies of CD to be submitted)	For the entire event	
2.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap	
3.	L.C.D Projector	For the entire event with four (4) LCD at four location	
4.	C.C. Camera / TV	For the entire event with Ten (10) CC camera	
5.	Plasma TV (50" size)	For the entire event with one (1) Plasma TV	
Total			

Signature with Seal of the Tender

Accepted by the Bidder (Signature of bidder)