



**ORMAS**

ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY  
OFFICE OF THE ZILLA PARISHAD KENDRAPARA

Letter No: 201

/Dt: 31/5/2025

**Quotation Call Notice for Documentation in District Level Vikash Mela 2025 ,Kendrapara from 11<sup>th</sup> June to 17<sup>th</sup> June 2025 .**

Sealed Quotations in plain papers are invited from Studios /Documentation Firms etc for Documentation of Vikash Mela -2025 scheduled to be organized from 11<sup>th</sup> June to 17<sup>th</sup> June 2025 at Kendrapara Autonomous College Ground Kendrapara .

The sealed quotations will be received by Courier/Speed Post /by Hand address to the CDO-cum-EO , At O/O Zilla Parishad ,Kendrapara , Post- Kajala, Dist :Kendrapara **by 06<sup>th</sup> June 2025 up to 10 .00 am**. The outer envelope is to be superscripted with the quotations for Documentation of Vikash Mela 2025 At- Kendrapara Autonomous College Ground, Kendrapara along with the contact details of the Quotationer. The quotations will be opened in the office chamber of CDO-cum-EO, ZP, Kendrapara on **same day i.e 06/06/2025 at 11.00 am** in the presence of the Quotations or their authorized representative due to exigencies.

The undersigned reserves the right to accept or reject any or all the Quotations without assigning any reason thereof.

*AR*  
31/5/25  
CDO-cum-EO  
ZP, Kendrapara

Meo No 202 /Date 31/5/2025

Copy forwarded to the DeGM ,Collectorate, Kendrapara for information and necessary action, He is requested to upload the Quotation Call Notice in the District Website for wide publicity.

*AR*  
31/5/25  
CDO-cum-EO  
ZP, Kendrapara



**ORMAS**

ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY  
OFFICE OF THE ZILLA PARISHAD KENDRAPARA

Letter No: \_\_\_\_\_ / Dt: \_\_\_\_\_

## **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 total Event/ Mela with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation functions, Gate & Stage, Mela Advertising & Publicity, Cultural events, 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 Authority.
- 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 mela should be submitted in ORMAS Office within 10 days of the completion of the event with proper manner.

### **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 2 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in ORMAS office within 10 days of the completion of the event.

## **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 7 days which may be extended/ reduced.
  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 Vikash Mela.
- C. The offer price should include all taxes & duties.
- D. The quotationer has to offer the price for all items or else the quotation will not be considered.

ORMAS ,O/o-Zilla Parishad Kendrapara,Odisha-754211,E-mail:[dmskendrapada@gmail.com](mailto:dmskendrapada@gmail.com)





**ORMAS**

ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY

OFFICE OF THE ZILLA PARISHAD KENDRAPARA

Letter No: / Dt:

5. The bidder should have adequate past experience for the above work and to submit documentary evidence for past experience.
6. The payment will be made on successful completion of works as per the Govt. procedure and norms.
7. The contract of quotation /tender should be valid for one year from the date of issue of work order.
8. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last one financial year.
9. Quantity of the material may be increased or decreased marginally. **While submitting the Quotations , the bidder should submit the followings documents :**
  - i. Copy of work orders/ experience certificate for similar nature of works for last 01 year.
  - ii. Valid GST registration certificate
  - iii. Valid PAN Card



**ORMAS**

ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY  
OFFICE OF THE ZILLA PARISHAD KENDRAPARA

Letter No: / Dt:

**Quotation for Documentation of District Level Vikash Mela 2025, Kendrapara**

(Last date for submission of tender form is 06/06/2025 up to 10.00 am)

To

The CDO-cum-EO  
ZP, Kendrapara

Sir,  
I / We do hereby submit item wise quotation below for Documentation of District Level Vikash Mela 2025 to be organized by ORMAS & District Administration Kendrapara from 11<sup>th</sup> to 17<sup>th</sup> June 2025.

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation ( Soft Copy to be submitted )	For the entire event	
2.	Still Photography of 4" X 6' size @ one Pcs. of each snap ( Both soft & Hard copies )	100 snap	
3	Pen drive 64 GB ( 1 No)		
Total			

**Signature with Seal of the Quotationer**

Date:

ORMAS ,O/o-Zilla Parishad Kendrapara,Odisha-754211,E-mail:[dsmskendrapada@gmail.com](mailto:dsmskendrapada@gmail.com)

