

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DOCUMENTATION &
PHOTOGRAPHY "STATE PALLISHREE MELA 2025-26".**

The Tender paper can be downloaded from the websites: <http://kendrapara.odisha.gov.in>

- A) E.M.D (Refundable): **Rs. 2,000/-** (Rupees Two thousand) only in shape of Demand Draft /Pay order in favor of DSMS, payable at Kendrapara.
- (i) Cost of Tender Paper: **Rs. 600/-** (Six Hundred) only in shape of DD in favor of DSMS, payable at Kendrapara.

To be filled in by the bidder.

Demand Daft Dated/...../ 2025-26
(Demand Draft 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

Terms of Reference for Documentation work of State Level Pallishree Mela 2025-26 at Kendrapara Autonomous College Ground, Kendrapara

A. Exhibition Date & Venue:

Any place or period as proposed below may change/vary in course of action. Any programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Kendrapara	Kendrapara Autonomous College Ground, Kendrapara	Zilla Mahotsav	09 th to 15 th January 2026	150	Mini

B. 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 3rd day of mela edited version of previous 2 days of mela's videos should be played in the mela ground in the LED Display. For Example, In a nine days Mela, videography has to be done in the following manner:

SL No.	Video Display.	Particulars	Remarks
1	3rd day of the Mela	Edited Videos of 1 st & 2 nd Day Mela & cultural activity to be played in the LED	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	5 th Day of the Mela	Edited Videos from 1 st to 4 th Mela & cultural activity to be played in the LED	
3	7 th Day of the Mela	Edited Videos from 1 st to 6 th Day programme to be played in the LED	

- State/District wise videography along with success stories, interaction with visitors/sellers etc.
- Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS, Kendrapara.
- The documentary film of each mela should be submitted to ORMAS/Zilla Parishad, Kendrapara office within 10 days of the completion of the event on proper receipt in 1 pen drive.
- State/District wise videography along with success stories, interaction with visitors/sellers etc.
- Final production and final preview of the documentary should be done in consultation with ORMAS/ZP officials.

Accepted by the Bidder (Signature of bidder)

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/ZP office, Kendrapara within 10 days of the completion of the event.
 - State/District wise photography along with success stories, interaction with visitors/sellers etc.
- iii) **LED screen Display:** 2 nos LED display has to be setup one in **stage backdrop (20ft x 10ft)** and another one inside the structure of **ODIA ASMITA (8ft x 6ft)** and third one in **Coordination Cell Wall (8ft x 6ft)** in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.
- iv) **CCTV:** 30 numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. One Plasma TV should be installed for proper monitoring in the Control Room. The numbers may vary depending on the requirement and decision of the mela authority.

c. 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.*
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 the event.*
5. *The price offered by the firm should be **including of GST**. However the **TDS** will be deducted from the bill amount and deposited with the concerned authority.*
6. *The above documented works should be submitted within 10 days of the completion of the exhibition.*
7. *The tenderers are required to deposit an earnest money (E.M.D) of **Rs.2, 000/-** (Rupees two thousand only) and Tender Paper cost separately 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, Kendrapara till the completion of the exhibitions i.e. for a period of One month (2024-25). In case of any unsatisfactory work, delay in execution of works etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D will be rejected.*
8. *The tenderers have to offer the price for all items else the tender paper will not be considered.*
9. *The rate offered by the firm should be valid for the State Level Pallishree Mela 2024-25.*
10. *The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibitions.*
11. *Any dispute in this matter is subject to Kendrapara Jurisdiction only.*
12. **The authority reserves the right to reject any or all tenders without assigning any reasons thereof.**

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

- a. *EMD of Rs. 2,000/- (Rupees two thousand) in **favor of DSMS, Kendrapara** in shape of Demand draft/pay order.*
- b. *Tender Paper Cost Rs.600/- (Six Hundred) only in **favor of DSMS, Kendrapara** in shape of Demand draft/pay order.*
- c. *Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 2 financial years.*
- d. *Valid service tax registration certificate (**GST**) number and copy of the return/amount deposited in the last year.*
- e. *Xerox Copy of PAN*

- f. *Average Annual Financial Turnover during the last three year, ending 31st March 2025 of the financial year, should be at least Rs. 2, 00,000/- (Rupees Two Lakh) only and audited financial statement to be attached duly certified by the Chartered Accountant.*

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 ORMAS/ Zilla Parishad, Kendrapara. 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:



*Panchayati Raj & DW Department
Government of Odisha*

TENDER PAPER

(Documentation Work)

For

State Level

Pallishree Mela-2025-26

09th to 15th January 2026

Kendrapara Autonomous College Ground, Kendrapara

Organized by

**District Administration, Kendrapara in
association with ORMAS, Kendrapara**

Zilla Parishad Campus,
Kendrapara, Odisha-754211

**Quotation for Documentation work of State Level Pallishree Mela at Kendrapara
Autonomous College Ground, Kendrapara 2025-26**

(The last Date for submission of duly filled in tender document is 31/12/2025 (Up to 11.00 AM)

To

The CDO-cum-EO
ZP, Kendrapara

Sir,

I / We do hereby submit item wise quotation below for Videography & still photography of State Level Pallishree Mela at Kendrapara Autonomous College Ground, Kendrapara 2025-26.

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation as per the description mentioned in the tender paper (1 Pen Drive to be submitted)	For the entire event	
2.	One Video Camera (HDV) with Camera Man for live telecast of stage programme and other activities in the mela ground	For the entire event	
3.	Still Photography of 4" X 6' size @ 1 Pcs. of each snap	100 snap	
4.	L.E.D Display as per the description mentioned in the tender paper	For the entire event with three (2) LED at different location	
5.	C.C. Camera & Plasma TV	For the entire event with 30 CC camera and one Plasma TV	
Total			

Signature with Seal of the Bidder