



Panchayati Raj & DW Department  
Government of Odisha

# TENDER PAPER

(Documentation Work)

For

National Level

# Pallishree Mela-2024

In October 2024

Organized by

**ORMAS, Dhenkanal**

Office of Zilla Parisad, Dhenkanal, Mahinsapat  
Odisha, Pin-759001

**DETAILS ON TENDER PAPER, ISD, BIDDER FOR DOCUMENTATION & PHOTOGRAPHY PALLISHREE MELA 2024**

A. TENDER PROCESSING COST : Rs. 500/- (Rupees Five Hundred only) in shape of Demand Draft /Pay order from any nationalized bank in favour of “DSMS, Dhenkanal” payable at Dhenkanal. (Non-refundable)

*To be filled in by the bidder.*

<i>TP Cost Demand Daft / Pay Order No. .... Dated ...../...../ 2024 (DD/PO to be attached with the Tender Paper)</i>
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B) AVAILABILITY OF TENDER PAPER : [www.dhenkanal.odisha.gov.in](http://www.dhenkanal.odisha.gov.in)

C) I.S.D (Refundable) : Rs. 2,000/- (Rupees Two Thousand) only in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Dhenkanal payable at Dhenkanal (Refundable)

*To be filled in by the bidder.*

<i>ISD Demand Daft / Pay Order No. .... Dated ...../...../ 2024 (DD/PO to be attached with the Tender Paper)</i>
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D) NAME AND ADDRESS OR BIDDER:

*To be filled in by the bidder.*

<i>Bidder Name and Address:</i> M/s ..... Address..... Contact No..... Whassaap No ..... e-Mail..... <div style="text-align: right; margin-top: 20px;">Signature of the bidder</div>
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E. LAST DATE & TIME FOR RECEIPT OF TENDER: \_\_\_/\_\_\_/2024 latest by 3.00 PM.

F. DATE & TIME OF OPENING OF TENDERS : \_\_\_/\_\_\_/2024 at 03.30 PM at Zilla Parisad, Dhenkanal

**G. ADDRESS FOR SUBMISSION OF TENDER PAPER:**

**Tender Box of ORMAS, Dhenkanal  
ORMAS Building, Zilla Parishad, Mahisapat, Dhenkanal, Odisha, Pin-759001**

**Exhibition Period:**

Pallishree Mela-2024 will be organized at Mahishapat Ground, Dhenkanal 16<sup>th</sup> to 24<sup>th</sup> October 2024 during Laxmi Puja.

*Accepted by the Bidder (Signature of bidder)*

## Terms of Reference for documentation work of National Level Pallishree Mela 2024

### 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 3<sup>rd</sup> day of mela edited version of previous 2 days of mela's videos should be played in the mela ground in the Digital Display. For Example, In a Eight days Mela, videography has to be done in the following manner:

<i>S I.</i>	<i>Digital Display.</i>	<i>Particulars</i>	<i>Remarks</i>
1	3 <sup>rd</sup> day of the Mela	Edited Videos of 1 <sup>st</sup> & 2 <sup>nd</sup> Day Mela & cultural activity to be played in the LED display	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 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 4 <sup>th</sup> Mela & cultural activity to be played in the LED display	
3	8 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 7 <sup>th</sup> Day programme to be played in the LED display	

- 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, Dhenkanal officials.
- The documentary film of each mela should be submitted to ORMAS, Dhenkanal within 15 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 2 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted to ORMAS, Dhenkanal within 15 days of the completion of the event.

- State/District wise photography along with success stories, interaction with visitors/sellers etc.
- iii) **Digital Display:** Two LED display has to be setup in two locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.
- iv) **CCTV:** Thirty (30) 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 9 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 each 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 15 days of the completion of the exhibition.
7. The tenderers are required to deposit an earnest money of **Rs.2, 000/-** (Rupees Two thousand only) in shape of demand draft/pay order in favour of DSMS, Dhenkanal payable at Dhenkanal. The ISD amount of the successful bidder will be kept with DSMS till the completion of the exhibitions i.e. for a period of three months. In case of any unsatisfactory work, delay in execution of work etc. the ISD amount will be forfeited as per the decision of the authority. Tender papers without ISD shall not be accepted.
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 12 months w.e.f the date of rate finalized.
10. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
11. Work order will be issued as per the requirement of Mela.

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

- a. ISD of Rs. 2,000/- (Rupees Two Thousand) only in favor of DSMS, Dhenkanal in shape of Demand draft/pay order.
- b. Tender Processing of Rs. 500/- (Rupees Five Hundred) only in favor of DSMS, Dhenkanal 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 3 financial years.
- d. **Registration certificate of Goods & Services Tax (GST).**
- e. IT return copy for the last three assessment years.
- f. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 1,00,000/- and audited financial statement to be attached.

**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 DSMS, Dhenkanal. 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 Documentation work of National Level Pallishree Mela 2024**

To

The CDO cum EO, Zilla Parishad, Dhenkanal

Sir,

I / We do hereby submit item wise quotation below for Videography & still photography of National Level Pallishree Mela-2024

<b>Sl.</b>	<b>Particulars</b>	<b>Units</b>	<b>Rates (In Rs.)</b>
1.	Video Documentation (1 copies of Pen Drive to be submitted)	For the entire event	
2.	One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground	For the entire event	
3.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap	
4.	Digital Display LED Wall	For the entire event 2 nos LED at two location	
5.	C.C. Camera along with 42 inch Monitor	For the entire event with Ten (30) CC camera	

Signature with Seal of the Bidder