



Panchayati Raj & DW Department
Government of Odisha

TENDER PAPER

(Documentation Work)

For

National Level

Pallishree Mela-2025

In October 2025

Organized by

ORMAS, Dhenkanal

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

DETAILS ON TENDER PAPER, ISD, BIDDER FOR DOCUMENTATION & PHOTOGRAPHY PALLISHREE MELA 2025

A. TENDER PROCESSING COST : Rs. 1,000/- (Rupees One Thousand 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.

*TP Cost Demand Daft / Pay Order No. Dated/...../ 2025
(DD/PO to be attached with the Tender Paper)*

B) AVAILABILITY OF TENDER PAPER : www.dhenkanal.odisha.gov.in

C) I.S.D (Refundable) : Rs. 5,000/- (Rupees Five 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.

*ISD Demand Daft / Pay Order No. Dated/...../ 2025
(DD/PO to be attached with the Tender Paper)*

D) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

Address.....

Contact No..... Whatsaap No

e-Mail.....

Signature of the bidder

E. LAST DATE & TIME FOR RECEIPT OF TENDER: 16/09/2025 latest by 3.00 PM.

F. DATE & TIME OF OPENING OF TENDERS : 16/09/2025 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-2025 will be organized at Mahishapat Ground, Dhenkanal for 7 days i.e. 08/10/2025 to 14/10/2025 during Laxmi Puja.

Terms of Reference for documentation work of National Level Pallishree Mela 2025

A. Scope of Work

i) **Videography:**

- The entire event will be video documented in *Digital High Definition Video (HDV) Camera* along with *Drone Coverage*.
- 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 Digital Display. For Example, In a Eight days Mela, videography has to be done in the following manner:

S I.	<i>Digital Display.</i>	<i>Particulars</i>	<i>Remarks</i>
1	3rd day of the Mela	Edited Videos of 1 st & 2 nd 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 th Day of the Mela	Edited Videos from 1 st to 4 th Mela & cultural activity to be played in the LED display	
3	7 th Day of the Mela	Edited Videos from 1 st to 6 th 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:** Twenty (20) 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 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 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 the Tender Processing Cost of **Rs. 1,000/-** (Rupees One Thousand only) in shape of demand draft/pay order in favour of DSMS, Dhenkanal payable at Dhenkanal. Tender papers without Tender Processing Cost shall not be accepted.
8. The tenderers are required to deposit the ISD money of **Rs. 5,000/-** (Rupees Five 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.
9. The tenderers have to offer the price for all items else the tender paper will not be considered.
10. The rate offered by the firm should be valid for 12 months w.e.f the date of rate finalized.
11. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
12. Work order will be issued as per the requirement of Mela.
13. The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
14. **The rate offered by the firm shall be including of all taxes and duties, as applicable.**

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

- a. ISD of Rs. 5,000/- (Rupees Five Thousand) only in favor of DSMS, Dhenkanal in shape of Demand draft/pay order.
- b. Tender Processing of Rs. 1,000/- (Rupees One Thousand) 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 2025, should be at least Rs. 2,00,000/- and audited financial statement to be attached.
- g. Self declaration that, the bidder hat not black listed by Central/State Govt. Institutions for any means of non-obligation.
- h. **The bidder has to submit technical and financial bids in separate envelops mentioning “Technical Bid” & “Financial Bid” on the top of the envelops and both of the Bids should be sealed in a another envelop.**

Annexure - I

**Technical Bid for different items of Documentation works of Pallishree Mela 2025,
Dhenkanal**

To
The CDO-cum-EO, Zilla Parishad, Dhenkanal
Sir,

I / We do hereby submit the detail documents as per the Tender Paper for Documentation Works of National Level Pallishree Mela 2025 for you kind reference & necessary action at your end.

Sl.	Documents	Submitted (Yes/No)	Remarks (if any)
1	ISD (refundable) of Rs. 5,000 /- (Rupees Five Thousand only) in shape of Bank Draft in favour of DSMS, Dhenkanal		
2	Tender Processing Cost (non-refundable) Rs. 1,000/- (Rupees One Thousand) only in shape of Bank Draft in favour of DSMS, Dhenkanal		
3	Document in support of Experience of executing the work of similar nature i.e. on documentation and still photography in last 3 financial years		
4	Registration certificate of Goods & Services Tax (GST).		
5	Registration certificate of the Firm.		
6	IT return copy for the last three assessment years.		
7	Audited Financial Statement of last three years duly attested by the Chartered Accountant having Average Annual Turnover of at least Rs. 2.00 Lakhs in last three year as on 31.03.2025.		
8	Self declaration that, the bidder has not black listed by Central/State Govt. Institutions for any means of non-obligation.		

Date:

Signature of the Bidder with seal

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, 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:

**Financial Bid for different items of Documentation works of Pallishree Mela 2025,
Dhenkanal**

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-2025 for your kind reference & necessary action at your end.

Sl.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation (1 copy in 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	Sqr. Ft. of LED for the entire event	
5.	C.C. Camera along with 42 inch Monitor	For the entire event with Twenty (20) CC camera along with 42 inch Monitor	
6.	HD quality Edited Documentary Video of the Making Process & Success Stories of the Rural Products/ Artisans of Dhenkanal	3 Munities Video to be submitted in a Pen Drive	
		5 Munities Video to be submitted in a Pen Drive	
7.	HD quality Still Photographs of the Making Process & Success Stories of the Rural Products/ Artisans of Dhenkanal. Size: 4" X 6' size	Per snap	

Date:

Signature of the Bidder with seal