

TENDER PAPER

Of

**Documentation
(Photography & Videography)**

For

National Level Pallishree Mela-2018

At

Dhenkanal

(From 24th to 31st Oct-2018)

Organized by

ORMAS, Dhenkanal

Office of DRDA, Dhenkanal, Mahinsapat
Odisha, Pin-759001

DETAILS ON TENDER PAPER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK OF PALLISHREE MELA 2018 AT DHENKANAL

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

To be filled in by the bidder.

Paper Cost Demand Daft / Pay Order No. Dated/...../ 2018
(DD/PO to be attached with the Tender Paper)

B) AVAILABILITY OF TENDER PAPER: www.dhenkanal.nic.in

C) E.M.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..

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2018
(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

Signature of the bidder

E) LAST DATE & TIME FOR RECEIPT OF TENDER : **10/10/2018 latest by 05.00 PM.**

F) DATE & TIME OF OPENING OF TENDERS : **11/10/2018 at 11.30 AM at DRDA, Dhenkanal.**

G) ADDRESS FOR SUBMISSION OF TENDER PAPER

**Tender Box of ORMAS, Dhenkanal
O/O District Rural Development Agency (DRDA), Dhenkanal,
Mahinsapat, Odisha, Pin-759001**

Exhibition Period:

National Level Pallishree Mela-2018 at Mahinsapat Ground, Dhenkanal 24th to 31st October 2018 during Laxmi Puja.

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.
- 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, Dhenkanal 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 ORMAS, Dhenkanal 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 10 days & may be extend for maximum 2 days.
3. The work should be completed within the time frame.
4. Sanctions of any advance will not be allowed. The payment will be made on completion of the event and submission of proper bills.
5. The gross approved price would be including GST. The GST-TDS as per law will be deducted from the bill amount and deposited with the concerned authority.
6. The offered price by the firm shall be including of all taxes and duties. But, the bidder should submit the bill showing the net value (+) Add: the GST as applicable as on date.
7. Payment will be made on completion of the event and satisfactory performance of the vender.
8. The rate offered by the firm should be valid for 12 months w.e.f. finalization of the tender.
9. The above documented works should be submitted within 10 days of the completion of the exhibition.
10. The tenderers are required to deposit an earnest money deposit of Rs. 2,000/- (Rupees Two thousand only) & tender Processing cost of Rs. 500/- (Rupees Five Hundred only) in shape of demand draft/pay order in favour of DSMS, Dhenkanal payable at Dhenkanal. The E.M.D. amount of the successful bidder will be kept with ORMAS, Dhenkanal 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.
11. The tenderers have to offer the price for all items else the tender paper will not be considered.
12. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
13. The tenderer should not be black listed by any organization/ department/ office.
14. The parties/ tenderer who will qualify the technical bid, in those case only the Financial Bid will be opened.

Accepted by the Bidder (Signature of bidder)

Annexure - I

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

- a. EMD of Rs. 2,000/- (Rupees Two thousand) in favor of DSMS, Dhenkanal payable at Dhenkanal in shape of Demand draft/pay order.
- b. Tender Processing Cost of Rs. 500/- (Rupees Five Hundred) in favor of DSMS, Dhenkanal payable at 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 the firm and copy of the last year GST/VAT/Service Tax Deposit (Updated)
- e. Copy of PAN card in the name of firm/proprietor
- f. Self-declaration in letter head that, the tenderer have not been black listed by any organization/ department/ Agency/ office.
- g. Self-declaration in letter head to the effect that the tenderer is not related with any staff of this office/ organization in any way.

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:

Accepted by the Bidder (Signature of bidder)

Annexure - II

Quotation for different item for Documentation of Pallishree Mela 2018, Dhenkanal

(Last date for submission of tender form is 10/10/2018, 5.00 PM)

To

**The Project Director
DRDA, Dhenkanal**

Sir,

I / We do hereby submit item wise quotation below for Documentation of Pallishree Mela to be organized by ORMAS, Dhenkanal from 24th to 31st October 2018:

Sl	Particulars	Units	Unit Rates (Rs.)	Total Amount (Rs.)
1.	Video Documentation (3 set of DVD/CD to be submitted)	For the entire event		
2.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap maximum 100 snaps	Per snap		
Total				

Signature with Seal of the Tender

Accepted by the Bidder (Signature of bidder)