

ZILLA PARISHAD, KEONJHAR
ORMAS Cell

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SHORT QUOTATION CALL NOTICE

Notice No: 441

Date: 03.12.2022

(For Video Documentation & Still Photography)

A. Pallishree Mela:

The National Level Pallishree Mela has been scheduled from 18th to 25th December, 2022 at Kali Padia, Keonjhar. The mela is being organized jointly by Dist. Administration and ORMAS, Keonjhar along with Gonasika Kendujhar Mahotsav. The program may change/ 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	Date of the Exhibition	No. of Stalls	Type of Mela
1	Keonjhar	Kali Padia	Gonasika Kendujhar Mahotsav	18 th -25 th December 2022 (08 Days)	200	Mega (Big-C)

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 the Mela of minimum 10 minutes duration should be made. The documentation to cover; 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/Live streaming to be done depending upon 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 LCD Projector. For Example, In a 7 day mela, videography has to be done in the following manner:

SL No.	Video Display.	Particulars	Remarks
1	3 rd day of the Mela	Edited Videos of 1 st & 2 nd Day Mela & cultural activity to be played in the LCD	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 Day Mela & cultural activity to be played in the LCD	
3	7 th & 8 th Day of the Mela	Edited Videos from 1 st to 7 th Day programme to be played in the LCD	

- 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, Keonjhar.
- The documentary film of the mela should be submitted in ORMAS, Keonjhar office within 10 days of the completion of the event on proper receipt in 2 copies DVD format & in 1 pendrive.

ii) **Still Photography:**

- The still photographs (maximum of 200 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.
- Photography along with success stories, interaction with visitors/sellers etc.

iii) **LCD Display:** Two (2) LCD 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 (Additional work order will be issued).

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 8 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 include all taxes (**GST Bill**).
 6. The above documented works should be submitted within 10 days of the completion of the exhibition.
 7. The quotationer has to offer the price for all items together or else the tender paper will not be considered for evaluation.
 8. The rate offered by the firm should be valid upto 31st March, 2023.
 9. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
 10. The bidder can either be a Company/Partnership Firm registered under relevant acts.
 11. Authority can cancel the tender at any point of time without assigning any reason.
12. **While submitting the Quotation, the Quotationers should submit the followings:**
- a. Certificate of Incorporation or any other registered documents.
 - b. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
 - c. Valid GSTIN Registration number.


 CDO-cum-EO
 Zilla Parishad, Keonjhar-cum-
 Executive Officer, Zilla Parishad
 Keonjhar

Accepted by the Bidder (Signature of bidder)

DETAILS OF QUOTATION FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK

Quotation paper can be downloaded from the following websites-www.ormas.org or www.kendujhar.nic.in

A. NAME AND ADDRESS OF THE BIDDER:

To be filled in by the bidder.

<p>Bidder Name and Address:</p> <p>.....</p> <p>.....</p> <p style="text-align: right;">Signature of the bidder</p>

B. LAST DATE & TIME FOR RECEIPT OF TENDER: 12/12/2022 latest by 11.00 AM

B. DATE & TIME OF OPENING OF TENDER: 12/12/2022, 1.00 PM at Zilla Parishad, Keonjhar

D. ADDRESS FOR SUBMISSION OF QUOTATION

ORMAS, Keonjhar, 1st floor of DRDA
C/o-CDO-Cum-EO
Zilla Parishad, Keonjhar
DRDA Office, Near Collectorate Campus,
Keonjhar, ODISHA-758001

Accepted by the Bidder (Signature of bidder)

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 advertisement of my quotation is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Keonjhar in this quotation document. 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 Quotationer with seal

Place:

Date:

Accepted by the Bidder (Signature of bidder)

Quotation for Documentation work of National Level Pallishree Mela 2022

To

**CDO-Cum-EO
Zilla Parishad, Keonjhar**

Sir,

I / We do hereby submit item wise quotation below for Documentation (Videography & Still Photography) of National Level Pallishree Mela to be organized by ORMAS, Keonjhar for 2022:

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation (2 copies of DVD & 1 Pendrive 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 (Maximum 200 Snaps)	Per snap	
4.	L.C.D Projector	For the entire event with two (2) LCD at two locations	
Total			

Signature with Seal of the Quotationer

Accepted by the Bidder (Signature of bidder)