



ଓଡିଶା ଅନୁସୂଚୀତ ଜନଜାତି ସଶକ୍ତିକରଣ ଓ ଜୀବିକା ନିର୍ବାହ କାର୍ଯ୍ୟକ୍ରମ

ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME

OTELP PLUS, ITDA, KEONJHAR

(S.T. & S.C. Development Department, Govt. of Odisha)

(1st Floor of Tribal Retail Mart Building, Near Krushak Bazaar, Keonjhar-758001, Odisha)
Tel. No. 06766-313185, Web: www.otelp.org, E-Mail: Itda.keonjhar@otelp.org



Letter No. 443 / Date. 25/10/2025

QUOTATION CALL NOTICE

Sealed quotations are invited from reputed and experienced video production agencies/firms for **Preparation of Video Documentary and Short Video Documentation** on various developmental and livelihood interventions implemented under **RKVY & State Plan Scheme of OTELP Plus, ITDA, Keonjhar.**

Scope of Work:

- Video Documentary:** Preparation of one comprehensive video documentary (10-15 minutes) showcasing key project interventions, activities, and community impacts under RKVY & State Plan Scheme of OTELP Plus, ITDA, Keonjhar.
- Video Documentation:** Preparation of short video clips (1-5 minutes each) highlighting farmer testimonies, field demonstrations, success stories, and visible changes brought about through project initiatives.
 - Videos should be clear, professionally shot, and well-narrated in English/Odia to effectively communicate project impacts and must be of high visual and audio quality.
 - All videos should include background music, subtitles, and editing as per broadcast standards.

Terms & Conditions:

- The firm/agency must have prior experience in **video/documentary production for Government Departments, NGOs or reputed organizations.**
- Copies of **GST Registration Certificate, PAN, and samples of previous work** must be enclosed with the quotation.
- The quoted price should be **inclusive of all applicable taxes, travel, shooting, editing, voice-over, music and other production expenses.**
- The completed work must be delivered in **Full HD (1080p) format in both soft and hard copies (Pen drive/DVD).**
- Payment will be made within 30days after receipt of successful Video Documentary and submission of valid Tax Invoice.

Submission Details:

Sealed quotations, superscripted as "**Quotation for Video Documentary**", must reach the undersigned on or before **03/11/2025 by 5:00 PM** through Speed Post/Registered Post/Courier/ By-hand. Quotations received after the due date and time shall not be entertained.

Selection Process:

The selection will be made on the basis of **quality of sample work, technical capability, and lowest responsive financial quotation (L1).** The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.


Project Administrator,
OTELP Plus, ITDA, Keonjhar

Memo No. 444 , Date. 25/10/2025

Copy to DeGM, Keonjhar for information and necessary action. He is requested to publish the advertisement in district portal for general information and wide publication.


Project Administrator,
OTELP Plus, ITDA, Keonjhar

Memo No. 445 , Date. 25/10/2025

Copy submitted to Programme Director, OTELP Plus, PSU, ST & SC Dev., M&BCW Dept., Govt. of Odisha, Bhubaneswar for kind information and necessary action. He is requested to publish the advertisement in OTELP state website portal for general information and wide publication.

Copy to Notice Board to this office/ concerned file for record & reference


Project Administrator,
OTELP Plus, ITDA, Keonjhar