

ZILLA PARISHAD, KEONJHAR
Mission Shakti Cell
E-mail id: keonjhar.missionshakti@gmail.com

Notice No: 1270 Date: 28/11/2025

**Quotation Call Notice For Video Documentation, Still
Photography, Sales Analysis work & Printing of Coffee Table
Book of District Level Subhadra Shakti Mela-2025**

Sealed quotations are invited from intending firms/ agencies having GST, PAN & also up-to date deposit of GST with latest Deposit Challan (June- 2025 & September-2025 Quarter) for **Video Documentation, Still Photography, Sales Analysis work & Printing of Coffee Table Book of the District Level Subhadra Shakti Mela, Keonjhar-2025** to be organized at the Kali Padia near Keonjhar Stadium from **26.12.2025 to 01.01.2026**. The sealed quotations should reach the Zilla Parishad Office, Keonjhar through Regd. Post/ Speed Post/ courier/ drop box up at office of Mission Shakti, Keonjhar to **11.30 A.M on 12.12.2025** in the Office of the CDO-cum-E.O, ZILLA PARISHAD, Keonjhar, which will be **opened on 12.12.2025 at 3.00 P.M** in the Office of CDO-cum-E.O, Zilla Parishad, Keonjhar in presence of the bidder or their authorized representatives. The Envelop of the quotation should super scribe "QUOTATION DOCUMENT FOR VIDEO DOCUMENTATION, STILL PHOTOGRAPHY, SALES ANALYSIS WORK & PRINTING OF COFFEE TABLE BOOK OF DISTRICT LEVEL SUBHADRA SHAKTI MELA-2025, KEONJHAR". The details nature of works and speciation are annexed at Annexure-A. For convenience and effective delivery, the tender is to be treated as a composite package of services. Evaluation of the competitive bidding price will be made taking into account the sum total amount quoted on the entire items. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

[Signature]
CDO-cum-EO 28.11.25
Zilla Parishad, Keonjhar

Memo No. 1271 Date: 28/11/2025

Copy to the Addl. District Magistrate, Keonjhar with a request to affix the quotation call notice in the notice board of Collectorate, Keonjhar for wide publication and information of the general public.

[Signature]
CDO-cum-EO 28.11.25
Zilla Parishad, Keonjhar

Memo No. 1272 Date: 28/11/2025

Copy to the District e-governance Manager, Keonjhar for information. He is requested to web-hoist the tender call notice along with tender paper for wide publication and information of the general public.

[Signature]
CDO-cum-EO 28.11.25
Zilla Parishad, Keonjhar

Memo No. 1273 Date: 28/11/2025

Copy to the Notice Board of Zilla Parishad, Keonjhar & all district level offices for wide publicity and information of the general public.

[Signature]
CDO-cum-EO 28.11.25
Zilla Parishad, Keonjhar

A. District Level Subhadra Shakti Mela:

The District Level Subhadra Shakti Mela-2025 has been scheduled from 26.12.2025 to 01.01.2026 at Kali Padia near Keonjhar Stadium, Keonjhar. The program may change/ may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

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 05 to 08 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.
- 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 Mission Shakti, Keonjhar.
- The documentary film of the mela should be submitted in Mission Shakti, Keonjhar office within 10 days of the completion of the event on proper receipt **in 2 separate Pen drive**.

ii) Still Photography:

- The still photographs (minimum 200 Pcs. In soft copy) 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. Three (03) sets of digital photo album to be printed having size of (18-inch length & 12-inch width i.e. top to bottom) each photo album will have 120 photographs with soft copy in Pen drive should be submitted in Mission Shakti office within 10 days of the completion of the event. Besides, one (01) digital photo album to be printed having size of (12-inch length & 8-inch width i.e. top to bottom) each photo album will have 120 photographs.

LIVE WEBCAST	Live Coverage/ Webcasting: Providing for live coverage of events, conferences, Meetings, Cultural Programs, etc. on the social media handles of the Department, as and when required. The agency shall provide link of live coverage to the line departments or its nominated agency/offices etc.	The agency shall be well equipped with all the necessary instruments/tools/gadgets etc. for covering the live events. Also, agency shall ensure apt live digital photography and videography of the event, as required for social media/websites content, including any scanning, processing, refinement etc. or works that may be required.
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<p align="center">PRINTING OF COFFEE TABLE BOOK</p>	<p>Printing & Supply of Designing of Coffee Table Book – The scope of work includes collection of images, texts, references, photographs, processing these images for best print quality and Designing of Coffee Table Book. The designer and/or script writer should work and execute the work under the authorized officer of Mission Shakti to meet the expectations.</p>	<p>Pages : consisting of around 50-60 pages excluding the cover pages and credentials etc. book in size 10" x 12" Cover : Jacket type cover on hardboard bound, foil stamping and embossing</p>
<p align="center">PRINTING PRODUCT CATELOUGUE</p>	<p>Printing of Product Catalogue with the specifications given below: Paper : 130 GSM best quality wood free matt papers. 3Quantity - 500 copies of each catalogue. The photographs of the products displayed in the exhibition need to be captured and placed in this catalogue with information like specification of the product, its producer, tentative price range etc.</p>	<p>60 numbers of Catalogues with the specification given below: Size : 10" x 12" (Portrait) Paper Spec. - 150 GSM + Glazed Cover - Hard Cover with embossing of Logo etc.</p>
<p align="center">SOCIAL MEDIA MANAGEMENT</p>	<p>Scope of Work Social Media Operations and Management refers to marketing & brand building, contents, activities, upcoming events / fairs promotion and search engine optimization on social media such as social networking sites with the intent of increased visibility and attracting unique visitors to website content. In order to help shape media highlights on various specialities of the exhibition. The Agency shall perform, inter - alia, in consultation with the Top Authorities/ Nodal Officer of Mission Shakti, the following tasks: promotional accounts on Facebook, Instagram, Linked In, Periscope, Pinterest, X and Youtube and the official accounts. The Agency shall create, curate, update and publish content that is photo rich & video-rich, original, engaging and factually & grammatically correct for various languages (both national and international) for better engagement with users. Give the Social Media Platforms a new look by new Content Creation and Management of all Social Media handles.</p>	<p>The Agency shall create (as and when may be required) and maintain Social Media Platforms for Content Creation and Management of all Social Media handles and continuously improvise the Social Media promotional Strategy for Mission Shakti.</p>
<p align="center">SALES ANALYSIS & MIS OF THE EVENT</p>	<p>Key Components and Features:</p> <ul style="list-style-type: none"> • Online and on-site registration • Exhibitor Profile/ Exhibitor portal for managing participation • Stall allotment & floor plan management • Accommodation Allotment & Management • Id Card Generation/ Digital Badge printing and access control (QR Code) • Exhibitor Inventory Management • Real time Sales Integration • Data Driven Dashboards • Customer Relationship Management • Event mobile app for real-time engagement • Grievance Redress • Business Analytics- Sales & consumer 	<p>Tenderer should prepare an online platform with all the features as mentioned. The required computer, Dashboard Monitor, software, Printer, web cam, Paper, Super speed broadband connection (will be provided by Mission Shakti), Computer operator along with other professionals will be provided by the tenderer for smooth management and report generation. A report containing Exhibition MIS Data along</p>

	Demand • Exhibitor Performance Analytics • Exit/ Relieve Protocol • Exhibitor Feedback and Surveys • Visitor Feedback and Surveys	with reports with comprehensive analysis on sales, customer demand, Product feedback etc. need to be submitted by the Tenderer.
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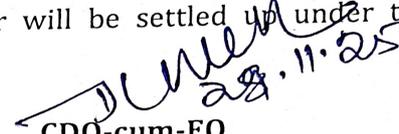
Engagement of Manpower & will be utilized by the Tenderer during the period and corresponding deliverables submitted

Sl. No	Scope of Work	Particulars	Engaged of No. of Resources
1	Social Media Management	Content Creator	1
		Graphic Designer	1
2	Live webcast	Videographer	1
		Assistant	1
3	Printing of Product Catalogue (30 nos.)		
	Printing of Coffee Table Book (30 nos)		
4	Sales Analysis and MIS	Technician	1
		Operator	5
		Data Analyst	1

C. Terms and Conditions:

- The rate of supply of different items should be inclusive of all transportation charges, loading and unloading charges and all taxes etc.
- The quotationers are to enclose the attested copy of the following documents along with the quotation paper and the original certificate is to be produced for verification if felt necessary at the time of finalization in the quotation.
 - Copy of Income Tax return for the F.Y. 2023-24.
 - Copy of GST return for last quarter i.e. June-2025 to September-2025 quarter.
 - Copy of the PAN Card.
 - Copy Similar Work Experience document, if any.
- The sealed quotation should reach the Zilla Parishad Office, Keonjhar on or before **12.12.2025 by 11.30 A.M through Registered Post / Speed Post / courier/ Drop box at office of Mission Shakti, Keonjhar.**
- The quotation paper & sample can be obtained from the Office of the Zilla Parishad, Keonjhar or can be downloaded from district web portal i.e. <https://kendujhar.odisha.gov.in> with effect from 28.11.2025 to 12.12.2025 up to 12.00 Noon.
- The quotation paper will be opened by the Tender Committee on 12.12.2025 at 3.00 PM onwards in presence of the quotationers or their authorised agents in the Office of the CDO-cum-EO, Zilla Parishad, Keonjhar.
- The quotation received beyond the stipulated date and time and without the above required documents should be liable for rejection.
- The Photography & Videography work will be treated as a package of work. So, the lowest quoted cost (all items unit cost) will be taken into consideration while finalizing the bidder.**
- The rates can be negotiated depending on the situation prevailing at the time of opening and finalization of the quotation.
- The bidder should have adequate past experience for the above work and submitted documentary evidence for past experience.

10. The payment will be made on successful completion of work as per the Govt. procedure and norms.
11. The contract of tenders should be valid for one year from the date of issue of work order.
12. Quantity of the material may be increased or decreased marginally.
13. The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
14. The period of exhibition will be 7 days and may increase as per the order of District Administration, Keonjhar.
15. The work should be completed within the time frame.
16. Sanctions of any advance will not be considered. The payment will be made on completion of the event.
17. The price offered by the firm should include all taxes (GST Bill).
18. The above documented works should be submitted within 10 days of the completion of the exhibition.
19. **Arrangement of lodging, boarding & logistics of the photographers during the exhibition period will be the responsibility of the bidder.**
20. The quotationer has to offer the price for all items together or else the tender paper will not be considered for evaluation.
21. The undersigned reserves the right to reject or cancel any or all quotations without assigning any reason thereof. Any dispute in this matter will be settled under the jurisdiction of Keonjhar district.


28.11.25
CDO-cum-EO
Zilla Parishad, Keonjhar

DETAILS OF QUOTATION FOR VIDEO DOCUMENTATION, STILL PHOTOGRAPHY, SALES ANALYSIS WORK & PRINTING OF COFFEE TABLE BOOK WORK

Sl. No	Particulars	Details
1.	Name of the Client	CDO-cum-EO, ZP, Keonjhar PR & DW Department, Government of Odisha
2.	Method of Selection	Lowest bidder (L1)
3.	Joint Venture/Consortium	NOT ALLOWED
4.	Date of Issue of Quotation Call Notice	28.11.2025
5	Last Date & Time for receipt Quotation documents	12.12.2025 at 11.30 A.M.
6	Date & Time for opening of Quotation documents	12.12.2025 at 3.00 P.M.
7	Mode of submission of Quotation	Regd. Post/ Speed Post/ courier/ drop box up at office of Mission Shakti, Keonjhar
	Address of Submission of Quotation	ORMAS, Keonjhar, C/o-CDO-Cum-EO Zilla Parishad, Keonjhar 3rd Floor of Zilla Parishad Office, Near Collectorate Campus, Keonjhar, ODISHA-758001
8	Quotation paper available on	District web Portal i.e. https://kendujhar.odisha.gov.in
9.	Documents required	<ul style="list-style-type: none"> • Copy of Income Tax return for the F.Y. 2023-24. • Copy of GST return for last quarter i.e. June-2025 to September-2025 quarter. • Copy of the PAN Card. • Copy Similar Work Experience document, if any.

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, then my quotation is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by 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:

Technical Bid

BIDDER'S INFORMATION

1	Name of the Bidder / Firm / Company / Agency	
2	Full address of Bidder Telephone no. Fax no. E-mail address:	
3	GSTIN No. (with copy of certificate)	
4	PAN No. (Copy to be attached)	
5	Copy of Income Tax return for the F.Y. 2023-24.	
6	Copy of GST return for last quarter i.e. June-2025 to September-2025 quarter	
7	Work experience document	

I do hereby certify that the above-mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

Financial Bid

Quotation for Video Documentation, Still Photography, Sales Analysis Work & Printing Of Coffee Table Book work of District Level Subhadra Shakti Mela, Keonjhar- 2025

To
CDO-Cum-EO
Zilla Parishad, Keonjhar

Sir,

I / We do hereby submit item wise quotation below for Documentation (Video Documentation, Still Photography, Sales Analysis Work & Printing Of Coffee Table Book work) of District Level Subhadra Shakti Mela, 2025 to be organized by Department of Mission Shakti, Keonjhar from 26.12.2025 to 01.01.2026.

Sl. No.	Items	Unit	District Level Subhadra Shakti Mela		
			Rate per Unit	Quantity (Package)	Total Amount [In Rs.] Excluding GST
1.	Still Photography, Videography of the entire event	Lump sum		1 Package	
2	Live Webcast, Social Media Management of the entire programme	Lump sum		1 Package	
3	Printing of Coffee Table Book (30 Numbers)	Lump Sum		1 Package	
4	Printing of Product Catalogue (30 Numbers)	Lump sum		1 Package	
5	Sales Analysis & MIS of the Event	Lump sum		1 Package	
Total Quoted Amount excluding GST					
			Add :-GST (CGST + SGST) - 18%		
Grand Total Quoted Amount including GST					
Rupees in words _____ only including GST.					
6	Printing of Coffee Table Book (Additional Copy)		Per Piece		As per Requirement
7	Printing of Product Catalogue (Additional Copy)		Per Piece		As per Requirement

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any Bid you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder: