

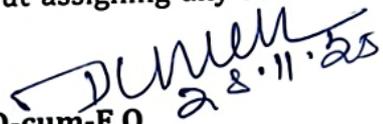
ZILLA PARISHAD, KEONJHAR
ORMAS Cell

E-mail id: dsmskeonjhar@gmail.com

Notice No: 469 Date: 28-11-25

Quotation Call Notice For Video Documentation & Still
Photography work of National Level Pallishree Mela-2025

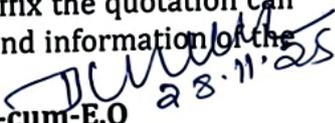
Sealed quotations are invited from intending firms/ agencies having GST, PAN & also up-to date deposit of GST with latest Deposit Challan (June- 2025 & September-2025 Quarter) for **Photography & Videography works** of the **Pallishree Mela, Keonjhar-2025** to be organized at the Keonjhar Stadium near Kali Padia 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 (at office of ORMAS, Keonjhar)** by **11.30 A.M on 12.12.2025**. The quotations 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 PHOTOGRAPHY & VIDEOGRAPHY OF PALLISHREE MELA, KEONJHAR-2025,**". 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.


CDO-cum-E.O 28.11.25

Zilla Parishad, Keonjhar

Memo No. 470 Date: 28-11-2025

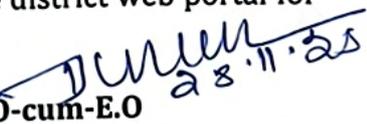
Copy to the Addl. District Magistrate, Keonjhar with a request to affix the quotation call notice in the notice board of Collectorate, Keonjhar for wide publication and information of the general public.


CDO-cum-E.O 28.11.25

Zilla Parishad, Keonjhar

Memo No. 471 Date: 28-11-2025

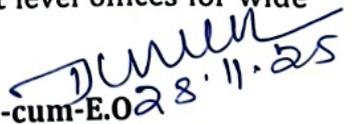
Copy to the District e-governance Manager, Keonjhar for information. She is requested to web-hoist the quotation call notice along with quotation paper in the district web portal for wide publication and information of the general public.


CDO-cum-E.O 28.11.25

Zilla Parishad, Keonjhar

Memo No. 472 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.


CDO-cum-E.O 28.11.25

Zilla Parishad, Keonjhar

A. National Level Pallishree Mela:

The National Level Pallishree Mela-2025 has been scheduled from 26.12.2025 to 01.01.2026 at Keonjhar Stadium Near Kali Padia, 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 (Annexure – A)

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 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 separate Pendrive.****

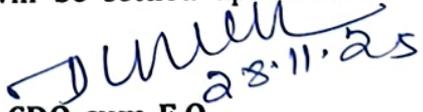
ii) Still Photography:

- **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 Pendrive should be submitted in ORMAS 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.**

C. Terms and Conditions:

- 1. The rate of supply of different items should be inclusive of all transportation charges, loading and unloading charges and all taxes etc.**
- 2. 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.**
 - (a) Copy of Income Tax return for the F.Y. 2023-24.**
 - (b) Copy of GST return for last quarter i.e. June-2025 to September-2025 quarter.**
 - (b) Copy of the PAN Card.**
 - (c) Copy Similar Work Experience document, if any.**
- 3. 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 ORMAS, Keonjhar.**

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4. 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. www.kendujhar.odisha.gov.in with effect from 28.11.2025 to 11.12.2025 up to 12.00 Noon.
 5. 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-E.O, Zilla Parishad, Keonjhar.
 6. The quotation received beyond the stipulated date and time and without the above required documents should be liable for rejection.
 7. **The Photography & Videography work will be treated as a package of work. So, the lowest quoted cost will be taken into consideration while finalizing the bidder.**
 8. The rates can be negotiated depending on the situation prevailing at the time of opening and finalization of the quotation.
 9. 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 up under the jurisdiction of Keonjhar district.


CDO-cum-E.O
Zilla Parishad, Keonjhar

DETAILS OF QUOTATION FOR VIDEOGRAPHY & STILL PHOTOGRAPHY 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 ORMAS, Keonjhar
	Address of Submission of Quotation	ORMAS, Keonjhar, C/o-CDO-Cum-EO Zilla Parishad, Keonjhar 1st Floor of Zilla Parishad Office, Near Collectorate Campus, Keonjhar, ODISHA-758001
8	Quotation paper available on	District web Portal i.e. www.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. (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 Documentation work of National Level Pallishree Mela, Keonjhar- 2025

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, 2025 to be organized by ORMAS, Keonjhar from 26.12.2025 to 01.01.2026.

Sl. No.	Particulars	Units	Total rates including taxes (In Rs.)
1.	Video Documentation of 05 to 08 minutes (Two (02) Pendrive to be submitted)	For the entire event	
2.	Three (03) Digital Photo Album having size of 18 inch length and 12 inch width having 120 photographs & One (01) Digital Photo Album having size of 12 inch length and 08 inch width having 120 photographs.	As indicated in particulars column	
Grand total cost including all taxes			

Signature with Seal of the Quotationer