



ORMAS
ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY,
SUBARNAPUR

Panchayati Raj & Drinking Water Deptt, Govt. of Odisha
Zilla Parishad, Subarnapur – 767017. Tel- 06654 291331, email –dsmssonepur@gmail.com

No. :- 426

Date: - 13-12-22

SHORT TENDER CALL NOTICE FOR DOCUMENTATION

Sealed Tenders are invited in the prescribed format from experienced Firms/Agencies/Decorator for the Pallishree Mela and Development Exhibition-2023 to be held at Sonepur from **14.01.2023 to 18.01.2023** as per the specification provided below. The detailed Tender Paper along with terms & conditions for **Documentation work** Services can be obtained from the office of ORMAS, C/o – ZP Office, Subarnapur on payment of Rs.500.00 (Rupees Five hundred) only which is Non-refundable. The tender paper can be downloaded from www.subarnapur.nic.in, in that case a demand draft of Rs. 1,000.00 (Rupees One thousand) only in favour of the **DSMS, Sonepur** payable at Sonepur, must be enclosed with the tender papers

The Technical & Financial Bid must be submitted in sealed covered separately mentioning

- **Technical bid** for Documentation work and **Financial bid** for Documentation work.

The Tender documents should reach to the address of Dy.CEO, ORMAS, C/o- ZP Office, Subarnapur on or before 1.00 PM of 22.12.2022 by General post/Registered or Speed post/Courier

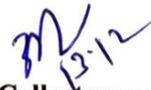
The tender paper received after due date and time will not be entertained and will be opened on the same day at 4.00 PM in the office chamber of the CDO-cum-EO, ZP, Subarnapur in presence of Bidder or authorized representative of Bidder with proper acknowledgement.

The Technical Bid will be opened first and the eligible bidder in technical bid can only be considered for financial bid.

SPECIFICATION:-

SI No	Particulars	Details
01	Documentation work	Document required for Technical Bid in Annexure I
		Financial Bid Format in Annexure-II
		Term & Condition and Specification of works in Annexure - III

The undersigned reserve the right to reject/modify/cancel fully or partially the tender without assigning any reason thereof.


DM and Collector cum Chairman
ORMAS, Subarnapur

Memo No 427 Date 13-12-22

- Copy to DIO, NIC, Subarnapur to web hoist the short tender call notice in the District website.


DM and Collector cum Chairman
ORMAS, Subarnapur

TENDER PAPER FOR STAGE ARRANGEMENT WORK OF EXHIBITIONS (Pallishree Mela- 2023)
TO BE ORGANISED FROM 14th TO 18th January' 2023 BY ORMAS & DISTRICT ADMINISTRATION,
SUBARNAPUR

COST OF TENDER PAPER : Rs. 500.00 (Rupees Five hundred) only.
(Non Refundable)

ISSUED TO (Address in Detail) : M/S. _____

Against Money Receipt No. _____ Dated _____

Signature of Accountant

LAST DATE & TIME FOR RECEIPT : 22.12.2012 latest by 1.00 PM
OF TENDER PAPER

DATE & TIME OF OPENING OF : 22.12.2022 at 4.00 PM at Office Chamber of CDO-cum-EO, ZP,
TENDER PAPER Subarnapur

PLEASE DELIVER AT

ZILLA PARISHAD OFFICE BUILDING, SUBARNAPUR

ANNEXURE-I

Technical Bid Format to be submitted in a separate sealed cover –

DETAILS ON THE QUOTATION

(to be filled in by the bidder)

A. The work : Documentation work works for Pallishree Mela 2023, Subarnapur

B. LAST DATE & TIME FOR RECEIPT OF QUOTATION: 22.12.2022 at 1.00 PM

EVALUATION FORMAT

Name of the firm	:	
Address	:	
Type of firm [Tick (√)]	:	(Proprietorship/ Partnership)
Registration No.	:	
GSTIN Number	:	
GSTIN last deposit Chalan	:	Yes/ No (if yes attached the Xerox copy of same)
PAN Number	:	
Experience of similar types of works	:	Yes/ No

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 notice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Subarnapur. 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.

Place:

Date:

Signature of the Bidder with seal

ANNEXURE-II

Financial Bid Format to be submitted in a separate sealed cover –

*(Last date for submission of duly filled in quotation form is 22th December'2022 at 1.00 PM)
(to be filled in by the bidder without any overwriting)*

I / We do hereby submit item wise quotation of Tentage and Allied works for Pallishree Mela – 2023 including all taxes.

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.	C.C.TV (5 No's)	For the entire event	
Total			

Signature of the Bidder With seal

Terms of Reference for the Documentation Works of Pallishree Mela - 2023

A. About Pallishree Mela- 2023:

Pallishree Mela 2023 is scheduled to be organized at District Stadium, Sonapur coincide with Subarna Loka Mahotsav during FIH Hockey Men's World Cup 2023 from 14th to 18th January'2023 to provide a suitable platform to Rural Producers/ Artisans to showcase their products for direct sale, interact with urban consumers with their choices and preferences and also find out trade link with urban market, exchange of Technology which will certainly help them in getting remunerative price for their produce.

B. Terms and Conditions for Documentation works.

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 5 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	

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

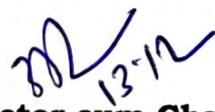
ii) Still Photography:

- 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.

A. 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 5 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. Authority can cancel the tender at any point of time without assigning any reason.
 11. The undersigned reserves the right to reject any or all quotation(s) without assigning any reasons thereof.
 12. Any legal dispute arising out of this is subject to Sonepur district jurisdiction only.
13. **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.


**DM and Collector cum Chairman
ORMAS, Subarnapur**