



Government of Odisha
Department of Panchayati Raj & Drinking Water
ZILLA PARISHAD, SONEPUR

ORMAS
PR & DW DEPT
GOVT OF ODISHA
ZILLA PARISHAD,
SUBARNAPUR-767017
dsmssonepur@gmail.com

No.: 194 //

Date: 2-6-25

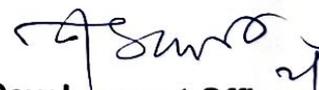
TENDER CALL NOTICE

Sealed Tenders are invited in the prescribed format from interested Event Management Agencies/ Tent Houses/ Firms/ Decorators/ Security Services/ Agencies/ Printing Firms for different works of Vikash Mela-2025 as per the specifications provided below. The event is scheduled to be organised at Royal Field, Subarnapur from **12.06.2025 to 18.06.2025**. The detailed Tender Paper along with terms & conditions can be obtained from ORMAS office or can be downloaded from the website WWW.subarnapur.nic.in. The Tender paper completed in all respect must be in sealed cover and superscripted as "Tender for Tentage & Allied Works of Vikash Mela-2025"/ "Tender for Private Security Services for Vikash Mela-2025"/ "Tender for supply of IEC Activities"/ Tender for Documentation Work for relevant work.

Specification of Works/ Services:		
1	Tentage & Allied Works	Annexure-I
2	Private Security Services	Annexure-II
3	IEC Activities	Annexure-III
4	Documentation Work	Annexure-IV

The sealed Tender completed in all respect addressed to the "Dy. Chief Executive Officer, ORMAS, Zilla Parishad, Subarnapur- 767017" should reach by General Post or Speed Post/ Courier/ by hand on or before **06.06.2025 at 11.30 AM** and will be opened in the same day at **12.30 PM** at the office chamber of the Chief Development Officer-cum-Executive Officer, Zilla Parishad, Subarnapur in presence of the Bidders or their authorized representatives. The Tender received after due date and time will not be considered.

The undersigned reserves the right to accept/ reject/ modify/ cancel any or entire Tender(s) at any stage without assigning any reason thereof.


Chief Development Officer-cum-EO
Zilla Parishad, Subarnapur

Memo No 195 // ORMAS, Dated 2-6-25

Copy to the DIO, NIC, Subarnapur for information with a request to hoist the Bid Document in District Portal for wide publicity.

Copy to the DI & PRO, Subarnapur for information and necessary action with a request to affix the above Tender Call Notice in their office Notice Board for wide publicity.

Copy to the PA to collector for kind information of the Collector, Subarnapur.

Copy to the Notice Board.


Chief Development Officer-cum-EO
Zilla Parishad, Subarnapur

ANNEXURE-I

Terms of Reference for the Tentage & Allied Works:

A. ABOUT THE EVENT:-VIKASH MELA– 2025:

Vikash Mela is scheduled to be organized at Royal Field, Subarnapur from **12th to 18th June 2025** to showcase government schemes of various departments and facilitate the sale of rural products produced by CBOs.

B. TERMS AND CONDITIONS FOR TENTAGE & ALLIED WORKS

1. The bidder has to submit the bid in the prescribed format must be accompanied with supportive documents/ information.
2. The bidders should have Registered Agency/ Firm.
3. The rate offered by the firm shall be **inclusive of all taxes**.
4. The bidders are required to deposit an Earnest Money of **Rs.10,000/- (Rupees Ten thousand only)** in shape of Demand Draft/Pay Order in favour of **“DSMS, Sonapur” payable at Sonapur**. The E.M.D. amount of the successful bidder will be refunded after successful completion of the work. In case of any unsatisfactory work, delay in execution of work, the EMD amount will be forfeited as per the decision of the authority. The Tender without E.M.D shall not be accepted.
5. Preference will be given to the bidder having **experience** of successfully completed **similar type of works during last three years** ending last day of the month previous to one month in which application are invited.
6. **The Bidder has to submit the Technical Bid and Financial Bid separately. The bidder has to quote the rate in the Financial Bid as per the given format without any overwriting.** The Financial Bid should be duly signed and sealed in a separate cover. The Financial Bids of the technically acceptable Bids shall only be opened or as decided by the Committee.
7. The duration of the event will be for 7 (Seven) days. In case of any extension of exhibition period, no extra payment will be paid for the additional days. The venue shall be made available to the contractor by ORMAS/ District Administration before 5 (five) days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition i.e dt. **11.06.2025 at 3.00 PM** and should be handed over all the works as per specification to the officer- in-charge of exhibition.
8. On completion of the event, the contractor shall have to take away all the materials within five days & vacate the place with the same condition while occupying the ground.
9. The contractor shall be ready to provide additional materials in case of requirement during the event at market price for the items not mentioned in the Tender.
10. No advance payment will be entertained. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge.
11. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. The undersigned will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take step for insurance of his goods for the purpose, if any.
12. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
13. For convenience and effective delivery, the bid is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total cost calculated on the entire items.
14. It shall be the responsibility of the successful bidder to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
15. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/ contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
16. The authority is not bound to accept the lowest bidder and reserves the right to inspect / verify the stock of materials required for this work by nominating a Committee to ascertain the credibility of the firm.
17. Any legal dispute arising out of this is subject to Subarnapur district jurisdiction only.

18. The bidder has to submit self attested photocopies of the required documents along with duly filled in Tender Paper. In case any document(s) submitted by the bidder found to be forged, the Bid will be rejected. The documents are:

- i. **EMD of Rs.10,000/-** (Rupees Ten thousand only) in shape of Demand Draft/ Pay Order in favour of **DSMS, Sonapur** payable at Sonapur.
- ii. **Experience Certificate/ Work Order** showing successfully completed **similar type of works during last three years** as mentioned in Sl.-5 of Terms & Conditions.
- iii. Copy of the **Registration Certificate of the Agency/ Firm/ Organisation** for similar nature of work.
- iv. Copy of **Goods & Services Identification Number (GSTIN) & latest GST deposit Challan.**
- v. **Self attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work.** In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.
- vi. **Self attested copy of Valid Labour license from competent authority.**
- vii. **Financial Bid as per the prescribed format duly signed in separate cover.**

C. SPECIFICATION FOR WORKS:

Item wise specifications of different works are given below.

- 1) Erection of Stall
- 2) Coordination Cell-cum-VIP Lounge
- 3) Gates
- 4) Ground Electrification
- 5) Miscellaneous Items

1) ERECTION OF STALL

For the event, approximately **25** stalls will be erected as per following specifications.

Sl.	Particulars	Stall specifications
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Wooden plank platform of 1 feet height & full Floor synthetic Matting.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire racks in back wall of Stalls will be installed. The shelf of the racks will be of size 1'6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame/ Iron frame for Running Facia will be erected (10' X 4'). The facia frame will be 2' front projection attached with roofing of stall and will be covered with good quality multi Flex design. The Facia design will be printed by the Bidder as per the design given by ORMAS. A running white cloth Jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2.6' x 3' height and wrapped with white cotton cloth. Plastic moulded Chair – 3 nos per stall.
7	Electric Fittings	Tube or T5 Light – 3 no. (2 number of lights shall be connected with generator), an on/off switch for use in night time after closing, 1 no. of 5 Amp Plug Point, 1 nos. ceiling fan with separate on/off switch.
8	Numbering of Stall	All stalls shall be numbered with stencil/ paint/ flex.
9	Closures	Front Waterproofing Cloth drops will be fixed in all the Stalls. Daily and timely putting up and off of the Drop is the responsibility of the bidder.

2) **COORDINATION CELL-CUM-VIP LOUNGE:**

One Coordination Cell –cum-VIP Lounge will be erected- ONLY NEW COTTON CLOTHES SHALL BE USED. The bidder has to be quoted as a **package** against the detail specifications given below:

Sl.	Particulars	Work Specifications
A	Structure	Bamboo & wooden Batten structure with Tarpaulin waterproof roofing. Design of the structure shall be Replica of “ Tribal House ” with a replica of Tribal Kachha House or as suggested by the Officer-in-Charge of the Exhibition. The design structure shall be covered with batten framing & cloth of appropriate colour.
B	Size	20 ft X 25 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 3 individual rooms of different sizes to be used as Office, waiting space/ VIP lounge and store with the cloth and wooden batten frame walls/ partitions. Decoration will be made with Tribal Painting and hanging equipments.
D	Counter	Two long tables covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
E	Flooring	Wooden plank platform of 2' height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in ply wood/ steel tables with attractive shapes- 1 no., 5 no. of revolving cushion chairs, 2 sets of Dunlop sofa set for VVIPs (for 12 persons), 2 no. of center table of low height, 10 no. of new glasses with cover, 4 no. of covered waste bin basket, 15 no. of plastic moulded chairs, one steel Almirah with key and two steel tables for pantry room & two standard table for computer operation.
G	Electric Fittings	Tube Light – 10 no. , Ceiling Fan – 4 no., 2 nos of sound less pedestal fan, 1 Air Conditioner , 1 white Led light (100 watt) (to be connected with a on/off switch in the each room), 6 no. of 5 Amp Plug, 3 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector connected through 5 KVA Stabilizer. Other decorative light- applique lamp will be covered outside of the control room
H	Sound System	One audio DVD/ CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
I	Closures	Two wooden frame ply fitted door with door screen shall be fitted in the main entrance of the Coordination Cell for night closing.
J	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower chain at the four sides of the Coordination Cell and Coordination Cell will be written in English & Odia with thermocool design.

3) **GATES:**

Two Gates (Entry & Exit) are to be erected with following specifications.

a	Structure (Entry Gate)	Box type Bamboo & Batten framing with Ply/ thermocool structure. The structure shall be covered with batten framing & cloth of appropriate colour. The design will be given by ORMAS.
b	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
c	Covering	Covered with flex/ cotton cloth/ Flex mounting with design work/ Thermocool design as per approved design.
d	Lighting	Sufficient lighting arrangement with LED high beam light
e	Flowering	Live flower chains will be decorated in the gate on Inauguration day and Closing day
f	Carpeting	Red carpet from main gate to coordination cell and Stage.
g	Structure (Exit Gate)	Flat Gate with Iron Frame with Flex design.

4) GROUND ELECTRIFICATION

The below mentioned items are taken as one **PACKAGE** which shall be supplied by the bidder. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

- i. Main Switch Board/ Panel Board up to 150 KW electric load with cabling & wiring.
- ii. At least 15 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- iii. Halogen lights of 1000 watts will be fitted with poles in different places of the entire ground.
- iv. High Max lights raised on towers in 4/5 places to cover the entire ground.
- v. **DG set** with required fuel shall be provided by the Bidder for uninterrupted power supply during entire exhibition period. The generator circuit should be connected with two Tube/T5 lights of each stall, few ground lights, and control room.

5) MISCELLANEOUS ITEMS:

Besides works from item No.1 to No.7 following items may be required as per need. Bidder is to quote their unit price in Tender part for supply of the same as per the indent.

Sl.	Items	Approximate quantity required
A	Dustbin- 3 ft height	15 pcs.
B	Fire extinguisher (5 kg capacity) to be placed at different places of the event place	10 nos.
C	Water Jar and Drinking Water in each Stall	35 nos.
D	Floor Net Carpeting of Ground (per sqft)	50,000 sqft
E	Installation of CCTV Cameras with Monitor (Bullet/ Night vision camera)	Camera-12 nos. Monitor- 1 nos

DETAILS ON THE TENDER

- A. The work : Tentage and Allied Works for Vikash Mela 2025, Subarnapur
- B. E.M.D (Refundable) : **Rs.10,000/-** (Rupees Ten thousand only) in shape of Demand Draft /Pay Order in favour of “**DSMS, Sonapur**” payable at Sonapur.
- C. LAST DATE & TIME FOR RECEIPT OF TENDER: **06.06.2025 at 11.30 AM**

EVALUATION FORMAT

Name of the firm	:	
Address	:	
Mobile No	:	
Type of firm [Tick (√) in appropriate Box]	:	(Proprietorship/ <input type="checkbox"/> Partnership) <input type="checkbox"/>
Registration No.	:	
GSTIN Number	:	
PAN Number	:	
Demand Draft / Pay order No./ Date	:	
Tax Clearance Certificate/ Latest GST deposit Challan	:	Yes/ No
Valid Electrical License	:	Yes/ No
Valid Labour License	:	Yes/ No
Experience of similar types of works	:	Yes/ No

D. 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

FINANCIAL BID
TENDER FOR DIFFERENT ITEMS OF TENTAGE WORK OF VIKASH MELA – 2025

(to be submitted in a separate sealed cover)

I / We do hereby submit item wise Tender of Tentage and Allied works for Vikash Mela – 2025 inclusive of all taxes.

Sl.	Item	Unit	Cost per unit [in Rs.]	Approx. Qty. in units	Total Amount [in Rs.]
1	Erection of Stall	Per Stall		25 stalls	
2	Coordination Cell -Cum-VIP Lounge	Per package	-----	1 Package	
3	Main Gate	Per Gate		1 no.	
4	Exit Gate	Per Gate		1 no.	
5	Ground Electrification	Per package	-----	1 Package	
6	<u>Miscellaneous items:</u>			-----	
A	Dustbin- 3 ft height	Per Piece		20 pcs.	
B	Fire extinguisher (5 kg capacity) to be placed at different places of the event place	Per Piece		12 Pcs.	
C	Water Jar & Drinking Water arrangement for each Stall	Per unit		35 nos.	
D	Floor Net Carpeting of Ground	Per Sq ft		50000 sq ft	
E	Installation of 12 nos. CCTV Cameras (Bullet/ Night Vision Camera) with Monitor	Per Package	-----	1 Package	
GRAND TOTAL				-----	
Rupees (in Words).....					

Signature of the Bidder With seal

Annexure II

Terms of Reference for deployment of security:

A. ABOUT THE EVENT:-VIKASH MELA– 2025:

Vikash Mela is scheduled to be organized at Royal Field, Subarnapur from **12th to 18th June 2025** to showcase government schemes of various departments and facilitate the sale of rural products produced by CBOs.

B. Quality requirements for Security Personnel

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Sincerity with good moral conduct, Well behaved & disciplined
- Able to read, write & speak Oriya and speaking knowledge of Hindi
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

Each Guard should be aware of their duties & responsibilities during the duty hours.

C. Tentative Requirement of Security Personnel:

The tentative requirement of security personnel shift wise is given below. Security personnel shall be deputed at Mela ground and Accommodation places of participants on shift basis. The requirement is tentative only which may be changed as per need.

Date	SHIFT TIMINGS					
	6:00 AM to 2:00 PM		2:00 PM to 10:00 PM		10:00 PM to 6:00 AM of next day	
	No. of Security Guard	No. of Supervisor	No. of Security Guard	No. of Supervisor	No. of Security Guard	No. of Supervisor
11.06.2025	0	0	0	0	3	1
12.06.2025	3	1	6	1	6	1
13.06.2025	3	1	6	1	6	1
14.06.2025	3	1	6	1	6	1
15.06.2025	3	1	6	1	6	1
16.06.2025	3	1	6	1	6	1
17.06.2025	3	1	6	1	6	1
18.06.2025	3	1	6	1	6	1
19.06.2025	3	1	0	0	0	0
Total	24	8	42	7	45	8

D. Terms & Conditions:

1. The firm should submit the documents in duplicate like **PAN, GSTIN, Registration Certificate of the Agency/ Firm, Latest Tax deposit chalan, Labour License** along with Tender paper positively.
2. Experience certificate (maximum 5 nos.) of execution of similar nature of work for last two years shall be enclosed.
3. ORMAS, Subarnapur will not be responsible for any occurrence like theft & missing of any articles of security personnel while deployment of guards during the exhibition period.
4. In case of any occurrence of theft in the Exhibition ground, the Security Agency will conduct proper inquiry.
5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period.

6. In case of any misconduct reported, immediate action should be taken by the Security Agency which will be settled as per Indian law under local court jurisdiction, Subarnapur.
7. Arrangement of lodging, boarding & logistics of the guards during the exhibition period will be the responsibility of the Security Agency.
8. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event against submission of bill. The Bill shall be prepared against the certified attendance sheet on deployment of security personnel in the event.
9. The Bidder has to offer the price for all items together. Else the bid may not be considered for evaluation.
10. The rate offered by the Agency shall be **inclusive of all Taxes**, as applicable.
11. **While submitting the Tender, the following document shall be enclosed:**
 - a) Copy of work orders/ experience certificate (maximum 5 nos.) for similar nature of works for last 2 Financial Years.
 - b) Copy of the Registration Certificate of the security firm.
 - c) Copy of Service Tax certificate/ PAN
 - d) Copy of Goods & Services Identification Number (GSTIN) & latest deposit Chalan.
 - e) Copy of valid Labour License.

EVALUATION FORMAT
Tender for security services for Vikash Mela – 2025, Subarnapur

(Last date for submission of duly filled in Tender Paper – 06.06.2025 at 11.30 AM)

Name of the Agency/ Firm	
Registration No.	
Address	
Contact Person with Mobile No.	
GSTIN No.	
PAN No.	
Tax Clearance Certificate	Yes/ No.
Valid Labour License	Yes/ No.
Working experience related to the Service	Yes/ No.

DECLARATION

I/We hereby declare that all the statements 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 in the 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.

Place:

Date

Signature of the Bidder with seal

FINANCIAL BID
Tender for security services for Vikash Mela – 2025, Subarnapur
(to be submitted in a separate sealed cover)

I / We do hereby submit herewith item wise Tender below to provide security services for Vikash Mela 2025 inclusive of all Taxes.

Sl.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.)	Rate per shift i.e. 8 hours (in Rupees in words)
1	Guard with Lathi	1	Rs.	
2	Supervisor	1	Rs.	

Signature of the Bidder with seal

Annexure III

Terms of Reference for supply of IEC Activities:

ABOUT THE EVENT:-VIKASH MELA– 2025:

Vikash Mela is scheduled to be organized at Royal Field, Subarnapur from **12th to 18th June 2025** to showcase government schemes of various departments and facilitate the sale of rural products produced by CBOs.

Terms & Conditions:

1. Different size of multi coloured Banner/ Flex Hoardings/ Pole Kiosk/ Selfie Point will be prepared for publicity of Vikash Mela 2025. One LED Screen of Size 12'X8' will be installed in the venue for live display of programme during the event period. One Mobility Van with Sound System will be designed for publicity of the event.
2. The text of the materials/ Design will be provided well in advance of commencement of the event. It is the responsibility of the firm to provide print materials in time as per the specification with accuracy.
3. Sanctions of any advance will not be considered. The payment will be made after completion of event.
4. The rate offered by the firm shall be inclusive of all taxes and duties inclusive of all taxes, as applicable.
5. For printing of additional quantity of any item, proportionate rate will be paid.
6. The required nos of materials to be handed over to the undersigned within two days of placing the order.
7. Any legal dispute arising out of this is subject to Subarnapur district jurisdiction only.
8. **While submitting the Quotation, the followings documents should be enclosed:**
 - i. Copy of Goods & Services Identification Number (GSTIN) & latest deposit Chalan.
 - ii. Copy of work orders / experience certificate for similar nature of works (maximum 5 nos) for last three financial years.

EVALUATION FORMAT
Tender for IEC Activities for Vikash Mela - 2025

(Last date for submission of duly filled in Tender Paper – 06.06.2025 at 11.30 AM)

Name of the Agency/ Firm/ Organisation	
Address	
Contact Person with Mobile No.	
GSTIN Registration No. (Copy to be enclosed)	Yes/ No
PAN No. (Copy to be enclosed)	Yes/ No
Working experience related to Service	Yes/ No

DECLARATION

I/We hereby declare that all the statements 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 in the 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.

Place:
Date

Signature of the Bidder with seal

FINANCIAL BID
Tender for IEC Activities for Vikash Mela - 2025
(to be submitted in a separate sealed cover.)

I / We do submit herewith item wise quotation below for printing works for Vikas Mela 2025 inclusive of all Taxes.

Sl.	Particulars	Specification	Approximate Quantity	Quoted Price in Rs. (in figure & words)
1	Flex	Different Size of multi Coloured Banner as per requirement. (Price to be quoted per sq. ft.)	As per requirement by the undersigned	
2	Hoarding with Iron frame	Different Size of multi Coloured Hoardings as per requirement. (Price to be quoted per sq. ft.)	As per requirement by the undersigned	
3	Selfie Point	Selfie to be installed at Venue during Vikash Mela	1 no.	
4	LED Screen display with Genset & Fuel	Size- 12'X8' and installation at Venue during event period (Price to be quoted one LED Screen per day)	1no/ per day	

Signature of the Bidder with seal

Annexure- IV

Terms of Reference for supply of Documentation Work:

ABOUT THE EVENT:-VIKASH MELA– 2025:

Vikash Mela is scheduled to be organized at Royal Field, Subarnapur from **12th to 18th June 2025** to showcase government schemes of various departments and facilitate the sale of rural products produced by CBOs.

Terms & Conditions:

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, , 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.
- 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.

ii) Still Photography:

- Covering the activities of Vikash Mela -2025, Subarnapur for the entire 7 days. All the raw photos soft copy to be provided in a pen drive after successful completion of the program
- . One Nos. Coffee-Table Book to be designed and printed, consisting of selected 200 photos of the entire 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 7 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 August, 2025.
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 Sonapur district jurisdiction only.

9. While submitting the Quotation, the followings documents should be enclosed:

- a. Copy of Goods & Services Identification Number (GSTIN) & latest deposit Chalan.
- b. Copy of work orders / experience certificate for similar nature of works (maximum 5 nos) for last three financial year.

EVALUATION FORMAT
Tender for Documentation Work for Vikash Mela - 2025

(Last date for submission of duly filled in Tender Paper – 06.06.2025 at 11.30 AM)

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

FINANCIAL BID
Tender for Documentation Work for Vikash Mela - 2025
to be submitted in a separate sealed cover.

I / We do submit herewith item wise quotation below for Documentation works for Vikas Mela 2025 inclusive of all Taxes.

SL NO	CATAGORY	TECHNICAL SPECIFICATION	PRICE IN RS. (INCLUDING GST)
01	PHOTOGRAPHY	<ol style="list-style-type: none"> Covering the activities of Vikash Mela - 2025 , Subarnapur for the entire 7 days. All the raw photos soft copy to be provided in a pen drive after successful completion of the program. One Nos. Coffee-Table Book to be designed and printed, consisting of selected 200 photos of the entire event. <p>CAMERAS TO BE USED : 1. TWO NOS. SONY ALFA IV/V DSLR WITH 24-105 MM, 50 MM, 14 MM, 70-200 MM LENS KIT WITH SPEED LIGHT AND ALL OTHER ACESSORIES.</p>	
02	VIDEOGRAPHY	<ol style="list-style-type: none"> Covering the activities of Vikash Mela-2025 , SUBARNAPUR for the entire 7 days. Edited Video shall be of 10 to 15 min duration with full HD format, Odisha Govt. Logo, Crystal Clear Clarity sound should be recorded, bytes of DM, ADM, CDO-CUM-EO, DIFFERENT STALLS, PUBLIC, LOCAL EMINENT PERSONALITIES and others to be captured and incorporated in the video. Post production (Editing, Graphics, Script, Voiceover, Background music , Color Grading etc) to be provided. Final output to be submitted in a Pen drive. <p>CAMERAS TO BE USED : 1. TWO NOS. FULL HD CAMCODER (SONY NX 200 OR EQUIVALENT WITH ALL ACCESSORIES) 2. ONE NOS. GIMBAL CAMERA SETUP 3. ONE NOS. 4K PROFFESIONAL DRONE 4. TWO NOS SEHENIZER / DJI WIRELESS LAPPLE MIC.</p>	
TOTAL			

- * Incomplete applications will not be acceptable.
- * The vendor should agree to negotiate in rate with authority.

Signature of Bidder with seal