



ORMAS
ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY
SUBARNAPUR

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

Letter No. 453.....

Date 17-12-25.....

CORRIGENDUM

In pursuance to Tender Call Notice No.400 Dated.03.12.2025 of this office for execution of the Documentation work for Pallishree Mela 2026”, the tender notice duration of Documentation work has been extended to 05 (Five) days i.e 17.12.2025 to 22.12.2025, due to participation of insufficient number of Bidders. Interested Bidders are required to super scribe “Tender for Documentation Work for Pallishree Mela 2026” on the top of the envelopes”.

All other details of the said tender call notice to the extent of Documentation work remain unchanged.

M. Mohanty
Collector & DM
Subarnapur

Memo No. 454.....Date 17-12-25.....

Copy to DIO, NIC, Subarnapur for information and necessary action. He is requested to web hoist the Tender Notice in the district portal.

M. Mohanty
Collector & DM
Subarnapur



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.: 400 //

Date: 3-12-2025

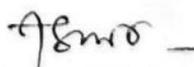
TENDER CALL NOTICE

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 Pallishree Mela-2026 as per the specifications provided below. The event is scheduled to be organized at Rameswar Stadium, Subarnapur from **07.01.2026 to 11.01.2026**. The detailed Tender Paper along with terms & conditions 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 Pallishree Mela-2026”/ “Tender for Private Security Services for Pallishree Mela-2026”/ “Tender for supply of IEC Activities for Pallishree Mela-2026”/ Tender for Documentation Work for Pallishree Mela-2026**. Each tender paper must be submitted separately.

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 **16.12.2025 at 12.30 PM** and will be opened in the same day at **3.00 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 401 // ORMAS, Dated 3-12-2025

1. Copy to the DIO, NIC, Subarnapur for information with a request to hoist the tender Document in District Portal for wide publicity.
2. 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.
3. Copy to the PA to collector for kind information of the Collector, Subarnapur.
4. Copy submitted to CEO, ORMAS Bhubaneswar for kind information.
5. Copy to the Notice Board, ORMAS, Subarnapur

ASMO -

**Chief Development Officer-cum-EO
Zilla Parishad, Subarnapur**

Annexure- IV

Terms of Reference for supply of Documentation 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 15 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 Pallishree Mela -2026, Subarnapur for the entire 5 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. A demand draft of Rs. 1,000.00 (Rupees One thousand) only which is Non-refundable in favour of the "DSMS, Sonapur" payable at Sonapur, must be enclosed with the tender papers towards Tender Paper Cost.
2. The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
3. The period of exhibition will be 5 days.
4. The work should be completed within the time frame.
5. The bidder must have experienced and technically sound individuals to work in the aforesaid video documentation work.
6. Sanctions of any advance will not be considered. The payment will be made on completion of the event.
7. The price offered by the firm should include all taxes (**GST Bill**).
8. The above documented works should be submitted within 10 days of the completion of the exhibition..
9. The quotationer has to offer the price for all items together or else the tender paper will not be considered for evaluation.
10. The technical and financial bid must be submitted separately in one envelope.
11. The undersigned reserves the right to reject any or all quotation(s) without assigning any reasons thereof.
12. Any violation of the term and condition of the tender will liable to reject the bidder.
13. Any legal dispute arising out of this is subject to Sonapur district jurisdiction only.

1. **While submitting the Quotation, the followings documents should be enclosed:**
 - a. Copy of Goods & Services Identification Number (GSTIN) & latest deposit Chalan.
 - b. Registration certificate(Udyam Certificate) of the agency/firm.
 - c. PAN card of the Agency/firm
 - d. Copy of work orders / experience certificate for similar nature of works (maximum 5 no's) for last three financial year.

EVALUATION FORMAT
Tender for Documentation Work for Pallishree Mela - 2026

(Last date for submission of duly filled in Tender Paper – 16.12.2025 at 12.30 PM)

EVALUATION FORMAT

Name of the firm	:	
Address	:	
Type of firm [Tick (√)]	:	(Proprietorship/ Partnership)
Registration No.(Udyam)	:	
Demand Draft No./Date		
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
Display of similar type of video documentation.		

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 Pallishree Mela - 2026

to be submitted in a separate sealed cover.

I / We do submit herewith item wise quotation below for Documentation works for Pallishree Mela 2026 inclusive of all Taxes.

SL NO	CATEGORY	TECHNICAL SPECIFICATION	PRICE IN RS. (INCLUDING GST)
01	PHOTOGRAPHY	<p>1. Covering the activities of Pallishree Mela -2026 , Subarnapur for the entire 5 days. All the raw photos soft copy to be provided in a pen drive after successful completion of the program.</p> <p>2. One Nos. Coffee-Table Book to be designed and printed, consisting of selected 200 photos of the entire event.</p> <p><u>CAMERAS TO BE USED :</u> 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	<p>1. Covering the activities of Pallishree Mela-2026 , SUBARNAPUR for the entire 5 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.</p> <p>2. Post production (Editing, Graphics, Script, Voiceover, Background music , Color Grading etc) to be provided.</p> <p>3. Final output to be submitted in a Pen drive.</p> <p><u>CAMERAS TO BE USED :</u> 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