

ToR

of

Still Photography & Videography

for

SISIR SARAS-2017

ORMAS

SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin - 751012
Phone No. [0674] 2565871, Fax- 2565872, www.ormas.org

DETAILS ON TENDER PAPER, EMD, BIDDER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK OF SISIR SARAS-2017

Tender paper can be downloaded from the following websites- www.ormas.org or can be obtained from the office of ORMAS at "SIRD Campus, Unit – 8, Bhubaneswar, Pin 751012 during office hours

A) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees five thousand only) in shape of Demand Draft /Pay order in favour of ORMAS payable at Bhubaneswar.

To be filled in by the bidder.

Demand Draft / Pay Order No. Dated/...../ 2016
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s.....

.....

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF QUOTATION : **9th December 2016 latest by 3 PM.**

D) DATE & TIME OF OPENING OF QUOTATION : **9th December 2016 at 3.30 PM at ORMAS Office.**

E) ADDRESS FOR SUBMISSION OF QUOTATION

ORMAS (Odisha Rural Development & Marketing Society)
SIRD Campus, Unit-VIII, Bhubaneswar, Odisha, Pin - 751012

Accepted by the Bidder (Signature of bidder)

Terms of Reference for documentation work of SISIR SARAS 2017:

A. About the event “SISIR SARAS”

Ministry of Rural Development, Government of India has sanctioned a **national level marketing event named as “SISIR SARAS” to be held from 5th to 15th January 2017** at the Exhibition Ground, Unit- III, Bhubaneswar. “SISIR SARAS” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission (OLM), KVIC, KVIB, H & CI, MVSN and NABARD with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

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 each mela with minimum 10 minutes duration should be made. The documentation to cover; like: 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 may be more depending 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 7 day mela, videography has to be done in the following manner:

<i>SL No.</i>	<i>Video Display.</i>	<i>Particulars</i>	<i>Remarks</i>
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	
3	7 th Day of the Mela	Edited Videos from 1 st to 6 th Day programme to be played in the LCD	
4	9 th day of the Mela	Edited Videos from 1 st to 8 th Day programme to be played in the LCD	

- State/District wise 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/ concerned district officials.
- The documentary film of each mela should be submitted in ORMAS office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

ii) **Still Photography:**

- A good full frame DSLR Camera for photography. The photo should be excellent quality, so that it can be used, for documentation purpose.
- The still photographs (maximum of 100 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 3 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.
- State/District wise photography along with success stories, interaction with visitors/sellers etc.

iii) **LCD Display:** Four LCD display has to be setup in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.

iv) **Plasma TV:** One Plasma TV to be installed near the stage.

v) **CCTV:** Twenty (20) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. The numbers may vary depending on the requirement and decision of the mela authority.

c. 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 11 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 each event.
5. The price offered by the firm should include all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
6. The rate offered by the firm shall be including of all taxes and duties.
7. The above documented works should be submitted within 15 days of the completion of the exhibition.
8. The tenderers are required to deposit an earnest money of Rs. 5,000/- (Rupees five thousand only) in shape of demand draft/pay order in favour of ORMAS payable at Bhubaneswar. The E.M.D. amount of the successful bidder will be kept with ORMAS till the completion of the exhibitions i.e. for a period of one year (2016-17). In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
9. The tenderers have to offer the price for all items else the tender paper will not be considered.
10. The rate offered by the firm should be valid till completion of this Mega Event of ORMAS (2016-17).
11. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.

12. While submitting the tender, the tenderers should submit the followings:

- a. EMD of Rs. 5,000/- (Rupees five thousand) in favor of ORMAS in shape of Demand draft/pay order.
- b. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
- c. Copy of the registration certificate of the firm or Service Tax registration certificate (latest deposit Challan) to be attached.
- d. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 1.00 Lakhs
- e. Audited financial statement for last three year duly certified by the Chartered Accountant to be attached.

Accepted by the Bidder (Signature of bidder)

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 advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. 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 Tenderer with seal

Place:

Date:

Accepted by the Bidder (Signature of bidder)

Quotation for Documentation work of SISIR SARAS-2017

(Last date for submission of Quotation duly filled is 9th December 2016 -3 PM)

To

The Executive Director,
ORMAS, Bhubaneswar

Sir,

I / We do hereby submit item wise quotation below for Videography & still photography of SISIR SARAS to be organized by ORMAS during 2017:

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation (3 copies of DVD to be submitted) Small documentary film of the event (starting from 5 th to 15 th Jan. 2017) 10 minutes with voice over	For entire 10 minutes documentary film.	
2.	One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground through LCD projectors.	For the entire event	
3.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap	
4.	L.C.D Projector along with operator	For the entire event with four (4) LCD at four location	
5.	C.C. Camera / TV along with operator	For the entire event with twenty (20) CC camera	
6.	Plasma TV (50" size)	For the entire event with one (1) Plasma TV	
Total			

Signature with Seal of the Bidder

Accepted by the Bidder (Signature of bidder)