

**ZILLA PARISHAD, KEONJHAR**  
**ORMAS Cell**

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**SHORT QUOTATION CALL NOTICE**

Notice No: **528**

Date: **02-12-2023**

**(For Video Documentation & Still Photography)**

**A. Pallishree Mela:**

The National Level Pallishree Mela has been scheduled from 18<sup>th</sup> to 25<sup>th</sup> December, 2023 at Kali Padia, Keonjhar. The mela is being organized jointly by Dist. Administration and ORMAS, Keonjhar on the occasion of Gonasika Kendujhar Mahotsav. The program may change/ may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition & Event	Occasion	Date of the Exhibition	No. of Stalls	Type of Mela
1	Keonjhar	Pallishree Mela at Kali Padia	Gonasika Kendujhar Mahotsav	18 <sup>th</sup> -25 <sup>th</sup> December 2023 (08 Days)	200	Mega (Big-C)

**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 the Mela of minimum 08 to 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.
- 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

- iii) **LCD Display:** Two (2) LCD display has to be setup in Two locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority (Additional work order will be issued).

**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 8 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. **Arrangement of lodging, boarding & logistics of the photographers during the exhibition period will be the responsibility of the bidder.**
8. The quotationer has to offer the price for all items together or else the tender paper will not be considered for evaluation.
9. The rate offered by the firm should be valid up-to 31<sup>st</sup> March, 2024.
10. The bidder can either be a Company/Partnership Firm registered under relevant acts.
11. Authority can cancel the tender at any point of time without assigning any reason.
12. **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.

  
CDO-cum-EO  
ZP, Keonjhar  
Chief Development Officer-cum-  
Executive Officer, Zilla Parishad  
Keonjhar

**DETAILS OF QUOTATION FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK**

Quotation paper can be downloaded from the following websites-[www.ormas.org](http://www.ormas.org) or [www.kendujhar.nic.in](http://www.kendujhar.nic.in)

**A. NAME AND ADDRESS OF THE BIDDER:**

*To be filled in by the bidder.*

Bidder Name and Address:

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Signature of the bidder with Seal

**B. LAST DATE & TIME FOR RECEIPT OF TENDER: 07/12/2023 latest by 11.00 AM**

**B. DATE & TIME OF OPENING OF TENDER: 07/12/2023 at 1.00 PM at Zilla Parishad, Keonjhar**

**D. ADDRESS FOR SUBMISSION OF QUOTATION**

ORMAS, Keonjhar,  
C/o-CDO-Cum-EO  
Zilla Parishad, Keonjhar  
1<sup>st</sup> Floor of Zilla Parishad Office,  
Near Collectorate Campus,  
Keonjhar, ODISHA-758001

## **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 ORMAS, Keonjhar 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:



**Quotation for Documentation work of National Level Pallishree Mela 2023**

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 to be organized by ORMAS, Keonjhar from 18<sup>th</sup> to 25<sup>th</sup> Dec, 2023.

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation of 08 to 10 minutes (Two (02) Pendrive to be submitted)	For the entire event	
2.	<b>Three (03)</b> Digital Photo Album having size of 18 inch length and 12 inch width having 120 photographs & <b>One (01)</b> Digital Photo Album having size of 12 inch length and 08 inch width having 120 photographs	As indicated in particulars column	
3.	LCD Projector	For the entire event with two (2) LCD at two locations	
Total			

**Signature with Seal of the Quotationer**