

# **Quotation Paper**

**of**

**Still Photography & Videography**

**for**

**Pallishree Mela, Khordha  
2019-20**

**Organized by**

**ORMAS, KHORDHA**

**O/o District Rural Development Agency, Khordha**

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

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

A) E.M.D (Refundable) : **Rs. 1,000/-** (Rupees one thousand only) in shape of Demand Draft /Pay order in favour of DSMS, Khordha payable at Khordha.

*To be filled in by the bidder.*

<p><b>Demand Daft / Pay Order No. .... Dated ...../...../ 2019</b> (DD/PO to be attached with the Quotation Paper)</p>
--

B) NAME AND ADDRESS OR BIDDER:

*To be filled in by the bidder.*

<p>Bidder Name and Address:</p> <p>M/s .....</p> <p>.....</p> <p style="text-align: right;">Signature of the bidder</p>
---

**C. LAST DATE & TIME FOR RECEIPT OF TENDER: 15.11.2019 latest by 1.00 PM.**

**D. DATE & TIME OF OPENING OF TENDER: 15.11.2019 at 3.30 PM at DRDA Office, Khordha**

E) ADDRESS FOR SUBMISSION OF QUOTATION

**ORMAS, Khordha**  
O/o District Rural Development Agency, Khordha  
Near Collectorate, Khordha, ODISHA

## Terms of Reference for documentation work

### **A. Exhibition Calendar:**

The calendar of National Pallishree mela to be organized by DSMS, Khordha as per the details given below, is purely tentative. Any place or period as proposed below may change/vary in course of action. The programme given in the calendar 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	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Khordha	Haveli Field		29 <sup>th</sup> Nov to 5 <sup>nd</sup> Dec, 2019	180	Mini

### **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 with a 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 3<sup>rd</sup> 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:

SL No.	Video Display.	Particulars	Remarks
1	3 <sup>rd</sup> day of the Mela	Edited Videos of 1 <sup>st</sup> & 2 <sup>nd</sup> 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 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 4 <sup>th</sup> Day Mela & cultural activity to be played in the LCD	
3	7 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 6 <sup>th</sup> Day programme 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 DSMS, Khordha.
- The documentary film of each mela should be submitted in DSMS office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

**ii) Still Photography:**

- 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 DSMS office within 10 days of the completion of the event.
  - Photography along with success stories, interaction with visitors/sellers etc.
- iii) **CCTV:** Ten (10) 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 7-8 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 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 10 days of the completion of the exhibition.
8. The Quotationers are required to deposit an earnest money of Rs.1,000/- (Rupees one thousand only) in shape of demand draft/pay order in favour of DSMS payable at Khordha. The E.M.D. amount of the successful bidder will be kept with ORMAS, Khordha till the completion of the exhibition. 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. Quotation papers without E.M.D shall not be accepted.
9. The Quotationers have to offer the price for all items else the Quotation paper will not be considered.
10. The rate offered by the firm should be valid for 1 year.
11. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
12. **While submitting the Quotation, the Quotationers should submit the followings:**
  - a. EMD of Rs. 1,000/- (Rupees one thousand) only in favor of DSMS, Khordha, payable at Khordha 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. Valid GSTIN Registration number.
  - d. Valid PAN/TAN 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 advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by DSMS. 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 Pallishree Mela 2019**

**To**

**The Asst. Director,  
ORMAS, Khordha**

**Sir,**

I / We do hereby submit item wise quotation below for Videography & Still Photography of Pallishree Mela, Khordha to be organized during 2018-19:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Units</b>	<b>Rates (In Rs.)</b>
1.	Video Documentation (3 copies of CD 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	Per photo	
4.	C.C. Camera / TV	For the entire event with Ten (10) CC camera	
Total			

**Signature with Seal of the Quotationer**