

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DOCUMENTATION &  
PHOTOGRAPHY "NATIONAL LEVEL PALLISHREE MELA 2016".**

The Tender paper can be downloaded from the following websites:

A) E.M.D (Refundable) : **Rs. 5000/-** (Rupees Five thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Sundargarh payable at Sundargarh.

***To be filled in by the bidder.***

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

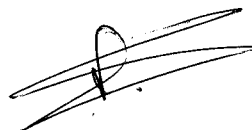
B) NAME AND ADDRESS OR BIDDER:

***To be filled in by the bidder.***

***Bidder Name and Address:***

M/s .....  
.....

Signature of the bidder



## Terms of Reference for documentation work of National Level Pallishree Mela 2016 at Exhibition Ground, Near Bhanja Bhawan, Sec-5, Rourkela

### A. Exhibition Date & Venue:

Any place or period as proposed below may change/vary in course of action. Any programme listed below 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	Sundargarh	Exhibition Ground Near Bhanja Bhawan Sec-5, Rourkela	Durga Puja	29 <sup>th</sup> Sept. 2016 to 7 <sup>th</sup> Oct. 2016	200	Big

### 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 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 9 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> Mela & cultural activity to be played in the LCD	
3	9 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 8 <sup>th</sup> 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 DSMS/DRDA officials.
- The documentary film of each mela should be submitted in DSMS/DRDA 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,

*Accepted by the Bidder (Signature of bidder)*



- 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/DRDA 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:** 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.

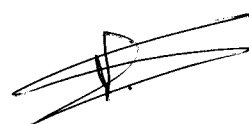
### c. Terms and Conditions

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 7-10 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 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 DSMS, Sundargarh payable at Sundargarh. The E.M.D. amount of the successful bidder will be kept with DSMS till the completion of the exhibitions i.e. for a period of one – two months (2016). 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 the Pallishree Mela-2016.
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 tender, the tenderers should submit the followings:

- a. EMD of Rs. 5,000/- (Rupees Five thousand) in favor of DSMS, Sundargarh 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 service tax registration certificate number and copy of the return/amount deposited in the last year.
- d. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 50,000/- and audited financial statement 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 DSMS/ DRDA. 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)*





Panchayati Raj Department  
Government of Odisha

# TENDER PAPER

(Documentation Work)

For

National Level

## Pallishree Mela-2016

29<sup>th</sup> Sept.2016 to 7<sup>th</sup> Oct. 2016

Exhibition Ground, Near Bhanja Bhawan, Sec-5, Rourkela

Organized by

**District Administration, Sundargarh in  
association with ORMAS/OLM  
District Supply & Marketing Society (DSMS),  
Sundargarh**

District Supply and Marketing Society, Sundargarh

O/o DRDA, Sundargarh-770001

Phone No:-06622-275372

*Accepted by the Bidder (Signature of bidder)*

**Quotation for Documentation work of National Level Pallishree Mela 2016 at  
Exhibition Ground, Near Bhanja Bhawan, Sec-5, Rourkela**

***(The date for submission of duly filled in tender document by 15/09/2016 (up to 11.00 AM and opening at 1.00 PM, DRDA, Sundargarh)***

To

The CE, DSMS ,  
DRDA, Sundargarh

Sir,

I / We do hereby submit item wise quotation below for Videography & still photography of National Level Pallishree Mela at Exhibition Ground, Bhanja Bhawan, Sec-5, Rourkela 2016.

Sl. No.	Particulars	Units	Rates (In Rs.)
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 snap	
4.	L.C.D Projector	For the entire event with four (4) LCD at four location	
5.	C.C. Camera / TV	For the entire event with Ten (10) 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)*

