

TENDER DOCUMENT

FOR

Photography & Videography

NATIONAL LEVEL PALLISHREE MELA 2024

At

Bholanath Vidyapitha School Ground PURI
(From 6th to 15th July-2024)

ORMAS, Puri

ZILLA PARISHAD, Puri, Kacheri Road
Odisha, Pin-752001

**DETAILS ON TENDER PAPER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK OF NATIONAL LEVEL
PALLISHREE MELA 2024 AT PURI**

A) TENDER PROCESSING COST :Rs. 500+18% GST=590/- (Rupees Five Hundred Ninety) only in shape of Demand Draft /Pay order from any nationalized bank in favour of CE, DSMS, Puri payable at Puri.

To be filled in by the bidder.

Paper Cost Demand Daft / Pay Order No. Dated/...../ 2024
(DD/PO to be attached with the Tender Paper)

B) AVAILABILITY OF TENDER PAPER: <http://puri.odisha.gov.in> & www.ormas.org.in

C) E.M.D (Refundable) : **Rs. 2,000/- (Rupees Two thousand only)** including GST in shape of Demand Draft /Pay order from any nationalized bank in favour of CE, DSMS, Puri payable at Puri.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2024
(DD/PO to be attached with the Tender Paper)

D) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

.....

Signature of the bidder

E) LAST DATE & TIME FOR RECEIPT OF TENDER : **19/06/2024 latest by 5.00 PM.**

F) DATE & TIME OF OPENING OF TENDERS : **20/06/2024 at 11.30 AM at ZILLA PARISHAD, Puri.**

G) ADDRESS FOR SUBMISSION OF TENDER PAPER

Speed Post/Regd. Post

To

The Deputy CEO, ORMAS, Puri

O/o ZILLA PARISHAD, Puri,

Kacheri Road, Odisha, Pin-752001

H. Exhibition Period:

The National Level Pallishree Mela at Bholanath Vidyapitha School Ground, Near-Gundicha Temple, Puri during Ratha Yatra from 6th to 15th July'2024.

Accepted by the Bidder (Signature of bidder)

I. Scope of Work

i) Videography:

- The entire event will be video documented in high configuration camera (Sony Alfa S-3/S-5 or Cannon-5D M-4 Model) during videography & Photography *and Drone*.
- 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.
- Necessary actions should be taken during final post production and final preview of the documentary in consultation with concerned district officials.
- Agency should submit 2 nos of short films (5 Mins duration each) of the entire event from Inauguration to closing ceremony to ORMAS, Puri office within 10 days of the completion of the event on proper receipt in a external hard disk.

ii) **Still Photography:** The still photographs (maximum of 200 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

iii) The selected agency should provide 3 nos of album (Hard cover, Size:11' x 8' with dust jacket) consisting with 200 nos of best photographs of each and every activity of the entire mela and submit to ORMAS, Puri office within 10 days of the completion of the event.

J. 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 10 days & may be extend as decided by the undersigned without any specific reason.
3. The work should be completed within the time frame.
4. Sanctions of any advance will not be allowed. The payment will be made on completion of the event and submission of proper bills.
5. The gross approved price would be including GST. The TDS as per law will be deducted from the bill amount and deposited with the concerned authority.
6. The offered price by the firm shall be including of all taxes and duties. But, the bidder should submit the bill showing the net value (+) Add: the GST as applicable as on date.
7. Payment will be made on completion of the event and satisfactory performance of the vender.
8. The rate offered by the firm should be valid for 12 months w.e.f. finalization of the tender.
9. The above documented works should be submitted within 10 days of the completion of the exhibition.
10. The tenderers are required to deposit an earnest money deposit of Rs. 2,000/- (Rupees Two thousand only) & tender Processing cost of Rs. 500/- (Rupees Five Hundred only) in shape of demand draft/pay order in favour of CE, DSMS, Puri payable at Puri. The E.M.D. amount of the successful bidder will be kept with ORMAS, Puri till the completion of the exhibitions. 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.
11. The tenderers have to offer the price for all items else the tender paper will not be considered.
12. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.

Accepted by the Bidder (Signature of bidder)

13. The tenderer should not be black listed by any organization/ department/ office.
14. The parties/ tenderer who will qualify the technical bid, in those case only the Financial Bid will be opened
15. The rate offered by the firm should be valid for 12 months w.e.f. finalization of the tender

K. The Eligibility documents to be submitted by the bidder are:

- a. EMD of **Rs. 2,000/- (Rupees Two thousand)** including GST in favor of CE, DSMS, Puri payable at Puri in shape of Demand draft/pay order.
- b. Tender Processing Cost of Rs. 500/- (Rupees Five Hundred) including GST in favor of CE, DSMS, Puri payable at Puri in shape of Demand draft/pay order.
- c. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
- d. UPTODATE GST/ Registration certificate of the firm
- e. Copy of PAN card in the name of firm/proprietor
- f. Self-declaration in letter head that, the tenderer have not been black listed by any organization/ department/ Agency/ office.
- g. Self-declaration in letter head to the effect that the tenderer is not related with any staff of this office/ organization in any way.

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 the Chief Development Officer-cum-EO, ZP, Puri. 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)

L. Quotation for different item for Photography & Videography of National Level Pallishree Mela 2024, Puri

(Last date for submission of tender form is 19/06/2024, 5.00 PM)

To

The Chief Development Officer-cum-EO
ZILLA PARISHAD, Puri

Sir,

I / We do hereby submit item wise quotation below for Documentation of Pallishree Mela to be organized by ORMAS, Puri from 6th to 15th July 2024:

Sl	Particulars	Units	Unit Rates (Rs.)	Total Amount (Rs.)
1.	Video Documentation (2 nos of short films (5 Mins duration each) of the entire event from Inauguration to closing ceremony in a external Hard Disc)	For the entire event		
2.	Photography (3 set of album (Hard cover, Size:11' x 8' with dust jacket) consisting with 200 nos of best photographs of each and every activity of the entire mela)	Per album		
Total				

Signature with Seal of the Tender


Chief Development Officer
-cum-
Executive Officer, Zilla Parishad
Puri

Accepted by the Bidder (Signature of bidder)