

OFFICE OF ZILLA PARISHAD, KEONJHAR
(ORMAS CELL)
KEONJHAR- 758001, ODISHA

SHORT TENDER CALL NOTICE

Notice No: 481

Date:-07/12/2024

(For Video Documentation, Still Photography, LED Panel and CCTV Camera)

A. Regional Saras Fair:

The Regional Saras Fair has been scheduled from 18th to 27th December, 2024 at Kali Padia & Keonjhar Stadium, 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 reasons 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	Regional Saras Fair at Kali Padia, Keonjhar	Gonasika Kendujhar Mahotsav	18 th -27 th December 2024 (10 Days)	260 to 280	Regional Saras

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.
- 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 LED Panel. For Example, In a 7 day mela, videography has to be done in the following manner:

SL No.	Video Display.	Particulars	Remarks
1	3rd day of the Mela	Edited Videos of 1 st & 2 nd Day Mela & cultural activity to be played in the LED Panel	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 LED Panel	
3	7 th & 8 th Day of the Mela	Edited Videos from 1 st to 7 th Day programme to be played in the LED Panel	

- 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 Pen drives.**
- 10 best case study teasers of 2 minutes duration each of special stalls on the basis of unique products, sale, branding and publicity etc. should be prepared by the agency which must include shots of the stall, sale activities, display, bytes of seller and customers.
- Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS, Keonjhar.
- Proper background music etc. must be used while making the short films.
- The film should include shots of the program and bytes of guests, visitors, customers, participants and officials.
- **Drone must be used for taking the aerial view of the mela** ground during visitors rush in day time and few shots of the night
- Develop teasers for posting in our social media platforms (X, Instagram, Facebook) of ORMAS Keonjhar by the prospective bidder. The teasers and posters should be given from 17.12.2024 onwards for daily posting in social media platform.
- For videography during night, the agency should use proper light and required equipment's for taking interview/bytes.


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 to 150 photographs with soft copy in Pen drive 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 to 150 photographs
- iii) **LED Panel:** Two (2) LED display has to be setup in Two locations (Stage- 16X10ft. and Ground – 10X10 ft.) 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 beyond the above).
- iv) **CCTV:** Thirty Two (32) numbers of CCTV Cameras (with the entire set up like TV etc.) 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 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 the event and submission of deliverables.
 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. The bidders are required to deposit the tender paper cost of Rs.1,000/- (Rupees One Thousand only) in shape of demand draft/pay order in favour of DSMS, KEONJHAR payable at Keonjhar. Tender papers without tender paper cost shall not be accepted.
 8. The bidders 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, KEONJHAR payable at Keonjhar. The E.M.D. amount of the successful bidder will be kept with ORMAS, Keonjhar 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. Tender papers without E.M.D shall not be accepted.
 9. **Arrangement of lodging, boarding & logistics of the photographers during the exhibition period will be the responsibility of the bidder.**
 10. The bidder has to offer the price for all items together or else the tender paper will not be considered for evaluation.
 11. Preferred bidder shall be selected whosoever quotes the lowest financial proposal (L1) and submitted all the required documents as mentioned in the tender paper.
 12. The bidder can either be a Company/Partnership Firm registered under relevant acts.
 13. Authority can cancel the tender at any point of time without assigning any reason.
14. **While submitting the Tender bid, the tender 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 still photography, videography, LED, CCTV in last 2 financial years.
 - c. Valid GSTIN Registration number.


7.12.21

CDO-cum-EO
ZP, Keonjhar
CDO-cum-EO
ZP, Keonjhar

**DETAILS OF QUOTATION FOR VIDEOGRAPHY, STILL PHOTOGRAPHY & CCTV
CAMERA WORK**

Quotation paper can be downloaded from the following websites- www.ormas.org or <https://kendujhar.odisha.gov.in>

- A. Tender Fee (Non-Refundable) : **Rs. 1,000/-** (Rupees One Thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Keonjhar payable at Keonjhar.
- B. E.M.D (Refundable) : **Rs. 5,000/-** (Rupees Five thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Keonjhar payable at Keonjhar.

C. NAME AND ADDRESS OF THE BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

Signature of the bidder with Seal

- D. **LAST DATE & TIME FOR RECEIPT OF TENDER: 13/12/2024 latest by 11.00 AM (Friday)**
- E. **DATE & TIME OF OPENING OF TENDER: 13/12/2024 at 11:30 A.M. at Zilla Parishad Conference Hall, Keonjhar**
- F. **ADDRESS FOR SUBMISSION OF QUOTATION**

**ORMAS, Keonjhar,
C/o-CDO-Cum-EO
Zilla Parishad, Keonjhar
1st 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 Bidder with seal

Place:

Date:

**Quotation for Still Photography, Videography, CCTV Camera, LED Panel work
etc. of Regional Saras Mela 2024**

To

**The CDO-Cum-EO
Zilla Parishad, Keonjhar**

Sir,

I / We do hereby submit item wise quotation below for Documentation (Videography, Still Photography, CCTV Camera etc.) of Regional Saras Mela to be organized by ORMAS, Keonjhar from 18th to 27th Dec, 2024.

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation of 08 to 10 minutes (Two (02) Pen drive to be submitted)	For the entire event	
2.	Three (03) Digital Photo Album having size of 18 inch length and 12 inch width having 120 to 150 photographs & One (01) Digital Photo Album having size of 12 inch length and 08 inch width having 120 to 150 photographs	As indicated in particulars column	
3.	LED Panel one (01) for stage (Stage- 16 ft X 10 ft. and one (01) to be installed in Ground – 10 ft X 10 ft.) which will be decided by the client.	For the entire event with two (2) LCD at two locations	
4.	Thirty-two (32) numbers of CCTV Cameras (with the entire set up like TV etc.)	For the entire event with Thirty-two (32) CC camera	
Total			

Signature with Seal of the Bidder