

Quotation Paper

of

Still Photography & Videography

for

**Pallishree Mela, Malkangiri
2024-25**

Organized by

ORMAS, MALKANGIRI

O/o Zilla Parishad, Malkangiri

DETAILS ON QUOTATION FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK

Tender paper can be downloaded from the following websites-www.ormas.org & <https://malkangiri.orisha.gov.in>. from 14.11.2024 to 25.11.2024.

A) Cost of Tender Papers;- A non-refundable amount of Rs.1000 (Rupees one thousand) is to be deposited along with the Tender in shape of Demand Draft in favour Chief Executive DSMS, Malkangiri A/C - 217210100026892, IFSC-UBIN0821721 payable at Malkangiri.

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

To be filled in by the bidder.

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

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address: M/s Signature of the bidder

C. LAST DATE & TIME FOR RECEIPT OF TENDER: 25.11.2024 latest by 5.00 PM.

D. DATE & TIME OF OPENING OF TENDER: 26.11.2024 at 3.30 PM at office of Zilla Parishad, Malkangiri

E) ADDRESS FOR SUBMISSION OF QUOTATION

ORMAS, Malkangiri
O/o Chief Development Officer-cum-Executive Officer, Malkangiri
Malkangiri, ODISHA

Accepted by the Bidder (Signature of bidder)

- **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 LCD Projector. For Example, In a 5 day mela, videography has to be done in the following manner:

Sl No.	Video Display.	Particulars	Remarks
1	3 rd day of the Mela	Edited Videos of 1 st & 2 nd 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 th Day of the Mela	Edited Videos from 1 st to 4 th Day Mela & cultural activity 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, Malkangiri.
- The documentary film of each mela should be submitted in ORMAS 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.

D. 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 1-5 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 Malkangiri. The E.M.D. amount of the successful bidder will be kept with ORMAS, Malkangiri till the completion of the

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. 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:

Accepted by the Bidder (Signature of bidder)



Quotation for Documentation work of Pallishree Mela 2024

To
The Dy. CEO,
ORMAS, Malkangiri

Sir,
I / We do hereby submit item wise quotation below for Videography & Still Photography of Pallishree Mela, Malkangiri to be organized during 2024-25:

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	
5.	C.C. Camera / TV	For the entire event with Ten (10) CC camera	
Total			

Signature with Seal of the Quotationer