

# **TENDER PAPER**

of

**Still Photography & Videography  
For  
National Level Pallishre Mela-2017  
at Bholanath Vidyapitha  
PURI  
(From 24<sup>th</sup> June to 3<sup>rd</sup> July-2017)**

Organized by

**DSMS /DRDA PURI/ORMAS**

Office of DRDA, Harihar Chhak, Katcheri Road, Puri  
Odisha, Pin- 752001

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK  
OF NATIONAL LEVEL PALLISHREE MELA-2017**

Tender paper can be downloaded from the following websites: [www.ormas.org](http://www.ormas.org) or [www.puri.nic.in](http://www.puri.nic.in). can be obtained from the office of DSMS, Puri at "DRDA, Building Puri during office hours.

- A) E.M.D (Refundable) : **Rs. 3500/-** (Rupees three Thousand five hundred only) in shape of Demand Draft /Pay order in favor of DSMS PURI payable at Puri.
- B) Tender Paper cost : **Rs. 300/-**(Rupees three hundred) only in shape of Demand Draft /Pay order in favors of DSMS PURI payable at PURI

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

***Demand Draft / Pay Order No. .... Dated ...../...../ 2017***  
***(DD/PO to be attached with the Tender Paper)***

- B) NAME AND ADDRESS OF 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 : 22.05.2017 latest by 1.00 PM
- D) DATE & TIME OF OPENING OF TENDERS : 22.05.2017 at 3.30 PM at DRDA office, Puri

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER THROUGH SPEED POST & REGISTERED POST**

**Office of the Project Director DRDA, Puri**

**C/o-District Rural Development Agency (DRDA), PURI,**

**Harihar Chhak, Katcheri Road, Puri, Odisha, Pin - 752001**

***Accepted by the Bidder (Signature of bidder)***

#### Exhibition Period

National Level Pallishree Mela-2017 at Bholanath Vidyapitha, near Gundicha Temple, Puri from 24<sup>th</sup> June to 3<sup>rd</sup> July-2017 during CAR Festival.

### **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 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, 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.
- 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 PURI.
- The documentary film of the mela should be submitted in DSMS PURI 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 Programs, 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 PURI 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.

- **CCTV:** Twelve (12) 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.

**A. 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 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. 3500/-** (Rupees three Thousand five hundred only) in shape of demand draft/pay order in favor of DSMS PURI payable at PURI. The E.M.D. amount of the successful bidder will be kept with DSMS PURI till the completion of the exhibitions (i.e. for a period 24<sup>th</sup> June to 3<sup>rd</sup> July-2017). 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 National Level Pallishree Mela-217 at Puri.
11. The rate offered by the firm shall be including of all taxes and duties. The Bidder has quoted their best price for all items maximum total amount up to **Rs. 0.70 (seventy thousand)** only.

**12. While submitting the tender, the tenderers should submit the followings:**

- a. EMD of **Rs. 3500/-** (Rupees three Thousand five hundred only) in favor of DSMS PURI 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. 1.00 Lakhs and audited financial statement to be attached.

**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 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 inferior 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)*

**Quotation for Documentation work of National Level Pallishree Mela-2017**

**(Last date for submission of duly filled in tender document is 22<sup>nd</sup> May-2017 at 1.00 PM)**

To

The Chief Executive,  
DSMS PURI,

Sir,

I / We do hereby submit item wise quotation below for Videography & still photography of National Level Pallishree Mela-2017 to be organized by DSMS PURI during CAR Festival 2015:

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation (3 copies of CD to be submitted)	For the entire event	
2.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap	
3.	LCD Projector	For the entire event with four (4) LCD at four location.	
4.	C.C. Camera / TV with Backup recovery position.	For the entire event with Twelve (12) CC camera	
5.	Plasma TV (50" size)	For the entire event with one (1) Plasma TV.	
Total			

Full Signature with Seal of the Tenderer -----

Name of the Organization/agency-----

Details-----

Contact No-----

*Accepted by the Bidder (Signature of bidder)*