



Panchayati Raj Department  
Government of Odisha

**TENDER PAPER**  
**OF**  
**Documentation**  
**(Videography & still Photography)**  
**for**  
**PALLISHREE MELA ,DEOGARH - 2025**

29<sup>th</sup> January 2025 to 2<sup>nd</sup> February, 2025  
Near Badabagicha, Deogarh

  
Dy. Chief Executive Officer  
ORMAS, DEOGARH

**Organized by**  
**District Administration, Deogarh in**  
**Association with ORMAS,Deogarh**

Odisha Rural Development & Marketing Society, Deogarh  
O/O Z.P, Deogarh-768119  
Phone No:-8458002559/9438606426

Accepted by the Bidder (Signature of Bidder)

*Tender Paper for Videography & Still Photography of PALLISHREE MELA, Deogarh- 2025*

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK OF PALLISHREE MELA DEOGARH, 2025**

Tender paper can be downloaded from the following websites-[www.deogarh.odisha.gov.in](http://www.deogarh.odisha.gov.in) or can be obtained from the office of ORMAS at "ZP office, Deogarh Pin 768119 during office hours

A) E.M.D (Refundable) : **Rs. 3,000/-** (Rupees three thousand only) in shape of Demand Draft /Pay order in favour of DSMS, Deogarh payable at Deogarh.

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

Demand Draft / Pay Order No. .... Dated ...../...../ 2024-25  
(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

C) LAST DATE & TIME FOR RECEIPT OF TENDER : 10th January 2025 **by 1.00 P.M.**

D) DATE & TIME OF OPENING OF TENDERS : 10th January 2025 **at 4.00 PM at Office Chamber of CDO-cum-EO, ZP, Deogarh**

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER**

ORMAS (Odisha Rural Development & Marketing Society)  
ZP Office, Deogarh, Odisha, Pin - 768119

*Accepted by the Bidder (Signature of bidder)*

  
Dy. Chief Executive Officer  
ORMAS, DEOGARH 1

## **Terms of Reference for documentation work of PALLISHREE MELA ,DEOGARH '2025**

### **A. About the event**

A marketing event named as "Pallishree Mela" to be held from 29<sup>th</sup> January to 2<sup>nd</sup> February, 2025 at the Near Bada Bagicha, Deogarh. The "Palishree Mela'2025 is being organised by ORMAS (Odisha Rural Development & Marketing Society, Deogarh) under Panchayati Raj & DW, Department in collaboration with Dist. Administration, Deogarh with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the Mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

### **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 mela with minimum 40 minutes duration should be made for the entire mela period( 05 ) days. 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.
- Videography has to be done in the following manner:

SL No.	Particulars	Remarks
1	Videography for entire mela period 05 days for 40 minutes	Inaugural function, Gates, Hoardings, Design of the exhibition, Workshops, seminars, views of public, views of participants, cultural programmes , live demonstration, Success Stories, Closing ceremony

- District wise videography along with success stories, interaction with visitors/sellers etc.

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- Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS/ concerned district officials.
- The documentary film of each mela should be submitted in ORMAS ,Deogarh office within 15 days of the completion of the event on proper receipt in 3 copies pen drive.

**ii) Still Photography:**

- A good full frame DSLR Camera for photography. The photo should be excellent quality, so that it can be used, for documentation purpose.
- 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.
- District wise photography along with success stories, interaction with visitors/sellers etc.

**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 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 15 days of the completion of the exhibition.
8. The tenderers are required to deposit an earnest money of **Rs. 3,000/-** (Rupees three thousand only) in shape of demand draft/pay order in favour of DSMS payable at Deogarh. The E.M.D. amount of the successful bidder will be kept with ORMAS till the completion of the exhibitions i.e. for a period of one-two month . 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 Approximate value of Tender/Quotation is **Rs. 50,000.00** (Rupees fifty thousand) only
11. The rate offered by the firm should be valid till completion of this Event of ORMAS (2024-2025 ).
12. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.
13. The Authority reserves the right to accept/reject any or all tender/quotations without assigning any reason there of.
14. Agency should furnish all latest tax related certificates
15. **While submitting the tender, the tenderers should submit the followings:**
  - a. EMD of **Rs. 3,000/-** (Rupees three thousand) in favor of DSMS,Deogarh in shape of Demand draft/pay order.
  - b. Authentic proof of the work done of similar nature i.e. on documentation and still photography
  - c. Copy of the registration certificate of the firm under Goods service Tax (GST) Act 2017 . The bidder must submit the latest GST return as on date and IT Return filed for AY 2024-2025
  - d. The bidders should submit two envelope one is financial and another is technical. In (Technical bid )envelope page no 1 to 4 of tender paper along with other documents mentioned in page no 3.In (financial bid ) envelope only page no 5 should be submitted.

*Accepted by the Bidder (Signature of bidder)*

  
Uy. Chief Executive Officer  
ORMAS, DEOGARH

**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 ORMAS. 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)*

  
Dy. Chief Executive Officer  
ORMAS, DEOGARH

**Quotation for Documentation work of PALLISHREE MELA,DEOGARH-2025**

**(Last date for submission of duly filled in tender document is 10<sup>th</sup> January 2025 by 1.00 P.M)**

To

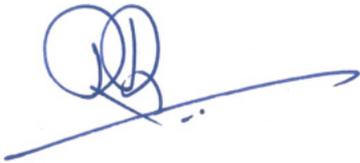
The Deputy CEO,  
ORMAS, Deogarh

Sir,

I / We do hereby submit item wise quotation below for Videography & still photography of PALLISHREE MELA ,2024 DEOGARH to be organized by ORMAS

Sl. No.	Particulars	Units	Rates (In Rs.) Inclusive all Taxes
1.	Video Documentation (3 copies of DVD to be submitted) Small documentary film of the event (starting from 29 <sup>th</sup> Jan to 2 <sup>nd</sup> February-2025)	For entire 40 minutes documentary film.	
2.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per 2pcs snap	
3	CC Camera/TV with Back up recovery position	For the entire event with 08 nos of CC camera	
Total			

Signature with Seal of the Tenderer



*Accepted by the Bidder (Signature of bidder)*