



**ORMAS**

**Odisha Rural Development & Marketing Society, Gajapati**  
Panchayati Raj & Drinking Water Department, Govt. of Odisha  
O/o – Zilla Parishad, Dist-Gajapati, Paralakhemundi, Odisha-761200  
Ph: 06815 – 223596 email: [ormasgajapati@gmail.com](mailto:ormasgajapati@gmail.com)

Letter No. 1044 /ORMAS, Gjp/2025

Date 29/05/2025

Tender paper can be downloaded from the following websites: [www.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in) can be obtained from the office of ORMAS, Gajapati at “Zilla Parishad, Gajapati, Paralakhemundi, Dist. - Gajapati during office hours”.

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK OF VIKASH MELA-2025.**

- A) E.M.D (Refundable) : Rs. 5,000/- (Rupees Five Thousand) only in shape of Demand Draft /Pay Order in favour of ORMAS, Gajapati payable at Paralakhemundi.
- B) Tender Paper cost : Rs. 300/- (Rupees Three Hundred) only in shape of Demand Draft /Pay Order in favour of ORMAS, Gajapati payable at Paralakhemundi.

To be filled in by the bidder.

Demand Draft / Pay Order No. .... Dated ...../...../ 2025  
(DD/PO to be attached with the Tender Paper)  
Quotation papers without Tender Paper Cost summarily rejected.

**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: 6<sup>th</sup> June, 2025 latest by 11 AM/PM.

D) Date & Time of Opening of Tender: 6<sup>th</sup> June, 2025 at 12.10 AM/PM at  
Zilla Parishad, Gajapati, Paralakhemundi, Dist.-Gajapati.

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER (Registered Post/Speed Post).**

Dy. CEO, ORMAS, Gajapati

O/o – Zilla Parishad, Gajapati, Paralakhemundi

Dist.- Gajapati, Odisha, Pin – 761200.

The Tenderer/Supplier/Agency participating in Tendering process should submit the details and should write clearly on the top of the envelop i.e., “Tender for Videography and Still Photography for Vikash Mela’ 2025” i.e., Schedule of Rates.





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**Vikash Mela-2025 at Gajapati Stadium, Paralakhemundi, Dist.**  
**Gajapati for the period from 11<sup>th</sup> to 17th June' 2025.**

**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 ORMAS, Gajapati.
- The documentary film of the mela should be submitted in ORMAS, Gajapati office within 7 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. 2 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in ORMAS, Gajapati office within 07 days of the completion of the event.
- State/District wise photography along with success stories, interaction with visitors/sellers etc.

**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 07 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 inclusive all taxes. However the **GST/TDS** will be deducted from the bill amount and deposited with the concerned authority if applicable.
6. The rate offered by the firm shall be including of all taxes and duties.
7. The same rate may kindly be considered If the district administration extended 1 or 2 days Mela -2025 extra charges not applicable in any circumstances.
8. The above documented works should be submitted within 07 days of the completion of the exhibition.





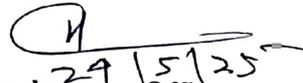
## ORMAS

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9. The tenderer 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 ORMAS, Gajapati payable at Paralakhemundi. The E.M.D. amount of the successful bidder will be kept with ORMAS, Gajapati 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.
10. The tenderer have to offer the price for all items else the tender paper will not be considered.
11. The rate offered by the firm should be valid till completion of the Vikash Mela-2025 at Gajapati Stadium, Paralakhemundi, Dist. - Gajapati.
12. The rate offered by the firm shall be including of all taxes under GST and duties. The Bidder has quoted their best price for all items maximum total amount up to **Rs. 40,000/- (Forty thousand)** only.
13. Authority reserves rights to accept/reject the assignment with any reason thereof.

**While submitting the tender, the Tenderer should submit the following documents:**

- a. EMD of Rs. 5,000/- (Rupees Five thousand) only in favour of ORMAS, Gajapati payable at Paralakhemundi in shape of Demand draft/pay order along with the receipt of tender paper cost
- 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. Copy of PAN along with GST Registration Certificate, & Return as on 31<sup>st</sup> March-2025.

  
29/5/25  
**Chief Development Officer-cum-EO**  
**ZP-cum-vice Chairman, ORMAS, Gajapati**



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**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, Gajapati. 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.

**Place:**

**Date:**

**Signature of the Tenderer with seal**





# ORMAS

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**Quotation for Documentation Work of Vikash Mela-2025 at  
Gajapati Stadium, Paralakhemundi, Dist.-Gajapati.**

(Last date for submission of duly filled in Tender document is 6<sup>th</sup> June 2025 latest by  
11 AM/PM)

To

The Chief Development Officer-cum-EO  
O/o-Zilla Parishad, Gajapati  
Paralakhemundi, Dist. – Gajapati  
Odisha, Pin – 761200,

Sir,

I / We do hereby submit item wise quotation below for Videography, still photography of Vikash Mela-2025 to be organized by ORMAS, Gajapati.

Sl. No.	Particulars	Units	Rates (In Rs.) Inclusive Tax
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	
<b>Total</b>			

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

Name of the Organization/agency-----

Details-----

Contact No-----

Signature of the Tenderer with Seal