

TENDER CALL NOTICE



SHORTLISTING OF FIRMS FOR VIDEOGRAPHY & STILL PHOTOGRAPHY FOR STATE LEVEL PALLISHREE MELA 2025-26

Office of the Chief Development Officer cum Executive Officer, Paralakhemundi, Gajapati
Address- Zilla Parishad, Near BSNL office, Paralakhemundi, Gajapati.

ORMAS

Panchayati Raj & Drinking Water Department

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Letter No. **1363** /ORMAS, Gjp/2025-26

Date: **31 / 12 / 2025**

Section-01

Tender paper can be downloaded from the following websites: www.gajapati.odisha.gov.in can be obtained from the office of ORMAS, Gajapati at "**Zilla Parishad, Gajapati**" during office hours.

**TENDER CALL NOTICE FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK
DURING STATE LEVEL PALLISHREE MELA-2025.**

Sealed tender is to be invited from potential service provider to provide Videography & Still Photography Services during State Level Pallishree Mela' 2025 at Gajapati Stadium Ground, Paralakhemundi, Gajapati, from **18th to 22nd January' 2026.**

- 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.
- C) **LAST DATE & TIME FOR RECEIPT OF TENDER: Dt- 08/01/2026 latest by 01.00 PM.**
- D) **Date & Time of Opening of Tenders : Dt- 08/01/2026 at 05.00 PM.
at Zilla Parishad Conference Hall, Gajapati, Paralakhemundi.**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER (Registered Post/Speed Post/Drop Box)

**Dy. CEO, ORMAS, Gajapati
O/o – Zilla Parishad, Gajapati
At/Po - Paralakhemundi,
Dist. – Gajapati, Odisha, Pin - 761200**

Exhibition Period

State Level Pallishree Mela' 2025 at Gajapati Stadium Ground, Paralakhemundi Dist. – Gajapati for the period from 18th to 22nd January' 2026 during Gajapati Utsav-2025.

SECTION-02

INFORMATION TO THE BIDDER

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 200 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.

iii) **LED Display:**

A LED display has to be setup in Mela ground for live telecast of the exhibition at proper location. More numbers may be put in the Mela ground with the approval of the concerned mela authority.

▪ **CCTV:**

Eight (08) 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.

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 05 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 **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 Pallishree 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.
9. The tenderer is 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 (i.e. for the period from 18th to 22nd January' 2026). 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 has 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 State Level Pallishree 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.
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 31st March-2025.



**Chief Development Officer-cum-EO
Zilla Parishad, Gajapati**

SECTION:03

TECHNICAL BID

**TECH-1 COVERING LETTER
(ON BIDDERS LETTER HEAD)**

[Location, Date]

To

The CDO-cum-EO
Zilla Parishad, Gajapati

Subject: Shortlisting of firms for Videography & Still Photography During State Level Pallishree Mela-2025

Dear Sir,

I, the under signed, offer to participate in the selection process for in accordance with your Request for Tender No....., dated..... I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal, sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 180 days from the last date of submission of the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this Tender document is found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder

TECH-2
Bidder's Organization (General Details)

Sl. No.	Particulars	Details
01	Name of the Agency	
02	Full Address of the Supplier	
03	PAN No.	
05	GST Registration No.	
06	Total Years of Experience	
07	Experience Certificate (Please attach the experience certificate) for 3 Years	
08	Cost of Tender Papers Rs.300/- DD NO., Date & Name of the Bank	
09	EMD Details Amount: Rs. 5000/- DD NO., Date & Name of the Bank	

(Signature of the Proprietor)

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

TECH-03

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Bidder's Letter Head

I, M/s,, (the name of the Bidder and addresses of the registered office) on dated this..... Day of.....,2025, hereby certify and confirm that we or any of our promoter/s/Chief executive officer/ directors/managers are not barred or blacklisted by any Government or Government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the proposal due date.

We further confirm that we are aware our interest for **Participating for Providing Videography & Still photography Service for State Level Pallishree Mela 2025-26** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

Authorized Signatory [*In full initials with*

***Date and seal*]:**

Communication Address of the Bidder:

SECTION:04
FINANCIAL BID

**FIN-1 COVERING LETTER
(In Bidder's Letter Head)**

To

[Location, Date]

The Chief Development Officer Cum Executive Officer
Paralakhemundi, Gajapati

Sub:

Short listing of firms for Videography & Still Photography during State Level Pallishree Mela 2025-26.

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal/ Bid No. _____, Dated. Our attached Financial Proposal/ bid is for the sum of Rs (Rupees). This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document. Items wise rate as perform at given in the tender document are given below.

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.	One short Video (1-2 Min) with proper editing for social media	01 short video	
4.	LED with all Accessories (sound box, stand, connection & etc.)	For the entire event with One (1) LED at proper location.	
5.	C.C. Camera / TV with Backup recovery position.	For the entire event with Ten (10) CC camera	
Total			

(Signature of the Proprietor with Seal)

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal

SECTION – 05
ANNEXURE-I
BID SUBMISSION CHECKLIST

Sl. No.	Description	Submitted (Y/N)	Page no
TECHNICALPROPOSAL/BID			
PART-A (ORIGINAL)			
1	Filled in Bid Submission Checklist (ANNEXURE-I)		
2	Covering Letter (TECH-1)		
3	Tender Paper cost of Rs. 300/-inform of DD		
4	EMD cost of Rs. 5000/-inform of DD		
5	Copy of PAN -		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	General Details of the Bidder (TECH-2)		
8	List of completed assignments of similar nature (Past Experience Details along with the copies of work order/contract paper for the respective assignments		
9	Undertaking for not have been blacklisted by any Central/ State Govt./any Autonomous Bodies during its business career. (TECH-3)		
FINANCIALPROPOSAL			
1	Covering Letter (FIN-1)		

Undertaking:

- 1) All the information has been submitted as per the prescribed format and procedure.
- 2) Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with Index Page.
- 3) All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

Authorized Signatory [In full and initials]:
Name and Designation with Date and Seal: