

# **Tender Paper**

**of**

**Documentation (Still Photography  
& Videography)**

**for**

**National Level Pallishree Mela  
Sambalpur**

**Organized by**

**ORMAS & District  
Administration, Sambalpur**

**DETAILS ON TENDER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK**

Tender paper can be downloaded from the website- [www.ormas.org](http://www.ormas.org) / <https://Sambalpur.odisha.gov.in>  
[www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in)

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

*To be filled in by the bidder.*

Demand Daft / Pay Order No. .... Dated ...../...../ 2024  
(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:

.....  
.....

Signature of the bidder

**C. LAST DATE & TIME FOR RECEIPT OF TENDER: 20/12/2024 latest by 4 PM**

**D. DATE & TIME OF OPENING OF TENDER: 20/12/2024 at 4.30 PM at Zilla Parishad, Sambalpur**

**E) ADDRESS FOR SUBMISSION OF TENDER**

**O/o CDO-Cum-EO  
Zilla Parishad  
Sambalpur, ODISHA-768001**

## **Terms of Reference for documentation work**

### **A. Background:**

National Level Pallishree Mela, 2023 is an initiative to provide a direct selling platform to the rural producers to exhibit their products eliminating intermediaries. It is being organized by ORMAS, Sambalpur under the Panchayati Raj and Drinking Water Department, Govt of Odisha for years. It aims to strengthen the rural economy, thereby generating confidence and accelerating the development of rural crafts. The exposure to the urban market helps the rural artisans to taint their product portfolio to suit needs of urban customers. It creates ample space for cross-learning increases the bargaining power of the rural poor and enabling them to get better price realization for their products.

### **B. Exhibition Calendar:**

The calendar of National Pallishree mela to be organized by ORMAS, Sambalpur as per the details given below, is purely tentative. Any place or period as proposed below may change/vary in course of action. The programme given in the calendar may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls
1	Sambalpur	Ainthapalli	Loka Mahotsav	4 <sup>th</sup> to 12 <sup>th</sup> Jan'2025	250

### **C. 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 the 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, 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.
- *Edited Version of Video Display at the Mela Ground:* In an ongoing Mela, Every 3<sup>rd</sup> 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 6 days mela, videography has to be done in the following manner:

SL No.	Video Display.	Particulars	Remarks
1	3 <sup>rd</sup> day of the Mela	Edited Videos of 1 <sup>st</sup> & 2 <sup>nd</sup> 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 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 4 <sup>th</sup> Day Mela & cultural activity to be played in the LCD	
3	6 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 6 <sup>th</sup> Day programme 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 ORMAS, Sambalpur.
- The documentary film of each mela should be submitted in ORMAS, Sambalpur 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.

**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 6-7 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 total 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 bidders 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, Sambalpur payable at Sambalpur. The E.M.D. amount of the successful bidder will be kept with ORMAS, Sambalpur till the completion of the exhibition. 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 bidders 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 for 180 Days
11. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
12. The bidder can either be a Company/Partnership Firm/Proprietorship registered under relevant acts.
13. Preferred bidder shall be selected whosoever quotes the lowest financial proposal (L1)

**14. While submitting the Tender, the bidder should submit the followings:**

- a. EMD of Rs. 1,000/- (Rupees one thousand) only in favor of DSMS, Sambalpur in shape of Demand draft/pay order.
- b. Certificate of Incorporation or any other registered documents.
- c. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
- d. Valid GSTIN Registration number.

**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 and District Administration, Sambalpur. 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 bidder with seal**

Place:

Date:

**Tender for Documentation work of National Level Pallishree Mela 2025**

To

**CDO-Cum-EO  
Zilla Parishad, Sambalpur**

Sir,

I / We do hereby submit item wise Tender below for Documentation ( Videography & Still Photography) of National Level Pallishree Mela to be organized by ORMAS and District Administration, Sambalpur for 2025:

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	
Total			

**Signature with Seal of the bidder**