



ଜିଲ୍ଲା ପରିଷଦ: ଝାରସୁଗୁଡ଼ା  
ZILLA PARISHAD : JHARSUGUDA  
**ORMAS, JHARSUGUDA**

Phone/FAX No. 06645-271337, email Id- [ormasjharsuguda@gmail.com](mailto:ormasjharsuguda@gmail.com)

No: - XXXXII- 642 /ORMAS Date: 01.12.2023  
**TENDER CALL NOTICE**

Sealed tenders are invited in the respective format from experienced Decorators / Firms / Agencies for the **Documentation works** of Pallishree Mela coinciding with the Jharsuguda Zilla Mahostav - Dulduli 2024 of Jharsuguda district to be organized at Sarbahal High School Ground, Jharsuguda for the period from 1<sup>st</sup> to 5<sup>th</sup> January, 2024. The detailed Tender Papers can be obtained from office of ORMAS, Zilla Parishad, Jharsuguda on payment of Rs. 500/- (Rupees Five Hundred) only which is Non-refundable. The Tender Papers can also be downloaded from [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in) and in that case, Demand Draft of Rs. 500/- (Rupees Five Hundred) only in favour of **DSMS, Jharsuguda** payable at Jharsuguda must be enclosed with the Tender Paper.

The Technical & Financial Bid must be submitted in Sealed Cover separately, mentioning: **Technical Bid** for Documentation Works and **Financial Bid** for Documentation Works.

The Technical Bid will be opened first and the eligible bidder in Technical Bid can only be considered for Financial Bid.

The sealed tenders through Registered/ Speed Post/ Drop box will be received till **14.12.2023** in the office of Zilla Parishad, Jharsuguda by 03.00 PM. The tenders will be opened in the Office chamber of Chief Dev. Officer-cum-EO, Zilla Parishad, Jharsuguda on the same day at 4.00 PM in presence of the tenderers or their authorized representatives.

Sl. No.	Particulars	Details
01	Documentation Works	Document required for Technical Bid in <b>Annexure-I</b>
		Financial Bid Format in <b>Annexure-II</b>
		Term, Condition and Specification of Works in <b>Annexure-III</b>

The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

  
Chief Dev. Officer-cum-EO  
Zilla Parishad, Jharsuguda

Memo No. 643 /DSMS Date.  
Copy forwarded to the DIO, NIC, Jharsuguda with a request to web host in [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in) for wide publicity.

  
Chief Dev. Officer-cum-EO  
Zilla Parishad, Jharsuguda

Memo No. 644 /DSMS Date. 01.12.2023  
Copy to GM- DIC, Jharsuguda/ All BDOs of Jharsuguda/ Sub-Collector, Jharsuguda/ District Culture Officer, Jharsuguda/ DI & PRO, Jharsuguda with a request to publish the Tender Call Notice in 01 Daily Odia and 01 in daily English newspaper for wide publicity.

  
Chief Dev. Officer-cum-EO  
Zilla Parishad, Jharsuguda



Panchayati Raj and Drinking Water Department  
Government of Odisha

**TENDER PAPER**  
(Documentation works)  
For  
**Pallishree Mela-2024**  
1<sup>st</sup> to 5<sup>th</sup> January, 2024  
Sarbahal High School Ground, Jharsuguda

To be Organized by

**ORMAS- JHARSUGUDA**

**Panchayati Raj and Drinking Water Department,  
Government of Odisha**

In Association with

**District Administration, Jharsuguda**

District Supply and Marketing Society, Jharsuguda  
O/o- Zilla Parishad, Jharsuguda-768204

*MPS*

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DOCUMENTATION WORK  
FOR "PALLISHREE MELA - 2024"**

The Tender paper can be downloaded from [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in)

- A) Cost of Tender Paper : Rs. 500.00 (Rupees Five Hundred) only- Non-Refundable  
B) E.M.D (Refundable) : Rs. 5,000/- (Rupees Five thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Jharsuguda payable at Jharsuguda.

*To be filled in by the bidder.*

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

**NAME AND ADDRESS OF BIDDER:**

*To be filled in by the bidder.*

Bidder's Name and Address:

M/s

Signature of the bidder

C) Closing Date & Time for Receipt of Tender Paper:

**14<sup>th</sup> December, 2023 latest by 03.00 PM**

D) Date & Time of Opening of Tenders:

**14<sup>th</sup> December 2023 at 04.00 PM,  
Zilla Parishad Office, Jharsuguda**

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

**Deputy CEO, ORMAS**

**District Supply and Marketing Society, Jharsuguda**

**O/o-Zilla Parishad, Jharsuguda-768204**

**ANNEXURE-I**

Technical Bid Format to be submitted in a separate sealed cover –

**DETAILS ON THE QUOTATION**  
*(to be filled in by the bidder)*

A. The work : Documentation works for Pallishree Mela 2024, Jharsuguda

B. LAST DATE & TIME FOR RECEIPT OF QUOTATION: **14.12.2023 at 03.00 PM**

**EVALUATION FORMAT**

Name of the firm	:	
Address	:	
Type of firm [Tick (√) ]	:	(Proprietorship/ Partnership)
Registration No.	:	
GSTIN Number	:	
GSTIN last deposit Chalan	:	Yes/ No (if yes attached the Xerox copy of same)
PAN Number	:	
Experience of similar types of works	:	Yes/ No

**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 notice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Jharsuguda. 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.

Place:  
Date:

*Signature of the Bidder with seal*

*MMS*

**ANNEXURE-II**

**Financial Bid Format to be submitted in a separate sealed cover –**

*(Last date for submission of duly filled in quotation form is 14<sup>th</sup> December'2023 at 03.00 PM)  
(to be filled in by the bidder without any overwriting)*

I / We do hereby submit item wise quotation of Documentation works for Pallishree Mela – 2024 including all taxes.

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation (Minimum 30 Minutes) (2 copies of DVD & 1 Pendrive to be submitted)	For the entire event	
3.	Still Photography of 4" X 6" size of 200 photos (Mazda Box Album with Mat Finish to be submitted)	For the entire event	
4.	CC TV Surveillance (8 Nos. Camera) (Hard disk of requisite volume to be submitted)	For the entire event	
5.	Led TV (12' × 8') (To be installed in a prominent area)	For the entire event	
<b>Total</b>			

*Signature of the Bidder with Seal*

*MPD*

## ANNEXURE-III

### Terms of Reference for the Documentation Works of Pallishree Mela – 2024

#### A. About Pallishree Mela– 2024:

Pallishree Mela 2024 is scheduled to be organized at Sarbahal High School Field, Jharsuguda coincide with Jharsuguda Zilla Mahostav, DULDULI from 1<sup>st</sup> to 5<sup>th</sup> January'2024 to provide a suitable platform to Rural Producers/ Artisans to showcase their products for direct sale, interact with urban consumers with their choices and preferences and also find out trade link with urban market, exchange of Technology which will certainly help them in getting remunerative price for their produce.

#### B. Terms and Conditions for Documentation works.

##### i) Videography:

- The entire event will be video documented in *Digital High Definition Video (HDV) Camera and Drone*
- A small documentary film/ movie of the Mela of minimum 30 minutes duration should be made. The documentation to cover; 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/ Live streaming of Stage Programme to be done depending upon 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 LED Projector. For Example, In a 5 day 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	

- 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, Jharsuguda.
- The documentary film of the mela should be submitted in ORMAS, Jharsuguda office within 10 days of the completion of the event on proper receipt in 2 copies DVD format & in 1 pendrive.

##### ii) Still Photography:

- The still photographs (maximum of 200 Pcs.) are 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. 1 set of still photos in mat paper of 4" X 6" size in an binding album (Mazda Album- Mat Finish) with digital copy should be submitted in ORMAS office within 10 days of the completion of the event.

##### iii) CC TV Surveillance:

- The Agency is required to supply and install security cameras with monitors and recording system for the entire duration of Pallishree Mela. The Agency shall install security cameras at all the entry/ exit gates of the ground in consultation with District Administration/ ORMAS, Jharsuguda team. The Agency shall install 1 Nos 55" LED Monitor and CC Cameras with memory back up at the Mela Ground. The agency will submit the recording to CDO-cum-EO, ZP, Jharsuguda after completion of the event in a Hard-disk.

##### iv) Installation of Led TV:

- The Agency shall provide LED screen (minimum 12 ft. x 8 ft.) at one prominent location in the ground for live telecasting of the stage shows/ functions and other events during the entire Pallishree Mela. The Agency shall, in consultation with the Chief Development Officer-cum-Executive Officer, Jharsuguda and Dy, CEO, ORMAS identify one prominent location in the Ground for installation of the LED screen. The Agency shall provide necessary technical infrastructure for live streaming of events in the format adaptable to the LED screen. The Agency shall also obtain all requisite permissions for the above work.

## 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 the event.
5. The price offered by the firm should include all taxes (**GST Bill**).
6. The above documented works should be submitted within 10 days of the completion of the exhibition.
7. The quotationer has to offer the price for all items together or else the tender paper will not be considered for evaluation.
8. The rate offered by the firm should be valid upto 31<sup>st</sup> March, 2024.
9. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
10. Authority can cancel the tender at any point of time without assigning any reason.
11. The undersigned reserves the right to reject any or all quotation(s) without assigning any reasons thereof.
12. Any legal dispute arising out of this is subject to Jharsuguda district jurisdiction only.
13. **While submitting the Quotation, the Quotationers should submit the followings:**
  - a. Certificate of Incorporation or any other registered documents.
  - b. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
  - c. Valid GSTIN Registration number.

**Chief Dev. Officer-cum-EO  
Zilla Parishad, Jharsuguda**