



ଜିଲ୍ଲା ପରିଷଦ: ଝାରସୁଗୁଡ଼ା

ZILLA PARISHAD : JHARSUGUDA

Near Collectorate,
Jharsuguda -768204
Phone-06645272997
ori-djharsuguda@nic.in

Letter No-250-----

Date-07/04/2026

TENDER CALL NOTICE


Sealed tenders are invited in the respective format from experienced Event Management Agency/ Company/ Partnership Firms /Agencies for **Documentation works** for conducting District level Subhadra Shakti Mela 2026 of Jharsuguda district to be organized at BTM Field, Jharsuguda for the period from 28th April to 4th May 2026. The detailed Tender Papers for **Documentation works** can be obtained from office of OLM, Zilla Parishad, Jharsuguda on payment of Rs. 5,00/- (Rupees five hundred) only which is Non-refundable. The Tender Paper can also be downloaded from district website <https://jharsuguda.odisha.gov.in> and in that case, Demand Draft of Rs. 500/- (Rupees Five Hundred) only in favour of "CHIEF DEVOFFICE CUMEO ZILLA PARISHAD JHARSUGUDA GPLF", 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** for District level Subhadra Shakti Mela 2026 and **Financial Bid for Documentation works** for District level Subhadra Shakti Mela 2026.

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 **20.04.2026** in the office of Zilla Parishad, Jharsuguda by 01.00 PM. The tenders will be opened in the Zilla Parishad, Jharsuguda Conference Hall on 20.04.2026 at 04.00 PM in presence of the tenderers or their authorized representatives.

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. 201

Date. 07/04/2026

Copy forwarded to the DEGM, Jharsuguda with a request to web host in


www.jharsuguda.odisha.gov.in for wide publicity.


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

Memo No. 202

Date. 07/04/2026

Copy to GM- DIC, Jharsuguda/ All BDOs of Jharsuguda/ Sub-Collector, Jharsuguda/ District Culture Officer, Jharsuguda/ DI & PRO, Jharsuguda/ District Culture Officer, Jharsuguda with a request to publish the Tender Call Notice in their office Notice Board for wide publicity.


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



Mission Shakti Department
Government of Odisha

TENDER PAPER

(Documentation works)

For

District level Subhadra Shakti Mela-2026

28th April to 4th May, 2026
BTM Field, Jharsuguda

To be Organized by

OLM- JHARSUGUDA

**Mission Shakti Department, Government of
Odisha**

In Association with

District Administration, Jharsuguda

Odisha Livelihoods Mission, Jharsuguda
O/o- Zilla Parishad, Jharsuguda-768204

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DOCUMENTATION WORK
FOR "DISTRICT LEVEL SUBHADRA SHAKTI MELA - 2026"**

The Tender paper can be downloaded from website <https://jharsuguda.odisha.gov.in>

A) Cost of Tender Paper and Processing fee : Rs. 500.00 (Rupees Five Hundred Only) Non-Refundable

To be filled in by the bidder.

<p>Demand Daft / Pay Order No. Dated/...../..... (DD/PO to be attached with the Tender Paper)</p>

B) E.M.D (Refundable) : **Rs. 5,000/-**(Rupees Five Thousand)only in shape of Demand Draft /Pay order in favour of "CHIEF DEVOFFICE CUMEO ZILLA PARISHAD JHARSUGUDA GPLF", payable at Jharsuguda.

To be filled in by the bidder.

<p>Demand Daft / Pay Order No. Dated/...../..... (DD/PO to be attached with the Tender Paper)</p>

NAME AND ADDRESS OF BIDDER:

To be filled in by the bidder.

<p><i>Bidder's Name and Address:</i></p> <p>M/s</p> <p>Address.....</p> <p>.....</p> <p>Contact No..... Whatsapp No.....</p> <p>Email.....</p>
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Signature of the bidder

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

20th April 2026 latest by 01.00 PM

D) Date & Time of Opening of Tenders:

**: 20th April 2026 at 4.00 PM,
Zilla Parishad Office, Jharsuguda**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER:

**DPM, OLM
Odisha Livelihoods Mission, 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 District Level Subhadra Shakti mela, 2026, Jharsuguda
B. LAST DATE & TIME FOR RECEIPT OF QUOTATION: 20th April 2026 at 01.00 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 OLM, 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

ANNEXURE-II

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

*(Last date for submission of duly filled in quotation form 20th April 2026 at 01.00 PM)
(to be filled in by the bidder without any overwriting)*

I / We do hereby submit item wise quotation of Documentation works for District Level Subhadra Shakti Mela – 2026 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)	LS	
2	One Video Camera (HDV) with Cameraman for live telecast of Stage Programme in Mela Ground	LS	
3	Still Photography of 4" X 6" size of 200 photos (Mazda Box Album with Mat Finish to be submitted)	LS	
4	CC TV Surveillance (20 Nos. Camera) (Hard disk of requisite volume to be submitted)	LS	
5	2 nos Led (12' × 8') (To be installed in a prominent area)	LS	
6	Live telecast in social Medea (YOUTUBE, FACE BOOK, ETC)	LS	
7	At least 5 Reels per day for Social Media coverage , Day wise advertisement of advertisement for different cultural programme/ Events, Bites of Pubic and stall participants to be uploaded on daily basis	LS	
Total			

Signature of the Bidder with Seal

ANNEXURE-III

Terms of Reference for the Documentation Works of District level Subhadra Shakti Mela-2026, Jharsuguda

A. ABOUT DISTRICT LEVEL SUBHADRA SHAKTI MELA, JHARSUGUDA – 2026:

District level Subhadra Shakti Mela 2026 is scheduled to be organized at BTM Field, Jharsuguda from 28th April to 4th May 2026 to provide a suitable platform to Rural Producers/ Artisans from among the SHGs/PGs/FPOs 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. It will provide platform for cross learning, soft skill (communication, negotiation, decision making, marketing skill etc.) development training including confidence building.

A. 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, selfie point, entertainment zone for children, Subhadra Shakti Mascot, 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 3rd 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 7 days mela, videography has to be done in the following manner:

<i>SL No.</i>	<i>Video Display.</i>	<i>Particulars</i>	<i>Remarks</i>
1	3 rd day of the Mela	Edited Videos of 1 st & 2 nd 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, selfie points, Subhadra Shakti Mascot, fashion show, live demonstration, Success Stories, Interaction with visitors, sellers, etc.
2	5 th Day to 7 th daay of the Mela	Edited Videos from 1 st to 4 th Day, 5 th day, 6 th day of the mela consecutively & 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 OLM, Jharsuguda.
- The documentary film of the mela should be submitted in OLM, 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 District level Subhadra Shakti Mela. The Agency shall install security cameras at all the


entry/ exit gates of the ground in consultation with District Administration/ OLM, 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 District Level Subhadra Shakti Mela. The Agency shall, in consultation with the Chief Development Officer-cum-Executive Officer, Jharsuguda and DPM OLM 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.

A. 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 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 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 remain valid for 6 months or till completion of the tender whichever is earlier.
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 there of.
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 Quotationer should submit the followings with Self attested:**
 - a. Cost of Tender Paper, amounting Rs. 500/- (Rupees Five Hundred) only
 - b. Cost of EMD, amounting Rs. 5,000/- (Rupees Five Thousand) only
 - c. Copy of Valid GSTIN Registration number
 - d. Copy of latest GST Challan
 - e. Copy of PAN No.
 - f. Copy of Work orders/ experience certificate for similar nature of works for last 3 years.
 - g. No exemption / relaxation to cost of tender paper & EMD by any bidder shall be entertained.


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