



Letter No...50...../ORMAS

Date:...11../...11.../2018

**PHOTOGRAPHY AND VIDEO SHOOTING FOR DOCUMENTATION**

**QUOTATION CALL NOTICE WITH NORMS & CONDITION for  
PHOTO AND VIDEO SHOOTING FOR DOCUMENTATION**

Sealed quotation are invited from potential **registered Photo and Video studio** for **documentation of the events of Pallishree mela** at Police ground, Nabarangpur from 7<sup>th</sup> to 11<sup>th</sup> December, 2018.

**The Details and SCOPE OF DIFFERENT WORKs**

The firm shall document all the events of Pallishree Mela-2018 along with Mondei and provide good photographs maximum 200 Photographs (190 maxi size & 10 A4 size mixing) with an album and 1-Hour video by covering entire 5-days of the Mela.

Sl. No.	Particulars	Work Specifications
A	<b>Photograph High Resolution</b>	Photo Size- Maxi Numbers- 190 Photo A4 size- 10 Nos( Mixing) Big size Album-1
B	<b>Videography UHD Camera</b>	Total 1-Hour video (with Editing) covering all major events 5-days of the Mondei and palishree Mela 2018

**Norms and Conditions**

The bid to be submitted by the Bidder shall consist of 2 (two) parts :-

**Part - I :- “Technical Bid” (1st Envelope) shall contain:-**

The Tenderar/Supplier participating in Tendering process should submit the details as per the format “Format of Technical Bid”. in separate envelop and should write clearly on the top of the envelop i.e., “Quotation for Technical Bid for Deployment of Private Security”

**Part – II :- “Financial Bid “ (2nd Envelope) shall contain:-**

The Tenderar/Supplier participating in Tendering process should submit the details as per the format “Format of Financial Bid” in separate envelop and should write clearly on the top of the envelop i.e., “Quotation for Financial Bid for Deployment of Private Security for Pallishree Mela” i.e., Schedule of Rates

IV

The Tender should be submitted following the terms and conditions specified here under,

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit before and date and time.

The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Tender Committee constituted for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder.


- I. The main envelope containing the Tenders should be duly superscripted as **“Quotation for Documentation of Pallishree Mela-2018”**.
- II. The sealed quotations shall be accepted as per the prescribed Performa only, Otherwise the quotation shall be rejected automatically.
- III. Place, date and time of receiving Tender -The sealed tender papers should reach the Assistant Director, ORMAS, Nabarangpur - 764059, through Registered post / Speed Post only during official hours on or before **20.12.2018 by 3:00 P.M.** The authority will not be responsible for any postal delay. (Other means of receipt of quotation will be rejected). Quotations received after the stipulated date and time shall be liable for rejection
- IV. Place date and time of opening of Tender- The quotation shall be opened on the same day i.e. on **20.12.2018 at 05:00 P.M** in presence of the Bidders or their authorized representatives at DRDA Conference Hall, Nabarangpur.
- V. EMD- The bidder has to submit a Demand Draft of **Rs. 2000/- (Rupees two thousand)** only as EMD in favor of Assistant Director, ORMAS, Nabarangpur payable at Nabarangpur which shall be refunded to the unsuccessful bidders immediately & the EMD of the successful bidder will be refunded without interest at the time of execution of agreement.
- VI. Cost of Tender Papers- **A non-refundable amount of Rs.360/- (Rupees Three hundred sixty only)** is to be deposited along with the Tender in shape of Demand Draft in favor of Assistant Director, ORMAS, Nabarangpur drawn on any nationalized bank payable at Nabarangpur towards the cost of tender paper. The authority will not be responsible if any portion of downloaded Tender paper differ from the approved Tender paper available in the office of the Assistant Director, ORMAS, Nabarangpur.
- VII. **Certificates to be furnished along with the Tender-**
  - a. Attested photo copy of following shall be enclosed in the Tender
  - b. Up to date VAT clearance certificate in Form-612
  - c. PAN Card
  - d. Allotted Valid Registration Certificate of GST



- VIII. The Tenders submitted without above documents is liable for rejection. The attested copies will be verified with the Originals at the time of opening of tender / as when required. Therefore the bidders are requested to come with original documents
- IX. **Security Deposit**-The successful bidder has required to deposit **5% of the total value as Security Deposit** (refundable without interest) in shape of Demand Draft in favour of Assistant Director, ORMAS, Nabarangpur drawn on any nationalized/Scheduled bank payable at Nabarangpur at the time of execution of agreement before issuing work order. The Security Deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.
- X. The work should be completed and handed over latest by **5<sup>th</sup> December, 2018**. The successful bidder should submit a certificate about the quality, as pre the specifications in a judicial stamp paper.
- XI. The Price offered by the firm should include all taxes and others
- XII. The rates offered by the firms should be valid till completion of the Pallishree Mela-2018.
- XIII. The successful bidder has to sign an agreement in non-judicial stamped paper minimum worth of Rs.20/- with Assistant Director, ORMAS, Nabarangpur and deposit the required Security Deposit within 01(one) day after finalization of the tender prior to issue of work order. The work should be completed and hand over within the time frame.
- XIV. Payment will be made only after successful completion of the work within one month.

The Collector-cum-Chairman, Pallishree Mela Committee, Nabarangpur reserves the right to accept or reject any or all Tenders, full or part of the Tenders without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject to Nabarangpur Jurisdiction only.

The above-described works may be modified during the mela if felt necessary and the firm should be accommodative to these minor changes. The quotation finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary & can cancel the tender without giving any reason thereof and the firm will be black listed.

  
Project Director  
DRDA, Nabarangpur

**FORMAT FOR TECHNICAL BID PHOTO & VIDEOGRAPHY,  
DOCUMENTATION FOR PALLISHREE MELA-2018,NABARANGPUR**

Sl.No.	Name of the Item	Details
01	Name of the Supplier	
02	Full Address of the Supplier	
03	PAN No.	
04	GST Registration No.	
05	Experience (Years of Experience)	
06	No. of HD Camera (HD Video) full HD Available	
07	No. of Photo Camera (SLR) Available	
08	No. of Drown Cameras Available (6K)	

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*Handwritten signature*

Signature of the Proprietor

**FORMAT FOR FIANCIAL BID PHOTO & VIDEOGRAPHY,  
DOCUMENTATION FOR PALLISHREE MELA-2018,NABARANGPUR**

Sl.No.	Specifications	Total Rate in Rupees
01	Photo Size- Maxi , Numbers- 190 Photo A4 size- 10 Nos( Mixing) Big size Album-1 ( Covering All 5 Days events )	
02	<b>Video</b> -Total 1-Hour video (with Editing) covering all major events 5-days of the Mondei and Pallishree Mela.	

*JV*

*[Handwritten Signature]*

Signature of the Proprietor