

**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER,
NABARANGPUR**

Letter No. 4862.....

Date: 28 / 11 / 2024

**QUOTATION CALL FOR PHOTOGRAPHY AND VIDEO SHOOTING FOR
DOCUMENTATION OF DISTRICT LEVEL FARM MECHANISATION MELA FROM
11.12.2024 TO 15.12.2024**

Sealed quotation are invited from potential **registered Photo and Video studio** for documentation of the events of District level Farm Mechanization Mela - 2024 at Police parade ground, Nabarangpur, from **11.12.2024 to 15.12.2024**.

The Details and SCOPE OF DIFFERENT WORKS

The firm shall document all the events of District level Farm Mechanization Mela – 2024 and provide good photographs maximum 50 Photographs (Photo post card size) with an album and 45 minutes video (30 minutes videography and 15 minutes drone videography) by covering entire 5-days of the Mela.

Sl. No.	Particulars	Work Specifications
A	Photograph High Resolution	Photo post card size- 50 Nos With big size Album-1
B	Videography UHD Camera	Total 30minutes video (with Editing) covering all major events 5-days of the District level Farm Mechanization Mela – 2024
C	Drone videography	Total 15 minutes video (with Editing) covering all major events 5-days of the District level Farm Mechanization Mela – 2024

Norms and Conditions.

- I. The envelope containing the Tenders should be duly superscripted as “**PHOTO AND VIDEO SHOOTING FOR DOCUMENTATION** for District level Farm Mechanization Mela - 2024”.
- 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 **CHIEF DISTRICT AGRICULTURE OFFICER, NABARANGPUR - 764059**.through Registered post / Speed Post/ in Hand during official hours on or before **05.12.2024 by 1:00 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

Place date and time of opening of Tender- The quotation shall be opened on the same day i.e. on **05/12/2024 by 4:00 P.M** in presence of the Bidders or their authorized representatives at **CHIEF DISTRICT AGRICULTURE OFFICE CONFERENCE HALL, NABARANGPUR.**

IV. **Certificates to be furnished along with the Tender-**

Attested photo copy of following shall be enclosed in the Tender

A. PAN Card :

B. GST Registration :

C. **Total years of Experience in Photography and Videography:**

- VI The quotations 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.
- VII **The quoted price in the bid should not be exceeding the current price in the open market.**
- VIII **Security Deposit-**The successful bidder need to deposit **Rs 1000/-** as Security Deposit (refundable without interest) in shape of Demand Draft in favour of **CHIEF DISTRICT AGRICULTURE OFFICER, 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 Printed Photographs and Video Should be handed over latest by **25th December, 2024**. The Price offered by the firm should include all taxes and others
- XI The rates offered by the firms should be valid till completion of the District level Farm Mechanization Mela - 2024".
- XII The successful bidder has to sign an agreement in non-judicial stamped paper minimum worth of Rs.20/- with CDAO, Nabarangpur after finalization of the tender prior to issue of work order. The work should be completed and hand over within the time frame.
- XII Payment will be made only after successful completion of the work within one month.
- XIII The **CHIEF DISTRICT AGRICULTURE OFFICE**, 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.

Chief District Agriculture Officer
Nabarangpur
Dated 25/11/24

FORMAT FOR TECHNICAL BID PHOTO & VIDEOGRAPHY,
DOCUMENTATION FOR DISTRICT LEVEL FARM MECHANIZATION
MELA - 2024

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 Drone Cameras Available (6K)	
(DD No. Date Name of the Bank.....)		

Signature of the Proprietor

**FORMAT FOR FIANCIAL BID PHOTO & VIDEOGRAPHY,
DOCUMENTATION FOR DISTRICT LEVEL FARM MECHANIZATION
MELA - 2024**

Sl. No.	Particulars	Work Specifications	Quoted Rate in Rs
A	Photograph High Resolution	Photo post card size- 50 Nos With big size Album-1	
B	Videography UHD Camera	Total 30minutes video (with Editing) covering all major events 5-days of the District level Farm Mechanization Mela – 2024	
C	Drone videography	Total 15 minutes video (with Editing) covering all major events 5-days of the District level Farm Mechanization Mela – 2024	
		Total	

Signature of the Proprietor