



ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY

Panchayati Raj & Drinking Water Department, Govt. of Odisha

Zilla Parishad Campus, Nabarangpur, Odisha-764059.

E.mail: dsmsnabarangpur@gmail.com

Letter No: 489 /ORMAS

Date: 13.11.2025

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 and Live telecast with existing LED Tv of the events of Mondei-cum-Pallishree mela at New Mondei Ground, Nabarangpur from 12th to 16th December, 2025.

Tender Value

Estimated Tender Value	Rs 90,000/- (Ninety thousand) only (Including GST)
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The Details and SCOPE OF DIFFERENT WORKS

The firm shall document all the events of Pallishree Mela-2025 along with Mondei and provide good photographs maximum 200 Photographs (190 maxi size & 10 A4 size mixing) with an album and 1-Hour video & 5 Minutes Video by covering entire 5-days of the Mela.

Sl. No.	Particulars	Work Specifications
A	Photograph High Resolution	Minimum Photo Size- 4x6inch Numbers- 190 Photo A4 size- 10 Nos(Mixing) Big size Non Tearable Album-12x36inch
B	Videography UHD Camera	Live telecast and connection with LED Tv, Mixing .Total 1-Hour video (with Editing) covering all major events 5-days of the Mondei and Palishree Mela 2025.

Norms and Conditions.

- I The sealed quotations shall be accepted as per the prescribed Performa only, otherwise the quotation shall be rejected automatically.
- II EMD- The Bidders are required to deposit Rs.1,000/- (One thousand) only as an EMD in shape of Demand Draft in favour of M/S Pallishree Mela, Nabarangpur drawn on any bank payable at Nabarangpur. Bidders may not required to deposit EMD who comes under exempted category.
- III. Cost of Tender Papers- A non-refundable amount of Rs 4,00/- (Four hundred) is to be deposited along with the Tender in shape of Demand Draft in favor of *M/S Pallishree Mela, 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 **Dy. CEO, ORMAS, Nabarangpur.**
- IV **Place, date and time of receiving Tender** -The sealed tender papers should reach the Dy. CEO, ORMAS, Nabarangpur - 764059. through Registered post / Speed Post only during

official hours on or before **20.11.2025 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.

The quotation shall be opened on the same day i.e. on **20.11.2025 at 04.30 P.M** in presence of the Bidders or their authorized representatives. at Mini Conference Hall, Zilla Parishad Nabarangpur.

V. 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. GST Return up to date receipt:

D. Total years of Experience in Photography and Videography:

- VI 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.
- VII For ensuring quality of the work, any bid below **19.99%** less than the tender value will be rejected. All financial bid up to 2(Two) decimal points without rounding off will only be considered. All bidders should quote their financial bid in both numerical and Alphabetical. In case of any confusion alphabetical bid will be prevailed. In case of the quoted price of different bidders are same then lottery system will be followed.
- VIII **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 M/S Pallishree Mela, 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.
- IX The Printed Photographs and Video Should be handed over latest by **25th December, 2025.** The Price offered by the firm should include all taxes and others.
- X The rates offered by the firms should be valid till completion of the Pallishree Mela-2025.
- XI The successful bidder has to sign an agreement in non-judicial stamped paper minimum worth of Rs.50/- with Deputy CEO, ORMAS, 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 Collector-cum-Chairperson, District Level coordination Committee, Pallishree Mela,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.


CDO-cum-EO 13.11.25

Zilla Parishad,Nabarangpur

**FORMAT FOR TECHNICAL BID PHOTO & VIDEOGRAPHY,
DOCUMENTATION FOR PALLISHREE MELA-2025,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)	
09	EMD Rs 1,000/- (DD No..... Date..... Name of the Bank.....)	
10	Cost of Tender Papers	Rs.400/- (DD No..... Date..... Name of the Bank.....)

Signature with Seal of the Proprietor


12/1/25

**FORMAT FOR FIANCIAL BID PHOTO & VIDEOGRAPHY,
DOCUMENTATION FOR PALLISHREE MELA-2025,NABARANGPUR**

Name of the Firm:.....

Address:.....

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	Live coverage Video -Total 1-Hour video (with Editing) covering all major events 5-days of the Mondei and Pallishree Mela.	

(Quoted Price in Words:.....)

Signature of the Proprietor
Name:
Address:
Contact Number:

Handwritten signature in blue ink, dated 11/11/25