

Quotation Paper

Of

Still Photography & Videography

For

**ZILLA MAHOTSAV "KALLOLA" & PALLISHREE
MELA**

Venue: Nabakrushna Choudhury Stadium, Jagatsinghpur

From: 15th to 21st Jan, 2023

Organized by
District Council Of Culture &ORMAS , Jagatsinghpur
Email: dsmsjagatsinghpur@email.com

C/o - District Administration, Jagatsinghpur

DETAILS ON QUOTATION FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK

Tender paper can be downloaded from the following websites www.ormas.org or www.jagatsinghpur.nic.in Or may collect from o/o-ORMAS, Jagatsinghpur, At-Sanara, Po-Nalibara, Jagatsinghpur.

A.) COST OF TENDER PAPER: Rs.500/- (Rupees Five Hundred only) (Non-refundable)

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

Signature of the bidder

- C. Date of Pre-Bid Meeting : 08.12.2022 at 4:30 PM
 D. Last date and time of receipt of tender : 13.12.2022 by 12:30 PM
 E. Date and time of opening of tender : 13.12.2022 by 05:00 PM at Conference

Hall of ZP, Jagatsinghpur

E). ADDRESS FOR SUBMISSION OF QUOTATION PAPER:

Dy, CEO, ORMAS, JAGTSINGHPUR
 C/o Zilla Parishad, Jagatsinghpur
 At-Sanara, Jagatsinghpur, ODISHA-754104

Terms of Reference for documentation work

A. Scope of Work

Videography:

- The entire event will be video documented in **Digital High Definition Video (HDV) Camera.**
- A small documentary film/movie of the Event with minimum 10 minutes duration should be made. The documentation to cover; like: **Inaugural & Valediction function, Gate & Stage, EventAdvertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programs, 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 may be more depending the days of the Event& decision of the organizer.
- **Live Streaming of Hockey World Cup:** On all the Match Days, the ongoing Hockey World Cup Matches will be **Live Streamed** in the Event Ground in **2 LED TVs (12ft x 10ft).**
- **Edited Version of Video Display at the Event Ground:** In an ongoing Event, Every day, edited version of previous days of the Event's videos should be played in the Eventground in the LED TV whenever Hockey World Cup Matches are not going on.
- 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 DistrictCulture Office.
- The documentary film of each Events should be submitted at DistrictCulture Office within 7 days of the completion of the event on proper receipt in 2 copies DVD format.

i) Still Photography:

- The still photographs (**maximum of 100 Pcs.**) as required by the Event authority. The still photographs should cover all aspects of **Inaugural & Validation function, Gate & Stage, EventAdvertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programs, live demonstration, Success Stories,** etc 1 sets of still photos in matte paper of 4" X 6" size in an album with digital copy should be submitted in DistrictCulture Office within 10 days of the completion of the event.
- Photography along with **success stories, interaction with visitors/sellers etc.**

ii) Terms & Condition.

Accepted by the Bidder (Signature of bidder)

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 each event.
5. The rate offered by the firm shall be including of all taxes and duties with GST..
6. The above documented works should be submitted within 10 days of the completion of the exhibition.
7. The Quotationers have to offer the price for all items else the Quotation paper will not be considered.
8. The rate offered by the firm should be valid for 1 year.
9. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
10. PAN card and Aadhar card must be submitted by the bidder during submitting the quotation paper

11. While submitting the Quotation, the Quotationers should submit the followings:

- a. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
- b. GSTIN Registration number and along with the PAN card.


Collector & DM
Jagatsinghpur.

DECLARATION-1

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 advertisement of my tender is liable to be cancelled. I am / we are willing to abide by the terms and conditions laid by District Administration, Jagatsinghpur. 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 tenderer with seal

Accepted by the Bidder (Signature of bidder)

Declaration-2Form of Bid Security Declaration

To _____

Sir,

I/We the undersigned declare that:

I/We understand that, according to your conditions, bid must be supported by a Bid Security Declaration.

I/We accept that, the Authority / Employer/Tender inviting Authority shall cancel our empanelment and/or suspend/prohibit/debar/blacklist from participating in any contact of the state for a minimum period of one year in addition to other penal actions as per tender/quotation call notice, if we are in breach of our obligations(s) under the bid conditions.

Signature of Quotationer/Tenderer

Quotation for Documentation work of ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA 2023

To

The CDO-cum-EO
ZP,JAGATSINGHPUR

Sir,

I / We do hereby submit item wise quotation below for Videography & Still Photography of ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA 2023

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation (2 copies of Pen Drive to be submitted)	For the entire event	
2.	One Video Camera (HDV) with Camera Man for live telecast of stage program in the Eventground	For the entire event	
3.	Still Photography of 4" X 6' size @ 1 Pc. of each snap (minimum 100Pcs)	Per snap	
4.	2 nos. of LED TV (12ft x 10ft)	For Live Streaming of Hockey World Cup Matches & Video Display of the Events Every Day.	
5	C.C. Camera / TV	For the entire event with ten (10) CC camera	
	Total-		

Signature with Seal of the Quotationer