



**EXECUTIVE OFFICER, PRARDEEP
MUNICIPALITY
CUM SECRETARY, KALINGA BALIYATRA
COMMITTEE**

*PROVIDING, SUPPLYING, LABOUR, MATERIALS TOOLS &
PLANTS FOR CONDUCT OF ALL TYPES OF PHOTOGRAPHY,
VIDEOGRAPHY AND PROJECTOR DURING OBSERVANCE OF
KALINGA BALIYATRA- 2023 IN NOVEMBER & DECEMBER, 2023
FROM DT. 26.11.2023 TO DT. 03.12.2023*

-: 2023 :-

-: ORGANISED BY :-

BALIYATRA COMMITTEE, PARADIP.

OFFICE OF THE PARADEEP MUNICIPALITY, PARADEEP

No 4642 /Date. 18.10.2023

EXPRESSION OF INTEREST

Executive Officer Paradeep Municipality cum Secretary Kalinga Baliyatra Committee, Paradeep invites sealed Expression of Interest from the intending event management firms/ general order suppliers/ tent house owners/ catering firms/ Decorators/ Photo graphers/ Flower decorators/ Printers for conducting/ Supplying/ Printing etc of following event/ items for observance of Kalinga Baliyatra-2023 at Paradeep.

SI No	Name of Event/ Works	Qty	Paper Cost	EMD Cost	Term & Conditions, BoQ
1	2	3	4	5	6
1	Providing, supplying, labour, materials tools & plants for all types of arrangements like tent, stall, banner, gate, sound system, LED TV, LED Pannel fitting and light system etc for observance of Kalinga Baliyatra- 2023 in November & December, 2023.	As per BoQ	₹ 10,000.00	₹ 20,000.00	Anexure-"A" Anexure-"AA"
2	Providing, supplying, labour, materials tools & plants for preparation and erection all types of hoarding (flex banner) in different places inside and outside of the district and other associated works in connect the Kalinga Baliyatra-2023 in November & December, 2023.	As per BoQ	₹ 5,000.00	₹ 10,000.00	Anexure-"B" Anexure-"BB"
3	Providing, supplying, labour, materials tools & plants for conduct of all types of photography, videography and projector during observance of Kalinga Baliyatra- 2023 in November & December, 2023.	As per BoQ	₹ 5,000.00	₹ 10,000.00	Anexure-"C" Anexure-"CC"
4	Providing, supplying, labour, materials Tools & Plants for flower decoration of stage, welcome gate, supply of garland, bouquettes, and other associated work for Kalinga Baliyatra- 2023 in November & December, 2023.	As per BoQ	₹ 5,000.00	₹ 10,000.00	Anexure-"D" Anexure-"DD"
5	Printing of souvenir bi-colour, multi colour, black and white pages,including DTP, cover design, gloss lamination and binding etc. for Kalinga Baliyatra- 2023 in November & December, 2023.	As per BoQ	₹ 5,000.00	₹ 10,000.00	Anexure-"E" Anexure-"EE"
6	Providing, supplying, labour, materials tools & plants for erection of Mina Bazar at different places during observance of Kalinga Baliyatra- 2023 in November &	As per BoQ	₹ 5,000.00	₹ 10,000.00	Anexure-"F" Anexure-"FF"
7	Providing and supplying meals and tiffin during observance of Kalinga Baliyatra- 2023 in November & December, 2023.	As per BoQ	₹ 5,000.00	₹ 10,000.00	Anexure-"G" Anexure-"GG"

- 3 The details of bid documents and along with terms & conditions is available from **dt.23.10.2023 to dt.02.11.2023 upto 5.00 PM** in Jagatsinghpur district portal i.e. jagatsinghpur.nic.in payment of the amount as mentioned above in column 4 against each work towards cost of tender/ EoI documents in shape of DD/ Banker's cheque drawn on any Nationalized Bank in favour of **ADM, Paradip-Cum-Vice Chairperson Kalinga Baliyatra Committee, Paradip payable at Paradip.** Quotation without payment of paper cost and EMD shall not be accepted in any case and will be rejected summarily.
- 4 In addition to this, the bid must have to be accompanied by EMD amount mentioned in column 5 against each work in shape of DD/ Banker's cheque drawn on any Nationalized Bank in favour of **ADM, Paradip-Cum-Vice Chairperson Kalinga Baliyatra Committee, Paradip payable at Paradip.**
- 5 The quotationer must be accompanied with photo copy of valid (i) PAN (ii) GSTIN (iii) Certificate of firms and original documents of cost of bid and EMD.

- 6 The completed & sealed EoI and other documents will be received offline on or before **dt.03.11.2023 upto 1.30 PM** by **Executive Officer Prardeep Municipality, Paradeep** through registered/ speed post or in person only. The envelope containing the tender documents should be superscripted with "(Name of Event/ Works mentioned above in cloumn 2)" with tender/ EoI no & date.
- 7 The tender/ EoI/ bid documents will be opened on **dt.03.11.2023 at 4.30 PM** in the chamber of **Executive Officer Prardeep Municipality, Paradeep** in presence of the bidders or their authorized representatives who wish to attend. If office happens to be closed for any reason on the date of the receiving or opening of the tender as specified, the tenders/ EoI will be received/ opened in the next working day at the same time & venue.
- 8 The authority reserves the right to accept or cancel any or all quotations without assigning any reason thereof.


18/10/23
Executive Officer Prardeep Municipality
cum Secretary Kalinga Baliyatra Committee

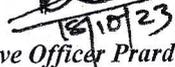
Memo No 4643/dt 18-10-2023

Copy submitted to Collector, Jagatsinghpur and Chairperson, Kalinga Baliyatra, Paradeep for kind information and necessary action.


18/10/23
Executive Officer Prardeep Municipality
cum Secretary Kalinga Baliyatra Committee

Memo No 4644 /dt 18-10-2023

Copy submitted to Addl. Dist. Magistrate, Paradeep/ Secretary, PDA/ Executive Engineer- R&B-PPA, Paradip for kind information with request to display the notice in their office notice board for wide publicity.
Copy to Office Notice board for wide publication.


18/10/23
Executive Officer Prardeep Municipality
cum Secretary Kalinga Baliyatra Committee

Memo No 4645 /dt 18-10-2023

Copy to Chairman, Paradip Municipality/Tahasildar, Kujang/ Estate Officer,PPT/ Municipal Engineer, Paradip Municipality/ Mayadhar Rout, Core Committee Member for information. They are requested to remain present on **dt.03.11.2023 at 4.30 PM** in the Office of the **Municipal Council, Paradeep** for opening of the above quotations.


18/10/23
Executive Officer Prardeep Municipality
cum Secretary Kalinga Baliyatra Committee

Memo No 4646 /dt 18-10-2023

Copy to DIO, NIC, Jagatsinghpur with a request to publish the EOI in the district website portal.


18/10/23
Executive Officer Prardeep Municipality
cum Secretary Kalinga Baliyatra Committee

Name of Work:- Providing, supplying, labour, materials tools & plants for conduct of all types of photography, videography and projector during observance of Kalinga Baliyatra- 2023 in November & December, 2023.

TERMS AND CONDITIONS

- 1 **Scope of work:** Scope of work to include photography, videography and other associated work for observation of Kalinga Baliyatra- 2023 at Biju Maidan, Paradeep from dt.26.11.2023 to dt. 03.12.2023.

i) Videography:

The entire event will be video documented in Digital High Definition Video (HDV) Camera.

A small documentary film/ movie of daywise DVD should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, jatra Advertising & Publicity workshops, Interaction with customers/Sellers/ officials, cultural programmes, 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 yatra & decision of the organizer.

The documentary film of each day should be submitted in ADM office, Paradeep within 10 days of the completion of the event on proper receipt in 2 copies DVD format.

ii) Still Photography:

A good full frame DSLR Camera for photography. The photo should be excellent quality, so that it can be used, for documentation purpose.

the still photographs (maximum of 300 pcs.) as 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 2 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in ADM office, Paradeep office within 10 days of the completion of the event.

iii) Projector: Two projector display has to be setup in two locations in the jatra ground. More numbers may be put in the jatra ground with the approval of the concerned yatra authority.

- 2 **Quotation schedule cost:** The details of bid documents specification, schedule & quantities and set of terms & conditions is available in Jagatsinghpur district website portal i.e. jagatsinghpur.nic.in on payment of cost of tender/ quotation documents **₹5,000.00** (Rupees:- Five thousand) Only in shape of DD/ Banker cheque drawn on any Nationalized Bank in favour of **ADM, Paradip-Cum-Vice Chairperson Kalinga Baliyatra Committee, Paradip payable at Paradip.** The cost of tender paper is not refundable. The original deposit DD/ Banker cheque is to be attached with the quotation schedule otherwise quotation will be rejected.
- 3 **Cost of EMD:** The quotationer will have to enclose with the quotation an amount of **₹10,000.00** (Rupees Ten Thousand) Only in shape of demand draft/ pay order / bankers cheque / Terms deposit receipt of schedule bank (TDR) drawn from any nationalized bank pledge in favour of **ADM, Paradip-Cum-Vice Chairperson Kalinga Baliyatra Committee, Paradip payable at Paradip** towards cost of EMD which shall be refunded to unsuccessful quotationer after finalization of quotation. No other mode of payment of EMD shall be accepted. Quotation received without EMD shall be rejected. The EMD amount of successful quotationer will be refunded after completion of validity period.
- 4 **Available of Bid:** The sale of tender documents start from **dt.23.10.2023 to dt.02.11.2023 upto 5.00 PM** Request for tender/ quotation documents through post will not be entertained.

- 5 **Last date of submission of bid:** The completed & sealed EoI and other documents will be received offline on or before **dt.03.11.2023 upto 1.30 PM** by **Executive Officer Prardeep Municipality, Paradeep** through registered/ speed post or in person only. The envelope containing the tender documents should be superscripted with "(Name of Event/ Works mentioned above in cloumn 2)" with tender/ EoI no & date. The authority will not be responsible for any delay for non receipt of tender/ quotation documents in time.
- 6 **Opening of bid:** The tender/ EoI/ bid documents will be opened on **dt.03.11.2023 at 4.30 PM** in the chamber of **Executive Officer Prardeep Municipality, Paradeep** in presence of the bidders or their authorized representatives who wish to attend. If office happens to be closed for any reason on the date of the receiving or opening of the tender as specified, the tenders/ EoI will be received/ opened in the next working day at the same time & venue.
- 7 **Documents:** The Bid document shall contain scan copy of (i) Registration Certificate, (ii) PAN, (iii) GSTIN (iv) original documents of cost of bid and EMD (v) Annexure-C, (vi) Annexuer- CC, (vii) Duly signed copy of DTCN
- 8 **Rates:** The rate shall be quoted exclusive of taxes and duties. GST shall be mentioned separatly if
- 9 **Validity of Contract:**The rate quoted shall be valid for a period of one financial year i.e. 2023-24 from the date of approval.
- 10 The earnest money shall be forfeited on the following grounds.
 - (i) On revication of quotation or
 - (ii) On refusal to enter in to a contract after the contact is awarded to a bidder.
- 11 The quotationer should quote single rate for each item according to required specification wherever mentioned. More then one rate for a particular item will be summarily rejected. The scheduled appended to the DTCN should be fill up and signed.
- 12 The rate should be mantioned in both figures and words.
- 13 Quantity indicated against each item tentative. The Authority may decide to abandon or reduced the scope of supply/ items for any reason what so ever and hance may not required the hole or part of the supply to be carried out the bidder shall have no claim to any payment of compensation.
- 14 The quotationer shall not sublet, transfer or assign any part of the full supply.
- 15 Any material found defective is to be replaced immediately free of cost
- 16 Quotation received incomplete in any manner will be summarily rejected.
- 17 Any correction or overwriting in the quotation shall be attested.
- 18 Any other information can be obtained from the office of the Executive Officer, Paradeep Municipality during office hour except holiday.
- 19 Any legal dispute arise shall be settled under the jurisdiction of local court and no power of attorney or affidavit shall be allowed.
- 20 Any deviation or violate to the terms & condition the quotation shall be rejected.
- 21 Quotation received after due date and time shall not be entertained and the undersigned will not responsible for any delay.
- 22 The authority reserves the right to accept or reject any or all quotations without assigning any reason


Executive Officer Prardeep Municipality
cum Secretary Kalinga Baliyatra Committee

TECHNICAL BID
DETAILS OF THE AGENCY/ BIDDER

- 1 Name of the firm/ Agency :-
- 2 Address :-
- 3 Address & Tel. No. of the Bidder :-
- 4 Registration No. of the Firm/ Agency :-
- 5 Name, Designation, Address & Tel. No. of the Authorised Person to be dealt with :-
- 6 PAN Card No. :-
- 7 GST Registration Detail :-
- 8 Any other Certificate :-
- 9 Experience details of similar type of work executed :-
- 10 Whether the agency has been blacklisted by any of the Department/ Organizations of the Government of India/ Government of Odisha and any criminal case is pending against the said firm/agency :-
- 11 Whether Terms & Conditions of Tender duly accepted :-
- 12 Details of Bid security :-
- 13 Details of Tender document cost :-
- 14 Any other document relevant to tender :-

This is to certify that I/we have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

DECLARATION

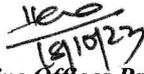
I/ We hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage of I am/ We are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to cancelled. I am/ We are willing to adibe by the terms & conditions laid by ORMAS. 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 responce is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent Authority.

Signature of the Bidder
Seal of the Firm/Agency

Bills of quantities for the work:- Providing, supplying, labour, materials tools & plants for conduct of all types of photography, videography and projector during observance of Kalinga Baliyatra- 2023 in November & December, 2023.

SI No.	Description	Quantity	Unit	Rate	Amount
1	2	3	4	5	6
1	Videography: The entire event will be video documented in Digital High Definition Video (HDV) Camera. A small documentary film/ movie of daywise DVD should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Yatra Advertising & Publicity workshops, Interaction with customers/Sellers/ officials, cultural programmes, 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 yatra & decision of the organizer.	8 Days	Each Day		
2	Still Photography: A good full frame DSLR Camera for photography. The photo should be excellent quality, so that it can be used, for documentation purpose. the still photographs (maximum of 300 pcs.) as 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 2 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in ADM office, Paradeep office within 10 days of the completion of the event. from 26.11.2023 to 03.12.2023 i.e. 8 days.	300 Sets	Each Set		
3	Projector: Two projector display has to be setup in two locations in the yatra ground. More numbers may be put in the yatra ground with the approval of the concerned yatra authority.	8 Days	Each Day		

Signature of the Bidder
Seal of the Firm/Agency


Executive Officer Prardeep Municipality
cum Secretary Kalinga Baliyatra Committee