

Quotation Paper

Of

Still Photography & Videography

For

ZILLA MAHOTSAV "KALLOLA-2026"

Venue: Nabakrushna Choudhury Stadium, Jagatsinghpur

From: 1st April to 5th April, 2026

Organized by-
District Council of Culture, Jagatsinghpur
Email: dm-jagastinghpur@nic.com

RFP. No. 233

Date. 19.03.2026



DETAILS ON QUOTATION FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK

Tender paper can be downloaded from the following websites- www.jagatsinghpur.nic.in or may collect from o/o-Collectorate, 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. Last date and time of receipt of tender : 26.03.2026 by 4.00 PM
D. Date and time of opening of tender : 26.03.2026 by 05.00 PM in Sadbhabana Sabhagruha, Collectorate, Jagatsinghpur

E. ADDRESS FOR SUBMISSION OF QUOTATION PAPER:

District Culture Office, Jagatsinghpur
Collectorate, Jagatsinghpur
ODISHA-754103

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Accepted by the Bidder (Signature of bidder)

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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 2-5 minutes duration should be made. The documentation to cover; like: **Inaugural & Valediction function, Gate & Stage, Event 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 Event & decision of the organizer.
- Short Video of Kallola-2026 - 1 minute
- Drone coverage for five days programme during Kallola-2026
- Social Media Promotion i.e. Facebook, Instagram, YouTube, X etc.

B. 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 Event ground in the LED TV.
- Videography along with **success stories, interaction with cultural troupes/visitors/sellers etc.**
- Necessary actions should be taken during final post production and final preview of the documentary in consultation with District Culture Office, Jagatsinghpur.
- The documentary film of each Event should be submitted to District Culture Office, Jagatsinghpur within 7 days of the completion of the event on proper receipt in Pen Drives.

Still Photography:

- The still photographs as required by the Event authority. The still photographs should cover all aspects of **Inaugural & Valediction function, Gate & Stage, Event Advertising & Publicity Workshops, Interaction with cultural troupes/customers/sellers/officials, Product Photographs, Cultural Programme, Cultural Rally, live demonstration, Success Stories, Pitha Jhoti & Hulahuli Competitions Programme etc.** 1 set of still photos in matte paper of 4" X 6" size in an album with digital copy should be submitted in District Culture Office, Jagatsinghpur within 10 days of the completion of the event.

Terms & Condition

1. The work assigned to the firm should be done as per the above specification and should cover all aspects of all the events.
2. The period of the event will be 5 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 the whole 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 event.
7. The Bidders 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, Aadhar card and GST Reg. Certificates must be submitted by the bidder during submitting the quotation papers.
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 & District Magistrate
Jagatsinghpur

Accepted by the Bidder (Signature of bidder)

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 Council of Culture, 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 Bidder with seal

Accepted by the Bidder (Signature of bidder)



Declaration-2

Form 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 contract 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 the Bidder with seal

Accepted by the Bidder (Signature of bidder)

Quotation for Documentation work of ZILLA MAHOTSAV "KALLOLA-2026"

To

The Collector & District Magistrate
Jagatsinghpur

Sir,

I / We do hereby submit item wise quotation below for Videography & Still Photography of
ZILLA MAHOTSAV "KALLOLA-2026"

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	1 Pen Drive containing District Specific documentary production	For the entire event	
2	1 Pen Drive containing Short Video of the event	For the entire event	
3	1 Pen Drive containing 5 days video coverage of the event	For the entire event	
4	Still Photography of 4" X 6' size @ 1 Pc. of each snap	Per snap	
5	Drone coverage for five days programme	For the entire event	
	Total-		

Signature of the Bidder with seal

Accepted by the Bidder (Signature of bidder)

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