



ORMAS, RAYAGADA

Panchayati Raj & Drinking Water Department, Govt. of Odisha
Collectorate Campus, Rayagada, Odisha-765001.
Ph: 06856 - 225794 email: dsmsrayagada@gmail.com



Letter No...562.../DSMS

Date:..04.../12.../2018

QUOTATION CALL NOTICE WITH NORMS & CONDITION for PHOTO AND VIDEO STUDIO FOR DOCUMENTATION

NORMS & CONDITION

Sealed quotation are invited from potential **registered Photo and Video studio** for **documentation of the events of Pallishree mela** at GCD High school ground, Rayagada, from **26th to 30th December, 2018**

The Details and SCOPE OF DIFFERENT WORKS

The firm shall document all the events of Pallishree Mela-2018 and provide good maximum 200 Photographs(190 maxi size & 10 A4 size mixing) with an album and 1-Hour video by covering 5-days of the Mela.

Sl. No.	Particulars	Work Specifications
A	Photograph High Resolution	Photo Size- Maxi Numbers- 190 Photo A4 size- 10 Nos(Mixing) Big size Album-1
B	Videography UHD Camera	Total 1-Hour video (with Editing) covering all major events 5-days of the chaiti and palishree Mela 2018

Norms and Conditions

The bid to be submitted by the Bidder shall consist of 2 (two) parts :-

Part - I :- "Technical Bid" (1st Envelope) shall contain:-

The Tenderar/Supplier participating in Tendering process should submit the details as per the format "Format of Technical Bid". in separate envelop and should write clearly on the top of the envelop i.e., "Quotation for Technical Bid for Deployment of Private Security"

Part - II :- "Financial Bid " (2nd Envelope) shall contain:-

The Tenderar/Supplier participating in Tendering process should submit the details as per the format "Format of Financial Bid" in separate envelop and should write clearly on the top of the envelop i.e., "Quotation for Financial Bid for Deployment of Private Security for Pallishree Mela" i.e., Schedule of Rates

The Tender should be submitted following the terms and conditions specified here under,

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit before and date and time.

The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Tender Committee constituted for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder.

- I The main envelope containing the Tenders should be duly superscripted as **"Quotation for Documentation of Pallishree Mela-2018"**.
- 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 Executive, DSMS, Collectorate Campus, Rayagada - 765001 through Registered post / Speed Post only** during official hours on or before **12.12.2018 by 5:00 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.
- IV **Place date and time of opening of Tender-** The quotation shall be opened on the same day i.e. on **13.12.2018 at 12:10 P.M** in presence of the Bidders or their authorized representatives at DRDA Conference Hall, Rayagada
- V. EMD- The bidder has to submit a Demand Draft of **Rs. 2000/- (Rupees two thousand)** only as EMD in favor of **Chief Executive, DSMS, Rayagada payable at Rayagada** which shall be refunded to the unsuccessful bidders immediately & the EMD of the successful bidder will be refunded without interest at the time of execution of agreement.
- VI. Cost of Tender Papers- **A non-refundable amount of Rs.360/- (Rupees Three hundred sixty only)** is to be deposited along with the Tender in shape of Demand Draft in favor of Chief Executive, DSMS, Rayagada drawn on any nationalized/scheduled bank payable at Rayagada 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 Assistant Director, ORMAS, Rayagada.

FORMAT FOR TECHNICAL BID PHOTO & VIDEOGRAPHY, DOCUMENTATION FOR PALLISHREE MELA-2018

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	
09	No. of Drown Cameras Available (4K)	
10	No. of LED Walls Available	

Signature of the Proprietor

**FORMAT FOR FIANCIAL BID PHOTO & VIDEOGRAPHY,
DOCUMENTATION FOR PALLISHREE MELA-2018**

Sl.No.	Specifications	Rate in Rupees
01	Photo Size- Maxi , Numbers- 190 Photo A4 size- 10 Nos(Mixing) Big size Album-1	
02	Video -Total 1-Hour video (with Editing) covering all major events 5-days of the Chaiti and Pallishree Mela.	

Signature of the Proprietor


4.12.18

**Project Director, DRDA-cum-
Vice-Chairman, ORMAS, Rayagada**