



ORMAS, RAYAGADA

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



Letter No. 518...../DSMS

Date: 04.../12.../2019

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

Sealed quotation are invited from potential **registered Photo and Video studio** for **documentation of the events of Pallishree mela-2019** at GCD High school ground, Rayagada, from 26th to 30th December, 2019

The Details and SCOPE OF DIFFERENT WORKs

The firm shall document all the events of Pallishree Mela-2019 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 | Maximum Permissible amount |
|---------|----------------------------------|--|----------------------------|
| A | Photograph High Resolution | Photo Size- Maxi Numbers- 190 Photo A4 size- 10 Nos(Mixing) Big size Album-1 | Rs.20,000/- |
| B | Videography UHD Camera | Total 1-Hour video (with Editing) covering all major events 5-days of the chaiti and palishree Mela 2019 | |

Norms and Conditions

- I The envelope containing the Tenders should be duly superscripted as "Quotation for Documentation of Pallishree Mela-2019".
- 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 Dy. CEO, ORMAS, Collectorate Campus, Rayagada - 765001 through Registered post / Speed Post only during official hours on or before 11.12.2019 by 5:00 AM/ 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 12-12-19 at A:00 AM/PM 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 ORMAS, RAYAGADA which shall be refunded to the unsuccessful bidders immediately & the EMD of the successful bidder will be refunded after completion of event successfully.

VI. Cost of Tender Papers- **A non-refundable amount of Rs.400/- (Rupees four hundred only)** is to be deposited along with the Tender in shape of Demand Draft in favor of ORMAS, 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 differs from the approved tender paper available in the office of the Dy. CEO, ORMAS, Collectorate Campus, Rayagada.

VII. Conditional tenders / quotations shall not be accepted.



AJ
3-12-19
Project Director, DRDA-cum-
Vice-Chairman, ORMAS, Rayagada

**FORMAT FOR PHOTO & VIDEOGRAPHY, DOCUMENTATION
FOR PALLISHREE MELA-2019**

| 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 | |

| Sl.No. | Specifications | Rate in Rupees (for entire event of 5 days during Pallishree Mela) |
|--------|---|--|
| 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