



**Odisha Rural Development & Marketing Society, Sundargarh
Panchayati Raj & Drinking Water Department, Govt. of Odisha**

Reference No 234 /ORMAS

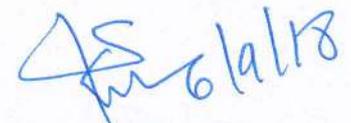
Date: 06/09/2018

TENDER CALL NOTICE

Sealed tenders are invited from the firms/agencies/organizations for the following works of the National Level " PALLISHREE MELA,ROURKELA-2018 to be organized by District Administration Sundargarh in association with ORMAS/OLM at Exhibition Ground,Near Bhanja Bhawan ,Sector-5 Rourkela from 3rd to 11 th October 2018 .The details of the required works are given below:

Sl. No	Nature of Work	Eligible organizations/ firms/agencies	Cost of EMD	Cost of Tender paper
1	Tent and Allied works	firms/tent houses/ decorators	1. EMD of Rs.1.00 lakhs (Rupees one lakh) in shape of Demand Draft/Pay order in favor of DSMS payable at Sundargarh. 2. The bidders are requested to submit the cost of tender paper during the submission of tender document. The EMD and cost of tender shall be furnished separately.	Rs.1,000.00 (Non-refundable)
2	Printing & Hoarding	Printing firms	1. EMD of Rs. 5,000/- in shape of Demand draft/pay order in favor of DSMS payable at Sundargarh	Nil
3	Security Services	Registered Security Guard Agencies	1. EMD of Rs. 5,000/- in shape of Demand draft/pay order in favor of DSMS payable at Sundargarh.	Nil
4	Documentation	Studios, documentation firms, media, and video-shooting firms	1. EMD of Rs. 5,000/- in shape of Demand draft/pay order in favor of ORMAS payable at Bhubaneswar.	Nil

The tender papers along with detail specifications and eligibility criteria of the above works will be available in ORMAS Office at DRDA Building, Sundargarh from 07th Sept to 17th Sept 2018 (3 PM) on payment of above amount in shape of cash/pay order/demand draft in favour of DSMS, payable at Sundargarh or Tender paper can be downloaded from ORMAS website- www.ormas.org or www.olm.nic.in or www.sundargarh.nic.in. during the same period The Bidders Who will download the tender paper (For Tentage work only) are requested to submit the cost of The tender paper i.e. Rs.1000/- (Rupees one thousand only in shape of Bank draft/Pay order in favour of DSMS ,Sundargarh along with the Bid documents. The sealed tenders will be received in tender box called "Pallishree mela Rourkela 2018" Placed at Office of DRDA Sundargarh or By regd.post upto 18th September 2018 at 01:00 PM. No other mode of submission of tender paper will be accepted .The tenders will be opened in the Office chamber of Project Director DRDA Sundargarh on the same day at 3.00 P.M in the presence of the tenderers or their authorized representatives. All the bidders are requested to specify the nature of work of mention above on the the top of the envelope containing the bid documents.The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.


Collector & DM, Sundargarh

ORMAS

Odisha Rural Development & Marketing Society, Sundargarh
Panchayati Raj & Drinking Water Department, Govt. of Odisha

Memo No. 235 /Dated 06/09/2018

Copy forwarded to the State Mission Director –cum- CEO,OLM /Executive Director, ORMAS Bhubaneswar for information and necessary action with a request to web hoist the tender call notice in PR & DW Department website/OLM Website/ORMAS Web site and notice boards of ORMAS/OLM/SIRD for wide publicity.



Collector & DM, Sundargarh

Memo No. 236 /Dated 06/09/2018

Copy to all PD DRDAs, with a request to display in their respective Notice Boards for wide publicity of the Tender Call Notice.



Collector & DM, Sundargarh

Memo No. 237 /Dated 06/09/2018

Copy to Notice Boards of office of the collector,Sundargarh/ PD, DRDA ,Sundargarh/GM DIC ,Sundargarh,All BDOs of sundargrah /All Tahasildars of Sundargarh/All CDPOs/ DSWO, Sundargarh/DWO Sundargarh/All Sub Collectors,Sundargarh/District Culture Officer, Sundargarh/ DIPRO, Sundargarh & Rourkela for wide publicity of the above Tender Call Notice



Collector & DM, Sundargarh

Memo No. 238 /Dated 06/09/2018

Copy to DIO,NIC, Sundargarh for information. He is requested to web hoist the same in the District website for wide publication.



Collector & DM, Sundargarh



Panchayati Raj & Drinking Water Department
Government of Odisha

TENDER PAPER
OF
Printing & Hoarding
For
PALLISHREE MELA, ROURKELA - 2018

03rd to 11th October, 2018
Exhibition Ground, Near Bhanja Bhawan, Sector-5, Rourkela

Organized by

District Administration, Sundargarh in
Association with ORMAS/OLM
Odisha Rural Development & Marketing Society (ORMAS), Sundargarh

Odisha Rural Development & Marketing Society (ORMAS), Sundargarh
C/O DRDA, Sundargarh-770001
Phone No:-06622-275372

Accepted by the Bidder (Signature of Bidder)

DETAILS ON TENDER PAPER, EMD, BIDDER FOR ADVERTISEMENT & PUBLICITY WORKS OF THE PALLISHREE MELA , ROURKELA-2018

The Tender paper can be downloaded from the following websites- www.ormas.org , www.olm.nic.in or www.sundargarh.nic.in or can be obtained from the office of ORMAS at "DRDA office, Sundargarh, Pin 770001 during office hours

A) E.M.D (Refundable) : Rs.5,000/- (Rupees five thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Sundargarh.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2018
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s
.....

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF TENDER : 18 th September latest by 1.00 PM

D) DATE & TIME OF OPENING OF TENDERS : 18 th September at 3.00 PM at Office Chamber of PD, DRDA,
Sundargarh

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

Odisha Rural Development & Marketing Society (ORMAS), Sundargarh
DRDA Office, Sundargarh, Odisha, Pin - 770001

Terms of Reference for advertisement & publicity of PALLISHREE MELA ,ROURKELA-2018

A. About the event – ,PALLISHREE MELA, ROURKELA- 2018:

A National level marketing event named as “Pallishree Mela” to be held from 3rd to 11th October’ 2018 at the Exhibition Ground, Near Bhanja Bhawan, Sector-5 Sundargarh. The “Palishree Mela’18, Rourkela” is being organised by ORMAS (Odisha Rural Development & Marketing Society, Sundargarh) under Panchayati Raj & DW, Department in collaboration with Odisha Livelihoods Mission (OLM), and Dist. Administration, Sundargarh with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

B. Description of Printing & hoarding works for PALLISHREE MELA, ROURKELA -2017: Description of works covered under Printing and hoarding works is given hereunder:

- A. Plain Hoardings** – (15 ft X 10 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela
- B. Plain Hoardings** – (8 ft X 4 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela
- C. Identity Card with cover and neck cord**
 - a) Size : 5.5 CM X 9 CM
 - b) Printing: Offset Printing, Both Side
 - c) Colour : **Multi Colour**
 - d) Paper : Art Paper Board, 220 GSM.
 - e) Accessories : Plastic pouch and Clip type Neck Cord.
- D. Invitation Card**
 - a) Size: 35 CM X 27 CM (Double-folded)
 - b) Printing: Offset Printing
 - c) Colour : **Multi colour**
 - d) Paper : 220GSM Glossy sheet (Imported)
 - e) Envelop: Fit to card, **Bi colour** printing
- E. Posters:**

Size: 44 CM X 56 CM

 - a) Printing: Offset Printing
 - b) Colour : **Multi Colour**
 - c) Paper : 130 GSM Glossy



F. Certificate

- a) Size: A4
- b) Printing: Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 300 GSM Art Paper Board

C. Bid Price

1. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
2. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
3. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
4. The Prices should be quoted in Indian Rupees only.

D. Validity of Quotation: Quotation shall remain valid for the entire period of event.

E. Evaluation of Quotations

- A. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 1. are properly signed ; and
 2. Confirm to the terms and conditions, and specifications.
 3. Filled in Indian Currency
 4. Quoted in Unit
- B. The price evaluation shall be made putting together the entire item. The lowest price will be determined summing all the items.

F. Requirement of event organizers and evaluation criteria: List of the documents to be attached along with the quotation

1. An earnest money of Rs. 5,000/- (Five thousand only) in shape of demand draft/pay order in favour of DSMS payable at Sundargarh.
2. Registration Certificate (RoC) for the firm.
3. Self attested photocopy of valid registration certificate Under Goods Service Taxes (GST), Clearance certificate of VAT/GST and return copies (in form 201) for the year 2017-18.
4. Self attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2017-18
5. Self attested Copy of the Service Tax Registration and its last deposit challan.
6. Self attested Copy of work orders/ experience certificate for similar nature of works in last 3 years.
7. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 10.00 Lakhs.
8. Audited financial statement for last three year duly certified by the Chartered Accountant to be attached.

G. Other Terms & Conditions

1. Last date for submission of Quotation is **18th September 2018 latest by 01.00 PM** Quotation will be opened on the same day at **3.00 PM**.



2. All works assigned should be completed as per specification at least by one day in advance from the date of Inauguration of the event.
3. The rate offered by the firm shall be including of **all taxes and duties including service tax**, as applicable.
4. The tenderers are required to deposit an **earnest money of Rs. 5,000/- (Rupees five thousand only)** in shape of demand draft/pay order in favour of DSMS payable at Sundargarh. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
5. The successful bidder will submit the Performance Security which is 5 % of the contract value before issue of work order. In case of any unsatisfactory work and delay in execution of work etc the Performance Security amount will be forfeited as per the decision of the authority.
6. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
7. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
8. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
9. Payment shall be made immediately after delivery of the goods and inspection of the item as per specification.
10. We look forward to receiving your quotations and thank you for your interest in this project.



DECLARATION

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 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 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)

Quotation for Printing & hoarding of PALLISHREE MELA , ROURKELA - 2018

(Last date for submission of duly filled in tender document is 18 September 2018 ,01.00 PM)

To
The Assistant Director,
ORMAS, Sundargarh

Sir,

I / We do hereby submit item wise quotation below for Printing & Hoarding work of PALLISHREE MELA, ROURKELA- 2018:

SI	Specifications	Unit	Rate per unit/ sqr ft / spot/month	Quantity (Pcs./ Package)	Total Amount [In Rs.]
	Designing Development for PALLISHREE MELA, ROURKELA - (3 D design Stage & Gate, Coordination Cell-cum-VIP Lounge, flex Gate, Hoarding, Certificate, Badges, Invitation Card.	Lump sum		1 Package	
	plain Hoardings – (15 ft X 10 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela	Rate per Sqr ft		10 pcs.	
	plain Hoardings – (8 ft X 4 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela	Rate per Sqr ft		10 pcs	
	Identity Card with cover and neck cord f) Size : 5.5 CM X 9 CM g) Printing: Offset Printing, Both Side h) Colour : Multi colour i) Paper : Art Paper Board, 220 GSM j) Accessories : Plastic pouch and Clip type Neck Cord			500	
	Invitation Card f) Size: 35 CM X 27 CM (Double-folded) g) Printing: Offset Printing h) Colour : Multi colour i) Paper : 220GSMGlossy sheet (Imported) j) Envelop: Fit to card, Bi colour printing			300	
	Posters: Size : 44 CM X 56 CM d) Printing: Offset Printing e) Colour : Multi Colour f) Paper : 130 GSM Glossy			300	
	Certificate e) Size: A4 f) Printing: Offset Printing g) Colour : Multi Colour h) Paper : 300 GSM Art Paper Board			500	
Grand Total Cost					

We agree to supply the above goods/service in accordance with the technical specifications for a total contract price of Rs. (amount in figures) [Rs. (amount in words)] within the period specified in the Invitation for Quotations. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier with seal



Accepted by the Bidder (Signature of bidder)



Panchayati Raj & DW Department
Government of Odisha

TENDER PAPER

OF

Security services

for

PALLISHREE MELA ROURKELA - 2018

3rd to 11th October, 2018
Exhibition Ground, Near Bhanja Bhawan, Sector-5, Rourkela

Organized by
District Administration, Sundargarh in
Association with ORMAS, Sundargarh/OLM, Sundargarh

Odisha Rural Development & Marketing Society, Sundargarh
O/O DRDA, Sundargarh-770001
Phone No:-06622-275372

Accepted by the Bidder (Signature of Bidder)

DETAILS ON TENDER PAPER, EMD, BIDDER FOR SECURITY WORKS OF THE PALLISHREE MELA, ROURKELA-2018

The Tender paper can be downloaded from the following websites- www.ormas.org, www.olm.nic.in or www.sundargarh.nic.in or can be obtained from the office of DSMS at "DRDA Campus, Sundargarh,

Tender paper for Security Deployment in PALLISHREE MELA, ROURKELA 2018

DETAILS ON TENDER PAPER, EMD, BIDDER FOR SECURITY WORKS OF THE PALLISHREE MELA,ROURKELA-2018

The Tender paper can be downloaded from the following websites- www.ormas.org ,www.olm.nic.in or www.sundargarh.nic.in or can be obtained from the office of DSMS at "DRDA Campus, Sundargarh, Pin 770001 during office hours

A) E.M.D (Refundable) : **Rs.5,000/-** (Rupees five thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Sundargarh.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2018
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF TENDER : 18th September' 2018 latest by 1.00 P.M.

D) DATE & TIME OF OPENING OF TENDERS : 18th September' 2018at 3.00 PM at Office Chamber of PD,DRDA,Sundargarh

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

ORMAS (Odisha Rural Development & Marketing Society)
C/O DRDA, Campus, Sundargarh, Odisha, Pin - 770001

Accepted by the Bidder (Signature of bidder)

Terms of Reference for security of PALLISHREE MELA,Rourkela – 2018

A) About PALLISHREE MELA,ROURKELA

Ministry of Rural Development, Government of India has sanctioned a **National level marketing event named as "PALLISHREE MELA,Rourkela "** to be held from 3rd to 11th October 2018 at the Exhibition Ground, Near Bhanja Bhawan,Sector-5 Sundargarh. The "Pallishree mela ,Rourkela" is being organised by ORMAS (Odisha Rural Development & Marketing Society,Sundargarh) is an Organisation under Panchayati Raj& DW, Department in collaboration with Odisha Livelihoods Mission (OLM), and Dist.Administration,Sundargarh with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

B) Requirements for Security Personnel

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike
- Minimum Qualification: Matriculation, +2 will be added advantage

Each guard should be aware of their duties & responsibilities during the duty hours.

Tentative Requirement of Security Personnel in REGIONAL SARAS,ROURKELA

Security Guard with Lathi	-	25
Arm Guard (with gun)	-	2
Supervisor	-	2
Total		29

Accepted by the Bidder (Signature of bidder)



Tender paper for Security Deployment in PALLISHREE MELA, ROURKELA 2018

Security personnel will be deputed at Mela ground and Accommodation places of PALLISHREE MELA, Rourkela participants on shift basis.

C) Terms & Conditions:

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License, Latest Service Tax deposit challan, up to date EPF & ESI deposit and present customer list** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. Experience certificate for execution of similar nature of work should be enclosed.
3. ORMAS will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
4. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.
6. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Security Agency.
7. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
8. The tenderers are required to deposit an earnest money of Rs. 5,000/- (Rupees five thousand only) in shape of demand draft/pay order in favour of DSMS payable at Sundargarh. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
9. The successful bidder will submit the Performance Security which is 5 % of the contract value and that will be retained with DSMS, Sundargarh till the completion for a period of one year. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority.
10. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of each event.
11. The rate offered by the firm should be valid for entire period of PALLISHREE MELA, ROURKELA -18
12. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
13. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.
14. **While submitting the tender, the tenderers should submit the followings:**
 - a) Copy of work orders/ experience certificate for similar nature of works for last 3 years.
 - b) Copy of the Registration Certificate of the security firm.
 - c) Up to date EPF & ESI deposit of the employees.
 - d) **EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS, Sundargarh in shape of Demand draft/pay order.**

Accepted by the Bidder (Signature of bidder)



- e) Copy of the PASARA license.
- f) Copy of the registration certificate of the firm Under Goods Service Tax(GST), Clearance certificate regarding VAT/GST ,Income Tax (PAN, TAN) and Service Tax (latest deposit Challan) for similar nature of work.
- g) Self attested photocopy of valid TIN registration certificate of similar nature of works (in form VAT-103) and valid VAT Clearance Certificate (in VAT-612 form) and return copies (in form 201) for the year 2017-18.
- h) Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 3.00 Lakhs.
- i) Audited financial statement for last three year duly certified by the Chartered Accountant to be attached.



Accepted by the Bidder (Signature of bidder)

DECLARATION

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 ORMAS, Sundargarh. 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)



Quotation for security service for “ PALLISHREE MELA”, Rourkela - 2018
(Last date for submission of duly filled in tender document 18th September' 2018, 1.00 PM)

To
The Chief Executive,
DSMS, Sundargarh

Sir,

I / We do hereby submit item wise quotation below for security service for PALLISHREE MELA, ROURKELA 2018.

Sr.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.) (Including All Taxes)
1	Guard with Lathi	1	
2	Guard with Gun	1	
3	Supervisor	1	

Signature with seal of the Tenderer



Accepted by the Bidder (Signature of bidder)



Panchayati Raj Department
Government of Odisha

TENDER PAPER
OF
Documentation
(Videography & still Photography)
for
PALLISHREE MELA ,ROURKELA - 2018

3rd to 11th October, 2018
Exhibition Ground, Near Bhanja Bhawan, Sector-5, Rourkela

Organized by
District Administration, Sundargarh in
Association with ORMAS,Sundargarh/OLM,Sundargarh

Odisha Rural Development & Marketing Society, Sundargarh
O/O DRDA, Sundargarh-770001
Phone No:-06622-275372

Accepted by the Bidder (Signature of Bidder)

DETAILS ON TENDER PAPER, EMD, BIDDER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK OF PALLISHREE MELA ,ROURKELA-2018

Tender paper can be downloaded from the following websites- www.ormas.org, www.olm.nic.in or www.sundargarh.nic.in or can be obtained from the office of ORMAS at "DRDA office, sundargarh Pin 770001 during office hours

A) E.M.D (Refundable) : Rs. 5,000/- (Rupees five thousand only) in shape of Demand Draft /Pay order in favour of DSMS payable at Sundargarh.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2018 <i>(DD/PO to be attached with the Tender Paper)</i>
--

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address: M/s..... <p style="text-align: right;">Signature of the bidder</p>

C) LAST DATE & TIME FOR RECEIPT OF TENDER : 18th September' 2018 latest by 1.00 P.M.

D) DATE & TIME OF OPENING OF TENDERS :18th September' 2018 at 3.00 PM at Office Chamber of PD,DRDA,Sundargarh

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

ORMAS (Odisha Rural Development & Marketing Society)
DRDA Office, Sundargarh, Odisha, Pin - 751012

Accepted by the Bidder (Signature of bidder)



Terms of Reference for documentation work of REGIONAL SARAS ,ROURKELA '2017

A. About the event "SISIR SARAS"

A National level marketing event named as "Pallishree Mela" to be held from 3rd to 11th October' 2018 at the Exhibition Ground, Near Bhanja Bhawan, Sector-5 Sundargarh. The "Palishree Mela'18, Rourkela" is being organised by ORMAS (Odisha Rural Development & Marketing Society, Sundargarh) under Panchayati Raj & DW, Department in collaboration with Odisha Livelihoods Mission (OLM), and Dist. Administration, Sundargarh with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

B. Scope of Work

i) Videography:

- The entire event will be video documented in *Digital High Definition Video (HDV) Camera*.
- A small documentary film/movie of each mela with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela 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 mela & decision of the organizer.
- *Edited Version of Video Display at the Mela Ground:* In an ongoing Mela, Every 3rd day of mela edited version of previous 2 days of mela's videos should be played in the mela ground in the LCD Projector. For Example, In a 7 day mela, videography has to be done in the following manner:

SL No.	Video Display.	Particulars	Remarks
1	3 rd day of the Mela	Edited Videos of 1 st & 2 nd Day Mela & cultural activity to be played in the LCD	Inaugural function, Gates, Hoardings, Design of the exhibition, Workshops, seminars, views of public, views of participants, cultural programmes , live demonstration, Success Stories, Interaction with visitors, sellers, etc.
2	5 th Day of the Mela	Edited Videos from 1 st to 4 th Day Mela & cultural activity to be played in the LCD	
3	7 th Day of the Mela	Edited Videos from 1 st to 6 th Day programme to be played in the LCD	

Accepted by the Bidder (Signature of bidder)



Tender Paper for Videography & Still Photography of PALLISHREE MELA, ROURKELA- 2018

4	9 th day of the Mela	Edited Videos from 1 st to 9 th Day programme	
---	---------------------------------	---	--

- State/District wise 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 ORMAS/ concerned district officials.
- The documentary film of each mela should be submitted in ORMAS, Sundargarh office within 10 days of the completion of the event on proper receipt in 3 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 100 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 3 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in DSMS office within 10 days of the completion of the event.
 - State/District wise photography along with success stories, interaction with visitors/sellers etc.
- iii) **LCD Display:** Four LCD display has to be setup in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.
- iv) **Plasma TV:** One Plasma TV to be installed near the stage.
- v) **CCTV:** Twenty (20) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. The numbers may vary depending on the requirement and decision of the mela authority.

c. Terms and Conditions

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 9 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 price offered by the firm should include all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
6. The rate offered by the firm shall be including of all taxes and duties.
7. The above documented works should be submitted within 15 days of the completion of the exhibition.
8. The tenderers are required to deposit an earnest money of Rs. 5,000/- (Rupees five thousand only) in shape of demand draft/pay order in favour of DSMS payable at Sundargarh. The E.M.D. amount of the successful bidder will be kept with ORMAS till the completion of the exhibitions i.e. for a period of one year (2018-19). In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
9. The tenderers have to offer the price for all items else the tender paper will not be considered.
10. The rate offered by the firm should be valid till completion of this Event of ORMAS (2018-19).
11. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.

Accepted by the Bidder (Signature of bidder)



12. While submitting the tender, the tenderers should submit the followings:

- a. EMD of Rs. 5,000/- (Rupees five thousand) in favor of DSMSD,Sundargarh in shape of Demand draft/pay order.
- b. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
- c. Copy of the registration certificate of the firm under Goods service Tax(GST) ,Clearance Certificate of VAT/GST and latest deposit Challan of service tax to be attached.
- d. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 1.00 Lakhs
- e. Audited financial statement for last three year duly certified by the Chartered Accountant to be attached.

Accepted by the Bidder (Signature of bidder)



DECLARATION

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 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 response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Tenderer with seal

Place:

Date:

Accepted by the Bidder (Signature of bidder)



Quotation for Documentation work of PALLISHREE MELA,ROURKELA-2018

(Last date for submission of duly filled in tender document is 18st September 2018 -1.00 PM)

To

The Chief Executive,
DSMS,Sundargarh

Sir,

I / We do hereby submit item wise quotation below for Videography & still photogrpraphy of PALLISHREE MELA ,ROURKELA to be organized by ORMAS during 2018:

Sl. No.	Particulars	Units	Rates (In Rs.) Inclusive all Taxes
1.	Video Documentation (3 copies of DVD to be submitted) Small documentary film of the event (starting from 3 rd to 11 th Oct' 2018) 10 minutes with voice over	For entire 10 minutes documentary film.	
2.	One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground through LCD projectors.	For the entire event	
3.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap	
4.	L.C.D Projector along with operator	For the entire event with four (4) LCD at four location	
5.	C.C. Camera / TV along with operator	For the entire event with twenty (20) CC camera	
6.	Plasma TV (50" size)	For the entire event with one (1) Plasma TV	
Total			

Signature with Seal of the Tenderer

Accepted by the Bidder (Signature of bidder)

