

# TENDER PAPER

(For Documentation)

OF

## Exhibitions

*Organised by*

## DSMS, Nayagarh

### FOR THE YEAR 2018

District Supply & Marketing Society, Nayagarh

(A district unit of ORMAS)

DRDA Campus, Nayagarh, Odisha-752069, Phone No. 06753-252512

Email: [dsmnayagarh@gmail.com](mailto:dsmnayagarh@gmail.com), Website: [www.ormas.org](http://www.ormas.org)

**TENDER PAPER FOR DOCUMENTATION OF EXHIBITIONS TO BE ORGANISED BY DSMS FROM 24<sup>th</sup> – 28<sup>th</sup> December 2018**

E.M.D (Refundable) : Rs. 1, 000 /- (Rupees one thousand only) in shape of Demand Draft / Pay order in favour of CE,DSMS,NAYAGARH payable at NAYAGARH.

LAST DATE & TIME FOR RECEIPT OF TENDERS : ..27../11/ 2018 latest by 2 pm

DATE & TIME OF OPENING OF TENDERS : ..27../11/2018 at 4.30 pm DRDA Office, Nayagarh



**PLEASE DELIVER AT**

*Tender paper for Documentation & Still Photography in Exhibition of DSMS, Nayagarh*

**PLEASE DELIVER AT****District Supply & Marketing Society, Nayagarh**

(A district unit of ORMAS)

DRDA Campus, Nayagarh, Odisha-752069, Phone No. 06753-252512

Email: [dsmnayagarh@gmail.com](mailto:dsmnayagarh@gmail.com), Website: [www.ormas.org](http://www.ormas.org)**Terms and Conditions**

- The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
- The work should be completed within the time frame.
- Sanctions of any advance will not be considered. The payment will be made on completion of each event.
- 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.
- The rate offered by the firm shall be inclusive of all taxes and duties except service tax, as applicable. However the service tax will be deposited by the firm with the concerned authority and the same will be reimbursed to the firm only after production of receipt.
- The above documented works should be submitted within 10 days of the completion of the exhibition.
- The tenderers are required to deposit an earnest money of Rs. 1000/- in shape of demand draft/pay order in favour of CE, DSMS, NAYAGARH payable at NAYAGARH. The E.M.D amount of the successful tenderer will be kept with DSMS for one year. 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. Tenders without E.M.D shall be rejected.
- The tenderers have to offer the price for all items else the tender paper will not be considered.
- The rate offered by the firm should remain valid for one year starting from 1<sup>st</sup> December 18 to 30<sup>th</sup> November 19.
- The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.

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

- i. Authentic proof of the work done of similar nature i.e. on documentation and still photography of the exhibitions for 2 years.
- ii. Experience certificate for preparation of documentation on the product-wise profile on the market trend of individual product displayed in the exhibition
- iii. Valid PAN No., service tax registration certificate and copy of the Sales Tax return filed in the last year.
- IV. Proof of financial status and credit worthiness of the firm from any schedule Bank indicating the financial capacity of the party.

**Accepted the terms and conditions**

**Signature with seal**

## Detail Specification: Documentation

The period of each exhibition will vary from 2-5 days. The entire event will be video documented in digital camera. The video coverage will cover all aspects of the exhibition starting from inaugural function, Gates, hoardings, Design of the exhibition, workshops, seminars, views of public, views of participants, cultural programmes and live demonstration to valedictory function. All the above aspects should be covered within one hour in a glimpse with consultation of the authority. The entire programme should be submitted in DSMS office on proper receipt with off line editing and voice over, wherever required in 3 copies DVD format.

## Still Photography

The still photographs maximum of 10-100 Pcs. is required for each exhibition. The still photographs should cover all aspects of inaugural function, Gates, Design of the exhibition, advertising at different places like road crossing gates, hoardings, banners, posters etc, workshops, seminars, gathering of public, few product photographs, cultural programmes and live demonstration to valedictory function. 3 sets of mat paper still photos of 4" X 6" size in an album & negatives should be submitted in DSMS office within 10 days of the completion of the event.

### 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 DSMS. 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 :**

# District Supply & Marketing Society, Nayagarh

## TENDER APPLICATION FORM FOR THE EXHIBITIONS

(Last date for submission of tender form on 24<sup>th</sup> November 2018 latest by 2.00 PM)

To

The Chief Executive,  
DSMS, Nayagarh

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation(3 copies of CD to be submitted)	Per Exhibition	
2.	Video Camera(HDV) with Camera Man for live telecast of stage programme in the mela ground	Per Exhibition	
3.	Sound System for live telecast of stage programme in the mela ground	Per Exhibition	
4.	Still Photography of 4" X 6' size in 2 Pcs. of each snap	Per snap	
5.	L.C.D Projector	Per LCD Projector per day	
6.	C.C. TV	Per Camera per day	
7.	Plasma TV (50" size)	Per TV per day	

Signature with Seal