

# TENDER PAPER

(For Documentation)

OF

**Exhibitions**

*Organised by*

**ORMAS, Nayagarh**

**FOR THE YEAR 2023**

**District Supply & Marketing Society, Nayagarh**

(A district unit of ORMAS)

Zilla Parisad, Nayagarh, Odisha-752070, Phone No. 06753-252512

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

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**TENDER PAPER FOR DOCUMENTATION OF EXHIBITIONS TO BE ORGANISED BY DSMS FROM 24<sup>th</sup> – 28<sup>th</sup> December 2023**

Sl.No.	Particulars	Details
1	Name of the Client	Deputy CEO, ORMAS, Nayagarh
2	Date of issue of Tender Call Notice	22.11.2023 at www. nayagarh.nic.in
3	Last date and time for submission of Bid	12.12.2023 up to 5 P.M. by Speed post / Registered post only.
5	Date, Time and Place for opening of Technical Bid and Presentation	12.12.2023 at 5.10 PM, CDO-cum-EO, ZP, Nayagarh, Dist.- Nayagarh
6	Cost of tender Paper (Non-Refundable)	600/-INR + GST-18%=708/- in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh
7	Earnest Money Deposit (EMD) (Refundable)	Rs. 1,000/- in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh
8	Address for Submission of Bid	Deputy CEO, ORMAS, Zilla Parisad, Nayagarh, At/Po- Nabaghanapur, Dist.- Nayagarh, Pin-752070 Mode of submission: Speed post / Registered post only. Submission of Tender Paper through other mode and late bid will be out rightly rejected.

*SILP*

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

(A district unit of ORMAS)

Zilla Parisad, Nayagarh, Odisha-752070, Phone No. 06753-252512

Email: [dsmsnayagarh@gmail.com](mailto:dsmsnayagarh@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.
- Cost of Tender paper (Non-Refundable) of Rs. 600/-INR + GST-18%=708/- in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh Payable at Nayagarh.
- The tenderers are required to deposit an earnest money of in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh and payable at Nayagarh. The E.M.D amount of the successful tenderer will be kept with DSMS for completion of work. 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
- 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 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. Experience in Live video programme in youth tube and face Book.
- iv. Valid PAN & GSTIN
- 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**


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

## 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 :



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

# District Supply & Marketing Society, Nayagarh

## TENDER APPLICATION FORM FOR THE EXHIBITIONS

(Last date for submission of tender form on 14<sup>th</sup> December 2023 latest by 5.00 PM)

To

The Deputy CEO,  
ORMAS, Nayagarh

Sl. No.	Particulars	Units (for Five Day)	Rates (In Rs.)
1.	Video Documentation (3 copies of CD to be submitted)	Per Exhibition	
2.	Video Camera(HD) with Camera Man for live telecast of stage programme in the mela ground	Per Exhibition	
3.	Drone Camera	Per Exhibition	
4.	Still Photography of 4" X 6' size in 2 Pcs. of each snap	Per snap	
5.	L.C.D Projector	Per Exhibition	
6.	C.C. TV (5 nos.)	Per Exhibition	
7.	Live on Youth tube and Face book	Per Exhibition	
7.	Plasma TV (55" size) 2 nos.	Per Exhibition	

Signature with Seal

*(Handwritten Signature)*