



Government of Odisha  
Department of Panchayati Raj & Drinking Water  
District Rural Development Agency  
DRDA Office, Cuttack

Letter No. DS/412

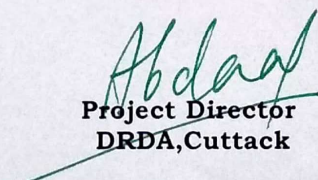
Dated. 21/9/2019

## TENDER NOTICE

Sealed tenders are invited from reputed Firms/Agencies/Organisations etc for different works like Documentation (CCTV, Still Photography & Videography for the National Level Pallishreee Mela-2019 to be held at Cuttack. The engagement of Firms/Agencies/ Organisations shall be made through two Bid Systems i.e. Technical & Financial Bid separately. The Technically qualified Firms/Agencies/ Organisations can only participate in the Financial Bid.

For details please visit our website in [www.ormas.org](http://www.ormas.org) & [www.cuttack.nic.in](http://www.cuttack.nic.in)

5. Last date of receipt of Sealed Bid is on 11.10.2019 up to 11 A.M in the Tender Box at ORMAS Office,DRDA,Cuttack.
6. Opening of Bid is on dt. 11.10.2019 at 12 P.M.

  
Project Director  
DRDA, Cuttack

# **Request for Proposal (RFP)**

## **Selection of Agency for**

### **CCTV, Still Photography & Videography**

**for**

### **National Level Pallishree Mela, Cuttack 2019**

**Organized by  
ORMAS, CUTTACK**

**O/o District Rural Development Agency, Cuttack**

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## **DISCLAIMER**

This Request for Proposal (**RFP**) is issued by the **Project Director, DRDA, Cuttack, Panchayati Raj & Drinking Water Department, Government of Odisha.**

The information contained in this Request for Proposal document (the **“RFP”**) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Department or any of its employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposal for qualification and thus selection pursuant to this RFP (the **“Proposal”**). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP.

The issue of this RFP does not imply that the Project Director is bound to select and shortlist proposals and the Project Director reserves the right to reject all or any of the Proposals or Bids without assigning any reasons whatsoever

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying,

postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the bidder in preparation / submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The Project Director, DRDA, Panchayati Raj & Drinking Water Department, Government of Odisha shall be the sole and final authority with respect to selection of an agency through this RFP.

### **BIDDERS' DATA SHEET**

<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
1.	<b>Name of the Client</b>	<b>Project Director, DRDA Panchayati Raj &amp; Drinking Water Department, Government of Odisha</b>
2.	<b>Method of Selection</b>	<b>Least Cost Selection (LCS)</b>
3.	<b>Joint Venture/Consortium</b>	<b>Not Allowed</b>
4.	<b>Date of Issue of RFP</b>	<b>23.9.2019</b>
5.	<b>Last Date and Time for submission of Bid</b>	<b>11.10.2019 at 11 AM</b>
6.	<b>Date &amp; Time for opening of Technical Proposal</b>	<b>11.10.2019 at 12 PM</b>
7.	<b>Date &amp; time for opening of Financial Proposal</b>	<b>11.10.2019 at 12 PM</b>
8.	<b>Earnest Money Deposit (EMD) (Refundable)</b>	<b>INR 1,000/- (Rupees One thousand only) in shape of Demand Draft /Pay order in favor of "DSMS, Cuttack" payable at Cuttack.</b>
9.	<b>Address for Submission of Proposal</b>	Project Director, DRDA, Cuttack, Odisha-753002 Mode of Submission: <b>Dropped in the Tender Box at ORMAS office, DRDA, Cuttack</b> during the office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
10.	<b>Place of Opening of Technical &amp; Financial Proposal:</b>	<b>Conference Hall of DRDA, Cuttack Pin-753002, Odisha,</b>

*For details, please visit: - [www.ormas.org](http://www.ormas.org) / [www.cuttack.nic.in](http://www.cuttack.nic.in)*

**DETAILS ON QUOTATION FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK**

Tender paper can be downloaded from the following websites-[www.ormas.org](http://www.ormas.org) or [www.cuttack.nic.in](http://www.cuttack.nic.in)

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

*To be filled in by the bidder.*

**Demand Daft / Pay Order No. .... Dated ...../...../ 2019**  
(DD/PO to be attached with the Quotation 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: 11.10.2019 latest by 11.00 AM.**

**D. DATE & TIME OF OPENING OF TENDER: 11.10.2019 at 12.00 PM at DRDA Office, Cuttack**

**E. ADDRESS FOR SUBMISSION OF QUOTATION**

**Project Director  
DRDA, Cuttack  
Panchayati Raj & Drinking Water Department  
Near Collectorate, Chandni Chowk, Cuttack, ODISHA-753002**

## **Terms of Reference for documentation work**

### **A. Background:**

Odisha Rural Development and Marketing Society (ORMAS) was constituted in the year 1991 under Societies Registration Act, 1860 as an autonomous body under Panchayati Raj Department, Government of Odisha. ORMAS at District level known as “District Supply and Marketing Society” (DSMS). These units are functioning with the basic objective to help rural poor to make a better living by enabling them to improve their production, processing and marketing. DSMSs/ORMAS also act as a facilitating agency for implementation & monitoring of rural livelihoods programmes in rural Odisha.

An Exhibition in the most general sense is an organized presentation and display of selection of items. Exhibition/Mela has been part and parcel of entertainment and relaxation activity of our culture; ORMAS has used this medium as a channel to promote rural products made by the Institutions of poor.

ORMAS organises exhibition in collaboration with Odisha Livelihoods Mission (OLM), DC (Handicraft), KVIC, KVIB Department of H & CI and NABARD with an objective to provide a platform to the rural producers to showcase their products for direct sale, interact and get taste, choice & preferences of urban consumers. It also helps the rural entrepreneurs identify livelihood opportunities and establish links with the markets in urban and semi-urban areas.

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. Exhibition Calendar:**

The calendar of National Pallishree mela to be organized by ORMAS, Cuttack as per the details given below, is purely tentative. Any place or period as proposed below may change/vary in course of action. The programme given in the calendar may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

<b>Sl.</b>	<b>Name of the District</b>	<b>Place of Exhibition</b>	<b>Occasion</b>	<b>Tentative Date of the Exhibition</b>	<b>No. of Stalls</b>	<b>Type of Mela</b>
<b>1</b>	Cuttack	Bali Yatra Ground	Bali Yatra	12-11-2019 to 19-11-2019	408	Mega

### **C. 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 the 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 3<sup>rd</sup> 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 8-day mela, videography has to be done in the following manner:

<i>SL No.</i>	<i>Video Display.</i>	<i>Particulars</i>	<i>Remarks</i>
1	3 <sup>rd</sup> day of the Mela	Edited Videos of 1 <sup>st</sup> & 2 <sup>nd</sup> 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 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 4 <sup>th</sup> Day Mela & cultural activity to be played in the LCD	
3	8th Day of the Mela	Edited Videos from 1 <sup>st</sup> to 7 <sup>th</sup> Day programme to be played in the LCD	

- 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 DSMS, Cuttack.
- The documentary film of each mela should be submitted in DSMS office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

#### **ii) Still Photography:**

- 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.
- 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. Some LCD may be connected with CCTV also.
- iv) **CCTV:** Sixteen (16) 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. With data storage recording of upto 10 days.

## **D. 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 8 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 10 days of the completion of the exhibition.
8. The Quotationers are required to deposit an earnest money of Rs.1,000/- (Rupees one thousand only) in shape of demand draft/pay order in favour of DSMS payable at Cuttack. The E.M.D. amount of the successful bidder will be kept with DSMS till the completion of the exhibition. 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. Quotation papers without E.M.D shall not be accepted.
9. The Quotationers have to offer the price for all items else the Quotation paper will not be considered.
10. The rate offered by the firm should be valid for 1 year.
11. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.

### **Technical Bid**

#### **While submitting the Quotation, the Quotationers should submit the followings:**

- a. EMD of Rs. 1,000/- (Rupees one thousand) only in favor of DSMS, Cuttack 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 2 financial years i.e. 2017-18 & 2018-19.
- c. Valid GSTIN Registration number.

**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, Cuttack. 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 Quotationer with seal**

Place:

Date:

**Financial Bid**  
**For Documentation work of National Level Pallishree Mela 2019**

**To**  
**Project Director**  
**DRDA, Cuttack**

**Sir,**

I / We do hereby submit item wise quotation below for Videography & Still Photography of National Level Pallishree Mela to be organized by ORMAS, Cuttack during November 2019.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Units</b>	<b>Rates (In Rs.)</b>
1.	Video Documentation (3 copies of CD to be submitted)	For the entire event	
2.	One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground	For the entire event	
3.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap	
4.	L.C.D Projector	For the entire event with four (4) LCD at four location	
5.	C.C. Camera / TV	For the entire event with Sixteen (16) CC camera with recording data storage of 10 days.	
Total			

**Signature with Seal of the Quotationer**