OFFICE OF THE MUNICIPAL COUNCIL, PARADEEP

QUOTATION CALL NOTICE

No: 845/ Dt: 25.10.19

Executive Officer Prardeep Municipality cum Secretary Kalinga Baliyatra Committee, Paradeep invite sealed quotation from the intending event management firm/ general order suppliers/ Photo grapher/ NGO groups for conduct of all type photography, videography (Details in annexure- B) for Kalinga baliyatra 2019 Paradeep. The quotation must be accompanied with photo copy of valid (i) PAN (ii) GST number (iii) Certificate of firms and original documents of cost of bid and EMD. The prescribed quotation schedule can be obtained from the cash section of Paradeep Municipality during office hours except Government holidays on payment of ₹1,500.00 (Rupees:- One Thousand Five hundred) only towards paper cost including wide publication(non-refundable) and ₹2,000.00 (Rupees:- Two thousand) only towards EMD in shape of cash/ bank draft/ bankers cheque drawn in favour of the ADM, Paradeep-Cum-Vice chairman Kalinga Baliyatra Committee, Paradeep payable at Paradeep from any nationalized bank from 10.00 AM on dt. 25.10.2019 to dt. 01.11.2019 upto 12.30 PM. The sealed quotations will be received on or before at Paradeep Municipality on dt. 02.11.2019 upto 1.00 PM and will be opened at 3.30 PM on the same day. The intending quotationer can also see and download the quotation call notice in the official website of Paradeep Municipality. i.e. www.paradeempmunicipality.org. The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Memo No: 846/ dt: 25.10.19
Copy submitted to Addl. Dist. Magistrate, Paradeep /Secretary, PDA/ Executive Engineer- R&B-PPT, Paradeep for kind information with request to display the notice in their office notice board for wide publicity.
Copy to Office Notice board for wide publication.

Memo No: 847/ dt: 25.10.19
Copy to Chairman, Paradeep Municipality/Tehasidar, Kujang/ Estate Officer, PPT/ Municipal Engineer, Paradeep Municipality/ Mayadhar Rout, Core Committee Member for information. They are requested to present on dt. 02.11.2019 at 3.30 PM in the Office of Executive Officer, Paradeep Municipality for opening of above quotation.

Executive Officer Prardeep Municipality cum Secretary Kalinga Baliyatra Committee

Executive Officer Prardeep Municipality cum Secretary Kalinga Baliyatra Committee

Copy to: Chairman, Paradeep Municipality/Tehasidar, Kujang/ Estate Officer, PPT/ Municipal Engineer, Paradeep Municipality/ Mayadhar Rout, Core Committee Member for information. They are requested to present on dt. 02.11.2019 at 3.30 PM in the Office of Executive Officer, Paradeep Municipality for opening of above quotation.
**TERMS AND CONDITIONS**

1 **Scope of work:** Scope of work to include photography, videography and other associated work for observation of Kalinga Balijatra- 2019 at Biju Maidan, Paradeep from dt. 11.11.2019 to dt. 17.11.2019

   **i) Videography:**

   The entire event will be video documented in Digital High Definition Video (HDV) Camera.

   A small documentary film/movie of daywise DVD should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, jatra 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 yatra & decision of the organizer.

   The documentary film of each daywise should be submitted in ADM office, Paradeep within 10 days of the completion of the event on proper receipt in 2 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 300 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, Successs Stories, etc 2 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in ADM office, Paradeep office within 10 days of the completion of the event.

   **iii) Projector:** Two projector display has to be setup in two locations in the jatra ground. More numbers may be put in the jatra ground with the approval of the concerned yatra authority.

2 **Quotation schedule cost:** The details of bid documents specification, schedule & quantities and set of terms & conditions is available in the Paradeep Municipality as well as website www.paradeepmunicipality.org on payment of cost of tender/quotation documents ₹1,500.00 (Rupees: One Thousand Five hundred) Only in shape of cash/DD drawn on any Nationalized Bank in favour of ADM, Paradeep-Cum-Vice chairman Kalinga Balijatra Committee, Paradeep payable at Paradeep. The cost of tender paper is not refundable. The original deposit receipt/DD is to be attached with the quotation schedule otherwise quotation will be rejected.

3 **Cost of EMD:** The quotationer will have to enclose with the quotation an amount of ₹2,000.00 (Rupees Two thousand) only in shape of demand draft/pay order/bankers cheque/Terms deposit receipt of schedule bank (TDR) drawn from any nationalized bank pledge in favour of ADM, Paradeep-Cum-Vice chairman Kalinga Balijatra Committee, Paradeep payable at Paradeep towards cost of EMD which shall be refunded to unsuccessful quotationer after finalisation of quotation. No other mode of payment of EMD shall be accepted. Quotation received without EMD shall be rejected. The EMD amount of successful quotationer will be refunded after completion of validity period.

4 **Available of Bid:** The sale of tender documents start from 10.00 AM on dt. 25.10.2019 To dt. 01.11.2019 upto 12.30 PM. Request for tender/quotation documents through post will not be entertained.

5 **Last date of submission of bid:** The sealed tender/quotation documents should reach the office of the Executive Officer, Paradeep Municipality, Paradeep on or before dt. 01.11.2019 upto 1.00 PM positively. The authority will not be responsible for any delay for non receipt of tender/quotation documents in time.

6 **Opening of bid:** The tender/quotation/bid documents will be opened on dt. 02.11.2019 at 3.30 PM in the office chamber of Executive Officer, Paradeep in the presence of the bidders or their authorized representatives who wish to attend. If office happens to be closed for any reason on the date the receiving or opening of the tender as specified the tenders will be received/opened in the next working day at the same time & venue.

Rates: The rate shall be quoted exclusive of taxes and duties. GST shall be mentioned separately if required.

The earnest money shall be forfeited on the following grounds.
(i) On revication of quotation or
(ii) On refusal to enter in to a contract after the contact is awarded to a bidder.

The quotationer should quote single rate for each item according to required specification wherever mentioned. More then one rate for a particular item will be summarily rejected. The scheduled appended to the DTCN should be fill up and signed.

The quotationer shall submit the DTCN and quotation schedule duly sign by him with seal failing which the offer will be rejected and will not be considered in comparative statement.

The rate should be mentioned in both figures and words.

Quantity indicated against each item tentative. The Authority may decide to abandon or reduced the scope of supply/items for any reason what so ever and hence may not required the hole or part of the supply to be carried out the bidder shall have no claim to any payment of compensation.

The quotationer shall not subect, transfer or assign any part of the full supply.

Any material found defect is to be replaced immediately free of cost

Validity of Contract: The rate quoted shall be valid for a period of one financial year i.e. 2019-20 from the date of approval.

Quotation received incomplete in any manner will be subarislisely rejected.

Any correction or overwriting in the quotation shall be attested.

Any other information can be had from the office of the Executive Officer, Paradeep Municipality during office hour except holiday.

Any legal dispute arise shall be settled under the jurisdiction of local court and no power of attorney or affidavit shall be allowed.

Any deviation or violate to the terms & condition the quotation shall be rejected.

Quotation received after due date and time shall not be entertained and the undersigned will not responsible for any delay.

The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

DECLARATION

I/ We hereby declare that all the statements 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 of I am/ We are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to cancelled. I am/ We are willing to abide by the terms & 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 responce is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent Authority.
<table>
<thead>
<tr>
<th></th>
<th>TECHNICAL BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the firm/Agency</td>
</tr>
<tr>
<td>2</td>
<td>Address</td>
</tr>
<tr>
<td>3</td>
<td>Address &amp; Tel. No. of the Bidder</td>
</tr>
<tr>
<td>4</td>
<td>Registration No. of the Firm/Agency</td>
</tr>
<tr>
<td>5</td>
<td>Name, Designation, Address &amp; Tel. No. of the Authorised Person to be dealt with</td>
</tr>
<tr>
<td>6</td>
<td>PAN Card No.</td>
</tr>
<tr>
<td>7</td>
<td>GST Registration Detail</td>
</tr>
<tr>
<td>8</td>
<td>Any other Certificate</td>
</tr>
<tr>
<td>9</td>
<td>Experience details of similar type of work executed</td>
</tr>
<tr>
<td>10</td>
<td>Whether the agency has been blacklisted by any of the Department/ Organizations of the Government of India/ Government of Odisha and any criminal case is pending against the said firm/agency</td>
</tr>
<tr>
<td>11</td>
<td>Whether Terms &amp; Conditions of Tender duly accepted</td>
</tr>
<tr>
<td>12</td>
<td>Details of Bid security</td>
</tr>
<tr>
<td>13</td>
<td>Details of Tender document cost</td>
</tr>
<tr>
<td>14</td>
<td>Any other document relevant to tender</td>
</tr>
</tbody>
</table>

This is to certify that I/we have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Bidder
Seal of the Firm/Agency
Bills of quantities for the work:- Conduct of all type arrangements like photography, videography and projector for Kalinga balijatra 2019 Paradeep.

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Videography:</strong> The entire event will be video documented in Digital High Definition Video (HDV) Camera. A small documentary film/ movie of day wise DVD should be made. The documentation to cover ; like: Inaugural &amp; Validation function, Gate &amp; Stage, Yatra Advertising &amp; 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 yatras &amp; decision of the organizer.</td>
<td>7 Days</td>
<td>Each Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Still Photography:</strong> 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 300 pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural &amp; Validation function, Gate &amp; Stage, Mela Advertising &amp; Publicity workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success stories, etc 2 sets of still photos in mat paper of 4&quot; X 6&quot; size in an album with digital copy should be submitted in ADM office, Paradeep office within 10 days of the completion of the event, from 22.11.2018 to 28.11.2018 i.e. 7 days.</td>
<td>300 Sets</td>
<td>Each Set</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Projector:</strong> Two projector display has to be setup in two locations in the yatras ground. More numbers may be put in the yatras ground with the approval of the concerned yatras authority.</td>
<td>7 Days</td>
<td>Each Day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Bidder  
Seal of the Firm/Agency