



# Sambalpur Municipal Corporation Sambalpur (Odisha)

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Notice No. 11011 / SMC

Phone No. 0663-2411012

Date: 16.12.2023

## Tender call Notice

The Commissioner, Sambalpur Municipal Corporation invites proposal from experienced agencies for "Selection of Registered Agency/ Registered Firm/ Company/Sole proprietor for Documentation (Still Photography & Videography) for Lok Mahostav-2024 from Dt. 4<sup>th</sup> Jan,2024 to 6<sup>th</sup> Jan,2024".

Bidders are required to submit the bids in sealed Cover that must reach the undersigned on or before 27.12.2023 up to 5.00pm. by Speed Post/ Regd. Post/ Courier only.

Sl no.	Bidding Schedule	Dateline
01	Bid due Date & Time	27.12.2023 up to 5.00pm
02	Opening of Technical Bid	27.12.2023 up to 5.30pm
03	Opening of financial Bid	To be intimated latter

The bid documents containing eligibility criteria, scope of work, terms and conditions of the tender can be downloaded from the website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in).

The authority reserves every right to reject any or all the Tender without assigning any reason thereof.

Memo No. 11011 (A) / SMC

Dt. 16.12.2023

Copy submitted to MIS, SMC, Sambalpur to upload in SMC website.

  
Commissioner  
Sambalpur Municipal Corporation

Memo No. 11011 (B) / SMC

Dt. 16.12.2023

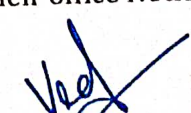
Copy submitted to The Project Director, DRDA, Sambalpur /Sub Collector, Sambalpur /Tahasildar, Sadar Sambalpur with a request to display the notice in their office Notice Board for wide publication.

  
Commissioner  
Sambalpur Municipal Corporation

Memo No. 11011 (C) / SMC

Dt. 16.12.2023

Copy submitted to the Collector-cum-Administrator, SMC for kind information.

  
Commissioner  
Sambalpur Municipal Corporation

  
Commissioner  
Sambalpur Municipal Corporation

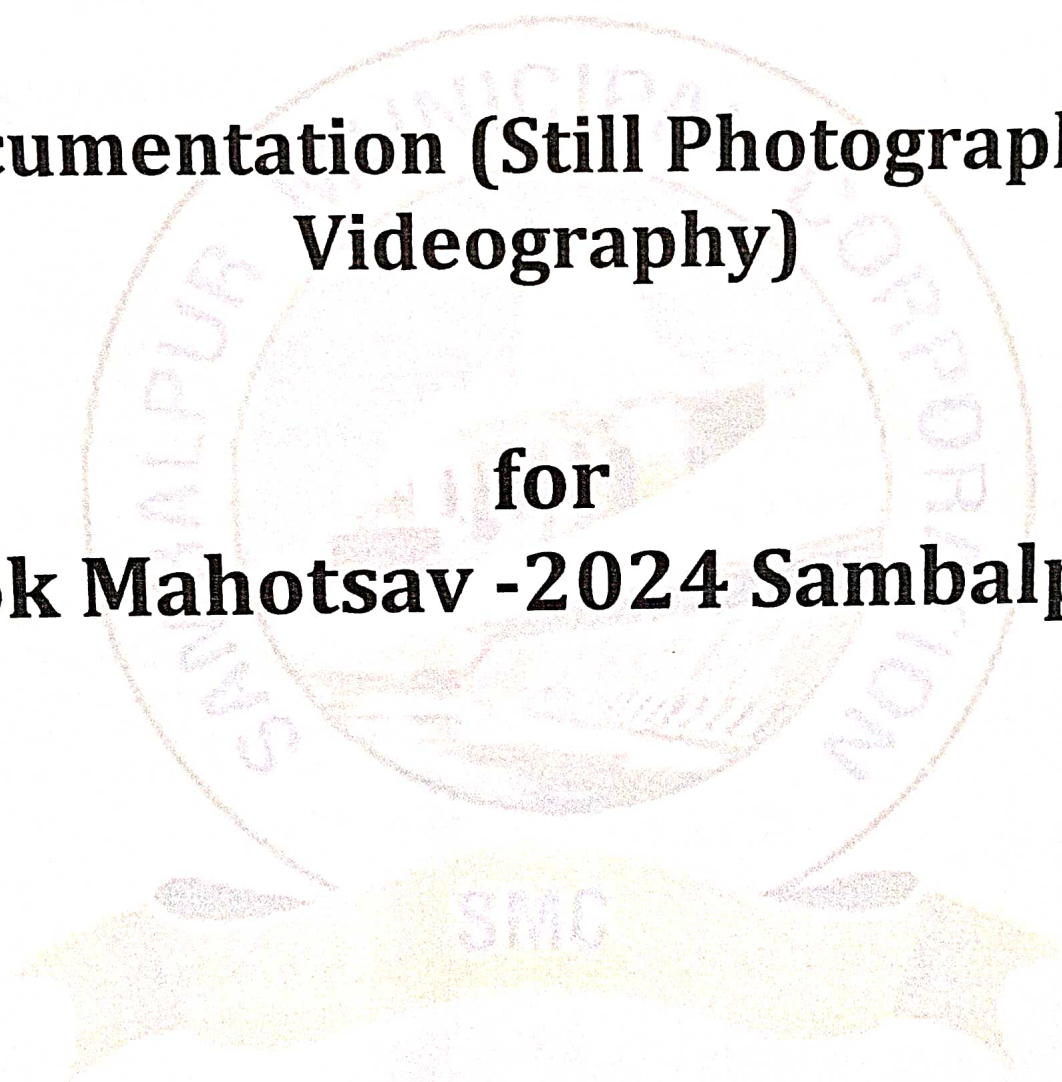
# **Tender Paper**

**of**

**Documentation (Still Photography &  
Videography)**

**for**

**Lok Mahotsav -2024 Sambalpur**





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

Tender paper can be downloaded from the website- [www.smcsambalpur.nic.in/](http://www.smcsambalpur.nic.in/)  
[www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in)

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

***To be filled in by the bidder.***

Demand Draft / Pay Order No. .... Dated ...../...../ 2023  
(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:

.....  
.....

Signature of the bidder

C. LAST DATE & TIME FOR RECEIPT OF TENDER: 27.12.2023 latest by 5 PM

D. DATE & TIME OF OPENING OF TENDER: 27.12.2023 at 5.30 PM at SMC conference Hall, Durgapali, Sambalpur

E) ADDRESS FOR SUBMISSION OF TENDER

O/o Commissioner  
Sambalpur Municipal Corporation  
Sambalpur, ODISHA-768006

**Terms of Reference for documentation work**

**A. Background:**

The Lok Mahotsav of Sambalpur District, Odisha, emerges as a cultural gem celebrating the vibrant heritage of the region. Rooted in the rich historical and artistic traditions of Odisha, this annual festival was initiated by local artisans and gained official support from the government. Showcasing diverse art forms, traditional dances, and indigenous crafts, Lok Mahotsav serves as a vital platform for preserving and promoting culture over the world. Over the past year, it has evolved into a significant event, contributing not only to cultural preservation but also providing economic opportunities for local communities. This milestone marks a year of success and cultural enrichment.

Accepted by the Bidder (Signature of bidder)



**B. Exhibition Calendar:**

The calendar of Lok Mahotsav-2024 to be organized by SMC, Sambalpur 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.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Sambalpur	Ainthapalli	Loka Mahotsav	4 <sup>th</sup> – 6 <sup>th</sup> January 2023	250 (Lok Mahotsav)	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 6 days mela, videography has to be done in the following manner:

SL No.	Video Display.	Particulars	Remarks
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.

- 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 SMC, Sambalpur.
- The documentary film of each mela should be submitted in SMC, Sambalpur 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.

## **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 6-7 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 total 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 bidders 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 Commissioner, SMC, Sambalpur payable at Sambalpur. The E.M.D. amount of the successful bidder will be kept with SMC, Sambalpur 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. Tender papers without E.M.D shall not be accepted.
9. The bidders 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 for 180 Days
11. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
12. The bidder can either be a Company/Partnership Firm/Proprietorship registered under relevant acts.
13. Preferred bidder shall be selected whosoever quotes the lowest financial proposal (L1)
14. **While submitting the Tender, the bidder should submit the followings:**
  - a. EMD of Rs. 1,000/- (Rupees one thousand) only in favor of Commissioner, SMC, Sambalpur in shape of Demand draft/pay order.
  - b. Certificate of Incorporation or any other registered documents.
  - c. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
  - d. 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 SMC and District Administration, Sambalpur. 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 bidder with seal**

Place:

Date:

***Accepted by the Bidder (Signature of bidder)***



**Tender for Documentation work of Lok Mahotsav-2024**

To

**The Commissioner  
Sambalpur Municipal Corporation**

Sir,

I / We do hereby submit item wise Tender below for Documentation ( Videography & Still Photography) of Lok Mahotsav-2024 to be organized by District Administration, Sambalpur for 2024:

Sl. No.	Particulars	Units	Rates (In Rs.)
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	
Total			

**Signature with Seal of the bidder**

*Accepted by the Bidder (Signature of bidder)*