



**ODISHA RURAL DEVELOPMENT AND MARKETING SOCIETY, Nuapada**  
(Panchayati Raj & Drinking Water Department, Government of Odisha)  
**OFFICE OF THE ZILLA PARISHAD, NUAPADA**



Letter No: 1339 // Dated: 06/03/2025

QUOTATION CALL NOTICE

Sealed Quotations are invited from registered Firms/ Agencies/ Organizations having GST Registration for the following work required for the State Level Pallishree Mela, Nuapada-2025, to be organized by ORMAS & District Administration, Nuapada at Mini Stadium, Nuapada from 1<sup>st</sup> to 5<sup>th</sup> April-2025. The details of the works are given below:

Sl. No.	Nature of Work	Eligible bidder
1.	Printing works	Registered Printing Firm/ Agency/ Organization
2.	Documentation	Registered Studios/ Media and video shooting firms/ Agency

The quotation paper will be available in the Nuapada district official website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in). The downloaded quotation paper along with details specifications and eligibility criteria of the above works are required to be submitted along with the Demand Draft/ Pay Order.

The sealed quotations must be reached to the following address by Speed post/ courier/ by hand to be dropped in the Tender Box at ORMAS Nuapada. Any other mode of submission of quotation paper will not be accepted.

Address to:

The Deputy, CEO, ORMAS, Nuapada, O/O-Zilla Parishad, Nuapada, At/Po-Nuapada, Dist-Nuapada, Pin-766105 (Odisha)

The sealed quotation completed in all respect should reach on or before 12<sup>th</sup> March, 2025 by 1.00 PM. The sealed quotations will be opened in the office chamber of CDO-cum-EO, Zilla Parishad, Nuapada on the same date i.e., 12<sup>th</sup> March, 2025 at 4.00 PM in the presence of the bidder or their authorized representative. All the bidders are requested to specify the nature of works as mentioned above on the top of the envelope containing the bid documents. The authority is not liable for delay in submission of quotation due to any postal/ other delay. The undersigned reserves the right to accept/ modify/ reject any or all the quotation without assigning any reason thereof.

  
CDO-cum-EO,

Zilla Parishad, Nuapada

Memo No. 1340 / Date: 06/03/2025

Copy to the De GM, Collectorate Nuapada for information and Web hoisting of the Quotation Call Notice in the District Website.

  
CDO-cum-EO,

Zilla Parishad, Nuapada

Memo No. 1341 / Date: 06/03/2025

Copy to the Zilla Parishad /Collectorate, Nuapada Notice board for wide publicity of Quotation Call Notice, Pallishree Mela-2025.

  
CDO-cum-EO,

Zilla Parishad, Nuapada

**BIDDER DETAILS:**

**A. NAME AND ADDRESS OF BIDDER:  
(To be filled in by the bidder)**

Bidder Name and Address:  M/s..... .....  <div style="text-align: right;">Signature of the bidder</div>
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**B. E.M.D. (Refundable): Rs.5,000/- (Rupees Five thousand only) in shape of Demand Draft/Pay order infavour of Chief Executive, DSMS, Nuapada.**

Demand Draft/Pay order No.....Dated...../...../2025

**C. LAST DATE & TIME OF RECEIPT OF QUOTATION: 12<sup>th</sup> March, 2025 by 1.00 PM.**

**D. DATE & TIME OF OPENING OF QUOTATION: 12<sup>th</sup> March 2025 at 4.00 PM in Office Chamber of CDO-Cum-EO, ZP Nuapada.**

**E. Tentative Requirement for PRINTING WORKS:**

Sl. No.	Name of Item	Required Specification	Approximate Quantity required
1	Plain Hoarding	(15 ft X 10 ft each) - Printing and installation with flex and bamboo and batten frame at different place in Nuapada	05 piece
		(8 ft X 4 ft each) - Printing and installation with flex and bamboo at different place in Nuapada	05 piece
2	Identity Card with cover and neck cord	a) Size : 5.5 CM X 9 CM b) Printing: Offset, Both Side c) Colour :Multi Colour d) Paper: Art Paper Board, 220 GSM. e) Accessories: Plastic pouch and Clip type Neck Cord.	400 piece
3	Invitation Card	a) Size: 35 CM X 27 CM (Double-folded) b) Printing: Offset Printing c) Colour: Multi colour d) Paper: 220GSM Glossy sheet (Imported) e) Envelop: Fit to card, Multi colour printing	200 piece
4	Posters	a) Size : 44 CM X 56 CM b) Printing: Offset Printing c) Colour: Multi Colour	300 piece



		d) Paper : 130 GSM Glossy	
5	Certificate	a) Size: A4 b) Printing: Offset Printing c) Colour: Multi Colour d) Paper: 300 GSM Art Paper Board	200 piece
6	Registration form	A-4 size, color paper, Both side printing	200 piece
7	Sales Report	A-4 size, color paper, Single side printing	300 piece
8	Letter Pad	A) Size: A4 B) Printing: Offset Printing C) Colour: Multi Colour D) Paper: 100 GSM White Paper	120 pages

F. Tentative Requirement for PHOTOGRAPHY & VIDEOGRAPHY:

Sl. No.	Name of Item	Required Specification	Approximate Quantity required
1	Videography	40 minutes of HD quality documentary video covering entire Pallishree Mela period	01
2	Still Photography	HD quality 4" X 6" size with album	03

Requirement of Documentation (Videography & Still Photography)

- **Videography by digital camera:** The period of exhibition will be five (5) days. The entire event will be video documented in digital (HDV) 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 & valedictory function. All the above aspects should be covered in consultation with the Mela authority. The entire programme should be submitted to ORMAS, Nuapada office in 3 sets of Pen drive after completion of the event on proper receipt with off line editing and voice over, wherever required.
- **Videography by drone camera:** The entire event will be video documented with drone 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 & valedictory function. All the above aspects should be covered in consultation with the Mela authority. The entire programme should be submitted to ORMAS, Nuapada office in 3 sets of Pen drive after completion of the event on proper receipt with off line editing and voice over, wherever required.
- **Still Photography:** The still photographs (maximum of 200 Pcs.) as required by the mela authority. The still photographs should cover all aspects of inaugural function, Gates, Design of the exhibition, advertising at different places like gates, hoardings, banners, posters etc, workshops, seminars, gathering of public, product photographs, cultural programmes, live demonstration & valedictory function. Digital copy and hard copy should be submitted in ORMAS office Nuapada within 8 days of the completion of the event.

**Terms of Reference printing work & Documentation of the State Level Pallishree Mela-2025**

**General Terms & Conditions :**

1. The text of the materials will be provided by ORMAS well in advance of the exhibition. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
3. The bill should accompany with the challan of receipt. The offer price should include GST and all other taxes, as applicable.
4. The rate offered by the firm should be valid for the Mela period
5. The quotationer have to offer the price for all item else the quotation paper will not be considered.
6. The rate offered by the firm shall be including of all taxes and duties including GST as applicable.
7. The L-1 bidder will be selected on the basis of lowest total amount quoted by the bidder. Further, L-1 bidder will be selected subject to negotiation of price.
8. The item wise quantities specified in the quotation paper are indicative in nature. There may be changes as per the requirement. In such cases, the per unit cost will be taken into consideration.
9. **While submitting the quotation, the bidder should submit the following documents:**
  - i. Copy of work orders/ experience certificate for similar nature of works for last 03 years.
  - ii. Authentic proof of own printing firm (Certificate from Municipality/ Corporation/ NAC/ RIC applicable)
10. **Validity of Quotation:** Quotation shall remain valid for the entire period of 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 quotation is liable to be cancelled. I am/ we are willing to abide by the terms and 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 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



**FINANCIAL BID PRINTING WORK & DOCUMENTATION AT STATE LEVEL PALLISHREE MELA -2025,  
NUAPADA**

**A. PRINTING WORKS:**

Sl. No.	Name of Item	Required Specification	Rate per unit/ Sq ft	Amount (in Rs.) inclusive of all taxes and installation
1	Plain Hoarding	(15 ft X 10 ft each) - Printing and installation with flex and bamboo and batten frame at different place in Nuapada		
		(8 ft X 4 ft each) - Printing and installation with flex and bamboo at different place in Nuapada		
2	Identity Card with cover and neck cord	a) Size : 5.5 CM X 9 CM b) Printing: Offset, Both Side c) Colour :Multi Colour d) Paper: Art Paper Board, 220 GSM. e) Accessories: Plastic pouch and Clip type Neck Cord.		
3	Invitation Card	a) Size: 35 CM X 27 CM (Double-folded) b) Printing: Offset Printing c) Colour: Multi colour d) Paper: 220GSM Glossy sheet (Imported) e) Envelop: Fit to card, Multi colour printing		
4	Posters	a) Size : 44 CM X 56 CM b) Printing: Offset Printing c) Colour: Multi Colour d) Paper : 130 GSM Glossy		
5	Certificate	a) Size: A4 b) Printing: Offset Printing c) Colour: Multi Colour d) Paper: 300 GSM Art Paper Board		
6	Registration form	A-4 size, color paper, Both side printing		
7	Sales Report	A-4 size, color paper, Single side printing		
8	Letter Pad	a) Size: A4 b) Printing: Offset Printing c) Colour: Multi Colour d) Paper: 100 GSM White Paper		

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**B. DOCUMENTATION:**

Sl. No.	Name of Item	Required Specification	Rate per unit	Amount (in Rs.) inclusive of all taxes and delivery
1	Videography	40 minutes of HD quality documentary video covering entire Pallishree Mela period		
2	Still Photography	HD quality 4" X 6" size with album		

Signature with Seal of the Quotationer  
Date :

