



ଜିଲ୍ଲା ପରିଷଦ, କନ୍ଧମାଳ

ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟଜଳ ବିଭାଗ
ଓଡିଶା ସରକାର

ZILLA PARISHAD, KANDHAMAL
Panchayati Raj & Drinking Water Department
Government of Odisha

THROUGH FAX/E-Mail/POST

ZP, KANDHAMAL
Phulbani-762001

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253696(Off.), 253709(Res)
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Letter No: 562 // Dated: 10/12/2025

QUOTATION CALL NOTICE

Sealed Quotations are invited from registered Firms/ Agencies/ Organizations having GST Registration for the following works of the Pallishree Mela, Kandhamal-2026 to be organized by District Administration, Kandhamal at Kandhamal Stadium, Phulbani, Kandhamal for the period from 7th to 11th Jan, 2026. The details of the works are given below:

Sl No.	Nature of Work	Eligible organizations/ Firms/ agencies	Cost of EMD
1.	Printing works	Printing Firms	EMD of Rs.1,000/- in shape of FDR/TDR with minimum period of 3 months duly pledged in favour of CDO-cum-EO, Zilla Parishad, Kandhamal.
2.	Security Services	Registered security Guard Agencies	EMD of Rs.1,000/- in shape of FDR/TDR with minimum period of 3 months duly pledged in favour of CDO-cum-EO, Zilla Parishad, Kandhamal.
3.	CCTV	Studios, documentation firms, media and video shooting firms	EMD of Rs.1,000/- in shape of FDR/TDR with minimum period of 3 months duly pledged in favour of CDO-cum-EO, Zilla Parishad, Kandhamal.
4.	Photography & Videography	Studios, Documentation firms, media and video shooting firms	EMD of Rs.1,000/- in shape of FDR/TDR with minimum period of 3 months duly pledged in favour of CDO-cum-EO, Zilla Parishad, Kandhamal.

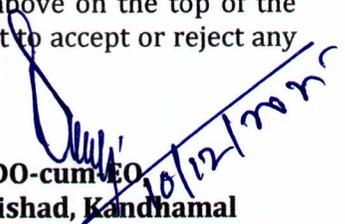
The downloaded quotation paper along with details specifications and eligibility criteria of the above works are required to be submitted along with the Demand Draft/ Pay Order and bid documents.

The sealed quotations should be sent to the following address by registered post/ speed post/ courier only. Any other mode of submission of quotation paper will not be accepted.

Address:

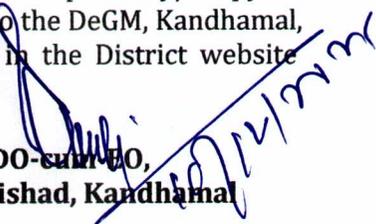
CDO-cum-EO, Zilla Parishad, Kandhamal, At/Po-Phulbani, Dist-Kandhamal, Pin-762001 (Odisha)

The quotation completed in all respect should reach on or before 24th Dec, 2025 by 5.00 PM. The quotations will be opened in the office chamber of CDO-cum-EO, Zilla Parishad, Kandhamal on 24th Dec, 2025 at 5.30 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 undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.


CDO-cum-EO
Zilla Parishad, Kandhamal

Memo No: 563 Date: 10/12/2025

Copy to the Zilla Parishad /Collectorate, Notice Board for wide publicity/ Copy to the Accountant, Zilla Parishad for information and necessary action/ Copy to the DeGM, Kandhamal, Phulbani for information and web hoisting of the quotation call Notice in the District website www.kandhamal.odisha.gov.in.


CDO-cum-EO,
Zilla Parishad, Kandhamal



Panchayati Raj & Drinking water Department, Government of Odisha

**QUOTATION
PAPER
OF
Printing works
for
PALLISHREE MELA-2026**

Kandhamal Stadium, Phulbani, Kandhamal

Organized by

District Administration, Kandhamal

Accepted by the Bidder (Signature of Bidder)

**DETAILS OF QUOTATION PAPER, EMD, BIDDER FOR PRINTING WORK OF
THE PALLISHREE MELA 2026**

A. NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

<p><i>Bidder Name and Address:</i></p> <p>M/s</p> <p>.....</p> <p>.....</p> <p align="right">Signature of the bidder</p>
--

B. E.M.D (Refundable):Rs.1,000/- (Rupees One thousand) only in shape of FDR/TDR with minimum period of 3 months duly pledged, in favour of CDO-cum-EO, Zilla Parishad, Kandhamal.

FDR/TDR No..... Dated/ /2025

C. LAST DATE & TIME FOR RECEIPT OF QUOTATION: 24th Dec, 2025 latest by 5.00 PM.

**D. DATE & TIME OF OPENING OF QUOTATION : 24th Dec 2025 at 5.30 PM in DRDA
Conference Hall, ZP Kandhamal**

ADDRESS FOR SUBMISSION OF QUOTATION PAPER:

CDO-cum-EO, ZP, Kandhamal

At/Po-Phulbani, Dist:- Kandhamal

Terms of Reference printing work of the Pallishree Mela-2026

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 exclude GST and all other taxes, as applicable.
4. The rate offered by the firm should be valid for the Mela period only
5. The quotationers have to offer the price for all items or else the quotation paper will not be considered.
6. The rate offered by the firm shall be excluding of all taxes and duties.
7. The L-1 bidder will be selected on the basis of lowest total amount quoted by the bidder after getting selected in financial bid. 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 followings documents:**
 - i. Copy of work orders/ experience certificate for similar nature of works for last 3 years.
 - ii. Authentic proof of own printing firm (Certificate from Municipality/ Corporation/ NAC/ RIC as applicable)
 - iii. Up to date GST certificate/ clearance.

A. Details specification:

1. **Pallishree Mela Identity Card with cover and neck cord (1000 Pcs.)**
 - i. Size : 5.5 CM X 9 CM
 - ii. Printing : Offset Printing, Both Side
 - iii. Colour : Multi colour
 - iv. Paper : Art Paper Board, 220 GSM
 - v. Accessories : Plastic pouch and Clip type Neck Cord
2. **Pallishree Mela Invitation Card (500 Pc.)**
 - i. Size : 4 × 6 inches (each panel) (3 Fold both side printing)
 - ii. Printing : Offset Printing
 - iii. Colour : Multi colour
 - iv. Paper : 220 GSM Glossy sheet (Imported)
 - v. Envelope : Fit to card, Bi colour printing
3. **Pallishree Mela Certificate (500 pcs.)**
 - i. Size : A4
 - ii. Printing : Offset Printing
 - iii. Colour : Multi Colour
 - iv. Paper : 300 GSM Art Paper Board
4. **Banner/Hoarding (Flex Print)**
 - i. Printing : Offset Printing
 - ii. Colour : Multi Colour

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 for printing works of Pallishree Mela - 2026
(Last date for submission of duly filled in quotation document is 22nd Dec, 2025)

To

The CDO-cum-EO,
Zilla Parishad, Kandhamal

Sir,

I / We do hereby submit item wise quotation below for printing works of Pallishree Mela'2026:

S. N	Particulars	Quoted Rate (In Rs.) for		
		Quantity	Rate/ Pcs excluding GST	Amt INR
1	Identity Card with cover and neckcord	1000 Pcs		
2	Invitation Card	500 Pcs		
3	Certificate	500 Pcs		
4	Flex Print (Rate per Sqft)(General flex)			

Signature with seal of the Quotationer

**DETAILS ON QUOTATION PAPER, EMD, BIDDER FOR SECURITY WORK OF
THE PALLISHREE MELA' 2026**

A) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

.....

Signature of the bidder

B) E.M.D (Refundable): Rs.1,000/- (Rupees one thousand) only in shape of FDR/TDR with minimum period of 3 months duly pledged, in favour of CDO-cum-EO, Zilla Parishad, Kandhamal.

FDR/TDR No..... Dated/...../2025

C) Last date & time for receipt of quotation: 24th Dec, 2025 latest by 5 PM.

D) Date & time of opening of quotation: 24th Dec, 2025 by 5.30 PM at DRDA Conference Hall, Zilla Parishad, Kandhamal.

Address for submission of quotation paper:

CDO-cum-EO, ZP, Kandhamal

At/Po: Phulbani, Dist:- Kandhamal

Terms of Reference documentation work of the Pallishree Mela-2026

A) Quality requirements for Security Personnel

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Sincerity with good conduct
- Well behaved & disciplined
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike
- Minimum Qualification: Matriculation, +2 will be added advantage Each guard should be aware of their duties & responsibilities during the duty hours.

B) B} Tentative Requirement of Security Personnel in Pallishree Mela'2026.

Type of Personnel	1ST Shift (6 am to 2 pm)	2nd Shift (2pm to 10 pm)	3rd Shift (10 pm to 6 am)
Security Guard with Lathi	5	5	5
Supervisor	1	1	1

Terms & Conditions:

1. The firm should submit the documents in duplicate like Registration Certificate, PASARA License, Income Tax Return for the period 2022-23, 2023-24 & 2024-25 up to date ECR copy of EPF & ESI deposit receipt for the month of Sep-25, Oct-25 & Nov-25 and present customer list with the quotation paper positively. In absence of the documents mentioned above, the quotation will be rejected.
2. Experience certificate for execution of similar nature of work should be enclosed.
3. District administration will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
4. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.
6. Arrangement of lodging, boarding & logistics of the guards at exhibition towns during the exhibition period will be the responsibility of the Security Agency.
7. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
8. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of each event.
9. The rate offered by the firm should be valid for entire period of Pallishree Mela'2026.
10. The bidders have to offer the price for all items together. Else the quotation paper will not be considered for evaluation.
11. The rate offered by the firm shall be excluding of all taxes and duties.
12. 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.
13. 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.

14. While submitting the quotation, the quotationer should submit the followings for evaluation:

- I. Copy of the Registration Certificate
- II. Proof of experience of similar work for last 3 years
- III. Up to date ECR copy of EPF & ESI deposit receipts of the employees.
- IV. GST registration certificate and copy of the return for the month of Sep-2025 to Nov-2025 and PAN as applicable
- V. Copy of the PASARA license.
- VI. Bio Data information of Security Personnel to be engaged.

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 the District Administration, Kandhamal. In case of any lapses 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 security service for Pallishree Mela - 2026
(Last date for submission of duly filled in quotation document is 24th Dec, 2025)

To
The CDO-cum-EO,
Zilla Parishad,
Kandhamal.

Sir,
I / We do hereby submit item wise quotation below for security service for
Pallishree Mela 2026:

Sl No.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.) excluding GST
1	Guard with Lathi	1	
2	Supervisor	1	
Total			

Rupees in words (.....)

Signature with seal of the Quotationer :



Panchayati Raj & Drinking water Department Government of Odisha

TENDER PAPER
OF
CCTV FOOTAGE
for
PALLISHREE MELA-2026

Kandhamal Stadium, Phulbani, Kandhamal

Organized by

District Administration, Kandhamal

Accepted by the Bidder (Signature of Bidder)

**DETAILS ON QUOTATION PAPER, EMD, BIDDER FOR CCTV COVERAGE OF
THE PALLISHREEMELA'2026**

A) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

Signature of the bidder

B) E.M.D (Refundable):Rs.1,000/- (Rupees Two thousand only) in shape of FDR/TDR with minimum period of 3 months duly pledged in favour ofCDO-cum-EO, Zilla Parishad, Kandhamal.

FDR/TDR No..... Dated/...../2026

C) Last date & time for receipt of quotation: 24th Dec, 2025 latest by 5 pm.

D) Date & time of opening of quotation : 24th Dec, 2025 at 5.30PM in DRDA Conference Hall, Zilla Parishad, Kandhamal

ADDRESS FOR SUBMISSION OF QUOTATION PAPER:

**CDO-cum-EO,
Zilla Parishad, Kandhamal
At/Po-Phulbani, Dist- Kandhamal**

Detail Specifications of works:

i) CCTV Footage:

The period of exhibition will be Five (5) days. The entire event will be captured on CCTV. The CCTV will cover entire area of the exhibition. The entire programme should be submitted in ORMAS, Kandhamal office within 10 days after completion of the event in DVD format.

ii) Terms and Conditions

- A) The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
- B) The work should be completed within the time frame.
- C) Sanctions of any advance will not be considered. The payment will be made on completion of each event.
- D) The price offered by the firm should exclude all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
- E) The rate offered by the firm shall be excluding of all taxes and duties.
- F) The above documented works should be submitted within 10 days of the completion of the exhibition.
- G) The quotationers have to offer the price for all items else the quotation paper will not be considered.
- H) The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
- I) 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.
- J) 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.

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, Kandhamal. 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 CCTV work of Pallishree Mela - 2026

(Last date for submission of duly filled in quotation document is 24th Dec, 2025)

To

The CDO-cum-EO,
Zilla Parishad, Kandhamal

Sir,

I / We do hereby submit item wise quotation below for CCTV work of **Pallishree Mela'2026**:

Sl. No.	Particulars	Units	Amount INR (Excluding GST)
1	CCTV coverage (Minimum 20 Cameras)	Entire Mela	
Total			

Rupees in Words(.....)

Signature with Seal of the Quotationer



Panchayati Raj & Drinking water Department Government of Odisha

**QUOTATION
PAPER
OF
Photography & Videography
for
PALLISHREE MELA-2026**

Kandhamal Stadium, Phulbani, Kandhamal

Organized by

District Administration, Kandhamal

Accepted by the Bidder (Signature of Bidder)

DETAILS OF QUOTATION PAPER, EMD, BIDDER FOR PHOTOGRAPHY & VIDEOGRAPHY OF THE PALLISHREEMELA' 2026

E. NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

<p><i>Bidder Name and Address:</i></p> <p>M/s</p> <p>.....</p> <p>.....</p> <p style="text-align: right;">Signature of the bidder</p>

F. E.M.D (Refundable):Rs.1,000/- (Rupees One thousand only) in shape of FDR/TDR with minimum period of 3 months duly pledged in favour of CDO-cum-EO, Zilla Parishad, Kandhamal.

FDR/TDR No..... Dated/ /2025

G. LAST DATE & TIME FOR RECEIPT OF QUOTATION: 24th Dec, 2025 latest by 5.00 PM.

**H. DATE & TIME OF OPENING OF QUOTATION : 24th Dec 2025 at 5.30 PM in DRDA
Conference Hall, ZP Kandhamal**

ADDRESS FOR SUBMISSION OF QUOTATION PAPER:

CDO-cum-EO, ZP, Kandhamal

At/Po-Phulbani, Dist:- Kandhamal

DETAILS OF SPECIFICATION:

i) 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, Kandhamal office in 5 copies of DVD after completion of the event on proper receipt with off line editing and voice over, wherever required.

ii) 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, Kandhamal office in 5 copies of DVD after completion of the event on proper receipt with off line editing and voice over, wherever required.

iii) Still Photography:

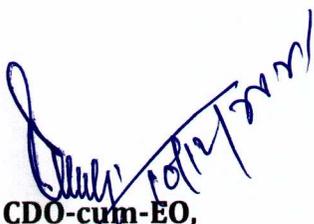
The still photographs (maximum of 200 Pcs.) as required by the Mela Authority. The still photographs should cover all aspects of inaugural function, Gates, Design of the exhibition, advertising at different places like gates, hoardings, banners, posters etc, workshops, seminars, gathering of public, product photographs, cultural programmes, live demonstration & valedictory function. Digital copy and hard copy should be submitted in ORMAS office within 8 days of the completion of the event.

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 work should be completed within the time frame.
3. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
4. The price offered by the firm should exclude all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
5. The above documented works should be submitted within 8 days of the completion of the exhibition.
6. The quotationers have to offer the price for all items else the quotation paper will not be considered.
7. The firms should have experience to do similar type of work.

While submitting the bid, the bidder should submit the followings documents:

1. PAN Number issued in favour of the firm (Copy to be attached)
2. Valid GST Certificate issued in favour of firm (copy to be attached)
3. GST should be obtained for the purpose of Photography, Videography and documentation purpose.
4. Evaluation Form and Format of Quotation.
5. The prices shall be excluding of GST.


CDO-cum-EO,
Zilla Parishad, Kandhamal

EVALUATION FORM

1	Name of the Studio/ Firm	
2	Full address of Studio/Firm Telephone no. Fax no. E-mail address :	
3	Are you a registered studio /Firm	
4	GST Registration no. (Copy to be attached)	
5	PAN number in the name of firm. (with copy of certificate)	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

DECLARATION BY THE BIDDER:

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, Kandhamal. 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:

Date:

Name

Address

Designation:

FORMAT OF QUOTATION

Sl. No.	Item as per specification	Qty in Nos	Rate (Excluding GST)	Amount
1	Video Documentation for 1 day by digital camera with editing & voice over for 5 minutes	5 days		
2	Video Documentation for 1 day by drone camera with editing & voice over for 5 minutes	5 days		
3	Still Photography	200 Pcs		
	TOTAL			

(R

upees.....) only

Signature of the

Bidder
Name of the Firm/Agencies
 Address
 Date
 Place
 Seal