



ZILLA PARISHAD :: MAYURBHANJ
BARIPADA -757002: ODISHA
E-MAIL:- ori-dmayurbhanj@nic.in
Ph. No. 06792-260318/ Fax-260487

Letter No 522//

Date 17/01/2026

Quotation Call Notice

The undersigned invites sealed quotations are invited from reputed agencies in the prescribed proforma for still photography, videography and streaming of events in linked LED TVs.

Scope of Work:

- Professional photography covering all events and activities during the mela period.
- Audio-visual documentation (videography) including editing and final deliverables. The agency will submit a video of 2 to 5 minutes and a photo album of minimum 150 photos.
- Streaming of major programmes/events on linked installed LED screens in the ground.
- Supply of soft copies and edited final outputs as prescribed by the authority.

Eligibility Criteria/Terms and conditions:

The agency must fulfil the following terms and conditions.

Experience certificates/work orders may be enclosed as supporting documents

1. The agency must have been empanelled under I & PR Department, Govt. of Odisha.
2. The agency must have prior experience in similar assignments (Govt./large public events). Experience certificate/workorder in this regard is to be attached.
3. The agency must have PAN and GST registration certificate. Copy of GST registration and PAN must be enclosed.
4. No Logistics or accommodation support shall be provided during the entire period of work.
5. No advance payment to be made.
6. No contact or part of the contract can be sub-letted.
7. The payment shall be released after successfully completion of the assignment in all respect and only after due verification/ clarification by the undersigned. The agency shall have to furnish the copy of PAN and GST registration certificate along with the proforma invoice.
8. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.
9. The quotation in prescribed proforma along with required enclosures should reach the office of the undersigned on or before 27.01.2026, by 2PM through registered post/speed post/courier only. The quotations will be opened on the same day at 4PM in presence/absent of the bidder or their representatives.

sthe
17.01.26.

CDO-cum-EO,
Zilla Parishad, Mayurbhanj.

Application Form

(To be submitted in the letter Head of the organisation)

Name of the Bidder	
Address: Contact Number: Email id:	
PAN Number	
GST registration Number	
Previous Experience	1. 2. 3.
Rate Quoted (Package) (Inclusive of GST)	

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

Full Signature of the Bidder

Date:

Seal:

DECLARATION BY THE BIDDER: It is hereby declared that I the undersigned, have read and examined all the terms and condition etc of the tender document for which I have signed and submitted the bid. It is also certified that all the terms and conditions of the quotation are fully acceptable to me and I will abide by the conditions of the terms and conditions.

Full Signature of the Bidder

Date:

Seal: