

## ACADEMY OF TRIBAL LANGUAGES & CULTURE

(ST & SC Development Department, Govt. of Odisha)

Adivasi Exhibition Ground, Unit- 1, Bhubaneswar- 751009

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No. 1000 ATLC., Bhubaneswar Dated: 18/10/2016

### EXPRESSION OF INTEREST FOR "SARGIFUL, STATE LEVEL STUDENT FESTIVAL-2016"

Academy of Tribal Languages and Culture (ATLC) on behalf of ST & SC Development Department, Government of Odisha is going to organize 'Sargiful', State Level Student's Festival from 20<sup>th</sup> December to 22<sup>nd</sup> December, 2016 in Adivasi Exhibition Ground, Unit-I, Bhubaneswar. There are number of requirements for event management like construction of stalls & structures, light and sound arrangement, supply of chairs/tables, flower decorations, supply of security personnel & sweepers and related activities for the festival, the details of which will be available in the web site: [www.stscodisha.gov.in](http://www.stscodisha.gov.in), [www.atlcodisha.org](http://www.atlcodisha.org) and with the Member Secretary, ATLC. The concept and the design for construction of the stalls shall be provided by the ATLC. The design will be available with ATLC, Adivasi Exhibition Ground, Unit-1, and Bhubaneswar-9 between 11.00 A. M. to 1.00 P.M. on all working days from 20<sup>th</sup> October, 2016 to 1<sup>st</sup> November 2016. The interested event management Agencies having experience of constructing stalls and structures in National and State Level Events/ Melas & having experience for organizing such student festivals may download the tender documents including format of technical bid and financial bid for different activities to be undertaken from the Department web site: [www.stscodisha.gov.in](http://www.stscodisha.gov.in) and ATLC web site [www.atlcodisha.org](http://www.atlcodisha.org) from 20/10/2016 to 01/11/2016. The offers should be submitted in sealed cover containing two separate bids (Technical bids with supported documents and financial bids in the prescribed format) along with a non-refundable Bank Draft of Rs. 1000/- towards quotation value and a D.D. of Rs. 25,000/- towards EMD drawn on any Nationalized Bank in favor of **Member Secretary, ATLC, Bhubaneswar** at the time of submission of the quotation. A pre-bid meeting will be organized in the Assistant Director (Agriculture), Office located at Adivasi Exhibition Ground, Unit-I, Bhubaneswar on 28/10/2016 at 4.30 P.M. with the bidders of SARGIFUL-2016. Besides the Agencies shall have to submit the copies of **Valid Service Tax Registration Certificate with up-to-date challan deposit copy, up-to-date copies of I.T. and S.T. returns, copy of up to date VAT clearance certificate till March-2017 with challan deposit and copy of experience certificate/work order executing similar nature of works** along with the quotation. The Agencies should have minimum of Rs. 30 lakh of annual turnover as a single order for the last three financial years continuously and they are required to furnish the turnover of last three financial years certified by Chartered Accountant for the year ending on 31/03/2016 along with copy of the work order conforming execution of similar work. Interested Event Management Agencies, who fulfill the eligibility criteria, shall submit the duly-filled in tender papers along with all supporting documents in the tender box in the office of the ATLC, Unit- 1, Bhubaneswar-751009 on or before **4<sup>th</sup> November, 2016 by 1.00 P.M.** The Technical Bids will be opened at 4.00 P.M. on 4<sup>th</sup> November, 2016 and Financial Bid will be opened on 4<sup>th</sup> November, 2016 at 5.00 P.M. of those bidders who will qualify in the Technical Bids. The quotationers or their authorized representatives may remain present during opening of the bids. The cover containing both Technical Bid and Financial Bid should be **super scribed** in bold letter **Technical Bid** and **Financial Bid** for SARGIFUL-2016. The EMD of the unsuccessful Agencies will be refunded within a week. The Agencies shall bring the original documents of above required technical bid for verification at the time of opening of bids.

The Authority reserves the right to reject any or all offers without assigning any reason thereof.

Sd  
Member Secretary

<b>Eligibility Criteria</b>	<b>Documents required for Pre-qualification</b>
<ol style="list-style-type: none"> <li>1. Experience of construction of stalls and event management in major State Level festivals preferably Student's Festivals.</li> <li>2. The agency should have a qualified visualizer with him who should supervise the execution of work throughout the construction activities.</li> <li>3. Should have minimum annual turnover of Rs 50 lakhs for the firm for last three financial years duly certified by C.A. ending on 31.03.2016</li> <li>4. Execution of similar work for not less than Rs. 30 lakh as a single Bid, for last three consecutive years.</li> </ol>	<ol style="list-style-type: none"> <li>1. Refundable EMD of Rs. 25,000/- in shape of D. D. drawn in any nationalized bank in favour of Member Secretary, ATLC.</li> <li>2. Non-refundable D.D of Rs. 1000/- towards cost of Tender papers drawn in favor of Member Secretary, ATLC</li> <li>3. Copy of Valid Service Tax Registration Certificate with up to date challan deposit copies of the firm/ agency.</li> <li>4. Copy of PAN Card for income Tax and up to date return file in the name of firm/ agency.</li> <li>5. Up-to-date VAT Clearance Certificate till March-2016 with copies of challan deposit.</li> <li>6. Copy of the work/ event order(s) confirming execution of similar nature work not less than Rs. 30 lakh as a single Bid for last three consecutive years.</li> <li>7. Profile of Visualizer for execution of such work(s) who will be involved for supervision of work.</li> </ol>

**FORMAT FOR FINANCIAL BID**

**FOR CONSTRUCTION AND DECORATION OF SARGIFULA STUDENTS FESTIVAL - 2016**

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
<b>Ground Preparation</b>	The entire Event Place (Ground) is to be cleaned & levelled by machinery equipment before any construction works & after the event, the entire ground should be cleaned thoroughly within 7 days & handover to the authority.			
<b>Stage Decoration and Backdrop:</b> (As per the approved design and materials as per need.)	<p><b>a.) Stage &amp; Back drop:-</b> as per approved design &amp; theme</p> <p><b>b) Sitting arrangement:</b> 12000 Sqft. for 1200 students &amp; Teachers Tarpaulin water proof roof coverage with bamboo and cloth structure in front of the stage for sitting of audiences full covering from top of the open pandal to steps, Brass sofa with white cover will be used for VIP Guest, separate zone for Press, pathway will be created for audience movement. All materials like sofa, carpet, lamp, flower etc. to be used for opening and closing ceremony. Provision of fire extinguisher with Technical man power.</p>			
<b>Hoarding for publicity</b>	<b>a) Materials to be used:</b> (i) Hoarding 10'X 20' (20 nos.) as per design including installation & maintenance in specific locations permitted by BMC.			
<b>Cleaning and sanitation</b>	<p><b>a) Cleaning and Sanitation</b> of A.E.G. in three shifts from 6 A.M. to 9:P.M. including all latrines (both permanent &amp; temporary), urinals, bath rooms and dining area in side AEG and inside accommodation places ( 8 nos. sweepers in each shift). Cleaning and sanitation of latrines with all Sanitary materials in 3 outside accommodation places (2 sweepers in each accommodation place twice in a day). (18<sup>th</sup> to 23<sup>th</sup> December 2016 for Six days)</p> <p><b>b) Construction of 30 nos. of temporary urinal</b> (M &amp; F) with all material like bamboo, tati, sand, bleaching etc and 30 nos. Garbage baskets in Adivasi Exhibition Ground (Event Place) with illumination.</p> <p><b>C) Cleaning &amp; sanitation</b> of Dining area, kitchen area removal of waste materials of dining every day twice &amp; putting Bleaching powder twice, Putting Dustbins for west materials etc. The pavilions, competition halls should be cleaned in evening after the closing of the workshops and every .day before 7.00.A.M.</p>			

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
<b>light &amp; Sound system for stage</b>	<p><b>a) Light to be used:</b> Moving Head – 4 nos., Fresnel spot (solr) - 4 nos., 1 KW Fresnel spot (baby) 8 nos. , Multi-20 Hard soft-4 nos. multi-10 Hard soft-4 1.KW Hallogen-4 nos, 500 watt Halogen – 8 nos., 400 watt metal lighjt-4 nos. park ( 64/62)-50 nos. let part 16 nos. scanner Big-4. Color lab-5 nos. , laser- 2 nos, smoke, 2 nos., strobe-2.Follow spot (high beam)-1 nos., wash/beam (Rotary)-4 nos. Required cable, switch board, dimmer, light control system etc. with proper earthing and operation, <b>125 KVA DG set (Silent) including fuel and transportation cost ( the entire stage &amp; dinning programme will run through DG set). Required KVA DG set for two accommodation place (Youth Hostel and Urban Hostel at Pokhariput) for four days.</b></p> <p><b>b) Sound, Equipment and Accessories for the programme:</b> Audio Mixture (32 input) (imported one MACDIEE/Sound Craft/Pv.)-1 nos. code microphone shure (58/57)-15 os., codeless lapel microphone-6 nos. one cordless microphone-1 nos. podium microphone-2 nos. . Audio power Amplifare-4 nos. , 4000 watt. 2 os., 3000 watt &amp; 2500 watt. 500 watt for horn-2 nos. speaker JBL equivalent-1 nos. 600/1200 watt (TOP)-8/4 nos. 3000 watt more for feedback-4 nos., 40 watt horn AHUJA-8 nos. Reverb Unit/ audio processor -1 nos. audio cassette and CD player back-1+1 no. Audio cassette recording facilities required, Microphone with other facilities for competition-10 sets, Required cable, connector, power conditioning equipment and connection board etc. with proper earthing.</p>			
<b>Light Decoration &amp; illumination of Exhibition Ground during the programme</b>	<p>Light decoration of the Main gate, Back gate, Garden different locations near the science exhibition stalls, Event areas to be decorated with rice light, elide light and ground is to be illuminated for the function periods fully by metal halide etc. light arrangement for dining hall, kitchen and around the dining area, accommodation places etc. to attract the children, all completion stalls &amp; areas, pavilions, pathways inside the event place, accommodation areas etc.</p>			
<b>Deployment of Security Guard</b>	<p>For smooth management of the function/ event, security guards required in 3 shifts. 8 guards in each shift for 5 days in AEG and two guards in each accommodation places (two) each shift (from 6 A.M. to 2 P.M. &amp; 2 p.m. to 10 P.m. &amp; 10</p>			

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	P.M. to 6. A.M. i.e. in shift basis) The trained security guards to be deployed for safety and security point of view as per requirement.			
<b>Flower Decoration</b>	Flower decoration of Stage, Backdrop, Pavilion entrance, Other places as per requirement & minimum 5 nos. of Bouquet each day as per requirements and 6 VIP flower Bouquets in opening and closing day & with VVIP flower Boque.			
<b>Supply of chairs, tables, Carpets etc. for event</b>	<b>Detail Materials/items to be used:</b> <ol style="list-style-type: none"> <li>1. VIP Chairs- 8 Nos (Stage)</li> <li>2. Tea poy – 6 nos (Stage)</li> <li>3. Table cloth, towel for VIP chair, lamp, podium etc. (Stage), Extra towels.</li> <li>4. Plastic chairs (without arm) for pavilion &amp; competition stalls – 800 nos.</li> <li>5. Table for pavilion &amp; competition stall – 50 nos.</li> <li>6. Brass/steel sofa sets with tea poy for control room- 5 sets</li> <li>7. Banquet chairs for gallery- 400 nos.</li> <li>8. Plastic chairs(without arm) for Audience -1500</li> <li>9. Iron tables (4ft x 4 ft) – 4 nos. (Stage)</li> <li>10. Brass/steel sofa sets with tea poy for gallery – 2 sets.</li> <li>11. Carpeting of Pandal and VIP sitting area &amp; other areas as per requirement.</li> </ol>			
<b>Public announcement system</b>	PA system with soft music & announcement provision from control room to reach all over the field and dining hall with soft music etc. . . . Cordless microphone in science exhibition office for announcement as per the requirement& announcement system with box, podium in completion areas.			
<b>Gate- As per approved Theme</b>	<b>a) Main Entrance Gate No- 1 &amp; Office Gate No- 2:</b> as per approved specification and design. <b>b) Science Exhibition Gate -</b> As per approved specification and design. Necessary electrical arrangement to fitted, material to be used ply, bottom, paint, iron, flower decoration etc. as per Specification of visualizer.			
<b>Pavilion-As per approved theme &amp; design</b>	Pavilion should be made as per approved design and theme based. Material to be used: Ply, bottom, wooden flooring 6 inch height, cloth ceiling, walling with ply fitting. The pavilion should have water proof tarpaulin roof, Each pavilion will be partitioned in to 4 sections, and each section will accommodate round 30 children. /total 5 nos. (20 section) of pavilions			

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
	should be erected for the entire event. Each entry gate of the pavilion should have a signage. Each pavilion will be of 2500 sqft. And each section will be of 600 sqft. Approx. having 100 sqft. Gap between sections (All materials like table chairs, carpet, LCD projector with screen DVD players, microphones, sound box; white board, black board etc. should be supplied as and when required). Provision of Fire extinguisher in each pavilion with man power.			
<b>Science Exhibition Stall:- As per approved theme</b>	40 nos. of stalls, size- 10'x10'with 6" inch wooden platform with carpeting as per specification and design (Material to be used: Bamboo structure along with tarpaulin roof(water proof), wooden bottom frame with multi-color flex print & mounting, cloth walling 3 side & ceiling, front display table as per design, plug point 1 nos. . Tube light 2 nos. , 2 chairs in each stall etc.) Vacant area should be fully carpeted and proper lighting of exhibition areas, Provision of fire extinguisher & other facilities if required.			
<b>Signage (Drawing competition, Science exhibition, Pavilion Way Board, Programme schedule etc.), Display Boards with stands 3D cut-out flag cards.</b>	Each theme area of the 'Sargiful' should have a unique and different signage. As per design and requirement (Material to be used- ply bamboo, matt finish, plastic paint color etc...) Display boards of size – 2' x 12' (6 nos.) covered with velvet cloths for photo clipping etc.. Life-size 3D cut-out flag cards for children- 30 nos. Wooden bottom frame, bamboo structure white flex mounted, 20'x4' for signature and opinion campaign 2 pcs extra flex to be required for last two days, marker 30 nos. etc. as per requirement.			
<b>Cloth banner for signature and opinion, Drawing</b>	Display board for VIPs opinion with drawing sheets and marker pen for opinion etc..			
<b>Logistic stalls: as per approved specification &amp; theme</b>	18 shutter stalls 15'x12' each should be redesigned to 5 stalls each including 3 shutter stalls , cloth ceiling , walling and carpeting and other associated materials with light, sound arrangements, Front fascia-wooden Bottom frame & flex, plug point in each section and other materials to be required for completion and stalls like Quiz Show, Volleyball competition , Karati Competition & Other Competition etc.			

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<b>Bed arrangement</b>	Bed, bed sheet, pillow with cover and Blankets- 1 set and as per requirement (800 nos. set required). To be supplied to all accommodation places, proper arrangement for placement of beds in rooms including transportation charges ( Before 19 <sup>th</sup> December to 22 <sup>nd</sup> December), supply of buckets & mug (10 buckets and 10 mugs for 100 persons ratio). Subject to modification. Bed arrangements must be completed by 18 <sup>th</sup> December,2016 evening in all accommodation places (Four) with security Guards, liquid misquote machine as per requirement & Fumigation in Event place Accommodation (twice) for overall monitoring of all accommodation places , one qualified supervisor is to be deployed to coordinate & make sure for qualitative arrangement for accommodation & transportation arrangement.			
<b>Drinking water supply</b>	Mineral water bottle at venue places- 6 nos. Sufficient numbers of mineral water jars for use at night time for 4 days at place of accommodation & 4 days for venue with umbrella, table and glasses. Small (300 ml) water bottle in event place (Control Room) 3000 bottles.			
<b>Balloon &amp; other decoration as per theme</b>	Balloon Decoration in vacant places of venue as per requirement with necessary arrangements as per requirement.			
<b>Dinning Space &amp; Kitchen Shed as per theme</b>	Construction of dining hall with bamboo and tarpaulin structure, cloth ceiling and walling with sufficient space for dinning counters and floor to be carpeted. Size of the dining hall 100'×100' having two chambers with entry and exit gate separately for students and other and having two counters before entry gate for token checking. Iron tables to be provided along the walling of dining space for fooding of Students with fire extinguishers. A kitchen shed should be erected separately with bamboo and tarpaulin having GCI sheet top and in front of Furness Area for fire Protection. The kitchen shed should be sufficient enough to accommodate the utensils and kitchen materials with fire extinguishers provision.			
<b>Side walling and green carpeting</b>	Befitting side walling to be put where ever necessary to cover the un-used area and for better look, green carpeting of entire area around the pavilions, science exhibition and competition area to give attractive look and to avoid dust as			

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	per requirement. (Behind pavilions, near Kitchen & Fooding area and other competition areas etc.)			
<b>Arrangement for Ambulance (4 nos.)</b>	Minimum four private ambulances to be provided to four accommodation places & event place during night and these four will remain in event place during day period. One private doctor to be contacted to attain in emergency as and when required for 4 days.			
<b>Arrangement for Buses</b>	6 buses (50 seated) to be supplied for five days (19 <sup>th</sup> to 23 <sup>rd</sup> , December 2016) with responsible persons to co-ordinate the arrangement in individual bus.			
<b>Competition stall-cum-Registration counter as per approved theme &amp; design</b>	<p>a.) Construction of open samiana stage in big lawn for Debate, Quiz and Karate competition &amp; for registration of Students along with required number of mats for karate, chairs, tables, podium, light and sounds etc. These areas will be used for distribution of materials to students by event management agency (80' X 60').</p> <p>b.) For volley ball competition a tarpoline &amp; cloth shade size 20' X 40' will be constructed with sound box with cordless microphone, chairs and table for competitors, marking of courtyard with all materials for match, sitting stand of referee and other material as required.</p> <p>c.) Stall near ATLC Office &amp; Art Gallery for competition (20' X 60') with tarpoline ceiling, cloth ceiling &amp; walling with all other materials as per requirement.</p> <p>d.) All the competition areas to be cleaned and decorated with Light, Sound system, Supply of chairs, Tables, Fans and other material as per requirement.</p>			
<b>Help desk and V.I.P. lobby</b>	<p>There will be a long stall behind the science exhibition with tarpoline roof, cloth ceiling and cloth walling with partition of (15'x10') x2 rooms and 3<sup>rd</sup> one for V.I.P. lobby of size (15'x50') with chairs, sofa, center table, carpet etc. for Judges &amp; Information Centre.</p> <p>Event Management should setup a 24 hour control room to attend all shorts of quarries and requirements.</p>			

\* Rates quoted should be exclusive of Service Tax



**Terms & Conditions:**

1. The selected Agency should be prepared to provide additional materials in case of requirement without charging any additional cost (Limited to 5% of the total cost of approved financial value).
2. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing of the event.
3. It shall be responsibility of the successful Agency to obtain requisite permission for electricity connection/fire services for the event period from statutory bodies. The agency/event management unit has to supply fire protection equipment's like fire extinguishers and adhere to the fire safety norms.
4. In regards to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain supply line and its upkeep.
5. The authority is not bound to accept the lowest and reserve the right to reject any or all quotation and tenders without assigning any reasons thereof.
6. The rate offered by the agency shall be including of all taxes and duties except service tax as applicable. However, the service taxes will be deposited by the agencies with the concerned authority and the same will be reimbursed to them only on production of receipts.
7. The quotationer should deposit D. D. of Rs. 1,000/- towards cost of tender paper (non-refundable) and D.D. of Rs. 25,000/- towards E. M. D. (refundable) drawn in favour of the Member Secretary, ATLC and an agreement before issuing work order bids.
8. The selected Agency/firm should open its own office having technical man power and manager throughout the Event period to handle any work to be assigned by the authority and should keep at list one persons for each event and accommodation to look after the entire arrangements.
9. The Event Management agency should submit an execution plan including their strength and man power for four days activities.

**Sd**  
**Member Secretary**