

**ACADEMY OF TRIBAL LANGUAGES & CULTURE**

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

**Adivasi Exhibition Ground, Unit- 1, Bhubaneswar- 751009**

**Tele./Fax-0674-2597821, Email- atlcbsr\_08@yahoo.com**

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**No. 1234 /ATLC., Bhubaneswar Dated: 01/12/2015**

**EXPRESSION OF INTEREST**

On behalf of ST & SC Development Department, Academy of Tribal Languages and Culture (ATLC) is going to organize the “Adivasi Mela-2016” during 26<sup>th</sup> January to 9<sup>th</sup> February, 2016 at Adivasi Exhibition Ground, Unit-1, Bhubaneswar. Interested Visualizer/ Creative Agencies who are having required eligibility and experience as indicated below may apply on or before **11<sup>th</sup> December, 2015** by 1.00 PM to the undersigned. The offers should be submitted in two separate bids i.e. **Technical Bid** with required documents and **Financial Bid**. The details of works to be undertaken will be available in the official website of ST & SC Development Department/ ATLC “[www.stscodisha.gov.in/](http://www.stscodisha.gov.in/) [www.atlcodisha.org](http://www.atlcodisha.org)” and can be obtained physically from the office of ATLC located at Adivasi Exhibition Ground, Unit- I, Bhubaneswar on any working day on or before 4<sup>th</sup> December, 2015. The Technical bids will be opened at 4.00 PM on 11/12/2015 and a power-point presentation on the design and ground plan will be held on the same date. The financial bids will be opened in respect of those agencies who will fulfill the eligibility criteria and who have submitted all **documents required for pre-qualification in the Technical bid**. The tenderers or their authorized representatives may remain present during opening of the bid/bids. The cover should be sealed and super-scribed in bold letters **Technical Bid** or **Financial Bid** for (i) **Adivasi Mela-2016**.

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

Sd-  
Member Secretary, ATLC

**Experience and Requirement:**

The Visualizer/ Creative Agencies should have the following minimum requisite experience and qualification and will have to submit the following documents which are mandatory in nature.

Eligibility Criteria	Documents Required for Pre-qualification
<ol style="list-style-type: none"><li>1. The agency should have qualified Visualizer (s) having M.A in Visual Art preferably.</li><li>2. Experience in preparing layout and concept based design having minimum three years of experience in relevant field. in Govt. (State/Central/Govt. Undertaking) sector.</li><li>3. The agencies should have minimum of <b>Rs.20 lakh</b> of Annual Turnover for each year for last three continuous years.</li></ol>	<ol style="list-style-type: none"><li>1. Copy of valid Service Tax Registration certificates with upto date challan copy.</li><li>2. Copy of Registration under IT Act. (PAN Card)</li><li>3. Copy of work orders in support of execution from Govt.(State/Central), Govt. U.T.</li><li>4. VAT clearance certificate valid up to March, 2016 along with up to date chalan copy.</li><li>5. The agencies should produce the turnover of last three financial year certified by C.A. along with copy of work order issued by different organization.</li></ol>

**Scope of Work:**

Adivasi Mela-2016
<ol style="list-style-type: none"><li>1. Prepare layout designs and drawings for 50 nos. of stalls in tribal themes. Adivasi Hat with space for 30 nos. of stalls, Food counter with Sitting area having 6 nos. of stalls, Handicrafts, Demo-cum-Exhibition area for tribal Art and Crafts with 25 nos. of Demo-cum-Display units, layout plan for ITDA Stalls (21 ITDA Stalls and 9 Micro-project stalls) and its surroundings including Fascia and Walling to create a tribal ambience.</li><li>2. Layout design for Main Gate and three other Gates.</li><li>3. Layout designs for Pandal with Back drop.</li><li>4. The details of the design and drawing are shown at annexure-1.</li><li>5. The bidders will be called for to make a presentation of drawings and designs if required.</li><li>6. Presentation of drawings and designs and on approval of the same, bid documents, both in shape of Technical and Financial bid will be prepared for Tender of event management.</li><li>7. Supervision of Visualizers during construction, erection and certification regarding work completion as per Tender specifications.</li><li>8. Each bidder can produce a maximum of two thematic designs.</li></ol>

**Items for Design and Drawing**

<b>Adivasi Gaon Complex</b>
a. Gate
b. Wallings
c. Shine Crafts Complex
d. Art & Craft Demo Complex
<b>Adivasi Haat</b>
a. Pindi with stores systems
b. Wallings
c. Facia Design
d. Rest shed Design for SHGs
<b>Art &amp; Craft Complex including Painting and Publication</b>
a. Stall Design with Facia
<b>Tribal Food Plaza Complex</b>
a. Stall Design
b. Gate Design
<b>Tribal Textile</b>
a. Stall Design with Facia & Gate
<b>Govt. Stall</b>
a. Core House Design with Facia
<b>Sutter Stalls</b>
a. Facia Design
b. Inner Design
<b>Help Desks</b>
a. Stall Design
b. Facia Design
<b>Gate (4nos)</b>
a. Design with Side walling
<b>Pandal</b>
a. Back drop Design
b. Celling
c. Surrounding Design with Tribal Painting
<b>Scinages</b>
a. Programme Board
b. Way mark Board
<b>Advartisement</b>
a. Hoarding
b. Banner
c. Squire Box
d. Chinese Flate Board
e. Invitation Card, envolve & Leaflet Design

**Evaluation :**

sThe short listed visualizer / creative agencies qualifying the Technical bid conditions will be asked to make a presentation before the designated committee and the Financial bids of the top concept design/designs selected will be opened and invited for negotiation.

**N. B. :** The agencies who are intending to apply should give separate Technical and Financial bid for all the above mentioned works. For further clarification them contact Assistant Director (Agril) Adivasi Ground, unit-1 BBSR during office hour.

**Format for Financial Bid**

<b>Designs</b>	<b>Rate quoted (Excluding taxes)</b>
Design-1	
Design-2	