

# **ACADEMY OF TRIBAL LANGUAGES & CULTURE**

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

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

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No 700 /ATLC., Bhubaneswar Date. 4.12.2014

## **EXPRESSION OF INTEREST**

On behalf of ST & SC Development Department, Academy of Tribal Languages and Culture is going to document the activities of Sargiful- 2014 and Adivasi Mela- 2015 in shape of still photographs. Besides, the Academy also is going to print the selected photographs as per specification indicated in TOR. Interested agencies/ Individuals having requisite experiences and qualification may download the TOR from Govt. website [www.stscodisha.gov.in](http://www.stscodisha.gov.in) on or before 15<sup>th</sup> December 2014 and apply to ATLC on or before 15<sup>th</sup> December 2014 by 1.00 P.M.. The offer should be submitted in sealed cover with required documents. Preference will be given to Agencies/ Individuals subject to fulfillment of eligible criteria for documentation as mentioned in TOR.

The authority has the right to reject any or all others without assigning any reasons thereof.

Sd-  
**Member Secretary**

## **TOR for Engagement of an Agency for Still Photographic Documentation**

### **Schedule of Invitation of EOI:**

<b>Date of Issuance of EOI</b>	<b>01/12/2014</b>
Last date and time of submission of EOI document	Up to 5.00 PM 13/12/2014
Pre Bid Clarification Meeting	14/12/2014 at 3.30 PM at ATLC, Adivasi Exhibition Ground, Unit-1, Bhubaneswar
EOI Document to be submitted	Member Secretary, ATLC
Date and time of opening of EOI document	15/12/2014 at 4.00 PM at ATLC, Adivasi Exhibition Ground, Unit-1, Bhubaneswar

### **Note:**

1. Please address all queries and correspondence to **Member Secretary, ATLC, Adivasi Exhibition Ground, Unit-1, Bhubaneswar.**
2. If the office of authority happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the office at the same time and venue.
3. Please quote EOI Ref. Number in all your correspondence.
4. **Technical document and financial document:** Applicants shall physically submit their technical as well as the **Financial Documents** in sealed envelopes super-scribed with due date, time, project and nature of document.
5. The price/rates/quotes by the bidder shall be valid for a period of one year and shall be applicable for the entire contract period.

### **Objectives of the Programme**

1. Documenting the activities of Sargiful-2014 & Adivasi Mela-2015 through photographs.

### **Expected Service Deliverables by the Selected Agency**

1. Specific Requirement of Photographs:
  - a) In electronic form on CD/DVD
  - b) Format of electronic picture: JPEG, maximum TIFF, BMP, PNG
  - c) Colors: minimum RGB, maximum CMYK
  - d) Resolution: high (minimum 300 dpi scale up to A1 size) that will be of an internationally acceptable standard.
  - e) Pixel dimension: 1600×900px
2. The photographs with best quality (High Resolution) shall be submitted by the agencies to the ATLC both in shape of hard (4"×6") and soft form immediately from the date of assignment. The photographs will be copyrighted to ATLC and any violation of copyright law will be pursued appropriately.

## Eligibility Criteria for Empanelment of Agencies

Sl. No.	Eligibility Criteria	Documents to be submitted for verification
1	The applicant shall be an Individual/Agency/Firm. In case the applicant is firm, it should be registered as Firm/Society/Trust/Company under the concerned Indian Laws/Acts.	In case of individuals, the detail of qualification of photography is to be provided. In case of agency/ firm, the details of Registration certificate of the agency under concerned India Laws need to be provided.
2	The individual/firm should have valid service tax registration number.	Photocopy of service tax registration certificate.
3	Experience of executing similar kind of project during last three years for any Govt. or PSU should have equipment of his own for undertaking documentation work and should have a studio of his own, write up with a studio for editing.	Experience to be mentioned as per format attached at Annexure-II. A certificate regarding own set up for documentation may be provided.

### Procedure of Application:

- Eligible organization/ agency/ individual has to submit their technical proposals under sealed covers to the office of ATLC, Adivasi Exhibition Ground, Bhubaneswar in prescribed format.

### Competent Authority

The member Secretary, ATLC is the competent authority process. The powers of the Competent Authority will be as under:

- Amend EOI documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization/ agency.
- Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the preferred organization/ agency.
- The Nodal Office exercises the right to accept or accept or reject any proposal without assigning any reason thereof.

### Payment Mechanism

The total project cost is to be finalized on the basis of the final quoted amount in the financial bid and subsequent price negotiation.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Payment Mechanism</b>
<b>1</b>	Completion of photography and submission of the soft copies of the document as per the technical specification mentioned in the EOI.	20% of the total amount upon submission of the soft copy of the Life Styles of all Tribes of Odisha and its security by the expert committee and subject to its clearance.
<b>2</b>	Printing of hard copies that i.e. photographs as per the specification.	80% of the total amount upon submission of the hard copy as well as soft copy of the still photographs incorporating the suggestions rendered by the expert committee.

**Financial Bid:**

**Format- 1: Still Photography Bid**

<b>Sl. No.</b>	<b>Component Particulars</b>	<b>Unit Cost</b>
<b>1</b>	Rate for Still Photographic Documentation (as per Annexure-1) per day	
<b>Applicable Taxes:</b>		
<b>Total</b>		

**Format-2: Printing Charges**

<b>Sl. No.</b>	<b>Component Particulars</b>	<b>Unit Cost</b>
	Rate for printing of photographs (per copy)	
<b>A</b>	4"×6"	
<b>B</b>	10"×12"	
<b>C</b>	30"×48"	
<b>D</b>	Lamination charges (per sq. inch)	
<b>Total</b>		
<b>Applicable Taxes</b>		
<b>Grand Total</b>		

**Signature of the Bidder with Seal**