

# ACADEMY OF TRIBAL LANGUAGES & CULTURE

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

Adivasi Exhibition Ground, Unit- 1, Bhubaneswar- 751009

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No. 628 /ATLC., Bhubaneswar Date. 21/11/2014

## EXPRESSION OF INTEREST

Academy of Tribal Language and Culture (ATLC) on behalf of ST & SC Development, Government of Odisha is going to organize Adivasi Mela-2015 from 26<sup>th</sup> January to 9<sup>th</sup> February 2015 at Adivasi Exhibition Ground located in Unit -I, Bhubaneswar. Interested Agencies who are having the required eligibility and experience as indicated below may apply on or before 20<sup>th</sup> December 2014 by 1 P.M to the undersigned. The interested agencies may download the tender documents including format of Technical Bid & Financial Bid and details of different activities etc. to be undertaken from the department website <http://www.stscodisha.gov.in> from **5.12.14 to 20.12.2014**. The offer should be submitted in sealed cover containing two separate bids - Technical Bid with supported documents and Financial Bid in the prescribed format. The Technical Bids will be opened at 3.30 P.M on the 20<sup>th</sup> December' 2014 and the Financial Bids will be opened on 22<sup>nd</sup> December' 2014 at 2.30 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 covers containing both Technical Bid and Financial Bid should be sealed and super scribed in bold letters "Technical Bid and Financial Bid for Adivasi Mela-2015". The authority reserves the right to reject any or all offers without assigning any reason thereof. For any clarification the quotationers may contact the Asst. Director (Agriculture) at ATLC during office hour on any working day up to 19/12/2014.

The Agency 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. It should be an organization with the experience of constructing Stalls and Structures of Ethnic style in National and State Level Events/Melas, preferably Govt. events</li><li>2. The agency should have a qualified vizualiser with him who should supervise the execution of the work throughout the construction activities</li><li>3. Should have minimum of. Rs. 25 Lakh of annual turnover as a single Bid for last two consecutive years.</li><li>4. Experience of construction in Tribal and Craft Melas of National/State Level will be given priority.</li></ol>	<ol style="list-style-type: none"><li>a. Refundable EMD of Rs.25,000/- in shape of D.D. drawn in any nationalized bank in favour of Member Secretary, ATLC</li><li>b. Non-refundable D.D. of Rs.1000/- towards cost of Tender papers drawn in favour of Member Secretary; ATLC</li><li>c. Copy of Valid Service Tax Registration Certificate with up-to-date challan deposit copy.</li><li>d. Copy of PAN Card for Income Tax with upto date challans.</li><li>e. Turnover of the firm for last three financial years duly certified by Chartered Accountant ending on 31.03.2014</li><li>f. Copy of the work order confirming execution of similar nature of work not less than Rs.25 Lakh as a single order.</li><li>g. Profile of vizualiser for execution of such work (s) who will be involved for supervision of work with ethnic touch.</li><li>h. Uptodate VAT Clearance Certificate with copies of challan deposit.</li><li>i. Original certificates of above mentioned must be present during verification.</li></ol>

Sd/-

Member Secretary, (ATLC)

### **Tentative activities that will be undertaken by the Agency/Firm:**

- I. Backdrop of the Stage and Stage Decoration (Over the existing permanent stage in Adivasi Exhibition ground)
- II. Poster, banner and hoarding: Printing and Display at various places, way boards at 8 different places inside the exhibition ground and write up of every day's cultural Programme in 4 boards (Details to be given by Member Secretary, ATLC in Adivasi Exhibition Ground)
- III. Light and Sound with specifications (Both for Stage for the Cultural Programme, Decorative Lights and Flood Lights **outside and inside** the Adivasi Mela Ground). Generator with Fuel for 15 days as per tender documents & requirements from time to time within the Mela period, wiring and lights fitting in all stalls including ITDA & Micro Project Stalls.
- IV. Cleaning of the Stalls by Vacuum Cleaner; to be cleaned at least twice a day and as and when required.
- V. Sprinkling of water on roads and other vacant places of Mela ground twice a day to settle the dust and cleaning of the stage and floor of the auditorium everyday for a period of 15 days and supply of bottled drinking water at different places as per requirement.
- VI. Cleaning of the Adivasi Mela ground twice on routine basis in morning and again at 1.00 P.M. and adequate number of sweepers to be put in places in inside the exhibition ground for continuous cleaning of the garbage. Installation of “Use Me” dustbins at necessary places as selected by A.D. (Agriculture), Adivasi grounds. Cleaning of all toilets inside the exhibition ground, offices & youth hostel toilets (thrice a day).
- VII. Deployment of Security guards in and outside the Adivasi Mela ground for security and smooth management of the event as per requirement.
- VIII. Video recording of the entire event from the start of the construction activities till the dismantling of the stalls (from 22<sup>nd</sup> January till 10<sup>th</sup> February). Still photography of the major activities every day from 20<sup>th</sup> January to 10<sup>th</sup> February 2015 and submission of photographs and video documentation of each day both in soft and hard copies with proper editing.
- IX. Flower decoration of the stage, gates, statues to be changed in 3 days interval and flower bouquet (as per requirement).
- X. Supply of adequate chairs & tables for the event.
- XI. Construction & decoration of Adivasi Hat (as per specification) 30 nos.of Pindis having size 12' x 10'.
- XII. Three numbers of LCD Projectors with screens to be installed at 3 conspicuous places in the exhibition ground for showing cultural programmes.
- XIII. Construction & Decoration of 3 gates (1 main gate & 2 back gates) and all the Fascias of Stalls/structures as per the drawing/design available with ATLC and A.D. (Agril), Adivasi Exhibition Ground,
- XIV. Public Announcement system with provision for playing light music during the exhibition time.
- XV. Construction & decoration of Tribal Art / Craft section (as per Haat concept)
- XVI. Construction & decoration of Handicraft, Handloom Centre (as per specification)
- XVII. Construction & decoration of Food Plaza (as per specification)
- XVIII. Construction & decoration of Painter's Pavilion (as per specification)
- XIX. Construction & decoration of Fascia design for ITDA, Govt. stalls & Shutter Stalls
- XX. Construction & decoration of Police, First Aid, Fire Brigade & CESU camps etc.
- XXI. Furnishing of control room & coverage of blank space to cover the gaps by design walling.
- XXII. Cleaning, leveling and lifting of gavgages/excess soil of Adivasi Ground before and after the Mela.

*Note: The agency/firm will be responsible for ensuring all the activities to be accomplished for smooth happening of Adivasi Mela in a hassle free manner. The agency will also be responsible and made accountable for any kind of lapse in smooth conduct of the event. The agency/firm will also deploy its manpower with proper uniform/jacket so that they are easily identifiable.*

**N.B. :**

**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 obtained requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipments like fire extinguishers and adhere to the fire safety norms.
4. In regard 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 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 production of receipts.
6. 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 while submitting the bids.
7. The selected Agency / firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
8. The selected Agency/Firm should deposit a Bank Guarantee equivalent of the advance amount taken for execution of work to the ATLC.
9. 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.

**Member Secretary,**

**Academy of Tribal Language and Culture (ATLC)**

## FINANCIAL BID FOR “ADIVASI MELA 2015”

Sl. No.	Item / Activity	Specification	No. of Units	Rate
1	Stage Decoration	<p><b>Stage:</b> Adivasi Mela being a cultural festival should reflect the unique lifestyle &amp; traditions of the tribals of Odisha. The stage should be created by taking the tribal household materials as the theme for the Mela. The stage decoration should be as per the approved designed and specification given with the design which is available in the office of the ATLC. The stage should be decorated with tribal theme motifs so as to recreate a tribal ambiance. Carpeting of stage with all other materials for opening and closing ceremony and for 30<sup>th</sup> January, like podium, VIP chairs, Tea poy, Table cloth, white Turkish Towels, Lamp, candle, match box, camphor and all other materials for green room.</p> <p><b>Backdrop:</b> Backdrop should be as per approved designed and specification available in ATLC.</p>	L.S	
2	Poster, Banner, Hoarding & way boards	<p>Poster, Banner, Hoardings are to be printed as per design and to be displayed at various places (in and around Bhubaneswar). Size (8'x15'- Hoarding)</p>	20 nos	
		Square Box (2.5ftx2.5ftx8ft height)	30	
		Chinese Board (2ft 6' x 7ft)	100	
		Way boards for display inside the exhibition ground	20	
3	Light & Sound system for stage	<p>Light – Light Mixture Par 1000 wt. Solar Multi 20 Multi 10 Stoke Light Pulser Board &amp; switch board Glove Light</p> <p><b>Sound System : Bass Bin</b> High range top box (400 wt.) High range frequency box (Pee-Vay/JBL) HF Box P.V. (low range) Cordless microphone Cord microphone Sound Craft 24 Channel mixture 340 Amplifier Voice processor CD / DVD Player Stereo Deck Podium Microphone Standing box audience capturing Stage monitor box</p>	<p>1 30 4 4 4 2 4 10  4 4 4 6 4 10 1 4 1 1 1 2 4 1</p>	
4	Cleaning of the Stalls by Vacuum Cleaner (With uniform)	Vacuum cleaning in & out of the stalls for twice a day minimum and as & when required for 15 days and cleaning of pandal with seating place every day.	L.S.	
5	Sprinkling of water	Sprinkling of water on roads, gallery and other vacant places of Mela ground twice a day to settle the dust	L.S.	
6	Video Recording and still photography	Video recording of the entire event from the start of the construction activities till the dismantling of the stalls (from 22 <sup>nd</sup> January till 10 <sup>th</sup> February). Still photography of the major activities every day from 20 <sup>th</sup> January to 10 <sup>th</sup> February 2015 and submission of photographs and video documentation each day both in soft and hard form with proper editing.	L.S.	

7	Flower Decoration	Flower Decoration of the Stage, Gate, Statues and Flower (daily requirement of flower bouque / garland on the inaugural and valedictory day will be 20 in numbers and on the rest days as per requirement per day). The flower decorations should be changed from 26 <sup>th</sup> January to 9 <sup>th</sup> February 2015 in every four days interval in gates, stage and statues.	L.S. (Unit cost of special bouque, plane bouque and garlands to be given (26, 30, 3, 8)	
8	Illumination & Decoration of Exhibition Ground (entire exhibition ground is to be illuminated, light decoration of entire ground, like plants, gallery sides, garden, status, all gates, buildings lighting of all parking places, rode sides, tribal hat, food plaza, art & craft centre, Adivasi village, accommodation places & other stall area etc.)	<ul style="list-style-type: none"> <li>- Metal Halide</li> <li>- Rice Light/colored LED lights</li> <li>- Running chain</li> <li>- Tuni Light</li> <li>- Bar light/CFL</li> <li>- Spot Light</li> <li>- Mechanical figures</li> <li>- 125 KVA Soundless Generator with Fuel for 15 days (the stage light arrangement and sound system along with street light will run through generator during the cultural programme) (including opening and closing ceremony)</li> </ul>	80 100000 50000 10000 200 200 10 01	
9	Supply of chairs & tables for event	<p><b>For Gallery :</b> Steel sofa set Tea poy Banquet chair Plastic Chair with arm Plastic Chair without arm</p> <p><b>For Control Room :</b> Steel sofa with white towels Tea poy 4ft x 4ft table (Iron /wooden) Carpeting</p>	3 sets 3 nos. 200 nos. 300 nos. 1000 nos.  3 sets 3 nos. 10 nos.	
10	Construction & decoration of Adivasi Haat	The size of each stall in Haat will be 10ft × 12ft size and other specifications such as gate and walling are given on the approved design available in ATLC. All stall should be fitted with lights and provision of plug points (preferably CFT lights). There should be carpeting inside the stalls, green carpeting of entire pathway and naming of all stalls.	32 Nos.	
11	LCD Projector	Three numbers of LCD Projectors to be installed at 3 conspicuous places in the exhibition ground where the stage performances can be viewed by the crowd circulating within the ground. The placement of screen with LCD projectors would be such that the stage is not directly visible from those locations matting of stalls.	3	
12	Construction & Decoration of 3 gates (1 main entrance gate & 2 back entrance gates	There will be three gates (one main entrance gate and two back entrance gates). The details specification for construction and decoration of gates is available with the approved design at ATLC. The gates should be decorated with the flowers and should have an ethnic tribal look and feel.		
13	Construction & decoration of theme gates	Theme gates for ITDAs & Micro projects, Handloom & Handicraft, Food Plaza with side wallings befitting to Mela theme. The other specifications are available with the approved design of ATLC.	6 nos.	

	and side wall of ITDAs & Micro projects complex etc.			
14	Construction & decoration of Tribal Art / Craft complex	The construction and decoration of Art and Craft complex should be as per approved designed available in ATLC. Size (12' x10' each), with light fittings and plug points and carpeting and front covering for night.	1 complex 16 nos.	
15	Construction of Govt. and Govt. undertaking Stalls	The construction of the stalls should be as per the approved designed and specifications available in ATLC. Each stalls should have ceiling, walling, carpeting, 3 rows of shelves inside the stalls with front covering in night. The wiring and light fittings with electronic tube light / CF light / spot lights and plug point, maximum load upto 0.5 KW. The wiring should be done with new cable wires with proper insulation in joint places and should be done by authorized Govt. approved contractor. As per design 20 x15 Feet sized Stalls (the specification and layout / sketch will be available in the ATLC's Office.	35 (The Numbers may go up and the cost will be paid as per the number of units and as per approved rate).	
16	Construction & decoration of Handicraft, Handloom complex	The construction of the stalls should be as per the approved designed and specifications available in ATLC, with light fitting and plug point. 20ft x 15ft size.	8nos.	
17	Construction & decoration of Food plaza	The construction of the stalls should be as per the approved designed and specifications available in ATLC, light fitting and plug point.. As per design 12 ft x 8ft stall .	The entire complex with theme gate 6 nos.	
18	Construction & decoration of Painters Pavilion	The construction of the stalls should be as per the approved designed and specifications available in ATLC, with light fitting and plug point. Bamboo tarpaulin roof, scaling wire and platform. As per design size 15'x 8'	2	
19	Construction & decoration of Police, First Aid, Fire Brigade, CESU camps, GED, PHD etc...	The construction of the stalls should be as per the approved designed and specifications available in ATLC. Each stall should have ceiling, walling, carpeting, with front covering in night. The wiring and light fittings with electronic tube light / CFL light / spot lights, maximum load up to 0.5 KW (each stall). The wiring should be done with new cable wires with proper insulation in joint places and should be done by authorized Govt. approved contractor. As per design 20 x15 Feet sized Stalls	5 Ply base with table & chairs	
20	Cleaning & Sanitation	<ol style="list-style-type: none"> <li>1. Cleaning of entire exhibition ground in three shifts including accommodation areas by sweepers to clean the Mela ground. Removal of all unwanted materials out of the ground by vehicles. Sanitation of entire bathrooms, latrines, urinals in exhibition ground, accommodation places and offices with sanitary materials. White lime lining in opening &amp; closing ceremony &amp; sweepers should be well dressed.</li> <li>2. Construction of temporary urinals in different places for male &amp; female with bamboo plate, putting sand in urinals and sanitary materials.</li> <li>3. Putting sufficient garbage baskets made by bamboo plate and bamboo stools with writing in different place of exhibition ground &amp; accommodation places including cleaning everyday.</li> <li>4. Cleaning, leveling and liffing of gavages of Adivasi Ground before and after Adivasi Mela- 2015.</li> </ol>	L.S. (24 <sup>th</sup> Jan to 11 <sup>th</sup> Feb- 2013)  20 nos. L.S. 30 nos. L.S.	

21	Drinking water provision at different location	Bottled drinking water should be supplied at different places of the ground, Control room, Offices, Green room, Police, First Aid, BCDD, Fire camps during function period.	L.S. (5 places)	
22	Construction and decoration of 18 shutter stalls	The construction of the closed shutters stalls as per approved design available in ATLC. Each stall should have ceiling, walling, carpeting with fascia and light fittings with plug point.	20 nos.	
23	Signage and wallings in different sights to cover the gaps, hanging of 15 days programme board and colouring of statues.	Signage as per the approved designed. The signage should be made with batten and hessian cloth befitting to purpose. Walling made with hessian cloth with tribal motifs etc. Way boards----- Walling ----- Programme Board ----- Statues -----	10 nos. 20 nos. 300 rft (minimum) 4 nos. 3 nos.	
24	C.C.T.V. Camera in places	C.C.TV. Camera to be installed in conspicuous places in Adivasi Ground with surveillance system	8nos.	
25	Public Announcement System	PA system for announcement provision from Control Room and police camp to reach all over the Exhibition Ground.	2	

**Sd-  
Member Secretary**