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ACADEMY OF TRIBAL LANGUAGES & CULTURE

(ST & SC Development Department, Govt. of Odisha)
Adivasi Exhibition Ground, Unit- 1, Bhubaneswar- 751009
Tele. /Fax-0674-2597821, Email- atlcbbbsr_08@yahoo.com

No. 936 /ATLC., Bhubaneswar Date. 05.11.2019.


EXPRESSION OF INTEREST

Academy of Tribal Languages and Culture (ATLC) on behalf of ST & SC Development Department, invites Expression of Interest (EOI) to organize “Adivasi Mela-2020” from **26th January to 9th February 2020** at IDCO Exhibition Ground, Unit- III, Bhubaneswar. Interested Event Management Agencies having required eligibility and experience as per ToR may apply on or before **22.11.2019 by 1.00 P.M** to the undersigned in the Drop Box of ATLC, Unit- I, Bhubaneswar. The offers should be submitted in three separate Bids i.e. **Technical Bid with required documents, Concept Based Design and Financial Bid**. The covers containing Technical Bids, Designs and Financial Bids will be sealed and **super scribed** in bold letters, “**Technical Bid, Design and Financial Bid for Adivasi Mela-2020**”. The details of different activities to be undertaken including eligibility criteria etc. (ToR) is available in the official website of ST & SC Development Department (“www.stscodisha.gov.in) & **ATLC Website (www.atlcodisha.org)**, which can also be obtained physically from the office of ATLC, Adivasi Exhibition Ground, Unit-1, Bhubaneswar on any working day between **11.00 A.M to 4.00 P.M on or before 21.11.2019**.

The Technical Bids will be opened at **5.30 P.M on 22.11.2019** and the designs of those technically qualified Bidders only will be opened next. The designs of the qualified agencies for “Adivasi Mela-2020” will be examined by the Designated Committee and there will be a Power-point presentation before the Committee for selection of the **Concept Based Designs**. After selection and short listing of the Designs, the Financial Bids of the shortlisted agencies only will be opened in presence of the Quotationers or their authorized representatives. There will be a Pre-Bid meeting on **15.11.2019 at 4.30 PM** in the office of the ATLC. For clarification, if any the quotationers may contact the OSD, ATLC during office hours on any working day up to **21.11.2019**.

The EOI received incomplete or beyond the prescribed dateline will be liable for rejection.

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


Member Secretary, ATLC.

Terms of Reference for Adivasi Mela-2020

(TOR)

The Agency should have the following minimum required qualifications & experience 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">1. The Agency should have one qualified Visualizer (s) having Master Degree in Visual Art who should supervise the execution of the work throughout the construction activities as per the approved Concept Based Design.2. The Event Management Agency must have three years of experience of construction of Stalls and Event Management in major State / National Level Festivals/Fairs.3. The Agencies should have minimum Annual Turnover of Rupees 1 Crore for last three financial years ending on 31.03. 2019 duly certified by CA4. The Agency should have certification on execution of similar nature of works for not less than Rs. 30 lakhs as a single bid for last three consecutive years.5. The Agency must have working experience with Govt. of Odisha.6. The Agency should have full- fledged office in Bhubaneswar .	<ol style="list-style-type: none">1. Demand Draft of Rs. 5000/- Drawn in any Nationalized Bank in favour of Member Secretary, ATLC pay able at Bhubaneswar towards cost of Tender Papers which is non-refundable.2. EMD of Rs. 2 lakh/(two lakhs) only in shape of Demand Draft drawn on any Nationalized Bank in favour of Member Secretary, ATLC payable at Bhubaneswar. The EMD of unsuccessful Bidder shall be refunded upon finalization of the Tender Process.3. Copy of the valid GST Registration certificate with up to date GST R-1 copy of the Agency. (Self-attested) up to 30.09.2019. (Self-attested).4. Copy of the Registration under IT Act. (PAN No.) and with .up to date IT return filing in the name of the Agency.(for the Financial Year 2018-19). (Self-attested).5. Copy of the Work Orders with successful work completion certificate in support of execution of similar work for not less than Rs. 30 lakhs per year as a single Bid, for last three consecutive years from State/Central, Govt./ U.T. (Self-attested) .6. Copy of Annual Turnover as per specification eligibility Criteria. (Self-attested).7. Copy of work experience certificate. (Self-attested).


Member Secretary, ATLC

Items for Design and Drawing

Adivasi Gaon Complex - Model Huts
a. Gate
b. Wallings
c. Shine Crafts Complex
d. Art & Craft Demo Complex
Adivasi Haat
a. Pindi with rack & storing facility
b. Walling
c. Facia Design
Art & Craft Complex
a. Stall Design with Facia
Adivasi Food Plaza Complex
a. Stall Design (Kitchen Shed & Sale Counter)
b. Gate Design
Handloom &Textile
a. Stall Design with Facia & Gate
Govt. Stall
a. Core House Design with Facia & Gate
Stalls (for other SHGs)
a. Facia Design
b. Inner Design
Help Desks
a. Stall Design
b. Facia Design
Gate (4nos)
a. Design with Side walling
Pandal
a. Pandal with Back drop Design
b. Green Rooms
c. Surrounding Design with Tribal Painting
Signages
a. Programme Boards
b. Way Marks
c. Stall Map
d. Walling with Design
Advertisement
a. Hoarding
b. Square Box
c. Chinese Flat Board
d. Invitation Card, Envelop & Leaflet Design

Evaluation:

The short listed Agencies qualifying the Technical Bid conditions will be asked to make a Power-point presentation before the designated Committee in respect of their concept design/designs for selection. Then the Financial Bids of shortlisted designs will be opened for selection. For this selection process **Weighted Average Method** will be adopted. Top Concept Design and respective Financial Bid will be given 60:40 ratio marks respectively (60- For Concept Based Design, 40-For Financial Bid).

Tentative Activities to be undertaken by the Agency:

- I. Construction of Pandal with all required materials, Backdrop of the Stage and Stage Decoration on the temporary stage as per the approved design with two Green Rooms.
- II. Poster 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 on 4 boards (Details to be given by Member Secretary, ATLC)
- III. Light and Sound with specifications (Both on Stage for the Cultural Programme, Decorative Lights and Flood Lights outside and inside the Adivasi Mela Ground). Generators with Fuel for 15 days as per tender documents & requirements from time to time within the Mela period, Concealed electrical wiring and lights fitting in all stalls including ITDA & Micro Project Stalls to be executed by Govt. contractor with clearance from Fire Officer & Electrical Inspector.
- IV. Cleaning of the Stalls by Vacuum Cleaner; to be cleaned at least once a day and as and when required.
- V. Sprinkling of water on paths and other vacant places of Mela ground twice a day to settle the dust and cleaning of the stage everyday for a period of 15 days and supply of sealed drinking water bottle at different places as per requirement.
- VI. Cleaning of the Event place twice a day on routine basis in morning and 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 per requirement, Construction of temporary Toilets (20 nos.) and Urinals (20 nos.) inside the Exhibition Ground and accommodation places with sufficient sanitary materials and sweepers with continuous water supply.
- VII. Deployment of sufficient nos. of Security Guards in and outside the Adivasi Mela event place for security and smooth management of the event as per requirement. (Details annexed at A)
- VIII. The internal Flower Decoration and Flower Bouquet along with the Stage, Gates to be changed in 3 days (as per requirement).
- IX. Supply of adequate chairs & tables for the event.
- X. Construction & Decoration of Tribal Hat (as per specification) 35 nos. of Pindis having size 15' x 10'.
- XI. Three numbers of LED Screen (8' X 6') to be installed at 3 conspicuous places in the Exhibition Ground for live show of the cultural programmes.
- XII. Construction & Decoration of 4 gates (2 main gates & 2 back gates) and all the Fascias of Stalls/Structures as per the drawing/design available with ATLC.
- XIII. Public Announcement System in Control room with Box covering entire Mela Ground.
- XIV. Construction & Decoration of Tribal Art / Craft Segment (as per approved concept).
- XV. Construction & Decoration of Tribal Haat & Construction of ply- base sheds for the storage of products of SHGs (as per approved concept)
- XVI. Construction & Decoration of Handicraft, Handloom Centre (as per approved concept)
- XVII. Construction & Decoration of Food Plaza (as per approved concept)
- XVIII. Construction & Decoration of Painter's Pavilion (as per approved concept)
- XIX. Construction & Decoration of Fascia design for ITDA, Govt. Stalls.
- XX. Construction & Decoration of Police, First Aid, Fire Brigade & CESU Camps etc.
- XXI. Construction and Furnishing of control room & coverage of blank space to cover the gaps by design walling & covering of entire open spaces by Green Carpeting.
- XXII. Construction & Decoration of Pavilion (40' X 20') with racks for SCSTRTI & ATLC Publications. Cleaning, labeling and lifting of gavages/excess soil of Mela Ground before and after the Programme.
- XXIII. Supply of sufficient numbers of Fire Extinguishers for different Segments along with man power& spraying of fire retardant solution over the flammable materials in every 3 days intervals for safety and security.
- XXIV. Provision of Transportation for Tribal Participants from Accommodation Places to the Event place as and when required.

Note: The Agency 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 organization of the event. The agency will also deploy its manpower with proper uniform/jacket so that they are easily identifiable.

N.B.:

Terms & Conditions:

1. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing of the event.
2. It shall be responsibility of the successful Agency to obtain required 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 & fire retardant liquid spray every 5days interval over flammable materials used at stalls.
3. In regard to electrical fittings etc. Agency shall have to engage qualified licensed electrician, one Govt. approved contractor entitled to erect, handle and maintain supply line and its upkeep.
4. The rate offered by the agency shall be **excluding of GST**. However, the GST will be deposited by the agencies with the concerned authority and produce the deposit copy in ATLC.
5. The quotationer should deposit D. D. of Rs. 5,000/- towards cost of tender paper (non-refundable) and D.D. of Rs. 2 lakh/- (two lakhs only) towards E. M. D. (refundable) drawn in favour of the Member Secretary, ATLC and an execute an agreement before issuing work order.
6. The selected Agency should open its own office at Mela Venue having the technical man power & manager throughout the Mela period to handle any work to be assigned by the Authority.
7. The selected Agency has to deposit performance Security of RS. 5 Lakh/- (five lakh) only in Demand Draft or fixed deposit receipt from a Commercial Bank or Bank Guarantee from any Commercial Bank in an acceptable Form safeguarding the client's interest in all respect. Performance Security should remain valid for a period of 60 days beyond the expiry of the agreement to be executed for the purpose. EMD will be refunded to the successful Bidder on receipt of the performance security.
8. The Authority is not bound to accept the lowest Quotation and reserves the right to reject any or all quotations without assigning any reasons thereof.
9. The selected Agency will provide additional materials in case of requirement without charging any additional cost (Limited to 5% of the total cost of approved financial value). Any additional works which if required during execution of the work but don't find place in the original Work Order will be taken up by the Agency in the Tender approved Unit- Cost as per the instructions of Member Secretary, ATLC .
10. Non-submission of any required document indicated in the T.o.R will render the Bid to be rejected



Member Secretary, ATLC

FINANCIAL BID FOR "ADIVASI MELA- 2020"

Sl. No.	Item / Activity	Specification	No. of Units	Rate
1	Ground Preparation	The entire Event Place (Ground) is to be cleaned & leveled by machinery equipment before any construction works & after the event the entire ground to be cleaned thoroughly within 5 days & handover to the authority.	L.S	
2	Construction of new pandal with Decoration	Stage: Construction of a new pandal with full-fledged materials (Fire and water proof) to accommodate and bear load for different Tribal Cultural Programme having 20 nos. in a Troup with 2 nos. Separate Green Rooms for Male and Female with all facilities. Adivasi Mela being a cultural festival should reflect the unique lifestyle & traditions of the tribal of Odisha. The stage should be created by taking the tribal household materials as the concept for the Mela. The stage decoration should be as per the approved design 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 th January, like podium, VIP chairs, Tea poys, Table cloth, New white Turkish Towels, Lamp, candle, match box, camphor and all other materials for green room etc. Backdrop: Backdrop should be as per approved design and specification available in ATLC.	L.S	
3	Hoarding & way boards	Hoardings are to be printed as per design and to be displayed at various places (in and around Bhubaneswar). Size (8'x15'- Hoarding)	50 nos.	
		Square Box (2.5ftx2.5ftx8ft height)	50 nos.	
		Chinese Board (2ft 6' x 7ft)	200 nos.	
		Way boards for display inside the Exhibition Ground	20	
4	Light & Sound system for stage	Light – Light Mixture	1	
		Par 1000 wt.	30	
		Solar	4	
		Multi 20	4	
		Multi 10	4	
		Stoke Light	2	
		Pulser Board & switch board	4	
		Glove Light	10	
		Sound System : Bass Bin		
		High range top box (400 wt.)	4	
		High range frequency box (Pee-Vay/JBL)	4	
		HF Box	4	
		P.V. (low range)	6	
		Cordless microphone	4	
		Cord microphone	10	
		Sound Craft 24 Channel mixture	1	
		340 Amplifier	4	
		Voice processor	1	
		CD / DVD Player	1	
		Stereo Deck	1	
Podium Microphone	2			
Standing box audience capturing	4			
Stage monitor box	1			
125KVA Soundless Generator with fuel for 15days Programme	1			
5	Cleaning of the Stalls by Vacuum Cleaner (With uniform)	Vacuum cleaning 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.	

6	Sprinkling of water	Sprinkling of water on paths, gallery and other vacant places of Mela ground twice a day to settle the dust.	L.S.	
7	Flower Decoration	Flower Decoration of the Stage, Gates, Flower bouquet (daily requirement of flower bouquet. The flower decorations should be changed from 26 th January to 9 th February 2020 in every 3 days interval in gates and stage. ❖ White Lilly Bouquet- 4 nos. ❖ Rose Bouquet- 20 nos. ❖ Other Bouquet- 100 nos.	L.S. (Unit cost of special bouquet, plane bouquet 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, all gates, buildings lighting of all parking places, rode sides, tribal hat, food plaza, art & craft center, Adivasi village, accommodation places & other stall area etc.)	❖ Metal Halide (white & Green) ❖ Rice Light/colored LED lights(Blue & Green) ❖ Spot Light ❖ 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)	300 200000 300 02	
9	Supply of chairs & tables for event	For Gallery : Steel sofa set with towel Tea poy Banquet chair Plastic Chair with arm Plastic Chair without arm For Control Room : Steel sofa with white towels Tea poy 4ft x 4ft table (Iron /wooden) Carpeting	6 sets 6 nos. 200 nos. 300 nos. 1000 nos. 3 sets 3 nos. 10 nos.	
10	Construction & decoration of Tribal Haat (as per approved design)	The size of each stall in Haat will be 15ft × 10ft size and other specifications such as gate and walling are given on the approved design. All stall should be fitted with lights and provision of plug points (preferably LED lights). There should be carpeting inside the stalls, green carpeting of entire pathway and naming of all stalls. There should be concealed electrical wiring. Construction of play base, tarpaulin roof sheds for storage marketing products of SHGs in Youth Hostels Campus, AEG with light systems.	35 Nos. 30 Nos.	
11	LED Screen	Three numbers of LED Screens to be installed at 3 conspicuous places in the Event ground where the stage performances can be viewed by the crowd moving within the ground. The placement of screen would be such that the stage is not directly visible from those locations.	3 Nos.	
12	Construction & Decoration of 4 gates (2 main entrance gate & 2 back entrance gates (as per approved design)	There will be four gates (two main entrance gates and two back entrance gates). The details specification for construction and decoration of gates. The gates should be decorated with the flowers and should have an ethnic tribal look and feel.		
13	Construction & decoration of theme gates and side wall of ITDAs & Micro projects complex etc.	Concept Based 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.	

14	Construction & decoration of Tribal Art / Craft complex (as per approved design)	The construction and decoration of Art and Craft complex should be as per approved design available in ATLC. Size (10' x10' each), with light fittings and plug points, Racking, carpeting and front covering at night. There should be concealed electrical wiring.	1 complex 20 nos.
15	Construction of Govt. and Govt. undertaking Stalls. (as per approved design)	The construction of the stalls should be as per the approved design. Each stall should have ceiling, walling, carpeting, 3 rows of shelves 3 sides inside the stalls with front covering in night. The wiring and light fittings with electronic tube light / LED light / spot lights and plug point, maximum load up to 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 including concealed electrical wiring. As per design 15 x15 Feet size Stalls (the specification and layout / sketch will be available in the ATLC Office.	60 (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 Food plaza	The construction of the stalls should be as per the approved design, light fitting and plug point. As per design 10ft x 10ft stall with shelves & front table for selling materials. Separate Kitchen for each Stall behind the Sale Counter with Fire safety.	The entire complex with theme gate 30 nos.
17	Construction of Temporary structures with all fittings including Accommodation Arrangements.	Temporary structure with ply base, ceiling & walling with Tarpaulin, light fitting with plug point & carpeting for all cultural Troupes. As per design size- 20' X 15'	10 nos.
18	Construction & decoration of Police, First Aid, Fire Brigade, CESU camps, GED, PHD etc.... (as per approved design)	The construction of the stalls should be as per the approved design. 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. Concealed electrical wiring is to be done. As per design (20' x20') Feet size Stalls.	6 nos. Ply base with table, chairs, Carpet, Drinking Water etc.
19	Construction and Decoration of Control Room & VIP Room	Control room is to be constructed of size 30ft X 30ft with separation, ply base, ply walling, Tarpaulin ceiling, cloth ceiling walling with all light fittings, Table, Chair, Sofa with attached Toilets with all the facilities door and windows screen etc. (as per requirement). VIP room 30' X 20' with AC Provision, Sofa Set, Tea poy, Screen, Urinal etc.	2 nos.
20	Cleaning & Sanitation Morning- 12 Sweepers Noon- 12 Sweepers Mela Period- 20 Sweepers (2 P.M to 10 P.M)	<ol style="list-style-type: none"> 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 with sanitary materials. White lime lining in opening & closing ceremony & sweepers should be well dressed in Uniform. Construction of Temporary Urinals and Toilets in different places for male & female with all materials like Pan, Sewerage connection, water facility sanitary materials in sufficient volume. Cleaning of Toilets and Urinals in every hourly basis. (Toilet- 20 nos. and Urinals- 20 nos.) Putting sufficient garbage baskets 50 nos. made of bamboo plate and bamboo stools with writing in different place of Exhibition Ground & Accommodation places including cleaning every day. Cleaning, labeling and lifting of gavages along of Event place before and after Adivasi Mela- 2020 along with Fumigation at Youth Hostel every evening from 25.01.2020 to 09.02.2020. 	L.S. (24 th Jan to 11 th Feb- 2019) 20 nos. L.S. L.S.

21	Drinking water provision at different location	Sufficient sealed drinking water bottles 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 30 nos. of Stalls for Woman SHG	The construction of stalls (15ft X15 ft) as per approved design. Each stall should have ceiling, walling, racking in 3 sides for 3 rows & front table, carpeting with fascia and light fittings with plug point with pipe wiring.	30 nos.	
23	Signage and walling in different sights to cover the gaps, hanging of 15 days Programme board	Signages as per the approved design. The signage should be made with batten and hessian cloth befitting to purpose. Walling made with hessian cloth with tribal motifs etc. Way boards----- Programme Board -----	30 nos. 1000 rft (minimum) 20 nos. 6 nos.	
24	C.C.T.V. Camera in places	C.C.TV. Camera to be installed at conspicuous places in Mela Ground with surveillance system & Technical personnel.	30 nos. with 2 monitor	
25	Public Announcement System	PA system for announcement from control room and police camp to reach all over the Mela Ground.	2	
26	Deployment of Security Guards	Well-equipped Iathe & Gun man Security Guards to be deployed with Uniform dressed in three shifts (6 A.M to 2 P.M, 2P.M to 10P.M, 10 P.M to 6 A.M). Deployment will be started from 17 th January 2020 till 12 th February 2020. Details of Deployment is Annexed at - A	1047 nos. of (Guards) 195 nos. of Supervisors	
27	Fire extinguishers & Fire Solution Spray	Sufficient numbers of Fire Extinguishers to be kept for different segments of Mela for fire safety with technical personnel to handle them. Fire retardant solution to be sprayed over the flammable materials used for stalls in every 5 days intervals.	50 nos. As per volume (Itr) to be used	
28	Bhajan Sandhya (30 th January) & opening Chorus.	"Bhajan Sandhya" will be arranged by a group of reputed Singers after Consulting the Nodal Officer of Tribal Mela with all group arrangements along with opening chorus by a team.		
29	Prize Materials	Supply of Acrylic momentous for Felicitation to Cultural Troupes as per specification & approved design. 10" Acrylic momentous with LOGO branding and Titles	150 nos.	
30	Transportation	Transportation of Artisans/ Members of Tribal Self Help Groups and Cultural Troupes every day from Accommodation places to Event place twice a day for 16 days by means of Buses & light vehicles.	4 Buses (40 Seated) Light Vehicles (as per requirement)	
31	Ambulance and First-Aid Facilities	To provide two nos. of Private Ambulance for the Event (24 hours) with First-Aid facilities and engagement of one Private Doctor (on call) for the treatment of participants in accommodation places.	2 nos.	
32	Provision of ATM Counter	Construction and Decoration of one ATM Counter with ply base, ply walling, Tarpaulins Roof, Cloth Ceiling and walling, Facia, Electrical fitting as required with Table chair (15ft X15 ft).	1 no.	

 5.11.19

Member Secretary, ATLC

Annexure- "A"

Details of Deployment of Security Guards for Adivasi Mela-2020

Sl no	Date & Days	No of Security Guards & Supervisors to be deployed	Total nos. of Security Guard	Total nos. of Supervisors	Remarks
1	17.01.2020 to 22.01.2020 (6 days)	4 Guards per shift	72 nos.	-	
2	23.01.2020 to 25.01.2020 (3 days)	10 Guard per shift with 2 supervisors	90 nos.	18 nos.	
3	26.01.2020 to 09.02.2020 (15 days)	Sift-1- 10nos. Guards with 2 supervisor Sift-2 - 30nos. Guards with 6 supervisors Sift-3- 15nos. Guards with 3 supervisors.	825 nos.	165 nos.	
4	17.01.2020 to 10.02.2020 (For Accommodation Place) (25 days)	3 Guards per Shift	225 nos.	-	
		Total	1212 nos. of Security Guards	183 nos. of Supervisors	

 5.11.19

Member Secretary, ATLC