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**ACADEMY OF TRIBAL LANGUAGES & CULTURE**  
(ST & SC Development Department, Govt. of Odisha)  
Adivasi Exhibition Ground, Unit- 1, Bhubaneswar- 751009  
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No. 935 /ATLC, Bhubaneswar Dated: 05.11.2019 2019.

**EXPRESSION OF INTEREST**

Academy of Tribal Languages and Culture (ATLC), on behalf of the ST & SC Development Department invites Expression of Interest (EOI) to organize the State Level Students' Festival, 'Sargiful-2019' from 19<sup>th</sup> to 21<sup>st</sup> December, 2019 at Adivasi Exhibition Ground, Unit-1, Bhubaneswar. Interested Event Management Agencies having required eligibility and experience as per the ToR may apply on or before **22.11.2019 by 1.00 PM** to the undersigned in the **Drop Box** of ATLC, Unit-1, Bhubaneswar. The offers should be submitted in three separate Bids i.e., **Technical Bid** with required documents, **Theme 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 Sargiful-2019**. The details of different activities to be undertaken including eligibilities etc. (ToR) is available in the official website of ST & SC Development Department ("[www.stscodisha.gov.in](http://www.stscodisha.gov.in)), ATLC ([www.atlcodisha.org](http://www.atlcodisha.org)) or can be obtained physically from the office of ATLC, Adivasi Exhibition Ground, Unit- I, Bhubaneswar on any working days between **11 AM to 4 PM on or before 21.11.2019**.

The Technical Bids will be opened at **4.00 PM on 22.11.2019 in ATLC**. The designs of those technically qualified Bidders only will be opened next. The designs of the qualified Agencies for Sargiful-2019 will be examined by the Designated Committee and there will be a Power-point presentation before the Committee for selection of the theme based design. 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** with the selected Event Management Agency **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

## EOI for 'Sargiful-2019'

The Agencies should have the following minimum Qualifications & Experiences and the copy of the supporting Documents to be mandatorily submitted with the EOI.

### **Eligibility Criteria:**

<b>Eligibility Criteria</b>	<b>Documents Required for Pre-qualification</b>
1. The Agency should have one qualified Visualizer (s) having Master Degree in Visual Art Qualification who should supervise the execution of the work throughout the construction activities as per the approved Theme based design.	1. Demand Draft of Rs. 5000/- (Five thousand) only Drawn on any Nationalized Bank in favour of Member Secretary, ATLC payable at Bhubaneswar towards cost of Tender Papers which is non-refundable.
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.	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 bidders shall be refunded upon finalization of the Tender Process & the EMD of the approved Event Management Agency will be refunded after successful completion of the Programme.
3. The Agency should have minimum Annual Turnover of Rupees. 1 Crore for last three financial years ending on 31.03. 2019 duly certified by CA.	3. Copy of valid GST Registration certificate with up to date GST R-1 copy of the Agency. (Self-attested) up to 31.06.2019.
4. The Agency should have executed similar nature of works for not less than Rs. 30 lakhs per year as a single bid for last three consecutive years.	4. Copy of Registration under IT Act. (PAN Card) and with up to date IT return filing in the name of the Agency.(Self-attested)
5. The Agency must have working Experience with Govt. of Odisha.	5. Copy of work orders with successful work completion certificate in support of execution of similar work for not less than <b>Rs. 30 lakhs</b> per year as a single Bid, for last three consecutive years from State/Central, Govt./ U.T.(Self-attested)
6. The Event Management Agency should have a Caterer with all required documents like Valid Food Preparation License from concerned Authority, Trade License from BMC and Work experience of similar activities for supply of Food to more than 1000 Participants per day for preparation and supply of adequate, quality, delicious & hygienic food.	6. Copy of Annual Turnover as per specification and eligibility Criteria. (Self-attested)
7. The Agency must have a full fledged office in Bhubaneswar	

**Member Secretary, ATLC.**

## **Items for Design and Drawing**

<b>Pavilions:</b>
a. 5 nos. with 4nos. entry gates in each.
<b>Science Exhibition:</b>
a. 40 Stalls (10'X10')
b. Facia
c. Inner Decoration
d. Signages
e. Gate
<b>Pandal:</b>
a. Backdrop
b. Other Decorations
c. Sitting Place in front of the Pandal
d. Ceiling and Walling etc.
e. Surrounding Design with Tribal Painting
<b>Competition Stalls:</b>
a. Front Facia
b. Signages
c. Ceiling and Walling etc.
<b>Registration Counter-cum-Competition Stall:</b>
<b>VIP Gallery:</b>
a. Stall Design
b. Facia Design
<b>Help Desks:</b>
c. Stall Design
d. Facia Design
<b>Dining Hall and Kitchen Centre:</b>
a. Design with Facia
<b>Signages:</b>
a. Programme Boards
b. Way Marks
c. Stall Map
<b>Gate (4nos):</b>
a. Design with Side walling

### **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 the shortlisted designs will be opened for selection. For this selection process weighted average method will be followed. Top concept design and respective Financial Bid will be given 60:40 ratio marks respectively (60- For Theme Based Design, 40-For Financial Bid).

### **Activities to be Undertaken:-**

1. Ground preparation for construction and decoration etc.
2. Construction of Backdrop, & Sitting place as per approved design including required decoration etc.
3. Preparation and Putting up Hoardings as per approved design.
4. Cleaning and Sanitation of entire Event Place & Accommodation places including Construction and maintenance of temporary Urinals and Toilets.
5. Light and Sound system for Stage as per approved requirement including silent DG set with fuel. The Event Management Agency will engage approved Govt. electrical Contractor for concealed wiring of entire Pavilions, Competition Stalls, Science Exhibition Stalls, Dining Area & other light decorations etc. and obtain NOC from appropriate Authority for safety conduct of the Programme.
6. Illumination of entire Event place and accommodation places as per approved requirement.
7. Deployment of required no. of Security guards at Event Place & Accommodation Place.
8. Flower decoration as per requirements.
9. Supply of VIP Chairs, Sofa sets, Tea-poy, Tables, chairs etc.
10. Public Announcement Center for the Programme.
11. Construction and Decoration of Gates as per approved requirements.
12. Construction and Decoration of required nos. of Pavilions, Competition Stalls, Science Exhibition Stalls and other Stalls as per requirement.
13. Different Signages for the Programme and Logistic Stalls as per approved specifications.
14. Supply of Beds with other materials for the participants as per requirement for accommodation arrangement.
15. Provision of Drinking Water for the Event and Accommodation places.
16. Construction and Decoration of Dining Space and Kitchen Shed as per approved design and requirement.
17. Provision of Green Carpeting on entire Event Ground including roads with side walling as per requirements.
18. Arrangement of Ambulance with First Aid and Doctor- on- call as per requirement.
19. Arrangement of Buses for movement of Participants as per requirement.
20. Construction and Decoration of registration Counter –cum- Competition Stalls as per approved requirement including Help Desk and VIPs Lobby for the Judges and VIPs.
21. Provision of Fire Safety majors as per requirement.
22. Provision for Fogging against mosquitoes in and around Event Places and Accommodation places.
23. Printing of Invitation Cards for the Programme.
24. Supply of Cups, Shields, Trophies, Sweaters, Bags and Caps as per specification & requirement.
25. Provision of adequate quality, delicious & hygienic food for all participants under proper certification of Health Inspector/ Food Inspector, Govt. of Odisha.
26. Any other works required by Authorities for smooth conduct of Programme.

## **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 Agency to obtain required permission for electricity connection/fire services for the event period from Statutory Bodies. The agency/event management unit has to supply fire protection equipments like Fire Extinguishers and adhere to the fire safety norms.
3. 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.
4. The rate offered by the Agency shall be excluding GST as applicable. However, the GST will be deposited by the Agencies with the concerned Authority immediately after getting the payment.
5. The quotationer should deposit D. D. of Rs. 5,000/- (Five thousands) only 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 payable at Bhubaneswar and execute an Agreement before issuing work order .
6. The selected Agency/Firm should open its own office at the Event place having technical man- power and manager throughout the Event period to handle any work to be assigned by the Authority and should keep at least one person for each Event and Accommodation to look after the entire arrangements.
7. The Event Management Agency should submit an Execution Plan including their strength and man power for four- days activities.
8. The selected Agency has to deposit Performance Security of RS. 5 Lakh/- (Rupees five lakh only in-shape of A/C payee 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".
9. The selected Agency should provide additional materials in case of requirement without charging any additional cost (Limited to 5% of the total cost of the approved Financial Value). Any additional work which if required during execution of the work but does not find place in the original Work Order will be taken up by the Agency with the Tender approved Unit-Cost as per the instructions of Member Secretary, ATLC
10. Non-submission of any required documents indicated in the T.o.R will render the Bid to be rejected.
11. 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.

 5.11.19

**Member Secretary, ATLC.**





Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
<b>Flower Decoration</b>	Flower decoration of Gates, Stage, Backdrop, Pavilion entrance, Other places as per requirement with minimum 5 nos. of Bouquet each day as per requirement with 2 VVIP Flower Bouquets on opening day. Rate of each Bouquet must be quoted.	VIP- 15 VVIP- 2		
<b>Supply of chairs, tables, Carpets etc. for event</b>	<b>Detail Materials/items to be used:</b> 1. VIP Chairs- 8 Nos (Stage) 2. Teapoy – 6 nos (Stage) 3. Table cloth, towel for VIP chair, lamp, podium etc. (Stage), Extra towels. 4. Plastic chairs (without arm) for pavilion & competition stalls – 800 nos. 5. Table for pavilion & competition stall – 50 nos. 6. Brass/steel sofa sets with Teapoy for control room- 5 sets 7. Banquet chairs for gallery- 400 nos. 8. Plastic chairs(without arm) for Audience -1500 9. Iron tables (4ftx 4 ft) – 4 nos. (Stage) 10. Brass/steel sofa sets with Teapoy for gallery – 2 sets. 11. Carpeting of Pandal and VIP sitting area & other areas as per requirement. 12. The rate of Carpet Area in sqft & rate of Chairs, Tables & Sofa must be mentioned.	8  6 1  800  50  5  400 1500  4 2		
<b>Public Announcement system</b>	PA system with soft music & announcement provision from control room to reach all over the field and dining hall. Cordless microphone in science exhibition, office for announcement as per the requirement& announcement system with box, podium in competition areas.	1		
<b>Gate- As per Theme (Theme to be suggested by the agency)</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, materials to be used ply, bottom, paint, iron, flower decoration etc. as per Specification of visualizer.	3  2		
<b>Pavilion-As per theme &amp; design (Theme to be suggested by the agency)</b>	Pavilion should be made as per approved design and theme based. Approved 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 around 30 children. /total 5 nos. (20 section) of pavilions 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.	5		




Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
<b>Science Exhibition Stall:- As per theme (Theme to be suggested by the agency)</b>	40 nos. of stalls, size- 10'x12'with 6'' inch wooden platform with carpeting as per specification and design(Materials 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 no. . 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 as per requirement.	40		
<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 board, 20'x4' for signature and opinion campaign 2 pcs extra white board to be required for last two days, marker 30 nos. etc. as per requirement.	1		
<b>Cloth banner for signature and opinion, Drawing</b>	Display board for VIPs feedbacks with drawing sheets and marker pen for feedback etc.	1		
<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, carpeting and other associated materials with light, sound arrangements, Front fascia-wooden Bottom frame, plug point in each section and other materials to be required for competition and stalls like Quiz Show, Volleyball competition , Karate Competition & Other Competition etc.	1		
<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 (from 17 <sup>th</sup> December to 21 <sup>st</sup> December), supply of buckets & mug (10 buckets and 10 mugs for 100 persons). Subject to modification. Bed arrangements must be completed by 17 <sup>th</sup> December, 2019 evening in all accommodation places with security Guards, liquid misquote machine as per requirement & Fumigation in Event place and Accommodation venues, For overall monitoring of all accommodation places , one qualified supervisor is to be deployed to coordinate & make sure for qualitative arrangement regarding accommodation & transportation arrangement.	Bed Set- 800  120  120		

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
<b>Drinking water supply</b>	Approved 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 to be supplied as per actual requirement.	1		
<b>Balloon &amp; other decoration as per theme</b>	Balloon Decoration in vacant places of venue as per requirement.	1		
<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 extinguisher provision.	1		
<b>Side walling per Sq. ft and green carpeting per Sq. ft</b>	Befitting side walling to be put where ever necessary to cover the un-used area and for a better look, green carpeting of entire area around the pavilions, science exhibition and competition area to give attractive look and to avoid dust as per requirement. (Behind pavilions, near Kitchen & Fooding area and other competition areas etc.)	1		
<b>Arrangement for Ambulance (4 nos.)</b>	Minimum four private ambulances to be provided to four accommodation places during night and these four will remain in event place during day period. One private doctor to be contacted to attend in emergency as and when required for 4 days.	4		
<b>Arrangement for Buses</b>	12 buses (50 seated) to be supplied for five days (18 <sup>th</sup> to 22 <sup>nd</sup> , December 2019) with responsible persons to co-ordinate the arrangement.	12		

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
<b>Competition stall-cum-Registration counter as per approved Theme &amp; Design</b>	<p>a.) Construction of open samiana stage in big lawn for different competitions &amp; for registration of Students along with required number of mats. These areas will be used for distribution of materials to students by event management agency (100' X 100').</p> <p>b.) For Volley ball competition a tarpaulin &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 at Nayapali Ashram Play ground.</p> <p>c.) Stall near ATLC Office &amp; Art Gallery for competition (20' X 60') with tarpaulin 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>	1  1  1		
<b>Help desk and V.I.P. lobby</b>	<p>There will be a long stall behind the science exhibition with tarpaulin roof, cloth ceiling and cloth walling with partition of (15'×10') ×2 rooms and 3<sup>rd</sup> one for V.I.P. lobby of size (15'×50') with chairs sofa, center table, carpet etc. for Judges &amp; Information Centre.</p> <p>Event Management Agency should setup a 24 hour control room to attend all sorts of queries and requirements.</p>	2  VIP- 1		
<b>Printing of Invitation Cards, Identity Cards, Food Coupons and Certificates</b>	<p>There is requirement of invitation Cards for invites (500), Identity Cards for the Students and teachers (1400) with Tape, Certificates for winning &amp; participating Students (1000), and Coloured Food Coupons for all participants (5000) as per the approved specifications.</p>	Invitation - 500 I. Card- 1400 Certificate- 1000 Food Coupons- 5000		
<b>Fogging against Mosquitoes (Fumigation)</b>	<p>Fogging will be done every-day evening in an around the Event Place and accommodation places for 4 days.</p>	1		
<b>Prize Materials</b>	<p>To award the Students those qualify in different Events and who have secured highest marks in the 10<sup>th</sup> Examination 2019, there will be requirement of momentous (Acrylic materials/Cups/Shields as per requirement.</p> <p>10" acrylic momentous-110 nos. 14" acrylic momentous- 55 nos. Winners Trophy 24"- 2 nos. Runners up Trophy 21"- 2 nos. The momentous and Trophy will be supplied with LOGO and titles.</p>	10"- 110     14"- 55 24"- 02 21"- 02		

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
<b>Supply of Sweaters, Caps and School Bags with LOGO.</b>	<p>There is requirement of reputed Brand Sweaters preferably OSWAL, (Navy Blue, full hand, as per specified sizes). School Bags of good quality and color combination, White Caps of good quality. All these materials will be required as per specifications with LOGO and Titles. Sweater of different sizes 1100 Nos., School Bags 1100 Nos., and Caps 1300 Nos. Samples of the materials to be presented along with rates. For Volley ball Competition Jersey 112 sets may be supplied for boys and girls team.</p> <p>Size specification of Sweaters: (L- 100, XL- 900, XXL- 100)</p>	<p>Sweaters- 1100 School Bags- 1100 Caps- 1300 Jersey- 112</p>		
<b>Supply of Delicious &amp; Hygienic food to Participants &amp; Guests.</b>	<p>There is requirement of making food arrangement for around 1400 participants per day as per approved menu and specification at Annexure- "A". Food will be supplied for 4 days from 18.12.2019 to 21.12.2019. Payment will be made for additional meals if required as per approved rate. Rate should be mentioned separately for Breakfast, Lunch, Evening Tiffin &amp; Dinner per head per day. Rates quoted should be exclusive of GST</p>	5600		
<b>Audio-visual show on Glimpses of Sargiful (From 2010 onwards).</b>	<p>Glimpses of Sargiful from 2010 onwards- Script writing, Voice over in Odia, Editing with Background Music for 30 minutes.(Payment will be made as per actual supply of meals).</p>			

  
 Member Secretary,  
 ATLC.

MENU FOR SUPPLY OF FOOD IN "SARGIFUL 2019"

Sl. No.	Item/ Activity	Specification
1	Dinner	<b>(A) Menu for Veg Meal</b> 1. Plain Rice, 2. Dal, 3. Caulis Flower/ Cabbage Curry/ Navaratna Kurma 4. Bhaji (TawaBhaji/ ChhanaBhaji/ Saga Mung) 5. Khata (Tamato/ Pineapple/AmbulaRai/ Raita) 6. Sweets (Rice Pais/ SimeiPais)
2	Lunch or Dinner	<b>(B) Menu for Non- Veg Meal</b> i. Plain Rice, ii. Dal, iii. Non Veg Curry (Chicken Masala/ Fish Curry/Fish Fry) iv. Bhaji (TawaBhaji/ ChhanaBhaji/ Saga Mung) v. Khata (Tamato/ Pinapple/AmbulaRai/ Raita)
3	Breakfast	Upama , AluButa Curry/ AluMotte Curry& Sweets with Tea Or Puri, Dalma& Sweets with Tea Or Idli, AluMotte Curry/ AluButa Curry & Sweets with Tea
4	Evening Tiffin	Bara, Singara/ Veg. Chup/Alu Chup & Guguni & Soup Or Veg. Chowmin and Soup Or Cake/Veg Roll/Patties & Veg. Soup Or Pokoda, Guguni & Jalebi and Soup

**N. B.:**

- i) Either the lunch or dinner for every day must be non-veg.
- ii) Adequate mineral water is to be supplied to the participants while dinning.
- iii) Wash basin with water tank should be installed in the dining area.
- iv) Veg soup in evening is mandatory.
- v) Tea for Resource Persons/ Judges/ VIPs twice during Programme to all Event places.
- vi) Along with Non-Veg meal one Mix Veg Curry (Spl.) to be supplied to Vegetarians only.
- viii) Echo friendly containers must be used as use of Plastics is strictly prohibited.



Member Secretary, ATLC