

**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**

No. 880(1) /ATLC., Bhubaneswar Dated: 19/9/ 2016

**EXPRESSION OF INTEREST**

On behalf of ST & SC Development Department, Academy of Tribal Languages and Culture (ATLC) is going to organize the state level student festival, "Sargiful-2016" during 20<sup>th</sup> to 22<sup>nd</sup> December, 2016 at Adivasi Exhibition Ground, Unit-1, Bhubaneswar. The theme for Sargiful-2016 event is "Renewable Energy". Interested Visualizer/ Creative Agencies who are having required eligibility and experience as indicated below may apply on or before **1<sup>st</sup> October, 2016** by 2.00 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 1<sup>st</sup> October, 2016. The Technical bids will be opened at 4.00 PM on 01.10.2016 and a 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 bids. The cover should be sealed and super-scribed in bold letters **Technical Bid** or **Financial Bid** for **SARGIFUL -- 2016**.

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

  
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 and upto date clearance certificate.</li><li>2. Copy of Registration under IT Act. (PAN Card).upto date IT return file copy for the previous year 2015-16 and assessment year 2016-17.</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, 2017 along with up to date chalan copy.</li><li>5. The agencies should produce the turnover of last three financial years certified by C.A. along with copy of work order issued by different organization.</li></ol>

### Scope of Work:

Sargiful, 2016
<ol style="list-style-type: none"><li>1. Prepare the layout designs and drawings for Sargiful-2016 including Science Exhibition on the theme "Renewable Energy", (40 no. of stalls) for Science Exhibition, 5nos. of Pavilions for conduct of theme workshops with each pavilion accommodating 30 to 40 students in 20 competitions; Pandal, Backdrop and Sitting plan in front of the stage; Dining Hall and Kitchen which attract the children, Signage, Way Marks, Opinion Panels and feed back on Sargiful Workshop.</li><li>2. Layout design for Gates and Science Exhibition Gate.</li><li>3. Competition Stalls' Fascia and Inner layout, Samiana Structures in different placeses for conducting competetions like quize, karahte and Vollyboll etc and the courtyard and other requiements for vollyboll competition.</li><li>4. Presentation of drawings and designs and on approval of the same, bid documents, both in shape of Technical and Financial bid will be prepared and submitted as quotation.</li><li>5. Supervision of Visualizers during Erection and Certification regarding work completion as per Tender specification.</li></ol>

### Evaluation :

The short listed visualizer / creative agencies qualifying the Technical bid conditions will be asked to make a presentation before the designated committee and will be evaluated on a 100 point scale. The Financial Bid of the Agency securing the highest mark will be opened and negotiated.