

# ACADEMY OF TRIBAL LANGUAGES & CULTURE

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

Adivasi Exhibition Ground, Unit- 1, Bhubaneswar- 751009

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No. 1301 /ATLC., Bhubaneswar Date. 11/12/2015

## 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-2016 from 26<sup>th</sup> January to 9<sup>th</sup> February 2016 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 24<sup>th</sup> December 2015 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 [www.stscodisha.gov.in](http://www.stscodisha.gov.in) & ATLC Website [www.atlcodisha.org](http://www.atlcodisha.org) from **14.12.2015 to 24.12.2015**. 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 24<sup>th</sup> December 2015 and the Financial Bids will be opened on 24<sup>th</sup> December 2015 at 4.30 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-2016". The authority reserves the right to reject any or all offers without assigning any reason thereof. For any clarification the quotationers may contact the Assit. Director (Agriculture) at ATLC during office hour on any working day up to 23/12/2015.

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 visualizer with him who should supervise the execution of the work throughout the construction activities</li><li>3. Should have minimum of. Rs. 30 Lakh of annual turnover as a single Bid for last three consecutive years.</li><li>4. Should have minimum annual turnover of Rs.50 lakhs for the firm for last three financial years duly certified by C.A ending on 31.03.2015</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 up to date challans in the name of Agency.</li><li>e. Up-to-date VAT Clearance Certificate with copies of challan deposit up to 31.03.2016</li><li>f. Copy of the work order confirming execution of similar nature of work not less than Rs.30 Lakh as a single bid for three consecutive years.</li><li>g. Profile of visualizer for execution of such work (s) who will be involved for supervision of work with ethnic touch.</li><li>h. Original certificates of above mentioned must be presented 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 as per the approved design)
- 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). Generators 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 to be execute by Govt. contractor & to get clearance of fire officer & electrical Inspector.
- 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. ( Details annexed at A)
- VIII. Flower decoration of the stage, gates, statues to be changed in 3 days internal and flower bouquet (as per requirement).
- IX. Supply of adequate chairs & tables for the event.
- X. Construction & decoration of Adivasi Hat (as per specification) 30 nos. of Pindis having size 12' x 10'.
- XI. Three numbers of LCD Projectors with screens to be installed at 3 conspicuous places in the exhibition ground for showing 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 and A.D. (Agril), Adivasi Exhibition Ground,
- XIII. Public Announcement system with provision for playing light music during the exhibition time.
- XIV. Construction & decoration of Tribal Art / Craft section (as per approved concept)
- XV. Construction & decoration of Tribal Haat & Construction of play base sheds (20) 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 & 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 & covering of entire open spaces by green carpeting.
- XXII. Cleaning, leveling and lifting of gavgages/excess soil of Adivasi Ground before and after the Mela.
- XXIII. Supply of sufficient numbers of fire extinguishers for deferent segments along with man power & spraying of fire retardant solution over the flammable materials in every 5 days interval.

*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 & fire retardant liquid spray every 5 days interval over flammable materials use for stalls.
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.

**Sd-**  
**Member Secretary,**  
**Academy of Tribal Language and Culture (ATLC)**

## FINANCIAL BID FOR "ADIVASIMELA 2016"

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 poys, Table cloth, white Turkish Towels, Lamp, candle, match box, camphor and all other materials for green room including</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 <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	Flower Decoration	Flower Decoration of the Stage, Gate, Statues and Flower (daily requirement of flower bouquet / 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 2016 in every four days interval in gates, stage and statues.	L.S. (Unit cost of special bouquet, plane bouquet and garlands to be given (26,	

			30, 3, 8)	
7	<p>illumination &amp; 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 &amp; craft centre, Adivasi village, accommodation places &amp; other stall area etc.)</p>	<ul style="list-style-type: none"> <li>- Metal Halide (white &amp; Green)</li> <li>- Rice Light/colored LED lights (Blue &amp; Green)</li> <li>- Bar light/CFL bulb</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>	<p>150 200000 500 300 10 02</p>	
8	<p>Supply of chairs &amp; tables for event</p>	<p><b>For Gallery :</b> Steel sofa set with towel 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>	<p>6 sets 6 nos. 200 nos. 300 nos. 1000 nos.</p> <p>3 sets 3 nos. 10 nos.</p>	
9	<p>Construction &amp; decoration of Adivasi Haat</p>	<p>The size of each stall in Haat will be 10ft x 10ft 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.</p> <p>Construction of play base, tarpoline roof sheds for storage marketing products of SHGs in youth Hostels campus with light systems</p>	<p>30 Nos.</p> <p>20 Nos.</p>	
10	<p>LCD Projector</p>	<p>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.</p>	<p>3</p>	
11	<p>Construction &amp; Decoration of 4 gates (2 main entrance gate &amp; 2 back entrance gates</p>	<p>There will be four gates (two main entrance gates 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.</p>		
12	<p>Construction &amp; decoration of theme gates and side wall of</p>	<p>Theme gates for ITDAs &amp; Micro projects, Handloom &amp; Handicraft, Food Plaza with side walling's befitting to Mela theme. The other specifications are available with the approved design of ATLC.</p>	<p>6 nos.</p>	

	ITDAs & Micro projects complex etc.			
13	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 (10' x10' each), with light fittings and plug points and carpeting and front covering for night.	1 complex 20 nos.	
14	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 3 sides 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 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. As per design 15 x15 Feet sized Stalls (the specification and layout / sketch will be available in the ATLC's Office.	50 (The Numbers may go up and the cost will be paid as per the number of units and as per approved rate).	
15	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. 15ft x 15ft size. 3 rows of shelves 3 sides inside the stalls	8nos.	
16	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 10ft x 8ft stall with shelves & front table for selling materials.	The entire complex with theme gate 8 nos.	
17	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	
18	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 15 x15 Feet sized Stalls	6 Ply base with table & chairs	
19	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 30 nos made by bamboo plate and bamboo stools with writing in different place of exhibition ground &amp; accommodation places including cleaning every day.</li> <li>4. Cleaning, leveling and lifting of gavages of Adivasi Ground before and after Adivasi Mela- 2016.</li> </ol>	L.S. (24 <sup>th</sup> Jan to 11 <sup>th</sup> Feb- 2016)  20 nos. L.S. L.S.	

20	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)	
21	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, racking in 3 sides for 3 rows & front table, carpeting with fascia and light fittings with plug point.	20 nos.	
22	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.	
23	C.C.T.V. Camera in places	C.C.TV. Camera to be install in conspicuous places in Adivasi Ground with surveillance system	20 nos. with 2 monitor	
24	Public Announcement System	PA system for announcement provision from control room and police camp to reach all over the Exhibition Ground.	2	
25	Deployment of Security Guards	Well-equipped Iathe & Gun man Security Guards to be deployed with well dressed in three shifts (6 A.M to 2 P.M, 2 P.M to 10 P.M, 10 P.M to 6 A.M). Deployment will be started from 20 <sup>th</sup> January 2016 till 12 <sup>th</sup> February 2016 details of Deployment is Annexed at - A	90 nos (Guards) 30 Supervisors	
26	Fire extinguishers & Fire Solution Spray	Sufficient numbers of fire extinguishers to be kept for deferent segment s of Mela for fire safety with technical personnel to handle these. Fire retardant solution to be sprayed over the flammable materials used for stalls in every 5 days intervals.	30 nos As per volume (ltr) to be used	

Sd-  
Member Secretary

**Details of Deployment of Security Guards for Adivasi Mela-2016**

Sl no	Date	No of Security Guard to be deployed in 3 shifts	Supervisors to be deployed	Total	Remark
1	20.01.2016 to 24.01.2016	2 Guard per shift	-	6 per day	
2	25.01.2016	3 Guard per shift	-	9	
3	26.01.206 To 09.02.2016	Sift-1- 6nos Sift-2 - 24nos Sift-3- 6nos	1nos 2nos 1nos	36 Security Guard per day & 4 Supervisor per day	