

ACADEMY OF TRIBAL LANGUAGES & CULTURE

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

Adivasi Exhibition Ground, Unit- 1, Bhubaneswar- 751009

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No. 697 /ATLC., Bhubaneswar Date. 24.08.2017

EXPRESSION OF INTEREST

On behalf of ST & SC Development Department, Academy of Tribal Languages and Culture (ATLC) is going to organize "Adivasi Mela-2018" from **26th January to 9th February 2018** at Bhubaneswar. Interested Event Management Agencies who are having the required eligibility and experience as per ToR may apply on or before **15th September 2017** by **1 P.M** to the undersigned. The offers should be submitted in three separate Bids i.e. **Concept Based Design, Technical Bid with required documents and Financial Bid**. The details of different activities to be undertaken including eligibilities etc. (ToR) is available in the official website of ST&SC Development Department/ATLC www.stscodisha.gov.in & ATLC Website www.atlcodisha.org or can be obtained physically from the office of ATLC located at Adivasi Exhibition Ground, Unit-1, Bhubaneswar on any working day between **11 to 4 PM** on or before **14th September 2017**. The Technical Bids will be opened at **4.00 P.M** on the **15th September 2017** and the designs of technically qualified Bidders will be opened. The designs of the qualified agencies for **Adivasi Mela-2018** will be examined by the Tender Committee and there will be a presentation before the Committee for selection of the **Concept Based Designs**. After selection and shortlisting of the Designs, the Financial Bids only of the shortlisted agencies will be opened in presence of the Quotationers or their Authorized representatives. The covers containing Designs, Technical Bids and Financial Bids will be sealed and super scribed in bold letters, "**Design, Technical Bid and Financial Bid for Adivasi Mela-2018**". There will be a pre-Bid meeting on **6th September 2017** at **4.30 pm** in the office of the ATLC. For any clarification the quotationers may contact the OSD-cum-Assit. Director (Agriculture), at ATLC during office hours on any working day up to **14.09.2017**. The Financial Bids will be opened in respect of those Agencies who will fulfill the eligibility criteria and on the basis of the designs shortlisted by the Tender Committee.

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-2018:

The Agency should have the following minimum requisite 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 qualified Visualizer (s) having M.A in Visual Art preferably with them who should supervise the execution of the Work throughout the construction activities as per the approved Concept Based Design.2. The Event Management Agency / Firm must have three years of experience of construction of Stalls and Event Management in major State / National Level Festivals/Fairs.3. The Agencies/Firms should have minimum Annual Turnover of Rupees. 1 Crore for last three financial years dully certified by CA ending on 31.03. 2017.4. Execution of similar nature of works for not less than Rs. 30 lakh per year as a single bid for last three consecutive years.	<ol style="list-style-type: none">1. Demand Draft of Rs. 5000/- Drawn in any Nationalized Bank in favour of Member Secretary, ATLC 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 challan deposit copy of the Firm/Agency. (Self-attested).4. Copy of the Registration under IT Act. (PAN Card) and with up to date IT return filling in the name of the Firm/Agency.(Self-attested)5. Copy of the Work Orders 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 Govt. (State/Central), Govt. U.T.(Self-attested)6. Copy of Annual Turnover as per specification in eligibility Criteria. (Self-attested)

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Member Secretary, (ATLC)

Items for Design and Drawing

Adivasi Gaon Complex
a. Gate
b. Wallings
c. Shine Crafts Complex
d. Art & Craft Demo Complex
Adivasi Haat
a. Pindi with stores systems
b. Wallings
c. Facia Design
d. Rest shed Design for SHGs
Art & Craft Complex including Painting and Publication
a. Stall Design with Facia
Adivasi Food Plaza Complex
a. Stall Design
b. Gate Design
Handloom & Textile
a. Stall Design with Facia & Gate
Govt. Stall
a. Core House Design with Facia
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. Ceiling
c. Surrounding Design with Tribal Painting
Signages
a. Programme Boards
b. Way Marks
c. Stall Map
Advertisement
a. Hoarding
b. Banner
c. Squire Box
d. Chinese Flate Board
e. Invitation Card, envolve & Leaflet Design

Evaluation:

The short listed Agencies qualifying the Technical Bid conditions will be asked to make a 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 followed. 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 that will be undertaken by the Agency/Firm:

- I. Construction of Pandal with all require materials, Backdrop of the Stage and Stage Decoration (Over the temporary stage 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 everyday for a period of 15 days and supply of bottled drinking water at different places as per requirement.
- VI. Cleaning of the Event place 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 per requirement, Construction of temporary Toilets (20 nos.) and Urinals (20 nos.) inside the exhibition ground and accommodation places with sufficient sanitation materials and sweepers.
- 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. 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 Tribal Hat (as per specification) 35 nos. of Pindis having size 15' x 10'.
- XI. Five 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.
- 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 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 & Shutter 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. Cleaning, labeling and lifting of gavages/excess soil of Mela 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 5 days interval minimum 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/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 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 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.
3. 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.
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 the same will be reimbursed to them only production of receipts.
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 agreement before issuing work order.
6. 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.
7. The selected Agency has to deposit performance Security of RS. 5 Lakh/- (five lakh only) on the Form 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 clients 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 and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.
9. The selected Agency 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 document required indicated in the T.o.R will render the Bid to be rejected

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**Member Secretary,
Academy of Tribal Languages and Culture (ATLC)**

FINANCIAL BID FOR "ADIVASI MELA- 2018"

Sl. No.	Item / Activity	Specification	No. of Units	Rate
1	Ground Preparation	The entire Event Place (Ground) is to be cleaned & levelled by machinery equipment before any construction works & after the event the entire ground to be cleaned thoroughly within 7 days & handover to the authority.		
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 Male and Female Green Room 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 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 th January, like podium, VIP chairs, Tea poy, Table cloth, white Turkish Towels, Lamp, candle, match box, camphor and all other materials for green room including Backdrop: Backdrop should be as per approved designed and specification available in ATLC.	L.S	
3	Poster, Banner, Hoarding & way boards	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)	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 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.	

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 walling's 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 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.	
15	Construction of Govt. and Govt. undertaking Stalls. (as per approved design)	The construction of the stalls should be as per the approved designed. 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.	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 Handicraft, Handloom complex. (as per approved design)	The construction of the stalls should be as per the approved designed with light fitting and plug point. 15ft x 15ft size. 3 rows of shelves 3 sides inside the stalls	12 nos.	
17	Construction & decoration of Food plaza	The construction of the stalls should be as per the approved designed 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 20 nos.	
18	Construction & decoration of Painters Pavilion. (as per approved design)	The construction of the stalls should be as per the approved designed with light fitting and plug point. Bamboo tarpoline roof, scaling wire and platform. As per design size 15'x 8'	4 nos.	
19	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 designed. 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	
20	Construction and Decoration of Control Room	Control room is to be constructed of size 20ft X 30ft with separation, ply base, ply walling, Tarpoline ceiling, cloth ceiling walling with all light fittings, AC provision, Table, Chair, Sofa with attached Toilets with all the facilities door and windows screen etc. (as per requirement).		
21	Cleaning & Sanitation	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 & closing ceremony & sweepers should be well dressed.	L.S. (24 th Jan to 11 th Feb-2018) 20 nos. L.S. L.S.	

		<p>2. 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.)</p> <p>3. Putting sufficient garbage baskets 50 nos. made by bamboo plate and bamboo stools with writing in different place of exhibition ground & accommodation places including cleaning every day.</p> <p>4. Cleaning, leveling and lifting of gavages of Event place before and after Adivasi Mela- 2018.</p>		
22	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)	
23	Construction and decoration 30 nos. of Stalls for Woman SHG	The construction 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.	30 nos.	
24	Signage and wallings in different sights to cover the gaps, hanging of 15 days Programme board	<p>Signages as per the approved design. The signage should be made with batten and hessian cloth befitting to purpose.</p> <p>Walling made with hessian cloth with tribal motifs etc.</p> <p>Way boards-----</p> <p>Programme Board -----</p>	<p>30 nos.</p> <p>1000 rft (minimum)</p> <p>20 nos.</p> <p>6 nos.</p>	
25	C.C.T.V. Camera in places	C.C.T.V. Camera to be install in conspicuous places in Mela Ground with surveillance system	30 nos. with 2 monitor	
26	Public Announcement System	PA system for announcement provision from control room and police camp to reach all over the Mela Ground.	2	
27	Deployment of Security Guards	Well-equipped lathe & 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 th January 2018 till 12 th February 2018 details of Deployment is Annexed at - A	<p>1047 nos. of (Guards)</p> <p>195 nos. of Supervisors</p>	
28	Fire extinguishers & Fire Solution Spray	Sufficient numbers of fire extinguishers to be kept for deferent segments 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.	<p>50 nos.</p> <p>As per volume (ltr) to be used</p>	
29	Bhajan Sandhya (30 th January) & opening Chorus.	Bhajan Sandhya will be arranged by a group of reputed Singers after Consulting the one Nodal Officer of Tribal Mela with all group arrangements along with opening chorus by a team.		
30	Prize Materials	Supply of Acrylic momentous for Felicitation to Cultural Troups as per specification: 10' Acrylic momentous with LOGO branding and Tities- 130 nos.		
31	Transportation	Transportation of Tribal Self Help Groups and Cultural Troups every day from accommodation places to Event place twice for 16 days by means of Buses.		
32	Ambulance and First-Aided Facilities	To provide two nos. of Private Ambulance for the Event (24 hours) with First-Aided facilities and engagement of 1 Private Doctor (on call) for the treatment of participants in accommodation places.		
33	Provision of ATM Counter	Construction and Decoration of 1 ATM Counter with ply base, ply walling, Tarpoline Roof, Cloth Ceiling and walling, Facia, Electrical fitting as required with Table chair (15ft X15 ft).	1 no.	

Member Secretary, ATLC

Details of Deployment of Security Guards for Adivasi Mela-2018

Sl no	Date	No of Security Guard to be deployed in 3 shifts	Supervisors to be deployed	Total nos. of Security Guard	Remark
1	17.01.2018 to 24.01.2018	8 Guards per shift with 1 supervisor	24 nos.	192 nos. per day	
2	25.01.2018	10 Guard per shift with 2 supervisors	6 nos.	30 nos. per day	
3	26.01.2018 to 09.02.2018	Sift-1- 10nos. with 2 supervisor Sift-2 - 30nos. with 6 supervisors Sift-3- 15nos. with 3 supervisors.	165 nos.	825nos. of Security Guard per day	
		Total	195 nos. of Supervisors	1047 nos. of Security Guards	