


ACADEMY OF TRIBAL LANGUAGES & CULTURE
(ST & SC Development Department, Govt. of Odisha)
Adivasi Exhibition Ground, Unit- 1, Bhubaneswar- 751009
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No. 1087 /ATLC, Bhubaneswar Dated: 20/10/18 2018.

EXPRESSION OF INTEREST

On behalf of the ST & SC Development Department, Academy of Tribal Languages and Culture (ATLC) is going to organize the State Level Students' Festival, 'Sargiful-2018' from 19th to 21st December, 2018 at Adivasi Exhibition Ground, Unit-1, Bhubaneswar. Interested Event Management Agencies who are having required eligibility and experience as per the ToR may apply on or before 6th November, 2018 by 1.00 PM to the undersigned in the Drop Box placed in the office of the ATLC, Adivasi Exhibition Ground, Unit-1, Bhubaneswar. The offers should be submitted in three separate Bids i.e., **Theme 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/ www.atlcodisha.org" or can be obtained physically from the office of ATLC located at Adivasi Exhibition Ground, Unit- 1, Bhubaneswar on any working days between 11 AM to 4 PM on or before 05th November, 2018. 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 Sargiful-2018**. The Technical Bids will be opened at 4.00 PM on 06.11.2018 and designs of technically qualified Bidders will be opened. The designs of the qualified agencies for Sargiful-2018 will be examined by the Tender Committee and there will be a presentation before the Committee for selection. 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 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. There will be a **Pre-Bid meeting on 30th October, 2018 at 4.30 PM** in the office of the ATLC. For any clarification the Bidders may contact the OSD-cum-Assistant Director, at ATLC during office hour on any working day up to 5th November, 2018.

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


20/10/18
Member Secretary,
ATLC.

Terms of Reference for 'Sargiful-2018'

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:

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 Theme based design.2. The Event Management Agency / Firm must have three years of experience of construction of Stalls and Event Management in major Sate / National Level Festivals/Fairs.3. The Agency/Firm should have minimum Annual Turnover of Rupees. 2 Crore for last three financial years dully certified by CA ending on 31.03. 2018.4. Execution of similar nature of works for not less than Rs. 30 lakhs per year as a single bid for last three consecutive years.5. Farm/ Agency must have a full flagged office in Bhubaneswar with Working Experience with Govt. of Odisha.	<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 valid GST Registration certificate with up to date GST R-1 copy of the Firm/Agency. (Self-attested) up to 31.06.2018.4. Copy of 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 work orders with successful work completion certified 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 and eligibility Criteria. (Self-attested)

-Sd-
Member Secretary,
ATLC.

Items for Design and Drawing

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

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 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 fixing of 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.
6. Illumination of entire Event place and accommodation places as per approved requirement.
7. Deployment of required no. of Security guards.
8. Flower decoration as per requirements.
9. Supply of VIP Chairs, Sofa sets, Teapoy, 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 Signage's 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 places including roads and providing side walling's as per requirements.
18. Arrangement for Ambulance with First Aid and Doctor on call as per requirement.
19. Arrangement for Buses for Transportation 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 Smoking against mosquitos 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.
25. Any other works required by Authorities for the 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 successful Agency to obtain requisite permission for electricity connection/fire services for the event period from statutory bodies. The agency/event management unit has to supply fire protection equipment's 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 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. 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.
6. 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 .
7. The selected Agency/firm should open its own office having technical man power and manager throughout the Event period to handle any work to be assigned by the authority and should keep at list one persons for each event and accommodation to look after the entire arrangements.
8. The Event Management agency should submit an execution plan including their strength and man power for four days activities.
9. The selected Agency has to deposit performance Security of RS. 5 Lakh/- (five lakh only) inshape 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.
10. The selected Agency should 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
11. 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, ATLC.

FORMAT FOR FINANCIAL BID

FOR CONSTRUCTION AND DECORATION OF SARGIFULA STUDENT'S FESTIVAL -2018

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
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 should be cleaned thoroughly within 7 days & handover to the authority.			
Stage Decoration and Backdrop: (As per the approved design and materials as per need.)	<p>a) Stage & Back drop:- as per approved design& theme</p> <p>b)Sitting arrangement: 12000 Sqft. for 1200 students & Teachers Tarpaulin water proof roof coverage with bamboo and cloth structure in front of the stage for sitting of audiences full covering from top of the open pandal to steps, Brass sofa with white cover will be used for VIP Guest, separate zone for Press, pathway will be created for audience movement. All materials like sofa, carpet, lamp, flower etc. to be used for opening and closing ceremony. Provision of fire extinguisher with Technical man power.</p>			
Hoarding for publicity	a) Materials to be used: (i) Hoarding 10'X 20' (20 nos.) as per design including installation & maintenance in specific locations permitted by BMC.	20 nos.		
Cleaning and sanitation	<p>a) Cleaning and Sanitation of A.E.G. in three shifts from 6 A.M. to 9.P.M. including all latrines (both permanent & temporary), urinals, bath rooms and dining area in side AEG and inside accommodation places (8 nos. sweepers in each shift). Cleaning and sanitation of latrines with all Sanitary materials in 3 outside accommodation places (2 sweepers in each accommodation place twice in a day). (25th to 30th December 2018 for Six days)</p> <p>b) Construction of 30 nos. of temporary Urinal (M & F) with all material like bamboo, tati, sand, bleaching etc and 30 nos. Garbage baskets in Adivasi Exhibition Ground (Event Place) with illumination.</p> <p>C) Cleaning & sanitation of Dining area, kitchen area removal of waste materials of dining every day twice & putting Bleaching powder twice, Putting Dustbins for west materials etc. The pavilions, competition halls should be cleaned in evening after the closing of the workshops and every .day before 7.00.A.M.</p>			
light & Sound system for stage	a) Light to be used: Moving Head – 4 nos., Fresnel spot (solar)- 4 nos., 1 KW Fresnel spot(baby) 8 nos. , Multi-20 Hard soft-4 nos. multi-10 Hard soft-4 1 KW Hallogen-4 nos.			

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	<p>500 watt Halogen – 8 nos., 400 watt metal lighjt-4 nos. park (64/62)-50 nos. let part 16 nos. scanner Big-4. Color lab-5 nos. , laser- 2 nos., smoke, 2 nos., strobe-2.Follow spot (high beam)-1 nos., wash/beam (Rotary)-4 nos. Required cable, switch board, dimmer, light control system etc. with proper ear thing and operation, 125 KVA DG set (Silent) including fuel and transportation cost (the entire stage & dinning Programme will run through DG set). Required KVA DG set for two accommodation place (Youth Hostel and Urban Hostel at Pokhariput) for four days.</p> <p>b) Sound, Equipment and Accessories for the Programme: Audio Mixture (32 input) (imported one MACDIEE/Sound Craft/Pv.)-1 nos. code microphone Shure (58/57)-15 nos., codeless lapel microphone-6 nos. one cordless microphone-1 nos. podium microphone-2 nos. Audio power Amplifare-4 nos. , 4000 watt. 2 nos., 3000 watt & 2500 watt. 500 watt for horn-2 nos. speaker JBL equivalent-1 nos. 600/1200 watt (TOP)-8/4 nos. 3000 watt more for feedback-4 nos., 40 watt horn AHUJA-8 nos. Reverb Unit/ audio processor -1 nos. audio cassette and CD player back-1+1 no. Audio cassette recording facilities required, Microphone with other facilities for competition-10 sets, Required cable, connector, power conditioning equipment and connection board etc. with proper earthling.</p>			
<p>Light Decoration & illumination of Exhibition Ground during the Programme</p>	<p>Light decoration of the Main gate, Back gate, Garden different locations near the science exhibition stalls, Event areas to be decorated with rice light, led light and ground is to be illuminated for the function periods fully by metal halide etc. light arrangement for dining hall, kitchen and around the dining area, accommodation places etc. to attract the children, all completion stalls & areas, pavilions, pathways inside the event place, accommodation areas etc.</p>			
<p>Deployment of Security Guard</p>	<p>For smooth management of the function/ event, security guards with Lathi required in 3 shifts. 8 guards in each shift for 5 days in AEG and two guards in each accommodation places (two) each shift (from 6 A.M. to 2 P.M. , 2 p.m. to 10 P.m. & 10 P.M. to 6. A.M. i.e. in shift basis)</p> <p>Two Supervisors with Gun for each shift for 5 days.The trained security guards to be deployed for safety and security point of view as per requirement.</p>	<p>210- Guards 30- Superviso rs</p>		

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
Flower Decoration	Flower decoration of Stage, Backdrop, Pavilion entrance, Other places as per requirement & minimum 5 nos. of Bouquet each day as per requirements and 6 VIP flower Bouquets in opening and closing day & with VIP flower Boque.			
Supply of chairs, tables, Carpets etc. for event	Detail Materials/items to be used: <ol style="list-style-type: none"> 1. VIP Chairs- 8 Nos (Stage) 2. Teapoy – 6nos (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. 			
Public announcement system	PA system with soft music & announcement provision from control room to reach all over the field and dining hall with soft music etc. . . . Cordless microphone in science exhibition office for announcement as per the requirement& announcement system with box, podium in completion areas.			
Gate- As per Theme (Theme to be suggested by the agency)	a) Main Entrance Gate No- 1 & Office Gate No- 2: as per approved specification and design. b) Science Exhibition Gate - As per approved specification and design. Necessary electrical arrangement to fitted, material to be used ply, bottom, paint, iron, flower decoration etc. as per Specification of visualizer.			
Pavilion-As per theme & design (Theme to be suggested by the agency)	Pavilion should be made as per approved design and theme based. 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 accommodation round 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			

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
	(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.			
Science Exhibition Stall:- As per theme (Theme to be suggested by the agency)	40 nos. of stalls, size- 10'x10'with 6'' inch wooden platform with carpeting as per specification and design(Material to be used: Bamboo structure along with tarpoline 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 nos. . 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 required.			
Signage (Drawing competition, Science exhibition, Pavilion Way Board, Programme schedule etc.), Display Boards with stands 3D cut-out flag cards.	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 flex mounted, 20'x4' for signature and opinion campaign 2 pcs extra flex to be required for last two days, marker 30 nos. etc. as per requirement.			
Cloth banner for signature and opinion, Drawing	Display board for VIPs opinion with drawing sheets and marker pen for opinion etc.			
Logistic stalls: as per approved specification& theme	18 shutter stalls 15'x12' each should be redesigned to 5 stalls each including 3 shutter stalls , cloth ceiling , walling and carpeting and other associated materials with light, sound arrangements, Front fascia-wooden Bottom frame & flex, plug point in each section and other materials to be required for completion and stalls like Quiz Show, Volleyball competition , Karate Competition & Other Competition etc.			
Bed arrangement	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 (Before 26 th December to 29 th December), supply of buckets & mug (10 buckets and 10 mugs for 100 persons ratio). Subject to modification. Bed arrangements must be completed by 25 th December, 2018 evening in all accommodation			

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
	places (Four) with security Guards, liquid misquote machine as per requirement & Fumigation in Event place Accommodation, for overall monitoring of all accommodation places , one qualified supervisor is to be deployed to coordinate & make sure for qualitative arrangement for accommodation & transportation arrangement.			
Drinking water supply	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.			
Balloon & other decoration as per theme	Balloon Decoration in vacant places of venue as per requirement with necessary arrangements as per requirement.			
Dinning Space & Kitchen Shed as per theme	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.			
Side walling per Sq. ft and green carpeting per Sq. ft	Befitting side walling to be put where ever necessary to cover the un-used area and for 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.)			
Arrangement for Ambulance (4 nos.)	Minimum four private ambulances to be provided to four accommodation places & event place during night and these four will remain in event place during day period. One private doctor to be contacted to attain in emergency as and when required for 4 days.			
Arrangement for Buses	8 buses (50 seated) to be supplied for five days (26 th to 30 th , December 2018) with responsible persons to co-ordinate the arrangement in individual bus.			

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
Competition stall-cum-Registration counter as per approved theme & design	<p>a.) Construction of open samiana stage in big lawn for different competitions & for registration of Students along with required number of mats for karate, chairs, tables, podium, light and sounds etc. These areas will be used for distribution of materials to students by event management agency (80' X 80').</p> <p>b.) For Volley ball competition a tarpoline& 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.</p> <p>c.) Stall near ATLC Office & Art Gallery for competition (20' X 60') with tarpoline ceiling, cloth ceiling & 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>			
Help desk and V.I.P. lobby	<p>There will be a long stall behind the science exhibition with tarpoline roof, cloth ceiling and cloth walling with partition of (15'×10') ×2 rooms and 3rd one for V.I.P. lobby of size (15'×50') with chairs, sofa, center table, carpet etc. for Judges & Information Centre.</p> <p>Event Management should setup a 24 hour control room to attend all shorts of quarries and requirements.</p>			
Printing of Invitation Cards, Identity Cards, Food Coupons and Certificates	<p>There is requirement of invitation Cards for invites (500), Identity Cards for the Students and teachers (1000) with Tape, Certificates for qualifying Students (300), and Coloured Food Coupons for all participants (5000) as per the approved specifications.</p>			
Smoking against Mosquitos (Fumigation)	<p>Smoking will be done everyday evening in an around the Event Place and accommodation places for 4 days.</p>			
Prize Materials	<p>To award the Students those qualify in different Events and who have secured highest marks in the 10th Examination, there will be requirement of momentous (acrylicmaterials/Cups/Shields as per requirement.</p> <p>10' acrylic momentous-110 nos.</p> <p>14' acrylic momentous- 55 nos.</p> <p>Winners Trophy 24'- 2 nos.</p> <p>Runners up Trophy 21'- 2 nos.</p> <p>The momentous and Trophy will be supplied with LOGO and titles.</p>			

Item of work	Specifications	No. of Unit	Unit cost in Rs.	Total cost (in Rs)
Supply of Sweaters, Caps and School Bags with LOGO.	<p>There is requirement of reputed Brand Sweaters preferably OSWAL, (Navy Blue, full hand, as per specific 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 set may be supplied for boys and girls team.</p> <p>Size specification of Sweaters: L- 250 XL- 800 XXL- 50</p>			

* Rates quoted should be exclusive of GST.

-Sd-
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ATLC.