

**Academy of Tribal Language and Culture (ATLC),
Adibasi Exhibition Ground,
Unit –I, Bhubaneswar.**

No 932

3rd December'2010

EXPRESSION OF INTEREST

Academy of Tribal Language and Culture (ATLC) on behalf of ST & SC Development, Minorities and Other Backward Classes Welfare Department, Government of Orissa is going to organize Adivasi Mela 2011 from 26th January to 9th February 2011 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 14th December 2010 by 1 P.M to the undersigned. The interested agencies may collect the tender documents including format of technical bid, financial bid, specifications of activities etc. by depositing Rs.500/- in cash from the Office of the Assistant Agriculture Officer located in Adivasi Exhibition Ground in Unit –I, Bhubaneswar from 11 A.M to 1 P.M on any working day from 03.12.2010 to 13.12.2010. The offer should be submitted in sealed cover containing two bids – **Technical Bid** with required documents and **Financial Bid** in the prescribed format. The Technical Bids will be opened at 3.00 P.M on the 14th December and the Financial Bids will be opened on 15th December 2010 at 1 P.M only of those who will fulfill the eligibility criteria and who have submitted all documents required for Pre-qualification. The tenderers 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 **Pre-qualification Bid** and **Price Bid for Adivasi Mela 2011**. Details of work will be available in the Office of the Assistant Agriculture Officer in the Office of the AAO located in Adivasi Exhibition Ground, located in Unit –I during Office Hours (between 11 A.M to 1 P.M) on all working days between 03.12.2010 to 13.12.2010. Those agencies who are interested to participate in the tender process may also download the documents from the website www.adivasimela.com but will be required to submit a BD drawn in favour of Member Secretary, ATLC, Bhubaneswar separately towards non-refundable participation fee of Rs.500/- for cost of tender paper along with the Technical bid.

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

Experience and Requirement:

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
1. It should be an organization with the Experience of constructing Stalls and Structures of Ethnic Style in National and State Level Events/Melas.	a. EMD of Rs.20,000/- in shape of D.D. drawn in any nationalized bank in favour of Member Secretary, ATLC
2. Experience of construction in Tribal and Craft Melas	b. Copy of Valid Service Tax Registration Certificate
3. The agency should have a qualified Artist with him who should supervise the execution of the work throughout the construction activities	c. Copy of PAN Card for Income Tax
4. Should have minimum of. Rs.40 Lakh of annual turn over.	d. Turnover of the firm for last three financial years duly certified by Chartered Accountant ending on 31.03.2010
	e. Copy of the work order confirming execution of similar work not less than Rs.40 Lakh.
	f. Profile of Artist for execution of such work (s) who will be involved for supervision of work with ethnic touch.

**Member Secretary, Academy of Tribal Language and Culture (ATLC)
On behalf of ST & SC Development Department, Government of Orissa.**

Activities that will be undertaken by the Event Management Agency/Firm:

- I. Backdrop of the Stage and Stage Decoration
- II. Invitation Card Printing with cover and Multi Coloured Printing (10 x 6 inches) 500 In Oriya and 500 in English (Design to be given by Assistant Agriculture Officer in the Office of the AAO in Adivasi Exhibition Ground). Distribution of cards to the local people and also to about 150 persons outside the state through courier/post. Distribution of invitation cards to about 600 local people and 50 persons outside the state and 50 persons within the state outside Bhubaneswar.
- III. Poster, banner and Hoarding: Printing and Display at various places, way boards at 8 different places in side the exhibition ground and write up in board every day's cultural Programme (Details to be given by Assistant Agriculture Officer in the Office of the AAO in Adivasi Exhibition Ground)
- IV. Light and Sound with specifications (Both for Stage for the Cultural Programme, Decorative Lights and Flood Lights outside and inside the Adivasi Mela Ground). Generator with Fuel for 15 days. Detailed requirement/specifications will be provided to the agencies by Assistant Agriculture Officer in the Office of the AAO in Adivasi Exhibition Ground
- V. Cleaning of the Stalls by Vacuum Cleaner (about 100 Nos); to be cleaned at least twice a day and as and when required
- VI. Sprinkling on roads, and other vacant places of Mela ground thrice a day to settle the dust and cleaning of the Stage and Floor of the Auditorium everyday for a period of 15 days.
- VII. Cleaning of the Adivasi Mela Ground twice on routine basis (Morning and again at 1.00 P.M) and Labourers to be put in place in adequate number inside the exhibition ground for continuous cleaning of the garbage. Installation of Use Me dustbins at all important places. Cleaning of all Toilets inside the exhibition ground, youth hostel (thrice a day).
- VIII. Deployment of Security Guards in and outside the Adivasi Mela Ground for security and smooth management purpose (10 numbers for morning shift from 6 A.M to 2 P.M; 25 numbers from 2 P.M to 10 P.M and 15 persons from 10 P.M to 6 A.M). Besides, there will be two Security Personnel with Gun in all the three shifts. They will be required from 24.1.2011 till 10.2.2011. The Security guards near the three entrance gates should be equipped with metal detectors.
- IX. Close Circuit Camera at conspicuous places with surveillance system.
- X. Ensuring TV/Print Media wide Coverage each day on the events that has happened and the events those are to happen the next day or the same day. The agency should submit a CD and Album containing press clippings/ media coverage after the event.
- XI. Video recording of the entire event from the start of the construction activities till the dismantling of the stalls (from 20th January till 11th February). Still photography of the major activities every day from 20th January to 10th February 2011 and submission of photographs and video documentation each day both in soft and hard form with proper editing.

- XII. Flower Decoration of the Stage, Gate, Statues and Flower Bouquet (The daily requirement of flower bouquet/garland on the inaugural and valedictory day will be 25 numbers and on the rest days 10 numbers per day; the flower decorations should be changed from 26th January to 9th February 2011 in three days interval).
- XIII. Illumination & Decoration of Exhibition Ground
- XIV. Supply of chairs & tables for event
- XV. Construction & decoration of Adivasi Hat (Santal Tribe theme) (40 number Pindis of 12 x 10 Feet Size).
- XVI. Three numbers of LCD Projectors with screens to be installed at 3 conspicuous places in the exhibition ground.
- XVII. Construction & Decoration of 3 gates (1 main gate & 2 back gates) and all the Fascias of Stalls/structures as per the drawing/design available with AAO, Adivasi Exhibition Ground.
- XVIII. Public Announcement system with provision for playing light music during the exhibition time.
- XIX. State & backdrop on existing concrete base
- XX. Construction & decoration of theme gate
- XXI. Construction & decoration of Tribal Art / Craft section (Juang Tribe theme)
- XXII. Construction & decoration of Handicraft, Handloom Centre (Saora Tribe theme)
- XXIII. Construction & decoration of Food Plaza (Gadaba Tribe theme)
- XXIV. Construction & decoration of Performance Stage
- XXV. Construction & decoration of Painting Pavilion
- XXVI. Construction & decoration of Facia design for ITDA / Corporate bodies & Govt. stalls
- XXVII. Construction & decoration of Police, First Aid, Fire Brigade & SECU camps
- XXVIII. Furnishing of control room
- XXIX. Write up on Adivasi Mela for Dissemination and awareness

Note:

The event management 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.

Payment Modalities

The payments will be released as per the following:

- a. 25% as mobilization advance upon furnishing of the Bank Guarantee of equivalent amount.
 - b. 25% upon material mobilization and starting of the work on the ground.
 - c. 20% upon Stage, Art and Craft centre, Gates, Food court having been completed.
 - d. 30% after completion of the event (within 7 days on completion of the Mela).
- In case selected agencies suggest a different option, then the views of the committee consisting of the following will be final.

