

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

No _____

10th 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 “*Sargiphula 2010*” (State Level Students Festival-2010) from 28th to 30th December 2010 in Adivasi Exhibition Ground, Unit –I, Bhubaneswar. There are a number of requirements like construction of stalls & structures, light and sound arrangements, supply of chairs/tables, flower decoration, videography/photography, supply of security personnel & sweepers and activities related to the event (the details of which will be available in the website www.adivasimela.com or with the AAO, Adivasi Exhibition Ground between 11 A.M to 1 P.M on all working days from 11th to 16th December 2010). The interested eligible agencies shall have to submit their sealed quotations along with a non-refundable Bank Draft of Rs. 500/- towards quotation value and a D.D. of Rs.10,000/- towards EMD drawn in any Nationalized Bank in favour of Member Secretary, ATLC, Bhubaneswar at the time of submission of the quotation. Besides the Agency shall have to submit copy of valid Service Tax Registration Certificate, copy of I.T. & S.T. Return, copy of VAT Clearance Certificate and copy of Experience Certificate/ Work Order executing similar works along with the quotation. The agencies should have minimum of Rs.10 Lakh of annual turnover during the last Financial Year 2009-10 and they are required to furnish the turnover of last three financial years certified by C.A ending on 31.03.2010 along with copy of the work order confirming execution of similar work of not less than Rs.10 Lakhs during last Financial Year. For more details the Assistant Agriculture Officer, Adivasi Exhibition Ground, Unit-I, Bhubaneswar may be contacted between 11.00AM to 1.00PM from 11th December to 16th December, 2010. Interested Agencies, who fulfill the eligibility criteria, may apply to the undersigned on or before 16th December 2010 by 4.00 P.M. for executing different activities during the Festival. The Quotations will be opened on 16th December, 2010 at 7.00 PM. The Authority of the Agencies submitting quotations or their authorized representatives may remain present at the time of opening of the quotations. The EMD of the unsuccessful Agencies will be refunded within a week.

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

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

Note:

Payment Modalities

The payments will be made to the eligible Caterer/ Food Supplying Agency in the following manner:-

- 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. 50% after completion of the Festival.(within 5 days).

FORMAT FOR FINANCIAL BID

| Sl. No | Item/Activity | Specifications | No. of Units | Unit Cost (In Rs.) | Total Cost (In Rs.) |
|--------|--|--|---|--------------------|---------------------|
| 1 | Stage Decoration | As per the Design available in the AAO's Office | L.S | | |
| 2 | Backdrop | Design to be submitted by the agencies intending to take part in the tender. | | | |
| 3 | Cleaning & sanitation | Cleaning & sanitation of exhibition ground in two shifts for 6 A.M. to 2 P.M and 2 P.M to 10 P.M. (entire exhibition ground including sanitation of all latrines urinals and bathrooms inside the exhibition ground. | 8 sweepers in each shift | | |
| 4 | Light & sound system for stage (Details to be given by the AAO, Adivasi Exhibition Ground) | Unit Cost will be indicated for the items that will be available with the AAO in the Adivasi Exhibition Ground located in Unit-1. | | | |
| 5 | Deployment of Security Guards | For smooth management sufficient security guards are to be deployed in and outside the ground in three shifts. From 27 th to 31st December 2010 From 6 A.M. to 2 P.M From 2 PM to 10 PM From 10 PM to 6 AM | Per shift 06 guards 06 guards 04 guards. | | |
| 6 | Video Recording | Video recording of the entire event from the start of the construction activities till the dismantling of the stalls (from 28th till 30 th December 2010). Still photography of the major activities every day from 28th till 31 st December 2010 and submission of video documentation each day both in soft and hard form with proper editing. | | | |
| 7 | Still Photography | Still Photography of the major activities every day from 28 th to 30 th December 2010 and submission of photographs and video documentation each day both in soft and hard form. | | | |
| 8 | Flower Decoration | Flower Decoration of the Stage, Gate and Flower Bouquet (The daily requirement of flower bouquet/garland on the inaugural, second day and last day will be 25 numbers). | | | |
| 9 | Supply of chairs & tables for event | VIP chairs for pedal Tea poys Banquet chairs for gallery Plastic chairs (with & without arm) Iron tables (4ft x 4 ft) Brass / steel sofa sets for gallery & control room (Unit cost to be provided for each of the following items) | | | |
| 10 | Public Announcement system with provision for playing light music during Lunch and Dinner. | PA system with soft music & announcement provision from control room to reach all over the field. | 1 | | |

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|-----------|---|------------------------------------|--|--|
| <p>11</p> | <p>Construction & decoration of stalls of (A) 30' x 20' size (B) 25' x 20' size & 20' x 20' size for Workshop and Competition. Each Workshop and Competition Stall will have the fascia fitting to the event (The specifications will be available with the AAO in the Adivasi Exhibition Ground between 11 A.M to 1 P/M from 11th December to 16th December 2010). The stalls will have to be made with bamboo structure along with cloth ceiling and walling. The floors of the stalls will have to be covered with Daries/ Carpets to provide facilities for the participants to sit.</p> | <p>Unit costs to be indicated.</p> | | |
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**Member Secretary, Academy of Tribal Language and Culture (ATLC)
On behalf of ST & SC Development Department, Government of Odisha**

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

No _____

10th December'2010

**EXPRESSION OF INTEREST TO SUPPLY FOODS FOR 'SARGIFULA',
STATE LEVEL STUDENTS FESTIVAL-2010**

Academy of Tribal Language and Culture (ATLC) on behalf of ST & SC Development Department, Government of Orissa is going to organize 'Sargifula', State Level Students Festival-2010 from 28th December to 30th December, 2010 in Adivasi Exhibition Ground, Unit-I, Bhubaneswar. There is requirement of making food arrangements for about 1000 participants including students/teachers/volunteers for 5 days. The details of date wise food requirement, menu specifications & other activities to be done are available in the website of the ATLC (www.adivasimela.com) and in the Office of Assistant Agriculture Officer, Adivasi Exhibition Ground, Unit-I, BBSR. Interested Caterers / Food Suppliers may offer their price per head per day in Sealed Quotations for supply of quality and delicious foods and to do all other related activities and submit their quotations in the Office of the ATLC on or before 16th December, 2010 by 4.00 P.M. The interested agencies shall have to submit their sealed quotations along with a non-refundable Bank Draft of Rs. 500/- towards quotation value and a D.D. of Rs.10,000/- towards EMD drawn in any Nationalized Bank in favour of Member Secretary, ATLC, Bhubaneswar at the time of submission of the quotation. Besides the Agency shall have to submit copy of valid Service Tax Registration Certificate, copy of VAT Clearance Certificate and copy of Experience Certificate/ Work Order executing similar works along with the quotation. For more details the Assistant Agriculture Officer, Adivasi Exhibition Ground, Unit-I, Bhubaneswar may be contacted between 11.00AM to 1.00PM from 11th December to 16th December, 2010. The Quotations will be opened on 16th December, 2010 at 7.00 PM. The Authority of the Agencies submitting quotations or their authorized representatives may remain present at the time of opening of the quotations. The EMD of the unsuccessful Agencies will be refunded within a week.

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

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

FORMAT FOR FINANCIAL BID

| Sl. No | Item/Activity | Specifications | No. of Units | Unit Cost (In Rs.) | Total Cost (In Rs.) |
|--------|----------------|--|--------------|--------------------|---------------------|
| 1 | Lunch | Plane Rice, Dal & Mixed Veg Curry/Soya chunk Curry / Alu Paneer, Tawa Bhaji / Fry Bhaji/ Sagamuga, Tomato khata/ Raita & Papad (Non- Veg-Fish Curry/ Fish Fry/ Egg Curry which will substitute either two Veg Curry or one Veg Curry and one Bhaji). | About 1000 | | |
| 2 | Dinner | Rice, (Dal, Alu Kobi Curry)/ Dalma, Fry Bhaji/ Bharta, khata/ Green Salad, Papad & Simiya Pias / Rice Pias. (Non- Veg-Fish Curry/ Fish Fry/ Egg Curry which will substitute either two Veg Curry or one Veg Curry and one Bhaji). | About 1000 | | |
| 3 | Breakfast | Upama, Tarakari & Sweet. (or) Puri , Tarkari/ Dalma & Banana (or) Bread, Boiled egg & Banana followed by Tea. | About 1000 | | |
| 4 | Evening Tiffin | Bara, Singara ,Alu Chop / Veg Chop & Sweet (or) Pettis & Pstry/Cake (or) Mixed Veg Chowmin. Followed by Tea | About 1000 | | |
| 5 | Tea | Breakfast & Evening Tiffin will be followed by Tea | About 1000 | | |
| 6 | Mineral Water | Provision of Mineral Water round the day (Per Liter cost will be indicated) | About 1000 | | |

N.B.:-

- i) Either the Lunch or the Dinner must be Non-Veg.
- ii) The Agency shall supply Chicken Curry on any one of the Non-Veg meal without charging any additional cost..
 1. The Agency is required to cook & serve food at the venue. The foods must be qualitative, hygienic and delicious.
 2. The cooking space and dining space will be provided by ATLC to the eligible Agency. Then the Agency shall make tent arrangement in the cooking place and dining place at its own cost.
 3. The Agency is required to arrange Gas Cylinder, Wood, Cooking materials, etc at its own cost.

4. The cooked foods shall be served in buffet. Six buffet counters are required to be opened by the Agency at its own cost. The buffet thali, dishes, spoon, napkin, etc must be arranged by the agency at its own cost. Besides adequate number wash basins and dustbins are to be put up by the Agency at its own cost.
5. Adequate number of serving boys to serve food and sweepers for cleaning the dining place, cooking place and utensils to be engaged by the agency at its own cost.
6. Documents to be submitted by the Agency along with the quotation:-
 - i) A non-refundable Bank Draft of Rs. 500/- towards quotation value drawn in favour of Member Secretary, ATLC, Bhubaneswar.
 - ii) D.D. of Rs.20,000/- towards EMD drawn in any Nationalized Bank in favour of Member Secretary, ATLC, Bhubaneswar.
 - iii) Copy of valid Service Tax Registration Certificate.
 - iv) Copy of Experience Certificate/ Work Order executing similar works.
7. **The Agency shall have to quote price per head per day in different item.**

Note:

Payment Modalities

The payments will be made to the eligible Caterer/ Food Supplying Agency in the following manner:-

- d. 25% as mobilization advance upon furnishing of the Bank Guarantee of equivalent amount.
- e. 25% upon material mobilization and starting of the work on the ground.
- f. 50% after completion of the Festival.(within 5 days).

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