

ଆଦିବାସୀ ଭାଷା ଓ ସଂସ୍କୃତି ଏକାଡେମୀ  
ACADEMY OF TRIBAL LANGUAGES & CULTURE  
(ST & SC DEVELOPMENT, M & BCW DEPARTMENT, GOVT. OF ODISHA)  
Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751 009  
Tele. /Fax – 0674- 2597821, Email – atlcbsr\_08 @ yahoo.com

No. 1241 /ATLC, Bhubaneswar, Date.16.12.2024

**REQUEST FOR PROPOSAL**

Sealed proposals are invited, including price offers, by the Academy of Tribal Languages & Culture (ATLC) from reputed firms/agencies with expertise in event management works including the construction of stalls, decoration of the event area and other allied activities for organizing the Annual Adivasi Mela-2025. Interested firms/agencies may submit their bids, along with the designs of the stalls, backdrop, gate etc. to the Member Secretary, ATLC, Bhubaneswar. They are also required to submit authenticated copies of the necessary documents as indicated in the RFP. The bid complete in all respects must reach the office of the Member Secretary, ATLC, Bhubaneswar on or before 23.12.2024, by 12:30 PM, via Registered Post/Speed Post/ Courier only.

The bids will be opened on 23.12.2024, at 01.00 PM in the presence of the members of the Purchase Committee and the bidders. Incomplete proposals and proposals received after the scheduled date and time shall be rejected. The rates should be exclusive of all taxes. Detailed RFP is available on the website [www.atlcodisha.org](http://www.atlcodisha.org), [www.scstrti.in](http://www.scstrti.in) and [www.stsc.odisha.gov.in](http://www.stsc.odisha.gov.in).

Sd/-  
Member Secretary

Memo No. 1242 / ATLC      Date.16.12.2024

Copy forwarded to OSD to Principal Secretary to Govt., ST & SC DEVELOPMENT, M & BCW Department for kind information of Principal Secretary to Govt.

Sd/-  
Assistant Director

Memo No. 1243 / ATLC      Date.16.12.2024

Copy to the Notice Board of ST & SC Development, M & BCW Department / SCSTRTI/ ATLC, Bhubaneswar for information of all concerned.

Sd/-  
Assistant Director

Memo No. 1244 / ATLC      Date.16.12.2024

Copy to the Head Portal Group, Secretariat, I.T Centre, Bhubaneswar/Luminous Info way/ Freelancer, Bhubaneswar for wide circulation of the notice through Govt. Website & Website of SCSTRTI respectively.

Assistant Director

  
16/12/24

# REQUEST FOR PROPOSAL (RFP)

## ADIVASI MELA-2025

### SELECTION OF AGENCY FOR EVENT MANAGEMENT SERVICES

#### ACADEMY OF TRIBAL LANGUAGES & CULTURE

An Autonomous Body under

ST & SC Development, M & BCW Department, Government of Odisha

Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751 009

**SECTION-1**  
**LETTER OF INVITATION**

RFP No: 1241

Date: 16.12.2024

**Name of the Assignment: Selection of Event Management Agency for Adivasi Mela-2025.**

1. Member Secretary, ATLC, Bhubaneswar under ST & SC Development, M & BCW Department, Govt. of Odisha, invites sealed proposals from eligible bidders for the selection of an Event Management Agency for ADIVASI MELA-2025. More details on the proposed assignment are provided in the RFP Document, available on the ATLC website ([www.atlcodisha.org](http://www.atlcodisha.org)), SCSTRTI website ([www.scstrti.in](http://www.scstrti.in)) and the Department portal ([www.stsc.odisha.gov.in](http://www.stsc.odisha.gov.in)).
2. The agency will be selected under the Quality & Cost-Based Selection (QCBS) method.
3. The proposal, complete in all respects as specified in the RFP document, must be accompanied by a non-refundable amount of Rs. 5000/- (Rupees five thousand only) towards Bid Processing Fee in the form of a Demand Draft/Banker's Cheque, in favor of "Member Secretary, ATLC, Bhubaneswar," drawn on any scheduled commercial bank and payable in Bhubaneswar, Odisha. Failure to comply will result in bid rejection.
4. The proposal must be delivered to the specified address, as per the Bidder Data Sheet, by Speed post/Registered Post/ Courier only. The client will not be responsible for postal delays or any consequences. Proposals submitted through any other mode will be rejected.
5. The last date and time for the submission of proposals, complete in all respects, is 23.12.2024 (12:30 PM). The date of opening of the Technical Proposal is 23.12.2024 (01.00 PM), followed by a Power Point Presentation on the "Theme-Based Design" at 03.00 PM on the same day at the SCSTRTI Meeting Hall. The Financial Bid (after PPT) of technically qualified bidders will be opened on 23.12.2024, at 4:00 PM, in the presence of the committee member and bidder's representatives at the specified address mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with a duly authorized letter on behalf of the bidder.
6. This RFP includes the following sections:
  - a) Letter of Invitation (Sec-1)
  - b) Information to the Bidder (Sec-2)
  - c) Scope of Work (Sec-3)
  - d) Technical Proposal Submission Forms (Sec-4)
  - e) Financial Proposal Submission Forms (Sec-5)
  - f) Annexure
7. While all information given in the RFP is within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of information. It is the bidder's responsibility to check the validity of information/specifications/narrations included in this document. The Client reserves the right to accept/reject any/all proposals or cancel the entire selection process at any stage without assigning any reason thereof.

Sd/-

Member Secretary, ATLC

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## DATA SHEET

Sl. No.	Particular	Details
1	Name of the Client	Member Secretary, ATLC
2	Method of Selection	QCBS method
3	Joint venture / Consortium	Not allowed
4	Date of Issue of RFP	16.12.2024
5	Last Date and Time for submission of Bid	23.12.2024 (12:30PM)
6	Date of opening of technical proposal	23.12.2024, 01.00 PM at SCSTRTI Meeting Hall
7	Date of presentation (PPT) of theme-based design	23.12.2024, 03.00 PM at SCSTRTI Meeting Hall
8	Date of opening of Financial Proposal	23.12.2024, 04.00 PM at SCSTRTI Meeting Hall
9	Bid Processing Fee (Non-Refundable)	Rs.10,000/- (Ten Thousand Rupees Only) in shape of Demand Draft in favor of "Member Secretary, ATLC" drawn in any scheduled commercial bank payable at Bhubaneswar.
10	Earnest Money Deposit (EMD) (Refundable)	Rs. 5,00,000/- (Rupees Five lakhs) only
11	Mode for Submission of Proposal	Registered post / Speed post / Courier only
12	Place of opening of Bid Proposals & PPT of theme-based design	Meeting Hall of SCSTRTI CRPF Square, Bhubaneswar
13	Postal Address for Submission of Bid:	Member Secretary, Academy of Tribal Languages & Culture (ATLC), Unit- 1, Bhubaneswar, 751009
14	Contact Persons:	Shri Samarendra Bhutia, OAS Assistant Director Mob: 7894868990 E-mail: atlcbbsr_08@yahoo.com

## DISCLAIMER

This Request for Proposal (RFP) is issued by the Member Secretary, ATLC, Bhubaneswar under the ST & SC Development, M & BCW Department, Government of Odisha.

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidder(s), whether verbally or in documentary or in any other form, by or on behalf of the Member Secretary, ATLC by any of its employees is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the ATLC to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in formulation of their applications for qualification and thus selection pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the ATLC in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Client shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP. The issue of this RFP does not imply that the Member Secretary, ATLC is bound to select and shortlist Applications. Member Secretary, ATLC reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all the costs associated with or relating to the preparation and submission of its Application. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the bidder in preparation / submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The Member Secretary, ATLC shall be the sole and final authority with respect to selection of an Agency through this RFP.

...

# **REQUEST FOR PROPOSAL**

## **General:**

The Academy of Tribal Languages & Culture (ATLC), Bhubaneswar is an autonomous body under the ST & SC Development, M & BC Welfare Department, Government of Odish. It is focused on preserving and promoting the languages and culture of Odisha's tribal communities through language documentation, educational resources and research. Adivasi Mela is one of the mega programs organised by the Academy on behalf of the administrative department every year.

Adivasi Mela, an annual cultural and trade fair celebrating the rich heritage of Odisha's tribes, first began in 1951 and has evolved into a prominent cultural event in Odisha. This year coinciding with *Pravasi Bharatiya Divas*, Adivasi Mela 2025 is set to be organised as an international level festival with the theme *Tribal Identity*. The 12-day event will be hosted at the IDCO Exhibition Ground Unit III Bhubaneswar starting from January 05, 2025.

The primary objectives of Adivasi Mela are to celebrate tribal cultural heritage, showcase tribal art and craft, provide economic opportunities for tribal artisans and WSHGs and to emphasize the importance of tribal identity. Key segments include *Adivasi Gaon*, a replica of traditional tribal housing structures, *Adivasi Haat* featuring tribal products and handicrafts for sale and live art and craft demonstrations. Departmental stalls also highlight government initiatives. Evening cultural programmes including tribal dances, dramas etc enhance the vibrancy of the event.

In 2025 three key additions are planned: a Tribal Freedom Fighters Pavilion spotlighting the lives of Bhagwan Birsa Munda and other freedom fighters of Odisha, a Tribal Food Court offering authentic tribal cuisines and a thematic focus on *Tribal Identity* reflected across all event segments.

The layout will include grand entry gates adorned with tribal motifs, a central pavilion dedicated to tribal freedom fighters, strategically placed *Adivasi Gaon* and *Adivasi Haat* zones, Live *Demonstration Mandaps*, IEC stalls, Offices, control Room and other set up structures, a food court and a performance stage and audience seating arrangements for evening programmes. Visitor convenience and safety are ensured through facilities like first aid, ambulances and ATMs.

Adivasi Mela 2025 aspires to present Odisha's tribal legacy on a global platform, offering an immersive experience of tribal culture while fostering economic and cultural growth for the tribal communities.

## **Intents of Specification:**

ATLC intends to organize Adivasi Mela-2025 from 05<sup>th</sup> January, 2025 at IDCO Exhibition Ground, Unit-III, Bhubaneswar. In order to organize the Mega programme, ATLC requires an efficient Event Management agency to provide all services detailed herein after through its expertise in event management work.

**SECTION: 2**  
**INFORMATION TO THE BIDDER**

Eligibility and Evaluation Criteria:

Bidders should confirm to the eligibility criteria given below and must produce the required supportive documents /information as indicated against each as part of the technical proposal. If the Bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

Sl	Eligibility Criteria	Documents to be annexed
1.	Submission of 'EMD of INR 5 Lakhs in the form of DD (inserted in the sealed envelope containing the 'Technical Bid') & deposit of bid processing fees of Rs 10,000/- in shape of DD (Non-Refundable)	Original DD in favour of Member Secretary, ATLC, Bhubaneswar
2.	The bidder should be registered under Companies Act or any other Association having certain legal identity.	Copy of certificate of incorporation/ partnership deed/ proprietor Registration Document/Trust Deed/Society Registration Certificate or any other relevant certificates with registration number
3.	The bidder should have experience of managing at least 03 (three) Melas / Similar nature of events for Government of India/ Government of State/PSUs/Autonomous Bodies/Federations of Industries etc. during the past 06 (Six) financial years. (Managing Melas/ Large scale events of minimum tender value of Rs Fifty Lakhs)	Work orders/Contract Document/Completion of Work Certificates from the previous Clients.
4.	The bidder should have a minimum average annual turnover of Rs.2.00 Crore from the event management services in the last three financial years.	<ul style="list-style-type: none"> <li>o Audited Financial Statements of last three FY duly certified by Chartered Accountant.</li> <li>o Tax audit Report of the relevant period</li> </ul>
5.	The bidder should have a dedicated Core Team of five members with minimum 3 years of experience in executing similar nature of job required to be deployed for the assignment.	CV & Detail works done by the team members.
6.	The bidder must have valid GST registration and holder of permanent Account No. (PAN)	GST certificate copy and PAN card copy must be enclosed. Also, the bidder has to submit the monthly return copy (GSTR-1 & 3B) of last quarter of the FY 2024-25 and Income tax return
7.	The bidder should have a fully functional office in Bhubaneswar region.	Valid Address Proof of the local office (Electricity Bill/Telephone Bill/ Rent Deed etc.)
8.	The bidder should not be blacklisted by Central or State Government	Bidder must furnish undertaking to this effect

## **DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL PROPOSAL (PART-A):**

The bidders have to furnish the following documents duly signed along with their Technical Proposal:

1. Filled in Bid Submission Check List.
2. Covering letter (TECH-1) on bidder's letter head requesting to participate in the tender process.
3. Bid Processing Fee & EMD as applicable.
4. Copy of Certificate of Incorporation/Registration/Trade License
5. Copy of PAN
6. Copy of Goods and Services Tax Identification Number (GSTIN) & last deposit challan.
7. Copies of IT Return for the last three assessment years.
8. General Details of the Bidder (Tech-2)
9. Financial Details of the bidder (Tech-3) along with all the supportive documents such as Balance Sheet & Income/Expenditure/Statement duly signed as per the instruction.
10. List of completed assignments of similar nature (Past Experience Details, TECH-4) along with copies of contracts/work orders/completion certificate from previous Clients.
11. Self-Declaration regarding Conflict of Interest (TECH-5)
12. Undertaking for not having been black-listed by any Central/State Government/Any other autonomous bodies/International & National Organization in the recent past. (TECH-6)

*NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.*

### **1. BID PROCESSING FEE:**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs.10,000/- (Ten Thousand Rupees) only in shape of Demand Draft from any scheduled commercial bank in favour of "Member Secretary, ATLC" payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

### **2. EARNEST MONEY DEPOSIT (EMD):**

Earnest Money Deposit (EMD) for this shall be Rs.5,00,000/- (Rupees Five Lakh) only in the form of Demand Draft drawn on any schedule bank payable in favour of Member Secretary, ATLC, Bhubaneswar. The EMD in the form of Demand Draft shall be submitted in the envelope marked as Technical Bid. Bid without the EMD shall be liable to the rejection of the Bid.

### **3. SUBMISSION OF PROPOSAL:**

Bidders must submit their proposals by Registered Post/Speed Post/ Courier only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. Any proposal received after the deadline will be rejected outright.

## **PROCEDURE FOR SUBMISSION OF THE PROPOSAL:**

- i) **Technical Proposal:** The envelope containing the filled in technical proposal forms along with theme based design, shall be sealed and superscribed “Technical Proposal – Selection of Event Management Agency for Adivasi Mela-2025 and be furnished inside one envelope.
- ii) **Financial Proposal:** The envelope containing financial proposal, shall be sealed and superscribed “Financial Proposal – Selection of Event Management Agency for Adivasi Mela-2025. The duly filled-in Financial Proposal submission Forms should contain the detailed price offer for the proposed assignment in the prescribed format and have to be furnished inside one envelope.

The "Technical Proposal with Theme Based Design" and "Financial Proposal" must be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as “TECHNICAL PROPOSAL WITH THEME BASED DESIGN” (NAME OF THE ASSIGNMENT)” and the second envelope must be marked as “FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT). All above envelopes have to be sealed and placed inside a third & main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:- EVENT MANAGEMENT SERVICES FOR ANNUAL ADIVASI MELA-2025.

RFP NO.1241 / ATLC                      DATE: 16.12.2024

DATE OF SUBMISSION OF BID:-

NAME AND ADDRESS OF THE BIDDER: -

## **4. OPENING OF THE PROPOSAL:**

The FIRST ENVELOPE containing “Technical Proposal” will be opened in the initial stage by the Client in presence of the bidders’ representatives at the designated location, date and time specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee to evaluate the proposals submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. This will be followed by power point presentation of the THEME BASED DESIGN and other matters. The SECOND ENVELOPE containing FINANCIAL PROPOSAL of the technically qualified bidders will be opened after completion of technical evaluation stage (technical proposal + theme based design).

## **5. EVALUATION OF PROPOSAL:**

### **TECHNICAL EVALUATION (1<sup>ST</sup> STAGE):**

The Technical proposals will be evaluated as per the following criteria:

Sl	Criteria & marks	Supporting document
1.	<p>Total Turnover of the agency/ firm: (Average Annual Turnover of last three financial years</p> <ul style="list-style-type: none"> <li>• Average Annual Turnover of Rs 2 Cr = <b>10 marks</b></li> <li>• Additional <b>2 marks</b> for each additional INR 1 Crore up to a maximum of <b>20 marks</b>.</li> </ul> <p><b>(Max mark: 20)</b></p>	Turn over certificate Chartered Accountant based on the audited financial Statements of last three FY.
2.	<p>Number of similar nature of events organized For Government of Odisha/ Government of India/ PSUs/Autonomous Bodies/ Federations of Industries/ Corporates etc. during the past <b>06 (Six)</b> financial years.</p> <p>(Similar nature of events mean managing melas, large scale events with minimum tender value of Rs 50 Lakhs.)</p> <ul style="list-style-type: none"> <li>• Experience of managing Three (03) similar melas/ events – 10 marks</li> <li>• Additional 5 marks for each additional similar* mela/ events organized - up to a maximum of 20 marks</li> </ul> <p><b>(Max mark: 20)</b></p>	Work orders/ Contract Document/Completion of Work Certificates from the previous Clients.
3.	<p>The bidder should have a dedicated Core Team of five members with minimum 3 yrs experience required to be deployed for the assignment.</p> <ul style="list-style-type: none"> <li>• Five members with experience required to be deployed for the assignment-<b>5 mark</b></li> <li>• Additional one mark for each additional member</li> </ul> <p><b>(Max mark 10)</b></p>	
4.	<p><b>PowerPoint presentation on the Methodology and Approach:</b></p> <p>Bidders are required to create a PowerPoint presentation outlining their Methodology and Approach based on the requirements of the RFP. The presentation should demonstrate a comprehensive understanding of the event by the bidder and must include the following:</p> <ul style="list-style-type: none"> <li>○ Theme of Adivasi Mela 2025: Janajati Asmita</li> <li>○ Theme of <i>Adivasi Gaon, Adivasi Haat</i>, live art and craft demonstration pavilions, Tribal Freedom Fighters Pavilion, Tribal Food Court, three entry gates, performance stage and audience seating arrangements, IEC stalls, VIP lounge, Offices, control Room and other structures</li> <li>○ A detailed plan from the inception to the closure of the assignment.</li> <li>○ The role of the proposed Core Team in the event.</li> <li>○ Component-wise plan and expected outputs.</li> <li>○ Layout design featuring 3D drawings.</li> <li>○ Completion timeline.</li> </ul> <p>The presentation should include key evidence for all the criteria outlined in the RFP. Presentations that fail to address these requirements comprehensively will receive a lower score.</p>	PPT during presentation stage.

	<ul style="list-style-type: none"> <li>○ Excellent understanding of the assignment with a presentation covering all aspects of the event : 41-50 marks</li> <li>○ Good understanding of the assignment and coverage of major aspects of the event : 21-40 marks</li> <li>○ Low understanding of the assignment and failure to cover all major aspects of the event : 0-20 marks</li> </ul> <p><b>(Max mark 50)</b></p>	
<p><b>Total Mark – 100</b>  <b>Passing Marks required to be eligible for Financial Bid Opening: 70 Marks</b></p>		

Bidders will make a Power Point Presentation (PPT) before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Creativity, innovation with culture sensitivity will be given weightage during the presentation. The financial proposals of the technically qualified bidders will be opened. The bidder should remain present on the day for opening of the financial bid. The bidder whose technical proposal including that of “Theme Based Design” secures a score above the minimum qualifying mark of 70 in the technical evaluation stage, will be qualified for opening of the financial proposal. The Tender Committee reserves the right to modify the minimum qualifying mark, if required. However, the design submitted by the qualifying bidder is not final. The final design will be approved by a “Design and Concept Committee”.

FINANCIAL EVALUATION: The financial proposals of the technically qualified bidders shall be opened at this stage in the presence of the bidders’ representatives.

**6. EVALUATION PROCESS:**

Quality & Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score in accordance to the marks obtained during the technical evaluation stage. The client will select the lowest evaluated price bid (L1) among all the technically qualified bids and the selection of L1 agency will be done as per QCBS method following the formula given below:

$$B = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1-X)$$

Where,

- C = Evaluated Bid Price
- C<sub>low</sub> = the lowest of all Evaluated Bid Prices among responsive Bids
- T = the total Technical Score awarded to the Bid
- T<sub>high</sub> = the Technical Score achieved by the Bid that was scored best among all responsive Bids
- X = weightage for the Price as specified in the Bid

**For selection the weightage will be Technical Bid-80% + Financial Bid 20%**

The Tender Committee reserves the rights to equate the commitments made during the presentation and the price quoted in the financial bid before final selection of EMA.

**7. AWARD OF CONTRACT:**

The Client will notify the successful bidder in writing by issuing an offer letter / work order. Sub-contracting is not allowed under this assignment.

**8. OTHER TERMS & CONDITIONS:**

- a) The firm should submit the documents like Registration Certificate, Experience certificate, Experience on providing Security services for execution of similar nature of work should be enclosed.
- b) ATLC will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the event period.
- c) In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
- d) During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Event Management Agency will be responsible to pay the amount of loss towards theft of any article during the mela period from the premises.
- e) Arrangement of lodging, boarding & logistics of the guards during the event period will be the responsibility of the Agency.
- f) The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of the mela.
- g) The Agency will be responsible for upkeeping and maintenance of the entire work done by them till the closing of the event.
- h) 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 have to supply fire protection equipment like fire extinguishers and adhere to the fire safety norms & to do fire retardant liquid spray over inflammable materials use for stalls.
- i) In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep
- j) The rate offered by the agency shall be excluding of GST & other Taxes.
- k) The selected Agency/ firm should open its own office having the technical man power & manager throughout the event period to handle any work to be assigned by the authority.
- l) The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and may be rejected.
- m) The authority is not bound to accept the L1 tender and reserves the right to inspect / verify the stock of materials required for this work, in go-down of bidders by nominating a committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- n) The bidder has to quote the rate as per the given format. Tender Committee reserves

right to negotiate on price quoted by the L-1 firm before finalization of vendor.

- o) Terms of payment:
- Advance payment of 30% of the total contract value after award of the work and acceptance of Terms and Conditions by the agency on request after submission of security deposit in the form of Bank guarantee for an equivalent amount.
  - The balance 70% will be released within one month after completion of the event and submission of the bills and necessary documents, etc.
  - The payment will be made to the agency on actual quantity/service carried out against the work-order and as verified by the verification team/Committee. In case of the area of construction of pavilions/ stalls/ VIP lounge/ Conference/ *Adivasi Gaon/ Adivasi Haat/* live art and craft demonstration pavilions, Tribal Freedom Fighters Pavilion/ Tribal Food Court/ entry gates, performance stage / audience seating arrangements/ control Room and other structures/ Stage size / carpet/staff member/branding etc. increases or decreases, the payment would be made proportionately (actual basis).
- p) The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Nodal Officer. In case of any additional requirement, the contractor has to take the prior written permission from the Nodal Officer.
- q) The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- r) Non-submission of any document required in the RFP will render the Bid to be rejected.
- s) 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.
- t) Any item or activity required by the client beyond the scope of the work, the bidder should comply such requirement. The price of the item/ activity will be fixed on the basis of prevailing market rate.

#### **10. DISCLOSURE:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (blacklisting etc.) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of or are the subject of any proceedings relating to:
  - Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

#### **11. ANTI-CORRUPTION MEASURE:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial

proposals and recommendation for award of contract, will result in rejection of the proposal.

- b. A recommendation for award of Contract shall be rejected, if it is determined that the recommended bidder has directly or through an agent engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**12. LEGAL JURISDICTION:**

All legal disputes are subject to the jurisdiction of Civil Court of Bhubaneswar only.

**13. GOVERNING LAW AND PENALTY CLAUSE:**

The schedule provided for delivery must be strictly adhered to, considering the stringent time constraints. Any unjustified and unacceptable delays in delivery shall make the bidder liable for liquidated damages, leading to the forfeiture of the Earnest Money Deposit (EMD). Subsequently, the Client reserves the right to cancel the contract for pending activities and complete the remaining work through another agency. The Client may deduct such sums from any money due or becoming due to the bidder. Payment or deduction of these sums shall not relieve the bidder of their obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of the Government of India. The bidder's failure to provide deliverables as per the agreed timeline may result in a penalty of up to 20% of the total contract value.

**14. CLIENT'S RIGHT TO ACCEPT ANY PROPOSAL AND TO REJECT ANY/ALL PROPOSAL(S)**

The Member Secretary, ATLC (Client) reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the bidders. Misrepresentation/improper response by the bidder may lead to the disqualification of the bid. If such disqualification/rejection after the Proposals have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

**15. NUMBER OF PROPOSALS:**

Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified. The Bidder shall be responsible for all costs quoted with the preparation of its proposal and its participation in the bidding process.

## SECTION: 3

### SCOPE OF WORK

The Event Management Agency should provide the following Services

Sl. No.	Works to be done	Particulars	Remarks
A	Construction work at venue	<ol style="list-style-type: none"> <li>1. Development of theme-based design for Stalls, Stage, Gates, Adivasi Haat, Live Demonstration Stalls / Standy, Freedom Fighters pavilion, Food Court, VIP Lounge &amp; Control Rooms, Seating Arrangements, facia and ground layout.</li> <li>2. Concept &amp; Design Development of Advertisement Materials: Hoarding / Standy/Selfie Point/ cutouts/ hot air balloons and Way Boards etc.</li> <li>3. Public announcement system in the event.</li> </ol>	Detailed Plan with Design of the said work are to be presented during Technical Presentation.
B	Cleaning & Sanitation works	Pre & Post Ground Cleaning, Daily Cleaning & Sanitation during the event /Daily Garbage lifting.	
C	Security Services & Surveillance	Providing Private Security Service at Event Venue & Accommodation Places of the participants during the event. Providing CCTV & LED during the event.	
D	Fire Safety Measures	Sufficient Fire Extinguishers to be put at different segments/stalls of the Mela towards fire safety measures along with technical person to handle the device.	
E	Cultural Programme	Providing light, sound system and floral decoration during the cultural programme.	
F	Audio video documentation	Photography, Videography for 15 days Short videos (2-3 minutes) and a documentary (5-8 minutes) covering all activities of the event. (Short videos (2-3) min separately for each segment, one documentary covering all activities of the event.	
G	Coordination	<ul style="list-style-type: none"> <li>• Co-ordination and follow up with all line departments like BMC, Fire, Police, Electricity, WATCO etc for necessary permissions/ licenses</li> <li>• Insurance of the whole event</li> <li>• Media Coordination, branding and wide publicity of the event in print, electronics and social media</li> </ul>	

Details of the Item-wise work to be provided:

**A. Construction of work at Venue :**

Publicity of the event should be made through hoardings, square box, Chinese board, hot air balloons etc for public awareness for ADIVASI MELA-2025. Media Coordination, branding and wide publicity of the event in print, electronics and social media

**B. Cleaning & Sanitation:**

- a) Cleaning & Sweeping of the Mela Ground during the organization of Adivasi Mela-2025. Accommodation Places of Participants. Temporary fabricated Toilets has to be done in a regular basis from one day before to one day after the end of the event.
- b) Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground and Accommodation Places.
- c) Garbage has to be lifted from mela ground on daily basis.

**C. Security Services & Surveillance**

All private security guards to be provided by the Agency should be in uniform, smart, trained and possess requisite skill in the following aspects:

- Minimum Qualification: Matriculation, +2 will be added advantage
- Able to read, write & speak Odia. Working knowledge of Hindi & English
- Well behaved & disciplined
- Knowledge of fire extinguisher operation
- Each guard should be aware of their duties & responsibilities during the duty hours.

**D. Fire Safety Measures:**

- Sufficient Fire Extinguishers to be put at different segments/pavilions/ stalls of the event towards fire safety measures along with technical person to handle the device.
- Fire retardant solution to be sprayed over the inflammable materials used in the pavilions/ stalls under expert supervision.

**E. Cultural Programme:**

Providing light, sound system and floral decoration during the cultural events / competitions.

## SECTION: 4

### TECHNICAL PROPOSAL SUBMISSION FORMS

#### TECH- 1

##### COVERING LETTER

(ON BIDDER'S LETTER HEAD)

Place:

Date:

To

The Member Secretary,  
ATLC, Bhubaneswar

Sub: Selection of Event management Agency for Annual Adivasi Mela-2025 at IDCO Exhibition Ground, Unit-III, Bhubaneswar (Technical Proposal).

Sir,

I, the undersigned offer to provide the services for the proposed assignment in respect to your Request for Proposal No. 1241/ ATLC, Date- 16.12.2024 I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to 180 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully

Authorized Signatory with Date and Seal:

Name and Designation: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

## TECH- 2

### Bidder Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder/ Agency	
2	Address for communication: Tel Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Bhubaneswar, Odisha If Yes, Please furnish details	
6	Bid Processing Fee Details Amount : DD No. : Date: Name of the Bank:	
7	EMD Details Amount : DD No.: Date: Name of the Bank:	
8	PAN	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [*In full and initials with Date & Seal*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

# TECH- 3

## BIDDER ORGANIZATION FINANCIAL DETAILS

Financial Information in INR				
Details	FY 2021-22	FY 2022-23	FY 2023-24	Average
Turnover from event management services (in Lakh)				
	<p><i>Supporting Documents:</i> Audited certified financial statements for the last three Financial Years, (2021-22, 2022-23 &amp; 2023-24) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this Format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the Technical Proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>			

Signature and Seal of the Company Auditor with Date:

Authorized Signatory of the Bidder [*In full and initial with Date and Seal*]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

[NB: No Scanned Signature will be entertained]

# TECH- 4

## (BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of completed assignments only of similar nature in specified sector during last 6 years)

Sl. no.	Period	Name of the Assignment with details	Name of the Client	Contract value (in INR) and Duration in months	Date of Award / commencement of assignment	Date of completion of assignment	Remarks
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							
6							
7							

*Note: Bidders are requested to furnish the list of five similar assignments undertaken in the above prescribed Format. Information not conforming to the above Format will be treated as non-responsive. Copies of the Work Order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.*

Authorized Signatory [In full and initials with Date & Seal]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

## TECH - 5

### DECLARATION REGARDING ANY CONFLICTING ACTIVITIES

*Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria. If yes, please furnish details of any such activities.*

If no, please certify,

#### IN BIDDER'S LETTER HEAD

I, hereby declare that our Agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [*In full and initial with Date and Seal*]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

# TECH - 6

## UNDERTAKING

*(On the stamp paper of appropriate value regarding ineligibility and non- blacklisting of the Bidder.)*

I/We, here by undertake that our Agency has not been blacklisted/ debarred by any of the Central Ministry / State Govt. Department/ Office or by any PSUs and I/ We are not blacklisted by any authority during the recent past.

Yours Sincerely,

Authorized Signatory

Name & Designation of the Signatory

Name of the Bidder and Address:

## SECTION: 5

### FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

#### COVERING LETTER

(In Bidder's Letter Head)

Place:

Date:

To

The Member Secretary,  
ATLC, Bhubaneswar

Sub: Submission of Financial Proposal for Event Management Services of Adivasi Mela-2025.

Sir,

I, the undersigned, offer to provide the Event Management Services for Adivasi Mela-2025 in accordance with your RFP No. 1241 Dated 16.12.2024 Our Financial Proposal for Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_) only is attached herewith. This amount is exclusive of the taxes applicable as per the GST Act for the specified period of the event. I do hereby undertake that in the event of acceptance of our BID, the services shall be provided as per the terms and conditions stipulated in the RFP document and subsequent executive instructions, if any.

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
1	Ground Preparation	The entire Event Place (Ground) is to be cleaned & leveled with machinery equipment before construction of works & at the closure of the event. The ground to be handed over to the authority within 5 days of the closure of the Mela.	L.S		01 no	
2	Construction of stage with Thematic Decoration.	<ul style="list-style-type: none"><li>• Stage: Construction of a new stage of 25 mtr x 10 mtr with full-fledged (Fire and water proof) materials Bamboo, wooden and ply with iron frame base structure to accommodate and bear load of cultural troupes having 20 nos in a troupe as per design. Separate Green Rooms for Male and Female with all facilities. The stage should have an extended ramp for fashion show on the event date (for one Day).</li><li>• The stage backdrop should be created by taking the tribal household materials as the concept for the Mela. The stage decoration should be as per the approved design and specification. The stage should be both static and dynamic with LED Screens (25 x 10') at the centre. The stage should</li></ul>	L.S  L.S.		01 no  01 no	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
		be decorated with tribal theme motifs so as to reference a tribal ambiance. Carpeting of stage and VIP sitting area with all other materials for opening and closing ceremony like podium, VIP chairs, Tea poys, Table cloth, New white Turkish Towels, lamp, candle, match box, camphor etc., proper iron barricading to be used across the stage and VIP seating area.				
3	Construction of Pavilion and galleries for Tribal Freedom Fighters	<p>AC Hangers (60 mtr x 30 mtr with 18 mtr height) with ply base and carpeting, octonorm/ wooden/ ply partition to create 4 galleries for</p> <ol style="list-style-type: none"> <li>1. Gallery 1: Life and journey of Bhagawan Birsha Munda- (appx. 50' x 60'). This gallery will depict the life journey of Bhagwan Birsha Munda for which the soft content will be provided by the Clint. The EMA to curate and design the whole gallery as an experience centre with both static and dynamic mediums.</li> <li>2. Gallery 2: Prominent Tribal Freedom Fighters of India and Odisha (appx. 50' x 80'). This gallery will showcase Prominent Tribal Freedom Fighters of India and Odisha for which the soft content will be provided by the Clint. The EMA to curate and design the whole gallery as an experience centre with both static and dynamic mediums.</li> <li>3. Painting Exhibition on Bhagawan Birsha Munda- appx. 50' x 60'. Paintings will be provided by the Clint. EMA to curate the background wall of the gallery with all lighting arrangements for the paintings.</li> <li>4. Photo Gallery on Tribal life and culture- appx. 50' x 200'. Framed photographs will be provided by the Clint to be hanged on the curated walls of the gallery. EMA to curate the background wall of the gallery with all lighting arrangements for the displayed photographs.</li> </ol> <p>Price quoted should be included with detail description of the galleries, materials used etc.. The 3D designs of the galleries to be submitted during the presentation.</p>	<p>LS</p> <p>LS</p> <p>LS</p> <p>LS</p>		<p>01 No</p> <p>01 No</p> <p>01 No</p> <p>01 No</p>	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
4	Hoardings/ Standees and other displays (including designing, printing and fixing)	Hoardings are to be printed as per design and to be displayed at various places (in and around Bhubaneswar). Size (10'x 15') (Geo tagged photographs to be shared after installation.)	Rate Sq. ft		50 nos.	
		Standee (3' x 6')	Sq. ft.		15 nos.	
		Selfie Stand of Size 10' X 10' (Selfie Points in different places of event ground with Ply base walls) Designs of vendor to be approved.	10' X 10'		5 Nos	
		Cut-outs of 20 ft. height	20 ft		10 Nos	
		Hot Air Balloon (Diameter 30')			1 No	
		Roll up Standee (3' x 6'ft)	Per Unit		10 Nos.	
		LED Standee (2'x 6')	Per Unit		5 No	
		Way boards for display inside the Exhibition Ground	Sq. ft		20 nos	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
5	Light & Sound system for stage	Light: Light Mixture LED Par Lights Multi 20 Lights Multi 10 Lights Blinder Light Sharpie Light Glove Light Four-sided truss <b>Sound System:</b> Line array Bass Bin High range line array top High range frequency box 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 Centre Fill & Delay Sound Speakers 125KVA Soundless Generator with fuel for 12 days (For amphitheater & event areas)	LS		1 48 4 4 12 16 10 1 unit  4 unit 4 4 6 4 10 4 4 1 1 1 2 4 1 1 4 2	
6	Cleaning of the Pavilions/ Stalls and events	Cleaning of pandal and sitting place, pavilions/ stalls and the entire event area twice a day for 12 days.  a) Cleaning and Sanitation of Exhibition Ground in two shifts including all latrines and urinals, bath rooms and dining area inside Exhibition Ground with sanitary materials. Cleaning & Sanitation of dining area, kitchen area, removal of waste materials of dining and event area every day & putting bleaching powder twice, putting dustbins for waste materials etc. Details in Annexure-I.	Rate per sweeper per shift		390 Sweepers	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
		b) Construction of 60 temporary urinals (Male & Female separately) with all material like bamboo tati, sand etc and 30 of dustbins in Exhibition Ground (Event Place) with illumination.	Rate per unit		60 nos	
		c) Cleaning of 3 accommodation places including Toilets and urinals thrice a day	Rate per sweeper per shift		126 Sweepers	
7	Flower Decoration	<ul style="list-style-type: none"> <li>• Flower decoration of the stage, gates, flower bouquet (as per daily requirement). The flower decorations should be replaced in a 3 days interval during mela period.</li> <li>• Flower bouquets <ul style="list-style-type: none"> <li>○ White Lilly Bouquet- 6 nos.</li> <li>○ Orchid Bouquet – 6 nos.</li> <li>○ Rose Bouquet/Mixed flower Bouquet – 30 nos.</li> </ul> </li> </ul>	L.S.  (Unit cost of special bouquet, plane bouquet)		6 6 30	
8	Illumination & Decoration of Exhibition Ground	<ul style="list-style-type: none"> <li>○ LED Focus lights</li> <li>○ Rice Light/colored LED lights</li> <li>○ Spot Light</li> <li>○ 125 KVA Soundless Generator with Fuel for 13 days (the stage light, sound system along with street light will run through generator during the cultural Programme including opening and closing ceremony.</li> </ul> <p>(entire exhibition ground is to be illuminated, light decoration of entire ground, all gates, lighting of all parking places, road sides, other stall area etc.</p>	Rate per unit		300 200000 300 01	
9	Light tower	Light Tower of size 5ft x 5ft x 18 ft height made out with Bamboo frame with black cloth Masking/framed flex masking	Rate per unit		15	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
10	Demarcation of audience gallery and Supply of chairs, tables, mat, sofa, tea poy & provision of green netting etc.	<p><i>Demarcation of space for audience gallery (for 1500 audience) with green matting:</i></p> <p>Steel sofa set with towel Tea poy Banquet chair Plastic Chair with arm Plastic Chair without arm Audience area &amp; VIP area barricading &amp; signages</p> <p><b><i>For Control Room &amp; other Help Desks:</i></b></p> <p>Steel sofa with white towels Tea poy 4ft x 4ft table (Iron /wooden) Parking area barricading &amp; signages</p>	Sq. ft		<p>10 sets 10 nos. 200 nos. 500 nos. 1500nos 1 unit</p> <p>6 sets 6 nos. 10 1 unit</p>	
11	LED Screen & LED TV	Four numbers of LED Screens (10' x 8') to be installed at 4 conspicuous places in the event ground, where live stage performances can be viewed by the crowd moving within the mela. The placement of the screens would be in such a manner that the stage will not be directly visible from that point.	Rate per unit		4 Nos.	
12	Construction & Decoration of 2 gates & Theme gates (4)	<p>There will be two main gates (two main entrance gates) as per approved design. The gates should be decorated with tribal theme motifs so as to reference an ethnic tribal ambiance. Sufficient flower decoration of the gates is to be done. Use of only flex and cutouts for the gates is not allowed. Use of creative materials is desired.</p> <p>There will be 4 theme gates with side walling &amp; paintings. Gates to be illuminated with lights.</p>	Rate per unit		2	
13	Construction Stalls. (10' x 20') (as per approved design)	The construction of Stalls should be as per the approved design. Each stall should have ply base, ceiling, walling, carpeting, 3 rows of shelves, 3 sides inside the stalls with front covering at night. Each stall should have two partitions (10'x10' each) for sale counters and storage. The wiring and light fittings with electronic tube light / LED 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 executed by authorized Govt. approved contractor. Ply base with ply walling and cloth ceiling, tarpaulin top. The proper branding of the	Rate per stall		120 nos	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
		stalls on the top and inside the stalls with approved design. (The Number may increase and the cost will be paid accordingly).				
14	Construction & decoration of Police, First Aid, TPCODL camps, GED, WATCO, baby care etc.	The construction of the stalls should be as per the approved design. Each stall should have ceiling, walling, carpeting, with front drop at night (Ply base with table, chairs, Carpet, Drinking Water etc). The wiring and light fittings with electronic tube light / CFL bulb / 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 executed by authorized Govt. approved contractor. Concealed electrical wiring is to be done. (as per approved design) Size: (10' x 10')	Rate per Unit		8 nos.	
15	Fire Brigade,	Fire brigade vehicle shed (25' x 15') with an attached rest room (15' x 15') with ply base and carpeting, electricity and fan connection.	Per unit		1 no	
16	Construction and Decoration of Control Room & VIP Room (as per approved design)	One Control room is to be constructed of 30 ft x 20 ft size with separation, ply base, ply walling, Tarpaulin ceiling, cloth ceiling walling with light fittings, Table, Chair, Sofa with attached Toilets with all facilities, door and windows screen etc. (as per requirement). One VIP room of 30' x 20' of size with AC Provision, Sofa Set, Tea poy, Screen, Urinal, toilets with 24 hrs water supply & sanitation.	Rate per unit		2 nos.	
17	Drinking water provision	<ul style="list-style-type: none"> <li>Sufficient sealed drinking water jars (20 ltr) should be supplied at different accommodation places. Filling the jars as and when required during the mela period.</li> <li>Sufficient mineral drinking water bottles (500ml) of reputed brand at different places of the ground i.e. Stalls, VIP Liunge, Control room, Green rooms, Police, First Aid, TPCODL, Fire camps during mela period. The agency will distribute the bottles to the designated counters.</li> <li>Besides provision of five (5) drinking water</li> </ul>	Rate per unit  Rate per bottle (500 ml)  Rate per		300 jars  10000 bottles  5 units	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
		kiosk at the event place.	unit			
18	Signage and walling in different sites to cover the gaps, programme schedules and way boards for the Programme	<p>Signage as per the approved design. The signage should be placed befitting to purpose. (8' X 6')</p> <p>Walling made with hessian cloth/ mat finish flex of 8 ft.ht. with tribal painting in placed of the event area as per requirement.</p> <p>Walling with flex branding outside the event ground boundary wall in between exit &amp; entry gates (10 ft Height) as per approved design.</p> <p>Event Schedule Board -6 Nos (8' X 12')</p> <p>Green Carpeting of event ground as per requirement</p>	<p>Per Sq ft</p> <p>Per Sq. ft</p> <p>Per Sq. ft</p> <p>Per Sq. ft</p>		<p>20 Nos.</p> <p>5000 Sq ft (approx.)</p> <p>1000 Sq ft (approx.)</p> <p>6 nos</p> <p>100000 sq ft</p>	
19	C.C.T.V. Camera	C.C.TV. Camera to be installed at conspicuous places in Mela Ground with surveillance system along with technical person to monitor. CCTV footage for 12 days to be submitted to the Client after the event.	Rate per unit		50 nos. with 4 monitors	
20	Public Announcement System	PA system for announcement from control room and police camp.	Rate per unit		1	
21	Deployment of Security Guards in event place, accommodation venue and parking areas etc	<p>For smooth management of the function/ event, security guards required in 3 shifts. (from 6 A.M. to 2 P.M., 2 p.m. to 10 P.m. &amp; 10 P.M. to 6. A.M. i.e. in shift basis). Details at Annexure-I.</p> <p>Four Supervisors for one shift for 13 days. The trained security guards to be deployed for safety and security point of view as per requirement. Details at Annexure-I.</p>	<p>Rate per head per day</p> <p>Rate per head per day</p>		<p>762 Security Guards</p> <p>52 Supervisors</p>	
22	Fire extinguishers & Fire-retardant solution spray	Sufficient Fire Extinguishers to be put at different segments/ stalls/ pavilions for proper fire safety measures along with technical person to handle the device.	Rate per unit		50 nos	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
23	Movement/ Transportation	4 buses (50 seated) to be supplied for 14 days (4 <sup>th</sup> – 17 <sup>th</sup> Jan, 2025) with responsible man power in each vehicle to co-ordinate the arrangement.  4 light vehicles (Dzire) etc for 20 days (29 <sup>th</sup> – 17 <sup>th</sup> Jan, 2025)	Rate per vehicle		4 Buses (50 Seated)  4 Light Vehicles	
24	Ambulance and First-Aid Facilities	To provide two nos. of Private Ambulance for the Event (24 hours) with First-Aid facilities and engagement of one Private Doctor (on call) for the treatment of participants in accommodation venues (during day time in event place & in night at accommodation place) for 14 days	Rate per ambulance		2 nos.	
25	Provision of ATM Counter Size: 15' x 15'	Construction of one ATM counter with ply-base, ply-walling, tarpaulin-roof, cloth-ceiling and walling, fascia, electrical fittings as required with table & chair.	Rate per unit		1 no.	
26	Accommodation arrangements for participants	Provision of mattress, bed-sheet, pillow, blanket, bucket, mug & mosquito repellent during the programme and putting the material properly before arrival of the participants at different accommodation places.	Rate per unit		500 approx.	
27	Construction & Decoration of Live Demonstration stall	Stalls to be constructed at the Central area of the event place for display of Live Demonstration programme by Tribal Artisans with ply base tarpaulin, roofing, cloth ceiling, walling, Light & Fan arrangement, Carpeting etc. as per approved design. The structure for live demo should an individual structure with tribal theme and design.	10' x 10' individual structure		16 stalls approx..	
28	Documentation	<ul style="list-style-type: none"> <li>• HD Photography for 12 days (same day delivery)</li> <li>• Videography for 12 days with 2 sets of HD Camera</li> <li>• 1 teasure on 03.01.2025</li> <li>• Short videos (2-3 minutes) Separately for each segment- 10 Nos</li> <li>• One documentary (5-8 minutes) covering all activities of the event.</li> <li>• Drone camera on inaugural and closing days</li> </ul>	LS		01	
29	Tribal Food Court	Food stalls (10ft x 20ft)- 20 nos will be erected at the event venue for public food court with cleaning, water connection, sanitation and branding. Separate kitchen for each stall behind the sale counter with fire safety.	Rate per unit		10 nos	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
30	Printing & Collaterals	<ul style="list-style-type: none"> <li>• Invitation card (100 nos),</li> <li>• Badge &amp; Lanyard (500 nos),</li> <li>• Certificate (500 nos),</li> <li>• Brochure printing (2000 nos),</li> <li>• Guest &amp; Dignitaries folder with pen, notebook &amp; agenda booklet (50 nos),</li> <li>• Food Coupons for 500 people per day for 14 days</li> <li>• Media kit bags (150 nos)</li> <li>• Vehicle Pass (100 nos)</li> </ul>	Rate per unit			
31	Publicity and media management	<ul style="list-style-type: none"> <li>• Preparation of press release and coordination with I &amp; PR Department for publication of news articles</li> <li>• Design of advertisement.</li> <li>• Wide publicity of the event through print, electronics and social media. (Plan to be discussed during presentation)</li> </ul>	LS			
32	Drone Show	Drone show with a thematic presentation. <ul style="list-style-type: none"> <li>• 300 drones</li> <li>• Additional 50 drones each</li> </ul>	LS LS		1 1	
33	Light and sound show	Theme based light and sound show for 45-60 mins	LS		1	
34	Language Tree	Creative 3D language tree of 15-20 feet height depicting the diverse tribal languages of Odisha	LS		1	
35	Mascot	<ul style="list-style-type: none"> <li>• Design of mascot for Adivasi Mela.</li> <li>• 02 nos of mascot costume (6-7 feet) for 12 days</li> </ul>	LS LS		1 1	
36	Laser Show	Laser Show on the life journey of Bhagwan Birsha Munda	10 mins 20 mins		1 1	
37	Thematic walk way	Design and decoration of a thematic walkway with elements depicting tribal culture, theme and flavour (appx. 20 x 60 feet)	LS		1	
38	Tribal tattoo Art	A well decorated tattoo corner (with 2-3 tattoo artists) for temporary tattoo experience on tribal tattoo culture.	LS		1	
39	Firework Show	Outdoor firework shows for 15-20 mins with pyro technology	LS		1	
40	Fashion Show	A fashion show to be held in any one of the days during the Mela period with 20-30 artists with tribal fabric of Odisha.	LS		1	
	Total-					
	(Total in words)					

Note: The quoted price must be exclusive of taxes.

Seal and Signature of the Bidder

## Annexure-I

Requirement of Security and Cleaning Personnel for Adivasi Mela-2025

### **Security Guards:**

1. Accommodation places (3 nos) 4th to 17th Jan, 2025 = 3 places x 14 days x 1 x 3 shift = 126

2. Gate (2 nos) 4th to 17th Jan, 2025 = 2 gates x 14 days x 2 nos x 3 shift = 168

3. Event Place (4th to 17th Jan, 2025):

6 AM to 2 PM -13 days x 8 nos x 1 shift = 104

2 PM to 10 PM - 13 days x 20 nos x 1 shift =260

10 PM to 6 PM - 13 days x 8 nos x 1 shift = 104

Total- 762

### **Supervisor:**

From 4th to 17th Jan, 2025 - 4 nos x 13 days x 1 shift = 52

### **Cleaning & Sanitation Sweepers:**

Event Place - 4th to 17th Jan, 2025

6 AM to 2 PM -13 days x 20 nos x 1 shift = 260

2 PM to 10 PM - 13 days x 10 nos x 1 shift =130

Accommodation Place - 4th to 17th Jan, 2025 - 3 Places x 14 days x 1 x 3 shift = 126

Total- = 516