

REQUEST FOR PROPOSAL  
(RFP)

ADIVASI MELA- 2023

SELECTION OF AGENCY FOR PROVIDING  
EVENT MANAGEMENT SERVICES

ACADEMY OF TRIBAL LANGUAGES & CULTURE  
(ATLC)

*ST & SC Development, M & BCW Department*  
Govt. of Odisha

## TABLE OF CONTENTS

SL NO	CONTENT	PAGE
1	DISCLAIMER & CONFIDENTIALITY	3-4
2	LETTER OF INVITATION	5-6
3	BIDDERS DATA SHEET	7-8
4	SECTION-1: INFORMATION TO THE BIDDER	9-16
5	SECTION-2: SCOPE OF WORK & SCHEDULE OF REQUIREMENTS	17
6	SECTION- 3: TECHNICAL PROPOSAL SUBMISSION FORMS	18-24
7	SECTION-4: FINANCIAL PROPOSAL SUBMISSION FORMS	25
8	CHECK LIST	26-27
9	ANNEXURE-I, II & III	28-34

## DISCLAIMER

This Request for Proposal (RFP) is issued by the Member Secretary, Academy of Tribal Languages & Culture (ATLC) under the ST & SC Development Department, Government of Odisha.

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Academy 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 (BID). 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. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. 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 is bound to select and shortlist Applications and the Member Secretary 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 including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the ATLC or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner what so ever 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.

\*\*\*\*\*

# LETTER OF INVITATION

RFP No: 38 / ATLC

Date: 09.01.2023

Name of the Assignment: Selection of Agency for providing Event Management Services for Adivasi Mela, 2023.

1. Member Secretary, Academy of Tribal Languages and Culture (ATLC) on behalf of the ST & SC Development Department, Govt. of Odisha (the Client) invites sealed proposals from eligible bidders for providing Event Management Services for Adivasi mela, 2023. More details on the proposed assignment are provided at Section –2: Scope of Work & Schedule of Requirements of this RFP Document.
2. Least Cost Selection (LCS) method will be followed for selection of the Agency.
3. The proposal complete in all respect as specified in the RFP document must be accompanied with a non-refundable amount of Rs. 5000/- (Rupees five thousand) only towards Bid Processing Fee in shape of Demand Draft/ Banker’s Cheque in favour of "Member Secretary, ATLC, Bhubaneswar”, drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha, failing which the bid will be rejected.
4. Earnest Money Deposit- EMD amount Rs. 3.00 lakh (three lakh) in shape of Demand Draft drawn on any scheduled commercial bank in favour of Member Secretary, ATLC payable at Bhubaneswar.
5. The proposal must be delivered at the specified address i.e; ATLC, Adivasi Exhibition Ground, Unit-I, Bhubaneswar as per the Bidder Data Sheet by Speed post / Registered Post / Courier. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will not be entertained.
6. The last date and time for submission of the proposals complete in all-respects is 31.01.2023 (5.30 PM) at ATLC and the date of opening of the Technical Proposal is 01.02.2023 (10.30 AM) followed by Power Point Presentation on the “Theme Based Design” and execution plan etc on 02.02.2023 at 3PM.
7. Financial Bid will be opened on 02.02.2023 at 3 PM in the presence of the bidder's representatives at the specified address as mentioned in the Bidder Data Sheet after evaluation of Technical Proposal. Only one representative of each bidder may attend the meeting with due authorization letter.
8. This RFP includes following sections:
  - a) Section-1: Information to the Bidder
  - b) Section-2: Scope of Work & Schedule of Requirements
  - c) Section- 3: Technical Proposal Submission Forms
  - d) Section-4: Financial Proposal Submission Forms
  - e) Check List

9. Critical Date Sheet:

1	RFP Issue Date	10.01.2023
2	Pre Bid Meeting Date, Time & Venue	18.01.2023, 3 PM at SCSTRTI Conference Hall, CRPF Square, Bhubaneswar
3	Bid submission due Date, Time & Venue	31.01.2023 (Up to 5:30PM) at ATLC, Unit-1, BBSR
4	Technical Bid opening Date, Time & Venue	01.02.2023 (10:30 AM) at SCSTRTI Conference Hall, CRPF Square, Bhubaneswar
5	Financial Bid Opening Date, Time & Venue	02.02.2023 at 3 PM in SCSTRTI Conference Hall, CRPF Square, Bhubaneswar (after evaluation of Technical Proposal)

10. The RFP document can be downloaded from website [www.atlcodisha.org](http://www.atlcodisha.org) & [www.stsc.odisha.gov.in](http://www.stsc.odisha.gov.in) to clarify the queries of the Bidders, a pre-bid meeting is scheduled to be held on 18.01.2023 at 3 PM in the Conference Hall of SCSTRTI, Bhubaneswar.

11. While all information/data given in the RFP are accurate within the consideration of scope the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder of consultants to check the validity of information/specifications/ narrations included in this documents. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

12. Contact Person: Dr. Gitansu Mohan Dash, OWS-I, Assistant Director (Admn.), SCSTRTI I/C, ATLC Mob: 9437285365, E-mail: [atlcbbbsr\\_08@yahoo.com](mailto:atlcbbbsr_08@yahoo.com)

13. Complete Address for Submission of Bid: Member Secretary, Academy of Tribal Languages & Culture (ATLC), Unit- 1, Bhubaneswar, 751009

Sd/-  
Member Secretary, ATLC

## BIDDERS DATA SHEET

Sl. No.	Particular	Details
1	Title of Request for Proposal (RFP)	Selection of Agency for providing Event Management Services for Adivasi Mela-2023
2	Name of the Client	Member Secretary, Academy of Tribal Languages & Culture (ATLC), Adivasi Exhibition Ground, Unit-1, Bhubaneswar
3	Method of Selection	Least Cost Selection (LCS)
4	Date of Issue of RFP	10.01.2023
5	Last Date, Time & Place for submitting Pre Bid Queries	16.01.2023, 5:30 PM at ATLC, Unit-I, Bhubaneswar
6	Date, Time & Place of Pre-Bid Meeting	18.01.2023, 3 PM at SCSTRTI Conference Hall, CRPF Square, Bhubaneswar
7	Last Date, Time & Place for submission of Bid Proposal	31.01.2023 (Up to 5:30PM) at ATLC, Unit-1, BBSR
8	Date, Time & Place of opening of Technical Proposal	01.02.2023 (10:30 AM) at SCSTRTI Conference Hall, CRPF Square, Bhubaneswar
9	Date, Time & Place of presentation (PPT) of theme based design of Sargiful,2022	02.02.2023 at 3 PM at SCSTRTI Conference Hall, CRPF Square, Bhubaneswar
10	Date and Place of opening of Financial Proposal	02.02.2023 (after evaluation of Technical Proposal including PPT) at SCSTRTI Conference Hall, CRPF Square, Bhubaneswar
11	Site Visit	From 10.01.2023 to 16.01.2023 (site visit will be facilitated by the Client during office hours for the prospective bidders.)
12	Bid Processing Fee (Non-Refundable)	Rs. 5,000/- (Five Thousand Rupees Only) in shape of Banker's Cheque / Demand Draft in favour of Member Secretary, ATLC drawn in any scheduled commercial bank payable at Bhubaneswar.

13	Earnest Money Deposit (EMD)	Rs. 3.00 Lakh (Rupees Three Lakh) only in shape of Demand Draft drawn in favour of Member Secretary, ATLC on any scheduled commercial bank payable at Bhubaneswar.
14	Address & Mode for Submission of Proposal	Address: Member Secretary, Academy of Tribal Languages & Culture (ATLC), Adivasi Exhibition Ground, Unit- 1, Bhubaneswar-751009. Tele.-0674-2597821, Email- <a href="mailto:atlcbbbsr_08@yahoo.com">atlcbbbsr_08@yahoo.com</a> Mode of Submission:- Speed Post / Registered Post / Courier at ATLC only. Submission of Bid through any other mode will not be entertained.
15	Performance Bank Guarantee	Selected bidder must submit Performance Bank Guarantee of the amount equivalent to 10 % of the Contract Value from a scheduled commercial bank situated in Bhubaneswar.
16	Validity of Proposal	Proposals must remain valid for one hundred twenty (120) days from the submission date.
17	Language(s) of the submitted proposals	English
18	Bidder to state financial proposal in the Indian national currency	Indian Rupees (INR)
19	Pre- Qualification Eligibility Criteria	Bidders are requested to refer Section-I
20	Technical Proposal Evaluation Criteria	Bidders are requested to refer Section-I
21	Letter of Award (LOA) to selected Bidder	Within 03 (Three) days of approval of Tender.
22	Signing of Service Agreement (SA)	Within 03 (Three) days from the date of issue of Letter of Award (LOA)



## SECTION: 1

### INFORMATION TO THE BIDDER

#### Eligibility Criteria:

Bidders should conform to the eligibility criteria given below and must produce the requisite supportive documents /information as indicated against each as part of the technical proposal:

Sl. No	Eligibility Criteria	Requisite Documents
1	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least 5 years preceding to the date of submission of the proposal.	1.Copy of Certificate of Incorporation / Registration of the Agency issued by competent authority. 2.Copies of PAN & GST registration certificate & GST deposit challan up to 30.11.2022. 3.Copies of the IT Returns for the last three Assessment Years (AY-2020-21, 2021-22 & 2022-23).
2	The Agency should have average annual turnover of Rs. 1.00 crore from Event Management Services for the last 5 Financial Years.	Copies of audited balance sheet for the last five Financial Years certified by Chartered Accountant.
3	Bidders must have successfully completed at least three assignments for event management services for Rs. 50 lakh in a single order during last 5 years.	Copy of Work Order/ Contract Document with Work Completion Certificates from the previous Clients
4	Bidders must have successfully completed at least three assignments like organization of Tribal Fair and such other ethnographic events having contract value more than 50 lakh in a single order during last 5 years.	Copies of Work Order/ Contract Document with Work Completion Certificates from the previous Clients.
5	The Agency should have qualified visualizer(s) with them preferably M.A. in Visual Art to supervise the execution of work throughout the construction period as per the approved design.	Curriculum Vitae (CV) & detailed works done by the visualizer to be submitted.
6	The Firm/ Agency should have fully functional local office in Bhubaneswar.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
7	Bidder must not be under any declaration of ineligibility by any Client and should not have been blacklisted with any of the Government/PSU as on date of proposal.	Undertaking as per Form T-6 on stamp paper of appropriate value regarding his eligibility and non-blacklisting needs to be furnished by the bidder.

8	Food preparation license, Trade license with work experience. (joint venture/ consortium will be allowed)	The Agency should have a caterer with valid food preparation license from concerned authority, trade license from Bhubaneswar Municipal Corporation and work experience for preparing and & supplying food for above 1000 participants at a time.
9	Declaration regarding any conflict of interest.	The Bidder must declare on the letter head that the Agency is not carrying out any activity which is of conflicting nature. (Tech-5)

The bidders have to furnish requisite information in the formats, copies of the documents duly signed, bid submission check list in original and covering letter on Bidder's letter head requesting participation in the tender.

**Brief Description of Bidding Process:**

The RFP comprises two parts as briefed below:

**Part 1: Technical Proposal**

The Technical Proposal of bidders will be scrutinized as per the eligibility criteria and technical evaluation as defined in the RFP. The bidders fulfilling the eligibility criteria and technical evaluation conditions shall be considered as technically qualified. These technically qualified bidders would only be considered for Financial Proposal evaluation.

**Part 2: Financial Proposal**

Financial Proposal of technically qualified bidders (based on technical proposal and technical evaluation as indicated above) will only be opened and evaluated. Bidders quoting Lowest Bid Value i.e. L1 among the technically qualified bidders, shall be selected as successful bidder.

**Procedure for submission of proposal**

- i) Pre-Qualification proposal:** The envelope containing pre-qualification documents shall be sealed and superscripted "Pre-Qualification Proposal – Selection of Agency for providing Event Management Services for Adivasi Mela-2023".
- ii) Technical Proposal:** The envelope containing the filled in technical proposal forms along with theme based design, shall be sealed and superscripted "Technical Proposal – Selection of Agency for providing Event Management Services for Adivasi Mela-2023".
- iii) Financial Proposal:** The envelope containing financial proposal, shall be sealed and superscripted "Financial Proposal – Selection of Agency for providing Event Management Services for Adivasi Mela-2023". The duly filled-in Financial Proposal Forms should contain the detailed price offer for the proposed assignment as per the prescribed format.

The "Pre-Qualification Proposal", "Technical Proposal with Theme Based Design" and "Financial Proposal" must have to be submitted in separate sealed envelopes (with respective

marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. All above three envelopes have to be sealed and placed inside one envelope with proper labeling of following information in bold letters:

NAME OF THE ASSIGNMENT:- EVENT MANAGEMENT SERVICES FOR ADIVASI MELA-2023

RFP NO. DATE:

DATE OF SUBMISSION OF BID:-

NAME AND ADDRESS OF THE BIDDER:-

**1. Opening of the proposal :**

The FIRST ENVELOPE containing “Pre-Qualification 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. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing “TECHINICAL PROPOSAL” will be opened in respect of the pre-qualified bidders only followed by power point presentation on the DESIGN and plan of execution. The THIRD ENVELOPE containing FINANCIAL PROPOSAL of the technically qualified bidders will be opened after completion of technical evaluation of all bids.

**2. Evaluation of Proposal:**

A THREE stage process will be adopted as explained below for evaluation of the Bid proposals.

Pre-qualification (1<sup>st</sup>Stage): Pre-qualification proposal will be opened and scrutinized as per the listed documents:

1. Copy of Certificate of Incorporation/ Registration
2. Copy of PAN
3. Copy of Goods and Services Tax registration certificate bearing identification number (GSTIN)
4. Copy of GST deposit challan up to 30.11.2022.
5. Copies of the IT Returns for the last three Assessment Years (AY- 2020-21, 2021-22 & 2022-23).
6. Copies of audited balance sheet for the last five Financial Years certified by Chartered Accountant in support of Annual Turnover. (Tech-3)
7. Copies of Work Order/ Contract Document with Work Completion Certificates from the previous Clients. (Tech-4)
8. Curriculum Vitae (CV) & detailed works done by the visualizer.
9. Copies of Food Preparation License, Trade License and Work Experience Certificate (preparing and service of food for above 1000 participants at a time of the caterer). (joint venture/ consortium allowed)
10. PASARA License and Work Experience Certificate of Security Agency (joint venture/ consortium allowed).
11. Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
12. Undertaking on stamp paper of appropriate value regarding eligibility and non-blacklisting of the Agency. (Tech-6)
13. The Bidder must declare on the letter head that the agency is not carrying out any activity which is of conflicting nature. (Tech-5)

14. Demand Draft for Bid processing fee.
15. Demand Draft for EMD.
16. Organization Details. (Tech-2)
17. Covering Letter. (Tech-1)

**Technical Evaluation (2<sup>nd</sup> Stage):** The Technical proposals of those bidders, who have qualified the pre bid selection criteria, will be evaluated as per the following parameters:

Technical Proposal Evaluation Parameters	Maximum Mark
1. Number of Event Management Services undertaken / completed during last five years (Past Experience of handling Event Management Assignments for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations) (Scoring pattern – 1-2 no's of assignments =5 marks, 3-5 no's of assignments =10 marks, more than 5 no's of assignments =15 marks)	15
2. Successful completion of three assignments like organization of tribal fair, tribal craft fair & other ethnographic events (Scoring pattern – 1-2 no's of assignments =5 marks, 3-5 no's of assignments =10 marks, more than 5 no's of assignment s= 15 marks)	15
3. Financial Statement of last three years: The agency should have an average annual turnover of Rs. 1 Crore from Event Management business during the last 3 financial years. (Scoring pattern: < 75L = 5marks, 75L-1 Cr = 10 marks & >1 Crore = 20 marks.)	20
4. CV of the Visualizer & Detailed works done by him/her for State / National / International Event and Its proof (Scoring pattern – 1-2 years of experience =5 marks, 3-5 years of experience =10 marks, more than 5 years of experience = 20 marks)	20
5. Design PPT (The score will be awarded by committee)	30
<b>Grand Total</b>	<b>100</b>

Bidders will make a power-point presentation before the Committee regarding the design and plan of execution for the proposed assignment during the technical evaluation stage. Clarifications, if any, as required by the Committee will also be discussed. The bidders whose technical proposals including the “Design” secures the minimum qualifying marks of 70 out of 100 in the technical evaluation, will be eligible for financial proposal.

**FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial proposals of the technically qualified bidders shall be opened in the presence of the bidders' representatives.

**3. Evaluation Process:**

Least Cost Selection (LCS) method will be followed during the overall selection process. Based on the evaluation of technical proposals, the technically qualified bidders shall be ranked in a descending order in accordance to the marks obtained in the technical evaluation. The Client will select the bidder whose bid has been determined as the lowest & competitive evaluated price (L1) among all the technically qualified bids as per LCS method.

**4. Award of Contract:**

After completion of the contract negotiation stage, the client will notify the successful bidder by issuing an offer letter for signing the contract after fulfilling the formalities, the Client will issue work order to the successful L-1bidder within 3 days. In case the L-1 bidder fails, the Client may invite the L-2 bidder to execute the project at the prices of L-1. If the negotiation with L-2 fails, the Client will cancel the bidding procedure and re-invite bids. The contract will be valid for three months from the date of execution of contract agreement.

**5. Other Terms & Conditions:**

- a. ATLC will not be responsible for any occurrence like theft & missing of any articles in the Adivasi Mela, 2023.
- b. In case of any occurrence of theft, the Security Agency will be responsible to pay the amount of loss.
- c. The locations for accommodation arrangements and deployment of security personnel there at is attached in the Annexure- II.
- d. The Agency will be responsible for up-keep and maintenance of the entire work till the closing of the event.
- e. It shall be the responsibility of the Agency to obtain requisite permission for electricity connection / certification on fire safety measures etc. from the statutory bodies before the commencement of the event.
- f. The Agency / Event Management unit have to supply fire protection equipments like fire extinguishers and adhere to the fire safety norms & fire retardant liquid spray over inflammable materials used in the stalls as per the guidelines of Fire Service Authority.
- g. In regard to electrical fittings etc. Agency shall engage qualified licensed electrician/ contractor entitled erect, handle and maintain supply-line and its upkeep under the guidance of Govt. Electrical Contractor.
- h. The rate offered by the Agency shall be exclusive of GST & other taxes, which are to be clearly indicated in the financial proposal.
- i. The selected Agency/ Firm should open its own office with adequate manpower (technical & managerial) throughout the event period to handle any work to be assigned by the Client.
- j. The bidder shall quote their price for all the items as per the given format without leaving any blank space. If found so, the bid will be treated as non-responsive.
- k. The Client is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in go-down of the 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.
- l. The final payment will be made on the basis of the actual work done and Work Assessment Report. The Agency shall not use any other materials other than those specified in the Work Order. In case of any additional requirement, the Agency has to take the prior written permission from the Nodal Officer.
- m. Additional work of 5% (five percent) if any, over and above the approved contract value, will be executed within the same amount without any financial implications.
- n. The Event Management Services contract includes both procurement of goods and hiring of services. The goods procured in course of the execution of the contract, shall be returned to the Client before the final payment.
- o. The documentation (photo, video and literature) of the event shall be the task of the service provider which will be submitted to the Client before the final payment.

**6. Terms of Payment :**

- a) 15% on issue of Work Order and submission of Activity Plan for executing the assignment.
- b) 15% on submission of part bill with certification of the Committee/ Authority.
- c) 50% on submission of bill after completion of the event with certification of the Committee/ Authority.
- d) 20% on deposit of goods procured and documentation of the event.

**7. 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.

**8. 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.

**9. Legal Jurisdiction:**

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

**10. Earnest Money Deposit (EMD) :** The bidder must furnish, as part of the technical proposal an Earnest Money Deposit of Rs. 3.00 Lakh in shape of DD from any scheduled commercial bank in favour of Member Secretary, ATLC, payable at Bhubaneswar.

The EMD of the unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing the performance bank guarantee and signing of the contract. The EMD will be forfeited on account of the following reasons

- Bidder withdraws its proposal during the bid validity period as specified in RFP.
- Bidder fails to provide required information during the evaluation process or is found to be non – responsive or has submitted false information in support of its qualification.
- Bidder fails to sign the contract agreement within the prescribed time period.
- Bidder fails to furnish required Performance Bank Guarantee.

**11. Performance Bank Guarantee (PBG):**

Within three days of notifying the acceptance of the proposal /award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to 10% of the contract value from a scheduled commercial bank payable at Bhubaneswar in favour of Member Secretary, ATLC. (PBG) must be valid for a period of three months beyond the entire contract period, which will be released immediately after three months of expiry of the contract

provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**12. Governing Law and Penalty Clause:**

The time line given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and there-after the Client holds the option for cancellation of the contract for pending activities and complete the same through any other Agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his 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 Govt. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment.

**13. Force Majeure – Neither party shall be responsible for any damage cause by natural calamities or explosion, fire & riots etc.**

**14. Client's right to accept any proposal and to reject any or all proposal(s)**

The 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, without assigning any reason there of 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 occurs 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 01 (one) proposal, in response to this RFP. Any Bidder who submits or participates with more than one proposal, shall be disqualified.

**16. Settlement of Disputes:**

The Client and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Member Secretary, ATLC. The arbitration proceeding shall be held in Bhubaneswar, Odisha.

**17. Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- During validity of the proposal, the bidder increases his quoted prices.
- Proposal is not received in complete form.
- Proposal is received after due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents/ information.
- A commercial bid submitted with assumptions or conditions.

- Bids with any conditional technical and financial offer.
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
- Proposal is not properly sealed or signed.
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder or any person acting on its behalf tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process.
- If, any of the bid documents (including but not limited to the hard and soft/ electronic copies of the same, presentation during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Any other condition/ situation which holds the paramount interest of the Client during the overall section process.



## SECTION: 2

### SCOPE OF WORK & SCHEDULE OF REQUIREMENTS

#### About the Adivasi Mela, 2023

The State Level Annual Adivasi Mela, the ethnically vibrant cultural festival, is organized every year by the ST & SC Development Department, Govt. of Odisha. The Adivasi Mela, the only one of its kind in the country, has had its beginning right from the 26th January 1951. Adivasi Mela showcases the rainbow world of tribal culture in its varied and myriad form which reflects in their pitched stalls on the exhibition ground. The characteristic house pattern of different tribal community, with their material culture in their prototype model decorate the ground and make the visitors confuse in choosing the facts from the fiction. Adivasi Mela also provides a platform to the tribal members to showcase their skills, talents & getting remunerative prices for their produces. The fort night long exhibition, with its customary inauguration on 26th January coinciding the Republic Day of the nation, used to be celebrated in the heart of the capital city in Bhubaneswar till 9<sup>th</sup> February every year. This year, the Adivasi Mela will be organized in the Adivasi Exhibition Ground, Unit-1, Bhubaneswar from 15<sup>th</sup> to 24<sup>th</sup> February, 2023 which is designed to create the atmosphere of a “Tribal Hat”, where there will be an indigenous and contextual setting for tribal self help groups (SHGs) to display, demonstrate and market their skills & products in an environment akin to their own habitat.

#### Supervision of work:

The Member Secretary, ATLC who is designated as Nodal Officer, shall be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor.

#### Activities to be Undertaken for Adivasi Mela, 2023:-

The Event Management Agency has to carry out the works detailed in the schedule of requirements attached as Annexure-I, II & III

## SECTION: 3

### TECHNICAL PROPOSAL SUBMISSION FORMS

#### TECH- 1

#### COVERING LETTER

*(ON BIDDER'S LETTER HEAD)*

*Place:*

*Date:*

To

The Member Secretary,  
ATLC, Bhubaneswar

Sub: Technical Proposal for providing Event Management Services for Adivasi Mela, 2023.

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment "Adivasi Mela, 2023" in response to your Request for Proposal No. \_\_\_\_\_, Date- \_\_\_\_\_ 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/ ToR 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

I remain,

Yours faithfully

*Authorized Signatory with Date and Seal:*

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

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

## TECH- 2

### General Details of the Bidder

Sl. No.	Description	Full Details
1	Name of the Bidder	
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	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/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						
Turnover from event management services (in Lakh)						
	<p><i>Supporting Documents:</i> Audited certified financial statements for the last five Financial Years, (Copies of income &amp; expenditure statement and balance sheet certified by CA for the respective Financial Years are 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 outrightly 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 of event management services of last 5years)  
(Assignments for Rs. 50 lakh or above in a single work order)

Sl. no.	Year	Name of the Assignment with details	Name of the Client	Contract value (in INR) and duration in month	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							
8							
9							
10							

*Note: Bidders are requested to furnish the list of similar assignments undertaken during the last 5 Financial Years as per 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: 4**  
**FINANCIAL PROPOSAL SUBMISSION FORMS**

**FIN-1**

**COVERING LETTER**  
**(In Bidder's Letter Head)**

*Place:*

*Date:*

To

The Member Secretary,  
Academy of Tribal Languages & Culture

Sub: Submission of Financial Proposal for providing Event Management Services of Adivasi Mela-2023.

Madam

I, the undersigned, offer to provide the Event Management Services for Adivasi Mela, 2023 in accordance with your RFP No.\_\_\_\_\_, Dated.\_\_\_\_\_.Our Financial Proposal for Rs\_\_\_\_\_/- Rupees\_\_\_\_\_ ) only is attached herewith. This amount is exclusive of the taxes applicable as per the GST Act. 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	Total Amount (excluding GST)
1					
2					

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the services accordingly.

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

I remain,

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

## BID SUBMISSION CHECK LIST

Sl. no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL</b>			
1	Covering Letter (TECH -1)		
2	General Details of the Bidder (TECH - 2)		
3	Copy of Certificate of Incorporation / Registration of the Bidder		
4	Copy of PAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	Bid Processing Fee of Rs. 5,000/- in shape of DD		
7	EMD in shape of DD		
8	Copies of IT Returns for the last 3 AYs (2020-21, 2021-22 & 2022-23)		
9	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance-Sheet for the concerned period		
10	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
11	Declaration regarding conflicting activities (TECH - 5)		
	Undertaking for non black-listing by any Central / State Government/ Autonomous Bodies during its business career. (TECH - 6)		
<b>FINANCIAL PROPOSAL</b>			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal		

**Undertaking:**

- *All the information have been submitted as per the prescribed format and procedure.*

- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

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

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

## Schedule of requirements

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		Adivasi Exhibition Ground, Unit-1	
2	Decoration of existing pandal.	The stage should be decorated as per the approved design & specification of tribal theme motifs so as to create a tribal ambiance. Carpeting of stage with all other materials for opening and closing ceremony (podium, VIP chairs, Tea poys, Table cloth, New white Turkish Towels, Lamp, candle, match box, camphor and all other materials to be provided on the inaugural & closing ceremony). <b>Backdrop:</b> Backdrop should be as per approved design and specification. (LED/ Flex) On the day of drama to be staged by cultural association of SSD Deptt necessary scene, sceneries & logistics to be provided. Entire stage to be decorated with flower.	L.S      LS		1 no      01 no	
3	Hoarding & way boards	Hoardings of different size are to be printed as per design and installed for display at various conspicuous places in and around Bhubaneswar. The firm will ensure proper installation & maintenance of the hoardings during the mela period Size (15'x 08' - Hoarding)	Rate Sq. ft		30 nos.	
		Square Box (2.5ft×2.5ft×8ft height)	Sq. ft.		50 nos.	
		Chinese Board (2ft 6' × 7ft)	Sq. ft		400 nos.	
		Way boards for display inside the Exhibition Ground	Sq. ft		20 nos	
4	Light & Sound system for stage	Light – Light Mixture Par 1000 wt. Solar Multi 20 Multi 10 Stoke Light Pulser Board & switch board Glove Light <b>Sound System : Bass Bin</b> High range top box (400 wt.) High range frequency box (Pee-Vay/JBL) 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 125KVA Soundless Generator with fuel for 12days (For amphitheater & adjacent areas)	LS		1 30 4 4 4 2 4 10 4 4 4 6 4 10 1 4 1 1 1 2 4 1 1	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
5	Cleaning of the Stalls by Vacuum Cleaner	Vacuum cleaning of the stalls twice a day and when required for 10 days. Cleaning of pandal and sitting place every day.	L.S.			
6	Sprinkling of water	Sprinkling of water on paths and other vacant places of Mela ground twice a day to settle dust for 10 days.	L.S.			
7	Flower Decoration	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. ❖ White Lilly Bouquet- 4 nos. ❖ Orchid Bouquet – 4 nos. ❖ Rose Bouquet- 20 nos.	L.S. (Unit cost of special bouquet, plane bouquet)		4 4 20	
8	Illumination & Decoration of Exhibition Ground	❖ LED Focus lights ❖ Rice Light/colored LED lights(Blue & Green) ❖ Spot Light ❖ 125 KVA Soundless Generator with Fuel for 12 days (the stage light, sound system along with street light will run through generator during the cultural Programme including opening and closing ceremony.  (entire exhibition ground is to be illuminated, light decoration of entire ground, all gates, buildings lighting of all parking places, road sides, tribal hat, (internal & external), Selfie points & other stall area, pathway light and wall to the accommodation area.	Rate per unit		300 200000 300 01	
9	Supply of chairs, tables, mat, sofa, tea poy & provision of green netting etc.  Amphitheater & stage	<b>For amphitheatre :</b> Steel sofa set with towel Tea poy Banquet chair Plastic Chair with arm Plastic Chair without arm <b>For Control Room &amp; other Help Desks:</b> Steel sofa with white towels Tea poy 4ft x 4ft table (Iron /wooden) Red Carpeting (for pandal & VIP areas) Green netting on vacant place	Rate per Unit      Sq. ft		6 sets 6 nos. 200 nos. 500 nos. 1500nos.  6 sets 6 nos.  As per requirement	
10	Construction & decoration of Tribal Haat (10' x 20') (as per approved design)	The size of each stall in Haat will be 10ft × 20ft and other specifications such as theme gate and wall are given on the approved design. All stalls should be fitted with lights, fans and provision of plug points (preferably LED lights). There should be carpeting inside the stalls, green carpeting of entire pathway and naming of all stalls. Front drops (during night.). There should be concealed electrical wiring. There will be provision of three side racks (selves) of 3 steps and sale counter table (strong ply with cloth covering). Storage facility back of under the stall. Running approved fascia with focus light. Ply base & ply wall will be three in each stall.	Rate per stall		100 stalls	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
11	LED Screen & LED TV	Five numbers of LED Screens (8' x 6') to be installed on stages at 5 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. LED TV for live Coverage (VIP room etc.)	Rate per unit		5 Nos.  2 Nos	
12	Construction & Decoration of 4 gates (as per approved design) & Theme gates (4)	There will be four gates (two main entrance gates and two back exit gates) as per approved design. The gates should be decorated with flowers with an ethnic tribal look and feel.  There will be 4 theme gates with side walling & paintings. Gates to be illuminated with focus lights.	Rate per unit		4  4	
13	Construction & decoration of Art & Craft Stalls. (10' x 20') (as per approved design)	The construction Art & Craft 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. 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 will be 2 ft. (The Number may increase and the cost will be paid accordingly).	Rate per stall		20 nos (approx..)	
14	Construction & decoration of Police, First Aid, Fire Brigade, BCDD camps, GED, WATCO including publication stall 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. For publication stall (02) there will be provision of 3-tier selves in 3 sides & counter tables and chairs. (as per approved design) Size: (15' x 12') – Shutter Stalls Fire bridge vehicle shed (25' x 15')	Rate per Unit  Per unit		14 nos.  1 no	
15	Cleaning & Sanitation at event place and accommodation places with man power & sanitary materials.	1. Cleaning of entire Exhibition Ground in two shifts including accommodation areas (01 shift) by sweepers. Removal of all unwanted materials out of the ground by vehicles. Sanitation of entire bathrooms, latrines, urinals in exhibition ground, accommodation places with sanitary materials. White lime lining in opening & closing ceremony & sweepers to be well dressed in Uniform. Requirement of sweepers is at Annexure-II. 2. Putting up sufficient dustbins in Exhibition Ground & Accommodation places. 3. Cleaning and lifting of garbage from event place before and after Mela by vehicle. 4. Fumigation at event place & accommodation places every evening from 14 <sup>th</sup> to 24 <sup>th</sup> Feb, 2023.	LS  Rate per unit LS LS		384 Sweepers  50	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
16	Drinking water provision	Sufficient sealed drinking water jars (20 ltr) should be supplied at different places of the ground i.e. Control room, Green rooms, Police, First Aid, BCDD, Fire camps during mela period in event place & accommodation place day & night. Filling the jars as and when required during the mela period. Besides provision of five (5) drinking water kiosk at the event place.	Rate per unit LS		8 places	
17	Signage and walling in different sights to cover the gaps, hanging of 15 days Programme board	Signage as per the approved design. The signage should be placed befitting to purpose. Walling made with hessian cloth/ mat finish flex of 8 ft.ht. with tribal painting in placed of the mela area as per requirement. Way Boards----- Programme Board -----	Rate per unit Rate per rft Rate Sq. ft		30 nos. 1000 rft (approx.) 20 nos. 10 nos	
18	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.	Rate per unit		50 nos. with 2 monitors	
19	Public Announcement System	PA system for announcement from control room and police camp.	Rate per unit		2	
20	Deployment of Security Guards in event place, accommodation venue and parking areas etc	Well-equipped Security Guards & supervisor having Pasara license to be deployed with uniform dress in three shifts (6 A.M to 2 P.M, 2P.M to 10 P.M, 10 P.M to 6 A.M). Deployment details is at Annexure-II.	Rate per head per day		625 (guards) 44 (supervisors)	
21	Fire extinguishers & Fire retardant solution spray	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. Fire retardant solution to be sprayed over the inflammable materials used in the stalls in every 5 days interval under the supervision of fire department staff.	Rate per unit LS		i. 30 nos. ii. vol. (ltr) to be used	
22	Prize Materials	Trophy for best stalls. (sample to be produce before the Tender Committee)	Rate per unit		10 nos	
23	Movement/ Transportation	Movement of the members of Tribal Self Help Groups, Artisans and Cultural Troupes from accommodation venues to the event place twice a day regularly (cars/vans). From 10.02.2023 to 27.02.23: light vehicles. From 15.02.2023 to 25.02.2023: buses.	Rate per vehicle		4 Buses (40 Seated) 5 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) from 14.02.2023 to 25.02.2023	Rate per ambulance		2 nos.	
25	Provision of ATM	Construction of one ATM counter with ply-base, ply-walling, tarpaulin-roof, cloth-ceiling and walling, fascia,	Rate per		1 no.	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
	Counter Size: 15' x 15'	electrical fittings as required with table & chair.	unit			
26	Arrangement for Sanitizer dispensers	i. Sanitizer dispenser (sensor active) in 4 different locations of mela area with sufficient liquid sanitizer. ii. Hand Sanitizer spray (5 ltrs) in all entry gates for 10 days with manpower.	Rate per unit		4 10	
27	Construction & decoration of stalls for display & demonstration	For display & demonstration of different products of artisans trained in ATLC & SCSTRTI, there will be stalls of size 20' x 20' with ply base, tarpaulin roofing, cloth ceiling walling, light arrangements, fans, carpeting as per approved design. Three side racking of 3 step selves with sale counter table.	Rate per unit		2	
28	Provision of Selfie Points & decoration with potted flowering plants & shrubs.	There will be Selfie Points in different places of mela ground with Ply base walls, cloth covering & flower decoration	Rate per selfie point		5 places	
29	Accommodation arrangements for participants	Provision of mattress, bed-sheet, pillow, blanket, bucket, mug & mosquito repellent. (13 <sup>th</sup> to 24 <sup>th</sup> Feb, 2023)	700 apprx.			
		Total				



## Requirement of Security Personnel for Adivasi Mela-2023

### Security Guards:

1. Accommodation places (3 nos) 13 <sup>th</sup> to 25 <sup>th</sup> Feb, 2023	= 3 places x 13 days x 1 x 3 shift	= 117
2. Gate (4 nos) 14 <sup>th</sup> to 25 <sup>th</sup> Feb, 2023	= 4 places x 12 days x 2 nos x 3 shift	= 288
3. Event Place (14 <sup>th</sup> to 24 <sup>th</sup> Feb, 2023):		
6 AM to 2 PM –11 days x 4 nos x 1 shift		= 44
2 PM to 10 PM – 11 days x 12 nos x 1 shift		=132
10 PM to 6 PM – 11 days x 4 nos x 1 shift		= 44
Total-		625

### Supervisor :

From 14 <sup>th</sup> to 24 <sup>th</sup> Feb, 2023 – 4 nos x 11 days x 1 shift	= 44
---	------

## Cleaning & Sanitation

### Requirement of Sweepers:

Event Place - 14 <sup>th</sup> to 25 <sup>th</sup> Feb, 2023 – 12 nos x 12 days x 2 shift	= 288
Accommodation Place - 14 <sup>th</sup> to 25 <sup>th</sup> Feb, 2023 – 3 Places x 12 days x 1 x 3 shift	= 108
Total-	= 396

## Requirement of Food for Adivasi Mela-2023

Sl No.	Item	Specification	Requirement per day	Rate per head
1	Breakfast	Upama with ghuguni & tea puri with dalma, sweets & tea idli with buta alu curry & tea	650 approx (to be served at accommodation places)	
2	Lunch/dinner	Non-Veg meal- Plain rice, dal, chicken masala/ fish fry, vegetable chips, khata (tomato/ pineapple / ambula rai), paes Veg meal- Plain rice, dal, cauli flower/ navaratna kurma/ alu potal/ paneer-green motor curry, vegetable chips, khata (tomato/ pineapple / ambula rai), paes	650 approx (to be served at event place)	
3	Snacks packet	Bada, alu chop & veg soup with Tea Veg chowmin & veg soup with Tea Cake/ pettis, apple & veg soup with Tea	750 approx (to be served at event place)	
4	Hi-Tea for VIPs	Hi-Tea	200 approx on opening and closing day	

\* Actual requirement will be intimated one day before.

- I. One of the principal meals, either the lunch or dinner, shall be non-veg everyday.
- II. Provision of adequate mineral water for the participants.
- III. Use of eco-friendly disposable plates, cups & spoons is mandatory.
- IV. Tea/ Coffee for the officials every day during mela period.