

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 – atlcbbbsr_08 @ yahoo.com

No. 915 /ATLC, Bhubaneswar, Date.20.11.2024

SHORT QUOTATION CALL NOTICE

Academy of Tribal Languages & Culture (ATLC), Bhubaneswar invites Sealed Quotations with price offer from reputed Firms/ Vendors to supply Sweaters, Bags, Caps and Jersey of good quality as per the content designed for State Level Students Festival Sargiful-2024.

The interested Firms/ Vendors may submit their Bids to Member Secretary, ATLC, Adivasi Exhibition Ground, Unit-1, Bhubaneswar along-with requisite documents on or before 04.12.2024 by 5.30 PM through Registered Post/ Speed Post/ Courier only. The Bids will be opened on 05.12.2024 at 4.30 PM in the presence of the Tender Committee & the bidders' representatives at SCSTRTI, CRPF Square, Bhubaneswar.

The quotations received incomplete or beyond the scheduled date & time are liable for rejection. The details of eligibility criteria, terms & conditions and schedule of requirements are available in the website-www.atlcodisha.org, www.scstrti.in and www.stsc.odisha.gov.in.

Sd/-

Member Secretary

Memo No. 916 /ATLC Date 20.11.2024

Copy along with enclosure to the Office Notice Board of ATLC/ SCSTRTI/ ST & SC Dev. and M & BCW Department for wide publication.

Copy along with enclosure to M/s Freelance Pvt Ltd and M/S Luminous Info ways Pvt. Ltd., for publication through ATLC and SCSTRTI website.


20/11/24
Assistant Director

SCOPE OF WORK:

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. Sargiful is an annual festival organized by ATLC on behalf of the administrative department to celebrate the creativity and talents of tribal students across the state. Held in December, this festival provides students with a platform to showcase their artistic and cultural achievements and includes an annual publication highlighting their work. Every year, around 1, 200 students from SSD Department-run schools participate in this event. This year the event has been scheduled from December 18-20, 2024 at Adivasi Exhibition Ground.

Academy of Tribal Languages & Culture intends to procure Sweaters, Bags, Caps and Jersey of high quality as per the content designed for State Level Students Festival Sargiful-2024 through reputed Firms/ Vendors.

TERMS OF REFERENCE

DELIVERABLES:

- Supply of high-quality branded sweaters, bags and caps with Sargiful logo for approximately 1200 students. The indicative costs are Rs. 700 for sweaters, Rs. 1,000 for bags and Rs. 100 for caps.
- Supply of high-quality Jersey (Sports Half Sleeve T shirt and Half Pant) with Sargiful logo for approximately 230 students. The indicative cost for each jersey is Rs. 700.
- Delivery to be completed by the second week of December 2024 or within one week of receiving the work order.

APPLICATION PROCEDURE

- I. Interested Agencies / Firms are required to submit the necessary documents in the prescribed format along with their price offer in sealed covers.
- II. The quotations must be submitted via Registered Post/Speed Post/ Courier only.
- III. The bidding firms should submit their bid in two separate sealed envelopes on or before the due date.
 - a. Envelope ONE marked in bold as Technical Bid shall contain all supporting documents to ascertain the eligibility of the firm to participate in the bidding process as per Annexure-I.
 - b. Envelope TWO marked in bold as Financial Bid shall contain a schedule of prices for the proposal as per Annexure-II.
 - c. Both sealed envelopes need to be put in one large envelope which should be super scribed as **'Procurement of quality apparel for Sargiful-2024'**
 - d. The envelopes are to be addressed to the Member Secretary, ATLC, Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751 009.
- IV. Quotations that are incomplete or received after the stipulated timeline are subject to rejection.
- V. The Authority reserves the right to alter/cancel any terms of the Quotation Call Notice without assigning any reason thereof.

OTHER TERMS & CONDITIONS:

1. Firms/ Vendors shall submit bid proposals with requisite documents & bid processing fee of Rs 1000/- in shape of DD.
2. A Demand Draft worth Rs.10,000/-, drawn in favor of the Member Secretary, ATLC towards EMD from any Nationalized bank, should be submitted along with the sealed quotation. This amount will be returned to the unsuccessful bidders after the selection process. The amount will be returned to the successful bidder after supply of quoted items/ after completion of term.
3. The proposals are to be properly sealed & signed by the bidders.
4. Bidders must produce the samples of the Items at the time of opening of bids.
5. After selection of the bidder, the authority will issue “Letter of Award” in favour of the L-1 bidder for signing the Contract Agreement. In case the L-1 bidder fails, the L-2 bidder shall be invited to supply goods at the prices of L-1. If, the negotiation with L-2 fails, the bidding procedure will be cancelled.
6. The authority reserves right to empanel more than one firms, if required.
7. The contract will remain valid for the financial year 2024-25, which may be extended for another year, subject to satisfactory performance of the Agency and requirement of ATLC.
8. The timeline to be given for delivery of goods is to be strictly adhered to. Any delay shall render the bidder liable for damages & there after the authority holds the options for cancellation of the contract and complete the same through any other Agency. The failure on bidder’s part to supply the indents as per the guidelines will enforce a penalty@1% per week subject to maximum of 10% of the contract value.
9. All legal disputes are subject to the jurisdiction of Civil Courts of Bhubaneswar only.
10. The authority reserves the right to accept or reject any or all proposals.

ELIGIBILITY CRITERIA:

1. The Firm/ Vendor should be registered under GST.
2. The firm must have a fully operational office in Odisha
3. The Firm should not have been black listed by any Govt./PSU/ Govt. Organization.
4. The Firm should have relevant work experience for minimum of 3 years.

METHOD OF SELECTION:

- The selection committee will ascertain the quality of the products on the basis of submitted samples before opening of the financial bids. In this regard, the decision of the committee on sample selection will be final. The firms whose samples will qualify the minimum standards will be considered for financial bidding. Selection will be made on basis of least cost method.

Scheduled Date line Formats

- Last date for receipt of applications: 04.12.2024, 5. 30 PM
- Date and venue for bid opening: 05.12.2024, 4:30 P.M.,
- At SCSTRTI Mini Conference Hall, CRPF Square, Bhubaneswar

TECHNICAL BID**Mandatory requirement for Technical Qualification**

Sl. No.	Particulars	Documents attached (Yes/No)
1	GST Registration Certificate	
2	Local Office Address in Odisha	
3	Up to date GST Receipts	
4	PAN Card	
5	Income Tax Payment Receipt of last three Years	
6	Work Experience of at least three years from Government/ reputed Organizations (Wok Order/ Experience Certificates to be attached)	
7	Processing fee in shape of DD of Rs.1000/-	
8	EMD in shape of Demand Draft of Rs.10,000/- (Refundable)	
9	Undertaking for not black listed	
10	Annual turn over certificate of last three years	

Date:

Signature of the applicant

Name of the Firm (with seal):

Annexure-II

FORMAT FOR FINANCIAL BID
(Quotation for unit price including GST and other taxes)

Sl. No.	Description of the Items with specifications	Brand Name	Brand MRP	Offer Price in Rs Including all taxes	Remarks
1.	Full-sleeve Woolen Sweater with Sargiful Logo (Color- Navy Blue, available in sizes L, XL, XXL)				
2.	Bags with logo of Sargiful				
3.	Caps with logo of Sargiful				
4.	Jersey (Sports Half Sleeve T shirt and Half Pant)				
	Total				

Name of the Firm (with seal):

Signature of Authorised signatory:

Name of the Authorised signatory:

Address:

Mobile no.:

Email: ID

Date: