ACADEMY OF TRIBAL LANGUAGES & CULTURE

(ST & SC DEVLOPMENT,M& BCW DEPARTMENT, GOVT. OF ODISHA)
Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751 009
Tele. – 0674- 2597821, Email – atlcbbsr_08 @ yahoo.com

No.598 /ATLC, Bhubaneswar, Date.28.10.2026

QUOTATION CALL NOTICE

Academy of Tribal Languages & Culture (ATLC), Bhubaneswar invites Sealed Quotations with price offer from reputed Firms/ Vendors to supply Sweaters, T-Shirt, and Caps of good quality as per the content designed for State Level Students Festival Sargiful-2026.

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 18.11.2026 by 5.30 PM through Registered Post/ Speed Post only. The Bids will be opened on 19.11.2026 at 11.00 AM 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.in and www.scstrti.in.

Sd/-
Member Secretary

Memo No.599 /ATLC Date -28.10. 2026

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 Head Portal Group, Secretariat, I.T Centre, Bhubaneswar, M/s. Virtoy Technologies Pvt. Ltd. and M/S Luminous Info ways Pvt. Ltd., for publication through ST & SC Development M & BCW Department, ATLC and SCSTRTI website.

Sd/-
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 Odisha. 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 1200 students and Guide Teacher from SSD Department-run schools participate in this event. This year the event has been scheduled from December 18-20, 2026 at Adivasi Exhibition Ground.

Academy of Tribal Languages & Culture intends to procure Sweaters, T-shirts, Jersey, Shoes and Caps of good quality as per the content designed for State Level Students Festival Sargiful-2026 through reputed Firms/ Agencies.

TERMS OF REFERENCE

DELIVERABLES:

- Supply of high-quality branded Sweaters, T-shirt, (with Sargiful logo branding for approximately 900 students. The indicative costs are @ Rs.700/- for sweaters, @ Rs. 500/- for T-Shirts.
- Supply of White Caps with Sargiful Logo Print @Rs. 80 /- for 1200 students and guide teachers.
- Delivery to be completed within one week of receiving the work order.

APPLICATION PROCEDURE

I. Interested Agencies / Firms having valid registration certificate including GST registration 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 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-2026'***
    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. 50,000/- (Rupees Fifty Thousand Only), 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 terms and conditions of this quotation call notice.
3. The proposals are to be properly sealed & signed by the bidders.
4. The technically qualified bidders must produce the samples of the Items before opening of the Financial Bid. The Tender Committee reserves the right to accept or reject any sample on the basis of quality.
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 and fresh bids shall be invited.
6. The authority reserves right to empanel more than one firm, if required.
7. The contract will remain valid for the financial year 2026-27, 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.

ELIGIBILTY CRITERIA:

1. The Firm/ Vendor should have valid GST registration Certificate.
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 ended with 31st March 2026.

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: 18.11.2026 by 5. 30 PM
- Date and venue for bid opening: 19.11.2026 at 11:00 AM. at SCSTRTI Mini Conference Hall, CRPF Square, Bhubaneswar

Annexure-I

TECHNICAL BID

Mandatory requirement for Technical Qualification

Sl. No.	Particulars	Documents attached (Yes/No)	Document No
1	Valid Registration Certificate		
2	Local Office Address in Odisha with contact number and email ID		
3	GST Registration Certificate & up-to-date GST Filling copy		
4	PAN Card		
5	ITR return filling copy for the last three financial year ended with 31-03-2026		
6	Work Experience of at least three years from Government/ reputed Organizations (Wok Order/ Experience Certificates to be attached)		
7	Tender Fees in shape of DD of Rs.1000/-		
8	EMD in shape of Demand Draft of Rs.50,000/- (Rupees Fifty Thousand) only (Refundable)		
9	Undertaking for not being black listed while submitting bids		
10	Annual turnover certificate of last three years ended with the financial year 31-03-2026 (Audited Report of Balance Sheet , Profit & Loss Account shall be submitted)		

Date: **Signature of the applicant**

Name of the Firm (with seal):

Annexure-II

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

Sl. No.	**Description of the Items with specifications**	**Brand Name**	**Brand MRP**	**Offer Price in Rs** Including all taxes& duties except GST	**Remarks**
1.	Full-sleeve Woolen Sweater with Sargiful Logo Branding (Color- Navy Blue, available in sizes M to XXL)				
2.	T-Shirt with Sargiful Logo Branding (Available in sizes M to XXL)				
3.	White Caps with Sargiful Logo printing				
	Total				

N:B: the GST will be applicable as per the prevailing rate of GST Act.

Name of the Firm (with seal):
Signature of Authorized signatory:
Name of the Authorized signatory:
Address:
Mobile no.:
Email: ID
Date: