

## **PHOTOGRAPHIC PRESERVATION ON THE LIFESTYLE OF PRIMITIVE TRIBES OF ODISHA**

Odisha is regarded as the homeland of tribal communities. It is the abode of as many as 62 culturally vibrant tribal communities. Besides it is also the homeland of 13 very culturally rich primitive vulnerable tribal groups (PVT Gs) whose lifestyles and cultural manifestations are unique in nature. Due to cultural contacts and the impact of modernization, industrialization and so on, the rich cultural traditions which are the hall marks of these colourful tribal communities are under serious threat of extinction. It is therefore crucially important to preserve the life style and culture of tribes of Odisha.

### **Objectives :**

1. Documenting and preserving the lifestyle and culture of PVTG communities of Odisha through photographs / videography.
2. Documenting various socio cultural events/ceremonies of these PVTG of Odisha.

### **Work Coverage:**

The work will cover documenting the socio cultural life of all the PVTGs.

### **Service Deliverable by the Selected Firm :**

#### **The scope of service shall have the following components.**

1. Capture high resolution images of individuals, families, events at field locations related to lifestyle of PVTGs.
2. Aspects to be covered : Habitat (The Natural Landscape), Identity, Settlement, Housing, Social life, Economic life, Political life, Magico-Religious life, Aesthetic life and development of PVTG.
3. Provide at least 15 selected images from each event/assignment.
4. Caption each photograph with specific details such as geographical location, name of the person (for portraits), activity and any other relevant information, for easy identification and location. Captions should be embedded in the JPEG images (soft copy) and also provided in a separate text document.

#### **5. Specific Requirement of Photographs :**

- a) In electronic form of CD/DVD.
  - b) Format of electronic pictures : JPEG, Maximum TIFF, BMP, PNG.
  - c) Colours: minimum RGB, Maximum CMYK
  - d) Resolution : high (minimum 300 dpi scale up to A1 size) that will be of an internationally acceptable standard.
  - e) Pixel dimension : 1600 X 900PX.
6. The photographs with best quality (High Resolution) shall be submitted by the firms to the Superintendent of Museum, Odisha through the Curator, Anthropology in the shape of hard and soft form within 3 months from the date of assignment. The photographs will be copyrighted to the Superintendent of Museum and any violation of copyright law will be pursued appropriately.

### **Role of Supervisor of the Work :**

The Curator, Anthropology shall act as the supervisor to monitor the implementation of the project and apprise the department about the achievements of the project on timely basis. The following shall be role of the supervising officer in the project.

- a) Issue necessary communication to the district level officials for facilitating the process of documentation.
- b) Supervising officer will make periodic visit to the field and furnish report to the Superintendent of the Museum on the progress made in respect of the documentation.  
He/she will also examine the quality of the photographs in respect of the documentation by the help of departmental photographer and validate the data provided by the firm to the authority.

### **Bidding Process**

#### **Eligibility criteria for empanelment of Agencies :-**

The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid, claims without documentary evidence will not be considered.

- a. The applicant shall be an individual / agency / firm. In case the applicant is a firm, it should be registered as firm/society/trust/company under the concerned Indian acts. In case of individuals the details of qualification of photography is to be provided.
- b. The individual/firm should have valid service tax registration number. Copy of the service tax registration should be submitted.
- c. Experience of executing similar kind of project during last three years for any Government or private sector unit should have equipment of his own for undertaking documentation work and should have a studio of his own, write-up with a studio for editing.
- d. The agency/firm/individual should have minimum turnover of Rs.5.00 Lakhs during the last two financial years. Annual financial report certified by a CA should be submitted. In case of individuals, the income tax return statement may be submitted.]

### **Procedure of Applicant :**

Eligible organization/agency/individual has to submit their technical proposals under sealed covers to the office of Superintendent of Museum, Odisha, Bhubaneswar.

Technical proposal should be accompanied with proof of annual turnover, detailed experience in conducting similar assignments and other documents as described in the eligibility criteria above.

The proposal must be accompanied by a letter on the organization's letter head showing the full registered office address of the organization. It should be signed by a person of suitable authority to commit the organization with relevant experience to a binding contract. The organization must quote the work title and include the following declarations :

- 1) We have examined the information provided in your terms of reference and offer to undertake the work described in accordance with requirements as set out in the TOR.
- 2) This proposal is valid for acceptance within 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
- 3) The proposal (Technical and Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other organization/firm invited to submit proposal for this contract.
- 4) We confirm that all personnel named in the proposal will be available to undertake the services.
- 5) We confirm that there are no personal, financial and business activities that will or might, give rise to a conflict of interest. If we were awarded this assignment Superintendent of Museum reserves the right to reject any proposal.
- 6) We confirm that the organization :

- a) Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency of financial standing.
- b) Have not been convicted of any offence concerning professional misconduct.
- c) Have not been convicted of corruption including the offence of bribery.
- d) We agree to bear all cost incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contact cost.

I confirm that, I have the authority of (name of organization) to submit proposal and to clarify the details on its behalf.

**Packaging and submission of Proposals :** The proposal is to be submitted with all necessary details in sealed envelope, which will include the followings.

1. EOI document fee of Rs.500.00 (Rupees five hundred)only to be submitted with the proposal in a separate envelope superscripted with the EOI name and number. The EOI documents fee and EMD is to be drawn in favour of Superintendent of Museum, Odisha, Bhubaneswar.
2. Original copy of technical bid complete with all technical and commercial details as prescribed in the EOI documents. Original printed document shall be considered as authentic. The EOI need to be submitted in physical form at the office of the Authority on or before the due date of submission of technical proposal. All pages of the offer must be signed.

**Selection of the Proposal :-**

The selection will be done at a two stage process. Firstly the agencies scoring more than 60 marks in the technical bid will be qualified for further opening of financial bid. Bidder obtaining highest number of points shall be invited for contract negotiations, with a view to clarify any arrangement and in case of successful negotiations, to sign a contract agreement.

**Competent Authority :-**

Superintendent of Museum is the competent authority for this project. The powers of the competent authority will be as under :

1. Amend EOI documents during the proposal evaluation process. Any amendments will be conveyed to the short listed organization/agency.
2. Modify scope of work at the time of the award of the contract. Such modification will be discussed and agreed with the preferred organization/agency.
3. At discretion during evaluation of bids, request an organization/agency for clarification on its proposal. This request will be in writing and organization/agency should respond in writing. No change in price or substance of the bid shall be sought offered or permitted at this stage.
4. The nodal office exercises the right to accept or reject any proposal without assigning any reason thereof.

**Payment Mechanism :**

The total project cost is to be finalized on the basis of the final quoted amount in the financial bid and subsequent price negotiation.

<b>Particulars</b>	<b>Payment Mechanism</b>
1.Submission of plan of action for taking up the assignment including the field visit schedule, personnel engagement details, photographic equipment details etc.	1.20% of the total amount against submission of agreement/Bank guarantee of equivalent amount within 15 days of receiving the EOI.
2.Completion of Photography of all tribes including the PVTGs and submission of the soft copies of the document as per the technical specification mentioned in the EOI.	2. 60% of the total amount upon submission of the soft copy of the lifestyles of all tribes of Odisha and its scrutiny by the expert Committee and subject to its clearance.

3.Printing of hard copies i.e. photographs as per the specification	3. 20% of the total amount after submission of the hard copy as well as soft copy of the still photographs incorporating the suggestions rendered by the expert committee.
4. Return of Bank Guarantee.	4.After completion of the project and satisfactory compliance, the Bank Guarantee shall be returned.
5.Any queries or communications may please be sent to the office of the Superintendent of Museum, Odisha, Bhubaneswar.	

**Other Terms and Conditions :**

1. Authority's right to accept and to reject any/ all bids.
2. Prior to expiry of the period of Bid validity, the authority will notify the successful bidder in writing that its bid has been accepted and send the successful bidder the contract form.
3. Within 10 days of receipt of the contract form, the successful bidder shall sign and date the contract and return it to the authority. If the successful bidder thus selected fails to sign the contract as stipulated, the authority reserves the right to offer to contract to the next lowest bidder. However, the authority reserves the right to award the work to more than one agency subject to the condition that the bid prices of all the short listed agencies are same.
4. Authority will levy penalty in case of bidder fails to provide the services specified by the authority, in the TOR of this EOI documents. The amount of penalty shall be commensurate with the nature of the breach/defect/deviation/fault and as decided by authority. Such an amount payable by the service provider shall be final and binding and shall not exceed 10% of the total accepted contract value of the bidder for the contract period. On the service provider repeatedly failing to rectify the fault within the time period as stated by the authority, the authority is free to cancel/terminate the contract by giving one month notice. If there is any delay in submitting any report as demanded by the authority whether monthly or quarterly or yearly, and if the delay continues for a period of more than one week, then penalty shall be charges as deemed appropriate by the authority subject to maximum of 10% upper limit.

Also the authority may at its discretion, get the deviation faults attended/rectified by any other agency at the risk and cost of the service provider and the same will be recovered from the service provider.

5. Photographic Documentation as mentioned in the "Project Deliverables" shall be completed and submitted within 31 March, 2015.

<b>Sl.No.</b>	<b>Character</b>	<b>Aspects on which photographs required</b>
I.	Habitat (The Natural Landscape)	*Topographical setting & scenic views *Lay out & surroundings *Distant view of tribal village with natural background
II.	Odentity	*Photographs of Male, Female, Family and couple with traditional style of dress, ornemens and hairdo.
III.	Settlement	*The village scene, Arrangement of houses, village street. *Important village institutions:-Boys & Girls dormitories, village meeting place, Dancing arena, village deity/shrine, sacred Groupe (saran, Jahira etc.)

IV.	Housing	<p>*Traditional house type. Wall patterns-decorations, colours and paintings, position of verandah, doors and windows, roof.</p> <p>*Interior view of the house-kitchen, main room, store, seat of ancestors, family deities &amp; spirits.</p> <p>*Placement of various household articles</p> <p>*Fencing &amp; enclosures, Granaries. Hay Stack, Cow-shed, Pig-sty, Kitchen garden, Courtyard, Sanitary arrangements.</p>
V.	Social life	<p>*Totem of various clans, life cycle rituals-birth, marriage, death ceremonies etc.</p> <p>*Family life and kinship.</p>
VI.	Economic life	<p>*Agriculture, Horticulture, forest collection, small business, cottage/rural industries, animal husbandry, service, Wage earning etc. in different sectors and allied activities (traditional and modern)</p> <p>*Implements &amp; Weapons</p> <p>*Sale and barter, weekly markets.</p>
VII.	Political Life	<p>*Village Council Meetings, Process of decision making in village affairs including customary affairs</p> <p>*Traditional leaders, functionaries and their assistants-Headman, Herald / Messenger, Medicine man, in different roles with traditional dresses.</p> <p>*Seats of deities worshiped by the community.</p>
VIII.	Magico-Religious Life	<p>*Magico-Religious Functionaries – priest, shaman, sorcerer, Ritual Sacrificer, Astrologer etc.</p> <p>*Fairs and Festivals and Rituals</p> <p>*Religious Institutions like Village Shrine, Sacred Grove (Sarna / Jahar etc), Other sacred places.</p>
IX.	Aesthetic Life	<p>*Music and dance –Musical Instruments, Dancing Costumes, Music &amp; Dance performances during various occasions.</p> <p>*Leisure and recreation –Games and Sports</p> <p>*Arts and Crafts L : Textiles, Embroidery, Comb, Mask, Ropes, Mats, wood, Metal and Bamboo Crafts; Dhokra, Terracotta and Pottery items tattoo making, paintings etc. traditional ornaments, beads etc.</p>
X.	Development	<p>*Infrastructure Development: Irrigation projects, Roads, Drinking Water, Electrification, Education Institutions, Health Institutions, Market Centres, Livestock Centers, Grain Banks, Community Centres. HRD activities – Training, Motivation, Awareness.</p> <p>Income Generation : Cottage Industry Agriculture – Land development, HYV Cropping, Horticulture-Plantations, Fruits, Vegetables &amp; Spices cultivation, Animal Husbandry</p>

		Self Help Groups : Activities *Panchayatraj Institutions : Leadership, Elected Representatives, Women Leaders Gram Sabha, Pali Sabha & Panchayat Samiti Meeting Development activities Implementation of PESA.
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**Annexure-II**

**Technical Proposal**

Format for submission of Technical Proposal

1. Name of the Agency / Individual :
2. Address :      a)Name :-  
  
b)Office :-  
  
c)Tel / Fax :-  
  
d)e-mail:-  
  
e)Mob No. :-
3. Year of establishment of the organization :-
4. Years of work experience in executing Projects / Programmes as mentioned in Eligibility Criteria of the EOI documents:-
5. Annual Turnover of the organization for the year  
  
2012-13  
  
2013-14  
  
2014-15  
  
(Mention the amount and attach the CA certified P & B and balance sheet for the last three year)
6. Income Tax , PAN No. (photo copy attached)
7. TIN (Photo copy attached)
8. Service Tax Registration No. (photo copy attached)
9. Details of clients for whom similar projects and undertakenAlong with value of orders (attach the document evidence).
10. Details of EOI documents fee  
D.D. No.-

Date –

Amount –

Drawn on

(Attach the original copy of D.D. in favour of Superintendent of Museum, Odisha, Bhubaneswar)

11. Compliance to the minimum specification provided for the photography equipments to be used.

12. A brief note on the proposal plan of action for taking up the assignment and man power details to be engaged for the assignment.

### **Financial Bid Format**

To

The Superintendent of Museum,

Odisha, Bhubaneswar.

Madam,

I/We hereby bid for providing the services for conducting still photography as mentioned in the TOR and submission of soft and hard copy of the photographs as prescribed in the EOI with Superintendent of Museum, Odisha, Bhubaneswar within the time specified and in accordance with the specifications, design and instructions.

The rates are quoted in the prescribed format given below :-

### **Format-I**

<b>Sl.No.</b>	<b>Component Particulars</b>	<b>Unit Cost</b>
1.	Rate for still photographic documentation (as per Annexure-I) per tribe.  (includes T.E. accommodation, food, hiring charges of camera and honorarium)	
2.	Applicable Taxes	
<b>Total :-</b>		

### **Format-II**

#### **Printing Charges**

<b>Sl.No.</b>	<b>Component Particulars</b>	<b>Unit Cost</b>
	Rate for printing of photographs (per copy)	
A.	4" X 6"	
D.	Lamination charges (per sqr.inch)	

**Format-III**

**Printing charges other than the specified size:**

<b>Sl.No.</b>	<b>Component Particulars</b>	<b>Unit Cost</b>
	Rate for printing of photographs (per copy)	
A.	6" X 8"	
B.	30" X 48"	
C.	Lamination charges (per sqr. inch)	
	Applicable Taxes	
Grand Total :-		

**Note :** Bidders are required to fill both the formats of the bid. However the bid evaluation shall be as per Format-I and Format-II of the bid.

- a)** The rates indicated are all inclusive of taxes and are valid for the contract period.
- b)** Figures for all the items mentioned above will have to be filled by the bidder in percentage.
- c)** Failing which the offer is liable to be considered as non responsive.
- d)** In the event of discrepancy in the financial quote between the words and the figures the financial quote indicated in words will be considered final.