

**COST = INR 100/-**

## NORTH CENTRAL ZONE CULTURAL CENTRE

14, C.S.P. Singh Marg, Prayagraj  
Phone No. 0532-2423775, Fax-2423720

### SHORT TERM OPEN TENDER (07 DAYS) FORM

Sealed Short Term Open Tenders are invited from local service providers/ contractors those having registered and full fledged setup within the administrative boundary of Prayagraj district for providing professional light and sound system for festivals to be organized by the NCZCC in the current financial year at Shilp Haat, NCZCC, Prayagraj and other locations within the periphery of Prayagraj District as per the needs and requirements. Interested parties are requested to fill the prescribed tender forms along with EMD. Tender should reach office of the Admin Officer on or before 07-Dec-2018 upto 14:00 hrs and same will be open at 15:00 hrs on same date. The Director reserves the right to cancel one or all tenders without assigning any reason whatsoever and whomsoever. Details are as follows:

**NAME OF SCOPE OF WORK: Providing and fixing LED Light , PA system and Stage Light (on hire basis) at proper place of stage, audience area on turnkey basis.**

S.No.	PARTICULAR	UNIT COST (per day and in INR)	UNITS REQUIRED
A.	<b>P.A. System (Sound System) for 1500 (Fifteen Hundred) people with complete setup</b>		One Complete Setup
B.	<b>Extra Item</b>	-N.A.-	-N.A.-
i.	Speaker and Monitor for stage (5-‘ x 40’) of JBL make		01
ii.	Sound arrangement for 1000 (one Thousand) audience (JBL)		01
iii.	Lead Mike (SM 57, SM 58)		01
iv.	Cordless Mike		01
v.	Necessary Amplifiers		01
vi.	Stands		01
vii.	Necessary 24 Channel Mixer		01
viii.	Necessary Echo Chamber		01
ix.	DVD/CD player with all other necessary items for s.no. i to viii as per requirement with good and skilled operator – Complete set		01 set

Signature of the tenderer

C.	Complete system as per requirement for two thousand audience		1 set
D.	24 units of stage LED Light along with proper stands, control and operation systems with needful accessories and skilled operator		1 set
E.	LED Screen panel (rate to be quoted for per day and per sq ft.) including all needful accessories		1 set
F.	Stage Light	--N.A.--	--N.A.--
i.	Par 64		01
ii.	Profile spot		01
iii.	Plano convex spot		01
iv.	Fresnel spot		01
v.	3 in 1 moving Head Spot		01
vi.	10R Sharpy		01
vii.	Moving Head Spot		01
viii.	Moving Head LED Wash		01
ix.	Strobe		01
x.	Follow Spot		01
xi.	Haze Machine		01
xii.	Fog Machine		01
xiii.	4 side Trussing		01
xiv.	T Trussing		01
xv.	Electronic Dimmer		01 Set
xvi.	Lighting Controller MA		01 Set

**NOTE:** Contractor must have their own latest equipment and security and unkeep of equipment at the venue will be responsibility of the contractor. Rate quoted should be inclusive of all taxes and all types of charges like transportation, security and operation, etc. The quantity mentioned above is subject to change.

Date:

Name:

Place:

Office Seal

Signature of the tenderer

## **Terms and conditions, Eligibility Criteria and Information for Services.**

1. The Tenderer should be a well-established Professional Agency/Company/Firm and must have experience of minimum 3 years in the same industry having a minimum of experience of 3(Three) such Events/ Conferences/ Award Functions of Govt. / Semi Govt./ PSU/ Autonomous bodies under Govt. of India during the current year and the past 3 financial years.
2. The net worth of the Tenderer should be positive during each of the previous three financial years.
3. The Tenderers should submit the complete turnkey proposal with rates in breakup of each & every item which will be required to conduct the festival and work of event management will be awarded to the selected Tenderer on turnkey basis only.
4. Tenders incomplete in any form are liable to be rejected summarily. (This clause means that only tenders complete in all respects would be treated as 'Valid Tenders' and would be considered for the purpose of evaluation by the tender evaluation committee nominated for this purpose. No claim for consideration from tenderer/tenderers submitting incomplete/technically flawed tenders will be entertained).
5. The Tenderer would not be allowed to negotiate increase in tendered rates after submission of Tenders. However, the NCZCC would be free to negotiate for a decrease in tendered rates. If in case the tenderer withdraws the offer during the pendency of offer or after award of tender, the earnest money submitted by the tenderer will be forfeited.
6. Any enquiry after submission of the Tenders would not be entertained.

After award of the contract, the rates quoted by the successful Tenderer shall remain valid for a period of 90 days from the date of opening the bid. During this period the successful tenderer (who will be called 'contractor' after award of tender) will not be allowed to alter the rates to the detriment of the NCZCC administration. Failure to supply the tendered items/complete the tendered work to the satisfaction of the NCZCC administration would attract forfeiture of earnest money and/or blacklisting and/or any other penalty which the NCZCC administration may deem fit.

7. Accepted rates, contact (if any) and duration of scope of work is within

Signature of the tenderer

the scope of ongoing financial year.

8. The successful Tenderer shall be required to comply with all the instructions of the venue management [Caretaker/CCW (Civil & Electrical)] and would restore the areas to its original form after the event. All security instructions connected with security would be observed and complied with by the Tenderer.
9. The Director NCZCC reserves the right to reject any/all Tenders without assigning any reason thereof.
10. Tenders have to be accompanied by an Earnest money Deposit of **Rs.15,000/- [ Fifteen Thousand rupees only]** in the form of a demand draft/bank guarantee in favour of 'The Director NCZCC, Prayagraj' drawn on any nationalized bank payable at Prayagraj. Tenders not accompanied by EMD will be summarily rejected.
11. The closing time and date for submission of Tenders would be 1400 hours of **07.12.2018**. Tenders will be opened at 1500 hrs on **07.12.2018**
12. Tenders received after the due date and time specified above for receipt of Tenders would be summarily rejected.
13. Any bid that is received without the Earnest money deposit will be summarily rejected.
14. The details of taxes chargeable should be clearly indicated against each item.
15. No charges would be paid, if the festival, for any reason, gets cancelled on or before 72 hours of the scheduled date and time of the event. The Tenderer should indicate the charges, if any, payable to him, if the festival is cancelled within 72 hours of the scheduled date and time of the festival. Payment in that case would be subject to verification.
16. No additional charges would be paid to the Tenderer, in case the dates of the festival are rescheduled. In case the Tenderer backs out of the contract, then it shall be liable to pay damages to the tune of 25% of the contract amount at the time of withdrawing from the contract.
17. It will be the responsibility of the selected Company/Event Manager to obtain signatures of the Nodal Officer appointed for the purpose by this office of Director NCZCC, on Challans towards items

Signature of the tenderer

supplied/provided by the Event Manager. In case of items for which authenticated Challans are not submitted, no payment would be made.

18. The successful Tenderer will be decided on the basis of L1 [Lowest Valid Tender] i.e. lowest cost. If the L1 refused to take up the work on certain reasons then the work will be allotted to L2 on the rates quoted by L1. In case L2 also backs out then the offer would similarly go to L3 and so on and so forth till all the eligible tenderers are exhausted.
19. The successful Tenderer would be required to visit NCZCC, as and when called for, in connection with making arrangements for the Festival.
20. The Tenderer should take measures to protect the supplied from rain.
21. The successful Tenderer would be required to deposit a Security Deposit @ 10% of the Contract Value drawn in favour of "The Director, NCZCC, Prayagraj"] in the form of a demand draft/bank guarantee drawn on any Nationalized Bank payable at Prayagraj. The Security Deposit should remain valid for a minimum period of 90 [ninety] days beyond the date of completion of all contractual obligations on the part of the successful Tenderer.
22. The release of the Performance Security would be subject to satisfactory completion of the work and contractual obligations.  
  
The Director NCZCC, would be the competent authority to certify that the Contractor has completed all the works and contractual obligations in full, to the entire satisfaction of this Office.
23. Payment will be made within 90 days of completion of event and subject to completion of work and all contractual obligations, to the entire satisfaction of competent authority.
24. The Director NCZCC would be competent to forfeit partially or in full the Performance Security Deposit, if felt essential, due to non completion of any work partially or in full or due to unsatisfactory completion of any part of the work. The bill raised by the Agency /Event Manager should have GST tax registration numbers printed on the bill. Decision of the Director NCZCC on these matters will be final and binding.
25. Any such clause[s] and/or terms and conditions, that the Tenderer desired to include for providing service/supply goods, should be clearly mentioned in the bid. If some details are given on separate sheets, there

Signature of the tenderer

should be a clear indication in the bid that it has been given in separate sheets. All such sheets/annexures/schedules to the tender document should be clearly and legibly signed and stamped by the tenderer.

26. If requested, the Tenderer at its own expense will come, explain, make presentation and provide clarification about its proposal before the Director NCZCC or any authorized person of the Director NCZCC.
27. The Director NCZCC needs not select the lowest bid, but reserves the right to select a bid that fulfill the requirement/scope of work and provides the best value for the money.
28. In case the selected Tenderer fails to take up or complete the task satisfactorily, the Director NCZCC will be free to terminate the contract. Notwithstanding the above, if the circumstances so demand in the interest of conducting the festival, the Director NCZCC shall be free to choose any other agency and award the task to the agency including the task awarded to the agency in question at any time before or during the festival. Any extra cost that the Director NCZCC has to pay for such an action will be deducted from the bank draft given for the "Performance Security" in favour of the Director NCZCC for this purpose or from the payment due to the defaulting contractor for the period for which the work has already been carried out by him. The decision of the Director NCZCC in this regard shall be final.
29. The Contractor shall indemnify the NCZCC administration against any liability criminal/civil arising on account of the services hired by the Director NCZCC and being provided by the Contractor.
30. The Contractor shall abide by these terms and conditions. Agreement containing the above may be drawn to remove any doubts in this regard.
31. The Director NCZCC reserves the right to change any condition

Signature of the tenderer

listed above in the interest of the work at hand.

32. In the event of dispute, the Director NCZCC would head the arbitration panel along with two other members nominated by Honorable Ministry of Cultures. The award made by the panel shall be binding on both the parties.

33. If dissatisfied with arbitration award, all such disputes arising shall be resolved before the competent court having jurisdiction in area of Prayagraj.

34. FORCE MAJEURE: The Director NCZCC shall not be responsible for any damages out of any act of God.

Director  
NCZCC

#### **DECLARATION**

I have read the terms and conditions of the tender and promise to abide by them.

Date:

Place:

Signature of tenderer

Name:

Office Seal

Postal Address

**General Information**  
**TENDER PROFORMA**

(To be filled in by the bidder and submit with their bid)

1. Name of the Company/ Firm:
2. Head/Regd. Office Address:
  - a) Postal:
  - b) Fax No:
  - c) Telephone No. (s):
  - d) E-mail Address:
  - e) Website Address:
3. Former Name of Company (if any):
4. Type of organization:
  - a) Individual
  - b) Partnership
  - c) Incorporated
5. Year of Establishment
6. Year in which the Professional Light & Sound work started by the firm
7. EMD Deposited: (Yes/No)
  - a) Draft No.:
  - b) Bank Detail:
  - c) Amount:
8. Period of validity of tender (minimum 90 days from date of opening of tender): Yes/No
9. Details of supporting documents enclosed (Total number of pages):
10. Name and address of the authorized signatory/contact person of this tender:
11. Whether Letter of authority for attending bid opening enclosed with this tender: Yes/No
12. Whether copy of PAN Certificate is attached: Yes/No
13. GST Regd. No. (Copy to be attached): Yes/No

Date:

Name:

Place:

Office Seal

Signature of the tenderer