

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 supplying various general items required during development of creative art works for festivals to be organized by the NCZCC from time to time in 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 14-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: Supplying various general items required during development of creative art works for festivals (on supply basis) at the site of event or as directed within the scope of Prayagraj District.**

S.No.	PARTICULAR	UNIT COST (in INR)
1.	<b>Commercial Ply (8 x 4 ft sheet)</b>	-N.A.-
i.	4mm thick [per sheet]	
ii.	6 mm thick [per sheet]	
iii.	12 mm thick [per sheet]	
iv.	19 mm board [per sheet]	
2.	<b>Water Proof Ply (8 x 4 ft sheet)</b>	-N.A.-
i.	4mm thick [per sheet]	
ii.	6 mm thick [per sheet]	
iii.	12 mm thick [per sheet]	
iv.	19 mm board [per sheet]	
3.	<b>Pine wood</b>	-N.A.-
i.	2" x 1 ½ " x 120" [per piece]	
ii.	2" x 1 ½ " x 144" [per piece]	
iii.	2" x 1" x 120" [per piece]	
iv.	2" x 1" x 144" [per piece]	
4.	<b>Fevicol SH</b>	-N.A.-
i.	1 liter	

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	ii.	5 liter	
	iii.	10 liter	
	iv.	20 liter	
	v.	50 liter	
5.		<b>Nails</b>	-N.A.-
	i.	½ inch [per Kg]	
	ii.	¾ inch [per Kg]	
	iii.	1 inch [per Kg]	
	iv.	1½ inch [per Kg]	
	v.	1½ inch [per Kg]	
	vi.	2 inch [per Kg]	
	vii.	2½ inch [per Kg]	
	viii.	3 inch [per Kg]	
	ix.	3½ inch [per Kg]	
	x.	4 inch [per Kg]	
6.		<b>Thermocol (packet 1 x ½ x ½ m)</b>	-N.A.-
	i.	HD [each packet]	
	ii.	LD [each packet]	
7.		<b>Oil bound Distemper (White)</b>	-N.A.-
	i.	5 liter [each]	
	ii.	10 liter [each]	
	iii.	20 liter [each]	
8.		<b>Acrylic Emersion (White)</b>	-N.A.-
	i.	5 liter [each]	
	ii.	10 liter [each]	
	iii.	20 liter [each]	
9.		<b>Oil bound Distemper (Desired other colour with colorant)</b>	-N.A.-
	i.	5 liter [each]	
	ii.	10 liter [each]	
	iii.	20 liter [each]	
10.		<b>Acrylic Emersion (Desired other colour with colorant)</b>	-N.A.-
	i.	5 liter [each]	
	ii.	10 liter [each]	
	iii.	20 liter [each]	
11.		<b>Stainer</b>	-N.A.-
	i.	100 ml [each]	
	ii.	500 ml [each]	
	iii.	1 liter [each]	
12.		<b>Golden Dust / Silver Dust</b>	-N.A.-
	i.	500 gm [each]	
	ii.	1 kg [each]	
13.		<b>Birla / JK Putty</b>	-N.A.-

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	i.	20 Kg [each]	
	ii.	40 Kg [each]	
14.		<b>Plaster of Paris</b>	-N.A.-
	i.	1 Kg [each]	
	ii.	5 Kg [each]	
	iii.	10 Kg [each]	
15.		<b>Tat Patti (Natural Colour)</b> (in mt) [per meter]	
16.		<b>Tat Patti (Other Colour)</b> (in mt) [per meter]	
17.		<b>Markeen cloth</b> (in mt) [per meter]	
18.		<b>Cotton Cloth Black</b> (in mt) [per meter]	
19.		<b>Normal Screw</b>	-N.A.-
	i.	1 inch [per Packet]	
	ii.	1 ½ inch [per Packet]	
	iii.	2 inch [per Packet]	
20.		<b>Steel Screw</b>	-N.A.-
	i.	1 inch [per Packet]	
	ii.	1 ½ inch [per Packet]	
	iii.	2 inch [per Packet]	
21.		<b>PVC Wall Gulli</b>	-N.A.-
	i.	1 inch [per Packet]	
	ii.	1 ½ inch [per Packet]	
	iii.	2 inch [per Packet]	
22.		Lime [per Kg]	
23.		Lime powder [per Kg]	
24.		Harpic [per 500 ml pack]	
25.		Phenol [per liter]	
26.		Acid [per liter]	
27.		Phool Jhadu [each]	
28.		Danda Jhaadu [each]	
29.		Seenk Jhadu [each]	
30.		Pooncha [each]	
31.		Duster [each]	
32.		Napthalene Ball [Per Kg]	
33.		Odonil [Per Piece]	
34.		Handwash (Dettol/ Savalon/Lifeboy) [Per Piece]	
35.		Bathing Soap (Dettol) [Per Piece]	
36.		Toilet Soap [Per Piece]	
37.		Hair Shampoo [Per 500 ml pack]	
38.		Good night machine with complete set [Per Piece]	
39.		Good Night Refill/ cartridge [Per Piece]	
40.		Good Night Mosquito Coil with stand [Per Piece]	
41.		Good Night Mosquito Coil [Per Pack]	

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42.	Plastic Bucket 20 liter [Per Piece]	
43.	Plastic Dustbin (small) [Per Piece]	
44.	Plastic Dustbin (medium) [Per Piece]	
45.	Plastic Dustbin (big) [Per Piece]	
46.	Plastic mug [Per Piece]	
47.	Mirror (2' x 1 ½ ' ft) with complete finish and ready to hang [Per Piece]	
48.	Hand towel (Premium Quality) [Per Piece]	
49.	Hand towel (Standard Quality) [Per Piece]	
50.	Balli (standard size 16 ft) [Per Piece]	
51.	Balli (20 ft) [Per Piece]	
52.	Bamboo (10 ft) [Per Piece]	
53.	Bamboo (16 ft) [Per Piece]	
54.	Bamboo (20 ft) [Per Piece]	
55.	<b>Rope</b>	-N.A.-
	i. Jute Rope (Sutli) [Per Kg]	
	ii. Jute Rope (Rassi) [Per Kg]	
	iii. Jute Rope (Gurra) [Per Kg]	
	iv. Nylon rope [Per Kg]	
	v. Cotton rope [Per Kg]	
56.	<b>Sunmica Sheet (8 x 4 ft)</b>	-N.A.-
	i. 1 mm thick [Per Sheet]	
	ii. 0.8 mm thick [Per Sheet]	
57.	<b>Vinear Ply (8 x 4 ft) 3 mm</b> [Per Sheet]	
58.	<b>Stationary</b>	-N.A.-
	i. A4 size JK paper [Per rim]	
	ii. A4 size Bond paper [Per rim]	
	iii. A3 size JK paper [Per rim]	
	iv. Office use scissor [Per Piece]	
	v. Gum (300 ml) [Per Piece]	
	vi. File cover (Standard size) [Per Piece]	
	vii. Stapler 10 mm (1 box) [Per Piece]	
	viii. Stapler 24 mm (1 box) [Per Piece]	
	ix. Punch machine [Per Piece]	
	x. Scale 30 cm [Per Piece]	
	xi. Scale 15 cm [Per Piece]	
	xii. Tag/ String (1 pack) [Per Piece]	
	xiii. Sticky Note Pad [Per Piece]	
	xiv. Plastic folder cover [Per Piece]	
	xv. Chalk (1 box) [Per Piece]	
	xvi. White Board Marker [Per Piece]	
	xvii. Permanent marker (small tip) [Per Piece]	

Signature of the tenderer

xviii.	Bold Permanent marker [Per Piece]	
xix.	Salo Tape½ inch [Per Piece]	
xx.	Salo Tape1 inch [Per Piece]	
xxi.	Salo Tape2 inch [Per Piece]	
xxii.	Paper cutter (standard Quality) [Per Piece]	
xxiii.	Stapler Pin 10 mm (1 box) [Per Piece]	
xxiv.	Stapler Pin 24 mm (1 box) [Per Piece]	
xxv.	Paper Pin (1 box) [Per Piece]	
59.	Bricks (Class 2) [per thousand piece]	
60.	Medium Coarse sand [per 100 cft]	
61.	Ganga Sand [per 100 cft]	
62.	Morang [per 100 cft]	

**NOTE:** 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

## **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 for one year from the date of award of contract.

Signature of the tenderer

8. The Director NCZCC reserves the right to reject any/all Tenders without assigning any reason thereof.
9. 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.
10. The closing time and date for submission of Tenders would be 1400 hours of **14.12.2018**. Tenders will be opened at 1500 hrs on **14.12.2018**
11. Tenders received after the due date and time specified above for receipt of Tenders would be summarily rejected.
12. Any bid that is received without the Earnest money deposit will be summarily rejected.
13. The details of taxes chargeable should be clearly indicated against each item.
14. 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 supplied/provided by the Event Manager. In case of items for which authenticated Challans are not submitted, no payment would be made.
15. 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.
16. The successful Tenderer would be required to visit NCZCC, as and when called for, in connection with making arrangements for the Festival.
17. The Tenderer should take measures to protect the supplied from rain or other means and supply fresh and desired quality of product/raw material.

Signature of the tenderer

18. 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.
19. The Director NCZCC would be competent to forfeit partially or in full the EMD, if felt essential, due to non supply of committed quality of work partially. 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.
20. 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 should be a clear indication in the bid that it has been given in separate sheets. All such sheets/annexure/schedules to the tender document should be clearly and legibly signed and stamped by the tenderer.
21. 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.
22. 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.
23. The Contractor shall indemnify the NCZCC administration against any liability criminal/civil arising on account of the services hired by the

Signature of the tenderer

Director NCZCC and being provided by the Contractor.

24. The Contractor shall abide by these terms and conditions. Agreement containing the above may be drawn to remove any doubts in this regard.
25. The Director NCZCC reserves the right to change any condition listed above in the interest of the work at hand.
26. If dissatisfied with arbitration award, all such disputes arising shall be resolved before the competent court having jurisdiction in area of Prayagraj.
27. 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

Signature of the tenderer

**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