



**North Central Zone  
Cultural Centre**  
An autonomous body of  
Central Government of India  
under  
Ministry of Culture



14, C.S.P. Singh Marg, Allahabad  
Tel: 0532-2411855, 2423698 Fax: 0532-2423720 Website: www.nczccindia.in

**SHORT TERM TENDER NOTICE**

**File No: RSM - V /TN/21092016/01 [011]**

**Date: 21/09/2016**

The Director NCZCC on behalf of Ministry of Culture, Govt. of India invites open tenders in sealed covers from experienced contractors/ agencies/service providers for organizing '**Rashtriya Sankriti Mohotsav-2016**' to be held within the municipal limits of Varanasi, from **18<sup>th</sup> November to 25<sup>th</sup> November, 2016**.

Interested and experienced contractors/agencies/service providers fulfilling the necessary eligibility criteria are requested to submit their formal application/applications as per the relevant tender documents along with the relevant documents as mentioned below:

**Details of work**

SR.NO.	WORK	NATURE OF SERVICE/ SUPPLY	RATE OF EACH TENDER FORM	EMD WITH EACH TENDER FORMS IN INR
01	Photography and Videography Services	On Hire basis	Rs. 1000/-	20,000.00

**AVAILABILITY OF FORMS**

From-11:00 am to 03:00 pm from Date

**21.09.2016 to 05.10.2016**

Place at Allahabad [ forms will only be sold on working days of Government of India ]	WEBSITE [ can be downloaded on all days ]
Cash Counter of NCZCC, 14, C.S.P. Singh Marg Near Circuit House Allahabad	1.NCZCC website [www.nczccindia.in] 2. RSM website [www.rsm2016.in]

### LAST DATE OF SUBMISSION OF FORMS

On or up to  <b>2:00pm of 05.10.2016</b>	at :  NCZCC, 14, C.S.P. Singh Marg Near Circuit House Allahabad

The detailed and complete tender Documents can be downloaded from above mentioned websites within the period of availability of forms as specified above up to the last **date 05.10.2016**.

The tender forms complete in all respects and signed on each page by the tenderer, along with earnest money, should reach submission office at

**North Central Zone Cultural Centre,  
14, C.S.P. Singh Marg, Allahabad  
[ next to Circuit House ]**

up to 02:00 pm (14:00 hrs) on date 05.10.2016 and the same will be opened at 03:00 pm (15:00 hrs) on same date and venue by the tender opening committee in front of tenderer/their authorized representatives who wish to be present.

Amendments/Corrigendum, if any would be hosted on official websites only.

Director reserves right to cancel one or all tenders without assigning any reason whatsoever to whomsoever.

**DIRECTOR  
NCZCC Uttar Pradesh Allahabad  
Ministry of Culture Govt. Of India**

### **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 Tenderer should have full-fledged office set up and adequate manpower with state-of-the-art infrastructure and resources including production/ execution/ implementing/ operations/ creative team to support timely service for activities within the scope of work. Agencies should enclose necessary documents along with application as a proof of their office set up .
3. Tenderer Should have minimum annual turnover of **Rs. 20,00,000 or above (Rs. Twenty Lakh or above)** in the last three financial years. Agencies will submit the audited financial statements. (Standalone Turnover of the company applying for the empanelment will only be reckoned, not the group company or subsidiaries.)
4. The net worth of the Tenderer should be positive during each of the previous three financial years.
5. The Tenderer 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.
6. The Tenderer should submit the proper documents in support of the Tenderer's credentials, past performance, list of clients, list of events/conference/award functions conducted/managed for various organizations and specifically Govt. of India if any with performance certificate, appreciation letters etc.
7. 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).

**Signature of the Tenderer .....**

8. 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.
9. Any enquiry after submission of the Tenders would not be entertained.
10. 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.
11. 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.
12. The Director NCZCC reserves the right to reject any/all Tenders without assigning any reason thereof.
13. Vague, incomplete or quotations by fax, telex etc. would not be entertained and summarily rejected.
14. Tenderers who have downloaded the tender from the website have to submit the tender along with the tender cost in the form of the Demand Draft in favor of **North Central Zone Cultural Centre, Rashtriya Sanskriti Mahotsav drawn on any nationalized bank payable at Allahabad** for **Rs. 1000/-**Tenders without the cost will be summarily rejected.
15. Tenders have to be accompanied by an Earnest money Deposit of **Rs. 20,000/- [Twenty Thousand rupees only ]** in the form of a Demand Draft in favour of **North Central Zone Cultural Centre, Rashtriya Sanskriti Mahotsav Allahabad drawn on any nationalized bank payable at Allahabad**. Tenders not accompanied by EMD will be summarily rejected.

**Signature of the Tenderer .....**

16. The closing time and date for submission of Tenders would be 14:00 hours of **05.10.2016**. Tenders will be opened at 15:00 hrs on **05.10.2016**
17. Tenders received after the due date and time specified above for receipt of Tenders would be summarily rejected.
18. Any bid that is received without the Earnest money deposit will be summarily rejected.
19. For any clarification, please send email on [directornczcc@gmail.com](mailto:directornczcc@gmail.com) or [ncfindia2016@gmail.com](mailto:ncfindia2016@gmail.com) or contact on phone no.+ 0532-2411855 ( Allahabad ) ; + 91-9899115599 [ Mahotsav official number ] on any working day between 1000 Hrs to 1730 Hrs. up to three days prior to the date of submitting of the tender:
20. The details of taxes chargeable should be clearly indicated against each item.
21. 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.
22. 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.
23. 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.
24. 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.
25. The successful Tenderer would be required to visit office of Festival committee, as and when called for, in connection with making arrangements for the Festival.

**Signature of the Tenderer .....**

26. The Tenderer should take measures to protect the supplied requisites from rain or any other natural calamity.
27. The Tenderer would be responsible to obtain necessary permissions from NDMC/MCD and/or other authorities to put up signage on the roads, and at vantage points in the venue premises. In case letters in this regard are required from the Ministry of Culture/Director NCZCC Allahabad the Tenderer should inform and obtain the same from Ministry of culture/NCZCC well in time.
28. The successful Tenderer would be required to deposit a **Security Deposit @ 10% of the Contract Value drawn in favour of "Director North Central Zone Cultural Centre, Allahabad"]** in the form of a demand draft/bank guarantee drawn on any Nationalized Bank payable at Allahabad. 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.
29. The release of the Performance Security would be subject to satisfactory completion of the work and contractual obligations.
30. 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.
31. 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.
32. 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 all tax registration numbers printed on the bill. Decision of the Director NCZCC on these matters will be final and binding.
33. 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/annexures/schedules to the tender document should be clearly and legibly signed and stamped by the tenderer.

**Signature of the Tenderer .....**

34. In the bid the Tenderer shall provide for the Commission various relevant details including;
  - a) The Tenderer shall return this form duly signed on each page of this form as a token of accepting the bid.
  - b) Details of similar events organized for Central/State Governments or its autonomous bodies like Companies/Commission/Societies etc. in the past 03 years.
  - c) Letter of references from the resource persons of the organization for whom the above work was carried out.
  - d) Details of the work that the Tenderer intends to perform for this festival.
  - e) Details of manpower that the Tenderer considers necessary for the Director NCZCC to take note of while deciding the bid.
  - f) Any other document that the Tenderer considers necessary for the Director NCZCC to take note of while deciding the bid.
  
35. 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.
  
36. 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.
  
37. 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.
  
38. 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.
  
39. The Contractor shall abide by these terms and conditions. Agreement containing the above may be drawn to remove any doubts in this regard.

**Signature of the Tenderer .....**

40. The Director NCZCC reserves the right to change any condition listed above in the interest of the work at hand.
41. 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.
42. If dissatisfied with arbitration award, all such disputes arising shall be resolved before the competent court having jurisdiction in area of Delhi.
43. FORCE MAJEURE: The Director NCZCC shall not be responsible for any damages out of any act of God.

**Signature of the Tenderer .....**



<b>INFORMATION FORM</b>		
<b>S.NO.</b>	<b>DETAILS</b>	<b>INDEX CODE</b>
1.	<b>Firm /Agency/company Profile</b>	<b>A</b>
2.	<b>Firm/Agency/company details</b> [Registration certificate [ registered under respective ministry ] Deed Declaration [in case of partnership/proprietorship ] Certificate of Incorporation [ in case of Private Limited /Section 8 company + MOA & AOA ] etc]	<b>B</b>
3.	<b>Areas of operation and Address Proof</b> of the firm/agency/company	<b>C</b>
4.	<b>Management Team of the Firm/Agency/Company</b>  To be printed in the letter head and signed by the head of the organisation.	<b>D</b>
5.	<b>PAN Card details</b>  To be printed in the letter head and signed by the head of the organisation.	<b>E</b>
6.	<b>Service Tax, VAT details</b>  [ Service Tax should be registered with the same service activity for which the tender is applied ]	<b>F</b>
7.	<b>Experience of minimum 3 years</b> 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.  Documents and credentials to be attached	<b>G</b>
8.	<b>Copy of last 3 years ITR and 3 years complete balance sheet with schedules certified by the CA</b>	<b>H</b>
9.	<b>Name, contact details</b> [ e mail ID and mobile number to be provided ] and valid ID and address proof of the Person authorized to coordinate with the organizer	<b>I</b>

**DECLARATION**

I/We have read the above terms and conditions carefully, understood them thoroughly and agree to abide by them.

Place:

Date:

Signature(s) of the proprietor/partners  
or authorized signatory (with firm/company seal)

**Scope and details of work:**

Photography and Videography services

<b>NUMBER</b>			<b>REQUISITES</b>			<b>RATE</b>					
<b>S.NO</b>		<b>DESCRIPTION</b>				<b>BASIC RATE PER SETUP / PROFESSIONAL / DAY + TAX</b>					
<b>1.</b>		Competent still photographers with gadgets / equipments [ full frame DSLR camera / lenses/ tripod etc ] .  <b>To be submitted in soft copy as per the instruction of the organizer</b> <b>[ frequency of submission will be intimated as per requirements ]</b>									
<b>2.</b>		Competent videographers with gadgets / equipments [ HD full frame camera / lenses/ Tripod and all desired equipments for stage and open programme shoot ] . <b>Raw footage transfer frequency will be as per the instructions of the organiser.</b>									
<b>3.</b>		Jimmy Zip Crane to cover the stage area and the main stage zone adequately [ stage area is 100 ft X 80 ft and audience area is 120 ft X 300 ft approximately ]									
<b>The photographers and videographers will be provided space and setup for real time transfer at the venue.</b>											

**Signature of the Tenderer.....**