



**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 [001]

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 **18th November to 25th 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	Providing Ambience Creation and Set Up Services [stalls, ground covering , Pavillions, Furnitures and Related Service]	On Hire basis	Rs. 3000/-	2,00,000.00

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	at :
2:00pm of 05.10.2016	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. 1,50,00,000 [1.5 Cr.] or above (Rs. One hundred and Fifty 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. 3000/-**Tenders without the cost will be summarily rejected.
15. Tenders have to be accompanied by an Earnest money Deposit of **Rs. 2,00,000/- [Two Lakh 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 or 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

INFORMATION FORM		
S.NO.	DETAILS	INDEX CODE
1.	Firm /Agency/company Profile	A
2.	Firm/Agency/company details [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
3.	Areas of operation and Address Proof of the firm/agency/company	C
4.	Management Team of the Firm/Agency/Company To be printed in the letter head and signed by the head of the organisation.	D
5.	PAN Card details To be printed in the letter head and signed by the head of the organisation.	E
6.	Service Tax, VAT details [Service Tax should be registered with the same service activity for which the tender is applied]	F
7.	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. Documents and credentials to be attached	G
8.	Copy of last 3 years ITR and 3 years complete balance sheet with schedules certified by the CA	H
9.	Name, contact details [e mail ID and mobile number to be provided] and valid ID and address proof of the Person authorized to coordinate with the organizer	I
10.	SPG approved certification Minimum experience of working in similar projects for hosting Prime Minister of India / President of India at least in 5 occasions [work order with detail of such programme and SPG certification as approved firm to be provided]	J

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:

Ambience Creation and Set Up Services

[stalls, ground covering , Pavillions, Furnitures and Related Service]

AANGAN

drawing attached: (Unless otherwise specified, All Measurements Given Below are in Feet, one Foot=12 inches)

Creation of 8 Aangans size 60'x60' each.

Each Aangan Contains:

- a) Four number of big stalls-20'x10' with a front opening of 10ft..
- b) One room of 20'x10' with door facility for office.
- c) 8 No. of stalls of size 10'x10'

Each stall will have-

- Roof - Canopy type water proof covering with colourful cloth masking.
- Floor- 19mm board- floor with good support 6inches up from earth and covered with unitex mat total floor area 1800 sq.ft. for each Aangan
Each vertical inside -wall will be using minimum 6mm ply with cloth masking and proper support. Outside of this 6mm ply wall need not to covered with cloth.
- Furniture- a) 2 table and 2 fiber chairs in each stall including cloth with table cover and frill.
b) For office in each Anagan: as above but 3 sunmica top table and 4 wooden chair and 7 fiber chair in each office.

Requirement of material for each Anagan (Pavilion)

The material should be procured/provided keeping the following specifications in mind.

SR. NO.	PARTICULAR	SIZE	REMARK
1.	Aangan	60'x60'	08 No.
2.	8 stall in each Aangan	10'x10'	64 No.
3.	4 stall in each Aangan	20'x10'	32 No.
4.	1 office in each Aangan	20'x10' with one partition	04 No.
5.	Wooden floor area	1800 sq. ft.	canopy in each Aangan
6.	Canopy in each Aangan	10'x10'x4'	14x8 No.
7.	Unitex Matt	3400 sq.ft.	

Signature of the Tenderer.....

Rate per Aangan _____ complete and finished in all respect for the whole period of the festival with maintenance work where ever needed as per requirement.

Furniture

SR. NO.	PARTICULAR	NUMBER
1.	Table	8x2x12=192
2.	Table Sunmica	3x8=24
3.	Fibre chair	12x2x8=192 8x8=64 ----- 256 -----
4.	Wooden chair	4x8=32
5.	Steel Fabricated pole at the center in each Aangan-size-4x4x20 general area for other space	1x8=8 1x16=16

Above all the material will have to be provided along with fixing/erection at specified site, on or before the specified date on turn key basis.

The Contractor would be required to complete all fixing/erection work minimum seven days in advance of the inaugural date so that other agencies have sufficient time for decoration purpose. He will be required to provide the rest of the material 2 days before inauguration.

Signature of the Tenderer.....

OFFICE COMPLEX

Office complex 3 to 4 room with verandah.

- Roof - water proof
- Ceiling - good cloth masking
- Floor - 19mm board finish above 6inches elevated from earth
with good support and with unitex covering
- Wall - A good strong wall with door and locking facility

Rate _____ per sq. ft. covered carpet area for the whole period.

The tender should have to complete office complex at least 15 days before the date of the inauguration, i.e by 3rd November 20167 .

Requirement of material for office complex

FURNITURE

SR. NO.	PARTICULAR	NUMBER
1.	Table-Sunmica top	15
2.	Revolving chair	12
3.	Wooden chair	20
4.	Fibre chair	20
5.	Almirah with lock facility	10

Signature of the Tenderer.....

FOOD STALL

35 No. of stall have to provided at specified area size 15'x10'

Roof- water proof

Each such stall will have walls on three sides made of fire resistant material with sturdy support.

Floor- the existing floor of earth will be used, no augmentation/new flooring is needed.

Rate _____per sq.ft. for the whole period

Furniture

SR. NO.	PARTICULAR	NUMBER
1.	Table- 4'x3'	50
2.	Fiber chair	300

Kitchen

size - 40'x30' with 30'x10' store room

Roof- water proof

Wall on 3 sides- nothing to do here

Floor- exiting floor of earth will be used, no augmentation/new flooring is needed.

Rate _____per sq.ft. for the whole period

The Contractor will have to provide the stalls complete in all respects at least 7 days before inauguration of the festival, which is on 1th November 2016

Dining Room

Size- 40'x20'

- for staff and officers

40'x60'

- for artists and general workers who are in duty

Roof- water proof

Signature of the Tenderer.....

The dining room will have walls on 4 sides. It should have to good quality of ply/P.V.C. partition with door facility.

Floor- 19mm board floor with good support 6" elevated up from earth and covered with unitex mat total floor area 3200 sq.ft.

Rate _____ per sq.ft. for the whole period

The tenderer will have to provide the facility complete in all respects at least 7 days before inauguration which is on the 11th November 2016 .

Furniture

SR. NO.	PARTICULAR	NUMBER
1.	Table- 4x3- with P.V.C. cover and frill	20
2.	Fibre chair	300

(2) Unitex covering on exiting earth from stage and to 60' ft. wide.

Rate _____ per sq.ft. carpet area for the whole period

The tender should have to complete stage in all respect 2 days before the inauguration.

(3) Providing two seater sofa with white cover- 200 No.

Rate _____ sofa . for the whole period

The tender should have to complete in all respect 2 days before the inauguration.

(4) Providing Cushioned chair - with cloth covering - 200 No.

Rate _____ chair . for the whole period

The tender should have to complete in all respect 2 days before the inauguration.

(5) Providing Fiber chair- up to 800 subject to availability of space.

Signature of the Tenderer.....

Small stage

Providing 19mm board top stage/platform with unitex cover for various space of the campus.

2 No. __12'x12'x3' ft. ht. with two side of stair case.

4 No. __8'x8' ht. with two side of stair case.

Rate _____ per sq. ft. carpet area for the whole period

The tender should have to complete in all respect 2 days before the inauguration.

Carpet

Good quality brand new carpet [colour will be specified in the work order] for covering of Aangan and food zone area and other areas as required and specified by the organiser.

Rate _____ per sq. ft. carpet area for the whole period

The tender should have to complete in all respect 2 days before the inauguration.

Green Room Size 30'x20'-2No.

Multipurpose Hall Size 40'x20'

Roof- water proof

The dining room will have walls on 4 sides. It should have to pgood quality of ply/P.V.C. partition with door facility.

Floor- 19mm board floor with good support 6" elevated up from earth and covered with unitex mat total floor area 2400 sq.ft.

Rate _____per sq.ft. carpet area for the whole period

The tenderer will have to provide the facility complete in all respects at least 7 days before inauguration which is on the 15th of October, 2016.

Signature of the Tenderer.....

Furniture

SR. NO.	PARTICULAR	NUMBER
1.	Table- 4'x3'- with P.V.C. cover and frill	20
2.	Fiber chair	200

Furniture at a Glance

SR.NO.	PARTICULARS	TABLE	TABLE SUNMICA TOP	WOODEN CHAIR	FIBER CHAIR	PVC COVER	STEEL FABRICATED POLE	REVOLVING CHAIR	ALMIRAH
1.	Aangan	192	24		256		8		
2.	Office Complex		15	20	50			12	6
3.	Food stall	50			300	50			
4.	Kitchen/ Dining hall	20			300	20			
5.	Other space						16		
6.	Green Room and Multipurpose Hall	20			200				
TOTAL		282	39	20	906	70	24	12	6
ROUND OF		300	50	20	1200	80	24	12	10

Signature of the Tenderer.....

Table for rate

SR. NO.	PARTICULARS	QUANTITY	RATE FOR THE WHOLE PERIOD
1.	Table	300	
2.	Table sunmica top	50	
3.	Wooden chair	20	
4.	Fiber chair	1000	
5.	PVC cover	80	
6.	Steel fabricated pole	24	
7.	Revolving chair	12	
8.	Almirah	10	

Additional

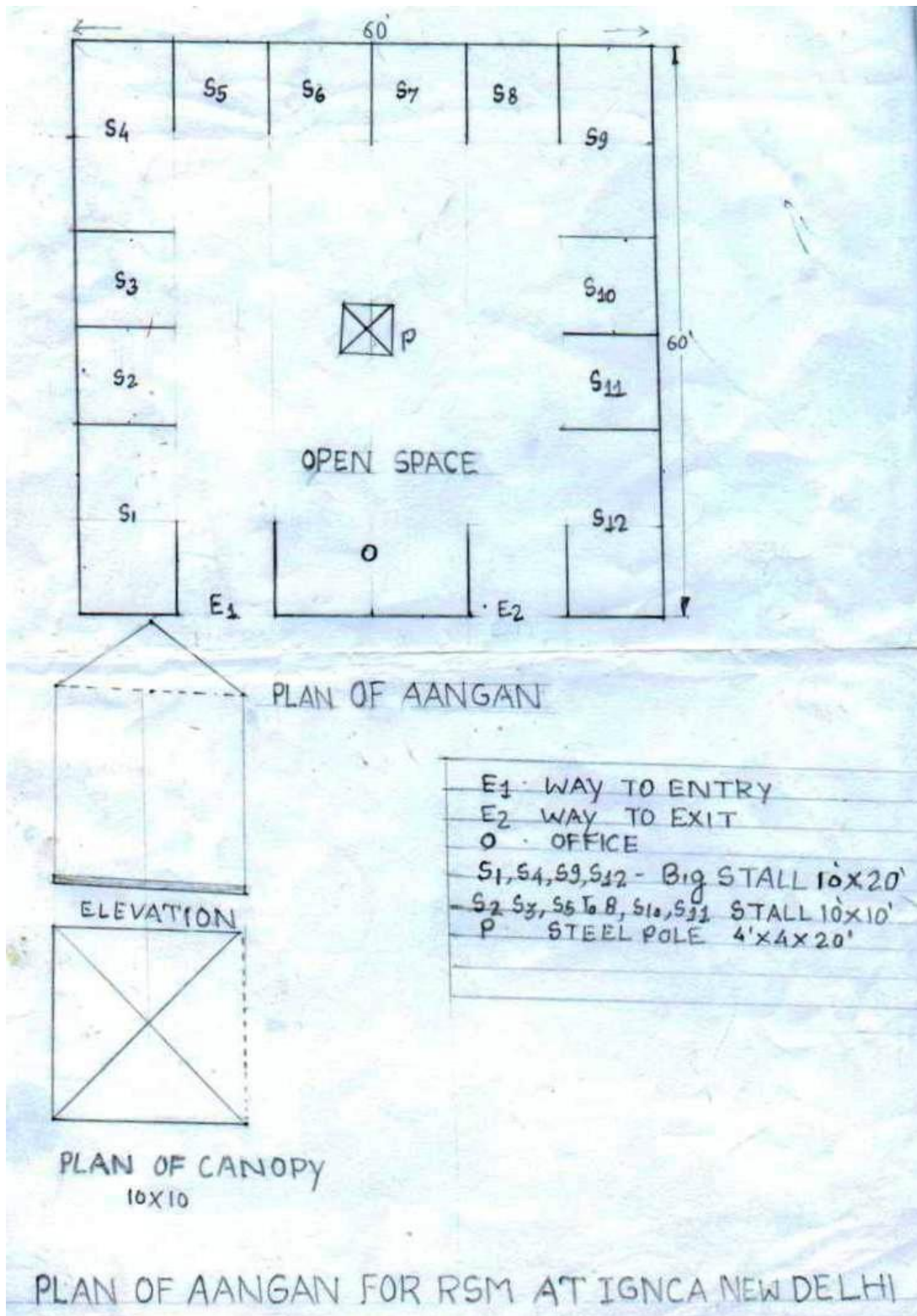
SR. NO.	PARTICULARS	FOR THE WHOLE PERIOD
9.	Curtains	Rate per curtain only
10.	Cloth/ canvas with frame SQ FT / RATE	
11.	Cloth/ canvas without frame SQ FT / RATE	

LOGISTIC SUPPORT RATE

S.NO	ITEM	RATE / ITEM FOR THE COMPLETE PERIOD + TAX
1	Mattress	
2	Folding bed	
3	Blanket	
4	Pillows with cover	
5	Bed sheet	

In the whole Tender form the rates should be clearly indicated in each and for the entire period as applicable. Any Taxes applicable should be clearly indicated by the tenderer

Signature of the Tenderer.....



Aangan layout of RSM New Delhi 2016 for reference only

Signature of the Tenderer.....