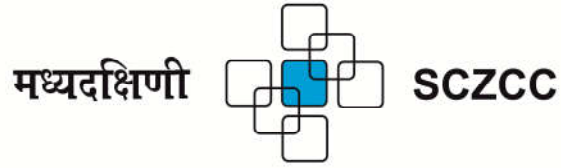


No.

Tender Fee: Rs.500/-



South Central Zone Cultural Centre

(Ministry of Culture, Government of India)

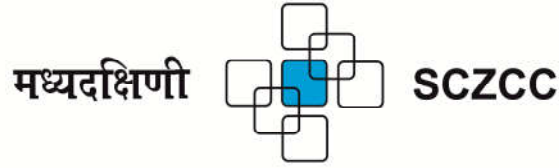
56/1, Civil Lines, Opp. MLA, Hostel,

Nagpur-440001, M.S.

Tender

of

**“Provision and Installation of Decoration/ Tentage
Service for the Programme OCTAVE at Nasik
(M.S.)”**



South Central Zone Cultural Centre

(Ministry of Culture, Government of India)

**56/1, Civil Lines, Opp. MLA, Hostel,
Nagpur-440001, M.S.**

Tender Document

for

**“Provision and Installation of Decoration/ Tentage
Service for the Programme OCTAVE at Nasik”**

in

Programmes organized

by

SCZCC Head office

Starting Date of Sale/Downloading of Tender document	:	17.02.2018 (Office hours)
Last date of receipt of tender	:	08.02 .2018 (Latest by 4.00 P.M.)
Date of opening of Technical Bid	:	09.02 .2018 at 2.00 P.M. at SCZCC, Office Nagpur
Date of opening of Financial Bid	:	Date will be intimated separately

Director, SCZCC

South Central Zone Cultural Centre

(Ministry of Culture, Government of India)
56/1, Civil Lines, Opp. MLA, Hostel,
Nagpur-440001, M.S.

REQUEST FOR OFFER

Sealed tenders are invited by The South Central Zone Cultural Centre, Nagpur-440001 from experienced agencies located in the Maharashtra, to empanel them for “**Provision and Installation of Decoration/ Tentage Service for the Programme OCTAVE**” for being organized by SCZCC at Nasik under two bid system i.e. (i) Technical Bid, and (ii) Price Bid.

1. Blank Tenders can be obtained from the address given below from 17/02/2018 to 07/03/2018 on all working days between 1000 hrs. to 1600 hrs. (up to 1600 hrs. on 07/03/2018) against the payment of Rs. 500 in cash or D.D. in favor of “**The Director, SCZCC**” payable at “**Nagpur**”. The tender document may be down loaded from website www.sczcc.gov.in, however in such case, Rs.500/-per tender has to be deposited in cash or DD drawn on South Central Zone Cultural Centre, Nagpur, to become eligible to submit the same, alongwith Tech. bid.
2. The tender has two parts i.e. Tech. Bid and Financial Bid, which are required to be submitted in two separate envelopes duly filled and sealed. Both of these two envelopes to be sealed in one envelop superscribed with the purpose for which the tender is submitted. Similarly, DD for the cost of tender, in case the tender is downloaded and DD for the EMD should be attached with the Tech. Bid.
3. Tenders document (i.e. Tech. Bid and financial Bid) in original duly filled and complete in all respect should be submitted at the addressed given below or sent by post or courier so as to reach at the address latest by 1600 hrs.

**The Director,
South Central Zone cultural Centre,
Civil Lines, Opp. MLA Hostel,
Nagpur-440001, M.S.**

4. Tenders received after the above mentioned date and time shall not be accepted
5. Technical Bids shall be opened on 09-03 -2018 at 2.00 p.m. in the presence of constituted committee of officers of SCZCC and the representatives of tenderers.
6. Price Bid shall be opened only for those tenders who qualifies technically and also on the basis of the report of the constituted committee of officers and suitable date and time will be communicated later on to the technically qualified tenders, or immediately after opening of Tech. Bid.
7. SCZCC reserves the right to accept or reject any offer, or empanel more than one firm without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.
8. Non submission of original tender documents i.e. (Tech Bid and Financial Bid) enclosed with the tender document will also liable to be rejected and will not be accepted or considered during opening of respective bid.

Director, SCZCC

South Central Zone Cultural Centre

(Ministry of Culture, Government of India)
56/1, Civil Lines, Opp. MLA, Hostel,
Nagpur-440001, M.S.

No: SCZCC/Admn./61/OCTAVE/3147/2018

Dated: 16.02.2018

M/s. _____

Sub:- Offers from reputed Agencies for “Provision and Installation of Decoration/ Tentage Service for the Programme OCTAVE” For SCZCC at Nasik.

Sir,

We are pleased to invite tender under two bid system i.e. (i) Technical Bid, and (ii) Financial Bid from experienced agencies who have minimum two years in Central Govt. Deptt./ Institution/ PSUs or any other organization of repute for their empanelment for “**Provision and Installation of Decoration/ Tentage Service for the Programme OCTAVE**” for the events organized by SCZCC at SCZCC Head office and at other places in Nagpur. The terms and conditions of the offer & copy of agreement are enclosed herewith for your kind perusal and information.

Tender should be submitted in prescribed Performa of Technical Bid and Financial Bid enclosed with the blank tender in two separate sealed envelopes. EMD as prescribed also should be submitted in a separate sealed envelop alongwith Tech. Bid. All three envelops should clearly be super scribed at the top as “**Provision and Installation of Decoration/ Tentage Service for the Programme OCTAVE**” and put in one cover duly sealed.

The tender document complete in all respect as stated above in one sealed envelop should be submitted at the address given below on or before 08-03-2018 (5.00 p.m.).

**The Director,
South Central Zone cultural Centre,
Civil Lines, Opp. MLA Hostel,
Nagpur-440001, M.S.**

Last date of receipt of tender : 08.03.2018 (Latest by 05.00 p.m.)
Date of opening of tender :
Technical Bid : 09.03.2018 (At 02.00 p.m.)
Financial Bid : Date will be intimated separately

SCZCC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before awarding the contract. Similarly, submission of incomplete documents in tech bid, will also be liable to be rejected.

Thanking you,

Yours faithfully,

Director, SCZCC

General terms and conditions for the contract
(To be enclosed with the Tech. Bid duly signed)

1.0 Definitions:-

- 1.1 “SCZCC” shall mean the South Central Zone Cultural Centre, Nagpur and shall include their legal representatives, successors and permitted assignees.
- 1.2 “Contract” means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 “Agency” shall mean the service provider for Decoration/ Tentage Services and shall include the legal representative of such individual or the persons composing such Estt. or the permitted assignee of the agency.
- 1.5 “Competent Authority” means Director of SCZCC and his successors.
- 1.6 “Officer In Charge” shall mean the officer of SCZCC, designated by “Competent Authority.” as the case may be, who shall supervise and be in-charge of such works.
- 1.7 “Care Taking Section” shall mean the Administration Division of SCZCC.

2.0 INSTRUCTIONS TO TENDERERS FOR SUBMISSION OF TENDER DOCUMENT:-

- 2.1 The service provider located in the Maharashtra only shall be eligible for submission of tender.
- 2.2 The service provider should have an experience of at least two years in the field for which the tender is issued of providing Decoration for programmes organized by Central/ State Govt. Departments/ Institutions / PSUs or any other organization of the repute.
- 2.3 All prospective bidders has to submit their “Technical Bid” alongwith the EMD and Financial Bid. in two separate sealed envelopes only in the performa attached with the tender document, addressed to Director, SCZCC, Nagpur on or before 08.03.2018 up to 5.00 p.m.
- 2.4 The tenders shall be accompanied with EMD in the form of a DD / Pay Order for Rs. 5000.00 (Rupees five thousand only) drawn in the favour of **“The Director, SCZCC** payable at **“Nagpur”** being the Earnest Money Deposit for the above mentioned job. EMD of unsuccessful tenderers shall be refunded without interest within 90 days from the date of the issue of the award letter for empanelment.
- 2.5 Price Bids shall be opened only for those tenders who are declared qualified technically and also on the basis of the report of the constituted committee of officers.
- 2.6 **SCZCC shall be empanelling suitable agencies more than one based on the financial bid. “Provision and Installation of Decoration/ Tentage Service for the Programme OCTAVE” at Nasik.**
- 2.7 The agency should have his own service van to transport the items from its place to the place of the events.
- 2.8 **Date of issue of DD for EMD should not be before the date of publishing of tender notice.**
- 2.9 Tenders received without requisite documents for eligibility requirements shall not be considered for opening of price bid.

- 2.10 The financial bid shall be valid for a period of 90 days from the date of its opening.
- 2.11 Interested parties are requested to quote their **most competitive rates** (as per the format specified in **Schedule 'B'**) in the format enclosed with the tender and not on the letter head of the agency or blank paper.
- 2.12 The successful tenderer shall have to deposit security deposit of Rs. 50,000/- in D.D. or Fixed Deposit (pledged in favour of Director, SCZCC Nagpur) / which shall only be released after completion of the contract. The security deposit shall bear no interest and will be interest free.
- 2.13 The security amount shall be forfeited if the agency refuses to fulfill any of contractual obligations, at any time.
- 2.14 Conditional tenders shall be rejected out-rightly.
- 2.15 The agency shall not be allowed to outsource the contract in full or in part to any other agency, during the contractual period.
- 2.16 Either party shall be entitled to terminate the contract by giving 30 days notice in writing to the other party without prejudice to other rights and remedies available to it.
- 2.17 Initially the period of empanelment of decorator would be for from the date of conclusion of agreement.
- 2.18 The bidders should comply of all the relevant Laws, Acts and regulations as applicable from time to time.
- 2.19 After opening the technical bid, a committee of officers of SCZCC shall visit the establishment of agencies which qualify technically, to check the facilities provided by each one.
- 2.20 On the basis of the report of the committee, the agencies shall be shortlisted and invited for negotiations to provide services on similar rates and other terms & conditions.
- 2.21 SCZCC reserves the right to modify and / or amend any of the above stipulated conditions / criteria depending upon its requirement. SCZCC also reserves the right to cancel the tender without assigning any reason thereof.

3.0 TERMS OF PAYMENT:-

The bills raised by the service provider shall clearly mention the billing components (mentioned in the supply order) plus taxes etc. The bill should be accompanied with the signatures of the officer in- charge of the programme and copy of the supply order duly issued by authorized signatory from by the SCZCC.

The Agency shall submit the bills to Director of SCZCC within 15 days from completion of event.

4.0 ELIGIBILITY CRITERIA FOR BIDDERS: -

In order to become eligible, the agencies should have the following qualifications:-

- a. Registration of ownership
- b. Registration for GST and Income Tax Registration
- c. Experience certificate for providing Decoration/ Tentage Services from agencies during two years immediately to the date of this tender for providing decoration/ Tentage Service in programmes organized by a Central/ State Govt. Department/ institution/ PSU or any other organization of repute.

5.0 DOCUMENTS TO BE SUBMITTED ALONGWITH IN TECHNICAL BID: The Technical Bid shall comprise of the following documents:-

- a) EMD of Rs.5,000/- in the form of Account Payee D.D. / Pay order from any nationalize bank in favour of Director, SCZCC, Nagpur.
- b) Photo Copy of the ownership certificate/ Gumastha license.
- c) Photo Copy of GST Registration certificate in the name of the agency of which tender is submitted.
- d) Photo Copy of PAN card and latest clearance Income Tax Certificate from Competent Authority in the name of registered firm for which tender is being submitted.
- e) ITR for last three years.
- f) Turnover Certificate for last three years from chartered accountant.
- g) Performance Certificate from the organization for successful and satisfactory services from the State/ Centre Govt. Or agencies where similar services have been rendered during 2016 and 2017.
- h) Affidavit of current date certifying that the firm for which the tender is submitted have not been declared Black listed by any of the organization of State/ Central/ PSU/ Autonomous body during last two years including the year of submission of tender.

6.0 **ARBITRATION:-** Any dispute or difference what so ever arising between the parties out of relating to the construction, meaning, scope, operation or effect of this contract / agreement or the validity or the breach thereof shall be adjudicated by sole arbitration of Director of SCZCC or such officer as he may appoint as an arbitrator and the award made in pursuance there of shall be binding on the parties. The venue of arbitration proceeding shall be Nagpur. The arbitration proceedings will be held according to the Laws of India applicable from time to time.

7.0 **Declaration:-** I the undersigned..... Proprietor/ Partner/ Authorized Signatory, do hereby states that the terms and condition mentioned in the para 1 to 6 above are acceptable to me.

Signature
Authorized Signatory with seal

SCHEDULE 'A'

TECHNICAL BID

(Note: Xerox copies of all the documents are required be enclosed with the Tech. Bid.)

l) EMD of Rs. 5000/- (Rs. Five thousand only).

1.	Name of the Service Provider.		
2.	Address of the Service Provider.		
3.	Name and Address of the owner of the agency.		
4.	Address of the godown where the materials is stored.		
5.	Approx cost of the inventory.		
6.	Present affiliation with Central/ State/ Autonomous Bodies (please give names in details and date from which associated).		
7.	GST Registration No.		
8.	Shop and Act. Registration No.		
9.	IT Return for last three years (2014-15, 2015-16, 2016-17).		
10	Turnover of last three years (2014-15, 2015-16, 2016-17).		

Date :

Place:

Signature
Authorized Signatory of the bidder
(With name and Stamp)

FINANCIAL BID**SCHEDULE 'B'****FOR PROVIDING TENT/STALLS/CHAIRS & OTHER MATERIAL****Name of Tenderer :** _____**Contact Person :** _____**Contact No. :** _____

Sr. No.	Item	Size	Unit	Rate per Day	
1.	a.	3-side and roof top covered with tin and masked with cloth including wooden platform on ground, four steel table, four plastic chairs, four LED tube light with extra electric point, fascia and our white table cloth (waterproof).	10'X15'	Each	
	b.	3-side and roof top covered with masked with cloth including wooden platform on ground, four steel table, four plastic chairs, four tube light with extra electric point, fascia and four white table cloth.	10'X15'	Each	
2.	a.	3-side and roof top covered with tin and masking with cloth including wooden platform on ground, four steel table, four plastic chairs, four tube light with extra electric point, fascia and four white table cloth (waterproof).	08'X10'	Each	
	b.	3-side and roof top covered with cloth including wooden platform on ground, four steel table, four plastic chairs, four tube light with extra electric point, fascia and four white table cloth.	08'X10'	Each	

3.	a.	3-side and roof top covered with tin and masked cloth including wooden platform on ground; four steel table, four plastic chairs, four tube light with extra electric point, fascia and four white table cloth (waterproof).	10'X10'	Each	
	b.	3-side and roof top covered with cloth including wooden platform on ground, four steel table, four plastic chairs, four tube light with extra electric point, fascia and four white table cloth.	10'X10'	Each	
4.	Coloured Cloth Jhalar with any contemporary design.		1.5" width	Per Running Meter	
5.	Folding Steel Table with table cloth cover and frill.		Standard size	Per Table	
6.	<ul style="list-style-type: none"> • Plastic Chairs with Arm (White / Red / Brown Colour) • Plastic Chairs With Out Arm (White / Red / Brown Colour with cover & Bow) 		Standard size	Each	
7.	<ul style="list-style-type: none"> • 3 Seater Sofa (Plain) with Teapoy with cover • 3 Seater Sofa (Decorative) with Teapoy without cover • Glass Center Table. le 		Standard size	Each	
8.	Wooden Platform (with black masking ,staircase, carpeting white cover) Complete Stage (in multiple) wooden platform with 6" Height wooden platform with 9" Height wooden platform with 12" Height wooden platform with 18" Height (The cost of erection of stage should be inclusive of the above rates)		4'X8'	Each	
			4'X8'	Each	

9.	a.	Stage Back Drop with bottom Frame			
	b.	Stage Back Drop	PSF		
10.		Wings with cloth masking	PSF	Each	
11.		Partition Curtain	10'X10'	Each	
12.		Plastic Drum with Lid for Water	200 Lt	Each	
13.		Podium (Wooden Good Quality)	----	Each	
14.		Dari	9x12'	Each	
15.		Stage Siding	----	PRM	
16.		V. I. P. Chairs with Arms	----	Each	
17.		V. I. P. Chairs with Arms & cover	----	Each	
18.		Bed Roll including foam Mattress, Bed sheet, pillow, and blanket or Dari good quality & clean.	-	Per Sq.	
19.		(A)Decorative main Gate (as per design)	10'X15'	Each	
		(B) Simple Gate with box	10' x 15'	Each	
20.		Pendal Complete (Ordinary) in white cloth	--	Per Run. Mt.	
21.		(A)Water Proof Pendal Complete	40'X60'	Per Run.	
		(B) Tin Siding		Per Run. Mt.	
22.		Bed Sheet of good quality	4 X 6	Each	
23.		Pillow / Load with Cover of good quality	5" X 8"	Each	
24.		Blanket / Chaddar of good quality	Standard	Each Size	
25.		Mattress (Cotton/ Foam)	4" X 8"	Each	

26.	Carpet <ul style="list-style-type: none"> • Red • Green • Blue • Grey • Camel • Black 	Standard Size	Per sq.ft	
27.	TRUSS	40'X60' 60'X100'	Each	
	DOME	Aluminum	----	Per Sq.ft
		Steel	----	PRM
28.	Dividers/barricading (different size and material)	Standard Size	Per running meter.	
29.	Net Green/ Red etc. Carpet (different colours)	Standard Size	PRM.	

- **All applicable taxes shall be paid extra**
- **Items not mentioned above will be paid as per market rate**
- **The payment will be made only for actual days of event**

Signature of the tenderer

Date.....

Name

Place

Seal