



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

“Empanelment of Decoration, Tentage and Sound”

in

Programmes organized

by

SCZCC Head office

Starting Date of Sale/Downloading: of Tender document	31.07.2017 (Office hours)
Last date of receipt of tender	: 18.08.2017 (Latest by 3.00 P.M.)
Date of opening of Technical Bid	: 21.08.2017 at 2.00 P.M.
Date of opening of Price Bid	: 21.08.2017 at 3.00 P.M.

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 decorators located in the area spread around 25 Kms from SCZCC Head Office at Nagpur, to empanel them for providing “**Decoration and Sound services**” for Events organized by SCZCC at SCZCC Head office and other places in Nagpur from time to time under two bid system i.e. (i) Technical Bid, and (ii) Price Bid.

1. Details of terms & conditions for tendrer can be obtained from the address given below from 31/07/2017 to 18/08/2017 on all working days between 1000 hrs. to 1600 hrs. (up to 1600 hrs. on 18/08/2017) against the payment of Rs. 500 in cash or D.D. in favour 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.
2. The sealed tender, super scribed at the top of envelops as “**Offers for empanelment for providing Decoration and Sound Services**”, containing Technical Bid, Price Bid, DD of Rs.500/- (if any) and DD of Rs.5000/- as EMD in separate envelop, should be submitted at the address given below or if sent by post or courier. It should reach at the address below, latest by 1600 hrs on 18/08/2017
**The Director,
South Central Zone cultural Centre,
Civil Lines, Opp. MLA Hostel,
Nagpur-440001, M.S.**
3. Tenders received after the above mentioned date and time shall not be accepted.
4. Technical Bids shall be opened on 21-08-2017 at 3.00 p.m. in the presence of constituted committee of officers of SCZCC and the representatives of tenderers.
5. Price Bid shall be opened for those tenders only 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.
6. SCZCC reserves the right to accept or reject any offer, or empanel more than one decorator without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

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/21/Tenders/ /2017

Dated: . .2017

M/s.-----

**Sub:- Offers from reputed Decorators for “empanelment for providing
Decoration and Sound services” For SCZCC officials/Guests at Nagpur.**

Sir,

We are pleased to invite tender under two bid system i.e. (i) Technical Bid, and (ii) Price Bid from experienced (minimum two years in Central Govt. Deptt./ Institution/ PSUs or any other organization of repute) Decorator for their empanelment for providing “**Decoration and Sound services**” for the Events organized by SCZCC at SCZCC Head office and also 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, Price Bid in separate sealed envelopes. EMD as prescribed also should be submitted in a separate sealed envelop. All three envelops should clearly be super scribed at the top as “**Tender for empanelment for providing Decoration and Sound Services**” and tagged together.

The tender should be submitted at the address given below on or before 24.07.2017 (4.00 p.m.) in sealed envelop.

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

Last date of receipt of tender : 18.08.2017 (Latest by 03.00 p.m.)

Date of opening of tender :

Technical Bid : 21.08.2017 (At 03.00 p.m.)

Price Bid : 21.08.2017 (At 03.00 p.m.)

SCZCC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Thanking you,

Yours faithfully,

Director, SCZCC

The terms and conditions for the contract

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 "Decorator" shall mean the service provider for Decoration and Sound services and shall include the legal representative of such individual or the persons composing such hotel or the permitted assignee of the same.
- 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 PROVIDING DECORATION AND SOUND SERVICES:-

- 2.1 The decorator located in the area spread around 25 Kms from SCZCC Head Office at Nagpur-440001 only shall be eligible for submission of tender.
- 2.2 The decorator should have an experience of at least two years out of the last three years of providing Decoration and Sound services for programmes organized by Central Govt. Departments/ Institutions / PSUs or any other organization of repute.
- 2.3 All prospective bidders may submit their Technical Bid, Price Bid and also the EMD in separate sealed envelopes in the performa attached with the tender document but tagged together, addressed to Director, SCZCC, Nagpur on or before 18.08.2017 up to 3.00 p.m.
- 2.4 The tenders shall be accompanied with 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 nineteen days from the date of the issue of the award letter for empanelment.
- 2.5 Price Bids shall be opened for those tenders only which qualify technically and also on the basis of the report of the constituted committee of officers.
- 2.6 **SCZCC shall be empanelling suitable decorators (Nos. not specified)** from Nagpur which are located in the area spread around 25 Kms from SCZCC Head Office at Nagpur for providing **"Decoration and Sound services"** for various Programmes in SCZCC Head office or any other place within municipal limit of Nagpur Corporation.

- 2.7 The Decorator also a service van to transport the items from its place to the place of the events.
- 2.8 The decorator should have proper in-house arrangements to provide meals as per the requirement.
- 2.9 **Date of issue of DD for EMD should not be before the date of publishing of tender notice.** Tenders received without relevant documents for meeting eligibility requirements shall not be considered for opening of price bid.
- 2.10 The tenders 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'**).
- 2.13 The Minimum no. of persons shall be taken as 15. The rates shall be same for a gathering of at least 15 persons or more.
- 2.14 Technical & Price Bids shall have to be submitted in the Format as per **Schedule 'A'** and **Schedule 'B'** respectively.
- 2.15 The successful tenderer shall 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 be interest free.
- 2.16 The security amount shall be forfeited if the decorator refuses to supply the order of Decoration and Sound without any genuine reason or without prior notice.
- 2.17 Conditional tenders shall be rejected out-rightly.
- 2.18 The decorator shall not sub-contract the services of personnel sponsored by them.
- 2.19 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.
- 2.20 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.
- 2.21 The empanelled decorator/s shall be responsible to make arrangement of the meals only on the written request of the authorized officer of SCZCC.
- 2.22 Initially the period of empanelment of decorator would be for one years from the date of receipt of letter which shall be extendable on the basis of performance and mutual agreement. (Format Enclosed)
- 2.23 The bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- 2.24 After opening the technical bid, a committee of officers of SCZCC shall visit the establishment of decorators which qualify technically, to check the facilities provided by each one.
- 2.25 On the basis of the report of the committee, the offers shall be shortlisted and invited for negotiations to provide services on similar rates and other terms & conditions.

2.27 SCZCC may terminate the contract by giving a notice of 15 days in case of breach of any of the terms in the contract or any one or more clauses or if the proprietor of the decorator becomes insolvent or fails / neglects to carry out instructions of SCZCC.

4.0 TERMS OF PAYMENT:-

The bills raised by the decorator shall clearly mention the billing components (standard menu plus additional items per person) plus taxes etc. The bill should be accompanied with the signatures of the officer in- charge of the programme and booking order duly issued by authorized signatory from by the SCZCC.

The Decorator shall submit the bills to Director of SCZCC by 15th of following month or immediately.

5.0 ELIGIBILITY CRITERIA FOR BIDDERS: -

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

- a. Registration of ownership
- b. Registration for GST. Income Tax Registration
- d. Registration under VAT
- e. Registration for issue of Safety & Food Licence by Deptt of Food and Safety by Competent Authority of Govt. of Maharashtra.
- f. Experience certificate of providing Decoration and Sound services for at least two years immediately out of the last three years, for Decoration and Sound in programmes organized by a Central Govt. Department/ institution/ PSU or any other organization of repute in India.

6.0 DOCUMENTS TO BE ACCOMPANIED IN TECHNICAL BID: The Technical Bid shall comprise of the following documents:-

- a) EMD of Rs.5,000/- through D.D. / Pay order.
- b) Photo Copy of the ownership certificate.
- c) Photo Copy of Service Tax Registration certificate in the name of registered owner.
- d) Photo Copy of VAT Registration certificate in the name of registered owner
- e)** Photo Copy of PAN or Income Tax Certificate in the name of registered owner.
- f) Photo Copy of the Food Licence.

7.0 **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.

Director, SCZCC

Terms & Conditions accepted

Signature
Authorized Signatory with seal

SCHEDULE 'A'

TECHNICAL BID

1. EMD of Rs. 5000/- (Rs.Five thousand only).
2. Photocopy of the ownership certificate.
3. Photocopy of GST Registration certificate in the name of registered owner.
4. Photocopy of PAN or Income Tax Registration Certificate in the name of registered owner.
5. Photo Copy of VAT Registration certificate in the name of registered owner
6. Photocopy of the certificate of registration from Health Department.
7. Experience certificate of providing Decoration and Sound services for at least two years immediately out of the last three years, for programmes organized by a Central Govt. Department / institution / PSU or any other organization of repute in India)
8. Signed and stamped copy of the terms and conditions of the tender document.

Note: Tenderer must enclose self attested copies of the aforesaid documents

Date :

Place:

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

SCHEDULE 'B'**Financial Bid****For Sound System required for 1000 audience (indoor/outdoor)****Name of Tenderer :** _____**Contact Person :** _____**Contact No. :** _____

Sr. No.	Particulars	Quantity	Charges per day	Charges per 5 day
1.	RCF NX M15A (Speaker) – 1500 <ul style="list-style-type: none">• Wat Peak 750 watt RMP, 1500 Watt Peak• 132 Db Max SPL• Digital amplifier (Self powered)• Frequency Response :50Hz + 200000 Hz.	2 Nos		
2.	REF (Speaker) <ul style="list-style-type: none">• 700 Watt RMS, 1400 Watt Peak• 130 dB max SPL	2 Nos		
3.	MIC Mixer : Allen & Health ZED 22 FX	each		
4.	MIC : SHURE PG 57@PG 58	each		
5.	Cordless MIC : Sennheiser x SW – 65, Ew 300 or equivalent	each		
6.	Monitor with Dual CD Player Denon/Pioneer	each		
7.	Stage Monitor (pair)	each		
8.	Echo Mixer	each		
9.	Collar Mike	each		
10.	Foot Mike	each		
11	Top (each speaker contains 2 low mid & horn tweeter) JBL SRX 725 or equivalent	each		

12	Sub (each Sub contains 2 woofers) JBL SRX 728 or equivalent	each		
13	Amplifier Labgruppen FP + 10000 Q / or equivalent	each		
14	Stage Monitor JBL Prx 512 or equivalent	each		
15	Side fill speakers Top (each speaker contains 2 low mid & 1 horn tweeter JBL SRX 725 or equivalent	each		
16	Speaker management system XTA DP 448 or equivalent	each		
17	Multi channel sound console Allen n Heath (digital or equivalent)	each		
18	Snake cable 32 channel minimum DRAKA or equivalent	each		
19	Snake cable output DRAKA or equivalent	each		
20	Bass Bins	each		
21	<u>Mic stand</u> Small Big	each		

- **All applicable taxes shall be paid extra**
- **Items not mentioned above will be paid as per market rate**

Signature of the tenderer

Date.....

Name

Place

Seal

Financial Bid**Lights & Electrical Fittings & Fixtures****Name of Tenderer :** _____**Contact Person :** _____**Contact No. :** _____

<u>Sr. No.</u>	<u>Item</u>	<u>Quantity</u>	Rate per day	Rate per 5 day
Stage & Ground Lights				
1.	Halogen 500 W (Simple)	1 No.		
2.	White Halogen – 400 W	1 No.		
3.	Halogen 1000 W	1 No.		
4.	White Halogen – 1000 W	1 No.		
5.	Par Light 500 W	1 No.		
6.	Par Light 1000 W	1 No.		
7.	LED Par light	1 No.		
8.	Spot Light 500 W	1 No.		
9.	Spot Light 1000 W	1 No.		
10.	2000 Watts follow Light	1 No.		
11.	Tube Light – 4’ complete	1 No.		
12	Series of miniature bulb	Per 100 patta		
13	Moving Head	each		
14	Smoke Machine	each		
15	Sharpee light	each		
16	Laser light	each		
17	Power pack	each		
18	Pulsar light T stand	each		

19	Changeover: 25 Amp	1 No.		
20	Changeover: 50 Amp	1 No.		
21.	Changeover: 100 Amp	1 No.		
22.	Changeover: 200 Amp	1 No.		
23.	Supply of Switch Board / distribution Board	1 No.		
24.	Dimmer – 8 Amp. / 15 Amp	1 No.		
	Service Line Set:			
	a) 3 X 20	Per R.F.T.		
	b) 7 X 20	Per R. F. T.		
25.	c) 7 X 16	Per R. F. T.		
26	Cable 1. 25 m.m. 2. 35 m.m. 3. 45 m.m. 4. 70 m.m. 5. 90 m.m. 6. 120 m.m.	Per R.F.T.		
27	Par cables	Per R. F. T		

FIXTURES				
1	Pedestal Fan	1 No.		
2	Ceiling Fan with installation	1 No.		
3	Air Cooler (Room / Desert / Exhaust)	1 No.		

SPECIAL LED SYSTEM				
1	LCD/DLP/LED Projector	each		
2	LED Video Wall <ul style="list-style-type: none"> • Indore • Outdore 	Per sq feet		
3	42" Plasma /LCD TVs	each		

- **All applicable taxes shall be paid extra**
- **Items not mentioned above will be paid as per market rate**

Signature of the tenderer

Date.....

Name

Place

Seal

Financial Bid

GENERATORS (Silent)

Name of Tenderer : _____

Contact Person : _____

Contact No. : _____

Sl. no	particulars	Rate				
		Per 1hr	For 4 hrs	For 6 hrs	For 10 hrs	For 12 hrs
1.	Generator 125 K.V. with Diesel					
2	Generator 62.5 K.V. with Diesel					
3	Generator 15 K.V. with Diesel					

- All applicable taxes shall be paid extra
- Items not mentioned above will be paid as per market rate
- In case of event contracted for more than one day, rate of discount shall be offered separately viz. 1 to 5 days, 6 days & above
- The work should be completed 12 to 24 hours before start of the program, else Director may impose

Signature of the tenderer

Date.....

Name

Place

Seal

FINANCIAL BID

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 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.	a.	Stall with angle iron / pipe structure with Tin + Plywood, Floors, Water proof .	10'X10'	Each		
	b.	Stall with angle iron / pipe structure with Tin + Plywood, Floors, Water proof .	10'X15'	Each		
	c.	Stall with angle iron / pipe structure with Tin + Plywood, Floors, Water proof .	08'X10'	Each		
5.	Coloured Cloth Jhalar with any contemporary design.	1.5" width	Per Running Meter			
6.	Folding Steel Table with table cloth cover and frill.	Standard size	Per Table			
7.	<ul style="list-style-type: none"> Plastic Chairs with Arm (White / Red / Brown Colour) Plastic Chairs with Arm (White / Red / Brown Colour with cover & Bow) 	Standard size	Each			
8.	<ul style="list-style-type: none"> 3 Seater Sofa (Decorative) with Teapoy with cover 3 Seater Sofa (Decorative) with Teapoy without cover Center Table. 	Standard size	Each			
9.	Wooden Platform with 6" Height (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	4'X8'	Each			
		4'X8'	Each			

		wooden platform with 18" Height wooden platform with 18" Height wooden platform with 18" Height wooden platform with 18" Height wooden platform with 18" Height wooden platform with 18" Height wooden platform with 18" Height (The cost of erection of stage should be inclusive of the above rates)				
10.	a.	Stage Back Drop with bottom PSF Frame				
	b.	Stage Bach Drop	PSF			
11.		Wings with cloth masking	PSF	Each		
12.		Partition Curtain	10'X10'	Each		
13.		Plastic Drum with Lid for Water	200 Lt	Each		
14.		Podium (Wooden)	----	Each		
15.		Dari		9x12'		
16.		Stage Siding	----	PSF		
17.		V. I. P. Chairs with Arms	----	Each		
		V. I. P. Chairs with Arms & cover	----	Each		
18.		Bed Mattress (Cotton) good quality	-	Per Sq.		
		(A)Decorative main Gate (as per design)	10'X15'	Each		
19.		(B) Simple Gate with box	10' x 15'	Each		
20.		Pendal Complete (Ordinary) in white cloth	--	Per Sq. Ft.		
		(A)Water Proof Pendal Complete	40'X60'	Per Run.		
21.		(B) Tin Siding		Per Run.		
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.		Bed Mattress (set)	5" 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'	Each		
	TRUSS	----	Per Sq.ft		
28.	Iron Dome structure with white ceiling Water proof without AC	Per sq ft.			
29.	Complete Octonum stall with overhead cover & water proofing (Including of two tables, two chairs, four spot lights, wooden platform, carpeting).	Standard Size	Per sq.meter		
30.	Octonum stall without overhead cover	Per sq.meter			
31.	Dividers/barricading (different size and material)	Standard Size	Per running meter.		
32.	Synthetic Carpet (different colours)	Standard Size	Per sq. ft.		

- **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

