

TENDER DOCUMENT

F.No. CCRT/11018/04/2023-24/

Dated 21nd February 2024

**Guidelines and
Tender Document
For
Tent & Light Arrangements At
Centre for Culture Resources & Training,
Plot No 15-A, Sector 7, Dwarka,
New Delhi-110075
(Under the aegis of Ministry of Culture
Government of India)**

File No. CCRT/11018/04/2023-24/ Dated 21/2/2024

**Guidelines and Tender Document
For Tent, Sound & Light Arrangements at
Centre for Culture Resources & Training,
Plot No 15-A, Sector 7, Dwarka,
New Delhi-110075
For organizing**

VIRASAT – KALAKARON EVAM SHILPKARON KA MELA

Estimated Cost	As per actual
Period of Contract	05 th March2024 to 14 th March2024 (10 Days)
Dated of Publishing Tender	22February2024 (1430 Hrs)
Clarification Start Date & Time	26 February2024 (1130 Hrs)
Clarification End Date & Time	26February2024 (1630 Hrs)
Last Date & Time of BID receipt	28February2024 (1630Hrs)
Date & Time of Short listing of Technical BID	29February2024 (1130 Hrs)
Tender Box for hard copy placed in the office at CCRT, Plot No 15-A, Sector 7, Dwarka, New Delhi 110075.	
NOTE : IF THERE IS DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANYWHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.	
The Tender Envelop should be Super Scribed as “Tender Document for Virasat”	

Ph No. 25309300; Web Site: www.ccertindia.gov.in

**Centre for Culture Resources & Training,
Plot No 15-A, Sector 7, Dwarka,
New Delhi-110075**

NOTICE INVITING TENDER

Tenders are invited for “Tent, Sound & Light Arrangements” at CCRT, Plot No 15-A, Sector 7, Dwarka, New Delhi 110075 for a period of 10 Days from 05thMarch2024 to 14thMarch2024 to organize “VIRASAT – KALAKARON EVAM SHILPKARON KA MELA”. The tender document with terms & conditions is available with Deputy Director, (Administration), CCRT, Plot No 15-A, Sector 7, Dwarka, New Delhi 110075 or may be downloaded from www.ccertindia.gov.in , web portal of CCRT, Delhi.

Corrigendum if any will appear only at www.ccertindia.gov.in

Deputy Director (Administration)

**Centre for Culture Resources & Training,
Plot No 15-A, Sector 7, Dwarka,
New Delhi-110075**

Tender Form

Sub: Tender for Tent, Sound & Light Arrangements for a functions being organized at Centre for Culture Resources & Training, Plot No 15-A, Sector 7, Dwarka, New Delhi-110075 including setting up of Temporary craft stalls stage and other allied works and supply of Tent, Sound and Light items to stall operators on casual basis.

1. I /We/M/s Proprietary/ Business Partnership Firm/company registered under the companies Act 1956. Through Shri sole proprietor/ partner of authorized representative of the Tenderer (hereinafter called the Tenderer mentioned in the tender notice no Hereby make the tender for supply of the tent and light items as mentioned in the annexure on rental basis for function to be organized at Centre for Culture Resources & Training, Plot No 15-A, Sector 7, Dwarka, New Delhi-110075.

2. Bank Draft / Pay Orders no. (s)..... dated Drawn on (name of the bank) for Rs.1,00,000/- (Rs. one lakh only) in favour of Earnest Money A/c, CCRT, New Delhi is enclosed towards earnest money.

3. I / We understand that I/We am/are being permitted to submit the tender in consideration of the stipulation on my/our part that after submitting my/our tender, is I/we fail to observe and comply with the foregoing stipulation, the earnest money deposit shall be liable to be forfeited by CCRT. I/We agree that in the event of any dispute or difference the decision of the Director, CCRT, New Delhi shall be final and binding on me/us.

4. Whether proprietor/ partner / company/ agency is defaulter with any other Corporation of Delhi Government/ Central Government?

5. Whether any final show cause notice has been issued to such agencies/ corporation pertaining to any dispute and its status at the time of submitting Tender/ RFP/ RFQ?

6. Disclosure of projects earlier taken by the Proprietor / or in pool/ Corporation with Central government/Autonomous Bodies and any other related organization of the Government?

7. Whether execution of the project has been fulfilled in time and unable to explain its conduct? -----

8. Whether proceedings are pending before any forum/ tribunal/ courts/ commission. If so, nature and detailed of such dispute be stated specifically? -----

9. Duration from which dispute is pending and present status. -----

10. Non disclosure of the information and with holding of such information shall amount to disqualification in participation in the bid or tender of the CCRT.

11. As per the terms and conditions of CCRT the participation/ approval of such tenders shall be liable to be cancel at any stage at the sole discretion of CCRT.

12. Annual turn Over of last three year are as under:-

2020-21
2021-22
2022-23

13. GST Number of the party

14. Work Experience of the party in years;-

15. Name of the tenderer with complete address
.....
.....
.....

16. Work Execution Site Plan:.....

Signature of tenderer
Through Prop. /Authorized Representative

DOCUMENTS TO BE SUBMITTED

1. EMD of Rs. One Lakh only in favor of Earnest Money A/c CCRT, New Delhi, payable at New Delhi in the form of Demand Draft.

2. Goods & Service Tax No

3. Duly filled, signed & stamped "Tender Form" (Annexure – 1) and Annexure 2 of the tender document.

4. Work experience

5. Annual Turn Over

6. Financial Bid

7. Work execution site Plan

Terms and Conditions

1. The tender document with terms & conditions is available at www.ccertindia.gov.in, web portal of CCRT of Delhi.
2. The tent houses having their registered office and godown in Delhi are eligible to submit the tender. The rates should be all inclusive like setting charges, cartage and delivery etc. at any place within CCRT.
3. The items supplied should be neat and clean and in perfect condition to the satisfaction of CCRT. Torn or shabby and dirty items, even if delivered, will not be paid by CCRT.
4. CCRT will not be responsible for any damage to the items on account fire, theft, riots or otherwise.
5. The tender in the prescribed proforma and accompanied with an earnest money of Rs. 1,00,000/- in the shape of bank draft in favour of Earnest Money A/c, CCRT, New Delhi. shall only be entertained. The agency/contractor whose tender/quotation is accepted, shall execute an agreement on Rs. 100/- non judicial stamp paper reiterating his acceptance of the execution of the work on the rates, terms and conditions set in the contract/quotation/documents.
6. In the case of selected tenderer, the earnest money deposited by the successful bidder shall be converted into the caution money, which will remain with CCRT without interest upto three months from completion of work.
7. The rates quoted shall remain valid for a period of Three months starting from the date of award of tender which may be extendable by another three months with mutual consent. The tenderer shall not demand any increase in rates whatsoever from CCRT. After awarding the job work, payment shall be released as per actual work done at the CCRT and physical verification report.
8. The minimum turnover of the tenderer should be Rs.35.00 lacs per annum for last three years. The proof of turn over duly certified by the chartered accountant during the last three years.
9. The minimum business length of the bidder should be not less than 15 years and have Art background. In this regard a copy of proof may be attached.
10. CCRT reserves the right to reject or accept any part of tender or tender without assigning any reason whatsoever. In case of single tender is received, CCRT reserves the right to except/reject the same.
11. The rates are to be quoted in the prescribed proforma only. Unresponsive and incomplete tender document shall be summarily rejected.

12. That all the correspondence will be addressed to the DIRECTOR, CCRT, New Delhi
13. That the persons employed by the selected tenderer shall at all times and for all purpose shall be the employees of the selected tenderer who shall alone be liable and responsible for payment all kind of wages, salaries, PF, ESI, insurance, remuneration, claims, compensations and other benefits etc. to them without any claim or reimbursement from CCRT.
14. That it is responsibility of the selected tenderer to ensure that all the persons deployed by it will be efficient, skilled, honest and conversant with nature of work.
15. That the selected tenderer will provide uniform and also issue identity cards to each of its staff, supervisor for entry into CCRT. The uniform and identity cards be provided by the selected tenderer at its own cost. Security staff of CCRT shall be liberty to exercise check on any of the staff of the selected tenderer while entering the premises during the work and while leaving from the premises on completion of work.
16. That it shall be the responsibility of the selected tenderer that the character antecedents of such personnel deployed for work have been duly verified by the police authorities and shall produce such police verification on demand to CCRT.
17. That the selected tenderer shall not employ persons below the age of 18 years.
18. That this contract can be terminated by either party by giving three months notice without assigning any reason thereof. whereas case of any unforeseen circumstances CCRT may suspend/terminate the contract without any advance notice.
19. If the successful bidder/contractor fails to provide the Service to CCRT and/or if the services are not found satisfactory enough, the CCRT shall have the right to terminate the contract, without any notice.
20. If the successful bidder/contractor at any time defaults in executing contract job with due diligence and care and continues to do so, and / or the successful bidder/contractor commits default in complying with any of the terms and conditions of agreement and does not remedy it or take effective steps / measures to remedy it, or fails to complete the work as per the terms and conditions and does not complete them within the period specified in the notice given to him in writing, the CCRT may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contractor, shall cancel the contract / agreement after one month notice and caution money/ security deposit / contract performance guarantee will also liable to be forfeited to the CCRT. The CCRT on such cancellation shall have powers to carry out / execute the work through other agencies by any means at the risk and cost of the successful bidder/contractor.
21. The CCRT reserves the right to terminate the contract, without assigning any reason, by giving to the successful bidder/contractor one month notice of its intention to do so and on the expiry of the said period of notice, the contract / agreement shall come to an end without prejudice to any right or remedy that may be accrued to the contractor.

If any information furnished by successful bidder/contractor is found to be incorrect or false at any time, the tender / contract / agreement is liable to be terminated immediately, without notice, and the caution money/security deposit will also liable to be forfeited to the CCRT.

In case the successful bidder/contractor wants to terminate the tender/contract /agreement, it shall have to give one months' written notice in advance to this effect to the CCRT.

22. That in case the selected tenderer failed to provide the services on any day CCRT shall be free to engage/ hire services from the open market and the expenditure incurred would be recovered from the bills of the selected tenderer.

23. That it the responsibility of the selected tenderer to follow all the statutes/ laws/byelaws, labour laws regulations of all statutory and Govt. agencies applicable from time to time and the selected tenderer will also be liable to pay all duties/fees/fines/statutory taxes including Goods & Service Tax etc. levied by any statutory authority.

24. That the selected tenderer shall keep CCRT totally indemnified and harmless against all claims, fines, duties, dues, payments, penalties, compensations, liabilities and other losses etc. which may incur on account of non-compliance or violation of any statutory provisions or on account of any accident, injury, full or partly loss of property or life or damage etc.

25. That the income tax, surcharge, labour welfare cess as applicable shall be recovered from the bills of the selected tenderer.

26. That the selected tenderer shall not use CCRT premises as godown for storing items and immediately remove its goods from the site on completion of job/workwith in two days failing to do so CCRT will charge an amount of Rs. 2,000 per day till such time the goods is actually removed by the tenderer.

27. That in case of any dispute or differences of any kind arises between the parties, decision of Director, CCRT shall be final and binding on both the parties. Further, Director, CCRT will have the power to appoint arbitrator and the decision of the arbitrator shall be final and binding on both the parties.

28. That the both the parties to this contract are subject to the jurisdiction of the courts of Delhi only.

29. The successful bidder shall not make any demand for increase of rates during the period of contract.

30. The tenderer shall not transfer sublet or assign the tender/contract or any part thereof, in any circumstances.

31. Any breach of this condition, entitle CCRT to rescind the contract. Further In case of any breach of agreement on part of successful bidder/ contractor, then the security deposit/earnest money deposited with CCRT by the successful bidder/ contractor shall stand forfeited without any further reference to successful bidder/ contractor who will have no claim of any kind in this regard.

32. The tender would be valid for a period of three months. Extendable by another three month by mutual consent on same rates.

33. For all the Tent, Sound & Light arrangements made at CCRT, the selected bidder will raise the bill to CCRT at the approved rates along with the physical verification report and payment would be released by e payment/RTGS normally within a period 15 days after the receipt of the bill.

34. The rates should be inclusive of all statutory taxes / duties, cartage and labour.

35. It may be noted that no digging of any kind would be allowed within CCRT premises for erection of Tent, Sound & Light items.

36. In case of breakdown of tentage or lighting items for any reasons whatsoever, the successful bidder/ contractor shall make an alternative arrangement at the earliest and make sure that the work should not suffer for such reason. In case of breakdown or due to any reason such breakdown leads to injuries to any person including third party then the contractor shall be liable for the same.

37. If the material/services supplied is found to be sub-standard, the successful bidder/ contractor shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of CCRT.

38. All wirings have to be provided by the successful bidder/ contractor from the source to be specified by CCRT and all safety parameters must be followed, proper electrical connection to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire, at any point of time.

39. All precautionary/safety measures should be adopted by the successful bidder/ contractor in erecting tents, fixing lights including carrying out all contractual work entrusted by CCRT. CCRT will not be responsible for any accident, mis-happening and loss caused due to agency's negligence. The sole responsibility for any legal or financial implication would vest with the agency/contractor. CCRT shall have no liability what so ever.

40. The successful bidder/contractor must ensure installing high quality material/fixtures to ensure beautiful/decorated site besides preventing any untoward incident/mishap on account of inferior quality of material installed.

41. The successful bidder/contractor must ensure all standby material/equipment ready at site prior to any event in order to avoid any embarrassing situation during the event due to shortage of material.

42. In case the successful bidder/ contractor fails to complete the job within stipulated time frame, a penalty 10% of tendered cost per day will be charged from the agency/contractor.

43. All the terms and conditions contained in these tender documents will be a part and parcel of Agreement/Contract to be executed by the contracting agency with the CCRT.

44. Canvassing of any information in connection with the tender is strictly prohibited which may disqualify the tender. The tender must be unconditional.

45. Any bids/ tenders of such person, bodies, corporation and agencies may not be considered in case it is found that :- a) such agencies are in violation of departments earlier projects.

- b) Have failed to comply the request and demands made by the Corporation in spite of final show cause notice issued to them.
- c) Those agencies or its constituents whose assignment / lease/ sublease had been terminated for default of contract or violations of terms and conditions agreed with CCRT terminated by CCRT in past.
- d) Those agencies should not have been blacklisted or debarred by any State Government organization/ PSU etc.

46. Applicable Laws:

The contract shall be governed by the laws of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. All the disputes pertaining to the present contract shall be subject to Delhi Jurisdiction.

47. **Force Majeure:** Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

48. Upon Verification, evaluation/assessment, if in, any case information furnished by the bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.

49. The agency/contractor must ensure installing high quality material/fixtures to ensure beautiful/decorated site besides preventing any untoward incident/mishap on account of inferior quality of material installed.

50. Agency/contractor must ensure all standby material/equipment ready at site prior to any event in order to avoid any embarrassing situation during the event due to shortage of material.

51. In case the agency/contractor fails to complete the job within stipulated time frame, a penalty 10% of tendered cost per day will be charged from the agency/contractor.

52. The quality of the tentage and lights arrangement etc. should be in good/new condition.

53. The agency will provide the tentage, sound and lights etc. well in time before the function.

54. If the material/services supplied is found to be sub-standard, the agency/contractor shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of CCRT.

55. Only the technical bids will be opened on the date of tender opening. Financial bids of only those bidders will be considered for opening whose offer is complete and technically acceptable in all respect. The date and time for financial bid opening will be intimated to the successful bidders subsequently.

56. In case of breakdown of tentage/ light items for any reasons whatsoever, the agency/ contractor shall make an alternative arrangement at the earliest and make sure that the work should not suffer for such reason. CCRT is not liable to compensate any loss due to break down or for any other reason.

57. All wirings have to be provided by the agency/ contractor from the source to be specified by CCRT and all safety parameters must be followed, proper electrical connection to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting, fire and shocks.

58. All precautionary safety measures should be adopted by the agency/ contractor in erecting tents, fixing lights etc. CCRT will not be responsible for any accident, mishappening and loss caused due to agency's negligence. The sole responsibility for any legal or financial implication would vest with the agency/ contractor. CCRT shall have no liability whatsoever.

59. In case of any breach of agreement on part of agency/contractor, agency's/contractor's security deposit/earnest money deposited with CCRT shall stand forfeited without any further reference to agency/contractor who will have no claim of any kind in this regard.

60. If for any reason CCRT is dissatisfied in any way with the standard of the services or felt deficiency in service during the hire period, it will be reported to the Agency/ Contractor in writing.

61. If the agency/ Contractor fails to provide the Service to CCRT and/or if the services is not found satisfactory enough, the CCRT shall have the right to terminate the contract.

62. In case successful bidder fails to undertake contract, his EMD will be forfeited.

63. Selected L-1 bidder will have to give his consent to provide/supply any other additional item (if required)within its quoted rate.

Signature.....

Name of the Tenderer & Address

.....
.....

Scope of Work:

1. The Work Theme: “VIRASAT – KALAKARON EVAM SHILPKARON KA MELA”,
2. Conceptualization, designing and fabrication of Venue for the Festival of “VIRASAT – KALAKARON EVAM SHILPKARON KA MELA”, and provide other related ancillary services.
3. Setting and sprucing the appropriate Venue for the Inauguration of “VIRASAT – KALAKARON EVAM SHILPKARON KA MELA”. The Mela will feature art and craft of artists. Providing one or two portable low seater with the maximum capacity of 6 persons for the welcome musicians. The same portable seater has to be deployed in the Centre for Culture Resources & Training, Plot No 15-A, Sector 7, Dwarka, New Delhi-110075 before the performances.
4. In the Lawn 1 , CCRT, Dwarka, designing stage/Floral decoration/outside area for performances Overhead aluminum water proof hanger with fire retarded should be strong

enough to sustain high speed wind/rain pressure with 100 mm leveled wooden floor laid/fixed with non-woven carpet in the hanger structure. The hanger structure should be covering the provided area in Centre for Culture Resources & Training; Plot No 15-A, Sector 7, Dwarka, New Delhi-110075.

5. Exhibitions cum sale Stalls approximately 25 to 30 in numbers, creation of counter with sitting of 2-4 person, adequate Electricity & points etc.

6. One stage size 40ft X 28ft with a height of 3ft. and podium with a seating capacity of 350 audience. Sufficient lights will be provided at stage, lawn and entry gate.

7. Creating Food Courts (minimum of six stalls) in the hanger one each for VIP and General separately. About 50 chairs, sufficient number of tables for people to sit or stand and eat.

8. CCTVs (8) in the Lawns area and sufficient lightings covering both the stage and LAWN may be provided at where cultural performances take place.

9. One cabin with 6 charging / plug points on Board for media persons. The Media cabin shall

Contain one small table and two chairs.

10. One make shift table measuring 4 feet length, 2 feet width and 3½ feet height draped in white cloth bearing Mela logo and also with three chairs for the respective area in the lawn.

11. (JBL)Sound system with high power speakers and stage monitors, digital audio mixer 24 channels, required MIC's cordless MIC/ lapel/hand held MICs with all required accessories.

Designing and erecting arches on the CCRT Dwarka entrances.

12. The scope of work will cover providing plants to add a green touch to the Venue along with

Electrical fittings in the pavilion as per requirements.

13. Dustbins (Big sizes) with Swachh Bharat Mission Logo.

14. Soundless 125 KVA and 62 KVA generators capable to cater electrical requirement.

15. Round the clock security of the Venue with sufficient guards.

16. Keeping the Venue neat & clean and to follow the guidelines of Covid-19/Omicron Pandemic.

17. Fire Exit in the Venue.

18. The successful bidder should also provide one fire tender with staff and atleast 6 Fire Extinguisher for the lawn 1 at Centre for Culture Resources & Training, Plot No 15-A, Sector 7, Dwarka, New Delhi-110075.

19 Enough multipurpose work force must be engaged for shifting/change/other miscellaneous work during the Mela.

20. Tenderer should have obtained all permission/licenses required for organizing Mela.

20 The main scope of work besides other important areas includes fabrication of Venue for the

Mela well in time, maintenance as well as daily cleaning/sweeping and 24 hour security of the Venue during the event and dismantling of the pavilion after the event within 24 hour. The Lawns must be hand over in the perfect conditions as was given before the start of the work.

ANNEXURE-II

FINANCIAL BID

PARTICULARS	AMOUNT (IN FIGURE)	AMOUNT (IN WORDS)
Light, Sound, Display & other Misc. Arrangements at Centre for Culture Resources & Training, Plot No. 15-A, Sector 7, Dwarka, New Delhi 110075 to organizing "VIRASAT – KALAKARON EVAM SHILPKARON KA MELA" from 05th March 2024 to 14th March 2024 (10 Days)		

(All Taxes/Charges inclusive)

Signature of the authorized signatory with seal>

<Name>

<Designation>

<Name of the Organization>

<Phone & E-mail>

Place:

Date