

F.No.7/14(31)/2012-SD/S&S
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. MESS BUILDING
JANPATH
NEW DELHI-110001.

TENDER DOCUMENT

Tender Enquiry for Hiring of Stage Lights and Sound System during programmes and performances.

Tender Document is free of cost

1. Last date for collection Tender Document(s) : 8th October, 2015 upto 03:00PM
2. Last date for submission of Bid(s) : 8th October, 2015 by 03:00PM
3. Date of opening of Technical Bid(s) : 8th October, 2015 04:00PM

Signature of Tenderer

F.No.7/1(11)/2013-SD/S&S

Indira Gandhi National Centre for the Arts
Janpath, New delhi-110001

Tender No. ..

Dated: 16th September, 2015

NOTICE INVITING TENDER

Tender Enquiry for Hiring of Stage Lights and Sound System during programmes and performances for a period of one year.

On behalf of Indira Gandhi National Centre for the Arts (IGNCA), sealed quotations are invited from vendor for Hiring of Stage Lights and Sound System in IGNCA. This Centre has a number of quality publication and documentations to its credit. The Arts here are understood to comprise the fields of creative and critical literature, written and oral; the visual arts, ranging from architecture, sculpture, painting and graphics to general material culture, photography and films; the performing arts of music, dance and theatre in their broadest connotation; and all else in fairs, festivals, rites, rituals and lifestyle that has an artistic dimension. Through its diverse programmes of research, publication, documentation, training, creative activities and performances, the IGNCA seeks to place the arts within the context of the natural and human environment. The fundamental approach in all works is both multi-disciplinary and inter-disciplinary.

The tender documents can be obtained from S&S Section of IGNCA free of cost or downloaded from the IGNCA website www.ignca.nic.in & NIC website www.http://eprocure.gov.in

Quotations in sealed cover under two bid system (separately for Technical and Commercial bids) are invited from the interested vendors who can provide the desired items and back up support of high standard for Hiring of Stage Lights and Sound System.

The quotations to be addressed to Consultant(S&S), 11 Man Singh Road, New Delhi – 110001 in sealed cover. Technical bid containing EMD and other required documents to be put in a separate Envelope duly super scribed as “Technical Bid Hiring of Stage Lights and Sound System Tender” and Financial Bid is to be put in a separate envelope super scribed “Financial Bid Hiring of Stage Lights and Sound System”. The both the envelopes are to be put up in one envelope super scribed “Tender Hiring of Stage Lights and Sound System”. The last date for submission is **3 PM on 8th October, 2015**. The technical bid would be opened in front of the vendors on **8th October, 2015 at 4.00 pm** at the S&S Section.

The financial bids of technically qualified vendors will be opened at S&S Section, IGNCA at 11 AM on **14th October, 2015**.

(IP Singh)
Consultant (S&S)

Indira Gandhi National Centre for the Arts
Janpath, New delhi-110001

Hiring of Stage Lights and Sound System in IGNCA for a period of one year

TERMS AND CONDITIONS

1. Quotations in sealed cover under two bid system (separately for Technical and financial bids) are invited from the interested vendors who can provide the desired items and back up support of high standard for the Hiring of Stage Lights and Sound System
2. Vendor should be a reputed vendor for Hiring of Stage Lights and Sound System.
3. Sealed quotations will be opened by a Committee on due date and time. Authorized representative from the Company can attend the tender opening.
4. A list of similar programmes carried out by the vendor may be enclosed alongwith completion details.
5. An EMD for Rs.30,000/- must be enclosed favoring IGNCA only in the envelope of technical bid in form of DD or Pay Order.
6. Hiring of Stage light equipments and Sound System at IGNCA premises consisting of buildings at C.V. Mess building, No.3 Dr. R.P. Road and 11, Man Singh Road, New Delhi. These service are required for Mega Events including International programmes link theatre festival etc. Audience would be 1000+.
7. Before submission of Bids, the Firms may visit the IGNCA premises for assessing the actual stage area/sizes.
8. The rate quoted should be comprehensive for the services to be provided at IGNCA, including all taxes.
9. The tender is being issued with no financial commitment and IGNCA reserves the right to change or vary any part thereof at any stage. IGNCA also reserves the right to reject/cancel any tender or whole tender process without assigning any reason on valid grounds.
10. Site inspection before submission of quotations can be made with prior intimation to this office at Tele No.23388092 /23388285.
11. Copy of PAN, TIN, VAT, Service tax and other credentials etc. are to be enclosed with technical bid.
12. The EMD of the unsuccessful bidders will be refunded except that of L1 and L2 Bid. The EMD of L1 and L2 Bid would be refunded after award of contract. A performance Guarantee of Rs.3.0 Lakhs in the form of FD/Bank Guarantee in favour of IGNCA valid for the period till 18th Months Would need to be given by the successful Bidder before the award of the contract.
13. The period of hiring will be for one year effective from the date of placing order which may be extended for another year based on satisfactory services.

(IP Singh)
Consultant (S&S)

Signature with date & stamp of authorized signatory

Technical Bid
Essential Requirement for Qualification

1. Name of the Firm/Company.
2. Address of the Firm/Company.
3. Contact Number.
4. Fax Number.
5. Date of incorporation/registration
6. Whether proprietary/company/partnership firm
7. Turnover during last three years
(Attach supporting documents i.e. balance sheet, profit and loss account etc) including TDS/service tax and any other tax paid details.
8. Work undertaken supply of equipments on hire/lease and skilled manpower of at least Rs.30 Lakhs per annum for at least three previous years. (Documentary Proof to be furnished).
9. Facilities available with vendor at Delhi
 - (i) All field equipments – list to be attached with ownership details
 - (ii) Technicians with five years experience – list to be attached
10. Details of experience with three Govt. organizations
(Work order and completion certificate to be attached)
11. (a) PAN no. (attach copy)
(b) TAN no. (attach copy)
(c) Sales Tax no. (attach copy)
(d) Copy of income tax return for last three years
12. Details of earnest money

Signature of Tenderers

Financial Bid

The packaged rates separately for
Sound and Lights per day are to be
Given including all taxes.

Rates

Signature of Tenderers