

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V.MESS BUILDING, JANPATH, NEW DELHI-110001

NOTICE INVITING EXPRESSION OF INTEREST

Indira Gandhi National Centre for the Arts is a Premier National Institute engaged in the pursuit of knowledge on Art and Culture. It is a fully Autonomous Trust under Ministry of Tourism and Culture.

2. Expression of Interest (E.O.I.) is invited from interested and reputed vendors/operators, who are financially sound and having experience and expertise for the Management and Running of IGNC Guest House and Cafeteria, at No.11, Man Singh, New Delhi, on lease basis initially for a period of 5 years extendable for another period of 3 to 5 years on mutually agreed terms and conditions.

3. The Guest House Block is of ground plus two floors construction. It is centrally air-conditioned and have 24 numbers of Double Bed Rooms/Suites of different sizes, a dinning hall of size 40 feet by 18 feet, a lounge hall of size 31 feet by 15 feet which can be used as a Coffee Shop and two halls of size 36 feet by 18 feet which can be used as Conference and Seminar Hall. The accommodation shall be furnished and equipped by the successful bidders at their own cost.

4. The detailed information on Guest House Block can be obtained from the office of Deputy Secretary (Admn.), IGNC, C.V.Mess Building Complex, Janpath, New Delhi on payment of Rs.500/- (non-refundable) from 21/10/09 to 30/10/09.

5. Vendors/Operators who fulfil the minimum eligibility criteria should submit their details to the Deputy Secretary (Admn.), IGNC, New Delhi on or before 30/10/09. The Vendors/Operators who are short-listed shall be called for a pre bid one-to-one meeting and a presentation of their concept for IGNC Guest House. The Short-listed Vendors, therefore, should submit their commercial bid to Deputy Secretary (Admn.), IGNC on or before 20/11/09.

Deputy Secretary (Admn.)

BROCHURE

**PHOTOGRAPH OF
KALA NIDHI, KALA KOSHA AND SHARED RESOURCES
BUILDING FRONT VIEW**

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
KALA NIDHI, KALA KOSHA AND SHARED RESOURCES BUILDING AT NO.
11, Man Singh Road, NEW DELHI.**

PREAMBLE

The Indira Gandhi National Centre for the Arts is a premier national institute engaged in the pursuit of knowledge on arts and culture. It was launched in 1985 in the memory of Smt. Indira Gandhi and formally established as a fully Autonomous Trust in March, 1987 by Government of India in the Ministry of Human Resource Development (Department of Arts) (now Ministry of Culture) for undertaking a variety of programmes and activities to demonstrate the Central role of the Arts in life.

Its activities include research, publication, training, documentation, dissemination and networking and the Centre has grown as one of the largest repository of information pertaining to the arts in India.

The conceptual Building Construction Plan for IGNC A Complex was finalized through an International Design Competition in 1985, announced by the then Prime Minister Shri Rajiv Gandhi. The award by the International jury went to Prof. Ralph Lerner of Princeton University, USA who was declared the winner of the first prize for his Architectural Building Plan for IGNC A cultural complex.

This conceptual plan consists of well-integrated building complex, with eight building components viz Kala Nidhi Kala Kosha and Shared Resources 'A', Sutradhara Underground Parking 'B', Janpada Sampada, Exhibition Galleries, Museum and Residential Block, National Theater, Indian Theatre, and Concert Hall.

The first component of the building complex, which incorporates 'Kala Nidhi and Kala Kosha Divisions' and Guest Room for visiting scholars, was completed and inaugurated by the then Prime Minister Shri Atal Behari Vajpayee on 19th November 2001.

The completed Kala Nidhi, Kala Kosha and Shared Resources Building has following parameters :

Building Built-up Area	-	27,218 square metres
Concrete work	-	23,000 cubic metres
Steel Reinforcement	-	4,500 tons
Stone Cladding	-	12,500 square metres
Marble and granite work	-	15,000 square metres
False ceiling	-	20,000 square metres

Details of Services incorporated in Kala Nidhi, Kala Kosha and Shared Resources Building

A. Air-conditioning

**Photograph of A.C.
Plant Room**

Trane (USA) make chillers of 350 TR each	-	4 nos.
Air handling units (AHU)	-	20 nos.
Hot and Cold water piping	-	7,000 running metre
Air supply and exhaust fans	-	28 nos.
Air-conditioning ducting	-	6,500 square metres
Cooling Towers	-	8 nos.
Design parameters	-	Temp. 22⁰-24⁰ C+ I c Relative humidity 50% - 60% + 5%
Pumps for handling hot and cold water	-	19 nos.

B. Plumbing and Fire Suppression

**Photograph of pump room
and water treatment plant
room**

1.	Water Storage capacity	-	6,00,000 litres
2.	Water Treatment Plant Equipment with softener and pressure filters	One plant	
3.	Hydro pneumatic system of water supply	One plant	

C. Other / Installation:

4.	Intelligent Fire Alarm System of Honeywell make		Photograph of Fire Alarm System Panel
5.	Building Management System of Honeywell make		
6.	Centralized UPS System		
7.	Surveillance System		
8.	Sprinkler, Wet Riser and Yard Hydrant Systems with automation Control from BMS System		Photograph of Fire Pump Room
9.	Centralized Computer Networking System	-	
10.	Six nos. of 13 Passenger KONE Lifts	-	Photograph of Lift Interior
11.	Two Nos. of Freight Lifts		
12.	One no. of Dumb Waiter (for books)	-	Photograph of Dumb Waiter
13.	LT Sub-station with capacitor bank and HT (11 KV) sub-station with Two Dry Resin Cat Type 2000 KVA Transformers and HT Panels		Photo of HT sub-station Photo of LT Panel Room Photo of Transformer
14.	Standby Power Supply from two nos. of 1250 KVA each DG sets with Control Panels and Exhaust Air Scrubber System		Photo of DG Room Photo of Scrubber System

KALA NIDHI, KALA KOSHA BUILDING CONSIST OF FOUR PARTS:

PART-III

PART-I

Part-IV

Part-II

1. **Part-I and Part-III portions of the building pertains to Kala Nidhi Division activities.**
2. **Part-IV portion of the building pertains to Kala Kosha division activities.**
3. **Part-II portion of the building is a Guest House Block**

GUEST HOUSE BLOCK

Front View of Guesthouse Block

The Accommodation and Facilities available in this Residential / Guest House Block of Ground + Two Floor Construction is detailed below

Sl. No.	Details of Accommodation (unfurnished)	Ground Floor	First Floor	Second Floor	Total
1.	Double Bed Rooms of size 14 feet x 12 feet with <ol style="list-style-type: none">1. Attached toilet and shower room of size 8 feet x 6 feet2. One teak wood wardrobe3. Fan coil AC Units (FCU) of 3 TR capacity connected to central air-conditioning system of the building	4 Nos.	4 Nos.	4 Nos.	12 Nos.
2.	Double Bed suit of size 18 feet x 12 feet with <ol style="list-style-type: none">i) Attached toilet and shower room of size 8	2 nos.	4 nos.	4 nos.	10 nos.

	<p>feet and 6 feet</p> <p>ii) One teak wood wardrobe.</p> <p>iii) One lobby of size 9 feet X 8 feet at the entrance.</p> <p>iv) One Fan Coil Unit (FCU) of 3 TR capacity connected to central air-conditioning system of the building</p>				
3.	<p>Deluxe Double Bed Suit of size 20 feet x 12 feet with</p> <p>i) Attached toilet and shower combine room of size 11 feet x 6 feet</p> <p>ii) One lobby of size 9 feet x 8 feet at the entrance.</p> <p>iii) One teak wood wardrobe</p> <p>iv) One fan coil Unit (FCU) of 3 TR capacity connected to central air-conditioning system of the building</p>	-	1 no.	1 no.	2 nos.
4.	<p>Hall of size 36 feet x 18 feet with attached</p> <p>i) Pantry of size 10 feet x 10 feet</p> <p>ii) One Toilet</p> <p>iii) One Janitor room</p> <p>iv) Four nos. of Fan Coil Units of 1.5 TR each</p> <p>v) Kitchen Exhaust System</p>	-	1 No.	1 no.	2 nos.
5.	Maid Room with Electric Control Panel for the Floor	1	1	1	3 Nos.
6.	Spare Room (for store)	1	1	1	3 Nos.
7.	Gents, Ladies and Handicap persons toilet room	One each	One each	One each	3
8.	Sprawling Lush green lawns in front of Guest House suitable for Garden Dining	1	-	-	1

9.	Dining Hall of 40 feet x 18 feet size with kitchen / pantry of 10feet x 10 feet size and	1 no.	-	-	1 no.
10.	Lounge Hall of size 31 feet x 18 feet with glass paneling with garden view (suitable for Coffee Shop)	1 no.	-	-	1
11.	Reception Area with Lift Lobby of 40 feet x 27 feet size with 2 lifts serving all floors	1 no.	-	-	1

Facilities Available:

A. Accommodation in Guest House.

1. The IGNC A Guest House has 12 Double Bedrooms, 10 Double Bed Suits, 2 Deluxe Double Bed Suits.
2. All these rooms are centrally air-conditioned and have provision of telephone, television and computer network sockets.
3. 2 nos. of lifts with 13 Passenger capacities serve all the floors of the Guest House.

B. Seminar/Conference Halls.

1. The Guest House has 2 big halls of size 36 feet by 18 feet with attached pantry. The halls can be used for conference/seminar purposes. The halls are centrally air-conditioned.

C. Dining Facility:

At ground floor of the Guest House a Dining Hall of size 40 feet x 18 feet with attached pantry / kitchen is available.

At the same floor a spacious lounge hall of size 31 feet by 18 feet with glass paneling having garden view is available for multipurpose use.

D. Lawn and Courtyard:

In front of Guest House a lush green lawn and courtyard is available which can be used for special garden dining purposes.

E. Parking

Sufficient Parking Facilities are available in Building Complex area.

F. Types of Functions that may be allowed.

1. Meetings of National and International Societies.
2. Conferences of National and International Standards.
3. Small gatherings of Art and Culture or associated Professional Clubs.
4. Art Exhibitions and related functions.

G. The functions which will not be allowed

1. Marriage & birthday functions;
2. Commercial functions;
3. Functions which may cause noise
4. Functions which does not get clearance from IGNCA

H. SCOPE OF THE WORK:

The Expression of Interest (EOI) should contain

1. The quantum of investment proposed.
2. Facilities to be offered.
3. Profile of personnel to be dedicated to the project.
4. Details of the business plan, including the Operation & Maintenance, Expenditure and the revenue model along with the proposed room tariff structure.

I. MINIMUM ELIGIBILITY CRITERIA:

The participating firm

- **Should be a company registered under the Companies Act, 1956 with a minimum turn over of Rs.50, 00,000/-(Rupees fifty lakhs) per annum** from the business of operating & maintaining reputed Guest Houses/hotels in the **last three financial years**. The turn over here means turn over from room rent and from other services provided to guest. List of clients served during the last 3 years may be attached.
- **Should have had a net profit for at least two years during the past three financial years.**
- **Should not have** defaulted any bank or financial institution loans in the past.

- **Should not have** defaulted in payment of any statutory dues and undisputed liabilities.
- **Should be** an income tax and sales tax/service tax payer.

J. **ANNUAL USER CHARGE:**

The contractor has to pay IGNCA annual user charge and this will be based on the financial bid of the successful bidder.

TERMS AND CONDITION:

1. The lease would initially be for a period of 5 years extendable to a further period of 3/5 years/or more. Unless specifically stated the period shall commence from the date of handing over of the possession of the Guest House. However, the work of the Operator shall be revised once every year in terms of the provisions of the Expression of the Interest.
2. Marketing of the facilities would be the responsibility of the operator alone.
3. The Vendor/Operator will be selected on the basis of competitive bidding towards payment to IGNCA for the lease of the said facilities to the satisfaction of IGNCA authorities.
4. The prospective operators who fulfill the minimum eligibility criteria should submit their details in a sealed cover clearly marked "Expression of Interest for the management of Guest house in IGNCA" and same should be addressed to Director (Admn.), Indira Gandhi National Centre for the Arts, C.V. Mess Building, Janpath, New Delhi-110 001 so as to reach him on or before _____, 2008. The prospective vendors/operators who are shortlisted by the screening committee of IGNCA shall be called for a pre-bid one to one meeting and presentation of their concept for IGNCA guest house. The shortlisted vendors/operators should submit their financial bids on the prescribed format illustrated in the end of this BROCHURE on or before _____, 2008. The Operator/Vendor who quotes the highest amount that would be paid to IGNCA annually for the lease of the said facilities and satisfies the requirements of IGNCA may ideally be offered the lease provided

he agrees to this and other conditions stated therein. However, the final decision in this regard shall vest with Member Secretary, IGNCA who may, in his discretion, choose to award the lease to any other bidders by reasons to be set out in writing.

5. The accommodation in the Guest House is not furnished and equipped. The selected Vender/Operator shall get the furnishing items and design approved from the Committee constituted by IGNCA before procurement action for furnishing the Guest House.

6. The successful operators shall share the expenditure for centralized services of:

(a) Operation and maintenance of centralized HVAC system and Hydropneumatic Type System of water supply. These charges shall be for 14 hours of operation per day (by not charging the same for 10 hours per day which are considered general working hours of IGNCA). These charges shall be as per actual on no profit no loss basis.

(b) The operator shall adopt all necessary safety requirements and shall adhere to them as per the provision of all applicable laws, statutory rules and regulation and orders of statutory/ regulatory authorities i/c labour laws and sanitation laws. All the requisite permission and licenses from appropriate authorities, as applicable, shall be obtained within 30 days of start of acceptance of bid under the information to IGNCA.

7. The expenditure towards power consumption and maintenance of electrical and sanitary installations in Guest House Block, House keeping, security, telephone bills and other related expenditure as required shall be made by the operator. No addition alteration in original design and structure shall be permitted. Any damage done to the property of IGNCA in Guest House Block shall be made good immediately by the operator.

8. The routine operation and maintenance charge of the lifts shall be directly paid by the operator. However, major repairs to the lift if they are not due to negligence, shall be paid by IGNCA.

9. The selected operator shall make payment of annual user charges on quarterly basis to IGNCA by Demand Draft drawn on any nationalized Indian Bank in advance on or before 7th day of the beginning of each quarter.

10. Interest free deposit equal to the amount payable for one quarter shall be paid at the time of signing of the contract as Security Deposit that shall be refunded at the time of expiry of contract in case there are no recoveries for the damages on any account if any. If the recoveries amount to more than the deposits IGNCA shall have all the rights to recover the required amount in any way and the decision of the IGNCA in this regard shall be final and binding.

11. The rent for the rooms, conference rooms, sale proceeds from Cafeteria, Coffee Shop, IGNCA Cafeteria would remain the sole property of the operator. The operator would maintain computerized accounts and same would be made available to IGNCA as and when demanded.

12. No liquor shall be served by the operator in the cafeteria, coffee house or in the Guest House premises without written permission of the IGNCA authorities in special cases.

13. The Guest House premises shall not be used for marriage parties and other functions of purely commercial in nature.

14. The operator shall make available the rooms in the guest house to IGNCA for a limited number of days @ the rate of 40% of the prevailing tariff rate. These numbers of days shall not exceed 50 days in a year. For the remaining requirement, the IGNCA shall pay full fixed rates to the operator for use of accommodation. The operator shall, however, give preference to the requirement of the IGNCA.

15. In the cafeteria, coffee house snacks counters, dining room run by the operator in Guest House and other area in IGNCA complex, 50% concession in the rates excluding taxes shall be made to the employees, scholars and guest of IGNCA against the concession coupons issued by IGNCA. The number of coupon IGNCA shall be entitled to issue shall be negotiated on mutually acceptable limit.

- Tariff for rooms need to be fixed in consultation with IGNCA.
- Rates for food/tea/other eatable also need to be fixed in consultation with IGNCA.
- Rate for IGNCA official tea/lunch/dinners also need to be fixed by mutual agreement, which can be reviewed every year.

16. The operator shall also be allowed to serve the snacks, meals and soft drinks etc. to general public without compromising the law and order and dignity of the Centre.

17. The operator shall have the option to manage the staff canteen of IGNCA at C.V. Mess, Janpath for about 250 employees.

18. The operator shall ensure that the leased property is not used for any illegal activities by any person including guests and further undertake not to let out the premises/facilities to any individual/body/group of person etc. whose presence may be detrimental to IGNCA or to the atmosphere of the campus and the resident/scholars etc. Failure to do so shall entitle IGNCA to terminate the contract without any notice/compensation to the operator.

19. The operator while taking over the premises shall take over the fittings, installations, fixtures etc. and sign the inventory. Any damage or loss of the items of the inventory shall be recovered from the operator. A periodic check of the inventory by a representative of IGNCA shall be allowed by the operator. The operator may install additional fittings for improvement of the facilities without addition and alteration of original structure and design. No payment shall be made by IGNCA for these additional fittings.

20. The operator shall bear all the expenditure pertaining to electricity, water, cable and Internet charges as well as civil/electrical air-conditioning repairs to existing installations without changing the design and brand of installations. The overloading of the existing electrical circuits shall not be allowed and use of electrical installation shall be done as per the provision of Indian Electricity Rules.

21. The facilities for local and international calls, Internet, fax and other communication as may be approved in writing shall be made available to the guest of IGNCA occupying the marked accommodation and they may be charged for their services at the rates approved by IGNCA.

22. Cleaning, dusting and other house keeping services in the guest house would be the responsibility of the operator. The operator would also be responsible for the disposal of the garbage of the Guest House, Cafeteria and function venues.

23. For providing efficient services in the Guest House on 24 hours basis, the operator shall ensure the availability of adequate manpower.

24. The operator shall keep indemnify IGNCA fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liability, or death of their employee or personnel injury arising out of any faulty operation of installation, negligence, inadequate maintenance and caused directly or indirectly by an act of omission or commission on the part of the contract by the operator/contractor, his employee agent or representative.

25. Disputes, if any, with regard to the interpretation, execution or implementation of terms and conditions shall vest exclusively with the competent authority of IGNCA whose decision shall be final and binding upon both the parties. In case the Operator is not satisfied with the decision of the competent authority of IGNCA then the case shall be referred to a sole Arbitrator appointed by the IGNCA and all proceedings in this regard shall be subject to the jurisdiction of competent courts at New Delhi.

26. After acceptance of the bid of the prospective operator an agreement / MOU containing above terms and conditions or more shall be signed by IGPCA and the successful operator. All the expenses, statutory or regulatory, leviable in this regard shall be borne by the operator.

27. Standard force-majeure conditions would apply.