

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

C.V. Mess Building

Janpath, New Delhi

Tender Document

Annual Contract for Hiring of Stage light equipments etc.

Cost of Tender Document: Rs.100/-

Annual Maintenance Contract for Hiring of Stage light equipments etc.

“COMPANY PROFILE”	
Date of Opening of the Technical Bid	
Earnest Money Deposit(EMD)	Rs.20,000/-
Name of the Company	
Address	
Telephone Nos.	
Fax Nos.	
E.mail I.D.	
Year of Commencement of Company	
Name & Telephone Number of Contact Person	
PAN No.	
PF No.	
ESI No.	
Registration/Licence No.(with concerned authorities)	

Please note: Earnest Money Deposit may be enclosed along with the Technical Bid only. Demand Drafts and Bankers Cheque are only acceptable. No cash/cheque will be received.

Tender received without EMD will be out rightly rejected.

A. Eligibility of Bidders

- (i) All interested firms should be registered with CPWD, PWD, DDA MES, NDMC, MCD in appropriate class.
- (ii) The firm should be providing similar kind of service for at least five years and maintaining annual turn over of Rs.50 lakhs or above during the last 3 financial years.
- (iii) The bidder should have the expertise of undertaking similar type of work of such magnitude i.e. providing of Stage light equipments etc. on hire basis at PSUS autonomous Institutions/govt. in the last five years.

B. The sealed cover of Technical Bid should consist of the following documents:

1. EMD for an amount of Rs.20,000/- (Rupees Twenty thousand only) in the form of Demand Draft/Banker's cheque / Pay Order in favour of IGNCA, New Delhi.
2. Self attested copy of PAN Card No. under Income Tax Act.
3. Self attested copy of Service Tax Registration number
4. Self attested copy of valid registration number of the Firm/Firm/Company.
5. Self attested copy of valid Provident Fund registration number.
6. Proof of average annual turn over supported by audited balance sheet.
7. Proof of annual turn over supported by audited balance sheets.
8. Certificate of satisfactory completion of one work of same nature of amounting to Rs.15 lacs in last five years from the hiring agencies.

B. Evaluation Process

The details submitted by the bidder in the eligibility criteria will be evaluated in the following manner and the qualifying marks shall be 70%. The total marks shall be 100 and their classification will be as under:-

- (i) The firm should be in business for providing of stage light equipments etc. on hire basis to the various Govt./PSUS/autonomous organization at least for the last five consecutive years and maintaining annual turn over of Rs.50 lacs or above during the last 3 financial years 40 marks
- (ii) The firm should have experienced persons in the erection of and providing of stage light equipments etc. and other related electric work. 20 marks
- (iii) The firm should have experience of carrying at least one work of similar nature of amount of Rs.15 lacs in last five years 20 marks

- (iv) The firm should be registered with any of the specified Government Departments

20 marks

List of Important Clients in Delhi

Name of the Company	Address of the contact person	Work related to providing of stage light equipments etc. of undertaken during the last three years	Phone & Fax numbers, E-Mail address

List of Important Clients outside Delhi

Name of the Company	Address of the contact person	Work related to providing of stage light equipments etc. of undertaken during the last three years	Phone & Fax numbers, E-Mail address

Bidders may also enclose a profile of the company along with the Technical Bid.

Details of Earnest Money Deposit

1.	Draft No.
2.	Date
3.	Amount(Rs.)
4.	Bank
5.	Signature
6.	Name
7.	Designation
8.	Telephone No.
9.	Mobile No.
10.	Fax No.
11.	E.mail. I.D.
12.	Date
13.	Stamp

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION(S&S/EMU)
C.V. Mess Building, Janpath, New Delhi-110001**

Tender No.42

New Delhi, 17th November, 2009

Name of Work:- Hiring of stage light equipments etc. at IGNCA premises consisting of Buildings at C.V. Mess, No.3 Dr. R.P. Road, and No.11 Man Singh Road, New Delhi.

Sealed item rate tenders are invited on behalf of Indira Gandhi National Centre for the Arts(IGNCA) from the registered contractors of CPWD, PWD, MES, MCD, NDMC, DDA of appropriate class for hiring of stage light equipments etc. for IGNCA Complex. The tender should be addressed in the name of Shri D.S. Gaur, US(Admn.), IGNCA, C.V. Mess, Janpath, New Delhi and dropped in the tender/quotation box kept in the S&S Section latest by 27.11.2009 till 3.30 p.m. which will be opened at 4.00 p.m. on the same day.

The tender should be submitted in two **Parts i.e. Technical Bid and Price Bid and in - two sealed envelopes.** The Earnest Money and self attested photocopy of the Experience Certificate should be kept in one envelope and the following line in 'Bold' should be written on the cover of envelope.

“Technical Bid of Tender No. 42 dated 12.11.2009”.

The rates for the work will be quoted in the second sealed envelope, the following line in bold should be written on the cover **“Price Bid of Tender No. 42 dated 12.11.2009”.**

The last date of issue of tender form, date and time of receipt, date and time of opening of the tender and other details are shown in the table below:-

S. No.	Name of Work	Cost of tender form	Probable amount of contract (Rs.)	Earnest Money @ 2% of tender amount (Rs.)	Last date of issue of blank tender form	Date & Time of receipt of tender form	Dated & Time of opening of technical bid	Remarks
1.	Hiring of stage light equipments etc. at IGNCA premises consisting of buildings at C.V. Mess Building, No.3 Dr. R.P. Road and 11, Man Singh Road, New Delhi	100/-	10 lakh	20,000/-	Up to 5.00 p.m. on 26.11.09	Up to 3.30 pm on 27.11.09	at 4.00 pm on 27.11.09	

The date of opening of Price Bid will be intimated after acceptance of Technical Bids.

(D.S. GAUR)
Under Secretary(A)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. Mess Building, Janpath,
New Delhi-110001

FINANCIAL BID

QUOTATION FOR HIRING OF STAGE LIGHT EQUIPMENTS

Amount in Rupees

S. No.	Items	1 st Day Rate	Discount on 2 nd day	Discount on 3 rd day	Discount on subseq.days
1.	Spot light 1000 watt				
2.	Spot light 2000 watt				
3.	Fresenal 2000 watt				
4.	Halogen spot light 1000 watt				
5.	Halogen spot light 2000 watt				
6.	Profile spot light 1000 watt				
7.	Follow spot light 2000 watt				
8.	HMI follow spot light 1200 watt				
9.	Multi 10 light 1000 watt				
10.	Multi 20 light 2000 watt				
11.	Profile spot light 600 watt				
12.	Halogen light 1000 watt with born door				
13.	Holigen light 500 watt with born door				
14.	PAR 64 light 1000 watt				
15.	Halogen cyclorama flood light 1000watt				
16.	Strobe light				
17.	Jumbo strobe light				
18.	Victory II (sgm)				
19.	Color lab(sgm)				
20.	Beam light				
21.	Tower for lights				
22.	Trus for lighting – per rft.				
23.	Electronic dimmer per KW				
24.	Automatic slide projector – KODAK				
25.	Mirror ball with two beams				
26.	Exhibition light				
27.	Scanner light(India)				
28.	Scanner light (imported with remote) HMI 1200W				
29.	Scanner operating panel – pilot 2000				
30.	Imported filter – Lee or ROSCO				
31.	Liquid smoke machine – imported				
32.	Motorised effect project – 1000 watt (cloud, fire, rain, waves etc.)				
33.	Motorised effect projector – 2000 watt (cloud, fire, rain, waves etc.)				

- Note:-**
- The light equipments will be needed for various festivals/concerts/conferences/stage productions (plays, dance dramas, ballets etc. etc.)/seminars etc. etc. and for National and International events; so the contractor(s) will have to submit his (i) firms profile and (ii) List of the clients alongwith the copy of the orders.
 - Rates of each items as given for 1st day shall be considered for 2nd and subsequent days discount on 1st day rates. The 1st day shall be the day on which rehearsal or programme is performed and no charges shall be paid for installation day.
 - The light equipments will be latest technique of high standard and the rate will be inclusive of light/sound operation charges.

4. The lowest rates amongst the tenderers of stage light approved for general light equipments will be paid.

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
NEW DELHI**

**TERMS & CONDITIONS
For Stage Light**

1. The contract shall be valid for a period w.e.f. to2011 and can be extended up to 6 months thereafter by the IGNCA at its discretion.
2. The rates given shall also be valid for a period from to2011 and during the extended the period, if any.
3. The rates shall be inclusive of conveyance charges, transportation charges, assignment charges, labour charges, installation and dismantling charges etc.
4. The parties/persons tendering for stage light shall submit a demand draft of Rs.20,000/- (Rupees Twenty Thousand Only) in favour of the IGNCA as earnest money. In case of unsuccessful tenderers, the earnest money so received shall be returned immediately or after finalizing the contracts.
5. Persons working in govt./semi. Govt. offices and autonomous bodies shall not be eligible to enter into contracts.
6. The contracts shall be subject to cancellation without prior intimation, if the work executed/supplies made are found unsatisfactory.
7. The Centre has the right to accept reject any tender without assigning any reason. The decision of the IGNCA in this regard will be final and no correspondence will be entertained.
8. Firms should be registered under shop & establishment act and sales tax or under any other act.
9. No advance payment shall be made by the IGNCA. However, the Centre intends to make all the final payments immediately after the function is over and supply is made provided that the Centre gets the bills immediately after the function is over/supply is made. The payment of bills will be released subject to availability of funds and hence if the contractor(s) refuse to carry out the work orders due to non-payment of bills, then their contract(s) shall be terminated.
10. The bills shall be submitted alongwith a copy of challan signed by the concerned officer of the Centre immediately after the function is over or the supply is made and in any case not later then 20 days from the function is over/supply is made. The bills for the work executed/supply is made during the month of March shall be submitted immediately and in any case not later than 15th March or date of the function

whichever is later. The Centre shall not be responsible for delay if the payments are not made by 31st March, in case bills are not received by 15th of March except for those programmes/work/supplies made after 15th of March. In such cases the bill should be submitted immediately on the day on which the work is executed/supply is made.

11. The work shall have to be carried out even at a shortest notice.
12. The equipment/material shall be supplied at the office of the Centre or venue of the function or at any other desired place alongwith a copy of challan and no conveyance, labour charges, transportation, assignment charges shall be paid by the Centre. Also any expenditure incurred by the Centre, on this account shall be recovered from the concerned contractor(s) from his bill.
13. In case at any stage if it is found that the work executed by the contractor was not satisfactory and up to the standard of the status of the event/programme/activity etc. then no payment shall be made. Also in case at any stage if it is found that extra payment has been made on any bill in the past, then the same shall be recovered from the current bills.
14. In case the contractor fails to comply with the order immediately even at a short notice, the Centre will be at a liberty to have the work executed from outside parties and the additional expenditure incurred shall be deducted from his bills. As such any liability (in full or part) arising out of failure of contractor(s) to comply with order shall vest on the part of the contractor.
15. In case of theft, fire, riots, natural calamities etc. the contractor(s) shall bear any loss or damage and the IGNCA shall not be liable to pay for such losses/damages.
16. The payments for hiring/purchase of equipments/material shall be subject to inspection and approval by the Centre.
17. In case of non-availability of lighting arrangements, the contractor(s) shall deposit the security deposit in advance to concerned electricity supplier at his cost in the first instance for getting temporary connection and the Centre return it later on production of receipt from concerned electricity supplier.
18. Income tax at the prescribed rates shall be deducted at source from the bills.
19. Items rejected should be collected by the contractor(s)/supplier(s) immediately from the venue. No charges for such material will be payable by IGNCA.
20. The firm having own latest stage light equipments only needs to apply.

21. Every page of the tender document should be signed by the applicant with the seal of the firm/agency.

Certified that I/we have read the understood the term & conditions and I/we accept all the terms & conditions mentioned above.

**Signature of the
Proprietor/Authorised
Person with Seal and Date**

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. MESS BUILDING
JANPATH
NEW DELHI**

Tender for Stage light equipment etc.

Tender No.42

Dated:12.11.09

Price Bid - Document