

**NOTICE INVITING TENDER**

**For**

**Light & Sound/Stage/ Catering/ Accommodation/ Transportation etc. for the programme to be organized by NEZCC at North East States**

**Issued to...**

M/s-----  
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**NORTH EAST ZONE CULTURAL CENTRE (NEZCC)**  
**Ministry of Culture, Government of India**  
**POST. BOX. No. 98, Near Airport, Dimapur, Nagaland**

No. NEZCC/P-131(T)2016-17

Dated 17<sup>th</sup> February 2017

**Notice Inviting Tender**

The Director, NEZCC on behalf of Ministry of Culture, Govt. of India invites open tenders in sealed covers from experienced contractors/ agencies/service providers for providing stage and other services on contractual basis for organizing '*Rashtriya Sankranti Mahotsav-2017*' from **23 to 31 March 2017** at Tawang (Arunachal Pradesh), Majuli (Assam), Imphal (Manipur), Shillong (Meghalaya), Aizawl (Mizoram), Dimapur (Nagaland), Gangtok (Sikkim) and Khowai (Tripura).

Interested agencies belonging to the eight North Eastern States may obtain the tender papers from the office of the NEZCC Shilpgram, Panjabari, Guwahati and quote their rates in the prescribed form for empanelment. The form can also download from our website [www.nezcc.in](http://www.nezcc.in). Duly filled forms along-with quotation (item-wise) shall be received upto 2.00 pm on 06.03.2017 at NEZCC Shilpgram Office at Panjabari, Guwahati. No bids received after the last date of submission i.e. after 14:00 hours on 06.03.2017 will be accepted. Decision of the centre for issue of work orders after evaluation of the price bid by the committee shall be final and binding

The undersigned reserves the right to accept or reject any or all the bids without assigning any reason thereof.

**Director**  
**North East Zone Cultural Centre (NEZCC)**

**NORTH EAST ZONE CULTURAL CENTRE**  
**Ministry of Culture, Government of India**  
**P. B. No. 98, Near Airport, Dimapur, Nagaland**

No. NEZCC/P-131(T)2016-17

Dated 17<sup>th</sup> February 2017

**Notice Inviting Tender**

(For organizing '*Rashtriya Sankriti Mahotsav-2017*' from 23 to 31 March 2017 at Tawang (Arunachal Pradesh), Majuli (Assam), Imphal (Manipur), Shillong (Meghalaya), Aizawl (Mizoram), Dimapur (Nagaland), Gangtok (Sikkim) and Khowai (Tripura)

**1. Introduction**

The North East Zone Cultural Centre (NEZCC), Ministry of Culture, Govt. of India, is organizing a Mega National Cultural event named '*Rashtriya Sankriti Mahotsav-2017*' from 23 to 31 March 2017 at Tawang (Arunachal Pradesh), Majuli (Assam), Imphal (Manipur), Shillong (Meghalaya), Aizawl (Mizoram), Dimapur (Nagaland), Gangtok (Sikkim) and Khowai (Tripura) to showcase the rich and colorful cultural heritage of the Nation.

**2. List of Events / programme**

**Programme Components at Tawang**

SL. NO.	PROGRAMMES	PERFORMANCE
1	Inaugural Ceremony	Choreographic presentation of 1 ½ hours
2	Cultural Programmes	Folk & Tribal Dances, Choral Music, Traditional Costume Show – (One group each from all ZCC's)
3	Traditional Food Fair	1 North Indian, 1 South Indian & 6 North Eastern States
4	Crafts Fair	8 stalls from North Eastern States, 6 Stalls (One each from 6 ZCC's) = Total 14 stalls (size – 10'X12' of each stalls)
5	Exhibition on Buddhist Art Traditions	<ul style="list-style-type: none"> <li>• Display of Musical Instruments</li> <li>• Paintings</li> <li>• Musk &amp; other artefacts</li> <li>• Motives &amp; Replica of Pancha Adi Buddha, Asta Mahavpapatra, Manusha Buddha, Dharmachakra Parivartana, Mahapari Nirwan, Nirwan</li> </ul>

**Date & Venue of the Programme**

Sl.	Date	Venue	State	ZCC
1	23 to 25, March, 2017	Tawang	Arunachal pradesh	NEZCC/other ZCCs
2	26 to 28, March, 2017	Dimapur	Nagaland	SZCC, THANJAVUR
3	27 to 29, March, 2017	Majuli	Assam	EZCC, KOLKATA
4	27 to 29, March, 2017	JNMDA Campus, Imphal	Manipur	SCZCC, NAGPUR
5	28 to 30, March, 2017	Aizawl	Mizoram	NEZCC, DIMAPUR
6	28 to 30, March, 2017	M G Road, Gangtok	Sikkim	NCZCC, ALLAHABAD
7	29 to 31, March, 2017	Shilong	Meghalaya	NZCC, PATIALA
8	29 to 31, March, 2017	Khowai	Tripura	WZCC, UDAIPUR

**3. Eligibility:**

- a. The Tenderer should be a Professional Agency/Firm based in the North East Region and must have experience in providing such services for organising events in North Eastern States.
- b. The Tenderers should have full-fledged office in any of the North East States with state-of-the-art infrastructure and manpower including creative team to support timely service for activities within the scope of work.
- c. The Tenderers should submit their **Bid** in the prescribed Format.

- d. The Tenderer should submit all the documents in support of the Tenderer's credentials, past performance, list of clients, list of events conducted/managed for various organizations in North East.
- e. Tenders incomplete in any form are liable to be rejected summarily.
- f. The Tenderer would not be allowed to negotiate increase in tendered rates after submission of Tenders.
- g. The rates quoted by the successful Tenderer shall remain valid for a period of 90 days from the date of opening the bid.
- h. The successful Tenderer shall be required to comply with all the instructions of the venue management and would restore the areas to its original form after the event. All security instructions connected with security would be observed and complied with by the Tenderer.
- i. Quotations by fax, email etc. shall not be entertained.
- j. The details of taxes chargeable should be clearly indicated against each item.
- k. It will be the responsibility of the selected Firm/Contractor to obtain signatures/ certificate of the Nodal Officer/Officer In Charge appointed for supervision of the work by the Director NEZCC, on Challans towards items supplied/work completed by the Firm/Contractor. In case of items/works for which authenticated Challans/ Completion Certificates are not submitted, no payment will be entertained.
- l. The Director NEZCC would be the competent authority to certify that the Contractor has completed all the works and contractual obligations in full, to the entire satisfaction of this Office.
- m. Payment will be made within 90 days of completion of the event and subject to completion of work and all contractual obligations, to the entire satisfaction of competent authority.

#### **4. Submission of Bids**

- i) The bids should be submitted to the Director, NEZCC Shilpgram, Panjabari, Guwahati in a sealed envelope clearly marked "Quotation for providing services for organising "Rashtriya Sanskriti Mahotsav-Tawang".
- ii) The last date of submission of bids is upto 2.00 pm on 06.03.2017 at NEZCC Shilpgram Office at Panjabari, Guwahati. Any bid received after the closing date and time shall not be accepted.
- iii) If the office is closed on the stipulated date and time due to some unforeseen holiday, the tender will be received and opened on the next working day at the same place and time.
- iv) Any corrigendum/addendum/errata in respect of the above tender shall be made available only at our official web site [www.nezccindia.in](http://www.nezccindia.in) No further press advertisement will be given. Hence prospective bidders are advised to visit NEZCC web site regularly for above purpose.

#### **8. Selection of bidder & procedure for selection:**

The successful Tenderer will be decided on the basis of L1 [Lowest Valid Tender] i.e. lowest cost. NEZCC reserves the right to reject any or all the tenders in part or full without assigning any reason whatsoever thereof. NEZCC does not bind itself to accept the lowest tender but reserves the right to select a bid that fulfill the requirement/scope of work and provides the best value for the money

#### **9. Clarification on any query:**

All clarifications sought by any bidder in respect of any query should be addressed to the Director, North East Zone Cultural Centre, Dimapur, Nagaland-797112 and only verbal clarifications would be provided.

#### **10. Declaration:**

I / We hereby declare that I / we have carefully gone through the above terms and conditions and I / we hereby agree to abide by the above terms and conditions and also to sign an agreement in the event of our selection.

Place:  
Date:

Signature of the Tenderer  
(with name and seal)

**North East Zone Cultural Centre**  
**Ministry of Culture, Government of India**  
Post Box No. 98/ Dimapur – 797 112, Nagaland Tel. (0368) 243573,  
Fax: (0368) 243626, email: nezccdimapur@yahoo.co.in, website: www.nezcc.in

**Registration Form for Light & Sound/Stage/ Catering/ Accommodation/ Transportation etc.  
for the programme to be organized by NEZCC at North Eastern States**

1. Name of Agency :
2. Full postal address :
3. Telephone/Fax number(s)/E-mail ID  
Office :  
Residence :
4. Whether proprietorship or partnership  
Business or company :
5. Name & address of Proprietorship/all  
Partners/Directors of Company :
6. Whether you have trade license to  
carry out the contract work  
(enclose Xerox copy of the license) :
7. Name & full address of Banker :
9. Whether Income Tax is paid by the  
Agency (If so latest Income Tax clearance  
certificate/Pan Card) :

Date  
with date & seal

Signature

Copies of all credentials relevant to the concerned states must be enclosed, failing which the Tender Form is liable to be rejected

**Format for Submission of Offers by the Tenderers**

(To be submitted on Agency's Letter head)

To

The Director  
North East Zone Cultural Centre  
Ministry of Culture, Government of India  
Post Box No. 98/ Dimapur – 797 112, Nagaland

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for **Light and Sound** services for the programme to be organized by NEZCC at North Eastern States. We hereby agree to undertake the contract as per your requirement indicated in the N.I.T for the service charges as

Sl.No	Description of items	Pcs/perday	Amount(Rs)
1.	Sound Box(SRX-725-Double)(JBL-Front speaker with high pressure for open air performance)	1Pair	
2.	Base(RCF)	1Pair	
3.	Monitor(RCF)	1 Pair	
4a	Equalizer	1pc	
4b	Base Equolizer	1pc	
5.	Ampliphier(Sterio)	1pc	
6.	48 channel mixture(Yamaha)	1pc	
7.	32 channel mixture(Yamaha)	1pc	
8.a	Snake cable(32 channel0	1pc	
8b	Snake cable(24 channel0	1pc	
8c	Snake cable(16 channel0	1pc	
8d	Compressor	1pc	
9.	Stabilizer	1pc	
10.	Microphone(Shure58/57) with stand and cable	1pc	
11.	Foot Mike	1pc	
12.	Podium Mike	1pc	
13.	Cordless Mike(Shure)	1pc	
14.	Lapel Mike	1pc	
15.	DVD Player	1pc	
16.	Audio cassette player	1pc	
17.	Reverb(Yamaha)	1pc	
18.	CD Player	1pc	
	Total lump sum rate including transportation charges, fitting & fixing charges and all other charges for providing the services/materials on hire at each venue (Please quote for each venue)		
	Tawang, Arunachal Pradesh		
	Dimapur, Nagaland		
	Majuli, Assam		
	Imphal, Manipur		
	Aizawl, Mizoram		
	Gangtok, Sikkim		
	Shillong, Meghalaya		
	Khowai, Tripura		

Name of the Tenderer:  
Address:

Signature of the Tenderer  
with seal

**STAGE LIGHT:-**

Sl.No.	Description of items	Pcs/perday	Amount(Rs)
1.	Par-64	1Pc	
2.	Scanner (SGM-250/1200w)	1Pc	
3.	Moving Head(SGM-575/1200w)	1Pc	
4.	Alfa Beam(PR-300W)	1pc	
5.	Smoke Machine(JUMBO)	1pc	
6.	Follow Light(PR)	1pc	
7.	Palco Light(PR)	1pc	
8.	Power Pack	1pc	
9.	L;aser Light	1pc	
10.	LED Par	1pc	
11.	Jumbo Stove Light	1pc	
12.	Profile /PC	1pc	
13.	Truss	Per feet	
	Total lump sum rate including transportation charges, fitting & fixing charges and all other charges for providing the services/materials on hire at each venue (Please quote for each venue)		
	Tawang, Arunachal Pradesh		
	Dimapur, Nagaland		
	Majuli, Assam		
	Imphal, Manipur		
	Aizawl, Mizoram		
	Gangtok, Sikkim		
	Shillong, Meghalaya		
	Khowai, Tripura		

**Ambience LIGHT**

Sl.No.	Description of items	Pcs/per day	Amount(Rs)
1.	Metal Halide	1pc	
2..	CFL	1pc	
3.	Sodium Light(400w)	1pc	
4.	Halozen(500w)	1pc	
5..	LED Rise light	5000	
6.	Stand Fan	1pc	
7.	125KVA Soundless Generator(with Fuel)	1pc	
8.	62KVA Soundless Generator(with Fuel)	1pc	
9.	30KVA Soundless Generator(with Fuel)	1pc	
10.	Power Plug	1pc	
11	Halozen(1000watt)	1pc	
12.	POLE(12mtr)	1pc	
	Total lump sum rate including transportation charges, fitting & fixing charges and all other charges for providing the services/materials on hire at each venue (Please quote for each venue)		
	Tawang, Arunachal Pradesh		
	Dimapur, Nagaland		
	Majuli, Assam		
	Imphal, Manipur		
	Aizawl, Mizoram		
	Gangtok, Sikkim		
	Shillong, Meghalaya		
	Khowai, Tripura		

Name of the Tenderer:  
Address:

Signature of the Tenderer  
with seal

**Format for Submission of Offers by the Tenderers**

(To be submitted on Agency's Letter head)

To

The Director  
North East Zone Cultural Centre  
Ministry of Culture, Government of India  
Post Box No. 98/ Dimapur – 797 112, Nagaland

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for **Travel** services for the programme to be organized by NEZCC at North East States. We hereby agree to undertake the contract as per your requirement indicated in the N.I.T for the service charges as follows

Description of Vehicle	Rate							
	A C Vehicle				Non-A C Vehicle			
	Min .Km.	Min. Hr.	Extra Km.	Extra Hrs	Min .Km.	Min Hr.	Extra Km.	Extra Hrs
Tata Sumo								
Qualis								
Scorpio								
Innova								
Indica								
Winger								
Travelor								
Bus(52 seater)								
Bus (35 seater)								

Note: Separate rate for each venue may be quoted.

Name of the Tenderer:  
Address:

Signature of the Tenderer  
with seal



**Format for Submission of Offers by the Tenderers**

(To be submitted on Agency's Letter head)

To  
The Director  
North East Zone Cultural Centre  
Ministry of Culture, Government of India  
Post Box No. 98/ Dimapur – 797 112, Nagaland

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for **Flex Printing, Hoarding Space & Banner** fixing for the programme to be organized by NEZCC at North East States. We hereby agree to undertake the contract as per your requirement indicated in the N.I.T for the service charges as follows :-

- A. Flex print rate per Sq ft (with Design)
- B. Flex print rate per Sq ft (without design)
- C. Prime location rent for hoarding space with fixing. (please give the specific location list and size of the space)
- D. Banner fixing (with frame)
- E. Banner fixing (without frame)

Note: Separate rate for each venue may be quoted.

Name of the Tenderer:  
Address:

Signature of the Tenderer  
with seal

**Format for Submission of Offers by the Tenderers**

(To be submitted on Agency's Letter head)

To  
The Director  
North East Zone Cultural Centre  
Ministry of Culture, Government of India  
Post Box No. 98/ Dimapur – 797 112, Nagaland

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for **food and catering** services for the programme to be organized by NEZCC at North East States. We hereby agree to undertake the contract as per your requirement indicated in the N.I.T for the service charges as follows :-

<b>Description of items</b>	<b>Amount(Rs.) (rate to be quoted per head)</b>
Bed Tea :- 1Cup tea with two Biscuits	
<b>Breakfast:-</b> 6Pcs. Puri,Sabji,1Sweet with tea or 4Pcs. Toast with butter/jam,1Banana,1 boil egg with tea Or 4pcs Idly/4pcsBada/Upma with tea	
<b>Lunch &amp; Dinner:-</b> Egg meal: Rice/Chapati, dal, Bhaji, sabji, 2pcs eggs with curry, salad	
Fish meal: Rice/Chapati, dal, Bhaji, sabji, fish (50gms)with curry, salad	
Chicken meal: Rice/Chapati, dal, Bhaji, sabji, with chicken(100gms) with curry, salad	
Vegetarian meal: Rice/Chapati, dal, Bhaji, sabji, with additional special sabji, salad, Sweets, curd.	
<b>Evening Tea :-</b> 1Cup tea with snacks/two samosa / namkeen /pakora/ Cake	
<b>Total per day per head</b>	

Note: Separate rate for each venue may be quoted.

Name of the Tenderer:  
Address:

Signature of the Tenderer  
with seal

**Format for Submission of Offers by the Tenderers**

(To be submitted on Agency's Letter head)

To

The Director  
North East Zone Cultural Centre  
Ministry of Culture, Government of India  
Post Box No. 98/ Dimapur – 797 112, Nagaland

Sir,

We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting Tender for **Video and Still Photography** services for the programme to be organized by EZCC at North East States . We hereby agree to undertake the contract as per your requirement indicated in the N.I.T for the service charges as follows

Sl No.	Description of item	Per day/Per Copy	Rate(Rs.)
1.	Video Photography HD/VD 170/DSR300/400	Per day	
2.	Still Photography	Per day	
3.	Hard Disk including editing	Per copy	
4.	Photography 5 x 7 size	Per copy	
5.	Photography 4 x 6 size	Per copy	

Note: Separate rate for each venue may be quoted.

Name of the Tenderer:  
Address:

Signature of the Tenderer  
with seal

**Specification of work for Fabrication Work/Stage in connection with the Rastriya Sanskriti Mahotsav to be organized by North East Zone Cultural Centre, Ministry of Culture, Government of India from 23 to 25 March 2017 at Tawang, Arunachal Pradesh**

<b>Sl. No.</b>	<b>Items</b>	<b>Rate per item/pc</b>
1.	10 nos. - craft stalls, (size – 10’x10’ each) bamboo structure with wood Battum fixing side walls with front Fascia and ceiling with cloth, roofing with tarpaulin (water proof), 2 nos. tables, 2 nos. chairs (in each stalls), carpeting, with electrification.	
2.	1 nos. - Exhibition stalls (size – 12’(W)x60’(L) each) bamboo structure with Tin Metal Sheet fixing side walls and roofing with tarpaulin with water proof. with side cloth walls (Navy Blue/Black) Plastic 2 tables and 8 chairs for each stall.	
3.	Green room (size – 60’x10’) bamboo structure with side walls and ceiling with cloth, roofing with tarpaulin (water proof), 4 Mirror Fixing (Size 2’X5’ approx)	
4.	Erection of performing stage (60’x40’approx) with Rostrum (Size 4’X50’), height 4’, 4 side ladder	
5.	Mini Steel VIP Chair (Per Pc)	
6.	VIP Sofa (Per Pc)	
7.	Small VIP Table (with glass Top)	
8.	Steel Sofa (Per Pc)	
9.	Audience Fiber Chair (Per Pc)	
10.	Carpeting – (per sqft)	
11.	Choir Mat - (Per sqft)	

**Rates for the above job to be carried out at Tawang** including transportation charges, fitting & fixing charges and all other charges for providing the services/materials on hire at each venue.

Name of the Tenderer  
Address:

Signature of the Tenderer  
with seal

**Accommodation in connection with the Rastriya Sanskriti Mahotsav in the month of March 2017 to be held at North East States organized by North East Zone Cultural Centre, Ministry of Culture, Government of India.**

<b>SL.NO.</b>	<b>ITEMS</b>	<b>No. of person can be accommodated in each room</b>	<b>Rate per room/ per person</b>
1.	Standard Room (Non A/C)		
2.	Dormitory (Non A/C)		
3.	Deluxe Room (A/C / Non A/C)		
4.	Super Deluxe Room (A/C)		
5.	VIP Room/ Suite (A/C)		
6.	Extra Person		

**Facilities & Services**

1. Running water
2. Telephone
3. Medical facility
4. Generator
5. Cable TV
6. Parking

Note: Separate rate for each venue may be quoted.

Name of the Tenderer  
Address:

Signature of the Tenderer  
(With seal)