

No.

SHORT TERM TENDER NOTICE

North Zone Cultural Centre

(Ministry of Culture, Government of India)

**Virsa Vihar Kendra, Near Bhasha Bhawan
Sheranwala Gate, Patiala-147001**

Tender

Invited from Creative Director

for the work of

**Ambience, Painting Decoration of Wall and
Thematic Gate of NZCC to be erected/ installed**

**at Rashtriya Sanskriti Mahotsav-2023 at Mumbai
(Maharashtra) proposed to be held from 11th to 19th
Feb. 2023 and at Bikaner, (Rajasthan) from 25th Feb to
05th Mar. 2023**

(Tentative cost of work Rs. 20.00 lakh)



North Zone Cultural Centre

(Ministry of Culture, Government of India)

**Virsa Vihar Kendra, Near Bhasha Bhawan
Sheranwala Gate, Patiala-147001**

**Tender
Invited from Creative Director
for the work of
Ambience, Painting Decoration of Wall and
Thematic Gate of NZCC to be erected / installed
at Rashtriya Sanskriti Mahotsav-2023 at Mumbai
(Maharashtra) proposed to be held 11th to 19th Feb.
2023 and at Bikaner, (Rajasthan) from 25th Feb to 05th
Mar. 2023**

(Tentative cost of work Rs. 20.00 lakh)

Starting Date of Sale/Downloading of Tender document	: 30.01.2023
Last date of purchase/ downloading of tender	: 03.02.2023 (Latest by 12.00 noon)
Last date of receipt of tender	: 03.02.2023 (Latest by 8.00 pm)
Date of opening of Technical Bid	: 04.02.2023 at 11.00 A.M.
Date of opening of Financial Bid	: 04.02.2023 at 04.00 P.M.

Note: If any firm want to discuss about the above said work, may contact on telephone 73411-21755; 98152-36258 or visit NZCC Patiala office on 02/02/2023 before noon.

Director, NZCC

North Zone Cultural Centre, Patiala

(Ministry of Culture, Government of India)

REQUEST FOR OFFER

North Zone Cultural Centre organizes cultural programmes/events from time to time at various places in its member States i.e. Punjab, Haryana, Himachal Pradesh, Rajasthan, Uttarakhand and the Union Territories of Chandigarh, Jammu and Kashmir and Ladakh, in which artists representing various cultural regions across the country perform.

E-tenders are invited on www.tenderwizard.com/MOC by The North Zone Cultural Centre, Patiala from Creative director/ Agencies for the work of **“Ambiance, Painting decoration of wall and Thematic Gate on the theme depicting any of NZCC’s Member state for the RSM-2023 at Mumbai (Maharashtra) and Bikaner (Rajasthan).” (Tentative cost of work Rs. 20.00 lakh)** under Two Bid system i.e. (i) Technical Bid and (ii) Financial Bid.

1. Tenders received after 12.00 noon on or after 03.02.2023 shall not be accepted.
2. Technical Bids shall be opened online on www.tenderwizard.com/MOC in presence of constituted committee of officers of NZCC.
3. Financial Bid shall be opened only for those tenders who qualify technically and also on the basis of the report of the constituted committee of officers.
4. Director NZCC reserves the right to accept or reject any offer, or empanel more than one firm without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.
5. Non submission of original tender documents i.e. (Technical Bid and Financial Bid), enclosed with the tender document, will be liable to be rejected and will not be accepted or considered during opening of respective bid.

Director, NZCC

North Zone Cultural Centre. Patiala
(Ministry of Culture, Government of India)

M/s. _____

Sub:- Offers from reputed Creative Director/ Agencies for the work of “Ambiance, Painting decoration of wall and Thematic Gate for the RSM-2023 at Mumbai (Maharashtra) and Bikaner (Rajasthan).”(Tentative cost of work Rs. 20.00 lakh)

We are pleased to invite tender under two bid system i.e. (i) Technical Bid and (ii) Financial Bid from experienced agencies who have minimum three years’ experience in Central Govt. Deptt./ Institution/ PSUs or any other equivalent organization at the places as mentioned above for creating **“Ambiance, Painting decoration of wall and Thematic Gate for the RSM-2023 at Mumbai (Maharashtra) and Bikaner (Rajasthan).”**. The terms and conditions of the offer & copy of agreement are enclosed herewith for your kind perusal and information.

NZCC reserves the right to accept or reject any offer, without assigning any reason thereof, and to amend the terms and conditions before awarding the contract. Similarly, submission of incomplete documents in technical bid, will also be liable to be rejected.

Thanking you,

Yours faithfully,

Director, NZCC

General terms and conditions for the contract
(To be enclosed with the Technical Bid duly signed)

1.0 Definitions:-

- 1.1 “NZCC” shall mean the North Central Zone Cultural Centre, Patiala and shall include it’s legal representatives, successors and permitted assignees.
- 1.2 “Contract” means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 “Agency” shall mean the service provider for Creation of Ambiance, Aangan, Gate etc and shall include the legal representative of such individual or the persons composing such Estt. or the permitted assignee of the agency.
- 1.4 “Competent Authority” means Director of NZCC and his successors.
- 1.5 “Officer In Charge” shall mean the officer of NZCC, designated by “Competent Authority” as the case may be, who shall supervise and be in-charge of such works.
- 1.6 “Care Taking Section” shall mean the Administration Division of NZCC, Patiala.

2.0 INSTRUCTIONS TO TENDERERS FOR SUBMISSION OF TENDER DOCUMENT:-

- 2.1 The service provider should have an experience of at least five years in the field for which the tender is issued, of providing Decoration or ambience creation for programs organized by Central / State Govt. Departments/ Institutions / PSUs or any other equivalent organization of the repute.
- 2.2 The tenders shall be accompanied with EMD online credit for Rs.50,000/- (Rupees fifty Thousand only) drawn in the favor of **“The Director, NZCC** payable at **Patiala**, being the Earnest Money Deposit for the above mentioned job. EMD of unsuccessful tenderers shall be refunded without interest within 90 days from the date of the issue of the award letter for empanelment.
- 2.3 Technical Bids shall be opened on 04/02/2023 at 11.00 am.
- 2.4 Financial Bids shall be opened on 04.02.2023 at 04.00 p.m. online at www.tenderwizard.com/MOC only for those tenders who are declared qualified technically and also on the basis of the report of the constituted committee of officers.
- 2.5 No separate cost for transportation of material from place of business to places of events will be paid.
- 2.6 The agency should engage service van to transport the items from its place to the place of the events.
- 2.7 **Date of crediting EMD should not be before the date of publishing of tender notice.**
- 2.8 Tenders received without requisite documents for eligibility requirements shall not be considered for opening of Financial Bid.
- 2.9 Extra / additional payment of any sort will not be made without valid work order issued by authorized official of NZCC, Patiala.
- 2.10 Any changes required at eleventh hour will have to be executed by the agency. The charges will be paid as per BOQ.
- 2.11 Security of material will be the sole responsibility of Vendor. NZCC, Patiala will not be responsible for any loss / theft of material in transport or at the place of event.

- 2.12 Lodging & Boarding arrangement of staff / workers of service provider will be made by service provider at its own cost.
- 2.13 The financial bid shall be valid for a period of 30 (Thirty) days from the date of its opening.
- 2.14 Interested parties are requested to quote their **most competitive rates** (as per the format specified in **Schedule 'B'**) in the format enclosed with the tender only and not on the letter head of the agency or blank paper.
- 2.15 The successful tenderer shall have to deposit security deposit of 5% (EMD will be adjusted) in the form of D.D. which shall only be released after completion of the contract. The security deposit shall bear no interest and will be interest free for the entire period.
- 2.16 The security amount shall be forfeited if the agency refuses to fulfill any of contractual obligations, at any time.
- 2.17 Conditional tenders shall be rejected out-rightly.
- 2.18 The agency shall not be allowed to outsource the contract in full or in part to any other agency, during the contractual period.
- 2.19 Initially the period of empanelment of decorator / ambience creator would be for one month, from the date of commencement of agreement.
- 2.20 The bidders should comply all the relevant Laws, Acts and regulations as applicable from time to time.
- 2.21 After opening the technical bid, a committee of officers of NZCC may visit the establishment of agencies which qualify technically, to check the facilities provided by each one.
- 2.22 On the basis of the report of the committee, the agencies shall be shortlisted and may be invited for negotiations to provide services on similar rates and other terms & conditions.
- 2.23 NZCC reserves the right to modify and / or amend any of the above stipulated conditions / criteria depending upon its requirement. NZCC also reserves the right to cancel the tender without assigning any reason thereof.
- 2.24 The successful bidder shall have to execute the agreement on court fee stamp of Rs.500/- with NZCC, Patiala. The cost of the court fee stamp shall be borne by the bidder.

3.0 TERMS OF PAYMENT:-

The bills raised by the service provider shall clearly mention the billing components (mentioned in the supply order) inclusive taxes etc. The bill should be accompanied with the signatures of the officer in- charge of the program and copy of the supply order duly issued by authorized signatory from the NZCC, Patiala.

The Agency shall submit the bills to Director of NZCC immediately, after the event.

All applicable taxes shall be paid extra as per the rules in vogue.

4.0 ELIGIBILITY CRITERIA FOR BIDDERS :- (All document referred to should be enclosed the technical bid.)

A) In order to become eligible, the agencies should have the following qualifications: -

- a) Registration of ownership.
- b) Registration for GST and Income Tax Registration.
- c) Experience certificate for providing Ambiance, Gate, Painting Decoration walls, Thematic Gates, Aangan etc. from agencies of at least five years immediately prior to the date of this tender for providing Ambiance, Painting decoration Wall and Thematic Gate etc in programs organized by a Central/ State Govt. Department/ institution/ PSU or any other equivalent organization of repute.

- B) 1. Number of years in Operations /Experience: The Bidder's must be registered vendor for a period of minimum 5 (five) years in the field for which he is submitting the tender.
2. The bidder should be in business of for providing Ambiance, Painting decoration Wall, Thematic Gate etc. for a minimum period of minimum 5 years as on 31.03.2023, in the events organized only by Central/ State /Autonomous bodies of Govt./ PSU's, and he must be done RSM festival for any of the Zone or organization under MOC.
3. The bidder must have an average annual turnover of at least **Rs. 30 lakhs (Rupees Thirty Lacs)** and above during any one year for last three financial years, prior to the date of opening of the tender. (i.e. 2020-21, 2021-22, 2022-23)
4. The bidder must be a profit making organization during each of the last three financial years from Ambiance, Painting Decoration of wall and Thematic Gate etc.
5. The bidder must have Experience of successfully completed similar works in the Events organized by the Central/ State /Autonomous bodies anywhere in the region during last 3 years (**copy of work order should be enclosed**).

5.0 DOCUMENTS TO BE SUBMITTED ALONG WITH IN TECHNICAL BID: The Technical Bid shall comprise of the following documents:-

- a) EMD of Rs.50,000/- (Rs. Fifty Thousand) should be online tranferd to NZCC bank account for witch detail as under :
- | | | |
|------------------|---|--|
| NAME | : | NORTH ZONE CULTURAL CENTRE |
| BANK | : | PUNJAB NATIONAL BANK |
| IFSC CODE | : | PUNB0079010 |
| BRANCH | : | LOWER MALL BRANCH, PATIALA (PUNJAB) |
- b) Photo Copy of GST Registration Certificate in the name of the agency of which tender is submitted.
- c) Photo Copy of PAN card and latest Income Tax Clearance Certificate from Competent Authority in the name of registered firm by which the tender is being submitted.
- d) ITR for last three financial years 2020-21, 2021-22,& 2022-23
- e) Turnover Certificate for last three years from Chartered Accountant.
- f) Performance Certificate from the organization for successful and satisfactory services from the State/ Centre Govt. Or agencies where similar services have been rendered during the years 2020, 2021 and 2022.
- g) Affidavit of current date certifying that the firm for which the tender is submitted has not been declared Black listed by any of the organization of State/

Central/ PSU/ Autonomous body during last two years including the year of submission of tender (i.e. 2021 and 2023)

6.0 **ARBITRATION:-** Any dispute or difference, what so ever, arising between the parties out of relating to the construction, meaning, scope, operation or effect of this contract / agreement or the validity or the breach thereof, shall be adjudicated by sole arbitration of Director of NZCC or such officer as he may appoint as an Arbitrator and the award made in pursuance there of shall be binding on the parties. The venue of arbitration proceeding shall be Patiala. The arbitration proceedings will be held according to the Laws of India applicable from time to time and laws in force.

7.0 **Declaration:-**I the undersigned..... Proprietor / Partner / Authorized Signatory, do hereby state that the terms and condition mentioned in the para 1 to 6 above are acceptable to me.

Signature
Authorized Signatory with seal

TENDER EVALUATION :

The technical evaluation carries weightage of 70% of Stage I Score & financial evaluation carries weightage of 30% of Stage II Score at final combine scoring of the bidder.

Stage I : Technical Evaluation of Proposals : (Maximum Marks=100), Weightage=70%

On the first stage, the technical proposal will be evaluated on the following criteria. Only those applicants whose technical proposal score is minimum 70 marks shall be considered for opening of Financial Bid. Maximum marks assigned for different evaluation criteria specified below :-

S.No,	Description of Technical Evaluation Criteria	Maximum Marks
I.	<p>Average annual turnover for last Three (03) audited financial years for FY 2020-21, 2021-22 & FY 2022-23 Certified by Chartered Accountant</p> <p>Marking :</p> <p>3- 5 laks - 3 Marks More than INR 5 laks – INR 10 laks – 5 Marks More Than INR 10 laks – 10 Marks</p>	10 Marks
II.	<p>Number of years in business from date of Incorporation Registration Certificate of Incorporation/ Statutory Registration/ Shop Act License certificate (as the case may be)- Period shall be considered from the date of incorporation/ Shop Act registration of bidding firm/company. These criteria will help in evaluating the stability and experience of the firm in the market.</p> <p>Marking :</p> <p>a. 5-10 years: 2 marks</p>	10 Marks

	<p>b. 11-15 years: 5 marks</p> <p>c. Above 15 years: 10 marks</p>	
III.	<p>Work done by the Agency/Company/Firm in last 3 fin years of either with the State or Central Government/PSUs ; encompassing tasks such as conceptualizing, designing and management of events with minimum value of INR 10 laks</p> <p>Marking:</p> <p>2 events : 5 marks</p> <p>More than 2 events : 10 marks</p> <p>(Work orders/Completion Certificate or Payment proofs/ Photographs)</p>	10 Marks
IV.	<p>In last 2 years, the Agency/Company/Firm must have executed at least oneVVIP event (PM or President) having value not less than INR 10 laks</p> <p>(Work orders/Completion Certificate or Payment proofs/ Photographs)</p>	10 Marks
V.	Conceptual plan for the event	50 Marks
	<ul style="list-style-type: none"> • Thematic entry gates for Aangan • Ambiance • Painting Decoration on Wall 	
VI	<p>The bidder must have a dedicated manpower size of at least 20 people on company payroll for undertaking creative and technical work.</p> <p>(Self-certification required from HR)</p>	10 Marks

Note: Submission of forged documents will also result in summary rejection of the bid.

SCHEDULE 'A'

TECHNICAL BID

(Note: Xerox copies of all the documents are required be enclosed with the Tech. Bid.)

I) EMD -- Rs.50,000/- (Rs. Fifty thousand only).

1.	Name of the Service Provider.		
2.	Address of the Service Provider with contact No. and Email id.		
3.	Name and Address of the owner of the agency.		
4.	Address of the godown where the material is stored.		
5.	Approx cost of the inventory.		
6.	Present affiliation with Central/ State/ Autonomous Bodies (please give names in details and date from which associated).		
7.	GST Registration No.		
8.	Shop and Act Registration No.		
9.	IT Return for last three financial years (2020-21, 2021-22, 2022-23).		
10	Turnover of last three years certified by CA (2020-21, 2021-22, 2022-23)..		

Date :

Place:

Signature
Authorized Signatory of the bidder
(With name and Stamp / Seal)

NORTH ZONE CULTURAL CENTRE, PATIALA

RSM at Mumbai (Maharashtra) and Bikaner (Rajasthan)

Financial Bid for the work of Ambiance, Panting Decoration of Walls and Thematic Gate for RSM-2023 at Mumbai, Maharashtra from 11th to 19th Feb. 2023 and at Bikaner, Rajasthan from 25th Feb to 05th Mar. 2023 .

SCHEDULE B

S. No.	Work/ Service Description	Estimated size	Quant ity	Unit	Rates
1	Decorative entry gates for Aangan Art work (on the Theme depicting member states of NZCC) made out of ply, board & other consumable material duly fix at site complete in all respect	40'X20' This is total length and heighth of one side of Aangan, including 20' Gate and rest false gate with decoration at both sides with painting and other motifs	01	Each	
2	Creation of ambience within the Aangan with clothes and other creative colourful motifs. The size of Aangan is 40'x 50' with Two sides stalls and 20' space for movement	Strictly traditional decoration materials	01	Each	
3.	Ambience outside the Aangan (If enough space is available) in front of Gates, with traditional motifs	Traditional items		Each	Per item
4.	Traditional Wall Paintings depicting with cultural ethos of member states (In case side wall is available)	Traditional paintings			Per Sqft

Note :- This is a timebound work and TIME is also ESSENCE of the work / Contract. All ambience artifacts and decoration work at stage and gate should be authentic and justifying rural and folk art touch. All the above work inducing all material, labour, installation should be completed before date 10 February, 2023 at Mumbai, Maharashtra and 23 February at Bikaner, Rajasthan.

Date :

Place:

Signature
Authorized Signatory of the bidder
(With name and Stamp / Seal)