

North Central Zone Cultural Centre, Prayagraj

Tender Document for Selection of Agency for **OCTAVE (NORTH EAST FESTIVAL)** at Bhagalpur, Bihar (Final Programme Days : 28th to 30th April, 2025) (Rehearsal Days : 26th to 27th April, 2025)

NOTICE INVITING E-TENDER DATED- 08-04-2025

INVITATION OF BIDS FOR SELECTION OF AGENCY FOR THE WORK OF OCTAVE FESTIVAL (NORTH EAST FESTIVAL)

1. North Central Zone Cultural Centre, Prayagraj (Ministry of Culture, Govt. of India) invites e-Tender from reputed and experienced agencies / contractors / suppliers for execution of various works / services and supply of items etc. listed in Appendix "A and Appendix B", in connection with the programme of OCTAVE (A NORTH EAST FESTIVAL) at Bhagalpur, Bihar as per details of works laid down in Part-II of the Tender Document.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this Tender are given below -
 - (a) Bids/queries to be addressed to: **Director, NCZCC**
 - (b) Postal address : North Central Zonal Cultural Centre, 14, CSP Singh Marg, B/34, Nyaya Marg, adjacent to Circuit House, Alka Puri Colony, Prayagraj, Uttar Pradesh 211001
 - (c) Name/designation of the contact personnel: Director, NCZCC, Prayagraj
 - (d) E-mail ids of contact personnel: nczcc@rediffmail.com
3. This Tender is divided into five Parts as follows:
 - (a) Part I – Contains General Information and Instructions for the Bidders about the Tender such as the time, place of submission and opening of Tenders, Validity period of Tenders, etc.
 - (b) Part II – Contains essential details of the services required, such as the Schedule of Requirements (SOR), Technical Specifications, Concept Presentation, Delivery Period and Consignee details.

(c) Part III – Contains Standard Conditions of e-Tender, which will form part of the Contract with the successful Bidder.

(d) Part IV – Contains Special Conditions applicable to this e-Tender and which will also form part of the contract with the successful Bidder.

(e) Part V – Contains Evaluation Criteria and Format for Price Bids.

4. This TENDER is being issued with no financial commitment and the NCZCC reserves the right to change or vary any part thereof at any stage. NCZCC also reserves the right to withdraw the e-TENDER, should it become necessary at any stage.

5. Venue of the programme : Bhagalpur, Bihar

6. Schedule dates of the programme : 28th to 30th April, 2025 and Rehearsal on 26th & 27th April, 2025. Any change, will inform accordingly in due course.

7. EMD amount of Rs.20,000/- towards Security Deposit of the value of the work shall be adjusted from the final account bill or refund through bank transfer after completion of programme. No interest will be paid on the money retained for Security Deposit.

8. The tenderer who is allotted the work will have to deposit the performance security @3% of the tendered amount in favour of the Director, NCZCC within three days from the date of award of work otherwise the Earnest Money Deposit will be forfeited.

9. In the event of e-filing, intending bidder may download the tender documents from the website **www.nczcc.in** as well as <http://www.gerpegov.com/MOC> directly with the help of Digital Signature Certificate. All the bidders will have to submit On-line Earnest Money & necessary Earnest Money (EMD) will be deposited by the bidder through Net Banking, Debit/ Credit Card, RTGS / NEFT.

10. Any Corrigendum, notification in connection to this NIeT will be published in the official website of North Central Zone Cultural Centre (**www.nczcc.in**) as well as <https://www.gerpegov.com/MOC>. The applicants are requested to please follow the websites for such notifications, corrigendum etc.

11. The undersigned reserved the rights to reject any or all the Tender(s) without assigning any reason and he will not be bound to accept either the lowest offer or any of the offers.

12. Details of documents are attached with Tender Documents for conducting programme at Bhagalpur, Bihar

Appendix A	-	Tentative Activities of the programme venue
Appendix B	-	Tentative Requirement of items for programme venue
Appendix C	-	Technical Bid
Appendix D	-	Tentative Concept Presentation
Appendix E	-	Financial Bid

PART I – GENERAL INFORMATION

1. **Last date and time for depositing the Bids:** **11:30 hrs on 17 April 2025**
The Bid should be submitted through e-Tender by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids:** Bids will be submitted through e-Tender within the stipulated date and time. Late Tenders will not be considered. No responsibility will be taken for submission through physically.
3. **Time and date for opening of Technical Bids:** **12:30 hrs on 17 April 2025**
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the NCZCC).
4. **Time and date for opening of Financial Bids:** **11:30 hrs on 18 April 2025**
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the NCZCC).
5. **Concept Presentation :** Agency has to provide proper design and layout of the mentioned events. The same has to be provided in Technical Bid. If required, agency can do RECCE of those venues at their own costs for presentation.
6. **Place of opening of the Bids:** **Office of NCZCC, Prayagraj**
7. The Bidders may present or depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.
8. **Two-Bid system:** In case of the Two-bid system, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Financial Bid will be intimated after acceptance of the Technical Bids. Financial Bids of only those firms will be opened, whose Technical Bids along with Concept Presentation are found suitable after Technical evaluation is done by the Buyer.
9. **Clarification regarding contents of the TENDER:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the NCZCC in writing about the clarifications sought not later than 3 (three) days prior to the date of opening of the Bids.
10. **Modification and Withdrawal of Bids:** No bid shall be modified after submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
11. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the NCZCC may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

12. **Rejection of Bids:** If not found satisfactory to submit relevant documents in Technical Bids. Conditional Tenders will be rejected. Point given above should be provided properly with Concept Presentation and Layout, if not, tender will be rejected failing the same. Meanwhile, NCZCC reserved the rights to reject any or all the Tender(s) without assigning any reason and he will not be bound to accept either the lowest offer or any of the offers. The eligibility of a bidder will be ascertained on the basis of the document(s) submitted in support of the minimum criteria. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder /tenderer will be rejected at any stage without any prejudice to take any penal action against him/them as may be deemed fit by the Tender Authority.

13. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this TENDER.

14. **Validity of Bids:** The Bids should remain valid till **03 months** from the last date of submission of the Bids.

15. **Cost of Tender Fee:** As applicable. Bidders will be deposited Tender fee through Net Banking, Debit/ Credit Card, RTGS / NEFT. If in case due to some reasons payment will not made through online mode, the bidder may submit Demand Draft before opening of Tender.

16. **Filling of Tender Documents:** Filling of all the relevant points of tender documents is mandatory by the tenderer. All the pages of tender documents must be signed by the tenderer. Anything missing on the document part will be treated as cancel of complete tender document. Tenderer will not have any right to claim on the subject issue.

17. **Credential of Tenderer:** Tenderer is supposed to submit the all relevant credential document along with the tender form.

PART II – ESSENTIAL DETAILS OF SERVICES REQUIRED

1. **Schedule of Activities and Requirements:** North Central Zone Cultural Centre (hereafter referred as NCZCC), invites e-Tender from reputed and experienced agencies who manage the whole event works and supply of items etc. **listed out at Appendix A and Appendix B**, in connection with **OCTAVE FESTIVAL**

2. **Two-Bid System:**

(a) Tenders would be received in **TWO BIDS** System; (a) **Technical Bid** and (b) **Financial Bid**. **Financial bids of only those bidders would be opened who fulfil the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted Committee of NCZCC.**

(b) The Bidders are also required to submit **two separate Bids** through online as given below:-

(i) **Technical Bid** : Technical Bid in Appendix “C” (submit all the required documents), duly signed and uploaded.

(ii) **Concept Presentation** : Concept Presentation in Appendix “D”, duly signed and uploaded

(iii) **Financial/ Price Bid** : Financial Bid in Appendix “E” (submit total cost of the said programme), duly signed and uploaded.

Important Note: Any deviation from this procedure in Technical and Financial bids or non submission of complete documents and/or non-submission of Financial Bid may lead to rejection of Offer/Tender/Bid.

3. **Samples:** Tenderer to provide / show the complete events on presentation / Photographs during technical evaluation to conform the management is as per the requirement of the NCZCC.

4. **Delivery Period/ Deadlines for completion of works.** The Programme Event has to complete all the works in all respect, latest by one day prior before the day of final programme.

5. **Notices:** Any Corrigendum, notification in connection to this NleT will be published in the official website of North Central Zonal Cultural Centre (**www.nczcc.in**) as well as <https://www.gerpegov.com/MOC>. The applicants are requested to please follow the websites for such notifications, corrigendum etc.

PART III – STANDARD CONDITIONS OF TENDER

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration in the Sub-Divisional Court of Prayagraj, Uttar Pradesh, only.
4. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offence by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
5. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
6. **Termination of Contract:** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-
 - (a) The delivery of the material / services is delayed for causes not attributable to Force Majeure, by more than **02 hours**.
 - (b) The Seller is declared bankrupt or becomes insolvent.

(c) The delivery of material / services is delayed due to causes of Force Majeure by more than 1 day provided Force Majeure clause is included in contract.

7. **Notices:** Any Corrigendum, notification in connection to this NleT will be published in the official website of North Central Zone Cultural Centre (www.nczcc.in) as well as <https://www.gerpegov.com/MOC>. The applicants are requested to please follow the websites for such notifications, corrigendum etc.

8. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

9. **Taxes and Duties**

(a) **General.**

(i) The price quoted by the Bidder should be inclusive of all expenses such as transportation cost, labour cost, damage cost etc. In the absence of detailed stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(ii) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entreated after the opening of Tenders.

(iii) If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(iv) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

(b) **GST**

(i) If it is desired by the Bidder to ask for GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of GST and no liability of tax will be developed upon the Buyer.

(ii) On the Bids quoting GST extra, the rate and the nature of GST applicable at the time of supply should be shown separately. GST will be paid to the Seller at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to GST and the same is payable as per the terms of the contract.

(c) Local Taxes

(i) Normally, materials to be supplied to Government Departments against Government Contracts are exempted from levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies. The local Town/Municipal Body regulations at times, however, provide for such Exemption only on production of such exemption certificate from any authorised officer. Seller should ensure that products ordered against contracts placed by this office are exempted from levy of Town Duty/Octroi Duty, Terminal Tax or other local taxes and duties. Wherever required, they should obtain the exemption certificate from the Buyer, to avoid payment of such local taxes or duties.

(ii) In case where the Municipality or other local body insists upon payment of these duties or taxes the same should be paid by the Seller to avoid delay in supplies and possible demurrages charges. The receipt obtained for such payment should be forwarded to the Buyer without delay together with a copy of the relevant act or bylaws / notifications of the Municipality of the local body concerned to enable him to take up the question of refund with the concerned bodies if admissible under the said acts or rules.

PART IV – SPECIAL CONDITIONS OF TENDER

The Bidder is required to give confirmation of their acceptance mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee.** The successful Bidder will be required to furnish a performance guarantee in an acceptable form favouring NCZCC within 02 days of issuance of work order. The Performance Guarantee shall be retained till the complete conclusion of contractual obligations to complete satisfaction of both the bidder and the buyer, whichever is later.

2. **Security Deposit.** EMD amount of Rs.20,000/- towards Security Deposit of the value of the work shall be adjusted from the final account bill or refunded through bank transfer after completion of programme. No interest will be paid on the money retained for Security Deposit

3. **Essential Conditions of Technical Qualification.** The bidder to be eligible for technical qualification must satisfy the following conditions / qualification criteria. Any bidder not fulfilling any of these conditions / requirements would be classified as '**technically disqualified**'. Financial bids of such bidders will not be opened. (However, sealed financial bids of such bidders shall be kept by NCZCC for record without opening and will not be returned to the bidders). No relaxation would be given to any bidder on any of these conditions. Important conditions / essential requirements for technical qualification are enumerated below:-

(a) The bidder may ensure to submit (to present before a Committee) a blue print of his proposal for all necessary works executed at programme venue, giving all aspects e.g. design, layout of the programme venue, specification, description of the materials, infrastructure made available, maximum time required, details of labour available with him, safety and security arrangements, number and size of hoarding and posters, provision of audio-visual equipment, decoration arrangements, signage, facials and such other related details. The technical bids will be assessed by a Committee based on such details furnished by the bidders in his technical bid, which should include all relevant details of his experiences and expertise in undertaking of such works provision of services of items, etc.

(b) He should have a minimum annual turnover of Rs.400.00 lakh (Rupees Four Crore) (in last 03 years) in the business of works / services covered under this tender if he is bidding for the same.

(c) He should submit a list of three major clients (Government and / or private) to whom he is providing / has provided such services in the last 2-3 years. He also must have experience in similar kind of nature of job with almost same more or less value in government departments.

Note : If require, NCZCC would be free to make enquiries from such clients about the work, conduct, performance, quality of service and such other related general enquiries about such bidders (except the confidential commercial details like tender rates, etc.). The bidder would have no objection to NCZCC making such enquiries from his existing / past clients. (In case no. of such clients is less than five, the bidder should furnish details in respect of all such clients with a declaration that these are the only clients).

(d) He should not have been 'blacklisted' by any of his existing / past clients, especially any Government Department / organizations, in the last 5 years for defective / deficient service or

any such reason related to services provided / works executed by him. He will submit a declaration to this aspect along with Technical Bid.

4. **Firmness of rates during the Contract Period.** The rates quoted in the tender / accepted rates with the successful bidders would remain firm and final and no enhancement would be allowed on account of any reason, whatsoever. If any additional or alteration requirement from our side, it will be adjusted from the final bill subject to approval of the competent authority. Bill should be raised by the tenderer as per actual. Any items of the bidders should be looked after by themselves. NCZCC will not be liable for any loss or damage.

5. **Risk & Expense clause.**

(a) If any successful bidder fails to fulfil his obligations under this tender, providing the requisite services in accordance with the terms and conditions, NCZCC may, after due notice to the successful bidder / operator, and after giving him a chance of personal hearing, may 'black-list' him. NCZCC would also be free to circulate such black-listing orders to other Ministries / Departments of Government of India and organizations under the administrative control of Ministry of Culture.

(b) Performance guarantees of all such bidders / operators shall be forfeited.

6. **Additional Terms and Condition.**

(a) Successful bidders would be engaged by NCZCC on terms and conditions listed in this tender document in the preceding paras as well as additional terms and conditions listed in the succeeding paras.

(b) Successful bidder(s) will have to execute their job as per contract on such terms and conditions as may be specified, including all the terms and conditions of this tender document.

(c) Tenders should be filed only in the prescribed format(s) given along with this tender document i.e. Appendix "C" for Technical Bid, Appendix "D" for Concept Presentation and Appendix "E" for the Financial Bid. Offers not received in the prescribed format(s) and / or incomplete offers shall not be entertained and rejected summarily.

(d) Tenders received after closing date and time, shall not be accepted. NCZCC reserves the right to reject any tender / all tenders in full or part thereof without any assigning reasons.

(e) The prices / rates quoted should be indicated in words as well as in figures in Indian rupees upto two decimal places only.

(f) Offers should not be quoted with any vague or indefinite expressions or bidder should not qualify their bids in any manner not specified in the tender and all such offers would be treated as vague offers and rejected accordingly.

(g) Tender documents may be downloaded from the website and submission of Bid will be done as per Time Schedule stated in this NIEt.

(h) The authority reserves the right to issue addendum to the Tender document, to clarify, to amend, modify, delete or supplement any portion in this Tender at any time under issuance of a separate notice as a Corrigendum to the original Tender notice.

- (i) Incomplete tender will not be acceptable under any circumstances.
- (j) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- (k) Before issuance of WORK ORDER, the Tender Inviting Authority may verify the credential and other documents of the lowest tenderer in original, if found necessary. If not, The Tender Inviting Authority does not bind to accept the lowest tender subject to submission of sufficient credential of govt. works. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false or not sufficient credentials and experienced for the works in that case work order will not be issued in favour of the said Tenderer under any circumstances and his/their offer will be treated as cancelled.
- (l) In case of any inadvertent typographical mistake in the specific price schedule of rates, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
- (m) Quotation must be submitted through e-Tender only.
- (n) NCZCC will be liable to deduct 10% of tender amount on final bill, if receives unsatisfactory service such as quality of items, shortage of items etc.
- (o) **Other Miscellaneous works / Services / Supplies.** If certain incidental works/ services / supplies of small nature are required for the successful conduct of events, but have not been specifically mentioned in the tender document, NCZCC can ask the successful bidders to undertake such works / provide services or make supplies at mutually agreed rates in accordance with the terms and conditions of this tender.

7. **Payment Terms.**

- (a) NCZCC can consider making part payment or advance payment against works done / material supplied at the site.
- (b) In all other cases, 100 % against post inspection of work.
- (c) It will be mandatory for the Bidders to indicate their bank account numbers and other relevant payment details so that payments could be made through RTGS/NIFT or payment through "At Par" Cheques/ Demand Drafts.
- (d) Payment will be effected by the paying authority from the date of receipt of bill. Consolidated observations, if any should be forwarded within 10 working days by paying authority to the NCZCC.

8. **Paying authority.** Director, NCZCC will be the paying authority.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** The broad guidelines for evaluation of Bids will be as follows:-
 - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the Tender, both technically and financially.
 - (b) Tenders/ Offers received shall be processed in two parts. All information and documents mentioned in above shall be deemed to be the Technical Bid. In the event prices are indicated by the party in the Technical Bid (Appendix C), the Offer shall stand rejected. Details furnished in the Technical Offer shall be assessed/ evaluated by a Committee appointed in NCZCC for the purpose. Financial Bids (Appendix E) of only those bidders/Parties shall be opened at a later date whose Technical Offers are found valid, eligible, acceptable and suitable as per NCZCC requirements in the opinion of the aforesaid Committee/ competent authority.
 - (c) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
 - (d) The Bidder will have to attend before the Committee for negotiation, if require to called for (if found the rates are over and above the budget estimated of NCZCC for the said programme), at his own expense. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.
 - (e) Attested copy of GST registration.
 - (f) Copy of Pan card and Aadhaar Card.
 - (g) Income tax return certificate of last three Assessment years.
 - (h) A copy of current GST returns.
 - (i) Minimum turnover of bidder for the last three consecutive years.
 - (j) Copy of registration certificate of the company
 - (k) Copy of experience certificates
 - (l) Copy of certificates having experience in government works

Appendix "A"

**DETAILS OF THE ESTIMATED ACTIVITIES TO BE CARRIED OUT IN CONNECTION WITH OCTAVE
FESTIVAL AT BHAGALPUR, BIHAR**

PLANNING IDEA	ITEMS	ACTIVITY PLANING
Before 5 Days of Event	Pre - Event Publicity Campaign	<ul style="list-style-type: none">• Branding – 15ft x 6ft – surrounding of event area• Miking in Hired vehicle Campaign• Hoarding and Banner installation• Local Promotion• Gate Frame (From 23rd April to 30th April, 2025)
Before 02 Days of Event (26th & 27th April, 2025)	Rehearsal at Main Stage	<ul style="list-style-type: none">• Erection of main stage• Arrangement of stage light, stage sound and ambience light decoration• Generator van• Rehearsal of folk and classical artistes• Arrangement of accommodation and food for artistes• Hoarding and Banner installation• Transportation of artistes• Local Promotion
Day ON Event – Evening Session (28th to 30th April, 2025)	Main Stage (6:00pm onwards)	<ul style="list-style-type: none">• Inaugurate the festival• Closing ceremony• Performance of Folk and Classical Artistes/ Band Groups• Exhibitions of Craft stalls and Food stalls• Stage performance• Thematic Branding & Installation• Sound & Light & Generator• Photography & Videography• Local Authority Felicitation• Refreshment for VIPs and artistes and others• Hotel accommodation and food for artistes• Transportation for artistes and guests• Local Promotion

Appendix "B"

DETAILS OF ESTIMATED WORKS / SERVICES TO BE CARRIED OUT / ITEMS TO BE SUPPLIED IN CONNECTION WITH OCTAVE FESTIVAL AT BHAGALPUR, BIHAR

1. **Printing and Publicity**
2. **Logistic arrangement (erection of stage, green room, etc) completed by 25th April, 2025)**
3. **Arrangement of accommodation of 200 artistes/ volunteers for eight days from 24th April to 01st May 2025**
4. **Food arrangement of 200-250 artistes/ volunteers for eight days (including four meal per day i.e. breakfast, lunch, evening snacks and dinner) from 24th April to 01st May 2025**
5. **Stage and ambience light for five days completed by 25th March, 2025 (afternoon)**
6. **Stage sound for five days completed by 25th March 2025 (afternoon)**
7. **Ambience Decoration completed by 25th March 2025 (afternoon)**
8. **Refreshment for VIPs, guests etc with catering service**
9. **Flower decoration**
10. **Engagement of security, sweeper etc**
11. **Arrangement of fire extinguisher, supply of adequate drinking water, bio-toilets, dustbin etc**
12. **Arrangement of transport for artistes and guests**
13. **Photography and Videography for three days**
14. **Obtain necessary permission from local authorities and departments for conducting smooth programme at Bhagalpur, Bihar**

Note 1 : Please see the attachment for technical requirements for the above mentioned works as mentioned in separate Annexure i.e. **Details of items** which may kindly be seen and quote your rates (all inclusive like transportation cost, labour charges, etc) plus GST

NOTE: 2 The above mentioned requirement of items to be supplied has been mentioned at Programme venue.

NOTE: 3 The Strength of guests and the quantity of items whatever given is an approximate figure and is likely to change and the NCZCC reserves the rights to pay for the actual figures on culmination of programme. However more accurate approximation of figures will be provided on spot atleast before the commencement of the event.

Appendix "C"

**TECHNICAL BID FOR
SELECTION OF AGENCY FOR OCTAVE FESTIVAL AT BHAGALPUR, BIHAR**

(Attach extra sheet wherever required)

Sl. No.	Particulars	Details (Please tick / fill up with relevant answers, wherever required)
1.	Name of the person / party submitting the bid (hereinafter referred to as the bidder)	
2.	Name of the firm, if applicable	
3.	Status of the bidder (Individual / Partnership Firm / Company / Society / Any other (Specify))	
4.	Are you submitting bid on your own behalf or as Power of Attorney / Authorized signatory of somebody else (Specify)	
5.	CONTACT DETAILS OF THE BIDDER	
6.	Name	
7.	Complete Postal Address (with Pin Code)	
8.	Telephone Nos. with STD code, including Mobile Number	
9.	Fax Nos. with STD code	
10.	E-mail Address	
11.	If the bidder is Power of Attorney / Authorized signatory of somebody else, contact details of the principal on whose behalf bid is submitted	
12.	Name	
13.	Complete Postal Address (with Pin Code)	
14.	Telephone Nos. with STD code, including Mobile Number.	
15.	Fax Nos. with STD code.	
16.	Your Annual turnover (in Lakhs) for the following years (financial year from 01 April to March 31) (Minimum turnover not less than 400 Lakh in last three years)	
(i)	2023 - 24	
(ii)	2022 - 23	

(iii)	2021 - 22	
17.	List of Three Major Clients / with their address and contact details (Preferably Government sector)	
(i)		
(ii)		
(iii)		
	Have you enclosed copies of following documents along with this Technical Bid (please note that non-submission of copies of these documents will lead to rejection of your tender / technical bid).	
18.	Copies of relevant account statements, audited accounts / other documents to establish that your annual turnover	Yes / No
19.	List of three major clients whom you are providing / have provided, in last 3 years, such services / works	Yes / No
20.	Experience in similar kind of nature of job with almost same more or less value in government departments (supporting documents must be furnished)	Yes / No
21.	Contractor credentials and copy of work orders of similar nature of work for the last three years	Yes / No
22.	Copy of Concept Presentation (Design / Layout)	Yes / No
23.	Copy of partnership deed (if a partnership firm) or Copy of MoA, Bylaws, Registration Certificate, etc. (if a company) or Any such document depending upon the constitution of the bidders (e.g. society etc.)	Yes / No
24.	Have you ever been blacklisted by any of your existing / past clients, in the last 5 years for defecting / deficient service or any such reason related to such works/services provided by you (if yes, give details)	Yes / No
25.	Are your rates quoted in your financial bid firm / valid for a minimum of 3 months from the date of opening of tenders	Yes / No
26.	Payment of Tender Fee as applicable	Yes / No
27.	Do you fulfil all other essential conditions / requirements mentioned in the Tender document	Yes / No
28.	Any other additional details / information you may like to submit	

Yours sincerely,

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)

TENTATIVE CONCEPT PRESENTATION

PLANNING IDEA TO CONDUCT PROGRAMMES	LAYOUT AND DESIGN
Any Proposal may please be provided.	Please submit the ethnic North East design of stage, gate, ambience etc in Traditional Theme.

Please upload your presentation in Soft copy

**FINANCIAL BID FOR
SELECTION OF AGENCY FOR OCTAVE FESTIVAL AT BHAGALPUR, BIHAR**

Sl. No.	Name of the work	Total Quoted amount (Rs.)
1.	Total Cost for the entire jobs as mentioned in Appendix-B (Technical bid consisting of all technical details along with commercial terms and conditions); for the said programme at Bhagalpur, Bihar (inclusive of all costs such as transportation, labour cost etc)	
	GST (as applicable)	
	TOTAL COST	

NOTE: 1 Rates must be quoted for programme at Bhagalpur, Bihar.

NOTE: 2 The Strength of guests and the quantity of items whatever given is an approximate figure and is likely to change and the School reserves the rights to pay for the actual figures on culmination of programme. However more accurate approximation of figures will be provided 15 days in advance from the commencement of the event.

NOTE: 3 Bidder to quote wherever unit rate and wherever total cost is to be final.

Yours sincerely,

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (Also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)

(Upload excel file through online only)