



Tender Notice

Offline tenders are invited from experienced and registered firms (Event Management Companies) for providing and installing temporary tentage, hired furniture, stage sound systems, and lighting equipment (on rental basis) for the **BRICS Summit-2026**, scheduled to be held from **03 June to 06 June 2026** at **Taj Ganges, Varanasi**, organized by the North Central Zone Cultural Centre, Prayagraj (Ministry of Culture, Government of India).

Tender documents may be obtained from the Accounts Section of the Centre's office on payment of **Tender Fee of Rs. 3,000/- (Rupees Three Thousand only)** in UPI (Scanner attached) or through Demand Draft drawn in favour of "Director, North Central Zone Cultural Centre, Prayagraj", payable at Prayagraj, from **14.05.2026 to 19.05.2026 between 11:00 AM and 03:00 PM** on any working day.

The tender document may also be downloaded from the official website **www.nczcc.in**. In case of downloaded tender forms, proof of payment of the **Tender Fee amounting to Rs. 3,000/-** (in UPI or Demand Draft form) must be enclosed along with the tender documents.

Duly completed tender forms may be submitted in the Tender Drop Box kept at the Centre's office up to **02:00 PM on 20.05.2026**. The tenders shall be opened on the same day, i.e., **20.05.2026 at 03:00 PM** in the presence of the tenderers by the Committee constituted by the Centre.

The Director, North Central Zone Cultural Centre, Prayagraj reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Director

Tender Form cost – Rs. 3,000.0

North Central Zone Cultural Centre, Prayagraj

Ministry of Culture, Government of India

14, CSP Singh Marg, Prayagraj

Phone number: 0532-2421855

E-mail: nczcc@rediffmail.com Website: www.nczcc.in

Short Term Tender Notice

Sealed tenders are invited from eligible Event Management Agencies for organizing the programme related to the BRICS Summit to be held at Varanasi from 3rd June to 6th June, 2026.

Interested agencies are requested to submit their rates, quotations in the prescribed proforma attached with tender form on or before 18.05.2026. The complete proposal may be deposited in the tender drop box placed at the Office of the Director, NCZCC, Prayagraj and same will be opened by the Committee in presence of authorized representative of the tenderer at 3 p.m. on same date.

Details are as follows:

- **Venue:** Hotel Taj Ganges, Varanasi
- **Event Dates:** 3rd June to 6th June, 2026
- **Earnest Money Deposit (EMD):** Rs. 1,00,000/- in form of DD payable at Prayagraj in favour of Director NCZCC.
- **Performance Security:** Rs. 3,00,000/- in form of DD payable at Prayagraj in favour of Director NCZCC.

The selected firm shall be required to execute the work on a turnkey basis, ensuring high standards of professionalism, efficiency, and quality.

Kindly provide the appropriate rates for the above on hiring basis & turn – key- basis along with Terms & Conditions (As per MEA Guidelines & Government of India Protocol) as per **Annexure A** attached.

- ❖ No tender shall be considered without submission of the prescribed tender form cost and Earnest Money Deposit (EMD).
- ❖ The Director reserve the right to cancel one or all tenders without assigning any reason whatsoever and whomsoever.

1. General Compliance

- The agency/vendor shall strictly adhere to the protocols and guidelines issued by the Ministry of External Affairs (MEA) and Ministry of Culture, Government of India for hosting international delegations.
- All services must maintain high standards of professionalism, confidentiality, and diplomatic sensitivity.

Signature of Tenderer

2. Security & Protocol

- All personnel deployed (drivers, representatives, technicians, etc.) must
- Carry valid ID proof
- Be police verified
- Follow security instructions issued by local administration and security agencies
- The vendor shall coordinate with
 - Local Police
 - Intelligence Agencies
 - Hotel Security Team
- No unauthorized access to delegates or restricted areas will be permitted.

3. Quality Assurance

- The vendor shall ensure
- High-quality infrastructure, materials, and services
- Timely setup and dismantling
- The organizing authority reserves the right to
- Inspect and approve all arrangements
- Reject substandard services without additional cost

4. Staffing & Deployment

- Adequate trained manpower must be deployed for
- Event management
- Guest handling
- Technical operations
- Staff must be
- Well-groomed
- Briefed on protocol etiquette for international delegates

5. Confidentiality

- The vendor shall maintain strict confidentiality regarding
- Delegate details
- Event schedules
- Official communications

- No information shall be disclosed to any third party without prior approval.

6. Payment Terms

- Payment shall be released as per Government norms
- No advance payment unless specifically approved
- Payment subject to
 - Successful completion of services
 - Submission of invoices and supporting documents
 - Certification by the competent authority
- Applicable taxes shall be paid as per Government rules.

7. Penalty Clause

- Penalties may be imposed in case of
- Delay in service delivery
- Non-compliance with instructions
- Poor quality of services
- In case of serious lapses, the contract may be terminated without notice and security deposit forfeited.

8. Force Majeure

- Neither party shall be held responsible for delays or failure due to
- Natural calamities
- Government restrictions
- Law & order situations
- However, timely intimation must be given in such cases.

9. Liability & Insurance

- The vendor shall be responsible for
- Any damage, loss, or injury caused during execution
- Adequate insurance coverage must be maintained for
- Vehicles
- Equipment
- Personnel

Signature of Tenderer

10. Dispute Resolution

- Any dispute shall be subject to the jurisdiction of courts at Prayagraj, Uttar Pradesh.
- Disputes shall be resolved amicably; failing which, as per Government rules.

11. The applicant should have prior experience in hosting/catering Government events and must comply with the protocol criteria of Hotel Taj Ganges, Varanasi, either through empanelment with the hotel or by accepting full responsibility under the Contracted Staff Responsibility Clause prescribed by Hotel Taj Ganges.

Key Points:

- Vendors must follow hotel security procedures.
- Government-approved ID mandatory.
- vendor is liable for negligence/damage.
- Event manager/contractor must sign undertaking in Annexure F.

A. Set-Up Related Rules

Title: "Set-Up Related Hotel Rules (Preventing Damage and Property Insurance Issues)"

Clause 1

No nails, screws, tapes, posters, banners on hotel property.

Clause 2

Floor plans for setups/product launches must be submitted 7 days in advance.

Clause 3

Mandatory setup supervisor from contractor side.

Clause 4

Material movement subject to hotel checking; no firearms; generator/van permissions required.

Clause 5

- No storage facility
- Mandatory back-entry movement
- Use of service elevators only
- No blocking passages/fire exits
- No hotel labour support

Clause 6

Electrical work only through certified electrician.

Clause 7

Restrictions on hammering/noisy setup work.

B. Contractor Vehicle Restriction

Clause:

Only one contractor/vendor vehicle allowed inside premises after unloading.

C. Undertaking by Event Manager / Contractor

Title: "UNDERTAKING BY EVENT MANAGER/CONTRACTOR"

Major Obligations:

- Contractor accepts all hotel policies.
- Responsible for all vendors/staff/technicians.
- Responsible for safety/security.
- Hotel not liable for theft/damage/injury.

Signature of Tenderer

- Contractor liable for third-party claims.
- Contractor must obtain licenses/permissions.
- Broad indemnity in favour of hotel.

12. Termination Clause

- The contract may be terminated by the authority
- In case of non-performance
- Breach of terms
- Security concerns
- The decision of the competent authority shall be final and binding.

Please find the attachment.

Details as per Annexure-A

Please provide:

1. To provide infrastructure- main stage- size 40 x 32 x 2.5– upper stage 32 x 6 x 1.5 with hollow square seating arrangements, seating arrangements in German Hanger (85 x 170) and Darbar Hall.
2. According to the requirement light and sound arrangement with Led Screen & operational system as per list attached. Power supply provided by Taj Ganges Hotel.
3. Flower decoration in Taj Ganges at German Hanger & Darbar Hall.
4. Photography & videography

Declaration

I/We,son of Shrifirm
.....address declare that I/We have read and
understood all the above terms and conditions. I/We,
.....undertake to abide by them.

Date:
Firm Name and Address
Mobile No.-
PIN No.-
PAN Card No.-
GST No.
Tax No.-

Signature of Tenderer

Annexure-I**Temporary Furniture and Partition Wall: -**

Sl. No.	IN Existing German Hanger for one day dt. 04.06.2026
1.	Preparation of Stage (40x32x2.5), 4 wings 2 on each side on stage and side stage black masking with Green Room
2.	Stage on stage (32x6x1.5) with ramp and stair with top surface.
3.	Podium
4.	Two-seater Sofa for 80 people
5.	Creation of Mini stage (8x12) for singing
6.	Decoration of stage with flowers
7.	Furniture for Gala Dinner for 80 people

(A) Compact Rate for above in all Turn-key-basis Rs.with GST on hire.

Temporary Furniture, Partition Wall and other Article: -

Sl. No.	In Existing Darbar Hall for two days dt. 04th & 05th June, 2026	Qty.
1.	Hallow square conference table for 50 people with flower decoration, name plate and PA system in each seat.	50
2.	Creation of bilateral meeting room for 10 people (12x16)	02
3.	IT infrastructure Room with furniture & computer, printer complete set up	01
4.	Office Room with furniture	01

(B) Compact Rate for above in all Turn-key-basis Rs. with GST on hire.

Light & Sound for Stage: - (For one day on 04.06.2026 in German Hanger)

Sl. No.	Particulars	Qty.
1.	Box truss for Stage (40x32) height 20'	01
2.	Sharpy	25
3.	LED par	30
4.	LED warm	15
5.	LED wash	8
6.	Smoke machine	02
7.	P.A. System with all equipment and 12 to 16 (Sure) Carded Mick and 2-4 cordless mick.	complete set up
8.	4 column 2 bass for stage side	
9.	monitor/side fill	6
10.	2 column 2 bass for hall (JBL A12)	
11.	monitor centre fill	02

(C) with all necessary equipment and operating system on turn-key basis Rs. with GST on hire.

Signature of Tenderer

Providing LED Screen with complete set up and operational system as per given detail below:-

SI.NO.	Particulars	Qty.
1.	LED Screen – 30 x 10 for one day (4 th June, 2026)	01
2.	LED Screen T.V. Type 10, for two days (4 th & 5 th June,2026)	10
3.	LED screen 6 x 8 for two days (4 th & 5 th June,2026)\	01
4.	Photography and videography for two days (4 th & 5 th June,2026)	

(D) with all necessary equipment and operating system on turn-key basis Rs. with GST on hire.

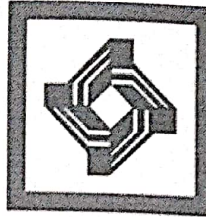
On (A), (B), (C) and (D) compact rate and turn-key-basis means

1. Supply
2. Erection
3. Installation
4. Operating system with operator
5. After programme dismantling

❖ No Logistic Charges will be given for operator, supporting staff and any kind of man power and labour charges.

Signature of tenderer

Signature of Tenderer



सेन्ट्रल बैंक ऑफ इंडिया
Central Bank of India

UPI ID : 01832026011494170@cbin



NORTH CENTRAL ZONE CULTU...

BHIM | **UPI**
BHARAT INTERFACE FOR MONEY | UNIFIED PAYMENTS INTERFACE



भारत 2023 INDIA

वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

