

Notice Inviting Quotation

The Manager (Elect.), Electrical Engineering Division, Room No. 147, India Trade Promotion Organization, Pragati Maidan, New Delhi on behalf of CMD, ITPO invites Item rate sealed quotations from the registered contractor of CPWD, PWD, MES, P&T & NDMC etc. or specialised agencies dealing in the sound system, stage lighting and A.V. system on hire basis. The attested copies of satisfactory completion certificates in sound system, stage lighting A.V. system on hire basis, service tax, PAN & annual turnover documents shall be submitted up to **3.00 PM** on **19.07.2013**. The Quotations will be opened on the same day by him (or) his authorized representative at **3.30 PM**.

Sl. No.	Name of Work	Time for Completion	Estimated Cost (Rs.)	Earnest Money (Rs.)
1.	Providing, fixing operating and maintenance for sound system arrangements, stage lighting arrangements and AV system arrangements on hire basis in Pragati Maidan, New Delhi.	90 days	2,00,000.00	4,000/-

Work eligibility criteria is as under:- Average annual financial turnover @30% of the estimated cost during last 3 years ending **31.03.2012**. Experience of having successfully completed similar works during last 7 years ending **30st June, 2013** should be either of the following: (a) three similar works costing not less than **Rs.80,000.00 i.e. 40%** of the estimated cost or (b) two similar works costing not less than **Rs.1,20,000.00 i.e. 60%** of the estimated cost Or (c) one similar work costing not less than **Rs.1,60,000.00 i.e. 80%** of the estimated cost (d) similar work means" sound system, stage lighting and A.V. system".

Earnest Money should be deposited through Bank Draft drawn in favour of India Trade Promotion Organization, New Delhi and should be deposited while submitting with quotation.

The quotations will be accepted only of those agencies qualified as per the eligibility criteria. In case the quotation is not accompanied with the required documents the quotation will summarily be rejected.

(Mahipal Singh)
Manager(Elect.)

SCHEDULE OF WORK

NAME OF WORK: Providing, fixing operating and maintenance for sound system arrangements, stage lighting arrangements and AV system arrangements on hire basis in Pragati Maidan, New Delhi.

Item No.	Sub-heads & item of work	Qty.	Rates (Rs.) each item per day	Unit	Amount (Rs.)
(A)	Sound System Arrangements				
1.	Speaker Top/Base/Monitor/Filler Make: JBL/Yamaha/FBT/DAS	6 nos.		4 days	
2.	Audio Mixer 16 Ch. Make A & H/Sound craft/Yamaha/Mackie	1 No.		4 days	
3.	Power Amplifier Make: DAS/Crown/QSC/Yamaha/Sound craft/Mackie	4 nos.		4 days	
4.	Mike (corded) Make: Shure/AKG/Sennhiser (Dyanamic/cordless/Goose neck)	8 nos.		4 days	
5.	Effect Rack inclusive 4 No. graphic equiviliser, limiter, crossover, compressor, Digital delay, reverb etc.Make: Yamaha/BSS/Roland/TC electronic/DOD/DBX	1 No.		4 days	
6.	Cordless mike make: Shure/AKG/ Sennhiser	1 No.		4 days	
7.	Preparing CD/DVD of the programme through laptop with operator	1 job of 2 days		2 days	
8.	DVD player make: Sony/Pioneer/Tascam	1 No.		4 days	
	Main cables/XLR cables/switch boards are required.				
B	STAGE LIGHTING SYSTEM				
1.	LED PAR 115 Watt. RGB	6 Nos.		4 days	
2.	PAR 64, 1000W	6 Nos.		4 days	
3.	Profile	4 Nos.		4 days	
4.	Electronic Dimmer 48 KW	1 No.		4 days	
5.	Stage light stands	2 nos.		4 days	
	Main cable/XLR cable/Switch Board as required				

C.	AV System Arrangements				
1.	Front Screen projection on screen size 4 feet x 6 feet.	2 Nos.		4 days	
2.	LCD Projector (3500 lumens) with stand	2 Nos.		4 days	
3.	Videography with 2 Nos. digital cameras with on line mixing with taps.	One job		4 days	
4.	Cost of Video digital tapes	20 Nos.		4 days	
	Audio, Video, VGA, sound leads as required along with switch boards remotes as required				
	Grand Total				

Note: Rates should be quoted exclusive of service tax as applicable.

CHECK LIST

The agency shall provide the following self attested document along with quotation.

1. Earnest money should be in the form of Demand Draft in case of downloaded tender. The Demand Draft in favour of ITPO should be got prepared either or before the last date of opening of quotation..
2. PAN No.
3. Service tax No.
4. Balance sheet/Average and financial turnover documents duly verified by C.A. to be provided for following year which should not be less than 30% of estimated cost for
2009-2010
2010-2011
2011-2012
5. Experience of satisfactory completion of three similar works costing 40% of estimated cost or Two works costing of 60% of the estimated cost or one work costing of 80% of the estimated cost.

Special Terms and conditions

1. The intending tenderer must inspect the site of work and understand the actual quantum of work involved there in before submitting the tender. No request for additional payment for any kind of work shall be entertained.
2. This quotation will be valid for 90 days from the date of issue of work.
3. The rates must include all expenses i.e. operators charges, transportation of equipment to & fro, Pragati Maidan etc. In other words, the rates must include all Govt.taxes and indicated separately.
4. All installations and testing of sound Systems, stage lighting systems and AV System need to be completed to the satisfaction of Engineer In-Charge or his nominees.
5. The tenderer shall be responsible for the Security of all items or equipment installed by him and no claim for loss or damage of items belonging to the tenderer shall be entertained by the ITPO.
6. All items installed by the tenderer shall be dismantled and removed from the premises of Pragati Maidan immediately after event/work over. The tenderer shall be responsible for the good conduct of all staff employed by him and ITPO will not be responsible for any compensation in the event of any accident to the tenderer or his staff in the course of performing their duties connected with the above work.
7. All the work carried out and the services rendered shall be to the satisfaction of the Engineer In-Charge, ITPO. In case of unsatisfactory work the quantum of penalty as, imposed by the Engineer In-Charge of ITPO shall be final and binding on the contractor.
10. No payment will be made in advance. Full & final payment of each event will be made only after satisfactory completion of service.
11. In the opinion of the Engineer In-Charge the party declines, neglects or otherwise delays to comply with any directions given or does not execute the job in terms of the contract or violate the terms of tender the Engineer In-Charge shall be entitled and be at liberty to forfeit the security deposit without pre judice to any other remedy which the authority might have on account of claim for compensation against loss and inconvenience.
12. If such a notice is given before the party has commenced the work will not be entitled to any compensation, if however the work has been commenced before the receipt of such notice then in such a case the Engineer In-Charge will decide the amount to be paid to the party towards compensation for the work already done and his decision in this regards shall be final and binding on the party.
13. If during the currency of the contract, the specification and requirements are to be changed by the Engineer In-Charge the party shall supply the requisite

material in accordance with new specifications. Any deduction of rates in this regard if applicable, will be determined by Engineer In-Charge, ITPO.

14. The Engineer In-Charge may authorize such officers as he may wish to operate the contract on behalf of the ITPO and the party will accept with the work as if these were issued by the EIC.
 15. The agency will provide trained technical staff available all the time or as & when required.
 16. Accident/mishap occurring during the installation or show will be the sole responsibility of the contractor. ITPO will not be responsible in any way.
 17. Any damage done to the building will be made good by the contractor at his cost.
 18. ITPO reserve the rights of increasing/decreasing the quantity of material/days/venues depending on actual requirement.
 20. The offer not confirming to conditions as above may be rejected without any further reference.
 23. Whatever under the contract any sum of money is found recoverable or payable the party on account of any penalty imposed by the ITPO on account of unsatisfactory services unless the same is paid by the party by payment. The ITPO will be entitled and at liberty to deduct the same from any sum due from the party.
 24. All disputes and deference and questions arising out of this contract whatever shall be referred to the sole arbitration nominated by the Chairman and Managing Director of the ITPO.
 25. The award of the arbitrator shall be final and binding on the parties to this contract.
 26. The venue of Arbitration proceedings shall be as decided by the arbitrator.
1. The agreement shall be subject to the jurisdiction of the courts in Delhi.
 2. The security @10% will be deducted from the bill and will be refunded after six month.

Manager (Elect)

ADDITIONAL CONDITIONS

1. CONTRACTOR will have to make his own arrangements for tools & plants required for the work. The department will not supply any tools and plants unless otherwise specified.

2. The contractor must see the proposed site for the work and study specifications and conditions carefully before tendering. No claim of any sort shall be entertained on account of any site conditions of ignorance of specifications.

3. The site is available, tenderer should see the approaches and conditions of the site. In case any approaches for main road is required at site or existing approach is to be improved and maintained for cartage of materials by the contractors the same shall be provided, improved and maintained by the contractor for stacking materials erection of Go down, site office erection of his plant and machinery etc. at his own cost. The contractor should plan the procurement of materials according to the space available. No claim on account of cost of such works shall be entertained by ITPO.

4. The contractor will have to work according to progress of work decided by the Engineer-in-charge. No claim what-so-ever will be entertained on his account.

5. The contractor shall consult the Executive/Engineer-in-charge in writing regarding collection and stacking of materials in any place other than those approved by the Engineer-in-charge. No excavated earth or building materials shall be stacked on areas for which permission of Engineer-in-charge has not been taken.

6. The contractor must take all precautions to avoid all accidents by exhibiting day and night necessary caution boards, speed limit boards, red flags and red lights and providing barriers. He shall be responsible for all damages and accidents caused due to the negligence on his part. No hindrance shall be caused to Traffic during execution of work.

7. The contractor shall maintain in good condition all work executed till the completion of the entire work allotted to the contractor and handing over of the same to ITPO.

8. No compensation shall be payable to the contractor for any damage caused by rains windstorm or floods during execution of work. He will make good all such damages at his own cost and no claim on this account will be entertained. The contractor shall bail cut rain water collected during execution of the work from the excavated trenches at his own cost. Nothing extra will be payable on this account.

9. At least one authorized representative should always be available at site of work to take instructions from departmental officers and ensured proper execution of work. This will apply specially for works exceeding more than one lakh.

10. The contractor shall have to work as per program of the department. No claim what-so-ever will be entertained on this account.

11. If the tenderer withdraws his option before award of the work or make any modification in the conditions of the tender which are not acceptable to the India Trade Promotion Organization shall without prejudice to any other right, or remedy, be at liberty to forfeit 50% of the earnest money absolutely.

12. The contractor to whom the work is awarded will have to sign a separate agreement papers and the cost of such stamp paper will be formed by the contract.

13. The work shall be carried out strictly as per CPWD specifications 2007, part I & II with up to date correction slips.

14. The contractor shall take approval from the Manager (Electrical) in writing for collection and stacking of materials.

15. The contractor must follow CPWD Safety Code as provided in general conditions of contract for CPWD works.

16. Any damage done by the contractor or his workmen to any existing work during the course of execution of the work shall be made good by him at his own cost.

17. Contractor shall clear the site thoroughly of all rubbish etc. left out of his materials immediately on completion of the work and properly clean the site around the building to the satisfaction of the Engg.-in-charge. Otherwise the site will be cleared by the department at his risk & cost to remove and clean the site.

18. The contractor to whom the work is awarded will have to sign the agreement on non judicial stamp papers of Rs. 50.00 and the cost of such stamp paper will be borne by the contractor.

19. Electrical material shall be stacked by the contractor at space provided by ITPO of stipulated quantities at his own cost in his own.

20. All incidental charges of any kind whatsoever including cartage, cutting and wastage etc. shall be borne exclusively by the contractor and nothing extra will be paid to him on this account.

21. The earnest money will not be accepted in the form of the Bank guarantee.

22. The contractor shall obtain entry passes along with photographs of the staff deputed for the work from ITPO after the Award of Work nothing extra shall be paid on this account.

23. The contractor shall obtain the gate pass for the material to be taken out after the completion of the event from ITPO.

Manager(Elect.)

PERFORMA TO BE ATTACHED WITH NIQ

To,

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Sub: NIT No. 371-ITPO(28)/AV/2013-14 for the work: **Providing, fixing operating and maintenance for sound system arrangements, stage lighting arrangements and AV system arrangements on hire basis in Pragati Maidan, New Delhi.**

Dear Sir,

It is here by declared that ITPO is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting quotation(NIQ) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of quotation/bid documents, failing which the tenderer / bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the integrity Agreement on behalf of the ITPO.

Yours faithfully

Manager(Elect.)

PERFORMA TO BE SIGNED BY BIDDER WITH BID

To,

Manager(Electrical),
.....,
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Sub: Submission of quotation for the Work: **Providing, fixing operating and maintenance for sound system arrangements, stage lighting arrangements and AV system arrangements on hire basis in Pragati Maidan, New Delhi.**

Dear Sir,

I/We acknowledge that ITPO is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting quotation (NI) is an invitation to offer made on the condition that I/We will sign the enclosed integrity agreement, which is an integral part of quotation documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIQ.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by ITPO. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the quotation /bid, ITPO shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the quotation /bid.

Yours faithfully

(Duly authorized signatory of the Bidder)