

**South Zone Cultural Centre**  
(An autonomous body under Ministry of Culture, Government of India)  
Dakshini, Medical College Road, Thanjavur – 613 004  
Tele : 04362-240072 / Fax 04362-240128 / Email [szcc1986@gmail.com](mailto:szcc1986@gmail.com)  
[Website www.szccindia.org](http://www.szccindia.org)

**Short Term Tender Notice**

The Director SZCC on behalf of Ministry of Culture, Govt. of India invites Open Tenders in sealed covers from Bengaluru based reputed, renowned & financially sound experienced Contractors / Firms/Agencies / Service Providers having valid license. IT/ST/PT clearance for organizing ‘**Rashtriya Sanskriti Mahotsav - 2017**’ at Kalagram, Kengeri South, Mallatahalli Road, Kengunte Gnanabharathi, Bengaluru – 560 072 from 5<sup>th</sup> March to 8<sup>th</sup> March 2017.

Interested and experienced Contractors /Firms/ Agencies / Service Providers fulfilling the necessary eligibility criteria are requested to submit their formal application / applications as per the relevant tender documents along with relevant documents as mentioned below.

Details of works.

T No.	Work	Nature of Service/Supply	Cost of each Tender form	EMD for each Tender
6	Providing Manpower Management Services (Housekeeping and garbage disposal with equipment and consumables)	Contract basis	500/-	20,000/-

The detailed and complete tender documents can be downloaded from website [www.szccindia.org](http://www.szccindia.org)

The tender forms complete in all respects and signed on each page by the tenderer along with DDs (payable at Thanjavur) of Nationalized Banks in favour of ‘The Director South Zone Cultural Centre for cost of tender form and EMD should reach Dakshini, South Zone Cultural Centre, Medical College Road, Thanjavur – 613 004 by 1000 hours on 23/2/2017.

Tenders will be opened at 1030 hours on 24/2/2017 at SZCC by the Tender opening Committee in front of tenderers / their authorized representatives who wish to be present.

Director reserves the right to cancel one or all tenders without assigning any reason whatsoever to whomsoever.

### **Scope and details of work:**

Providing services of manpower management for housekeeping alongwith all equipment and disposal of garbage for organizing Rashtriya Sanskriti Mahotsav 2017 to be held at Kalagram, Kengeri South, Mallatahalli Road, Kengunte Gnanabharathi, Bengaluru – 560 072 from 5<sup>th</sup> March to 8<sup>th</sup> March 2017.

1. (a) 1<sup>st</sup> Shift 7.00 AM to 3.30 PM with ½ hour lunch break.  
Approx 12 persons (8 males + 4 females / number might change as per requirements).

- (b) 2<sup>nd</sup> Shift 3.30 PM to 1130 PM with ½ hour break.  
Approx 12 persons (8 males + 4 females / number might change as per requirements).

The persons provided by the tenderer should be

1. Uniformed
2. Well equipped
3. Well behaved
4. With proper ID proof and residence proof (to be submitted in advance for security purpose)

The verification will be daily and shift wise and the payment will be made accordingly.

- (a) Disposal of garbage :- Daily between 9.00 PM to 1100 PM.

### **Note**

1. Spreading of lime powder/cleaning cent, anti-bacterial and anti-odor cent on daily basis to maintain cleanliness will be included in all above rates.
2. The tenderer will provide adequate containers/dustbins at proper place for collection of the garbage.

Director, SZCC, Thanjavur

## **Terms and conditions, Eligibility Criteria and Information for Services.**

1. The Tenderer should be a well-established Professional Agency/Company/Firm and must have experience of minimum 3 years in the same industry having a minimum of experience of 3(Three) such Events/Conferences/Award Functions of Govt./SemiGovt./PSU/Autonomous bodies under Govt. of India during the current year and the past 3 financial years.
2. The Tenderer should have full-fledged office set up at Bengaluru and adequate manpower with state-of-the-art infrastructure and resources including production/ execution/implementing/ operations/ creative team to support timely service for activities within the scope of work. Agencies should enclose necessary documents along with application as a proof of their office set up.
3. Tenderer should have minimum annual turnover of Rs. 50, 00,000 or above (Rs. Fifty Lakh or above) in the last three financial years. Agencies will submit the audited financial statements. (Standalone Turnover of the company applying for the empanelment will only be reckoned, not the group company or subsidiaries.)
4. The net worth of the Tenderer should be positive during each of the previous three financial years.
5. The Tenderer should submit the complete turnkey proposal with rates in breakup of each & every item which will be required to conduct the festival and work of event management will be awarded to the selected Tenderer on turnkey basis only.
6. The Tenderer should submit the proper documents in support of the Tenderer's credentials, past performance, list of clients, list of events / conference / award functions conducted/managed for various organizations and specifically Govt. of India if any with performance certificate, appreciation letters etc.
7. Tenders incomplete in any form are liable to be rejected summarily. (This clause means that only tenders complete in all respects would be treated as 'Valid Tenders' and would be considered for the purpose of evaluation by the tender evaluation committee nominated for this purpose. No claim for consideration from tenderer / tenderers submitting incomplete/technically flawed tenders will be entertained).
8. The Tenderer would not be allowed to negotiate increase in tendered rates after submission of Tenders. However, the SZCC would be free to negotiate for a decrease in tendered rates. If in case the tenderer withdraws the offer during the pendency of offer or after award of tender, the earnest money submitted by the tenderer will be forfeited.

9. Any enquiry after submission of the Tenders would not be entertained.
10. After award of the contract the rates quoted by the successful Tenderer shall remain valid for a period of 90 days from the date of opening the bid. During this period the successful tenderer [who will be called 'contractor' after award of tender) will not be allowed to alter the rates to the detriment of the SZCC administration. Failure to supply the tendered items/complete the tendered work to the satisfaction of the SZCC administration would attract forfeiture of earnest money and/or blacklisting and/or any other penalty which the SZCC administration may deem fit.
11. The successful Tenderer shall be required to comply with all the instructions of the venue management [Caretaker/CCW (Civil & Electrical)] 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.
12. The Direct SZCC reserves the right to reject any/all Tenders without assigning any reason thereof.
13. Vague, incomplete or quotations by fax, telex etc. would not be entertained and summarily rejected.
14. Tenderers who have downloaded the tender from the website have to submit the tender along with the tender cost in the form of the Demand Draft in favour of the Director SZCC on any nationalized bank payable at Thanjavur for Rs. 500/-. Tenders without the cost will be summarily rejected.
15. Tenders have to be accompanied by an Earnest Money Deposit of Rs. 2,000/- (Two Thousand only) in the form of a Demand Draft in favour of Director SZCC drawn on any nationalized bank payable at Thanjavur. Tenders not accompanied by EMD will be summarily rejected.
16. No interest shall be payable on the EMD. On finalization of the rate contract, EMD will be returned to those tenderers who fail to get the contract.
17. The closing time and date for submission of Tenders would be 1000 hours of 23.02.2017. Tenders will be opened at 1030hrs on 24.02.2017.
18. Tenders received after the due date and time specified above for receipt of Tenders would be summarily rejected.
19. Any bid that is received without the Earnest Money deposit will be summarily rejected.
20. For any clarification, please send email TO.szcc1986@gmail.com or contact on phone 04362- 240072 on any working day between 1000 Hrs to 1730 Hrs. up to three days prior to the date of submitting of the tender:
21. Financial bid should be in a separate sealed envelope.

22. The details of taxes chargeable should be clearly indicated against each item.
23. No charges would be paid, if the festival, for any reason, gets cancelled on or before 72 hours of the scheduled date and time of the event. The Tenderer should indicate the charges, if any, payable to him, if the festival is cancelled within 72 hours of the scheduled date and time of the festival. Payment in that case would be subject to verification.
24. No additional charges would be paid to the Tenderer, in case the dates of the festival are rescheduled. In case the Tenderer backs out of the contract, then it shall be liable to pay damages to the tune of 25 % of the contract amount at the time of withdrawing from the contract.
25. It will be the responsibility of the selected Company/Event Manager to obtain signatures of the Nodal Officer appointed for the purpose by the office of Director, SZCC on Challans towards items supplied/provided by the Event Manager. In case of items for which authenticated Challans are not submitted, no payment would be made.
26. The successful Tenderer will be decided on the basis of L1 [Lowest Valid Tender] i.e. lowest cost. If the L1, refused to take up the work on certain reasons then the work will be allotted to L2 on the rates quoted by L1. In case L2 also backs out then the offer would similarly go to L3 and so on and so forth till all the eligible tenderers are exhausted.
27. The successful Tenderer would be required to visit office of Festival committee, as and when called for, in connection with making arrangements for the Festival.
28. The Tenderer should take measures to protect the supplied requisites from rain or any other natural calamity.
29. The Tenderer would be responsible to obtain necessary permissions from BMC/MCB and/or other authorities to put up signage on the roads, and at vantage points in the venue premises. In case letters in this regard are required from the Ministry of culture/Director SZCC the Tenderer should inform and obtain the same from Ministry of culture/SZCC well in time.
30. SZCC reserves the right to divide the work order among tenderers.
31. The financial bid should be inclusive of all taxes & duties, transportation, loading and unloading etc. the tenderer will be totally responsible for complying with all rules & regulations concerning to all taxes and duties.
32. The tenders received through Email or Fax shall not be accepted.
33. Prescribed rate of Income Tax will be deducted from the total payment.

34. No child labour should be employed.
35. The successful Tenderer would be required to deposit a Security Deposit @ 10 % the Contract Value drawn in favour of "Director SZCC" in the form of a demand draft/bank guaranteed drawn on any Nationalized Bank payable at Thanjavur. The Security Deposit should remain valid for a minimum period of 90 [Ninety] days beyond the date of completion of all contractual obligations on the part of the successful Tenderer.
36. The release of the Performance Security would be subject to satisfactory completion of the work and contractual obligations.
37. The Director SZCC 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.
38. Payment will be made within 30 days of completion of event and subject to completion of work and all contractual obligations, to the entire satisfaction of competent authority.
39. The Director SZCC would be competent to forfeit partially or in full the Performance Security Deposit if felt essential, due to non-completion of any work partially or in full or due to unsatisfactory completion of any part of the work. The bill raised by the Agency/Event Manager should have all tax registration numbers printed on the bill. Decision of the Director SZCC on these matters will be final and binding.
40. Any such clause[s] and/or terms and conditions, that the Tenderer desired to include for providing service/supply goods, should be clearly mentioned in the bid. If some details are given on separate sheets, there should be a clear indication in the bid that it has been given in separate sheets. All such sheets/annexures/schedules to the tender document should be clearly and legibly signed and stamped by the tenderer.
41. In the bid the Tenderer shall provide for the Commission various relevant details including;
  - a) The Tenderer shall return this form duly signed on each page of this form as a token of accepting the bid.
  - b) Details of similar events organized for Central/State Governments or its autonomous bodies like Companies/Commission/Societies etc. in the past 03 years.
  - c) Letter of references from the resource persons of the organization for whom the above work was carried out.
  - d) Details of the work that the Tenderer intends to perform for this festival.
  - e) Details of manpower that the Tenderer considers necessary for the Director SZCC to take note of while deciding the bid.
  - f) Any other document that the Tenderer considers necessary for the Director SZCC to take note of while deciding the bid.

42. If requested, the Tenderer at its own expense will come, explain, make presentation and provide clarification about its proposal before the Director SZCC or any authorized person of the Director SZCC.
43. The Director SZCC need not select the lowest bid, but reserves the right to select a bid that fulfill the requirement/scope of work and provides the best value for the money.
44. In case the selected Tenderer fails to take up or complete the task satisfactorily, the Director SZCC will be free to terminate the contract. Notwithstanding the above, if the circumstances so demand in the interest of conducting the festival, the Director SZCC shall be free to choose any other agency and award the task to the agency including the task awarded to the agency in question at any time before or during the festival. Any extra cost that the Director SZCC has to pay for such an action will be deducted from the bank draft given for the "Performance Security" in favour of the Director SZCC for this purpose or from the payment due to the defaulting contractor for the period for which the work has already been carried out by him. The decision of the Director SZCC in this regard shall be final.
45. The Contractor shall indemnify the SZCC administration against any liability criminal/civil arising on account of the services hired by the Director SZCC and being provided by the Contractor.
46. The Contractor shall abide by these terms and conditions. Agreement containing the above may be drawn to remove any doubts in this regard.
47. The Director SZCC reserves the right to change any condition listed above in the interest of the work at hand.
48. In the event of dispute, the Director SZCC would head the arbitration panel along with two other members nominated by Honorable Ministry of Cultures. The award made by the panel shall be binding on both the parties.
49. If dissatisfied with arbitration award, all such disputes arising shall be resolved before the competent court having jurisdiction in area of Thanjavur.
50. FORCE MAJEURE: The Director SZCC shall not be responsible for any damages out of any act of God.

Director SZCC, Thanjavur

Check off list – Short Term Tender – SZCC, Thanjavur – 613 004

Tick if required document / evidence is attached

Or write NA if not applicable / if required document & evidence are not available

Or write the required particulars wherever required

1. Three sealed envelopes are to be made. On the first envelop it should be written as follows.

Financial bid for _____ (name of the tender)	
From (Name & Address of the Tenderer with Mob. No.)	To, The Director South Zone Cultural Centre Dakshini, Medical College Road, Thanjavur – 613 004

2. On the second and third envelopes it should written as follows.

Tender Document for _____ (name of the tender)	
From (Name & Address of the Tenderer with Mob. No.)	To, The Director South Zone Cultural Centre Dakshini, Medical College Road, Thanjavur – 613 004

3. First envelop should contain duly filled & signed **financial bid** only.  
4. Second envelop should contain all tender document including blank financial bid along with other materials as follows.

a	All the pages of tender document issued by SZCC duly signed with rubber stamp.	
b	Demand Draft for Rs.500/- if tender document downloaded from website	
c	Declaration by the tenderer in letter head.	
d	Demand Draft for Rs. 20,000/- towards EMD	
e	Company / Firm's Profile	
f	Registration No. with evidence	
g	License for services/supply with evidence	
h	Xerox copy of 3 yrs IT Return	
j	PT Clearance with evidence	
k	3 years' experience with evidence	
l	Service Tax No. with evidence	
m	TIN/VAT No. with evidence	
n	Xerox copy of PAN card	
p	3 years balance sheet by auditor- Xerox copy	
q	Contact person with mobile No.	

5. Third envelop should contain first and second envelops.

Place :

Date

Signature & Rubber stamp of Tenderer



## DECLARATION BY THE TENDERER

I, We \_\_\_\_\_ (herein after referred to as the Tenderer) being desirous of tendering for the work under the abovementioned tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc., as mentioned in the tender document, do hereby declare that:-

1. Fully aware of all the requirements and agrees with all provisions of the tender document.
2. Capable of executing the work in time as required in the tender.
3. Accept all risks & responsibilities directly or indirectly connected with the tender.
4. Not been influenced by any statement or promises by SZCC or any of its employees but only by the tender document.
5. Financially solvent and sound to execute the tendered work.
6. Sufficiently experienced & competent enough to execute the work to the satisfaction of SZCC.
7. The information and statement submitted with tender are true.
8. Familiar with all general and special laws, acts, ordinances, rules & regulations of the Municipal, District, State and Central Government that may affect the work or performance or personnel employed therein.
9. Not been debarred from similar type of work by SZCC and or any government undertaking bodies / department.
10. This offer shall remain valid for acceptance for three months from the date of opening of financial bid.
11. Accept that the Earnest Money Deposit will be absolutely forfeited by SZCC Thanjavur, if we fail to undertake the work or sign the contract within the stipulated period.
12. Assure to execute the work as per terms & conditions and as per requirement.
13. Any dispute arising out of this tender between us and SZCC Thanjavur now or in future shall be settled by way of arbitration and shall be governed by Thanjavur jurisdiction only.
14. Shall execute a legal contract / agreement along with undertaking in duplicate on stamp paper worth Rs.100/- immediately after receipt or award letter.
15. At any point of time during the contract, if we fail to execute any requirement as per prescribed quality or financially become bankrupt, the Director SZCC reserves the right to cancel the contract and give the work to any other appropriate party.
16. Agree and accept that the Director reserves the right to increase or decrease the requirement of items/services.

Place:  
Date

Signature & Rubber stamp of Tenderer

Financial Bid for Providing Manpower Management Services (Housekeeping and garbage disposal with equipment and consumables)

S.No	Category	Rate per day (per person including service charge and other charges)
1	Personals(Housekeeping) a. Ist Shift 7.00 am to 3.30 p.m with ½ hour lunch break(12 +12)*9 b. IInd Shift 3.30 p.m to 11.30 p.m with ½ hour break	
2	Disposal of garbage – daily a. Time between 9.00pm to 11.00 pm Ist period IInd Period	

Signature of the Tenderer with Stamp