

4 February 2023

**INVITING SEALED QUOTATIONS FOR THE FOLLOWING JOBS**

- Venue ambiance
- Mounting of exhibition
- Stage setup
- Paint works
- Horticulture
- Tentage supply
- Printing and mounting of hoardings

Sangeet Natak Akademi - an autonomous body under the Ministry of Culture, Government of India New Delhi invites sealed quotations for above jobs from the reputed firms having business in Delhi NCR in this field for last three years Govt. undertaking/PSU's/Private sectors for providing stage and ambiance works etc. at Sangeet Natak Akademi, Rabindra Bhawan, Ferozeshah Road, New Delhi for the Akademi events scheduled in the month of February & March 2023 only.

Interested firms shall submit their sealed quotation super scribed as " Stage & Ambiance Work" on or before from 7.2.2023 till 12:00 PM. at the Administration Section, SNA, New Delhi. Interested firms are advised to visit CPP portal for notification and for scope of work and other related information please visit at [www.sangeetnatak.gov.in/tenders](http://www.sangeetnatak.gov.in/tenders).

The firm/agency having its offices/godown in Delhi would be preferred as the technical equipments are mostly to be used in the different area of Delhi/NCR.

**Secretary, SNA reserves the right to accept or reject any quotation in full or part without assigning any reasons thereof. The decision of the Secretary, SNA in this regard shall be final and binding on the firm.**

Sd/-  
(P. Joseph D.Raj)  
Deputy Secretary (Admn.)

## SCOPE OF WORK

<b>AMBEINCE WORK</b>		<b>Approx. area/ scope of work</b>
Ambiance work	Whole meghdoot complex	
Lighting	On trees and planted area of rabindra bhawan lawn, parking area, passage area to the entrance of meghdoot complex entire meghdoot complex with mirchi light & focus light on tree	
Setting up of sale counters	Setting up of waterproof sales counter at the entry point of Meghdoot Complex, making three (3) stalls for Lalit Kala Akademi , sahitya Akademi and SNA with proper partition	
Decoration at the entry gate of Meghdoot III	Decoration with flower and banana plant or plantain with fruit and flower and placing of traditional brass vase /pitcher etc	
i. Stage makeover /beautification	i. As per design	
ii. Inauguration and further stage props requirement during theatre, music, puppet and dance performance	ii. stage props as per the requirement of Awardee/Specific group	

<b>Exhibition Work / Hoarding works</b>		
Exhibition		
Mounting of exhibition in the lawn of meghdoot complex	Mounting of exhibition awardees of 2019, 2020 & 2021 on flex, detailing the photos and bio-data(s); erection of 3 nos. of selfie set up approx 102 awardees	
Hoarding at the boundry wall of Meghdoot Complex and Rabindra Bhavan	Approx 1000 rft. , hoarding of 3'x7' ft each unit to be framed on wooden/iron tube	
Hoarding work		
Hoarding	Making of gate at the entry point of parking area (Copernicus Marg), programme detail at the entry of Meghdoot Complex ; in the rabindra bhawan lawn; selfie point at lawns of Rabindra Bhavan during dinner; and all the prominent area in the vicinity of Mandi House – approx 7 nos. (6'x8')	
Hanging flags	Hanging flags depicting G20, Amrit Mahotsav and Akademi Yuva Puraskar approx 50 nos.	

<b>Paint work</b>		
Providing of paint and labour work	In the entire Meghdoot complex, with terracotta and enamel paint	

<b>Horticulture</b>		
Floral potted plants 8 inches	125 nos.	
X'mas Tree, Aaree Palm mixed minimum 3 ft. height 12"	175 nos.	

<b>Tentage Requirement</b>	
Banquet Chair (with white cover)	300 nos. ( 15.02.2023)
Round table	20 nos.
2x2 (two seater VIP Sofa) of same colour	10 nos.
2 Coffee /Centre Table	
Foam mattress / foam of 3 inches covered with dark colour preferably dark grey having size of 18" X 72"	75 Pieces

## TERMS & CONDITIONS

1. The rate agreement shall be valid till 31<sup>st</sup> March 2023. The contract shall be subject to cancellation without prior intimation, if the work executed or supplies made are found unsatisfactory.
2. Any tenderer, whether individual or firm whose relatives or near relatives are working in the Sangeet Natak Akademi or its affiliated institutions, will not be eligible for any contract with the Sangeet Natak Akademi.
3. The Akademi has the right to accept or reject any tender without assigning any reason. The decision of the Akademi in this regard will be final and no correspondence will be entertained.
4. No advance payment shall be made by the Akademi.
5. The bills shall be submitted along with a copy of challans and photographs of all the work undertaken duly signed by the concerned officials of the Akademi, immediately after the function is over or the supply is made and in any case not later than 15 days after the function is over or supply is made.
6. The work shall have to be completed within stipulated time period.
7. The stage/ ambience material etc. shall be supplied at the venue of the function or at any other desired place, along with a copy of the challan and no conveyance, labour charges, transportation, assignment charges shall be paid by the Akademi at that time.
8. In case, if at any stage, it is found that the work executed by the contractor(s) was not satisfactory and up to the standard of the status of the event/ programme/ activity etc., then no payment shall be made. Also, if at any stage, it is found that extra payment has been made on any bill in the past, then the same shall be recovered from the current bills.
9. In case the contractor fails to comply with the order immediately, even at a short notice, the Akademi will be at a liberty to have the work executed from outside parties, at the risk and cost of the contractor.
10. In case of theft, fire, riots, natural calamities etc., the contractor(s) shall bear the loss or damage and the Akademi shall not be liable to pay for such losses/ damages.
11. The payment for hiring of material shall be subject to inspection and approval by the Akademi.
12. Relevant experience of organizing at least two similar Festival/Event/Entertainment/IEC Projects during last 3 years (with Govt./PSU's/Private should be submitted along with the quotation.
13. GST, PAN, and ITR for last 3 years should also be submitted with the quotations.

Certified that I/ we have read and understood the terms & conditions and I/ we accept all the terms & conditions mentioned above.

Signature of the Proprietor/  
Authorized Person  
with Seal and Date