

**ADMINISTRATION OF
DADRA & NAGAR HAVELI, U.T.
SOCIETY FOR PROMOTION OF TOURISM ART & CULTURE
TOURISM DEPARTMENT, SILVASSA
PHONE: 0260-2641399
Email : dnhtourism@gmail.com**

NO.DNH/TOUR/SPOTAC/ADVT/2018/72/724

DATE: 08/09/2018

**SHORT TERM TENDER
HIRING OF AGENCY FOR PROVIDING OF SOUND SYSTEM AND LIGHT ETC. FOR
BOOK FAIR CUM CULTURAL NIGHTS IN SILVASSA**

The Member Secretary (SPOTAC), Dadra & Nagar Haveli invites sealed tenders on behalf of the President of India from any interested Event Management Company/Agencies as per the detail below:

Sr. No.	Particulars	Tender fees	Estimated Cost	EMD
1.	Hiring of Agency for Providing of Sound System and Light etc. for Book Fair cum Cultural Nights in Silvassa.	Rs. 500/-	4,98,000/-	12,500/-

Tender document for *Hiring of Agency for Providing of Sound System and Light etc. for Book Fair cum Cultural Nights in Silvassa* will be available in the office of the Member Secretary (SPOTAC)/Deputy Director (Tourism), Near Tribal Museum, Silvassa on all working days from 10/09/2018 to 17/09/2018 at the cost of Rs. 500/- only.

The complete tender form along with EMD in the form of FDR/Demand Draft of any Nationalized Bank only in favour of Member Secretary (SPOTAC), Dadra & Nagar Haveli, Silvassa should be properly covered sealed and super scribed "*Hiring of Agency for Providing of Sound System and Light etc. for Book Fair cum Cultural Nights in Silvassa*" on envelop and send it by RPAD or hand it cover in person so as to reach in the office of the Member Secretary (SPOTAC)/Deputy Director of Tourism on or before 3.00 PM on 17/09/2018.

The tender will be opened on the same day in presence of the tenderer if possible. Tender without EMD and valid tender document shall not be entertained.

The right to reject any or all tender without giving reason is reserved. The validity of the tender shall be for one year from the date of opening of the tender form.

**Sd/-
Member Secretary (SPOTAC)
Tourism Deptt., D&NH
Silvassa**

Copy fd.w.cs to ;

1. All Head of Offices D,N.H, Silvassa for wide publicity
2. Joint Director (IT), Silvassa for publication on Website www.dnh.gov.in

LAST DATE OF ISSUE OF TENDER: 16/09/2018

LAST DATE OF RECEIPT OF TENDER: 17/09/2018

E.M.D. Rs, 12,500/-

TENDER FORM

This tender is issued to Shri./M.s. _____ of village
_____ tender fees Rs. 500/- received vide receipt/cheque/dd No. _____
dated: _____.

Silvassa.

Date: 08/09/2018

**Sd/-
MEMBER SECRETARY (SPOTAC)
TOURISM DEPARTMENT
D & NH, SILVASSA**

To,
Member Secretary (SPOTAC)
Tourism Department
D & NH, Silvassa

I, the undersigned Shri/M/s _____
hereby enclose the offer for ***Hiring of Agency for Providing of Sound System and Light etc.
for Book Fair cum Cultural Nights in Silvassa*** as per “Annexure-I” and also agree with the
terms and conditions attached with this tender document as attached.

Place:
Date: 08/09/2018.

Signature of the tenderer
alongwith the rubber stamp

Note: Strike out whatever is not applicable.

THE WORK FOR HIRING OF SOUND SYSTEM & LIGHTS ETC. SHALL BE AS UNDER:

1. It will be the duty of the Agency to see that the Sound System, Lights and other Equipments pertaining to as mentioned in Annexure – I, should be up to the mark and branded and the agency should also have a backup system in-case of any technical failure of any of the equipments.
2. It will also be the duty of the Agency for providing proper Sound System along with a operator and technician who will be present at all time from the start of the event till the end on all days. **i.e. from 30th September, 2018 to 7th October, 2018. (for Eight (8) days).**
3. It will also be the duty of the Agency for replacing any faulty equipment on the spot and not causing hindrance to the ongoing function. All the Lights and Sound System should be checked one day prior to the function and to the satisfaction of the Tourism Department and its officials.

TECHNICAL QUALIFICATION:

- 1) The Agency should preferably have requisite minimum two years experience and professional in organizing Events and handling Sound System with Lights etc. and should also have done two (2) events for the Government.
- 2) Confirmation to be given by Agency for technical inputs to be provided in terms of handling the Sound System and Lights for the Event
- 3) To co-ordinate for the Cultural Event as per the direction of the Tourism Department and its officials.
- 4) To arrange all the items as mention in Annexure - I

FINANCIAL BID:

- 1) All the Expenditure pertaining to Hiring of Sound System and Lights etc. shall be borne by the Agency including all expenditure on arrangement related, light sounds transportation etc. and items as mention in Annexure – I.
- 2) Agency shall give EMD of of Rs. 12,500/- and if required will have to give a bank guarantee as directed by the officials, which shall be required to carry out the works related to Hiring of Sound System & Lights.
- 3) The Member Secretary (SPOTAC) Dadra & Nagar Haveli, Silvassa shall have the right to accept/reject any or all offers without assigning any reasons whatsoever.

GENERAL TERMS AND CONDITION:

1. The rate(s) quoted should be strictly for Silvassa and operative for supply orders issued by the Member Secretary (SPOTAC).
2. Any other taxes, etc. payable will be the responsibility of the Agency and will be deducted from the bill by the department.
3. GST as applicable has to be paid by the Agency. However, Form-D will be issued as per the provision of Sales Tax Regulation applicable in the UT.
4. All the Taxes/duties/royalties charges payable on the sale/ transport etc. within and/or outside the State, the supplier shall be responsible for the same.
5. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
6. **The rates should be quoted only for the items specified in list of requirements and should be for the items of given specifications confirming to the standard(s) requirements of the given specification/ mark/ manufactures.**
7. Rates quoted for items other than the specification mark/manufactures will not be considered. However, indigenous manufactures may quote their own makes providing specific/ mark/manufacturers.
8. Where specifications/ mark/manufacture are not specified by this office the rates should be quoted only for the standard quality showing the specification in tender.
9. The decision of the Tender Inviting Officer for acceptance rejection of any item mention including the decision for equivalent specification, standard and quality etc. of articles shall be final.
10. The Agency should enclose E.M.D. of **Rs. 12,500/-** with tender as Earnest Money Deposit by drawing a Demand Draft of any scheduled Bank at Silvassa in favour of **Member Secretary (SPOTAC) payable at Silvassa**. Tenders received without Earnest Money will be summarily rejected.
11. The amount of Earnest Money paid by the Agency in form of EMD and whose tenders are not accepted, the Cheque or Demand Draft will be refunded to them by the Tender Inviting Officer.
12. Only on satisfactory completion of the supply order, the amount of Security Deposit or Earnest Money deposit will be refunded after expiry of guarantee period, if any or any such date/ period as may be mutually agreed upon.

13. The Member Secretary (SPOTAC) will consider extension of item for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good any loss to the Government on account of his failure to abide by the limit.
14. The work of ***Hiring of Agency for Providing of Sound System and Light etc. for Book Fair cum Cultural Nights in Silvassa*** as per tender document if found of inferior quality/ standard or of different specifications after then that ordered/ specified and / or incompletes or torn articles will not be accepted. The work will have to replace the same at his own cost and risk. However, if no communication is done then the Tender inviting officer will not be responsible for any damage, loss etc. of such rejected articles.
15. In case of failure to replace the accepted and rejected work from the Agency made, as mentioned in the conditions, the loss undergone by the Govt. will be recovered from the Agency from security deposit/ earnest money or payment due of any bill (s) to the extend required.
16. In case of failure to do the work of ***Hiring of Agency for Providing of Sound System and Light etc. for Book Fair cum Cultural Nights in Silvassa***. ordered for as per conditions and within the stipulated time limit, the same articles will be obtained if required from the Agency who offered next lowest rates or from any other sources, as may be decided by the Tender Inviting Officer and the loss to the Govt. on account of such purchases shall be recovered from the former supplier from security deposit/ earnest money deposit or bill (s) payable. The Agency shall have no any right to dispute with such procedure.
17. If at any time after the order for the work of ***Hiring of Agency for Providing of Sound System and Light etc. for Book Fair cum Cultural Nights in Silvassa*** the tender Inviting Officer shall for any reason what so ever not require the whole or part of the quantity as per specification in the order the Tender Inviting Officer shall give notice in writing to the supplier who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier might have deprived from the supply of article in full quantity of articles not having been purchased not shall have any claim for compensation by reason of any alteration having been done in the original instructions which shall involved any curtailment of the supply original contemplated.
18. The Earnest Money/ Security Deposit(s) paid by the Tender earlier against any tender(s) or supply order(s) is/are not adjustable with EMD or Security Deposit required by these conditions.

19. All bills should be in DUPLICATE and should invariably be mention the number and date of supply order.
20. Each bill in which GST is charged must contain the following certificates on the body of the bill. 'CERTIFIED' that the goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the amount charges on account of the S.T. on these goods is not more than what is payable under the provisions of relevant Act or the Rules made there under.
21. If possible the tenders will be opened in presence of Tenderer or their representative if any present in the office of the Tender Inviting Officer.
22. The right to accept or reject without assignment any reason any or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
25. The tender offer received which do not confirm with the terms and conditions of this office will be summarily rejected. However, if any firm desire to consider exempted from payment of Earnest Money Deposit certified copies of its Registration with DGS&D should be attached with their tender.
26. The Agency whose tender is accepted fails to execute the work order within stipulated time the EMD of such tender will stand forfeited to the Govt. and for that the supply shall stand terminated with no further liabilities on either party to the contract.
27. No. Separate agreement will be required to be signed by the successful Agency for the work of the contract for supply. Rates tendered/offered in response to the concerned tender/quotation notice shall be considered as acceptance of all legal purpose.
28. The tender Notice is also available on Website www.dnh.gov.in which can be viewed and the copy of the Tender can be collected from the Office of the undersigned and rate can be offered by interested agencies/supplier/manufacturer.

The above conditions are accepted and are binding to me and my assignee.

Signature of the Supplier

Date:08/09/2018

Sd/-

Tender Inviting Officer,

NOTE: Please return the copy of the conditions duly signed along with your tender/quotation.

ANNEXURE - I

Name of Work: Hiring of Agency for Providing of Sound System & Lights etc for Book Fair cum Cultural Nights in Silvassa

Sr. No.	Particulars	Qty	Unit	Days	Rate per unit	Amount
1	Providing of Sound System with Technician and Operator from 30th September to 7th October, 2018 as per details mentioned below					
a	JBL Flying Sound System	6	nos	8		
b	JBL 728 Bass Speaker	6	nos	8		
c	JBL 725 Mid Top Speaker	4	nos	8		
d	Stage Monitor Speaker	4	nos	8		
e	Power Amplifier	5	nos	8		
f	24 Channel Digital Live Mixer	1	nos	8		
g	Pioneer DJ Player	1	set	8		
h	Cordless Mic	6	nos	8	Included with Sound System	
i	Wired Mic	6	nos	8		
j	Collar Mic	4	nos	8		
k	Podium Mic	2	nos	8		
l	Floor Mic	4	nos	8		
2	Providing of Light and Trussing with Technician and Operator from 30th September to 7th October, 2018 as per details mentioned below					
a	Sharpie Light	6	nos	8		
b	Led Par	30	nos	8		
c	Par 64 (Warm Light)	8	nos	8		
d	Blinder Light	4	nos	8		
e	Laser Lights	2	nos	8		
f	Smoke Fog Machine	2	nos	8		
g	Mirror Ball	1	nos	8		
h	Trussing (Aluminium Goal Post) of size 50 x 24	1	set	8		
3	Hiring of D.G. Generator with Operator from 30th September to 7th October, 2018	1	set	8		
4	Providing and Installation of LED Screen of size 300 Sq. Ft. on the Main Stage along with Technician & Operator from 30th September to 7th October, 2018 and as per direction of officials	1	set	8		
Rupees						

Signature & Stamp of Agency