

**OFFICE OF THE SECRETARY, TAJ MAHOTSAV SAMITI  
64, TAJ ROAD, AGRA**

**Bids invited for complete job of Event Production and Management for  
Taj Mahotsav-2017**

Bids are invited by the Taj Mahotsav Samiti, 64, Taj Road, Agra for its forthcoming event Taj Mahotsav-2017, scheduled to be organized from **18<sup>th</sup> to 27<sup>th</sup> March, 2017** at Shilpgram, Near - Taj Mahal Eastern Gate, Agra for a complete job of Event Production and Management on hire basis which include all related works as described hereunder :-

Complete works of stage lights, sound & PA system, proper lighting of the whole venue, electric decoration of venue, entry gate, all tentage works like-sofa, chairs, table, barricading, erection of shilpi stalls, food courts, commercial stalls, stage decoration based on Theme **“fojklr dh Nkjo esa”**, Videography, Photography, cleaning arrangements, mobile toilets, erection of offices for medical camp, water supply, sanitation, horticulture, electricity etc. erection of reception and enquiry counter, ticket counters, Police Station/ CCTV control room, camp office of chairman/ VIP, fire station, Signages, DFMD/CCTV/ CC Camera etc., walky-talky, security personnel, on-site branding & Taj Mahotsav theme based interior decoration of the venue, silent generator sets (AVR system) of 125 KV, on rental basis.

This Bid shall be in two parts, i.e., **Part-A Technical Bid** and **Part-B Financial Bid**. Two separate sealed envelopes must be used for the technical and financial bids separately and marked accordingly and these two sealed envelopes should be kept in one sealed cover marked accordingly. **Financial bids shall be opened only if the bidder qualifies in the Technical bid & Audio-Video Presentation.**

**THE TECHNICAL BID SHOULD NECESSARILY HAVE THE FOLLOWING QUALIFICATIONS AND SUPPORTING DOCUMENTS ATTACHED WITH THE BID:-**

- 1- The Bidder should have a valid ISO certification.
- 2- The Bid must have a Demand Draft or FD of Rs. 5.00 Lakhs duly pledged in favour of “Secretary, Taj Mahotsav Samiti, Agra”
- 3- Service Tax Registration Number.
- 4- Income Tax PAN No.
- 5- Copies of the Income Tax Returns of last three consecutive years are to be attached.
- 6- The Bidder shall have to furnish on a separate sheet the details of doing such works in last three years along with year-wise break-up. **(Documentary proof must be attached).**
- 7- The successful bidders in the technical round shall be required to make an audio-Video presentation of their past profile, experience & conceptual plan for Taj Mahotsav-2017 before the selection committee at Agra on the date so intimated by the organizing committee. Decision of the committee shall be final.
  - (i) The maximum time for presentation of the past works done by them and conceptual plan for Taj Mahotsav-2017 shall be 25 minutes. Hard copy along with a soft copy of presentation shall have to be provided to the Taj Mahotsav Committee at the time of presentation.
  - (ii) Agencies are requested to be prepared to give the presentation on a short notice.
- 8- The Bidder shall have to attach proof of financial status of the company indicating total turnover for the last three years (Audited reports to be attached)

**COMPULSORY TERMS AND CONDITIONS FOR BIDDING FOR TAJ MAHOTSAV (18<sup>TH</sup> TO 27<sup>TH</sup> March 2017)**

- 9- Partial bidding or conditional bidding shall not be allowed. Bidder shall submit at least THREE designs/ photographs of (1). Stage decoration work, (2). Theme based Interior decoration (statue, mask, wall painting etc.) and (3). Sofa sets, chairs and matting/ carpeting work.
- 10- The use of any inflammatory material is compulsorily prohibited in the making of such temporary structures. All production works for the technical and entertainment areas in the venue must adhere to the safety specifications/ requirements as per the prevailing rules and regulations.
- 11- First aid fire fighting systems (like Co<sub>2</sub> type, ABC type etc) at different places should be provided by the Bidder as per IS 2190 :1992 inside whole premises.
- 12- The cables for the lighting arrangements and decorative lights shall be laid underground with adequate attention provided towards its safety. The Bidder should possess an appropriate license for doing such works. The Bidder shall be responsible for obtaining clearance certificate from the Electric Safety Department for doing such works at the Mela Venue.
- 13- Each and every component of the production work for the technical and entertainment areas must be able to sustain a wind load of 100 kmph.

- 14- The Supervisor, employees and the labour who would be working at the site must have separate uniforms for enabling their identification.
- 15- The trial of the event will be held three days prior to the beginning of the event. The bidder must complete all works in all respects by that time-frame, otherwise the Organizing Committee shall have the right to forfeit the security money and all materials on the site to get it done by any other appropriate agency.
- 16- It will be obligatory on the part of the bidder to sign an agreement with the Competent Authority of the organizing committee for timely completion of all works in a satisfactory manner.
- 17- The organizing committee shall not be responsible for any compensation to the bidder in case of any accident/ natural calamity/ fire or any other loss whatsoever occurred to the bidder. It shall be obligatory on the part of the bidder to make proper insurances of all structures and manpower.
- 18- The bidders are advised to visit the venue of the event before quoting their rates. The work dimensions mentioned in the tender document may vary. The quantity mentioned in the tender document can be increased or decreased on site as per actual requirement and shall need to be supplied by the bidder.
- 19- In case of any dispute, the courts of law situated at District Agra, Uttar Pradesh, shall have requisite jurisdiction.
- 20- The organizing committee shall have the right to reject any bid/ tender without assigning any reason and its decision shall be final and binding on all the bidder(s).
- 21- The financial bid shall be finalized on the basis of total value of the bid.
- 22- After finalization of work order, if party denies to do the work, the security money will be forfeited and legal actions shall be done against the party.

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**Office of the Secretary, Taj Mahotsav Samiti,  
64, Taj Road, Agra.**

**Part-A Technical Bid**

**Imp. Note: Kindly read terms and conditions carefully before filling this tender form.**

**Name of the Bidder** :.....

**Address** :.....

**Phone No.** :.....

**E-mail I.D.** :.....

1	ISO certification of the firm	Attached / Not attached
2	Copies of Income Tax Returns of last three consecutive years	Attached / Not attached
3	Proof of financial status of the company indicating total turnover for the last three years. (Audited reports to be attached)	Attached / Not attached
4	Copy of the receipt of Rs. 20,000/= as purchase proof of tender form	Attached / Not attached
5	List of employees of the bidding company	Attached / Not attached
6	Earnest money (Rs. 5 Lakh) in form of DD/FD duly pledged in favour of "Secretary, Taj Mahotsav Samiti, Agra"	Attached / Not attached
7	PAN No.(PAN Card)	Attached / not attached
8	Service Tax Registration Number	Attached / not attached

Date :.....

Place :.....

**Signature & Name of the Bidder.**

Secretary,  
Taj Mahotsav Samiti,  
64, Taj Road, Agra.

**Office of the Secretary, Taj Mahotsav Samiti,  
64, Taj Road, Agra.**

**Part-B Financial Bid**

**Imp. Note: Kindly read terms and conditions carefully before filling this tender form.**

1	Name of the Work	Temporary works of Main Stage/Stage Light and Sound/ Video & Photography/ Ground Lighting arrangements/ Electric Decoration/ erection of Stalls /Cleaning Arrangements/ all related tentage works, Security, CCTV/ Camera/ DFMD, walky-talky, interior decoration, Generators and other miscellaneous works on hire basis at Festival Venue- Shilp Gram, Near-Taj Mahal Eastern Gate, Agra for Taj Mahotsav-2017 (18 <sup>th</sup> -27 <sup>th</sup> March, 2017).
2	Date and time of purchase, submission and opening of tenders.	<p>Tender Forms can be purchased from the Office of U.P. Tourism/ Secretary, Taj Mahotsav Samiti, 64, Taj Road, Agra from the date of notification</p> <p>Tenders, complete in all respects, can be submitted in the above office <b>13 February, 2017 by 02:00 P.M..</b></p> <p><b>Tenders shall be opened on 13 February, 2017 by 3.30 P.M.</b> at the office of the Taj Mahotsav Samiti, 64, Taj Road, Agra.</p>
3	Duration of Event – Taj Mahotsav-2017	18 <sup>th</sup> to 27 <sup>th</sup> March, 2017
4	Cost of tender form	Rs.20,000/- (Rupees Twenty Thousand only)
5	Time frame for completion of all works/ trial of the event	Before <b>15-03-2017 by 4.00 P.M.</b>
6	Earnest money (in the form of DD / FD duly pledged in favour of “ <b>Secretary, Taj Mahotsav Samiti, Agra</b> ”	Rs.5.00 Lakh (Rs. Five Lakh only)
	Name of the Bidder	
	Address , Tel. No. and E-mail of the Firm	
	Income Tax PAN No.	
	Service Tax Registration Number	

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Sl.No.	Items/ works	Approx Units	Total value of the work in Rs. For the whole event period.
1	<p>Stage decoration based on Theme “<b>fojklr dh Nkjo esa</b>” (60’x60’) made with fireproof wooden ply, iron, mirror, clay, ceramic, POP, fiber resin mate etc.</p> <p><b>TECHNICAL SPECIFICATIONS</b></p> <p><b>STAGE</b></p> <p>Height from ground to Truss level 22 feet; Iron/ Steel Structure frame with Acrylic Floor / Stairs;</p> <p>Backdrop shall be made of Silk Screen fitted on wrought iron frame; Four wings. Masks are suggested to be molded with Fiber Glass and Colour Pigments;</p> <p>(Load Capacity apprx. 10 ton)</p> <p>Black masking on either side of stage, Stage design shall have sufficient space for logos of Sponsors</p>	Complete one job	Total Rs.
2	<p><b>Stage Light &amp; Sound</b></p> <p>Per 64 Lifgths- Medium – 44</p> <p>Narrow – 152</p> <p>Leko(1KV) – 12</p> <p>Ground row with diffused filters – 16</p> <p>8 Lights with scrollers – 6</p> <p>Haze machines with blowers – 4</p> <p>ACL set of 24 lamps – 2</p> <p>Desk for conventional lighting (Celco)-1</p> <p>Effect projector – 8</p> <p><b>Automated Lighting</b></p> <p>Moving Mirrors 1.2 (Cyber, sgm, golden scan) – 18</p> <p>Moving heads spot (clay Packy, sgm, mac 2000)</p> <p>Color filters 202/165/048/111/180/137-1</p> <p>smoke machine – 4</p> <p><i>Follow Light-SGM 1200wt – 2</i></p> <p><i>Truss 100x100 ft – 1</i></p> <p>Beam Lights Around – 10</p> <p>Vedio Projector with three cameras</p> <p>Sky Folding In Back</p> <p>Grid Side (Dimmers)</p> <p>Flat Fluid spot 2.5 Kw. – 2</p> <p>Kramer Switcher</p> <p>Kramer Spiliter 1-4</p> <p>Cable RGB 100 Mt.’;</p> <p><b>Sound System</b></p> <p><b><i>Crown or QSC Amplifior 15 each of</i></b></p>	Complete one Job	Total Rs.

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	<p><b>5000 watt with</b>  (A) J.B.L or  (B) DAS  Crown Dual Channel digital power amplifiers 3000W@2ohm, 2100W@4 OHM, 1500w@8ohm per channel  Crown Dual Channel power digital amplifiers 2800W@2ohm, 3500W@4ohm, 1200W@8ohm per channel  <b>Foot mikes for dancers – 4</b>  <b>Cordless SM58 – 8</b>  <b>Corded Sm58 – 40</b>  <b>As per mike JBL only AKG-1000 (2)</b>  <b>Jazz Drum</b>  <b>Kit Shure</b>  <b>Subwoofers JBL or Matching – 10</b>  <b>4x4 outer</b>  <b>1x1 Stage monitor</b>  JBL Array frames for suspending VT 4889 or VT 4880 – 16x16  High fi two way speakers  Moniter speakers – 10  <b>Cassette Deck</b>  CD Player – 2  Digital Delay – 1  Graphic Equiliser – 1  <b>Reverb Yamaho/Lexicon</b>  Podium – 1  Head Phone – 2  Cost Of Labour  Sound to be fixed with base and treble &amp; divided equal  Announcement system with loudspeakers  Cloth framed screens with projector  <b>NOTE : (1) LIGHT &amp; SOUND AS PER THE REQUIREMENT OF ARTIST</b>  <b>(2) ENTIRE PROGRAMME TO BE RECORDED IN STERIO WAVE FORM (AUDIO)</b></p>		
3	Mobile vacuum toilets for artists/ VIP	02 nos.	-Do-
4	Cloth masking for back stage 160'x40'	6400 sq ft	-Do-
5	Sofa set (theme based) 3 seater	150 nos.	-Do-
6	Banquet chairs with cover	2,000 nos.	-Do-

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8	Garden Chairs	2,000 nos.	-Do-
9	Central table	10 nos.	-Do-
10	Barricading with iron pipe (covered with cloth) and with iron jali of 4' to 5' height	2,000 R/ft.	-Do-
11	Synthetic carpet (new)	75,000 sq.ft.	-Do-
12	Projector Screen 8'x6' with complete operational system	06 nos.	-Do-
13	Food stall of 10'x15' size made of GI Tin covered with cloth on all sides	15 nos.	-Do-
14	Stall allotment office/ Media center with furniture Size 15' x 30'	02 Nos.	-Do-
15	Fire Tender enclosure 18'x12'	02 nos.	-Do-
16	First aid fire fighting systems (like Co <sub>2</sub> type, ABC type etc) as per site requirement	01 Job	-Do-
17	Police Thana and CCTV control room 30'x15'	01 no.	-Do-
18	VIP/ Chairman's camp office fully furnished with sofa set (3 seater), three tables, two ceiling fans, chairs	01 no.	-Do-
19	Electricity control room 18'x20'	02 nos.	-Do-
20	Tin boundary	2400 R/ft.	-Do-
21	Reception/ Enquiry/ Control room 10'x10' with PA System	1 job	-Do-
22	Octonum stalls 3x3 mtr. with 1 tables and 2 chairs and wooden floor covered with GI Tin from top with white cloth covering.	360 nos.	-Do-
23	Mirror 5'x3' for green rooms	04 nos.	-Do-
24	Security personnel- Guard	60 nos.	-Do-
25	Security personnel- Gun Man	10 nos.	-Do-
26	Security personnel- Supervisor	05 nos.	-Do-
27	Coloured CCTV camera with complete recording & operating system.	35 nos.	-Do-
28	Walky-Talky (range 2 km.)	30 nos.	-Do-
29	DFMD	06 nos.	-Do-
30	Hand Held Metal Detector	04 nos.	-Do-
31	Interior decoration based on theme <b>“fojklr dh Nkjo esa”</b> , Decoration with statue, mask & wall painting /hanging in traditional / folk style, internal direction signages.	Complete one job	-Do-
32	I. Photography & Videography at Taj Mahotsav Venue - Shilpgram / Soorsadan/ Sadar Bazar/Paliwal Park, II. Colour photograph size 5" x 7" in album and digital form, III. Video in DVD(Sony)with case. IV. Additional DVD	Complete one job	-Do-
33	Arrangement of press conference and curtain raiser including catering	Complete one Job	-Do-

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34	Silent generators (AVR system) 125 KV	03 nos.	-Do-
35	Light Poles along with metal halide lights	100 nos.	-Do-
36	Semi High Mast Lights	20 nos.	-Do-
37	Helogen 500 watts	200 nos.	-Do-
38	C.F.L. lights / Tube lights (to be provided in all stalls and other places)	700 nos.	-Do-
39	Three phase main line (all underground wiring)	One job	-Do-
40	Decoration lights (jhalar) on trees, front facade and boundary walls of the venue	One job	-Do-
41	Media Platform 12' height erected with ballis with 3'x3' top wooden platform with ladder and parapet of 3' height on the top	1 nos.	-Do-
42	Construction of Main Gate (design based on Theme) size 40' x 20' Material :- iron / steel /Wood & plywood / mix medium / structure frame, size of Entry Gate 6' x 15'	02 complete Job	-Do-
43	Takhat with mattress	10 nos.	-Do-
44	Making of proper ticket window with G.I. tin sheet covered with cloth on all sides with 8 counters, Display Boards, Table, chair with cloths.	02 nos.	-Do-
	Covered Dustbins (big size)	40 nos.	-Do-
	Adequate cleaning and picketing in the entire premises and proper disposal of garbage from the stalls. Cleaning of the toilets and sufficient staff.	Complete one Job	-Do-

**Encl. T & C and Instructions.**

**Secretary,  
Taj Mahotsav Samiti,  
64- Taj Road, Agra.**

**:-Important Note:-**

**Compulsory Terms & Conditions and detailed instructions are enclosed herewith.  
Kindly read it carefully before filling the Tender Form.**

I/ we ..... have read the terms & conditions of the above tender and are ready to execute the works accordingly.

Date:

Signature of Bidder

Place:

Name of Bidder

Address/ Tel. No.