

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

**Bids invited for complete job of Event Production and Management for
Taj Mahotsav-2013**

Bids are invited by the Taj Mahotsav Samiti, 64, Taj Road, Agra for its forthcoming event Taj Mahotsav-2013, scheduled to be organized from 18th to 27th February, 2013 at Shilp Gram, Near- Taj Mahal Eastern Gate, Agra for a complete job of Event Production and Management on hire basis which includes 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 gates, all tentage works like-sofa, chairs, table, barricading, erection of shilpi stalls, food courts, commercial stalls, stage decoration based on Theme “**Hamari Parampara, Hamari Virasat**”, Videography, Photography, cleaning, picketing, 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 Mahotsava theme base interior decoration of the venue, arrangements for press conference & curtain raiser etc. manpower for ticket vending and checking at all entry gates, making of photo ID cards to all artisans and participants, 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.**

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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/ NSC of Rs. 10.00 Lakhs duly pledged in favour of “Secretary, Taj Mahotsav Samiti, Agra”
- 3- VAT/ Trade Tax Registration Number.
- 4- Service Tax Registration Number.
- 5- Income Tax PAN/TAN/TIN No.
- 6- Copies of the Income Tax Returns of last three consecutive years are to be attached.
- 7- 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).
- 8- The pre-qualified firm shall be required to give a audio-Video presentation of their past profile experience & conceptual plan for Taj Mahotsav-2013 at Agra on the date so intimated before the selection committee, whose decision will be final.
 - (i) The maximum time for presentation of the past works done by them & conceptual plan for Taj Mahotsav-2013 shall be 25 minutes. Hard copy along with a soft copy of presentation has 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.
- 9- The Bidder shall have to attach proof of financial status of the company indicating total turnover of minimum Rs. 3.0 crores for the last three years. (Audited reports to be attached).
- 10- The bidder shall have to enclose a list of its employees along with their ESI/ EPF enrollment no.

COMPULSORY TERMS AND CONDITIONS FOR BIDDING FOR TAJ MAHOTSAV (18th to 27th February, 2013)

- 11- 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.
- 12- The use of any inflammatory material is compulsorily prohibited in the making of such temporary structures. The colour combination and the theme of all the production work for the technical and entertainment areas in the venue must adhere to the specifications/ requirements given by the organizers.

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- 13-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.
- 14-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.
- 15-The Supervisor, employees and the labour who would be working at the site must have separate uniforms for enabling their identification.
- 16-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.
- 17-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.
- 18-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.
- 19-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 payment for which shall be made on pro rata basis. 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. No extra payment will be made to the bidder if the period of the event is extended.
- 20-In case of any dispute, the courts of law situated at District Agra, Uttar Pradesh, shall have requisite jurisdiction.
- 21-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).
- 22-The financial bid shall be finalized on the basis of total value of the bid.
- 23- After finalization of work order, if party denies to do the work the security will be forfeited.

**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. 10,000/= as purchase proof of tender form	Attached / Not attached
5	List of employees of the bidding company along with their ESI/ EPF enrollment no.	Attached / Not attached
6	Earnest money in form of DD/ FD/ NSC duly pledged in favour of "Secretary, Taj Mahotsav Samiti, Agra"	Attached / Not attached
7	PAN/ TAN/ TIN No.	Attached / not attached
8	VAT/ Trade Tax Registration Number	Attached / not attached
9	Service Tax Registration Number	Attached / not attached

Date :.....

Place :.....

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

Signature & Name of the Bidder.

**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	Temp. Works of Main Stage/ Stage Light and Sound/ Video & Photography/ Ground Lighting arrangements / Cleaning & Picketing / Electric Decoration/ Stalls / all related tentage works, Security, CCTV/ Camera/ DFMD, walky-talky, Photo ID, interior decoration, Generators and other miscellaneous works on hire basis at Festival Venue- Shilp Gram, Near- Taj Mahal Eastern Gate, Agra for Taj Mahotsav-2013 (18 th -27 th February, 2013).
2	Date and time of purchase, submission and opening of tenders.	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 up to 09 January, 2013 by 5.00p.m. Tenders, complete in all respects, can be submitted in the above office up to 10 January, 2013 by 2.00p.m. ____ Tenders shall be opened on 10 January, 2013 by 4.00 p.m. at the office of the Taj Mahotsav Samiti, 64, Taj Road, Agra.
3	Duration of Event – Taj Mahotsav-2013	18 th to 27 th February, 2013
4	Cost of tender form	Rs.10,000/- (Rupees Ten Thousand only)
5	Time frame for completion of all works	Before 15-02-2013 by 4.00 p.m.
6	Earnest money (in the form of DD / FD / NSC duly pledged in favour of “Secretary, Taj Mahotsav Samiti, Agra”	Rs.10.00 Lakh (Rs.Ten Lakh only)
	Name of the Bidder	
	Address , Tel. No. and E-mail of the Firm	
	PAN/ TAN/ TIN No.	
	VAT/ Trade Tax Registration Number	
	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 “Hamari Parampara, Hamari Virasat” (60’x60’) made with fireproof wooden ply, iron, mirror, clay, ceramic, POP, fiber resin mate etc.</p> <p>TECHNICAL SPECIFICATIONS</p> <p>STAGE</p> <p>Height from ground to Truss level 22 feet; Iron/ Steel Structure frame with Acrylic Floor / Stairs; 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; (Load Capacity apprx. 10 ton) 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>Stage Light & Sound</p> <p>Light & Truss</p> <p>Light</p> <p>Par Light Silver Colour 1000 WT Beam Palco Stan LED PAR Follow 1200 DMX Scanner Stan HMI 575W Moving Head Stan 2500 Stan Washes Rover 575 AVO Board Stan Stan Pro Smoke 1800 DMX Strobe Stan DMX UV/ Neon/ Black Colour gel Lee</p> <p>Truss</p> <p>100 x 100 feet</p> <p>Av</p> <p>5500 ANSI Lumens Projector (Panasonic) Kramer Switcher Kramer Spiliter 1-4 Cable RGB 100 Mt.</p> <p>AV & SOUND SYSTEM</p> <p>Line Array JBL VR x 923LA Base JBL SRX 728 Stage Monitor JBL 712</p>	Complete one Job	Total Rs.

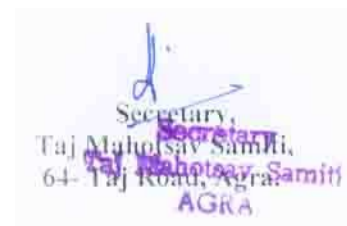
	AM QSC RMX 5050 AM QSC RMX 4050HD AM Phonic XP 3000 Mike UHF Shure (Cordless)-4 PGX SM 57-58 Collar Mike UHF Shure PGX-2 Mike Shure with Stand (Cord)-20 Podium with Mike & head sets Pioneer CD Consol 200S with Mixer & Mixer Sound Craft CD/DVD player Audio cassette deck PA & announcement system for control room		
3	Mobile vacuum toilets for artists/ VIP	04 nos.	Total Rs.
4	Cloth masking for back stage 160'x40'	6400 sq ft	Total Rs.
5	Sofa set (theme based) 3 seater	150 nos.	Total Rs.
6	Banquet chairs with cover	2,000 nos.	Total Rs.
7	Garden Chairs	2,000 nos.	Total Rs.
8	Central table	10 nos.	Total Rs.
9	Barricading with iron pipe (covered with cloth) and with iron jali of 4' to 5' height	2,000 R/ft.	Total Rs.
10	Synthetic carpet (new)	15,000 sq.ft.	Total Rs.
11	Projector Screen 8'x6' with complete operational system	06 nos.	Total Rs.
12	Food stall of 10'x15' size made of GI Tin covered with cloth on all sides	15 nos.	Total Rs.
13	Stall allotment office/ Media center with furniture Size 15' x 30'	02 Nos.	Total Rs.
14	Fire Tender enclosure 18'x12'	02 nos.	Total Rs.
15	Police Thana and CCTV control room 30'x15'	01 no.	Total Rs.
16	VIP/ Chairman's camp office fully furnished with sofa set (3 seater), three tables, two ceiling fans, chairs	01 no.	Total Rs.
17	Electricity control room 18'x20'	02 nos.	Total Rs.
18	Tin boundary	1000 R/ft.	Total Rs.
19	Reception/ Enquiry/ Control room 10'x10' with PA System	1 job	Total Rs.

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20	Octonum stalls 3x3 mtr. with 2 tables and 2 chairs and wooden floor covered with GI Tin from top with white cloth covering.	340 nos.	Total Rs.
21	Mirror 5'x3' for green rooms	04 nos.	Total Rs.
22	Security personnel- Guard	60 nos.	Total Rs.
23	Security personnel- Gun Man	10 nos.	Total Rs.
24	Security personnel- Supervisor	05 nos.	Total Rs.
25	Coloured CCTV camera with complete recording & operating system.	35 nos.	Total Rs.
26	Walky-Talky (range 2 km.)	30 nos.	Total Rs.
27	DFMD	04 nos.	Total Rs.
28	Hand Held Metal Detector	04 nos.	Total Rs.
29	Interior decoration based on theme " Hamari Parampara, Hamari Virasat ", Decoration with statue, mask & wall painting /hanging in traditional / folk style, internal direction sinages.	Complete one job	Total Rs.
30	I. Photography & Videography at Taj Mahotsav Venue - Shilpgram / Soorsadan/ Sadar Bazar, II. Colour photograph size 5" x 7" in album and digital form, III. Video in DVD(Sony)with case. IV. Additional DVD	Complete job	I. Rs. per day II. Rs. per pc III. Rs. per pc IV. Rs. per pc
31	Arrangements of Press Conference and curtain raiser including catering.	Complete one job	Total Rs.
32	Making of Photo ID cards for all artisans along with card holder & strp etc.	800 nos.	Total Rs.
33	Silent generators (AVR system) 125 KV	03 nos.	Total Rs.
34	Light Poles along with metal halide lights	100 nos.	Total Rs.
35	Semi High Mast Lights	20 nos.	Total Rs.
36	Helogen 500 watts	200 nos.	Total Rs.
37	Tube lights (to be provided in all stalls and other places)	600 nos.	Total Rs.
38	Three phase main line (all underground wiring)	One job	Total Rs.
39	Decoration lights (jhalar) on trees, front facade and boundary walls of the venue	One job	Total Rs.
40	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.	Total Rs.

41	Construction of Main Gate (design based on Theme) size 60' x 20' Material :- iron / steel /Wood & plywood / mix medium / structure frame, size of Entry Gate 6' x 14'	01 complete Job	Total Rs.
42	Providing of tables 5' x 2.5' with table cloth	100 nos.	Total Rs.
43	Kanat (standard size)	50 nos.	Total Rs.
44	Takhat with mattress, bed sheet and masnad with cover	10 nos.	Total Rs.
45	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.	Total Rs.
46	Bistar (bed) sets which include cotton mattress, bed sheet, pillow with cover	600 nos.	Total Rs.
47	Covered Dustbins (big size)	40 nos.	Total Rs.
48	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	Total Rs.

Encl. T & C and Instructions.



Secretary,
Taj Mahal Society Samiti,
64- Taj Road, Agra,
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.