



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF
REHABILITATION TRAINING AND RESEARCH**

(Ministry of Social Justice & Empowerment,
Department of Empowerment of Persons with Disabilities, Govt. of India)
OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.
Website: www.svnirtar.nic.in, E-mail: nirtar@nic.in & svnirtar@gmail.com

Tender No- SVNIRTAR/INA-01

Date: 19.09.2022

NOTICE INVITING TENDER

For Event Management including stage, ramps, German hanger tent, audio-visual setup, decoration, live streaming on social media, inaugural arrangements etc. for the inauguration of Rehabilitation Annexe Building, statue of Swami Vivekananda and Therapeutic park at SVNIRTAR, Olatpur scheduled on 30th September 2022.

Name of work	Last Date and time of submission of Tender	Date and time of opening of Technical Bid
Event Management including stage, ramps, German hanger tent, audio-visual setup, decoration, live streaming on social media, inaugural arrangements etc. for the inauguration of Rehabilitation Annexe Building, statue of Swami Vivekananda and Therapeutic park at SVNIRTAR, Olatpur scheduled on 30 th September 2022	22.09.2022 14:00 hrs	22.09.2022 14:30 hrs

Quotations are invited from Event Organizers possessing valid PAN & GST registration, who have executed similar works for other Government departments/ Public sectors/ reputed Organizations, for execution of the above work so as to complete the same within specified time period.

The tender papers are available on the website i.e. www.svnirtar.nic.in which can be downloaded for use and submit the tender documents accordingly. Interested parties may send their Tender Papers super-scribing as "Tender for Event Management for the inauguration of Rehabilitation Annexe Building" addressed to The Director, SVNIRTAR, through Speed Post/Registered Post/Courier/Drop Box only on or before the last date and time for submission of tender. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

The Tender should be submitted in one wax/ PVC tape sealed envelope, containing one wax / PVC tape sealed envelope of "Technical Bid" and another wax / PVC tape sealed envelope of "Financial Bid."

₹ 54,000/- (Rupees Fifty Four Thousand Only) as EMD shall be paid by bidder in the shape of DD in favour of Director, SVNIRTAR, payable at Cuttack or bank Guarantee pledged in favour of Director, SVNIRTAR along with the Tender document.


Director

SVNIRTAR, Olatpur



SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION TRAINING AND RESEARCH

(Ministry of Social Justice & Empowerment,
Department of Empowerment of Persons with Disabilities, Govt. of India)
OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.
Website: www.svnirtar.nic.in, E-mail: nirtar@nic.in & svnirtar@gmail.com

GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

1. Price to be filled up in the prescribed format at **Annexure-B** clearly both in figures as well as in words (wherever asked so). Any ambiguity in quoting the rates shall disqualify the bidder.
2. Bidders are requested to visit the sites, check the present conditions, and understand the requirements properly before quoting the rates.
3. The rates are to be quoted in Indian currency only. The rates and taxes etc. will remain unchanged throughout the contract period.
4. Quotation must accompany the following documents:
 - a) Copy of PAN
 - b) Copy of valid GSTIN
 - c) Proof of experience in event management/ audio-visual setup/ tent house arrangement for meetings/ conferences and related activities
5. Price bids of only those bidders, who qualify in the Technical bidding, shall be opened.
6. All the items mentioned in the BOQ are to be supplied/ fabricated/ arranged by the Event Organizer on rental basis, for using them during the inaugural event. After the event all the materials shall be taken back by the Event Organizer.
7. SVNIRTAR would award the contract either for all the items or some of the items mentioned in the BOQ. The requirements/ quantities may be altered by SVNIRTAR, as and when required depending upon the situation.
8. No residential accommodation can be provided to the Event Organizer or his team of workers during execution of work.
9. The standards, specifications and safety norms are to be maintained by the Event Organizer, as per respective Government rules/ notifications.
10. The Event Organizer shall use own tools, equipments etc. as required for the execution of work.
11. The Event Organizer is responsible for due compliance of laws/ norms relating to safety during execution of work. The entire risk and responsibility pertaining to this contract regarding the safety & security of men, materials & machine shall rest on the Event Organizer.
12. The contract shall be covered by Contract Labour (Regulation and abolition) Act 1970 and Contract Labour (Regulation and abolition) Central Rule 1971 with all amendments.
13. In case of breach of any laws, acts, rules mentioned above or any terms of contract mentioned herein, the contract shall be cancelled automatically.
14. The Event Organizer must have sufficient & competent work force to do the repair and maintenance works promptly.
15. The Event Organizer shall execute the contract through own work force. Sub-contracting will not be allowed.
16. All works shall be executed in consultation with and as per instructions of Officers-in-charge. All equipments/ materials/ design/ quality/ performance etc. shall be got approved by Officers-in-charge before using them during the event.

17. Officer-in-charge shall have the right to stop the execution of work at any stage or time, if the quality of work is found inferior, if the progress of work slower or if the work is not executed as per specifications / instructions of Officer-in-charge.
18. The Event Organizer shall not cause any damage to the work, nor shall hinder other Event Organizers' works. The cost of any damage done by the Event Organizer to the existing infrastructure of the Institute or other Event Organizers' works shall be borne by the defaulter with additional penalty as decided by the Director, SVNIRTAR.
19. Upon award of contract the Event Organizer shall submit designs and execution plan and get all of them approved by the Officer-in-charge before going for fabrication and erection. If needed, the Event Organizer shall submit multiple options for design of stage, tent, inaugural arrangements etc.
20. Dedicated technicians are to be deputed by the Event Organizer, to monitor the following areas during the event:
 - a) Sound system
 - b) Videography & display screens
 - c) Lighting arrangements
 - d) Stage management
 - e) Decoration, Tent, chairs, fans etc.
 - f) Photography
 - g) Live streaming on Social media
 - h) Inauguration at Rehabilitation annexe building & statue of Swami Vivekananda
 - i) Overall coordination & inaugural functionTheir phone numbers are to be provided to the Officers-in-charge so that they can be contacted during preparation and during the event.
21. For video recording purpose, audio input to be taken from pre-amp out/ mixer and not directly through air media using microphone.
22. After the event, edited video of the entire event shall be submitted in MP4 or any other popular video format with HD or higher resolution.
23. During the event, scattered cables shall be avoided. Cables shall be laid in bunches and covered properly so that movement of persons with disability, wheelchair bound patients and guests is not hindered.
24. All arrangements have to be completed by 12:30 pm of one day prior to the event date, so that rehearsal/ mock-up practice can be conducted on that afternoon/ evening.
25. In case the date of event is modified, the same shall be intimated well in advance and accordingly the date of rehearsal shall be on the previous day.
26. Execution of works including fabrication, installation, connections, setup and testing etc. (as per work order) is the entire responsibility of the Event Organizer. No extension of time shall be allowed for the completion of work. Penalty of 2% of value of contract shall be levied for every hour or part thereof towards delay in completion of work, subject to a maximum deduction of 50% of value of contract.
27. Payment shall be released approximately within 30 days after satisfactory execution of work, as per terms of contract and submission of bill. Taxes/ duties, as applicable, shall be deducted at source.
28. The quantities of items mentioned in BOQ are approximate quantities. The quantities actually required at site may vary. Payment shall be made as per actual quantities of items/ works executed at site.

29. In case the Event Organizer commits any breach of contract, the Institute may at any time by Notice in writing summarily terminate the contract without compensation to the Event Organizer for any reason.

30. EARNEST MONEY & SECURITY DEPOSIT:

- a) EMD to be submitted as specified before.
- b) EMD of successful bidder shall be retained with the Institute as Security Deposit till completion of event and finalization of bills whereas, the EMD of unsuccessful bidders shall be returned after completion of the tendering process.
- c) No interest shall be paid on EMD/ Security deposit.
- d) In case of failure in executing the work, as per terms of contract, the contract shall be terminated and the EMD/ Security Deposit shall be forfeited.

23. DISPUTES & ARBITRATION:

- a) All the disputes relating to the meaning and instructions under this contract hereinbefore mentioned shall be referred to the High Court of Odisha, Cuttack and any decision in this regard would be final for both the parties.
- b) Director of Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR) reserves the right to cancel or reject any one or all the offers without assigning any reason thereof.

Sd/-
Director

The bidder has to sign below as a token of acceptance of the above terms and conditions.

Authorized signatory with seal and date :

Name of bidder/ firm with complete postal address :

ANNEXURE – A : (Technical Bid)

The Technical Bid document must include the following.

- a) Copy of PAN
- b) Copy of valid GSTIN
- c) Proof of experience in event management/ audio-visual setup/ tent house arrangement for meetings/ conferences and related activities
- d) EMD as stated before
- e) Your compliance regarding the specifications for all the items mentioned in the BOQ.

ANNEXURE – B : (Price Bid)

BOQ : (To be filled up by the bidder)

Name of work : Event Management including stage, ramps, German hanger tent, audio-visual setup, decoration, live streaming on social media, inaugural arrangements etc. for the inauguration of Rehabilitation Annexe Building, statue of Swami Vivekananda and Therapeutic park at SVNIRTAR, Olatpur scheduled on 30th September 2022

Sl.No.	Description	Qty.	Rate (₹)	Amount (₹)
1	Stage with carpeting & backdrop : <ul style="list-style-type: none">• Stage height = 3' (approx.)• The base of the stage must be sturdy so as to withstand vertical and as well lateral loads arising due to maximum gathering & their movement, weight of all equipments & furniture etc.• Stage surface should be smooth without causing any noise during movement on it. The surface to be covered with suitable carpet material, stitched properly without causing any hindrance in movement on it.• The backdrop shall be made of strong and stable metallic framework to sustain all loads and wind speed up to 60 kmph.• Height of backdrop/ wall shall be at least 12 feet above stage platform.• Sufficient lighting arrangement shall be made for the stage so that the guests on the dais are clearly seen against LED display wall.• Overall design of stage & backdrop along with arrangement of furniture etc. shall be got approved by the Officer-in-charge.	1600 sqft		
2	Ramps & steps : <ul style="list-style-type: none">• Two numbers of ramps of at least 4'6" width and having hand rails to be provided for wheelchair-bound persons.• The ramp surface and hand rails to be made smooth and covered with suitable material, as per instructions of Officer-in-charge.• Steps shall also be provided on three places to climb up to the stage. They should be covered with suitable carpeting material. Design of steps shall be got approved by Officer-in-charge.	1 set		
3	Tent using German hanger: <ul style="list-style-type: none">• German hanger tent using Aluminium structure to be provided for the meeting area, so that there are no internal supporting columns creating hindrance in viewing the stage.• Covering material on top and partial side covering shall be of rain proof and sun proof material.• The entire German hanger setup to be fixed on ground using ground anchors, weight plates and expandable bolts etc. so as to withstand all loads including wind load up to 60 kmph.• German hanger tent to cover the stage area too.	9500 sqft		
4	Tent using MS poles/ truss with rain proof roof and all vertical posts covered with white cloth and one side covered with cloth, as per instructions of Officer-in-charge	1000 sqft		
5	Podium of decent shape, design and good quality to be provided with facility for fixing 2 nos. of goose-neck microphones. The design and height shall be got approved by the Officer-in-charge.	1 no.		

6	<p>LED display screen:</p> <ul style="list-style-type: none"> Multiple LED display screens of size 12' x 8' (approx.) or any other size suitable at the site shall be installed on strong on sturdy stand/ base to display live event and recorded videos, as per instructions of Officer-in-charge. All cables (as required), power supply arrangements and controlling device/ laptop shall be arranged by the Event Organizer. All the display screens shall be managed/ operated by experienced personnel. 	384 sqft		
7	<p>LED/ LCD TV:</p> <ul style="list-style-type: none"> LED/ LCD TV sets of 40 inches screen size (approx.) shall be installed in front of the stage platform to show live video. All cables, power supply arrangements, stand/ clamp etc. as required for the same, shall also be arranged by the Event Organizer. 	2 nos.		
8	<p>Floor standing AC:</p> <ul style="list-style-type: none"> Floor standing Air conditioning units shall be installed on the stage for making cooling arrangement for the open stage. Scope of work includes power supply arrangements and operation during the event. 	4 nos.		
9	<p>VVIP chairs for the stage:</p> <ul style="list-style-type: none"> Comfortable VVIP chairs (with cushion, handles and head rest) shall be provided on stage. Design & quality of chairs shall be got approved by the Officer-in-charge. Clean white covers shall also be provided on the chairs. 	8 nos.		
10	<p>Tables for the stage:</p> <ul style="list-style-type: none"> Decent and strong tables shall be put in front of the entire row of VVIP chairs on the stage. Tables to be covered with clean and good quality cloth. Drinking water shall be kept in glass tumblers on the tables using covers. 	1 set		
11	<p>Recliner Sofa for the front rows:</p> <ul style="list-style-type: none"> Comfortable 3 seater recliner sofa sets shall be provided for the VVIPs. 	6 nos.		
12	Comfortable 3 seater Sofa sets for the VIPs	12 nos.		
13	<p>Teapots for the stage and/or front row in audience:</p> <ul style="list-style-type: none"> Decent teapots shall be provided for the VIPs on the stage and front row in audience. Design and quality shall be got approved by the Officer-in-charge. 	6 nos.		
14	<p>Cushion chairs for the stage & guests:</p> <ul style="list-style-type: none"> Comfortable cushion chairs with handle shall also be provided on the stage and for guests in the audience. Design & quality of chairs shall be got approved by the Officer-in-charge 	50 nos.		
15	<p>Chairs with cover:</p> <ul style="list-style-type: none"> Good quality plastic/ metallic chairs, seat & back portion covered with decent fabric cover shall be provided for audience. 	600 nos.		
16	<p>Carpeting for VIP walkway</p> <ul style="list-style-type: none"> Clean red carpet of good quality to be laid on the VIP walkway and the joints shall be properly sealed/ stitched. 	1800 sqft		

17	Good quality clean green carpeting for the audience to be provided at required locations and stitched together so as to avoid any hindrance for movement of audience.	8000 sqft		
18	Providing ceiling fan/ stand fan for the audience including electrical wiring, as necessary	30 nos.		
19	Cloth walling using poles and battens/ frame	4000 sqft.		
20	<p>Audio system:</p> <ul style="list-style-type: none"> • Audio system includes professional quality audio amplifiers, pre-amps, mixers, MP3 player, sound boxes, microphones, cables, monitor etc. complete as required for a public meeting of 1000 people audience. • Wattage of amplifiers & sound boxes shall be adequate for an audience of 1000 people sitting in an open area. • All audio equipments shall have near-flat frequency response for the 20Hz – 20KHz band. • Sound quality shall be got approved by the Officer-in-charge. • 2 nos. of goose-neck microphones (for the podium), 4 nos. of cordless microphones (for announcement purpose), 8 nos. of stand microphones (for chorus and musical instruments) shall be provided. • Sound equipments of professional brand and model viz., JBL, Sony, Philips, Shure, Peavey, Yamaha, Harman Kardon, Bose, Sennheiser or equivalent, to be provided. • None of the cables shall run openly on the stage, ramp or the front area of the audience. Cables shall be laid, bundled and covered in a manner so that they are not seen scattered around the area. • Sound operation and balancing shall be done by professionals so as to avoid humming noise and hauling etc. and ensure proper hearing by the entire audience. 	1 set		
21	<p>Remote controlled inaugural screen for the new building:</p> <ul style="list-style-type: none"> • Decorative screen to be provided on wall to unveil an inaugural stone of approx. size of 9'x4' using remote control. • Operator to be deputed at site to assist during the inauguration. 	1 no.		
22	<p>Remote controlled inaugural screen for 7' high statue built on 5' high pedestal:</p> <ul style="list-style-type: none"> • Decorative screen to be provided covering the 7' high statue built on a 5' high pedestal which is to be unveiled using remote control. • The inaugural stone on the front side of the pedestal also needs to be considered during inauguration. • Operator to be deputed at site to assist during the inauguration. 	1 no.		
23	Still photography using professional camera of 20 Mega pixels or higher resolution, for covering all the activities of inauguration and stage function, soft copies of photographs taken shall be submitted	1 job		

24	<p>Videography:</p> <ul style="list-style-type: none"> • Video shooting of all the activities of the event including inaugurations, stage function etc. using 2 tripod-mounted professional standard video cameras and one cordless video camera • One drone mounted video camera to be provided for recording and live display/ streaming • All cameras are to be of professional quality, preferably of 4K or higher resolution. • Output of all cameras are to be judiciously observed and selected output to be displayed on LED/ LCD screens on site. Same output can be used for live streaming too. Video switcher/ mixer/ transition effects processor etc. may be used for the purpose. • Recorded /edited version of the entire event shall be provided within 7 days of event in HD video format. 	1 job		
25	<p>Live streaming :</p> <ul style="list-style-type: none"> • Live streaming of the entire event shall be done on Youtube channel of SVNIRTAR. • All equipments & computers along with Technicians are to be deployed by the Event Organizer. • Event Organizer shall arrange at least 20 Mbps dedicated internet connectivity at the site for the live streaming. 	1 job		
Total :				
GST :				
TOTAL : (Rupees)				

Bidder's signature with date :