



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: 25.11.2022

NOTICE INVITING TENDER

For photography, audio-visual setup and live streaming on social media for the “Divya Kala Shakti” programme at Guwahati scheduled on 17th November 2022.

Name of work	Last Date and time of submission of Tender	Date and time of opening of Technical Bid
Photography, audio-visual setup and live streaming on social media for the “Divya Kala Shakti” programme at Guwahati scheduled on 17 th November 2022	05.12.2022 14:00 hrs	05.12.2022 14:30 hrs

Quotations are invited from Audio-visual service providers possessing valid PAN & GST registration, who have executed similar works for other Government departments/ Public sectors/ reputed Organizations, for execution of the above work.

The tender papers are available on the website i.e. www.svnirtar.nic.in which can be downloaded, filled-up, signed and submitted along with required documents. Interested parties may send their Tender Papers super-scribing as “Tender for Photography, audio-visual setup and live streaming” addressed to The Director, SVNIRTAR and sent through Speed Post/ Registered Post/ Courier to the address mentioned below so as to reach on or before the last date and time for submission of tender.

The Director,
Swami Vivekanand National Institute of Rehabilitation Training & Research
Olatpur, Post: Bairoi, Dist: Cuttack,
Odisha 754010

The tenders can also be sent through email to svnirtar.ind@gmail.com 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.

Sd/-
Director
SVNIRTAR



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GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

1. Price to be filled up in the prescribed format at **Schedule-A** 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 for cultural programmes and related activities
5. All the items mentioned in the BOQ are to be arranged by the selected service provider on rental basis, for using them during the programme. After the event all the materials shall be taken back by the Service provider.
6. 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.
7. No residential accommodation can be provided to the Service provider or his team of workers during execution of work.
8. The standards, specifications and safety norms are to be maintained by the Service provider, as per respective Government rules/ notifications.
9. The Service provider shall use own tools, equipments, Technicians etc. as required for the execution of work.
10. The Service provider 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 Service provider.
11. 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.
12. In case of breach of any laws, acts, rules mentioned above or any terms of contract mentioned herein, the contract shall be cancelled automatically.
13. The Service provider must have sufficient & competent work force to execute the work promptly.
14. The Service provider shall execute the contract through own work force. Sub-contracting will not be allowed.
15. 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.
16. Officer-in-charge shall have the right to stop the execution of work at any stage or time, if the quality of work/ service is found inferior, if the progress of work slower or if the work is not executed as per specifications / instructions of Officer-in-charge.
17. The Service provider shall not cause any damage to the work, nor shall hinder other Service providers' works. The cost of any damage done by the Service provider to the existing

infrastructure of the Institute or other Service providers' works shall be borne by the defaulter with additional penalty as decided by the Director, SVNIRTAR.

18. Dedicated technicians are to be deputed by the Service provider, to monitor the following areas during the event:

- a) Sound system
- b) Videography
- c) Photography
- d) Live streaming on Social media
- e) Overall coordination & inaugural function

Their phone numbers are to be provided to the Officers-in-charge so that they can be contacted during preparation and during the event.

19. For video recording purpose, audio input to be taken from pre-amp out/ mixer and not directly through air media using microphone.

20. 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.

21. 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.

22. All arrangements have to be completed by 12:30 pm three days prior to the event date, so that multiple stage rehearsal/ mock-up practice sessions can be conducted for two days. One stage rehearsal shall also be conducted on the event day and the finally the Divya Kala Shakti programme shall be conducted in the evening hours on the scheduled day.

23. 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 two previous days.

24. Execution of works including installation, connections, setup and testing etc. (as per work order) is the entire responsibility of the Service provider. 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.

25. Payment shall be released approximately within 15 days after satisfactory execution of work, as per terms of contract and submission of bill. Taxes/ duties, as applicable, shall be deducted at source.

26. The quantities of items mentioned in BOQ are approximate quantities. The quantities actually required at site may vary. Payment shall be made for items/ works executed at site.

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

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), Olatpur reserves the right to cancel or reject any one or all the offers without assigning any reason thereof.

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 :

SCHEDULE – A : BOQ (To be filled up by the bidder)

Name of work : Photography, audio-visual setup and live streaming on social media for the “Divya Kala Shakti” programme at Guwahati scheduled on 17th November 2022

S.N.	Description	Qty.	Rate per day (₹)	Amount (₹)
1	<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, stage monitors etc. complete as required for a cultural programme of 450 people audience.• Wattage of amplifiers & sound boxes shall be adequate for an audience of 450 people sitting inside an auditorium.• 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.• Goose-neck microphones (for the podium), 4 nos. of cordless microphones (for announcement purpose), 12 nos. (approx.) of stand microphones (for solo/ chorus and musical instruments) shall be provided. The requirement of microphones may vary slightly during the event.• 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.• The auditorium booked for the event already has amplifier and JBL sound boxes installed. The same may be checked at the site and should be put to use, as far as possible. Cost to be quoted accordingly.	3 days		
2	<ul style="list-style-type: none">• Still photography shall be done using professional cameras of 20 Mega pixels or higher resolution, once during rehearsal (on previous day) and once during the final programme.• One still camera shall be required on the rehearsal day and 2 cameras with cameramen shall be required on the event day.• Soft copies of photographs taken shall be submitted.	2 days		
3	<p>Videography:</p> <ul style="list-style-type: none">• Video shooting of all the activities of the stage function using 3 tripod-mounted professional standard video cameras• 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 used for live streaming. 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.• There will be stage rehearsal on previous day of the event day and the final programme shall be conducted as per schedule.	2 days		

4	<p>Live streaming :</p> <ul style="list-style-type: none"> • Live streaming of the entire event shall be done on Youtube channel of SVNIRTAR/ Ministry. • All equipments & computers along with Technicians are to be deployed by the Service provider. • Service provider shall arrange at least 20 Mbps dedicated internet connectivity at the site for the live streaming. • There will be trial one before the event day and the final programme shall be conducted as per schedule. 	2 days		
5	<p>LED display screen:</p> <ul style="list-style-type: none"> • LED display screens of total size 100 sq.ft. (approx.) of sizes 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 service provider. • The display screens shall be managed/ operated by experienced personnel. 	1 day		
Total :				
GST :				
TOTAL : (Rupees)				

Date :

Authorized signatory :