



**Sangeet Natak Akademi**  
**A National Academy of Music, Dance and Drama**  
**Rabindra Bhavan, New Delhi**

Sealed tenders are invited under one sealed cover in the Two Bid System viz. Pre-qualification cum Technical Bid & Financial Bid for ambience, stage, exhibition, hoarding, carpentry work, flower decoration Delhi from based vendors & service providers for our Dance, Music and Drama programmes in Delhi and outside. The bids are also invited from vendors and service providers based in other cities/regions of the country for empanelling them for awarding such programmes in their cities/regions or nearby areas. A complete set of the Bid documents containing the terms and conditions, specification of equipments may be downloaded from Akademi's website [www.sangeetnatak.gov.in](http://www.sangeetnatak.gov.in). The Akademi reserves the right to accept/reject any part or all the bids without assigning any reason thereof. Both the Technical and Financial bids kept in separate envelopes and further place them in one big envelope may be submitted to SNA within 30 days of the release of this advertisement.

**Secretary**  
**Sangeet Natak Akademi, New Delhi**



**Sangeet Natak Akademi**  
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**TERMS & CONDITIONS**  
**For Pre-Qualification cum Tender Notice**

**Hiring of ambience, stage, exhibition, hoarding, carpentry work, flower decoration items etc. during festival, exhibition, seminar, meetings, collaborative programmes organized by the Akademi in Delhi or outside stations.**

Sangeet Natak Akademi – an autonomous body in the Ministry of Culture, Government of India New Delhi invites Pre-Qualification –cum- tender bids for hiring of ambience work, stage, exhibition, hoarding, carpentry work, flower decoration from the Delhi based vendors and service providers, based on competitive offers in a Two Envelope system viz. Envelope No.1: Prequalification-cum technical bid and Envelope No.2: Financial bid.

The bids are also invited from vendors and service providers based in other cities/regions of the country for empanelling them for awarding such works for programmes in their cities/regions or nearby areas.

Interested firms/agencies should have at least five years experience in providing ambience work, stage, exhibition, hoarding, carpentry work, flower decoration for Dance/Theatre/Films/TV and other types of entertainment events at National and International level. They should submit the offer in a two-bid system; containing the documents & information as under:

**Envelope 1: Pre-qualification-cum-Technical bid.**

The envelope shall be super-scribed as above.

**Pre-qualification documents:**

1. Copy of PAN Number
2. Proof of WCT, VAT, ESI, PF Registration, Service Tax registration.
3. List of work, with documentary evidence of works executed such as theatre, dance, musical extravaganza, films, entertainment events, mega events and other similar projects of National and International level.
4. Structure of firm showing name of Director/Partners/Proprietors with technical staff etc.
5. Audited Balance sheet for previous 3 years i.e. 2013-14, 2014-15 and 2015-16.

6. Proof of at least three similar projects undertaken, each with a minimum billed amount of Rs. 5,00,000/- (Rupees five lakhs only). Average annual financial turnover during last 3 years ending March 2016, should be at least Rs. 50,00,000 /- ( Rupees fifty lakhs only).
7. An affidavit on Non-judicial stamp paper of Rs.50/- stating that "In case any ambiguity is noticed in the documents submitted at any stage, we shall be entirely responsible and liable for any action as deemed fit under the law (List out the documents submitted).
8. All the above documents/certificate shall be submitted duly attested from the gazetted officer or an officer in PSE / PSU or their CA/Notary Public.
9. The tenderer shall submit a self-certificate certifying that the Firm/Company/Organization has/have never been debarred/black listed/sought arbitration by any Govt. /PSU. In case the tenderer has sought arbitration in past, furnish details.

The bidder shall submit the tender which satisfies each and every condition laid down in this notice, failing which the tender is liable to be rejected. The Sangeet Natak Akademi does not bind itself to accept the lowest tender or to give any reasons for their decision. The tender document including this Tender Notice shall be submitted duly signed & stamped on every paper and in the bound form, in token of acceptance of the same. In case above required documents in Envelope I (Technical bid) are not complete, the tenderer shall not be eligible and the Envelope II, containing financial bid will not be opened.

Tender documents shall be submitted to the Deputy Secretary (Admn), Rabindra Bhawan, New Delhi - 110 001 so as to reach his office not later than 30 (thirty) days from the release of the advertisement.

**Envelope II - Financial Bid shall contain the price bid on prescribed Performa.**

The envelope shall be super scribed as financial bid, name of agency etc. and the due date. Both the envelopes shall be enclosed in one Master Envelope super-scribed with Name of the Agency and due date.

N.B: The documents submitted as technical bid shall provide all details of equipments and their make/brand etc. with specifications of the proposed hardware, without price. The tenderers are advised to quote as per the specifications mentioned in our tender. However the bidders may offer their suggestions with technical specifications separately, along with the technical bid as an alternative.

## TERMS & CONDITIONS

**Hiring of ambience, stage, exhibition, hoarding, carpentry work, flower decoration etc. during festival, exhibition, seminar, meetings, collaborative programmes organized by the Akademi in Delhi or outside stations.**

1. The contract shall be valid for a period of one year and can be extended for another one year thereafter by the Sangeet Natak Akademi, New Delhi, at its discretion.
2. A list of their existing customers (experience should be minimum 5 years in this trade).
3. The parties/persons tendering for this bid shall submit a demand draft of Rs. 25,000/- (Rupees twenty five thousand only) in favour of Secretary, Sangeet Natak Akademi, New Delhi as Earnest Money Deposit ( EMD); In case of unsuccessful tenderers, the earnest money so received shall be returned immediately or after finalizing the contracts. The earnest money of successful bidders shall be adjusted in security amount of 5% of estimated yearly cost.
4. Any tenderer, whether individual or firm whose relatives or near relatives are working in the Sangeet Natak Akademi or its affiliated institutions, will not be eligible for any contract with the Sangeet Natak Akademi.
5. Persons working/employed in Govt./Semi Govt. offices and autonomous bodies shall not be eligible to enter into contracts.
6. The contracts shall be subject to cancellation without prior intimation, if the work executed or supplies made are found unsatisfactory.
7. The Akademi has the right to accept or reject any tender without assigning any reason. The decision of the Akademi in this regard will be final and no correspondence will be entertained.
8. Firms should be registered under Shop & Establishment under VAT Department/Service Tax Department or under any other such act.
9. No advance payment shall be made by the Akademi.
10. The bills shall be submitted along with a copy of challans signed by the concerned officer of the Akademi, immediately after the function is over or the supply is made and in any case not later than 15 days after the function is over or supply is made.
11. The expenditure towards travel, boarding & lodging for outside events, will be borne by the firm.
12. The work shall have to be carried out at the shortest notice.
13. The stage/ambience material etc. shall be supplied at the venue of the function or at any other desired place, alongwith a copy of the challan and no conveyance, labour charges, transportation, assignment charges shall be paid by the Akademi at that time. Also, any expenditure incurred by the Akademi on this account, shall be recovered from the concerned contractor(s) from his bill.
14. In case, if at any stage, it is found that the work executed by the contractor(s) was not satisfactory and up to the standard of the status of the event/programme/activity etc., then no payment shall be made. Also, if at any stage, it is found that extra payment has been made on any bill in the

past, then the same shall be recovered from the current bills. In case of non compliance of work allotted, the contractor's security deposit will be forfeited and the contractor will be blacklisted.

15. In case the contractor fails to comply with the order immediately, even at a short notice, the Akademi will be at a liberty to have the work executed from outside parties, at the risk and cost of the contractor. The additional expenditure incurred shall be deducted from his bills. As such, any liability (in full or part) arising out of contractor's inability to comply with order, shall vest on the part of the contractor(s) non-compliance of the order for the job, after acceptance of the terms & conditions.
16. In case of theft, fire, riots, natural calamities etc., the contractor(s) shall bear any loss or damage and the Akademi shall not be liable to pay for such losses/damages.
17. In case of non-availability of electricity, the contractor(s) shall deposit the security deposit in advance to the concerned electricity supplier, at his cost and for getting temporary connection. The Akademi shall reimburse the amount later on production of receipt from concerned electricity supplier(s).
18. The payment for hiring of material shall be subject to inspection and approval by the Akademi.
19. Income tax shall be deducted at source from the bills as per rule, PAN No. is essential.
20. Items rejected should be removed by the contractor(s)/supplier(s) immediately from the venue.
21. Security & unkeep of equipments at the venue will be the responsibility of Service Provider.
22. Every page of the tender document should be duly signed by the applicant with the seal of the firm/agency.

Certified that I/we have read and understood the terms & conditions and I/we accept all the terms & conditions mentioned above.

Signature of the  
Proprietor/ Authorized  
Person with Seal and Date

**Sangeet Natak Akademi  
New Delhi**

**Financial Bid**

**1. Hoarding:-**

- a) Thermoaccol cut out letters & logo
- b) Eco Solvent Flex Print
- c) Mat Finish Solvent Print on Flex
- d) Blackout Solvent Print on Flex
- e) Vinyl Flex/Banner

Hoarding mounted on Iron frame work with text & Logo as per design approved installed on self supporting stand with transportation, labour, material & designing charges.

**2. Platform:-**

- a) Plain Platform Size:- i.e. 12'(with) x8'(length) (Height 1ft)
- b) Plain Platform Size:- i.e. 12'(with) x8'(length) Height 1.5 ft
- c) Plain Platform Size:- i.e. 12'(with) x8'(length) Height 2 ft
- d) Plain Platform Size:- i.e. 12'(with) x8'(length) Height 3 ft

Above Platform with Installation including cost of Material, masking, white sheet, thick carpet, labour, transportation, designing charges & carpenter etc.

**3. Side Wings**

- Plain Side Wings
- With thermoaccol logo
- With wooden frame cloth masking

**4. Accessories items of Stage:-**

- Inauguration Lamp with Complete accessories (brass)
  - Podium
- a) Large Podium
  - b) Medium Podium
  - c) Small Podium
- Lighting lamp

**5. Exhibition Panels:-**

- Exhibition panel designing including cost of Material, labour, transportation, designing charges & carpenter etc.
- Exhibition spot Lighting for each Panel

**6. Green Room for artists with curtains, mirrors and carpets**

**7. Carpentry Work**

- a) Carpenter charges (skilled, semi-skilled & labour)
  - i) For 8 hour duty
  - ii) For addition hour duty
  - iii) Night charges
- b) Overheads (with doors/glass)
- c) Overheads (without doors/glass)
- d) Almirah (with doors/glass)
- e) Almirah (without doors/glass)

**8. Flower Decoration**

(rates to be quoted on the basis of per sq. ft/quantity etc.)

- a) Gates
- b) Foyer
- c) Stage

- In addition to above, also quote the prevailing stage, ambience, flex etc. charges. (excluding above items)
- Please provide the rates for Delhi and outside programmes.