



NATIONAL ACADEMY OF MUSIC, DANCE AND DRAMA
RABINDRA BHAVAN, FEROZE SHAH ROAD, NEW DELHI-110 001
Tel: 23387246, 23387247, 23387248, 23382495
Fax: 91-11-23382659
E-mail: mail@sangeetnatak.gov.in
Website: http://sangeetnatak.gov.in

NOTICE INVITING E-TENDER

Tender Reference No: Admn/2-95/2021-22

Tender ID: 2022_SNA_678068_1

Dated: 10.03.2022

Sangeet Natak Akademi (SNA), an autonomous organization of the Ministry of Culture, Government of India intends to invite Bid from the reputed and reliable suppliers/firms for supply of items/works/services under the category of **Stage decoration, stage making, other ambience works, printing of hoarding, flex, standees, exhibition decoration, flower decoration etc.**

Nature of Work	Stage decoration, stage making, other ambience works, printing of hoarding, flex, standees, exhibition decoration, flower decoration etc.
Estimated Cost	As per actual
Period of Contract	Till 31 March 2022 (15 Days)
Date of Publishing e-tender	10.03.2022 (14:30 Hrs)
Clarification Start Date and Time	10.03.2022 (14:30 Hrs)
Clarification End Date and Time	14.03.2022 (16:30 Hrs) No queries shall be entertained after clarificationend date and time.
Starting Date & Time of Uploading of Bids	10.03.2022 (14:30 Hrs)
Last Date and Time of uploading of Bids	15.03.2022 (15:00 Hrs)
Date and Time of short listing of Technical Bid	16.03.2022 (11:00 Hrs)
NOTE : IF THERE IS DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONEDANYWHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.	

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <https://eprocure.gov.in/eprocure/app>

MANUAL/PHYSICAL BIDS SHALL NOT BE ACCEPTED

Bidders should regularly visit the website to keep themselves updated.

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
 - 2) While submitting the bids online, the bidders shall read the terms and conditions (of CPP portal) and accept the same in order to proceed further to submit their bid.
 - 3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
 - 4) Bidders shall submit EMD in the form of RTGS/NEFT through Bank Account No. given in the Tender Document.
 - 5) Bidder should submit the EMD as per the instructions specified in tender document. The RTGS/NEFT details of the payment made, should tally with the data entered during bid submission time. The uploaded bid without RTGS/NEFT details will be rejected.
 - 6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard XLS format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download Schedule of Printing Rates (Annexure –B to E) and Rates for Paper and Cards (Annexure-F) in XLS format and save it without changing the name of the files. Bidders shall quote their rate in figures in appropriate cells and other details (such as name of the bidder), thereafter save and upload the file without changing the file name in **financial cover (price bid) only**. No other cells should be changed. If the XLS file is found to be modified by the bidder, **the bid will be rejected.**
- The bidders are cautioned that uploading of financial bids elsewhere i.e., other than financial cover will result in rejection of the tender.**
- 7) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
 - 8) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock).

The TIA will not be held responsible for any sort of delay or the

difficulties faced during the submission of bids online by the bidders at the eleventh hour.

- 9) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid short listing meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the **Administration Section** through e-mail: adminstrtion@sangeetnatak.gov.in ; Phone : 011-23387246; Ext: 113
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk No. 0120-4001005

SCOPE OF WORK

Sl.	DESCRIPTION OF STAGE AMBIENCE, STAGE, EXHIBITION, HOARDING, CARPENTARY WORK, FLOWER DECORATION ITEMS ETC.
1	Hoardings
a)	Thermacol cut out letters & logo @ per sq ft.
b)	Eco Solvent Flex Print @ per sqft.
c)	Mat Finish Solvent Print on Flex @ per sqft.
d)	Blackout Solvent Print on Flex @ per sqft.
e)	Vinyl Flex/Banner @ per sqft.
	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
a)	Plain Side Wings @ per sqft.
b)	With thermacol logo @ per sqft.
c)	With wooden frame cloth masking @ per sqft.
	Accessories Panels
	Inauguration Lamp with Complete accessories (brass)
	Podium in lump-sum
a)	Large Podium (per unit)
b)	Medium Podium (per unit)
c)	Small Podium (per unit)
	Lighting Lamp
5	Exhibition Panels
a)	Exhibition panel designing including cost of Material, labour, transportation, designing charges & carpenter etc.
b)	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
8	Flower Decoration
	Rates to be quoted on the basis of per sq. ft quantity etc.)
a)	Gates @ per sq. ft.
b)	Foyer @ per sq. ft.
c)	Stage @ per sq. ft.
	In addition to above, also quote the prevailing stage, ambience, flex etc. charges. (excluding above items)
9	Hoardings (12" to 4")
a)	Thermacol cut out letters & logo @ per sq. ft.
b)	Eco Solvent Flex Print @ per sq. ft.
c)	Mat Finish Solvent Print on Flex @ per sq ft.
d)	Blackout Solvent Print on Flex @ per sq ft.
e)	Vinyl Flex/Banner @ per sqft.
	Hoarding marked as per a,b,c,d,e mounted on Iron frame work with text & Logo as per design approved installed on self supporting stand with transportation, labour, material & designing charges.

1. ELIGIBILITY CRITERIA

- i. Copy of PAN number issued by the Income-tax department. (submit copy)
- ii. Copy of GSTIN (submit copy).

2. The bidders are supposed to upload the tender form in two parts within the specified date and time.

- i. Cover 1—Technical Bid
- ii. Cover 2—Financial Bid

Cover 1-Technical Bid shall be uploaded with scanned/pdf copy of following documents as informed for in the Technical Bid Form.

Tender: Terms and conditions: each and every page signed by the Service Provider along with the supporting documents i.e. copy of PAN, GSTIN, and Balance sheet.

Cover 2—Financial Bid shall be uploaded as per the BOQ format provided along with tender documents (in financial bid cover) in the CPP portal.