

SRI KRISHNA SMARAK VIKAS SAMITI
OFFICE OF THE COMMISSIONER,
PATNA DIVISION, PATNA

TENDER DOCUMENT
for
**Event Manager to Arrange Sound System and
Musician with Instruments**
at
GANDHI MAIDAN, PATNA

1. Pre-Bid Meeting : 24/08/2017 at 02.00 PM
2. Sale of Tender Document : 02/09/2017 till 03.00 PM
3. Last date for submission of
tender document : 04/09/2017 till 11.30 AM
4. Opening of Technical Bid : 04/09/2017 till 11.45 AM
5. Live performance and
Demonstration : 04/09/2017 from 12.15 PM
6. Opening of Financial Bid : 04/09/2017 at 03.00 PM

Signature of Authorised Signatory

Stamp of SKSVS

1. INTRODUCTION

Sri Krishna Smarak Vikas Samiti (SKSVS) is a non-profit society registered under the Society Registration Act 21, 1860. It is a body bestowed with authority for management of Gandhi Maidan and Sri Krishna Memorial Hall, Patna.

In view of the huge inflow of people in this historic Gandhi Maidan and current demands, it is proposed to organise Cultural/Musical programs regularly in Gandhi Maidan, preferably on weekends. It is the happening place and is facilitated by various activities like- Portable food court, Portable haat, Gym, Yoga and Karate etc. Along with this SKSVS proposed to organise cultural activities regularly, so that people along with their families can enjoy their weekends in a more useful way.

Sri Krishna Smarak Vikas Samiti (SKSVS) invites Tender for Event Manager to provide Sound System and Musician with Instruments for Cultural Activities which will be organised preferably on weekends in Gandhi Maidan, Patna with the following conditions :-

Timing of cultural activities preferably on weekends should be :-

- a. Summer (April to October) : 6.00 PM to 9.00 PM
- b. Winter (November to March) : 5.00 PM to 8.00 PM

Which can be changed from time to time as per the emergent situation or necessity.

2. ELIGIBILITY CRITERIA

- ❖ **Tender shall be evaluated in three (3) stages**
- ❖ **Only the technical qualified bidder shall be invited for the presentation.**
- ❖ **Financial bid of those only agency shall be opened which obtained twenty five (25) marks or more in the presentation.**

I. Technical evaluation of proposal

- a) Company/Firm/Agency should have experience of organising Musical/Cultural program for any Government/Private organisation, for which any proof should be submitted.
- b) Earnest money of Rs.5,000/- is to be paid along with the technical bid through D.D. in favour of 'Sri Krishna Smarak Vikas Samiti' payable at Patna
- c) Company/ firm/Agency must provide photo copy of Pan Card.

II. Live performance and demonstration

- a) Agency has to give live performance and demonstration of (musicians) and instruments through proper presentation.
- b) There will be fifty (50) marks for presentation.

III. Financial Bid (Separate sealed envelope)

- a) The agency shall be selected after fulfilling the terms and conditions of the technical bid and the bidder who offers the lower amount (L1) will be considered.
- b) The bidder must quote the rates inclusive of all Govt. taxes.
- c) No additional freight or any other charges etc. would be payable.

3. REQUIREMENTS

A. The following items should be provided by the agency :-

- | | | | | |
|---|---|------------------------|---|--------|
| (i) Bass | - | 18 inch (1000W) Single | - | 8 Pcs. |
| (ii) Tops | - | 15 inch (1200W) Dual | - | 8 Pcs. |
| (iii) Stage Monitor | - | 15 inch (600W) Single | - | 6 Pcs. |
| (iv) All speakers with matching amplifier | | | | |
| (v) Audio Mixer | - | 32 Channel – Yamaha | | |
| (vi) Audio Processor / Cross Over / Reverb Drive Packet | | | | |
| (vii) Cordless Mic | - | UHF Mic – Sennheiser | - | 4 Pcs. |
| (viii) Instrument Mic | - | Shure / Sennheiser | | |
| (ix) Direct injection box | - | DIBOX | - | 4 Pcs. |
| (x) Drum Kit Mic | - | Sennheiser | | |

B. Hand Musicians with instruments :-

- (i) Synthesizer
- (ii) Lead Guitar
- (iii) Octapad
- (iv) Dholak
- (v) Drum Set

4. Guidelines for scope of work:

This tender is therefore to provide sound system and musical instruments with their musicians. The Bidders are expected to supply the selected sound system and musical instruments in the desired qualities. Agency must provide specific items by brands and sizes where those are specified items by brands and sizes where these are specified. Wherever the sizes are not specified agency should provide the standard sizes. Where brands are not specified in the document. Agency should indicate the brands, they will offer as part of their submissions. It should be noted

that in all cases the instruments should be robust, sturdy durable and area of a high quality.

- (i) The agency should get ready with all their equipments and musicians, 1 (one) hour before the commencement of the cultural program.
- (ii) In case of any emergency, the agency should have proper backup of its equipments and musicians as well.
- (iii) The Agency will be responsible for upkeep and maintenance of their equipments.

5. DECLARATION OF SUCCESSFUL BIDDER

Upon acceptance of the Proposal of the tenderer financially qualified with or without negotiations, SKSVS shall declare the tenderer as the Successful Bidder.

6. NOTIFICATION

SKSVS will notify the Successful Bidder by a Letter of Award (LOA) that its Proposal has been accepted.

7. RIGHT TO ACCEPT OR REJECT PROPOSAL

- (i) SKSVS reserves the right to accept or reject any or all of the Proposals without assigning any reason.
- (ii) SKSVS reserves the right to invite revised Proposals from Bidders with or without amendment of the Tender Document at any stage, without liability or any obligation for such invitation and without assigning any reason.
- (iii) SKSVS reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the SKSVS decision shall be final in this regard. SKSVS may, in its absolute discretion, waive any of the conditions and/or requirements in the EOI in respect of any or all of the bidders.

8. OVERALL MANAGEMENT

- (i) The Agency must employ adult and efficient labour/ Staff only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified including character and other formalities.
- (ii) The agency shall ensure that all the workforce deployed should be in proper uniform while on duty.

9. TERMS AND CONDITIONS

1. This tender is valid for 11 months. The agreement will be made and executed for 11 months only commencing from the date of this agreement may be further extended upto 2 (two) years at the sole discretion of S.K.S.V.S and subject to the satisfactory performance of service of the Event Manager and proper fulfillment of all the terms and conditions and subject to decision of SKSVS.
2. The successful Agency shall give bank guarantee/DD from the Nationalized bank located in Patna of Rupees One Lakh (1,00,000/-) as security, which shall be valid for 1 (one) year and shall be returned to the Agency after the expiry/termination of the allotment period.
3. In case of any emergency, the agency should have proper backup of its equipments and musicians as well.
4. Proper dress code should be maintained by all musicians. They should also have their ID Card.
5. The Agency will be responsible for upkeep and maintenance of their equipments.
6. The SKSVS reserves the right to cancel allotment at any point of time after giving fifteen (15) days written notice to the Agency and also the right to inspect and control the development and operational work undertaken by the Agency at all times and the Agency shall obey the orders and directions issued by the SKSVS.
7. The agency has to provide its GST registration paper on or before 30 days of receiving the Letter of Award (LOA) from the SKSVS.

Agency agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the **financial bid** with their agency profile.

Technical Bid

Particulars of the Company/ Firm/ Agency (Please submit along with documentary evidence)

A bidder shall submit Technical Bid and Financial Bid in separate sealed envelopes contained in another envelope containing both the Financial and Technical Bid. A bidder shall not submit more than one bid.

S.No.	Particulars	
01	Name of the Company/ Firm/ Agency	
02	Name and Address of the Proprietor/Partners/Directors of the Company.	(i) (ii) (iii)
03	Registered Office Address and Telephone / Mobile Number & Email address. Local Contact Address/ Telephone / Mobile Number.	
04	Photo copy of Pan Card	
05	Experience of organising Musical/ Cultural program for any Govt./ Private organisation.	
06	EMD of Rs. 5,000/- (five thousand)	

Signature of the applicant with Seal

Financial bid envelope should contain the following :-

SI. No.	Details of scope of work	Amount in Rs. (inclusive of all taxes)
1.	As mentioned in the tender document. (Rate to be quoted for each day, as per the details mentioned in the tender document).	

Declaration: I/We declare that, the information given above is correct to the best of my knowledge and understanding. In case it is found false/incorrect, at any stage, SKSVS may terminate the contract and could take suitable actions against the company/firm/agency. I/We have read/gone through the terms, conditions, rules, guidelines etc. of the tender work. I/We agree to work as a Event Manager for arrange sound system and musicians with instruments in Gandhi Maidan, Patna as mentioned in the tender document.

Date:-

(Signature/s of the Tenderer /Authorized person

Place:-

Full Name/s:.....

Designation:

Stamp:

(Please put signature and name on every page of Bid Document and Enclosures.)

Signature of Authorised Signatory

Stamp of SKSVS