

**Eastern Zonal Cultural Centre**  
**Ministry of Culture**  
**Govt. of India**  
**IB-201, Sector – III, Salt Lake, Kolkata - 700106**

**CORRIGENDUM**

**NOTICE INVITING TENDER** regarding Specification for hiring charges of Stage, ambience decoration, ambience Light, Sound System, Generator, food & accommodation for the artistes (220 artistes), printing of publicity materials, hiring charges of vehicles for OCTAVE (Call of the North East) being organise at Digha, West Bengal on & from 26<sup>th</sup> to 28<sup>th</sup> March, 2018.

Please refer advertisement dated 13.03.2018 in Bartaman and Business Standard.

In the website of EZCC specification of requirement for organising OCTAVE- 2018 at Digha was published. But inadvertently terms and conditions for submission of quotation has not been published/given in website.

Following are the few terms and conditions to be followed while submitting quotation.

- i) Quotation must be submitted in sealed cover.
- ii) Agency must submit quotation in their letter head.
- iii) GST registration no., PAN no. must be given.
- iv) Agencies credentiality/experience must be submitted for evaluation.
- v) Agency must submit their quotation for individual items.
- vi) Quotation from Event management groups will not be accepted.
- vii)
  - a) Earnest Money Deposit may be deposited in Demand Draft in favour of Eastern Zonal Cultural Centre, Kolkata. A token EMD for Rs.10,000/- (Rupees Ten thousand) may be submitted with the quotation. Quotation without EMD will be rejected.
  - b) EMD of non-selected agencies will be refunded within 15 days.
  - c) Bids must be sent by Post/Courier to the address of EZCC, Kolkata office.
- viii)
  - a) Bid must be submitted within 19<sup>th</sup> March, 2018 at 2.30pm
  - b) Bids will be opened on the same day in presence of the agencies who submitted quotation. Selection will be made by Tender Committee.
- ix) Work Order will be issued to L – 1 party who fulfil all criteria.
- x) Should have adequate experience to execute the theme of North East.

**CLARIFICATION ON SPECIFICATION**

- a) Selection of agency for design and construction of stage ambience decoration etc. will be selected by the authority. Decision of the authority in this regard is final.
- b) Regarding supply of Generator Set it is clarified that Generator Set should be soundless Generator.
- c) Design of Stage may be submitted both in hard and soft copy.

**Format for Submission of Offers by the Tenderers  
(To be submitted on Agency's Letter head)**

For hiring charges of Stage & ambience decoration as follows:

SI No.	Particulars	Specifications	Qty	Size	Rate	Amount
	<b>Stage &amp; Décor</b>					
1	Stage			80 x 60		
2	Stage Ramp			8 x 24		
3	Carpeting Stage & Ramp					
4	Trussing	3 side running Truss		180 RFT		
5	Stage Backdrop					
6	Stage LED		1	24 x 10		
7	LED Raiser		1	3 x 20		
8	Green Room Male		1	40 x 20		
9	Green Room Female		1	40 x20		
10	Stalls	8 craft stall + 2 office rooms + 1 Medical room + Police Control	12	15 x 15		
11	Stalls Platform		12	15 x15		
12	Stalls Facia Décor					
13	Barricading	GI Sheets & Cloth Masking		1000 RFT		
14	Main Venue Gate					
15	Photo zone			16 x 8		
16	Art Installation related with 8 state of NE (Assam, Tripura, Nagaland, Meghalaya, Manipur, Sikkim, Arunachal Pradesh, Mizoram)					
17	Outside 3 pillar Gate			40 x20		
18	Flower Décor					
19	Ribbon Chandeliers/Flag Poles		40			
	<b>On-Ground Production Requirement</b>					
14	Carpeting Ground			25000 sqft		
15	Toilet		4			
16	Dustbins		30			
17	Fire Extinguisher		10			
18	Sofas for VIP		12			
19	Chairs		2500			
20	Centre Table		4			
21	Tables		30			
	<b>Total</b>					
	<b>GST</b>					
	<b>Grand Total</b>					

Decoration of Stage, Ambiance, Craft Stall should be made related with the States of North East like Assam, Tripura, Nagaland, Meghalaya, Manipur, Sikkim, Arunachal Pradesh, Mizoram. The entire job should be completed on 25<sup>th</sup> March, 2018. You should submit the layout and drawing along with the quotation. The rate should be including transportation charges, fooding lodging of technical persons.

**Format for Submission of Offers by the Tenderers  
(To be submitted on Agency's Letter head)**

For hiring charges of Stage & ambience light, sound systems as follows:

SI No.	Particulars	Quantity	Rate	Amount
	<b>STAGE LIGHTS</b>			
1	LED Parcan	100		
2	Parcan – 64 (including power pack)	20		
3	Sharpy	12		
4	4 way Malfay (Blinders)	8		
5	Smoke Machine	2		
6	Follow Spot Light	1		
7	Pilot Light Mixing Board			
	<b>SOUND including amplifier</b>			
8	JBL VRX Linearay	8		
9	Double Top	16		
10	Double Low	16		
11	Monitor	8		
12	Stage Gear Hartkey Bass Amp + Marshall Guita Amp + Drum Kit Shure	1		
13	64 channel Digital Console	1		
14	Cordless Mics	6		
15	Laple Mics	16		
16	Podium Mics	2		
17	Mics	8		
	<b>Out Door Lights</b>			
18	Light Tower	3		
19	LED METAL	60		
20	Stall Lights	24		
21	Plug Points	40		
22	GENSET Connections/Power Board	2		
	<b>POWER GENERATOR</b>			
23	125 kv for Stage Lights	1		
24	65 kv for LED Screen	1		
25	125 kv for Sound	1		
26	125 kv backup	1		
27	125 for Outdoor Lights	1		
28	Change Over	2		
	<b>Total</b>			
	<b>GST</b>			
	<b>Grand Total</b>			

The rate should be including transportation charges, fooding lodging of technical persons and power connection from WBSEB.

The entire job should be completed on 25<sup>th</sup> March, 2018.

**Format for Submission of Offers by the Tenderers  
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For Travel services as follows:

<b>Description of vehicle</b>	<b>A.C.</b>		<b>Non A.C.</b>	
	<b>Rate per Hour</b>	<b>Rate per KM.</b>	<b>Rate per Hour</b>	<b>Rate per KM.</b>
Tata Sumo				
Qualis				
Scorpio				
Innova				
Indica				
Winger				
Travelor				
Bus (52 seater)				
Bus (35 seater)				

**Format for Submission of Offers by the Tenderers  
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For Video and Still Photography services as follows:

<b>Sl. No.</b>	<b>Description of item</b>	<b>Per day/ Per copy</b>	<b>Rate (Rs.)</b>
1	Video Photography	Per day	
2	Still Photography	Per day	
3	1 TB Hard Disk	Per copy	
4	Photography 5 X 7 size	Per copy	
5	Photography 4 X 6 size	Per copy	

**Format for Submission of Offers by the Tenderers  
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For printing services as follows:

<b>Sl. No.</b>	<b>Items</b>	<b>Quantity</b>	<b>Rate Rs.</b>
1	Invitation card size 8" X 4" (bothside) digital print	500/1000 copy	
2	Invitation card envelop same size 2 colour silkscreen printing	500/1000 copy	
3	Flex printing with wooden framing	Per sq. Ft.	
4	Flex printing without framing	Per sq. Ft.	
5	Flex printing with fixing	Per sq. Ft.	
6	Brochure 20 pages center stitch Size 8.5" X 8.5" Paper 130 GSM	Offset	300/500
		Digital	300/500
		Total	

**Format for Submission of Offers by the Tenderers  
(To be submitted on Agency's Letter head)**

For food and catering services as follows:

Description of items	Amount (Rs.)
<p><b><u>Food:-</u></b></p> <p>Bed Tea:- 1 cup tea with two Biscuits</p>	
<p>Breakfast:- 6 pcs. Puri, Sabji, 1 Sweet with tea Or 4 pcs. Toast with butter/ jam, 1 banana, 1 boil egg with tea</p>	
<p>Lunch:- Fish meal : Rice/Chapati, Dal, Bhaji, Sabji, Fish (100 gms) with curry, Chatni, Papad, Salad</p> <p>Dinner:- Chicken Meal: Rice/Chapati, Dal, Bhaji, Sabji with Chicken (150 gms) with curry, Chatni, Papad, Salad (One day you should provide mutton in dinner)</p>	
<p>Evening Tea :- 1 cup tea with snacks/ two Samosa/Pakora/Chowmin</p>	
<p><b><u>Accommodation:-</u></b> Rate of rent per day/per head for 220 heads.</p> <p><b>Note:</b> The arrangement of accommodation may be made closer to the programme venue (Police Parking Place). The artists may be accommodated preferably in one or two lodge/Hotel. Hotel accommodation will be selected after physical verification.</p>	