File No. Cohands/1216 /NA(2015)/2016-17/PF Dated: 23.11.2016

**TENDER NOTICE**

 Council of Handicrafts Development Corporations (COHANDS) is organizing a cultural programme to honour the National Award and Shilp Guru Award for Master Craftsperson of India for the year 2015 to be held on 9th December, 2016 at National Handicrafts & Handlooms Museum, Pragati Maidan, Bhairon Marg, New Delhi. In this connection, sealed bids/ quotations from the reputed and registered agency(ies) are invited for the following jobs :-

**Arrangements for cultural programme**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Particulars** | **Quantity** | **Amount**  |
| 1 | Setting up of stage  |  |  |
| 2 | Setting up of Dias with floral arrangements  | 01 |  |
| 3 | Podium  | 01 |  |
| 4 | Base sound system with speakers & column  | 01 |  |
| 5 | Backdrop of size 24’ x 10’ on stage  | 01 |  |
| 6 | Pandal with Ceiling of size 40’ x 70’ at Stage and in front of the stage  | 01 |  |
| 7 | Carpet on Dias & General Area  | 450 sq. feet  |  |
| 8 | Chairs with cover  | 400 approx. No.  |  |
| 9 | 3 seater leather sofa (White)  | 06 Nos. |  |
| 10 | VIP chairs  | 05 |  |
| 11 | Light arrangements at stage  |  |  |
| 12 | Music system with 09 mike if required (02 Singing Mike, 02 Stand Mike, 02 Small Stand Mike, 02 Big Stand Mike and 01 cordless) | 09 No. |  |
| 13 | LED Parcan lights and Wim Par  | 6 Nos. each  |  |
| 14 | Monitor with speaker at stage if required.  | 2 Nos. |  |
| 15 | Red Carpet for welcome  | 100 mtrs.  |  |
|  | **Total**  |  |  |
|  | **Tax & duties etc. applicable if any with details** |  |  |
|  | **Grand total** |  |  |

**In case your firm is interested to undertake the above specified job, please submit your Technical bid and financial bid separately in a sealed cover superscribed “Quotations for arrangement of cultural programme”** and send the same to Council of Handicrafts Development Corporations, West Block No.7 (First floor, Wing B), R.K. Puram, New Delhi – 110066. The quotations should reach in this office **by or before 29.11.2016 up to 4.00 PM**. The quotations shall be opened on **29.11.2016 at 5.00 PM** before their presence or their authorized representative.

**Eligibility criteria:-**

1. The organization shall be private, public, Government owned legal entity or a registered printing and advertisement company of repute.
2. The organization shall be in the business of printing, advertising, publicity and allied services for at least past five years continuously starting from 2009-10 with the turnover of not less than Rs.1.00 crore per year and having valid PAN No., Service Tax registration No. of the company duly supported with credible documents including experience in the field of printing and publicity.
3. The organization should not be debarred or blacklisted by CBI or any State/ Central Govt. Department.
4. The quotation shall comprise item wise rate required for cultural programme in a sealed cover superscripted as “**Quotations for arrangement of cultural programme”**.
5. The rate should be clearly indicated in words and figures. There should not be any overwriting cutting in the rates tendered and the terms and conditions other than these shall not be considered and shall be rejected forthwith.
6. The quotation should be clearly specifying as to whether the rates quoted are inclusive or exclusive of taxes & duties.
	* + 1. The applicant should provide Company profile, experience, turnover in the core business etc.
			2. The Bid should be accompanied by EMD of Rs.25,000/- in the form of Pay Order/ Demand Draft issued by any Nationalized Bank in favour of “**Council of Handicrafts Development Corporations**”, New Delhi. Earnest money in any other form will not be accepted.
			3. Tender not accompanied by Earnest money are liable to be summarily rejected.
			4. EMD of unsuccessful applicants will be returned without interest after the finalization of the tender at the expenses of such applicants within a reasonable time as per rules and regulations in this behalf.
			5. Technical Bids shall be evaluated and list of technically qualified applications will be prepared by the Committee.
			6. The applicant should produce valid evidence such as copy of balance sheet at least three years, registration certificate, valid PAN No., Service Tax registration No. of the company duly supported with credible documents including experience in the field of printing and publicity if any.
			7. An Affidavit regarding non involvement in any corrupt practices and non black listed by any govt. agency.

**LAST DATE**

1. The last date for receipt of tender is on or before 29.11.2016 upto 4.00 PM.
2. The tenders received after the stipulated date and time will not be considered and rejected summarily.
3. The Council of Handicrafts Development Corporations will not accept any responsibility or grant any relaxation of time for any postal delay in the submission of tender.

**OPENING OF TENDER AND EVALUATION THEREOF**

1. The tenders received will be opened by a Committee constituted by Chairman (COHANDS) in the presence of those applicants or their representative (with a letter of authority who prefer to attend the opening)
2. The quotations shall be opened on **29.11.2016 at 5.00 PM** before their presence or their authorized representative.
3. Tenders in unsealed conditions or without the required documentation and certificate are liable to be rejected summarily.
4. The financial Bids in respect of the organization qualifying in the Technical Bids for the services offered shall be opened in the O/o Council of Handicrafts Development Corporations, West Block No. 7, R.K. Puram, New Delhi as per the date and time outline in the tender document.
5. In awarding the contract, Chairman, O/o the Council of Handicrafts Development Corporations shall not be bound by the highest or lowest bidder. The decision shall be taken based on the credentials deliverability and the price bid all taken together. The decision of the Committee shall be final and binding on all applicants.

**ACCEPTANCE AND WITHDRAWAL**

1. The final acceptance of the tender would entirely vest with Chairman (COHANDS) who reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
2. Chairman (COHANDS) reserves the right to accept the bid for anyone or all the activities as mentioned in the scope of work of this tender.
3. If any applicant does not accept any of the conditions, his tender shall not be considered.

(**A.Subramaniam**)

Authorized Signatory