

# E-TENDER DOCUMENT

FOR

**Annual Operation and Maintenance work of stage Craft,  
Stage Lighting and Audio Visual System of convention  
Centre  
at  
Science City, Kolkata**

**विज्ञान नगरी**

(राष्ट्रीय विज्ञान संग्रहालय परिषद)

संस्कृति मंत्रालय, भारत सरकार

जे. बी.एस. हलडेन एवेन्यु, कोलकाता - 700046



**Science City**

(National Council of Science Museums)  
Ministry of Culture, Government of India  
**J B S Haldane Avenue, Kolkata  
700046**



**E-ENDER REF. NO: SCCY-15014/30(167)/2019**

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## INSTRUCTIONS TO THE TENDERERS/BIDDERS FOR E-SUBMISSION OF BIDS ONLINE THROUGH E-PROCUREMENT SITE <https://eprocure.gov.in/eprocure/app>

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This tender document has been published on the Central Public Procurement (CPP) Portal (URL: <https://eprocure.gov.in/eprocure/app>). The tenderers/bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the tenderers/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) Tenderers/bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Click here to Enrol**" on the CPP Portal. Enrolment is free of Charge.
- 2) As part of the enrolment process, the tenderers/bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Tenderers/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 tenderers/bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a tenderers/bidders. Please note that the tenderers/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 tenderers/bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of '**Advanced Search**' for tenders, wherein the tenderers/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 tenderers/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 tenderers/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) Tenderer/bidder should take into account any corrigendum published on the tender document before submitting their bids. 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 contents of each of the documents that need to be submitted.
- 2) 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 formats as mentioned. **Bid documents may be scanned with 100 dpi with black and white option.**
- 3) To avoid the time and efforts 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 tenderers/bidders. Tenderers/bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting the bid just by tagging and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## SUBMISSION OF BIDS

- 1) Tenderer/bidder should log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e. on or before the bid submission time as per the system. Bidder will be responsible for any delay due to other issues.
- 2) Tenderer/bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Tenderer/bidder has to select the payment option as "offline" to pay the EMD and enter details of DD/any other accepted instrument.
- 4) Tenderer/bidder should prepare the EMD instrument as per the instructions specified in the tender document. Scanned copy of DD/any other acceptable instrument as mentioned towards EMD should be uploaded while online submission of the tender and the original should be posted/couriered/given in person to the Tender Processing Section latest by the last date and time of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the Scanned copy and the data entered during bid submission time otherwise the Tender will be summarily rejected.
- 5) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the tenderers/bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- 6) Tenderers/bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard **Rate Quote Sheet** in .xls format with the tender document, which is to be downloaded and to be filled by all the tenderers/bidders. Tenderers/bidders are required to download the **Rate Quote Sheet** file, open it and complete the **green colored (unprotected)** cells with their respective financial quotes and other details (such as name of the Tenderer/bidder). No other cells should be changed. Once the details have been completed, the tenderer/bidder should save it and submit it online, without changing the filename. If the **Rate Quote Sheet** file is found to be modified by the tenderer/bidder, the bid will be rejected. In e-Tendering, intending tenderer/bidder can quote their rate in figures only. The total amount is generated automatically. Therefore, the rate quoted by the tenderer/bidder in figures shall be taken as correct. The Comparative Statement is also generated automatically by the system. The Comparative Statement and rate quoted by each tenderer/bidder shall be downloaded. **The manual calculation check of tenders/bids and Comparative Statement, shall be final. In case, any discrepancy is noticed, the decision of appropriate authority of Science City shall be final and binding.**
- 7) The server time (which is displayed on the tender's/bidder's dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the tenderers/bidders, opening of bids etc. The tenderers/bidders should follow this time during bid submission. The tenderers/bidders are requested to submit the tenders/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).
- 8) All the documents being submitted by the tenderers/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.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized tender/bid openers.
- 10) Upon the successful and timely submission of tenders/bids, the portal will give a successful tender/bid submission message & a tender/bid summary will be displayed with the NIT/tender/bid no. or Name of Work and the date & time of submission of the tender/bid with all other relevant details.
- 11) The tender/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 tender/bid opening meetings.

## ASSISTANCE TO TENDERERS/BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the **Tender Inviting Authority (TIA): Director, Science City, J.B.S. Haldane Avenue, Kolkata – 700046. Ph. 033–2285-4343/1572/2607, Fax- 033-2285 9895. Website: [www.sciencecitykolkata.org](http://www.sciencecitykolkata.org), Email : [sctycal@cal.vsnl.net.in](mailto:sctycal@cal.vsnl.net.in)**
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed call to the 24x7 CPP Portal Helpdesk Ph. **1800-3070-2232.**

**NOTICE INVITING e-TENDER (E-NIT)**

No: SCCY-15014/30(167)

Dated: 01/02/2019

**ANNUAL OPERATION AND MAINTENANCE WORK OF STAGE CRAFT, STAGE LIGHTING AND AUDIO VISUAL SYSTEM OF CONVENTION CENTRE AT SCIENCE CITY, KOLKATA.**

1. The **Science City, Kolkata** is a constituent unit of National Council of Science Museums, an autonomous organization functioning under Ministry of Culture, Govt. of India (\*hereinafter referred to as the Science City).
2. Online e-tenders are hereby invited from reputed and experienced Engineering/Technical contractors capable of carrying out the work of **“Annual Operation and Maintenance work of stage Craft, Stage Lighting and Audio Visual System of Convention Centre at Science City, Kolkata”** with excellent finishing quality and having the following eligibility:-

**The tenderer should fulfil the following eligibility criteria:-**

- (i) Should be either registered as a Company under Companies Act 1956/2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than five years as on 31.12.2018. Should be in possession of:
  - (a) Trade License
  - (b) PAN Card [in the name of firm/agency or proprietor]:
  - (c) Registration under the Shops & Establishment Act
  - (d) GST Registration.

The Registered Office or one of the Branch Offices of the tenderer should be located in and around Kolkata. The agency or any of its Partners/Directors etc should not have been black listed/ debarred by any of the government agencies or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic or criminal offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including PF/ESI authorities. Further no past contract of such agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract.

- (ii) Minimum 05 (five) years experience in executing similar kind of services in Central Government / Central Autonomous Bodies/ State Govt. / Central Public Sector Undertakings, Corporate bodies of repute. Tenderer shall attach list of such organizations with contract nos. where the Agency is currently providing/ has earlier provided this kind of service and copies of work order/completion certificate shall be submitted in support of their claim.
- (iii) The Tenderer should meet any one of the following criteria as under:
  - (a) **3(three)** similar completed works like Operation and Maintenance of stage Craft, Stage Lighting and Audio Visual System works etc.(at least

one of them should be in Central Government / Central Autonomous Bodies/ State Government / Central Public Sector Undertakings / Reputed Corporate Bodies) each costing not less than 40% of estimated cost.

**OR**

**(b) 2(two)** similar completed works like Operation and Maintenance of stage Craft, Stage Lighting and Audio Visual System works etc.(at least one of them should be in Central Government / Central Autonomous Bodies/ State Government / Central Public Sector Undertakings / Reputed Corporate Bodies) each costing not less than 60% of the estimated cost.

**OR**

**(c) 1(one)** similar completed work like Operation and Maintenance of stage Craft, Stage Lighting and Audio Visual System works etc.(at least one of them should be in Central Government / Central Autonomous Bodies/ State Government / Central Public Sector Undertakings / Reputed Corporate Bodies) of aggregate cost not less than 80% of the estimated cost.

3. The place of work would be **at Science City, Kolkata, 3, J.B.S. Haldane Avenue, Kolkata – 700046.**

4. **Important Information & Dates:**

Estimated cost of work	₹ 65,000/- per month <i>(For reference purpose only)</i>
EMD Amount	₹20,000/-
Cost of tender document/tender fee	NIL
Tenure and validity	In the beginning the contract would be awarded on trial basis for a period of 3 months. The contract may be renewed on year to year basis for a maximum period of three years (including the trial period) at the discretion of the authorities of Science City and subject to satisfactory performance of the services of the Agency.
Bid Document Publishing Date & Time	01/02/2019 at 05.00 PM
Bid Document Download Start Date & Time	02/02/2019 at 9.00 AM
Bid Document Download End Date & Time	23/02/2019 at 6.00 PM
Bid submission Start Date & Time	02/02/2019 at 9.00 AM
Bid submission End Date & Time	25/02/2019 at 6.00 PM
Bid Opening(Technical) Date & Time	27/02/2019 at 4.00 PM

5. The intending e-tenderers/bidders must read the terms and conditions of **E-NIT** carefully. They should only submit their bid if they consider themselves eligible and if they are in possession of all the documents required.

6. Information and Instructions for e-tenderers/bidders posted on website shall form a part of the bid document.

7. The bid document consisting of Notice Inviting E-Tender, scope of work, services to be rendered for various types of programmes to be organised in the Convention Centre and the set of Terms and Conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://eprocure.gov.in/eprocure/app>.
8. Out of the online bid documents submitted by intending tenderers/bidders, the technical bids of only of those e-tenderers/bidders shall be opened, who have deposited Earnest Money Deposit as specified duly scanned, uploaded and found in order. And the financial bids of only those tenderers/bidders shall be opened when their uploaded documents are found to be in order.
9. Those contractors not registered on the website mentioned above, are required to get themselves registered beforehand.
10. The intending e-tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (DSC) to submit the bid.
11. The e-Tenders are invited under two envelopes system. The first electronic envelope will be named as **Technical Envelope** & will contain documents of tenderer's/bidder's satisfying the eligibility conditions, scanned copy of EMD, e-NIT etc. and the second electronic envelope will be named as **Financial Envelope** containing Rate Quote Sheet. The bidder shall submit **TECHNICAL BID ENVELOPE** and **FINANCIAL BID ENVELOPE** simultaneously. The technical bids will be evaluated first and thereafter financial bids of only the eligible tenderers/bidders shall be opened. These envelopes shall contain one set of the following documents:-

a) **TECHNICAL BID ENVELOPE** shall contain the following documents:

- i) Scanned copy of Demand Draft/Pay order or Banker's Cheque of any Nationalised/ Scheduled Bank towards Earnest Money Deposit (EMD) of ₹20,000/- in PDF format in favour of **Science City, Kolkata** payable at **Kolkata**.
- ii) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority as applicable in PDF format, if any.
- iii) Scanned copy of GST Registration Certificate, PAN card in PDF format.
- iv) Scanned copies of specific WORK EXPERIENCE CERTIFICATES/ WORK COMPLETION CERTIFICATES along with Work Order/Letter of intent issued by Govt. /Semi-Govt. /Autonomous/PSUs and/or Reputed Institution of requisite magnitude with appropriate Authority as per the NIT in PDF format.
- v) Scanned copy of UNDERTAKING (as per **Annexure-"A"**) duly signed with company seal in PDF format which also includes the undertaking that "The physical EMD shall be deposited by me/us with the office of **Science City, Kolkata** payable at **Kolkata** calling the bid before the bid opening date otherwise the department may reject the tender/bid and also take action to withdraw enlistment/debar me/us from further tendering in NCSM or any of its constituent units."
- vi) Scanned copy of the declaration that neither he nor any of them is in anyway related to any officer in the National Council of Science Museums, Kolkata, or any of its constituent units as per the format given in **Annexure - "A"**.
- vii) Scanned copy of **Information of contractors** (as per **Annexure-"B"**) duly filled up and signed with company seal in PDF format.

- viii) Scanned copy of detailed **work plan** of the agency indicating how they propose to render services under this contract has to be appended with signature and company seal in PDF format.
- ix) E-tender Document comprising of Schedule of Quantities/Specification and drawings in PDF format digitally signed.

**b) FINANCIAL BID ENVELOPE** shall contain:

- i) **Rate Quote Sheet in XLS format.**

**Bidders shall quote their monthly consolidated service charges for the work including wages of personnel to be deployed, cost of minor spare parts and any other charges required for carrying out the work etc. (excluding GST).**

- 12. E-tenders which do not fulfil any of the above conditions or are incomplete in any respect are liable for summary rejection.
- 13. Science City does not bind itself to accept the lowest e-tender/bid and the right to reject or accept any or all the e-tenders/bids, e-tendered items or schedules received without assigning any reason whatsoever.
- 14. Canvassing in connection with e-tenders/bids is strictly prohibited and the e-tenders/bids submitted by the e-tenderers/bidders who resort to canvassing will be liable for rejection on that ground alone.
- 15. E-tenders incorporating additional conditions are liable to be rejected.
- 16. Before submitting the e-tender, the e-tenderer shall examine all specifications, drawings, conditions of contract and inspect the site, if necessary.
- 17. For the purpose of opening of the e-tenders/bids as described in Clause 11 of the e-Notice Inviting e-tender it is clarified that only on receiving the **EMD physically in Science City, Kolkata** before the bid opening date, the **Technical Bid Envelope** will be opened. After the authority is satisfied that the documents submitted by the e-tenderer in the **Technical Bid Envelope** are in order, the **FINANCIAL BID ENVELOPE** may be opened, subsequently.
- 18. It may be noted that the Technical Bid Envelopes which are not found in order as per Science City, Kolkata requirements may be summarily rejected.
- 19. Earnest Money is liable to be forfeited if the successful e-tenderer/bidder selected for the work fails to sign the formal agreement within 07 days from the date of issue of Letter of Intent to them by the Museum/Centre.
- 20. The validity period of the e-tender shall be at least 03 (THREE) months from the date of opening of e-tenders. This period may be extended with mutual consent if the decision regarding issue of Letter of Intent is delayed for any reason.
- 21. The term "Museum/Centre" wherever mentioned in the e-NIT shall mean the authorities of Science City, Kolkata. The term "Agency" wherever mentioned in this e-NIT shall mean the agency selected for award of the contract.
- 22. E-tenders which do not fulfil all or any of these conditions or are incomplete in any respect are liable to summary rejection without assigning any reason.

23. Before quoting the service charges the agency must assess the quantum of work involved after going through the scope/specifications of work at **Annexure-C** and physical inspection of the work premises.
24. A detailed **Work plan** indicating how the services shall be rendered under this contract has to be submitted with the e-tender in Technical Bid Envelope by the agency. The details of the technical qualification and experience of the personnel to be deputed for rendering the services has to be mentioned.
25. Tenderers shall quote Consolidated monthly service charge for the entire services as per the specifications and scope of work mentioned in the E-NIT, which shall include wages of the personnel to be deployed, cost of minor spare parts and any other charges required for carrying out the work etc. (excluding GST). GST should be indicated separately. The estimated cost of work amounting to Rs.65,000/- as mentioned at clause No. 4 is only indicative and for reference purpose only.
26. While submitting tender/quotation the agencies must note that there will be no revision of the tendered rate of consolidated monthly service charges on any ground whatsoever during the first year of the contract period. The consolidated monthly service charges shall, however, be increased by 08% (Eight percent) at the time of renewal of contract every year.

**Credentials:**

27. The agency shall declare in writing that none of their partners are in any way related to any officer of National Council of Science Museums, including the units under its controls.
28. The agency must have a local office with a regular telephone both in the office as well as in the residence (s) of Partners/Directors/Proprietor.
29. The agency shall furnish GST registration No and PAN No along with their tender.
30. All credential of the agency including financial standing, registration with Govt. having support or connection with Govt. Dept./Organisation, Semi-Govt., autonomous body, public body, local Govt. Civil body and public institutions/organizations etc. together with records of past performance with such institutions, departments, organizations etc. are to be produced for verification whenever demanded by the Museum/Centre.

**General Terms & Conditions:**

31. The agency shall ensure that minimum wages as prescribed by Central Govt. & revised from time to time and allied benefits like P.F., Bonus, ESIC etc. are paid to their employees deployed by them for execution of the work. The agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof. The agency shall have to abide by the minimum wage legislation and must pay minimum wage as per law to their staff deployed for the purpose of the contract.
32. A security deposit of not less than one tenth of the annual tender value payable either in cash or in the form of a demand draft drawn in favour of 'Science City',



Kolkata is to be deposited by the successful bidder to cover risk or any loss to the Museum/Centre for negligence, failure, inefficiency, fraud or theft, pilferage etc. on the part of the services, during the contractual period. In the event or any such occurrence and/or breach of contract, the amount of compensation, as assessed by the Museum/Centre shall be recovered either from the bills for monthly service charges due to the agency or from their security deposit. In case security deposit is not paid in advance, an amount equal to 10% of the monthly bill value shall be deducted from their monthly bills till recovery of the 10% of the gross value of work awarded.

33. During the period of this contract, the agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the Museum/Centre. The agency shall constantly keep in touch with the Museum/Centre for effective performance of the contract and abide by all instructions and directives issued by the Museum/Centre in this regard.
34. The agency shall ensure compliance of all Acts, Rules and Statutory orders in force with regard to deployment of their staff in the premises of the Museum/Centre for the purpose of this contract and shall keep the Museum/Centre indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or order on their part.
35. The agency must issue proper identity cards to their employees deployed at any time for the purpose of the contract in order to facilitate verifications of their identity by the Museum/ Centre.
36. The agency shall be liable to comply with the directions of the Museum/Centre., to remove within 24 hours of receipt of such directions, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangement to ensure proper and adequate services.
37. All employees of the agency deployed for rendering these services in the Museum/ Centre, must remain in proper uniforms. The agency shall supply at their cost uniforms, raincoats, woollen clothing, torches with batteries and other stationery items required for carrying out the work.
38. The area and scope of work will be as per requirements of the Museum/Centre from time to time as delineated in **Annexure-‘C’**.
39. The Museum/Centre shall pay to the agency nothing more than the amount as may be due under the contract terms.

**Payment:**

40. The payment shall be made through e-payment on monthly basis within 30 days from the date of submission of the proper and pre-receipted GST compliant bill, duly certified by the authorized representative of Science City. In case of the Agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
41. The Science City shall reimburse the amount of GST paid by the Agency to the authorities on account of services rendered by them to the Science City. The reimbursement shall be admissible on production of proof of deposit i.e. copy of challan by the Agency.

42. Income Tax will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by the Science City.

**Tenure and validity:**

43. In the beginning the contract would be awarded for an initial period of **three months on trial basis** which may be extended for a period of 09 months. The contract may be renewed on year to year basis for a maximum period of Three years (including trial period) on the same terms & conditions at the discretion of the authorities of Science City and subject to satisfactory performance of the services of the Agency. **In case of renewal of the contract on year to year basis as above, the consolidated monthly service charges of the Agency shall be increased by 08% (Eight percent) every year.**
44. The contract can be terminated by the Museum/Centre at any time without notice in the event of gross security risk or gross damage to Museum/Centre's property due to agency's failure or persistent failure of the agency in providing satisfactory service to the Museum/Centre and the decision of the Museum/Centre in this regard shall be final and binding on the agency.
45. For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.

**Arbitration:**

46. In case of any dispute arising out of this contract of carrying out of work (Whether during the progress of the work or after its completion and whether before or after the determination, abandonment or breach of the contract) shall be resolved through joint discussion of the authorised representative of the concerned parties. However, if the disputes are not resolved by the discussion as foresaid within a reasonable period then the matter shall be referred to the sole arbitration of a person to be appointed by the Director General of NCSM on receipt of an official request with details of the dispute, from either the Science City or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and of the rules made there under for the time being in force.

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## Annexure – “A”

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part-I (TECHNICAL ENVELOPE) of the e-tender document)

### DECLARATION -1

This is to certify that neither I/we/any of us is in anyway related to any employee in the National Council of Science Museums, Kolkata, or any of its constituent units.

Date: (Signature of the tenderer)  
with company seal/rubber stamp  
Place:

### DECLARATION -2

I/We hereby declare that I/we have not quoted any extra condition along with the Part-II (FINANCIAL ENVELOPE) of the e-tender.

Date: (Signature of the tenderer)  
with company seal/rubber stamp  
Place:

### UNDERTAKING

This is to certify that I/we have carefully gone through the scope of work/specifications, etc. given in the e-tender document & have clearly understood the working conditions, working schedule given in the e-tender document for Annual Operation and Maintenance of Stage Craft, Stage Lighting and Audio Visual System work at Science City, JBS Haldane Avenue. Kolkata-700046 and have accordingly quoted my rate in the BoQ sheet after going through all details. We have read, understood and accepted all the terms and conditions as stipulated in the Notice Inviting e-Tender.

I/we hereby give an undertaking that I/we shall render the service strictly as per the scope of the work specified in Annexure-C of e-tender, and shall render the same as per programme booking schedule of Convention Centre from time to time.

I/We also undertake that the physical EMD instrument in favour of **Science City** payable at **Kolkata** shall be deposited by me/us with the office of Science City, Kolkata inviting the e-tender before the bid opening date otherwise the Science City may reject my bid and also take action to withdraw my/our enlistment or debar me/us from further tendering in National Council of Science Museums or its constituent units.

Date: (Signature of the tenderer)  
with company seal/rubber stamp  
Place:

**Annexure:-“B”**

**Information of contractors for “Annual operation and maintenance work of Stage Craft, Stage Lighting and Audio visual equipment of Convention Centre Complex of Science City, Kolkata”  
(All information should be given in the following format with complete details)**

1.	Name of the Agency	:	
2.	Full Postal Address of the agency in Kolkata.	:	
3.	a) Telephone No(s).	:	
	b) Fax No(s).	:	
	c) Email ID	:	
4.	Type of Firm (Whether proprietorship or partnership or Ltd. Co.)	:	
5.	Number of professionally qualified permanent staff employed in the firm in different capacities	:	
6.	Experience in Operation & maintenance of <b>Stagecraft works</b> especially in Govt. /Semi-Govt./Autonomous organizations/ PSUs carried out in the last 5 years only which can be supplemented with supporting documents (Attach photocopies of the work orders & completion certificates etc. and photographs)	:	
	a)Client	:	
	b)Cost of work	:	
	c)Period	:	
	d)Capacity of the Hall	:	
	e)Staff employed	:	
7.	Experience in Operation & maintenance of <b>Stage lighting</b> works especially in Govt./Semi-Govt./Autonomous organizations/ PSUs carried out in the last 5 years only which can be supplemented with supporting documents (Attach photocopies of the work orders & completion certificates etc. and photographs)	:	
	a)Client	:	
	b)Cost of work	:	
	c)Period	:	
	d)Capacity of the Hall	:	
	e)Staff employed	:	

8.	Experience in Operation & maintenance of <b>Audiovisual system</b> of Hall / Theatres especially in Govt. /Semi-Govt./Autonomous organizations/ PSUs carried out in the last 5 years only which can be supplemented with supporting documents (Attach photocopies of the work orders & completion certificates etc. and photographs)	:	
	a)Client	:	
	b)Cost of work	:	
	c)Period	:	
	d)Capacity of the Hall	:	
	e)Staff employed	:	
9.	Experience in the following kinds of works, if so give details with copy of work order etc.	:	
	a) Supply, installation, operation and maintenance of hydraulically liftable stage.	:	
	b) Variable acoustic insulation works	:	
10.	Present assignments if any (Submit supporting documents)	:	
11.	List of Mechanical & Electrical equipment owned by firm such as hoists, etc.	:	
12.	Will the firm submit a performance guarantee if required	:	
13.	Copies of the Income Tax return for the last three years & copy of the Permanent Account Number (PAN) Card may be enclosed.	:	
14.	GST Registration No.	:	
15.	Valid Bank Solvency certificate.	:	
16.	Please indicate if any Court Case/ Arbitration proceeding is pending against the agency, if so details thereof and the outcome may please be mentioned	:	

Certified that the information furnished above are true to the best of my/our knowledge. It is hereby declared that I/we will abide by the decision of Science City, Kolkata regarding finalization of tender.

**Signature with Office Seal & Date**

**N.B: Attested copies of all credentials/testimonials must be uploaded on CPP portal.**

**Name of the work: Operation and maintenance of Stage Craft, Stage Lighting and Audio Visual System of Convention Centre Complex of Science City, Kolkata.**

**1. FACILITIES AT CONVENTION CENTRE :**

1. A Main Auditorium with a capacity of 2232 seats, stage of which can accommodate 100 performers at a time with arrangements of curtains, audio-visual equipments, screens, lighting etc.
2. A Mini Auditorium with a seating capacity of 392 persons, stage of which can accommodate 30 performers at a time with arrangements of curtains, audio-visual equipments, screens, lighting etc.
3. Seminar Halls - Total 11 Nos.
  - a) 100 seat capacity - 4 Nos.
  - b) 40 seat capacity - 4 Nos.
  - c) 15 seat capacity - 3 Nos.
4. The above facilities of Convention Centre Complex are provided on advance booking basis to various organisations, institutions etc. for holding their Seminars, Annual General meetings, Conferences, Medical seminars, Business seminars, Dealers meet, School functions, Award ceremonies and other cultural programmes.
5. Tenderers may visit the Convention Centre facilities of Science City with prior appointment to get first hand information of the facilities and services required before submitting their e-bids.

**2. SCOPE OF WORK & RESPONSIBILITIES OF THE AGENCY**

**Stage Craft operation and maintenance:**

- a) To set-up stage equipment and curtains as per programme requirement from time to time. Movement of curtains, bars, counters, etc. during the show time as per requirements of organizers.
- b) Maintenance of Stage Craft equipment including oiling and greasing of the gears, pulleys, counter lines, motors and other accessories.
- c) Cleaning and testing of curtains, bars, counters, cyclorama, etc. from time to time.
- d) Operation and maintenance of hydraulic lifting platforms as per the requirement of various programmes including charging with hydraulic oil, etc. as and when required. Supply of hydraulic oil is the responsibility of the agency.
- e) Operation and maintenance of various accoustic system of main auditorium including cleaning of curtains and easing the mechanism.
- f) Maintenance of Stagecraft, electric panel, wiring, fuse, switch etc. including supply of all required spare parts without any extra charge.
- g) Renewing coaster wheels/lifting system of podium etc.
- h) Thorough periodical maintenance of entire stagecraft system once in two months.
- i) Arranging dais tables, chairs as per requirements of various programmes.
- j) Ushering as and when required.

- k) Any other related work as and when necessary.

**Stage Light operation and maintenance:**

- a) Operation of Stage Light during the show time as per the requirement of the organizers.
- b) Placement of any light fitting as per the requirement of various programmes.
- c) Maintenance of lighting equipment and related systems including supply of minor spare parts, without any extra charge. Only lamps if needed shall be supplied by Science City.
- d) Periodical check-up and maintenance of lighting arrangements of the stage (wiring, light set cable, dimmer, patch panel, etc.)
- e) Any other related work as and when required.

**House lighting & other lighting arrangements:**

- a) Easing the pulley system of house lights (i.e. umbrellas in Mini Auditorium and chandeliers in Main Auditorium and side lights).
- b) Changing the halogen lights, chandelier lights, house lights, etc. (Lamps will be supplied by Science City).
- c) Renewing the lights of podiums.
- d) Any other related work as and when required.

**Audio Visual Systems:**

- a) Operation of sound reinforcement system of Main, Mini & Seminar Hall as per the requirement of various programmes.
- b) Providing and extending the facilities of cord-less and collar mikes of Science City as and when asked to do so.
- c) Audio recording of the proceedings as and when requested by the programme organizers. (Blank cassettes shall be supplied by the organizers).
- d) Operation of overhead/slide/LCD projectors as and when required.
- e) Maintenance of all Audio-Visual equipment and the entire system including replacing minor spares.
- f) Any other related work as and when required.

**Seminar Hall:**

- a) Changing of sitting layout as per requirement of different programmes.
- b) Operation and set up of existing audio system.
- c) Operation of slide/overhead/LCD projectors as per the requirement of various programmes.
- d) Maintenance of Audio Visual System/Conference system including changing of necessary spares as and when required.
- e) Any other related work as and when required.

**2. Management of Convention Centre Complex facilities and technicalities.**

For any programme held in Main Auditorium, Mini Auditorium and Seminal Hall either separately or simultaneously, the agency engaged shall ensure smooth management of stagecraft, stage light, audiovisual operation, Ushering & maintenance etc.

**3. Terms & Conditions:**

- a) Director, Science City or any of the persons/officials authorized by him shall be regarded as the 'Authority of Science City'.
- b) No audio output shall be given to any systems brought by the programmers.
- c) The additional lights brought by the programmers should never be allowed to be connected to the Dimmer/Patch Panel of Science City.

- d) The coloured Geletins/Transparencies bought by the programmers shall be fixed to the stage lights and to be returned to them after the programmes are over.
- e) Services by the agency are required in all the halls/auditorium at a time, even though there is no booking on that particular day. However on any day of the booking, agency shall be required to ensure smooth management of programme/preparations, which may span up to very long hours. As per the necessity, the stage management etc. are required during odd hours of the day for which agency shall ensure smooth operation during this period of the day.
- f) All tenderers are requested to visit the Convention Centre Complex of Science City to get acquainted in seeing the number and nature of programmes held at Science City previously. **A detailed work plan as per requirement shall be submitted in Technical Bid Envelope of the tender.**
- g) The agency shall be responsible for supply, replacement of minor spares and consumable items required for the work, as per list below. However, major spare parts required for operation and maintenance of the contract shall be supplied by the Science City, and the agency shall be responsible for fixing / replacing such parts w/o any extra charges on account of handling / transportation/ fixing/labour etc.

**List of minor spares included in the scope of contractor :**

- a) Par holders,
- b) Halogen holders,
- c) Fuses,
- d) Batteries,
- e) 15 Amp top & sockets,
- f) Gear oil, hydraulic oil for hydraulic stage mechanism,
- g) Indicator lights,
- h) PVC tape,
- i) Dog clamps,
- j) Misc. Cosumables required from time to time etc.

X-X-X-



**FORMAT FOR ARTICLES OF AGREEMENT**

The Articles of Agreement made at Kolkata this ..... between Science City, J.B.S Haldane Avenue, Kolkata-700046, a unit of National Council of Science Museums (NCSM), a society registered under the Societies' Registration Act of West Bengal, 1961, and functioning as an autonomous scientific organization under Ministry of Culture, Govt. of India having its office at Sector-V, Block-GN, Bidhan Nagar, Kolkata-700091 (hereinafter referred to as Science City, which expression shall unless repugnant to the context, mean and include its successors, executors, administrators and assigns) **ON THE ONE PART.**

**And**

..... (*name of the successful e-tenderer*) (hereinafter referred to as the Agency, which expression shall unless repugnant to the context, mean and include their respective heirs, executors, administrators, legal representatives and assigns) **ON THE OTHER PART.**

**WHEREAS** the Museum/Centre is desirous of getting the work of Annual operation and maintenance of Stage Craft, Stage Lighting and Audio visual equipment of Convention Centre Complex of Science City, Kolkata therein done and has caused Notice Inviting E-tender (Including appendix) specification, schedule/bill of quantities, requirement & scope of work and terms & conditions of the contract.

**AND WHEREAS** the agency have read and understood the terms & conditions contained in the Notice Inviting E-tender document had submitted their offer desirous of executing the work and services.

**AND WHEREAS** the agency has deposited in Demand Draft a sum of Rs.----- ( Rupees ----- only) with Science City as initial security for the due performance of this contract as per clause 32 of the terms and conditions of the e-NIT.

**AND WHEREAS** the Science City having found the tender/offer of the Agency acceptable, issued the work order no. SCCY-..... dated ----- awarding the operation and maintenance of stage craft, stage lighting & audio visual system of Convention Centre Complex of Science City, Kolkata at the monthly consolidated service charge of Rs.----- plus GST as applicable for initial period of three months on trial basis, which may be extended for a period of 09 months.

**NOW IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:**

1. The agency shall ensure that all wages and allied benefits like P.F., Bonus, ESIC etc. are paid to their employees. The agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof. The agency shall have to abide by the minimum wage legislation and must pay minimum wage as per-law to their staff deployed for the purpose of the contract.

2. A security deposit of 1/10<sup>th</sup> of the annual tender value is to be deposited by the agency to cover risk or any loss to the Science City for negligence, failure, inefficiency, fraud or theft, pilferage etc. on the part of the services, in the event of any such occurrence and/or breach of contract in any way or form etc., during the contractual period. In the event or any such occurrence and/or breach of contract, the amount of compensation, as assessed by the Science City shall be recovered either from the bill for monthly service charges due to the agency or from their security deposit.
3. In the beginning the contract would be awarded for an initial period of **three months on trial basis** which may be extended for a period of 09 months. The contract may be renewed on year to year basis for a maximum period of Three years (including trial period) on the same terms & conditions at the discretion of the authorities of Science City and subject to satisfactory performance of the services of the Agency. In case of renewal of the contract on year to year basis as above, the consolidated monthly service charges of the Agency shall be increased by 8% every year.
4. The Agency shall provide services under the contract in conformity with the detailed work plan, scope of work and technicalities as indicated in the Annexure 'C' of the e-Notice Inviting Tender. The e-NIT shall form the integral part of this contract/agreement and the Agency thereupon confirmed acceptance of all the conditions.
5. During the period of this contract, the agency shall provide proper and adequate service and perform their duties diligently, honestly and to the entire satisfaction of the Science City. The agency shall constantly keep in touch with the Science City for effective performance of the contract and abide by all instructions and directives issued by the Science City in this regard.
6. The agency shall ensure compliance of all Acts, Rules and Statutory orders in force with regard to deployment of their staff in the premises of the Science City for the purpose of this contract and shall keep the Science City indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or order on their part.
7. The agency must issue proper identity cards to their employees deployed at any time for the purpose of the contract in order to facilitate verifications of their identity by the Science City.
8. The agency shall be liable to comply with the directions of the Science City, to remove within 24 hours of receipt of such directions, any member of their staff deployed for the purpose of this contract and shall make immediate necessary alternative arrangement to ensure proper and adequate services.
9. The payment shall be made through e-payment on monthly basis within 30 days from the date of submission of the proper and pre-receipted GST compliant bill, duly certified by the authorized representative of Science City. In case of the Agency's failure to provide requisite services on particular day/days, proportionate deduction shall be made from the bill.
10. The Science City shall reimburse the amount of GST paid by the Agency to the authorities on account of services rendered by them to the Science City. The reimbursement shall be admissible on production of proof of deposit i.e. copy of

challan by the Agency. Income Tax will be deducted at the prescribed rate from the monthly bill of the Agency and the same would be deposited with the Income Tax Authority by the Science City.

11. The Science City shall pay to the agency nothing more than the amount as may be due under the contract terms.
12. The contract can be terminated by the Science City at any time without notice in the vent of gross security risk or gross damage to Science City's property due to agency's failure or persistent failure of the agency in providing satisfactory service to the Science City and the decision of the Science City in this regard shall be final and binding on the agency.
13. For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.
14. In case of any dispute arising out of this contract of carrying out of work (Whether during the progress of the work or after its completion and whether before or after the determination, abandonment or breach of the contract) shall be resolved through joint discussion of the authorised representative of the concerned parties. However, if the disputes are not resolved by the discussion as foresaid within a reasonable period then the matter shall be referred to the sole arbitration of a person to be appointed by the Director General of NCSM on receipt of an official request with details of the dispute, from either the Science City or the Agency. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and of the rules made there under for the time being in force.

In witness whereof the parties have set their respective hands the day and the year and the place hereinabove written.

Signed by for and on behalf of the Science City, Kolkata

.....  
(Controller of Administration)

In the presence of

(1).....

(2).....

Signed by the said successful e-tenderer.... (Name of the Agency)

.....  
(Authorised signatory )

In the presence of

(1).....

(2).....

Validate

Print

Help

**Item Rate BoQ**

Tender Inviting Authority: Director, Science City, Kolkata

Name of Work: Annual operation and maintenance work of Stage craft, Stage Lighting and Audio Visual system in the Convention centre Complex in the premises of Science City, Kolkata

Contract No: SCCY-15014/30(167)

Name of the Bidder/ Bidding Firm / Company :	
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**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Lumpsum Consolidated Service charge Per month Rs. P	Good and Service Charges @ 18% (at present)	TOTAL AMOUNT With GST	TOTAL AMOUNT In Words
1	Annual operation and maintenance work of Stage Craft, Stage and House Lighting and Audio Visual System, in the Convention Centre Complex in the premises of Science City, JBS Haldane Avenue, Kolkata-700046 as per the requirement & scope of work indicated in Annexure-“C” of the e-NIT :						
1.01	Stage management, Stagecraft and allied services as detailed in Annexure ‘C’ of E-NIT : (a) Stage Light operation and maintenance (b) Operation and maintenance of sound reinforcement system. (c) House Light & other lights. (d) Audio Visual System. (e) Operation and maintenance of hydraulic lifting platforms (f) Seminar Hall Facilities. (g) All other Convention Centre related works	1.000	LS		18.0000	0.00	INR Zero Only
<b>Total in Figures</b>						<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>			<b>INR Zero Only</b>				