



Ministry of Culture

Government of India

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## LALIT KALA AKADEMI

(NATIONAL ACADEMY OF ART)

MINISTRY OF CULTURE, GOVT. OF INDIA

35, FERROZESHAH ROAD, RABINDRA BHAWAN, NEW DELHI – 110001

TELEPHONE – 011-23009281, EMAIL: [programme@lalitkala.gov.in](mailto:programme@lalitkala.gov.in)

WEBSITE: [lalitkala.gov.in](http://lalitkala.gov.in)

LKA/Tender/Prog./2021-22

Date: 30/03/2022

### TENDER FOR HIRING VARIOUS SERVICES

Tender invites by LKA for hiring various services from reputed and experienced Event Management Agency/Firm /Consortium of firms of repute. Those who have executed similar job/works for any reputed Gallery/Museums/Arts firms in the Country and Inter-Governmental Conferences at Ministerial/Corporate events of comparable standing in the last three years be preferred.

LKA is an autonomous organisation under Ministry of Culture; Govt. of India it is a premier institution of Visual Arts in India. LKA invites tender for hiring of **Tent, Stage, Light, Sounds, Printing flex, Backdrop, Banner and Flower Decoration** and other exhibition aids for National events round the clock.

The bid documents containing the specifications Scope of work & Terms and conditions (**Annexure – I**) & Technical Bid (**Annexure - II**) and Financial Bid (**Annexure – III**) which can be downloaded from the website <https://www.lalitkala.gov.in> must be attached with all relevant documents.

**Last Date of submission:** The Bidder must submit Bids in two bid system i.e. **Technical Bid** and **Financial Bid**. Both the Technical Bid and Financial Bid will have to be submitted separately in two sealed cover enveloped super-scribed "Technical Bid" and "Financial Bid" with name, address with telephone or mobile number of the Tenderer should also be written legible on all sealed envelopes.

The Tender documents to be submitted on or before **03<sup>rd</sup>, April, 2022 upto 5:30 pm** at Dispatch Section, i.e. room no. 201 (second floor) addressed to the Secretary I/c, Lalit Kala Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi – 110001.



(Ramakrishna Vedala)

Secretary I/c



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### ANNEXURE - I

#### Scope of Work

1. The event communication will have to display prominently the official logo of Lalit Kala Akademi and National Exhibition of Art events as approved by the Akademi and Ministry of Culture.
2. Three welcome gates at Ferozeshah Road, Copernicus Marg and Entry Gate for Art Gallery Rabindra Bhavan, New Delhi.
3. Three large wall size LED screens showing the live activities being held in the event.
4. The open area including ambiances decoration /trees/walls are also to be decorated with buntings/flags/decorative lightings etc.
5. Directional signage to the area of display (activity) Amphitheatre, public utility services etc. as per requirement. Size of board with information to be finalized in consultation with Lalit Kala Akademi.
6. Stage Set up for inaugural and closing ceremonies.
7. Sound and light including announcing system for cultural programme and inaugural event.
8. Dismantling after the events.
9. Above all, quality of the events would be such that it attracts the attention of the audience, press, citizens of Delhi and create positive feel.
10. Flower decoration as per requirements on quoted rate.





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### GENERAL TERMS AND CONDITIONS OF THE SUPPLY/HIRING CONTRACT:-

1. The responding bidders should have experience of at least three years in the field. Those who have undertaken similar jobs for reputed Art organisations/Galleries/Museums of comparable standing in the past would be preferred.
2. Successful bidder(s) should be capable of producing and supplying /installing the items/services at short notices also. A list of similar jobs undertaken and details of their clients may be attached with the Tender/Quotation documents.
3. The Tenderer should have the required Registration No. TIN, PAN, VAT, GST and Service Tax registrations as required under relevant laws. A copy of each of the registrations shall be attached with the Technical Bid.
4. The Tenderer should not have been black listed by any Government Organisations in the past.
5. The material used for supply Tent/light /Sound system etc. exhibition aids should be of high quality would be acceptable.
6. Tender/quotation received after due date will not be entertained.
7. The agency/vendor should be ready to provide services 24x7 hours.
8. The Tenderer/bidder shall certify and sign on each and every page of Tender document at the bottom corner and also will sign wherever required in the tender documents with seal of the firm/agency.





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9. **Termination clause** : The LKA reserve the right to partly accept any tender or amend or withdraw any of the terms and conditions in the Tender document or to reject any all tenders without giving any notice or assigning any reason. Even the lowest tender does not necessarily qualify for the work order. The decision of LKA in this regard shall be final and binding on all.
10. Confidentiality: Except with the prior written consent of the LKA the Tenderer shall not at any time communicate to any person or entity and confidential information acquired in the course of the services.
11. In the event of any mishappening or sabotage the liability will be vested with the Tenderer and LKA will not be responsible for any financial liability on this account.
12. The location for the services shall be performed specified by the LKA.
13. The successful Tenderer will indemnify LKA from all losses of the artifacts, art objects displayed at the venue.
14. No advance payment(s) will be made.
15. In the event of breach of contract or negligence or non-observance of any condition of contract or for unsatisfactory performance i.e. contrary to the contract, the performance security can be forfeited by the Akademi.





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16. **Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned above, the Competent Authority of Lalit Kala Akademi will have the right to cancel the work order without assigning any reason therefore and nothing will be payable by the Lalit Kala Akademi in that event and the security deposit shall also be forfeited.
17. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party. Lory/Challan/POD should be owens of the qualified party.
18. Clearing site on completion of the event. After all the events are over, the contractor shall clear away and remove from the site all surplus materials, rubbish and temporary works of every kind and leave the whole of the site/venue clean and in a workmanlike condition to the satisfaction of the Lalit Kala Akademi.
19. In case of any dispute arising between Lalit Kala Akademi and the tenderer, in respect of the interpretation, conduct or performance of any terms and conditions, the same shall be referred to the sole arbitration of a person who may be appointed by the Chairman/ Secretary of LKA for the purpose under provisions of Arbitration & conciliation Act 1996 as amended from time to time. There will be no bar that Arbitrator appointed is or has been an employee of LKA and award of the arbitration will not be challenged or be questioned.

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(TECHNICAL BID)

(ANNEXURE – II)

TEHCHNICAL BID FOR HIRING OF VARIOUS SUPPLY – TENT, LIGHT, SOUND SYSTEM AND FLOWER DECORATION AND OTHER EXHIBITION AIDS FOR NATIONAL EVENTS - NATIONAL EXHIBITION OF ART ETC.

1)	NAME OF THE FIRM	
2)	ADDRESS (HEAD OFFICE)	
3)	OWNER	
4)	CONTACTS	
5)	STAFF STRENGTH AND CAPABILITIES	
6)	TURNOVER FOR THE LAST 3 YEARS (ATTACHED CERTIFIED COPIES)	
7)	EXPERIENCE/DOMAIN EXPERIENCE	
8)	PAN NUMBER	
9)	GST NUMBER	
10)	BANK DETAILS (CANCELLED CHEQUE)	
11)	NAME OF THE COMPANY/FIRM/ART /GALLERY /MUSEUM ORGANISATIONS (PROJECT/EXHIBITION)	





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(FINANCIAL BID)

ANNEXURE - III

### QUOTATION FOR TENT/LIGHT STAGE AND SOUND

Sr. No.	Particulars	Quantity/Size/Sq.ft.	CHARGES FOR EACH ITEM/SQ.FT/ ONE DAY - FRONT
(A)	<b>STAGE OF THE FUNCTION</b>	Per SQ. FT/EACH ITEMS/ONE DAY - FRONT	
1	STAGE AS PER REQUIREMENT		
2	GREY CARPET ON STAGE		
3	MASKING OF STAGE		
4	RED CARPET		
5	GREY CARPET		
6	GREEN CARPET		
7	GLASS TABLE CHARGES FOR STAGE		
8	COFFEE TABLE CHARGES		
9	SOFA FOR VVIP – ONE SEATER		
10	SOFA TWO SEATER		
11	SOFA THREE SEATER		
12	CHAIRS WITH COVERS AS PER REQUIREMENTS		
13	VIP CHAIRS		
14	PLASTIC CHAIRS		
15	HIGH BACK CHAIRS		
16	CUSHION		



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17	CENTRE TABLE		
18	ROUND TABLE		
19	TENT TABLE		
20	PLASTIC TABLE		
21	PODIUM		
22	BACKDROP WHITE/BLACK		
23	SHAMIYANA (TENT CLOTH)		
24	NORMAL FAN		
25	MIST FAN (WATER FAN)		
26	CHEMICAL TOILETS		
27	WATER PROOF STALL OCTONUM TENTS FOR STALLS i.e – 3 x 3 METER APPROX.		
28	WATER PROOF TENTS		
29	RAIN PREVENTIVE CURTAINS		
30	TARPAULIN CHARGES FOR STALL		
31	FIRE EXTENGUISHER		
32	WALKY TALKIES		
33	CCTV CAMERA HIGH RESOLUTION		
34	SOUND PROOF GENRATOR (DIGI SET)		
35	TRANSPORTATION CHARGES		
<b>(B)</b>	<b>LIGHTS</b>	<b>PER PCS.</b>	
1	META LIGHTS		
2	PAR LIGHTS		
3	RISE LARI		





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4	LED LIGHT		
5	MAIN SUB MAIN		
6	FOCUS LIGHTS		
7	AMBIENCE LIGHTS		
8	IRONTRUSS WITH FOCUS LIGHTS FOR PERFORMANCE		
9	LED SCREEN/PROJECTOR/SCREEN		
10	TELEPRESENCE SCREEN (STAGE SIZE/WALL SIZE)		
(C)	<b>SOUND SYSTEMS</b>	<b>PER PCS.</b>	
1	CORDLESS MIKE WITH SPEAKERS 1 LS		
2	STAND MIKES		
3	BIG MIKES		
4	PODIUM		
5	P.A SOUND SYSTEM		
6	SCREEN PROJECTOR /LED SCREEN		
7	SOUND EXPERT CHARGES		
8	FOOT MIKE FOR DANCE/KATHAK PERFORMANCE		
9	TABLA/DHOLAK/FLUTE/GUITAR MIKE		
10	TRANSPORTATION CHARGES		



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### QUOTATION FOR THE FLOWER DECORATION

Sr. No.	Particulars	Quantity/Size/Sq.ft.	Amount
	<b>FLOWER DECORATION</b>	Each Items/SQ.FT/PER KG	
1	MAIN GATE OF COPERNICUS MARG (GENDA FLOWER AND ASHOK LEAF)		
2	MAIN GATE OF FERROZESHAH ROAD (GENDA FLOWER AND ASHOK LEAF)		
3	STATUE OF RABINDRANATH TAGORE (GENDA FLOWER AND ASHOK LEAF)		
4	RABINDRA BHAVAN MAIN CHAJJA (GENDA FLOWER AND ASHOK LEAF)		
5	ART GALLERY CHAJJA/CORRIDOR (GENDA FLOWER AND ASHOK LEAF)		
6	PILLAR DECORATION IN GALLERY (GENDA FLOWER AND ASHOK LEAF)		
7	DECORATION OF PODIUM (GENDA FLOWER)		
8	DECORATION OF LAMP INNAGURATION/VALEDICTORY FUNCTION (GENDA FLOWER)		
9	DECORATION OF STAGE (GENDA FLOWER AND ASHOK LEAF)		
10	RANGOLI IN ART GALLERY		
11	FLOWER BOUQUET (SMALL SIZE)		



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12	FLOWER BOUQUET (MEDIUM SIZE)		
13	FLOWER BOUQUET (LARGE SIZE)		
14	BASKET FLOWER (SMALL/MEDIUM)		
15	WRAPPING ROSE AND PEACOCK FEATHER		
16	DECORATION WITH WHITE FLOWERS (PILLAR, CHAJJA, PODIUM, LAMP, GATE AND STATUE ETC.)		
17	ROSE PATELS	PER KG	



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### QUOTATION FOR THE DIGITAL PRINTING FLEX, BANNER, BACKDROP AND STANDEE:

Sr. No.	Particulars	Quantity/Size/Sq.ft.	Amount
1	Hoarding/Backdrop Solvent print on Star Mat finish flex (mounting on iron frame)		
2	Hoarding/Backdrop Solvent print on blackout flex (mounting on iron frame)		
3	Standee Solvent print on Star Mat finish flex mounting on iron frame size 8'x 4', 7'x4', 6'x4', 6'x3'		
4	Standee Solvent print on blackout flex mounting on iron frame size 8'x 4', 7'x4', 6'x4', 6'x3'		
5	Solvent print on Fabric mounting on iron frame		
6	Digital print with lamination pasting on 3mm sun board		
7	Vinyl sticker cutting & pasting		
8	Rollup standee with print		

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