

Choreography Tender Notice for “Design Collection Show -2013”

This tender document contains following papers :

1. Terms and Conditions .
2. Technical Bid Submission form (Annexure –‘A’) & Schedule of Items
(Annexure –‘A-1’)
3. Financial Bid Submission form (Annexure –‘B’)

Note :- Documents at (1) and (2) above to be submitted in one sealed envelop marked as ‘ Technical Bid’ . Document at (3) above to be submitted in another sealed envelope marked as ‘ financial Bid’ .

Signatures of Tenderer

NORTHERN INDIA INSTITUTE OF FASHION TECHNOLOGY

Terms & Conditions

1. Cost of Tender Document is Rs. 1000/-.
2. The tender shall be submitted with earnest money of Rs. 50,000/- by way of bank draft of any schedule bank payable at Mohali or by way of Bank Guarantee valid for three months in favour of Director, NIIFT, Mohali .An affidavit clearly stating that he has gone through all the terms and conditions of the tender and they are acceptable to him. The affidavit should be duly attested by Notary/ Oath Commissioner.
3. The Documents at (1) and (2) to be submitted in one sealed envelop marked as ‘ Technical Bid’ . Document at (3) above to be submitted in another sealed envelope marked as ‘ financial Bid’ which should be clearly super scribed on the envelopes.
4. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
5. No paper shall be detached from the tender document .
6. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted strictly in accordance with the instructions laid down herein, otherwise the tender is liable to be ignored.
7. The tender is liable to be ignored if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
8. The tender must be addressed to the The Director General, NIIFT, Industrial Area,Phase 1 Mohali and be deposited in the Tender Box on or before 1:00 pm on _____. The Technical bid will be opened on the same day at 2.30 pm in NIIFT, in the presence of tenderers who may wish to be present, either by themselves or through their authorized representatives.
9. Financial bids of only technically qualified bides shall be opened at 3.00 P.M.on next day.

10. NIIFT shall in no way be responsible for any default with regard to any statutory obligation and the vendor/contractor indemnify NIIFT in case of any damage or liability, which may arise on account of action of the firm.
11. Dispute, if any, arising out of the supply of items shall be settled by mutual discussion or arbitration by sole Arbitrator who shall be Director of Industries & Commerce as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
12. Offers received without earnest money or with earnest money less than the amount above , the cost of tender document, shall be summarily rejected.
13. Tender shall be accompanied by the relevant documents including “A” list of organizations where the tender has provided such services.
14. The firm bidding must have at least 5 years experience in conducting fashion shows for reputed fashion events
15. The full & final payment shall be made on the successful completion of the show and within 15 days from the date of submission of bills.
16. The tenderer shall ensure that he himself or his authorized representative is available for proper handing over the supplies/consignments the venues of the show .
17. Northern India Institute of Fashion Technology, (NIIFT) reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight age shall be given to several factors including category of Models besides the commercial bid.
18. The items required as per Annexure/Schedule and the evaluation of bid will be on the total bid value. The rates quoted should be inclusive of all taxes, levies and duties etc. The rates quoted should be on the basis of free delivery to the consignee.
19. Delivery is required to be made on the respective venue one day before the shows .
20. The Work Order shall be issued by NIIFT, Mohali and delivery of work/ equipments/ items/ machines shall be arranged by the supplier at the venues .
21. For all items mentioned above, the bidders must ensure the required quality, material, dimensions & other parameters and trained models and quote accordingly. In case items are not the same as quoted and not found up to the mark they shall not be accepted. No payment/claims for such items shall be entertained.

22. If the date of opening of tenders happens to be holiday , the same shall be received and opened at the same time on the next working day.
- 23 The Bid Document issued to the Bidder is non transferable.
- 24 Bidders are advised to visit the site of the work and acquaint themselves of all site conditions prior to submission of their bid . Failure to visit the site shall in no way relieve the successful bidder of any of the obligations in performing the work in accordance with this bid document with the quoted price.
- 25 The tenderers may be required to make a presentation of the models / equipment / infrastructure before the Selection Committee to ascertain the standards of the Performance expected/sought, commensurate with the magnitude/importance of the show. The Selection Committee has a right to reject any tender if the performance is not up to the mark. The decision of the committee will be final.
- 26 The tenderer should be registered for VAT/SST and Income Tax and should enclose copies of relevant certificates.
- 27 The stay arrangement/transportation/food for models/production team will be the responsibility of the tenderer.
- 28 Posted Telefax /Telegraphic offers and offers sent through E-mail shall not be considered.
- 29 Bid received after the due date and time and any change in quotation after the specified date shall be straightway rejected NIIFT will not be responsible for the loss of bid documents or for the delay in postal transit.
- 30 The Conditional Tender wil not be accepted.
- 31 There should not be any cutting in the Tender Document as regards quoted rates etc.
- 32 Income tax/Service Tax/Statutory Levies shall be deducted from all bills as per rule.
- 33 In case of any damage to the property of NIIFT/premises of show due to negligence of the contractor labour/manpower, the contractor shall have to make good the losses suffered by NIIFT, failing which the loss shall be recovered from the subsequent bill of the contractor.

- 34 In case the contractor's employee suffer from any type of injury while performing duty connected with Show, the contractor shall be wholly and solely responsible to bear any claim of the employee . NIIFT shall not be responsible at any level.
- 35 The contractor shall abide by all laws, rules/regulations and other instructions issued by Govt. related to labour laws.
- 36 If any information furnished by the bidder is found to be false at any stage, the bid may be rejected. The amount whatsoever withheld by the owner shall be forfeited or loss recovered.
36. In case the successful bidder is unable to perform the laid down work & duties , DG,NIIFT reserves the right to get the work done from the open market at the risk & Cost of the Contractor.
37. In case of any dispute, the order of Director of Industries and Commerce, Govt. of Punjab shall be final.
- 38 For all items mentioned above, the bidders must ensure the required quality, material, dimensions & other parameters and quote accordingly. In case items are not the same as quoted and are non functional they shall not be accepted. No payment/claims for such items shall be entertained.

Undertaking

I have carefully read and understood all the terms and conditions mentioned above and these are acceptable to me

Signatures of Tenderer

Annexure-' A'

TECHNICAL BID SUBMISSION FORM

To

The Director General ,
Northern India institute of Fashion Technology ,
Industrial Area, Phase 1, Mohali

Sub: Technical bid relating to Choreography for “Anukama -2013”

Sir/Madam,

With reference to your NIT dated _____ 2013, I am submitting the following details to undertake Choreography for “Design Collection Show -2013” at Chandigarh:

- 1) Details of Company / firm
 - i. Name
 - ii. Address
 - iii. Contact person with telephone no.
 - iv. Brief profile
- 2) List of Clients and shows conducted in the last 5 years (supporting Documents to be attached)
- 3) Details of models viz name, category etc.
- 4) Details of show compare viz name, past events
- 5) Details of Wardrobe in charge name, past events

- 6) Details of hair and make up Artists viz name, past events
- 7) Following Documents are enclosed
- i. Demand Draft no. _____ for Rs. 1000/- / Receipt no _____ dated _____ for tender document cost.
 - ii. Demand Draft no. _____ dated _____ towards earnest money (**amount not to be indicated**).
 - iii. Undertaking on terms and conditions duly signed
 - iv. Schedule of items duly signed .

Signatures of Tenderer

Annexure-' A-1'

**TECHNICAL BID
SCHEDULE OF ITEMS**

(No price should be quoted in Technical Bid)

(1) Choreography

- Show Production – 1st week of June 2013
- Hiring of models:

Female Models	Male Models	Remarks
15	05	Super Models – 2 (F) Mumbai Top Models – 3 (F) Delhi Top Models- 4 (F) Regular Models – 6 (F) Male Models – 5 Nos.

- Hair and makeup of models
- compering of Show
- compilation of Music for 41 students at Chandigarh including operation
- Stage and ramp construction as per details at S. No. 4 below

(2) Lights and sound:

Stage Lighting Equipment - Complete Stage Lightning equipment with Parcans, Halogen Lights, Color Labs, Clear Com, Smoke Machine, Victory Scanner, Mixer/Dimmer Pack, Programming Board etc. and other connected equipments.

Sound Equipment- Complete Sound equipment with Hi power speakers, amplifier, 3 nos Cordless Mikes, 2 Nos.Corded Mikes, Audio Mixer, C Player etc. and other connected equipment.

(3) Wardrobe In-Charge :

- Makeup Artist & Hair Stylist.
- Food/Snacks for models and production team of bidder
- Travel and stay of models.

(4) Stage Design in Tagore Theater, Sector 18, Chandigarh

- Console set-up.
- Green rooms set-up with mirrors, hangers, lights etc. side masking black, providing of Chairs.

(5) Others

- **Logos**
- AV equipments
- Complete AV equipments with: 2 Projectors ,2 Screens, 1 Cameras (with recording) Screen, Hiring of two generators 125 KVA Generator, with main line

6. To obtain a Licence from” The Indian Performing Right Society Ltd (Regd.Office)-
208-Golden Chambers lind floor-New Andheri Link Road-Andheri (W) Mumbai registered under section 33(3) of copy right Act 1957-In respect of Public Performance or Communication of the Music to the Public by way of recorded Music or Live Performance, or any words or any action intended to be sung, spoken or performed with the music.
7. The venue for conducting the show is Tagore Theater, Sector -18, Chandigarh.
8. The company will depute technically qualified executive to coordinate the job with NIIFT team.
9. For items mentioned above, the company undertake to ensure the required quality, material, dimensions & other parameters as quoted above accordingly. The company agrees that in case items are not as quoted, the same shall not be accepted by NIIFT and no payment for such items shall be claimed from NIIFT. Safety of human, equipment at premises will be the sole responsibility of the tenderer.

Signatures of Tenderer

**FINANCIAL BID
SCHEDULE OF ITEMS**

S.N. Particulars	Value in Rs.
1) Choreography	Rs. _____
2) Hiring of Models	Rs. _____
3) Hair and makeup of models	Rs. _____
4) Compering of Show	Rs. _____
5) Compilation of Music for 41 students at Mohali	Rs. _____
6) Stage and ramp construction as per details at s. no. 4	Rs. _____
7) Lights and sound:	Rs. _____

Stage Lighting Equipment - Complete Stage Lightening equipment with Parcans, Halogen Lights, Color Labs, Clear Com, Smoke Machine, Victory Scanner, Mixer/Dimmer Pack, Programming Board, Dimmer Pack etc. and other connected equipment.

Sound Equipment- Complete Sound equipment with Hi power speakers, amplifier, 3 Nos. Cordless Mikes, 2 Nos. Corded Mikes, Audio Mixer, C Player etc. and other connected equipment.

9) Wardrobe In-charge, Backstage Helpers, Ironing	Rs. _____
<ul style="list-style-type: none"> - Model Co-ordinations & Backstage Management. - Makeup Artist & Hair Stylist. - Food for model and production team of bidder. - Travel and stay of Models if any. 	

10) Others	Rs. _____
<ul style="list-style-type: none"> • Logos • AV equipments • Complete AV equipments with: 2 Projectors ,2 Screens, 1 Cameras (with recording) Screen, Hiring of generators 125 KVA Generator with main line • Railway/Air Ticket, Transport and stay and food for models if any 	

Total Value (1+2+3+4+5+6+7+8+9+10)	Rs. _____
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Signatures of Tenderer

