



**INDIAN COUNCIL FOR CULTURAL RELATIONS**  
**AZAD BHAVAN, I.P. ESTATE, NEW DELHI-110002**

**Notice Inviting Quotation**

Indian council for Cultural Relations invites sealed quotation from eligible bidders (empanelled with ICCR) for providing services to organize the 9<sup>th</sup> edition of "Delhi International Jazz Festival" from 23-25 February 2024 everyday from 6.00 pm onwards at open air space at Nehru Park, Niti Marg, Chanakyapuri, New Delhi. Groups will rehearse from 22 February 2024 at the stage of the venue from 3.00 pm onwards. Hence, the stage set-up should be available with technical facilities including light, sound and watch-out engineer's along with other technical support staff and logistic staff for the backstage to assist the artists during rehearsals. The venue will be provided on 21 February 2024 at 8.00 am onwards for set-up. The details of requirements for the events on 3-days i.e. from 23 to 25 February 2024 is as per the attached scope of work. The tentative programme schedule is at attached.

Important dates and deadlines are as below:

1.	Tender No.	ICD/292/Jazz/2023-24
2.	Date	31/01/2024
3.	Name of the work	9 <sup>th</sup> edition of Delhi International Jazz Festival
4.	Recce visit at the site of venue conducted by ICCR officials for discussing the proposed arrangements	03/02/2024 from 11:30 am – 12:30 pm
5.	Last date and time of submission of tender	07/02//2024 at 5.00 pm
6.	Presentation of the concept proposed by the qualified bidders	09/02/2024 from 11:00 am onwards (Conference Room, ICCR)
7.	Date and time of opening of Financial Bid of qualified bidders	12/02/2024 at 2:30 pm
8.	Award of work	13/02/2024

The envelope should have the subject "Quotation for providing services on turn-key basis for organizing 9<sup>th</sup> edition of 'Delhi-International Jazz Festival' from 23-25 February 2024 address to Shri Amit Sahai Mathur, Programme Director (ICD), ICCR, New Delhi. These sealed envelope should be submitted / dropped in the quotation box placed at the reception of ICCR, New Delhi (address as above).

**ICCR reserves the right to reject any or all the quotations without assigning any reason and the decision of the ICCR shall be final and binding.**

*for Amit Sahai Mathur*  
**(Amit Sahai Mathur)**  
Programme Director (ICD)  
011-23370994



भारतीय सांस्कृतिक संबंध परिषद  
आज़ाद भवन, आई.पी. इस्टेट, नई दिल्ली-110002

### कोटेशन आमंत्रण सूचना

भारतीय सांस्कृतिक संबंध परिषद 23-25 फरवरी 2024 तक प्रतिदिन शाम 6.00 बजे से ओपन एयर, नेहरू पार्क, नीति मार्ग, चाणक्यपुरी, नई दिल्ली में "दिल्ली इंटरनेशनल जैज़ फेस्टिवल" के 9वें संस्करण के आयोजन के लिए सेवाएं प्रदान करने के लिए पात्र बोलीदाताओं (केवल वे जो ई.एम.ए. में आईसीसीआर के साथ सूचीबद्ध हैं) से सीलबंद कोटेशन आमंत्रित करती है। 22 फरवरी 2024 को दोपहर 3 बजे से कार्यक्रम स्थल के मंच पर समूह रिहर्सल करेंगे। इसलिए, रिहर्सल के दौरान कलाकारों की सहायता के लिए स्टेज सेट-अप में प्रकाश, ध्वनि और वाच-आउट इंजीनियर के साथ-साथ अन्य तकनीकी सहायता स्टाफ और बैकस्टेज के लिए लॉजिस्टिक स्टाफ सहित तकनीकी सुविधाएं उपलब्ध होनी चाहिए। सेट-अप के लिए स्थान 21 फरवरी 2024 को सुबह 8.00 बजे उपलब्ध कराया जाएगा। 3-दिवसीय यानी 23 से 25 फरवरी 2024 तक की कार्यक्रम के लिए आवश्यकताओं का विवरण कार्य के संलग्न दायरे के अनुसार है। अस्थायी कार्यक्रम अनुसूची संलग्न है।

महत्वपूर्ण तिथियां और समय सीमा इस प्रकार हैं:

1.	निविदा संख्या	ICD/292/Jazz/2023-24
2.	दिनांक	31/01/2024
3.	कार्य का नाम	9 <sup>th</sup> edition of Delhi International Jazz Festival
4.	प्रस्तावित व्यवस्थाओं पर चर्चा के लिए आईसीसीआर अधिकारियों द्वारा नेहरू पार्क स्थल का निरीक्षण किया जाएगा	03/01/2024 सुबह 11:30 बजे से दोपहर 12:30 बजे तक
5.	निविदा जमा करने की अंतिम तिथि एवं समय	07/02/2024 को शाम 5:00 बजे
6.	योग्य बोलीदाताओं द्वारा प्रस्तावित अवधारणा की प्रस्तुति	09/02/2024 को प्रातः 11:00 बजे से (सम्मेलन कक्ष, आईसीसीआर)
7.	योग्य बोलीदाताओं की वित्तीय बोली खोलने की तिथि और समय	12/02/2024 को दोपहर 02:30 बजे
8.	कार्य वितरण की तिथि	13/02/2024

यह उल्लेख करना उचित है कि सीलबंद लिफाफे में ये विषय होना चाहिए कि "दिल्ली-अंतर्राष्ट्रीय जैज़ महोत्सव के 9वें संस्करण "23-25 फरवरी 2024 तक " के आयोजन पर टर्न-की (turn-key) आधार पर सेवाएं प्रदान करने के लिए कोटेशन"। यह कोटेशन कार्यक्रम निदेशक (आईसीडी), आईसीसीआर, इंद्रप्रस्थ इस्टेट नई दिल्ली पिन-110002 पते पर जमा की जा सकती है। इन सीलबंद लिफाफों को आईसीसीआर, नई दिल्ली के स्वागत कक्ष में रखे गए कोटेशन बॉक्स में जमा/डाल दिया जाना है।

ICCR बिना कोई कारण बताए किसी भी या सभी कोटेशन को अस्वीकार करने का अधिकार सुरक्षित रखता है और ICCR का निर्णय अंतिम और बाध्यकारी होगा।

  
(अमित सहाय माथुर)  
कार्यक्रम निदेशक (आईसीडी)  
011-23370994

## TERMS & CONDITIONS

### 1. Method of Selection of EMA : QCBS

1.1 The technical evaluation would be done for only those bidders, who comply with the pre-qualification criteria mentioned in – minimum Eligibility Criteria / Pre-Qualification Criteria.

1.2 Quality and Cost Based Selection (QCBS) – 70:30 (Technical : Financial).

**Technical marking will be** – Concept - 25 marks, Ambience & décor - 25 marks, publicity - 25 marks, Stage, green room, man power, food etc. -15 marks and other like security, vallet/helping hands, parking etc. – 10 marks)

1.3 Only those bidders who have a minimum **technical score of 70%** of total marks shall be considered qualified. However, the ICCR reserves the right to lower the minimum required marks.

1.4 The score of the Service Providers will be given by ICCR through a committee constituted by ICCR.

1.5 The calculation method is illustrated at page no. 5 and 6 of tender documents.

2. **All cost (inclusive of all taxes) with break-up as per item wise as per the Scope of Works must be mentioned in the Quotation. In the absence of the same, quotation will be rejected.**

3. EMA should submit presentation & coloured designs with dimensions for the various jobs.

4. EMA is advised to carefully read the scope of work and also to see the site i.e. Nehru Park, Chanakyapuri, New Delhi. The agency is required to do a recce visit of the venue before submitting the bid. The agency must check and include in their bid all necessary / actual charges payable for various services to be hired from the venue authorities. ICCR will make a recce visit along with interested EMA to the venue on 2 Feb. 2024 between 11.30 am to 12.30 pm.

5. All printing publicity including backdrops will be bilingual is both (Hindi & English)

6. Works as detailed in Scope of Work must be completed 24 hrs before the event date. The venue at Nehru Park can be booked only 2 days prior to the Festival i.e. 21<sup>st</sup> February 2024 and one day after the Festival i.e. 26 February 2024.

7. Quantity mentioned in the Scope of Work can be increased or decreased on site as per actual requirement and shall need to be supplied.

8. If the EMA fails to complete the allotted work in stipulated time, ICCR shall have the right to get the incomplete work through any other agency and the cost accruing so shall be recovered from the EMA.

9. An agreement would be signed between ICCR and EMA.

10. Taxes will be deducted from bill as per the prevailing rules and act. No advance will be paid to EMA. The bills will be settled on production of original bills and after scrutiny as per Govt. of India norms.

- 11. The EMA is expected to generate funds from sponsorship to reduce the net financial cost to ICCR. Thus the financial bid should also include the guaranteed amount to be raised by EMA through sponsors. The sponsorship for the event should not be from cigarette / alcohol companies and also not from any other objectionable product. The selection of sponsors raised by the EMA would be decided by ICCR.
- 12. Quotation should be unconditional. In case of any condition, the bid shall be treated as disqualified.
- 13. **ICCR reserves the right to reject any or all the quotations without assigning any reason and the decision of the ICCR shall be final and binding.**
- 14. If any accident / loss occurs due to any unforeseen reason, ICCR will not be responsible for any liability or compensation to EMA.

Declaration of EMA : I / We ..... agree to the above terms and condition

Place :-

Signature :

Date :-

Office seal :

## QUALITY COST BASED SYSTEM

### Illustration

#### STAGE 1: TECHNICAL BIDS EVALUATION

Bidder details	Technical Mark Obtained
Bidder1	92
Bidder2	85
Bidder3	55
Bidder4	75

#### QCBS Grading System

Grade	Range	Marks
Outstanding	91-100	100
Excellent	81-90	90
Very Good	71-80	80
Good	61-70	70
Very Fair	51-60	60
Fair	41-50	50
Average	31-40	40
Below Average	21-30	30
Poor	11-20	20
Very Poor	1-10	10
Zero	0	0

#### STAGE 2: Conversion of Technical Marks to Technical Score

Bidder details	Technical Score based on Grading System
Bidder1	100
Bidder2	90
Bidder3	Rejected *
Bidder4	80

\*Since the eligible technical score should be 70 & above, bidder 3 is rejected

### STAGE 3: FINANCIAL BID EVALUATION

Bidder details	Financial Bid Amount
Bidder1	1,30,000
Bidder2	1,20,000
Bidder4	1,00,000

### Stage 4: Conversion of financial bid amount to score

Bidder Details	Financial Bid Amount	Financial Score (LFB/F*100)
Bidder1	1,30,000	$100000/130000*100=76.92$
Bidder2	1,20,000	$100000/120000*100= 83.33$
Bidder4	1,00,000	<b>100</b>

LFB = Lowest Financial Bid, F = Quoted Amount

### Consolidated Technical & Financial Score

Bidder Details	Technical Score	Financial Score
Bidder 1	100	76.92
Bidder 2	90	83.33
Bidder 4	80	100

### Stage 5: Combined Technical and Financial Score (CTFS) With Weightage 70:30

Bidder Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder1	$100*(70/100) + 76.92*(30/100)$	<b>93.07</b> (70+23.7)	L1
Bidder2	$90*(70/100) + 83.33*(30/100)$	<b>87.99</b> (63+24.99)	L2
Bidder4	$80*(70/100) + 100*(30/100)$	<b>86</b> (56+30)	L3

**9th Dehi International Jazz Festival at Nehru Park, New Delhi from 23-25 February 2024**

**Scope of work**

Description of Services					Appendix-A	Amount (With GST)
S. No.	Details	Size	Qty/Area	Units	Remarks	
1	Conceptualization & curation of the Festival				Services of a reputed expert, professional Curator with previous experience of conducting cultural festivals to conceptualize and curate the Festival. The work will include scrutiny and selection of appropriate music groups and also the matching Indian groups, Coordination with all artists, designing the flow of the daily programme.	
2	Performance License (All required licenses for holding the Festival)				To be arranged by EMA, well in time, three day before the performance	
3	Venue Construction	10'height	2000	Running sq. ft.	For Projection Screen Masking, Stage Side Maskings, Utilities Maskings, venue masking etc.	
4	Stage & backdrop	60'x40'x4'	1	nos	1.Flooring of good quality linoleum sheet (Black) with provision of water proof covering of entire stage and other equipments. 2.Stage front masking with flex (with branding) 3.Stage both side Masking with flex (with branding) 4.Stage side step - both side 5.Ramp for stage (as per requirements) 6.A suitable backdrop to be approved by ICCR	
5	Operating Console	12'x6'x5'	1	nos	For Sound, Lights and AV (as per requirements fo technical staff)	
6	Musical Instruments			three days	Musical instruments which are not brought by bands such as Piano (Grand), Keyboard, Double Bass, Drum (9 stand), Guitar, Chello etc.	

7	Sound	three days			Line Array PA system D & B/LA Acoustic and live Band requirements with instruments Guitar Amplifier (6), Fender Twin Reverb/Massboggge, DI box (20), Sennheiser/ Shure/Newman for Piano Microphone(50), Phono to Phono Leads (15), Power Sockets (25), Stage Monitor (15), D & B/ Naxo, Bass Guitar Amplifier (3) Ampec, Standard Pro Drumkit (3), Cymbals and Drum Throne (2), AKG C1000S (6), AKG C414 (6), Sound Console Board (1), Digi Design, Cordless Mikes (10) and other sound requirements depending on participating groups.
8	Intelligent Lights with Truss	three days			LED par (48), Par cans (64), Profile lights (12), 1200w moving heads (28), 24 Channelx4 Kw Electronic Dimmer, Control Panel Avolites Pearl Expert and Haze/Smoke Machine (10), Four Side Truss (70'x50') and other light requirements depending on participating groups.
9	3 MM outdoor LED wall	16'x10'	6	nos	<b>Professional programmer</b> LED Screen with raiser & black masking 3 MM Outdoor LED wall, Switcher, processor, splitter, power board, main switch, watchout engineer, laptop & video processor
10	Ambience Lights				For Landscape and General Lighting with Passage lighting. Ambience Par 64 lights (250), LED Par (150) and Mirchi lights (1500 pcs. of each with 20 meters)
11	Sound engineer and light engineer		2	nos.	one professional sound engineer and one professional light engineer for Festival
12	VIP Lounge	15'x15' ft.	1	no	with Sofa, table, refreshment & other facilities & 4 service staff
13	Construction of water proof Green Rooms Pagoda	15'x15' ft.	4	nos	For Performing Artistes with mirror, light, chairs, table, stand with hangers with carpet flooring etc.
14	Camp Office at site	15x15x12	1	no	One camp office of size 10X 15 feets and height of 12 feet with 2 tables and 6 chairs and two sofas 2X2 should be constructed and provided at the back of stage The space should be a waterproof stall with pagoda Wifi facilities Computer and Black and white printer



15	Help Desk	10X10X12	1	no	one water proof covered pagoda of appropriate size to create 1 Counters designated for Help Desk at the entry gate of the venue with 2 support staff
16	Content writer and publicity	For Festival			Content writing and editing and Audio (Radio Channels)- preparing jingle of 30 seconds, broadcast of 30 Seconds each everyday 20 spots a day (10 spots in morning 8-10 am and 10 spots in evening 6-9 pm) from 19-23 February 2024 in FM Gold, FM Rainbow, 92.7 Big FM TV channels coverage (post event from 23-25 February 2024) ,  Newspaper Advertisement Colour (size: 16"x25"/quarter page) preferably on page 3,5,7,9 on DAVP - in TOI (2 days), HT (2 Days), Dainik Jagran (3 days), Hindustan (3 days), Punjab Kesri (2 day) Navodaya Times (2 day), Amar Ujala (2 day) and 4 add (2 English & 2 Hindi) during 16-25 February 2024 - Media plans should be submitted by the vendor during the presentation, it is important to mentioned that two english & two hindi newspaper colour add should be published on Saturday, 17 Feb and Sunday, 18 Feb. 2024
17	Publicity (Flex & board)		85	nos.	Flex print & installation Size- 12'x10' (60) at various prime locations in Delhi, Size-20'x10' (7) & 8'x6' (15) at venue size - 50'x6' (1) - below the main stage Size- 8'x4' (2) at ICCR, Azad Bhavan The locations in Dehli (NDMC area, DND flyway and entry & exit at Noida, Greater Noida express way etc.) for flex/hoardings would be decided by ICCR
18	Video and Still Shoot	three day			Content Output for Webcasting, 3 Video Cameras with Jimmy Jib, Switcher, 2 Still Cameras. A video (two hard disk, two pen drive & two DVD set) recording and photo albums of to be submitted to ICCR
19	Webcasting	three day			3 hrs using 20 mbps LAN connection for quality live streaming
20	Invites with envelope		5000	nos.	Designing (two fold card) lay-out and complete printing of invites with ICCR approval, 10 day before the event

21	Posters	12"X20"	200	nos	Designing and Installation of poster at Places like Café Coffe Day, Barista, Costa Cafeé, auditoriums, foreign & Indian cultural institutes in Delhi, Boom Box, Hauz Khas village, University/colleges in Delhi etc.	
22	Printing of Batches		200	nos.	Printing of 200 batches with printed strip to hang in the neck for ICCR official, Artists and support staff	
23	Preparation of a short video film from the earlier editions of the Festival		10	nos.	To be displayed before the Press Conference and other publicity Campaign and Festival	
24	Anchor		1	no	Hiring of hihgly professional anchor (proficient in Hindi & English) for three days. The details of the group will be provided by ICCR however the write-up of anchoring would be prepared by anchor	
25	Sofa (each sofa means 2seater) with centre table		100	nos	VVIPs seating - Sofa sets must be of good quality with coffee table	
26	VIP Chairs		200	nos	Banquet Chairs with Covers	
27	Chairs for general public		1500	nos	Banquet Chairs with Covers	
28	RT / Walkie talkie		10	nos.	For staff ad ICCR official	
29	Generators with Mains Cabling (eco-friendly) or temporary electricity connection	125kva	5	nos	Rigging, Rehearsals, Showtime with UPS backup for Un-interrupted webcasting	
30	Food & Beverage		4 days	nos	Appropriate arrangements for serving mineral water, tea-coffee, coldrink, Juice & snacks (veg/non-veg) with service staff for Artistes & VVIP's (100 persons per day) (23-25 Feb. - Festival & 22 Feb. rehearsal)	
31	Vallet/Helping Hands		20	Persons	To assist the group at venue to manage luggage	
32	Flex Branding		2500	sqft	Estimated Quantity with Framing, Installation and Dismantling	
33	House Keeping		30	no.	Properly dressed helps for three days with equipments for house keeping of entire venue	

34	Chemical Toilets		14	nos.	4 Back stage for artists & 10 for Guests with proper light & required accessories and staff to keep these clean required depute staff to keep them clean.	
			1	no.	Vanity Van (toilet) for VVIP	
35	Signages		as required		There should be proper signages placed at the venue indicating ways	
36	Carpeting	1000 running feet width of 2.5 meter			Estimated Quantity, Red Woven	
37	Security Guards Male		30	nos	For 3 days, the staff, labour, supervisor working at site must have a separate uniform for their identification.	
38	Security Guards Female		20	nos	For 3 days, the staff, labour, supervisor working at site must have a separate uniform for their identification.	
39	Uniformed Traffic Controllers		10		To manage traffic outside venue for 3-days	
40	Security supervisors (also known as bouncers)		20	nos	At back stage & other location as desired by ICCR	
41	Ushers		20	nos	For 3 days	
42	Promoters		5	nos	For 3 days	
43	Transportation	Three day			For musical equipments/instruments for all artists/guest for 3 days with labour	
44	Parking space	1000 vehicles per day			Hiring of parking area Near by Nehru Park (Yashwant Palace, Ashoka Hotel, Africa Avenue etc. ) Free parking EMA should depute parking marshals to manage	
45	Shuttle from parking to venue		10	nos	Golf Carts For ferry service between parking to main venue and back	
46	Vallet/Helping Hands (for assisting artists and their baggages musical instruments movements at venue		10	nos	To assist the group at venue to manage luggage and one person will stay with one group from 10.00 am to 8.00 pm for 3 days	
47	Fire Tenders		2	nos	For fire emergencies	
48	Mobile Ambulance		2	nos	For Medical emergencies	

49	For Security requirements		50 camera	nos	Installation of CCTV cameras inside the venue; creating a control room with monitoring facilities on screen; metal detectors at gate of venue for checking of visitors and their bags during Programme. Tight security at the stalls and exhibition area	
50	Coordination fees of the Event Management Company				For coordinating 3-day Delhi International Jazz Festival	
51	Extra baggage ticket	This will be paid as per actual by the ICCR to the vendor/EMA and should not be part of financial bid			Depute one person alongwith ICCR officer to provide airport assistance by way of paying Excess baggage ticket in cash during travel of 4/5 international group at Delhi ariport, subject to requirements to be provided by ICCR on case to case basis. It is pertinent to mention that ICCR will reiumburse payment of EBT all submission of original receipt. The EBT expenses incurred should be included with the final bills.	
52	Any other item that would be required along with cost estimate					
					<b>Total amount (inclusive of GST)</b>	