



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

Notice Inviting Quotation
(Through e-tendering mode only)

F.No.ICD/292/2018-19

Dated : 04/02/2019

Indian Council for Cultural Relations invites online sealed quotation from eligible bidders for organize 8th edition of "Delhi International Jazz Festival" from 1-3 March 2019 at 6.30 pm onwards at Nehru Park, Chanakyapuri, New Delhi.

1.	Name of the work	8 th edition of Delhi International Jazz Festival
2.	Date of tender publication & download	04/02/2019
3.	Last Date and Time of E-submission of tender	08/02/2019 at 1100 hours
4.	Date and time of E-opening of Technical Bid	08/02/2019 at 1430 hours
5.	Date and time of E-opening of Financial Bid	
6.	Estimated cost put to Tender (Approx.)	Rs. 1,20,00,000/-
7.	Cost of BID Document	Zero
8.	Earnest Money Deposit (EMD)	Rs. 5,00,000/-
9.	E-Tender Processing fee	As applicable

Kindly quote the details with regard to the following :-

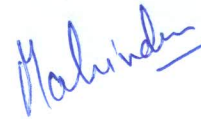
- (i) The Agency/Company must have experience of providing technical services for at least three such international cultural programmes of repute organized by Govt. Departments/Ministries during the last two years.
- (ii) The Agency/Company must submit an **Earnest Money Deposit of Rs. 5,00,000/- (Rupees five lakhs)** in the form of Demand draft/pay order in favour of ICCR, payable at New Delhi. The original DD/pay order EMD must be submitted to PD (ICD), ICCR, Room no. 31, Azad Bhavan by 11.00 am on 8/02/2019. Without EMD, the quotation will be rejected.
- (iii) No advance would be admissible. The bills will be settled as per Govt. norms.
- (iv) Total cost (inclusive of all taxes) must be mentioned in the quotation. In the absence of same, quotation will be rejected.
- (v) Adequate operation/technicians/manpower for set-up & coordination of the shows should be made available as per requirements. In case of any additional requirements, it has to be provided on demand.

Interested Event Management Companies are requested to submit quotations for organizing / execution of this Festival as per enclosed scope of work and terms and conditions. The quotations must be submitted in a two bid format i.e. proposal / technical bid and the Financial bid.

Encl : 1. Scope of work
2. Terms and Conditions

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

Details can be viewed on ICCR e-Tender website www.tenderwizard.com/ICCREPROC or our website www.iccr.gov.in



(Mahinder K. Sehgal)
Prog. Officer (ICD)
011-23378079



भारतीय सांस्कृतिक सम्बन्ध परिषद्
आज़ाद भवन , इन्द्रप्रस्थ इस्टेट नई दिल्ली-110002

कोटेशन का आमंत्रण – (केवल ई-टेंडरिंग के माध्यम से)

फ.न./आई.सी.डी./292/2018-19

दिनांक: 04/02/2019

भारतीय सांस्कृतिक सम्बन्ध परिषद् "दिल्ली अंतर्राष्ट्रीय जैज़ महोत्सव" आयोजित करने के लिए जो कि 1-3 मार्च 2019 को सांय 6.30 से नेहरु पार्क , चाणक्यपुरी , नई दिल्ली में किया जाना है, के लिए उद्धरण आमंत्रित करता है ।

1.	काम का नाम	"दिल्ली अंतर्राष्ट्रीय जैज़ महोत्सव"
2.	कोटेशन प्रकाशित करने और डाउनलोड करने की तिथि	04/02/2019
3.	ई- कोटेशन जमा करने की अंतिम तिथि और समय	04/02/2019 - 11.00 बजे
4.	टेक्निकल निविदा (ई- कोटेशन) खोलने की तिथि और समय	04/02/2019 - 14.30 बजे
5.	वित्तीय निविदा (ई- कोटेशन) खोलने की तिथि और समय	
6.	निविदा की अनुमानित लागत (अनुमानित)	रु 1,20,00,000/-
7.	बीआईडी दस्तावेज की लागत	शून्य
8.	बयाना जमा राशि (EMD)	रु 5,00,000/-
9.	ई-टेंडर प्रोसेसिंग शुल्क	जैसा लागू हो

कृपया उद्धरण के संबंध में निम्नलिखित विवरण को ध्यान में रखें:

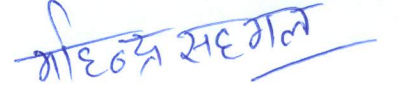
- एजेंसी/कंपनी को पिछले दो वर्षों के दौरान सरकारी विभाग/मंत्रालय द्वारा आयोजित ऐसे कम से कम तीन प्रतिष्ठित अंतर्राष्ट्रीय सांस्कृतिक कार्यक्रमों के लिए तकनीकी सेवाएं प्रदान करने का अनुभव होना चाहिए।
- एजेंसी / कंपनी को रु 5,00,000/- (पाँच लाख रुपये) की ई एम् डी (अर्नेस्ट मनी डिपोजिट)** आईसीसीआर, नई दिल्ली के पक्ष में डिमांड ड्राफ्ट/भुगतान आदेश के रूप में देनी होगी । डिमांड ड्राफ्ट/भुगतान आदेश ई एम् डी (अर्नेस्ट मनी डिपोजिट) को पी.डी. (आईसीडी), आईसीसीआर, कमरा नं. 31, आजाद भवन 8/02/2019 को सुबह 11.00 बजे से पहले जमा करना होगा । ईएमडी के बिना उद्धरण अस्वीकार कर दिया जाएगा ।
- कोई अग्रिम भुगतान नहीं किया जाएगा । बिल सरकारी मानदंड के अनुसार तय किए जाएंगे।
- अंत में कुल लागत (सभी करों सहित) का उल्लेख किया जाना चाहिए । इसकी अनुपस्थिति में, उद्धरण अस्वीकार कर दिया जाएगा।
- संचालन/तकनीशियन/मानव शक्ति, समूहों के प्रदर्शन के समन्वय और आवश्यकताओं के अनुसार उपलब्ध कराई जानी चाहिए। यदि कोई अतिरिक्त तकनीकी आवश्यकता की मांग की जाये तो वो भी उपलब्ध कराई जानी चाहिए ।

इच्छुक इवेंट मैनेजमेंट कंपनियों से अनुरोध है कि वे इस फेस्टिवल के आयोजन / क्रियान्वयन के लिए उद्धरणों को कार्य और नियमों और शर्तों के संलग्न दायरे के अनुसार प्रस्तुत करें। कोटेशन को दो बोली प्रारूप यानी प्रस्ताव / तकनीकी बोली और वित्तीय बोली में प्रस्तुत किया जाना चाहिए।

- संलग्न: 1. काम का दायरा
2. नियम और शर्तें

आईसीसीआर किसी भी कारण के बिना किसी भी या सभी उद्धरण को अस्वीकार करने का अधिकार सुरक्षित रखता है और आईसीसीआर का निर्णय अंतिम और बाध्यकारी होगा।

विवरण ICCR ई-टेंडर वेबसाइट www.tenderwizard.com/ICCREPROC या हमारी वेबसाइट www.iccr.nic.in पर देखा जा सकता है।



(महिन्द्र क सहगल)

कार्यक्रम निदेशक (आई .सी .डी)

011-23378079

8th Dehi International Jazz Festival at Nehru Park New Delhi

Scope of work

Description of Services			Appendix-A		
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	Invites with envelope		5000		Designing (two fold card) lay-out and complete printing of invites with ICCR approval, 20 day before the event
3	Musical Instruments				Musical instruments which are not brought by bands such as Piano (Grand), Keyboard, Double Bass, Drum (9 stand), Guitar, Chello etc.
4	Stage & backdrop	60'x40'x4'	1	nos	Flooring of good quality linoleum sheet (Black) with provision of water proof covering of entire stage and other equipments. A suitable backdrop to be approved by ICCR
5	Performance License (All required licenses for holding the Festival)				To be arranged by EMA, well in time
6	Operating Console	12'x6'x5'	1	nos	For Sound, Lights and AV
7	Construction of Green Rooms Pagoda (AC) with mirror, light, chairs, table, stand with hangers with carpet flooring etc.	8'x8'x10'	8+2	nos	For Performing Artistes and VIP guest
8	Venue Construction	10'height	2000	Running sq. ft.	For Projection Screen Masking, Stage Side Maskings, Utilities Maskings, venue masking etc.
9	Chairs for general public		2000	nos	Banquet Chairs with Covers
10	VIP Chairs		500	nos	Banquet Chairs with Covers
11	Sofa (each sofa means 3+2seater) with centre table		50	nos	VVIPs seating - Sofa sets must be of good quality
12	Sound				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.

13	Brochure		5000		Designing, lay-out and printing of a brochure. Matter to be approved by ICCR, 10 days before the event
14	Intelligent Lights with Truss				LED par (48), Par cans (64), Profile lights (12), 1200w moving heads (28), 24 Channelx4 Kw Electronic Dimmer, Control Panel Avoilites Pearl Expert and Haze/Smoke Machine (10), Four Side Truss (60'x40') and other light requirements depending on participating groups.
15	Ambience Lights				For Landscape and General Lighting with Passage lighting. Ambience Par 64 lights (250), LED Par (150) and Mirchi lights (1000 pcs. of each with 20 meters)
16	LED	12'x10'	6	nos	LED wall with rizer and masking
17	Video and Still Shoot				Content Output for Webcasting, 3 Video Cameras with Jimmy Jib, Switcher, 2 Still Cameras. A video recording and photo albums of each day to be submitted to ICCR
18	Anchor		1	no	Hiring of highly 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
19	Webcasting		3	hours	3 hrs everyday using 1mbps bandwidth
20	Generators with Mains Cabling	125kva	8	nos	Rigging, Rehearsals, Showtime with UPS backup for Un-interrupted webcasting
21	Food & Beverage		3 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)
22	Vallet/Helping Hands		20	Persons	To assist the group at venue to manage luggage
23	Flex Branding		2500	sqft	Estimated Quantity with Framing, Installation and Dismantling
24	House Keeping		30	no.	Properly dressed helps for three days with equipments for house keeping of entire venue
25	Chemical Toilets		12	vans	2 Back stage, 2 VIP and 8 for Guests with proper light & required accessories and staff to keep these clean required depute staff to keep them clean.
26	Signages		as required		There should be proper signages placed at the venue indicating ways
27	Carpeting		500 running feet width of 2.5 meter		Estimated Quantity, Red Woven
28	Security Guards Male		60	nos	For 3 days, the staff, labour, supervisor working at site must have a separate uniform for their identification.

29	Security Guards Female		20	nos	For 3 days, the staff, labour, supervisor working at site must have a separate uniform for their identification.
30	Uniformed Traffic Controllers		10		To manage traffic outside venue for 3-days
31	Security supervisors (also known as bouncers)		20	nos	At back stage & other location as desired by ICCR
32	Ushers		30	nos	For 3 days
33	Promoters		10	nos	For 3 days
34	Hoardings		25		Hoardings Rentals for 8-10 days (Incls for Flex print & installation) Size- 8'x6' (18) at various prime locations in Delhi, Hoardings at venue Size-20'x10' (6) & 8'x6' (15). Hoarding below the main stage size - 50'x6' (1). The locations in Delhi for hoardings would be decided by ICCR
35	Publicity Posters		200	nos	Installation of poster (size-13"x19") 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.
36	PR & Social Media Coverage				Publicity on social networking websites i.e. Facebook, Twitter, You Tube, Music Journals, Audio (FM Radio Channel), TV channels coverage, 5 Advertisement to appear in Newspapers (size: 16'x25'/quarter page) as per DAVP & MEA instructions (TOI, HT, Dainik Jagran, Hindustan, Punjab Kesri) and Magazines etc. Also to prepare press release
37	VIP Lounge	10'x20'	1	no	with Sofa, table, refreshment & other facilities & 4 service staff
38	Press conference		1 day		To be organized by EMA on a day decided by ICCR. EMA to ensure attendance by print & electronic media
39	Transportation				For musical equipments/instruments for all artists/guest for 3 days with labour
40	Parking space		1000	Vehicles	For parking outside the venue and near by Nehru Park
41	Conveyance (E-Rickshaw)		10	no	For ferry service between parking to main venue and back
42	Fire Tenders		4	no	For fire emergencies
43	Mobile Ambulance		4	no	For Medical emergencies
44	Installation of CCTV cameras & control room with metal detectors at venue during the Festival		50	no	For Security requirements
45	Coordination fees of the Event Management Company				For coordinating 3-day Delhi International Jazz Festival
46	Any other item that would be required along with cost estimate				

-: TERMS & CONDITIONS:-

1. Event Management Agency (EMA) should have experience of organizing such big Festival / events like SAARC Band Festival, Delhi International Jazz Festival.
2. Under two bid system EMA should submit quotations in a two bid format i.e. proposal /technical bid and the Financial bid through Tender Wizard software.
3. EMA must submit Earnest Money Deposit of Rs. 5 lakhs in the form of Demand Draft/ Pay order in favour of ICCR, payable at New Delhi. The copy of the same may be submitted electronically and the original DD/pay order EMD must be submitted to PD (ICD), ICCR, Room no. 31, Azad Bhavan by 11.00 am on 08/02/2019. Without EMD the quotation will be rejected.
4. EMA should submit presentation & coloured designs with dimensions for the various jobs.
5. EMA is advised to carefully read the scope of work and also to see the site i.e. Nehru Park, New Delhi, before quoting their rates.
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 3 days prior to the Festival and one day after the Festival.
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.
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.
11. Quotation should be unconditional. In case of any condition, the bid shall be treated as disqualified.
12. The right to select or reject any or all the Quotation without assigning any reason there of rests with the ICCR.
13. If any accident / loss occurs due to any unforeseen reason, ICCR will not be responsible for any liability or compensation to EMA.