



# South Zone Cultural Centre

(Ministry of Culture, Government of India)

'Dakshini' Medical College Road,

Thanjavur – 613 004



**F.NO.SZCC/7-5/2024-25/VRB dated: 27.11.2024**

## **Short term Tender**

Sealed Short term Tenders are invited from the interested contractors having experience in the field of Civil work for the construction of Permanent Craft and Food Stalls at the Headquarters of SZCC Dakshini, MC Road, Thanjavur ( near Mooligaipannai). Interested CPWD/PWD registered contractors may obtain the tender documents at the cost of Rs.5000/ + GST Rs.900/- from the SZCC office, Medical College road, Thanjavur during office hours between 10.00 a.m to 05.00 p.m from 28.11.2024 to 07.12.2024. The last date for submission of duly filled in tender application forms in a sealed cover is 07.12.2024 at 05.00 p.m in the tender box of SZCC Office Administrative Section.

The technical bid of tender will be opened on 09.12.2024 at 11.00 hrs in the presence of tenderers who applied for the same and accordingly the successful tenderer will be selected as per the Government norms.

The financial bid of tender will be opened on 10.12.2024 at 16.00 hrs at the office of SZCC, Thanjavur in the presence of contractors who applied for the above tender and the successful tenderer will be selected on merit basis.

The work order will be issued to the successful tenderer on the same day. i.e 10.12.2024.

The Director, SZCC, Thanjavur have the right to cancel, postpone or modify the tender.

sd/-

Director

South Zone Cultural Centre, Thanjavur



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SOUTH ZONE CULTURAL CENTRE (SZCC), THANJAVUR-613004  
Tender Document No:III/1-7/4/24-25VRB/Dt.27/11/2024

## **SouthZoneCulturalCentre** **(Ministry of Culture, Government of India)**

### **News Paper tender Notification**

Request for Proposal (RFP) for Organizing

## **‘Construction of Craft & Food Stalls’**

**(Regarding the selection of Government PWD/CPWD Registered Civil Engineering Firms, Construction Company Services at South Zone Cultural Centre, Medical College Road, Thanjavur, Tamil Nadu)**

Sealed, technical and financial proposals are invited by the South Zone Cultural Centre to select **Craft Stall (A Shaped) 10' x 16' - 30 stalls and Food Stall (A Shaped) 10' x10' - 5 stalls**  
Detailed

Tender Application is available at [www.szccindia.org](http://www.szccindia.org)

Note: -1. For other details please contact the following officials;

**Sh.G.Anna Durai, Consultant Accounts- Mb:9047447729**

**Sh.S.Rajagopalan, Consultant Programme - Mb: 9790159689**

**Sh.V.Rengabashyam, Administrative cum Accounts officer  
Mb: 9566427946**

Note:-2. Any corrections/changes will be intimated at;

**SZCC Office website:** [www.szccindia.org](http://www.szccindia.org)

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**Director, South Zone Cultural Centre, Thanjavur 613004**

**Phone: 04362-240072**

Email: [szcc1986@gmail.com](mailto:szcc1986@gmail.com) and [southzoneculturalcentre@gmail.com](mailto:southzoneculturalcentre@gmail.com)



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SOUTH ZONE CULTURAL CENTRE (SZCC), THANJAVUR-613004  
Tender Document No:III/1-7/4/24-25VRB/Dt.27/11/2024

## TENDER DOCUMENT

FOR

### Construction of Craft & Food Stalls *at SZCC, Thanjavur*

Tender value: Rs.40,00,000 including GST

Tender invited by

**Director, South Zone Cultural Centre**

**Ministry of Culture, Government of India**

**Medical College Road, Thanjavur - 613004**



**Tender Notice**  
**Request for proposal**

**PART-I**

**EVENT DETAILS: Work must be completed within 15 days on receipt of Work order**

SI. NO.	PARTICULARS	LOCATION	START DATE	END DATE
1	Food Courts	10'x 10' 5 stalls with Civil works / Electrical and Plumbing Works		
2	Craft Stalls	16'x10' 30 stalls with Civil works which includes Double tier steel cot / Electrical Works		



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### **INSTRUCTION TO BIDDERS:**

The selected bidder should be evaluated on the basis of the evaluation criteria set out in this tender to identify the 'successful bidder'. The successful bidder will be issued workorder by the Director, SZCC, Ministry of Culture, Government of India, Thanjavur. The SZCC intends to adopt a **single stage-three envelope bidding process for the selection of the Successful bidder for the assignment.**

The cost of application is Rs.5000/- + GST 18% = 5900/- (Rupees five thousand nine hundred only) by Demand Draft in f/o The Director, South Zone Cultural Centre, Thanjavur or by cash or digital payment. Note: **not refundable**

Technical proposal and financial proposals should be submitted at Tender Box at Administrative Block, SZCC, Thanjavur or Register Post to The Director, SZCC, Medical Collage Road, Thanjavur – 613 004

Each bidder shall submit a maximum of one (1) proposal for the assignment in response to this tender document. Any bidder who submits more than one proposal for the assignment shall not be qualified. Any joint venture / consortium is not allowed for this tendering process. The proposal shall remain valid for a period of not less than 90 Days from the proposal due date (proposal validity period) .The Director SZCC,Thanjavur reserves the right to reject any proposal which does not meet this requirement.

### **EARNEST MONEY DEPOSIT (EMD):**

EMD of Rs.4.00 (Rupees Four lakhs only) is to be remitted in f/o '**The Director, South Zone Cultural Centre**' by means of DD if applicable – Refundable as per eligibility

**Note: Exemption EMD will be entertained to the tenderer if having MSME or NSIC Certificates**



**NOTICE INVITING TENDER:**

SZCC invites sealed, technical and financial proposals for Selection of registered firm

S.NO	DESCRIPTION	DATE/DETAILS
1	ISSUE OF THE TENDER DOCUMENT	<b>28/11/2024 from 11.00 Hrs.</b>
2	(Working days -10.00 Hrs.-18.00) Hrs.	The South Zone Cultural Centre, Dakshini, Medical College Road, Thanjavur 613004 Tamil Nadu Ph: 04362-240072
3	ESTIMATED TENDER VALUE	Rs. 40,00,000/- Rupees Forty lakhs only) approximately inclusive of GST
4	EARNEST MONEY DEPOSIT (EMD) Note: Exemption the tenderer if having valid MSME or NSIC Certificates	*Rs.4.00 Lakhs (Rupees Four Lakhs only Note: Refundable based on eligibility
5	TENDER FEE	(Rs.5000+GST 18% Rs.900) = Rs.5900/- Non-refundable
6	BID SUBMISSION START DATE	<b>28/11/2024 from 11.00 Hrs onwards</b>
7	BID SUBMISSION CLOSING DATE	<b>07/12/2024 up to 17.00 Hrs</b>
8	OPENING OF TECHNICAL BID	<b>09/12/2024 at 11.00 Hrs</b>
9	OPENING OF FINANCIAL BID	<b>10/12/2024 at 04.00 Hrs</b>

\*By Demand Draft in the name of South Zone Cultural Centre payable at Thanjavur



**TITLE OF WORKS : Proposed Construction of Craft Stall with Double Tier steels cot in SZCC Campus Size 10'x16' – 30 stalls**

S.NO	DESCRIPTION OF WORK given for 5 stalls – A shaped	QTY	UNIT	Rate
1	Earth work excavation in all types of Soil below existing ground level up to depth 3'6" refilling the excavated soil well compaction.	1168.00	c.ft	
2	supplying and filling foundation 6" depth basement 1' feet depth using M Sand including compaction etc.	696.00	c.ft	
3	pack 1:4:8 foundation concrete 6" depth basement floor 4" depth using 40 mm metal including compaction etc.	589.00	c.ft	
4	supplying and filling in mani gravel for basement including watering and consolidation etc	1274.00	c.ft	
5	Brick work in cm 1:5 9" thick wall all round from foundation depth to basement height	477.00	c.ft	
6	Brick work in cm 1:4 , 4.5' thick wall for front Corridor	123.00	s.ft	
7	Providing roofing GI colour tiled (Kerala type) sheet 4.7 mm roof in single slope with one foot over hanging of all side steel column post 3'x3' size and suitable rafters etc	1163.00	sq.ft	
8	Providing side walls in GI Ribed colour sheet fixing on suitable frames 1.5" x 1.5" square pipe for entire portion.	1956.00	sq.ft	
9	Floor finish in red oxide flooring in cm 1;3 ratio including labour etc.	849.00	sq.ft	
10	outer Plastering in cm 1;5 for the brick wall above ground level in 12mm thick.	169.00	sq.ft	
11	Painting in white and colour wash for plastering area	169.00	sq.ft	
12	Providing pavers platform on shop front side	277	sq.ft	
13	supply and fixing of steel windows	60	sq.ft	
14	Provision of double deck bed	120	sq.ft	
15	Closed Grill Gate			

**Note : All materials used in 1<sup>st</sup> Quality (TATA / JSW materials)**



**Title of Works:** Construction of Food Court – 10'x10' 5 stalls A shaped

Note : All materials used in 1<sup>st</sup> Quality (TATA / JSW materials only )

Name of the work	Description of Work 10'x10' 5 stalls A shaped	Qty.	Unit
Food Court	1. Earth work excavation in all types of soil below existing ground level up to depth 3'6" refilling the excavated soil well compaction etc.	1275.00	C.ft
	2. Supplying and filling foundation 6" depth basement 1' feet depth using M. Sand including compaction etc.	569.00	C.ft
	3. Pcc1:4:8 foundation concrete 6" depth basement floor 4" depth using 40mm metal including compaction etc.,	583.00	C.ft
	4. Supplying and filling in mani gravel for basement including watering and consolidation etc.	1197.00	C.ft
	5. Brick work in cm 1:5 9" thick wall all round from foundation depth to basement height.	661.00	C.ft
	6. Brick work in cm 1:4, 4:5' thick wall for fort corridor.		
	7. Providing roofing GI cooler tiled (Kerala Type) sheet 4.7 mm roof in single slope with one foot over hanging of all side steel column Post 3' x 3' size and suitable rafters etc.	123.00	Sq.ft
	8. Providing side walls in GI Ribbed colour sheet fixing on suitable frames 1.5" x 1.5" SQ pipe for entire portion.	963.00	Sq.ft
	9. Closed Grill Gate		
	10. Floor finish in red oxide flooring in cm 1:3 ratio including labour etc.	360.00	Sq.ft
	11. Outer plastering in cm 1:5 for the brick wall above ground level in 12mm thick.	798.00	Sq.ft
	12. Painting in white and colour wash for plastering area(double coat)	165.00	Sq.ft





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### SCOPE OF WORK:

- a. Logistics and organizing planning for the Constructions. Ensuring adherence to all the policies for Risk Management with proper emphasis on Covid Protocols, Manpower Management etc.
- b. Liaison with concerned authorities for effective venue management planning, coordination and execution.
- c. All necessary licenses and Permissions etc. from the concerned statutory bodies/agencies.
- d. Throughout the execution of the construction work, the firm management company shall maintain proper communication and reporting to keep the SZCC authorities.
  1. First Aid Box required at work site.
  2. The Financial quote has to be submitted in the enclosed financial bid format.
  3. Providing the completion Reports and documents during end of the contract.



## RECEIPT AND OPENING OF BIDS:

Bidders are required to submit their bids through sealed covers with tender fee, technical proposal and financial bids separately at SZCC, Thanjavur. Please note that the financial bid must not be shared or quoted in the technical bid. The prices should be quoted in the financial bid only and should not be mentioned in the technical bid. Any default in the instructions of submission of tender bids shall lead to disqualification of the agency/event Management Company. The decision of Director, SZCC in such a case shall be final and binding.

On receipt to the tender the technical proposals will be opened by the Bid Evaluation Committee (BEC) members in the office of the SZCC. In the event of the specified date of bid opening being declared a Holiday for the purchaser, the bids shall be opened at the appointed time and place on the next working day.

The BEC will notify the bidders whose technical bids were considered acceptable and have been shortlisted for opening of their financial bids.

**The SZCC reserves the right to reject any proposal not submitted on time and which does not contain the information/documents as set out in this tender document. To facilitate evaluation of proposals, the Director SZCC may, at its sole discretion, seek clarifications in writing from any bidder regarding its proposal.**

## EVALUATION:

The criteria for pre-qualification, technical evaluation and selection of bidders are set out under section eligibility criteria and evaluation methodology. As part of the evaluation, the part (1) – technical submission shall be checked for responsiveness with the requirements of the tender document and only those proposals which are found to be responsive would be further invited to give a presentation in accordance with the criteria set out in this tender document.

**Quality cum cost-based selection (QCBS) method shall be adopted for selection of the agency** which has been fully described in selection eligibility criteria and evaluation methodology of this tender document. The bidder achieving the highest combined technical and financial score as described in selection eligibility criteria and evaluation methodology will be considered to be the successful applicant and be awarded the tender work.

The decision of the authority pertaining to the scoring, evaluation and selection of the bidder for the agency/event management company shall be considered to be final.

In case there are two or more bidders with the same combined score, an evaluation committee may in such case be called upon to carry the final selection. The selection in such cases shall be at the sole discretion of the BEC.



THE DIRECTOR, SZCC RESERVES THE RIGHT TO REJECT ANY PROPOSAL, IF:

- A. At any time, a material is representation is made or discovered ;or
- B. The bidder does not respond promptly and diligently to requests for supple mental Information required for the evaluation of the proposal.

In the event of acceptance of the proposal of the preferred bidder, the Director, SZCC will notify the successful bidder through a letter of intent (LOI) that its proposal has been accepted.

**The successful bidder(s) shall be issued the work order at the earliest.**

**Submission of Tender:**

Procedures for sending tender applications

1. Financial bid should be in a separate sealed envelope.
2. The format of financial bid should be neatly & legibly typed / photocopied.
3. Every page of the tender application should be signed with rubber stamp.
4. All cuttings and correction should be attested by the tenderer under his signature.
5. There should be no overtyping or overwriting.
6. Tender documents should be complete in all respects with all schedules, documents etc., including this tender application form issued by SZCC.
7. Tender application should be despatched by registered post or put in the tender box so as to reach office of SZCC by due date.
8. Three sealed envelopes are to be made. On the first envelope it should be written as follows.

Technical bid for _____ (name of the tender)	
From (Name & address of the Tenderer with Mob. No.)	To The Director, South Zone Cultural Centre Dakshini, Medical College Road Thanjavur – 613 004



9. On the second envelope it should be written as follows

Financial bid application for _____ (name of the tender)	
From (Name & address of the Tenderer with Mob. No.)	To The Director, South Zone Cultural Centre Dakshini, Medical College Road Thanjavur – 613 004

10. First envelope should contain duly filled and signed technical bid only.

11. Second envelope should contain all tender documents including financial bid along with all other materials as follows.

a	All pages of application form issued by SZCC duly signed with rubber stamp	
b	Request by tenderer in letter head	
c	DD for Rs.4,00,000/- towards EMD	
d	Company / Firm's profile	
e	Xerox copy of supporting documents pertaining to eligibility criteria serial 1 to 10	

12. Third envelope should contain first and second envelopes.

Bidder has to submit hard bound document duly numbered. Loose documents shall be out rightly rejected. The Tender should be submitted to The Director, SZCC, Thanjavur.

Processing Fee of INR 5000 + 18% GST (Rupees five thousand only, plus 18% GST, only i.e Rs.5900) for the tender fee (non-refundable) to be deposited.

The Technical Bid complete with Concept and Design as stated in RFP & should also contain documents confirming the eligibility of the bidder and Evaluation criteria mentioned in the RFP.

The Financial Bid only along with head-wise/item-wise rates. Services offered should be strictly as per specification mentioned in this Tender Document.

All pages of the offer must be digitally signed and numbered. The bids complete in all respect must be submitted through offline.

Technical Bid & Financial bid will be opened as per tender announcement through offline.



### **Performance Security:**

The successful bidder shall at his own expense deposit with the SZCC within 2 (two) Days after the receipt of notification of award of the work order (letter of award) from the SZCC a unconditional and irrevocable performance **bank guarantee (SZCC) amounting to 5% of the agreement value from a scheduled bank acceptable to the SZCC, payable on demand**, for the due performance and fulfillment of the agreement by the bidder. All incidental charges what so ever such as premium, commission, etc., with respect to the performance guarantee shall be borne by the bidder. The performance guarantee shall be valid until 30 Days after the validity period of the tender. Subject to the terms and conditions in the performance bank guarantee, at the end of 06 (six) months, the performance bank guarantee may be discharged/returned by the SZCC upon being satisfied that there has been due performance of obligations of the bidder under the agreement. However, no interest shall be payable on the performance guarantee.

Failure of the successful bidder to comply with the requirements of clause performance security shall constitute sufficient grounds for the annulment of the Work Order/LOA (letter of acceptance). In such an event, the SZCC reserves the right to:

A. Either invite the next best bidder to match with the financial proposal of the successful bidder, or;

B. Take any such measures as may be deemed fit in the sole discretion of the SZCC including annulment of the bidding process and black listing of the firm from the SZCC for any future work. Notwithstanding anything contained in this tender document, the SZCC reserves the right to accept to reject any proposal, or to annul the bidding process or reject all proposals, at any time without any liability or any obligation for such rejection or annulment.

### **Penalty Clause:**

In case of delay in execution of the assigned work and unsatisfactory performance by the selected agency/event management company/ bidder, SZCC may impose a penalty of 10% of the service fee or part there of (subject to a maximum of 20% of the service fee.)

### **Eligibility Criteria and Evaluation Methodology**

Qualitative comparative evaluation of work credentials amongst the participating bidders and with the scope of work will be applied work credentials will be considered as on last date of submission of bids.



**Important:** Since the characteristic of the job is special in nature and is being desired for a marquee vent, the competent authority will perform sufficient analysis & checks the technical capability/credentials of the bidders and comparison for each of the events suggested by the bidder. Evaluation will be finally based on the decision of the competent authority.

SELECTION OF AGENCY &/ WORK ALLOCATION BY SZCC:

THE DIRECTOR SZCC / BID EVALUATION COMMITTEE HAVE FULL RIGHTS & EMPOWERED TO SHARE OR SEPERATE THE WORK TO ANY ONE BIDDER BASED ON QUANTITY, QUALITY, TIME LIMIT, ACCEPTABLE & COVINCED RATES/QUOTES. DECESION OF THE DIRECTOR SZCC IS FINAL.

## PART- II

### Pre- Qualification Criteria

S.No.	Criteria	Documentary evidence
1	<b>Government PWD/CPWD Registered Civil Engineering Firms,</b> / company registered firm should be our entity with minimum 10 years of existence on the Day of the submission of bid.	<ol style="list-style-type: none"> <li>1. Company / Firm profile</li> <li>2. Certificate of incorporation under Company's Act. (or) Firm Registration Certificate</li> <li>3. PAN number</li> <li>4. GST Registration</li> <li>5. ISO Certificate</li> <li>6. MSME Certificate (or) NSIC certificate</li> <li>7. PWD Registration Certificate</li> <li>8. Bank Guarantee</li> </ol>
2	<b>Government PWD/CPWD Registered Civil Engineering Firms,</b> minimum average annual turnover of INR Rs.2 Cores and above during any of the last 3 financial years out of the last 5 Financial years (i.e.2021-22,2022-23,2023-2024).	<p>Original C A Certificate Audited balance sheets for 3 years financial years. (i.e.2021-2022, 2022-23,2023-24) Income tax certification for above period</p>



<p>3</p>	<p><b>Government PWD/CPWD Registered Civil Engineering Firms</b>, must have successfully conceptualized &amp; executed at least one similar event of minimum value of Rs.1.00 to 1.50 Croreatany location.</p> <p>(Which must include creative setup similar to the scope of work of the tender), in the last 5 years with the State or Central Government/ PSU's.</p> <p>(The Civil Engineering Company must clearly specify the execution and creative setup /work done at any location with supporting pictures).</p>	<p>Letter of award agreement contract/work order, completion certificate, duly certified by the authorized signatory of the bidding company.</p>
<p>4</p>	<p><b>Government PWD/CPWD Registered Civil Engineering Firms</b> must not be black listed/ terminated/ debarred by any state or central government or the irregularities and should not have been found guilty of any criminal offence by any court of law.</p>	<p>Affidavit on stamp paper by the authorized signatory as per <b>Appendix- G</b></p>

The bidder who fulfils the above pre-qualification criteria will be considered eligible bidder. Failure to comply with pre-qualifications criteria shall render the bidder ineligible. **The technical and financial proposal of in-eligible bidder shall not be considered. Those bidders qualified in technical bid will be consider for financial bid.**

NOTE: SUBMISSION OF FORGED DOCUMENTS WILL ALSO RESULT IN SUMMARY REJECTION OF THE BID.



### TECHNICAL EVALUATION CRITERIA

Sl.No.	Evaluation Criteria	Maximum Marks
<b>1</b>	<b>TECHNICAL CAPACITY OF THE BIDDER</b>	
1.1	Number of similar civil work assignments in last 5 Years as shall be awarded marks as under: (minimum one assignment required to be eligible)	
	<b>Number of Additional Civil work</b>	<b>Marks</b>
	Less than 5 years' work	5
	More than 10 years' work	10
1.2	<b>Average turnover of last 3 years</b>	<b>Marks</b>
	Rs.2 cores and above	5
	Rs.4 cores and above	10
<b>2</b>	Relevant experience in the field related to similar event conceptualization, management and execution at any or multi-locations	
	<b>Similar Works</b> (physical events only)	<b>Marks</b>
	<b>Similar Works</b> (physical events only)	<b>Marks</b>
2.1	Concept and creative theme, exclusiveness and originality of Proposal: Design and execution plan of the event.	20
2.2	Methodology and understanding of the venues and addressing all issues pertaining to an event of this stature.	15
2.3	Use of Technology and Innovative ideas.	10
2.4	Credentials of the event team and experience in handling similar large format national events	10
2.5	Experience in all heads of Events Management	10
2.6	Participation of VIP or VVIP in any of one similar event done at any location	5
<b>TOTAL MARK</b>		<b>100</b>





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## EVALUATION METHODOLOGY

The technical score (pe) for the technical proposal will be the arithmetic sum of the marks assigned to the bidders under each of the parameters listed above. **The bidder is required to achieve a minimum technical score of 70 marks (benchmark score) for opening of financial bids.**

Note: **Those bidders qualified in Technical bid will be considered for Financial bid**

TENDER DOCUMENT



### Terms of Payments: -

SZCC would release 30% of the awarded amount along with work order against Bank guarantee of equal amount is mobilization advance at the time of the signing of the contract.

30% of the quoted /negotiated amount after the certification completion of 75% work completed by successful bidder.

Remaining 40% of the quoted/ negotiated amount after the successful completion of the work and after submission of final bill along with the completion report on the work only after getting report by the BEC. **The Contractor should also submit a stability certificate after completion of the work.**

The contractor will be responsible to deposit GST and any other statutory taxes with the appropriate authorities.

### FRAUD AND CORRUPT PRACTICES:

The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process and subsequent to the issue of the LOA and during the entire vent duration.

Not with standing anything to the contrary contained herein, or in the LOA, the competent authority may reject a bid, withdraw the LOA, or terminate the association with the selected bidder, as the case may be, without being liable in any manner whatsoever to the bidder, if it determines that the bidder, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process. In such an event, the authority shall be entitled to forfeit and appropriate performance security, as damages, without prejudice to any other right or remedy that may be available to the competent authority under the bidding documents and /or the LOA, or otherwise.

Without prejudice to the rights of the successful bidder under the clause 'fraud and corrupt practices' herein above and the rights and remedies which the competent authority may have under the LOA, or otherwise if a bidder, is found by the competent authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the bidding process, or after the issue of the LOA or the event SZCC, such bidder shall not be eligible to participate in any tender or RFP issued by the SZCC for a period of 2 (two) years from the date such bidder, is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.



FOR THE PURPOSES OF THIS CLAUSE 'FRAUD AND CORRUPT PRACTICES', THE FOLLOWING TERMS SHALL HAVE THE MEANING HERE-IN-AFTER RESPECTIVELY ASSIGNED TO THEM.

**B. 'Corrupt Practice'** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the bidding process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the successful bidder who is or has been associated in any manner, directly or indirectly, with the bidding process or the LOA or has dealt with matters concerning or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the successful bidder, shall be deemed to constitute influencing the actions of a person connected with the bidding process); or(ii) save and except as permitted under the clause 'performance security' (b) of this tender, engaging in any manner what so ever, whether during the bidding process or after the issue of the LOA or during the event duration, as the case may be, any person in respect of any matter relating to the event or the LOA, who at any time has been or is a legal, financial or technical adviser of the successful bidder in relation to any matter concerning the event;

**C. 'Fraudulent Practice'** means an is representation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process.

#### **D. Arbitration**

In case of any dispute SZCC may appoint an arbitrator, which would be accepted by the Civil engineer work/ company/firm. The decision of the arbitrator would be final and binding on both the parties. The jurisdiction of the court would be Thanjavur.

#### **E. Indemnification Clause**

"That the selected Civil engineer work/ company shall keep itself indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected Civil work/Borewell company or otherwise.

#### **F. Jurisdiction**

The contract shall be governed by laws of India and all Government rules on purchase matter issued from time and in focus for the time being are applicable for this contract.



### G. Forfeiture of Security Deposit

In case of any default by the Civil work/ company after the award of work, Director, SZCC reserves the right to forfeit the security deposit submitted with SZCC at the time of empanelment.

### H. FORCE MAJEURE:

(i) Definition: For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations under the contract impossible or so impractical to be considered impossible under the circumstances.

(ii) **Breach of Contract: The failure of the agency/event management company to fulfill any of its obligations under the contract shall not be considered to be a breach of or default under this Contract in so far as such inability arises from an event of Force Majeure, provided that the agency/event management company affected by such an event(a) has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the contract, and(b)has informed the other party as soon as possible about the occurrence of such an event.**

#### (iii) Force Majeure

In this Clause, "Force Majeure" means an exceptional event or circumstance:

- (a) Which is beyond a Party's control,
- (b) Which such Party could not reasonably have provided against before entering into the Contract.
- (c) which, having arisen, such Party could not reasonably have avoided or overcome, and
- (d) Which is not substantially at the other Party's expense.

#### Notice of Force Majeure:

If a Party is or will be prevented from performing any of its obligations under the Contract by Force Majeure, then it shall give the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.



The Party shall, having given notice, be excused performance of such obligations for so long as such Force Majeure prevents it from performing them.

Not with standing any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.

### **Duty to Minimize Delay**

Each Party shall at all-time use all reasonable endeavors to minimize any delay in the performance of the Contract as are of Force Majeure.

A Party shall give to the other Party when it ceases to be affected by the Force Majeure.

Coercive Practice means impairing or harming, or threatening to impair or harm directly or indirectly, any person or property to influence any person's participation or action in the bidding process;

Undesirable Practice means (i) establishing contact with any person connected with or employed or engaged by the successful bidder with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (ii) having a conflict of interest; and;

**Any type of damage / loss of SZCC property or injury / loss of any human life by contractor or by his personnel, the contractor is fully liable to indemnify the loss / to make compensation / to pay fines etc.,**

### **DISCLAIMER:**

The information contained in this tender or subsequently provided to the bidder, whether verbally or in documentary or in any other form by or on behalf of South Zone Cultural Centre, Thanjavur under Ministry of Culture, Government of India. Or any of its employees is provided to the bidder on the terms and conditions set out in this tender and such other terms and conditions subject to which such information is provided.

This tender is not an agreement or an offer by the SZCC to the prospective bidder or any other person. The purpose of this tender is to provide bidders with information that may be useful to them in the formulation & submission of their bids pursuant to this tender.



Ministry of Culture  
Government of India

सत्यमेव जयते



दक्षिण क्षेत्र सांस्कृतिक केंद्र, तंजावुर



SOUTH ZONE CULTURAL CENTRE (SZCC), THANJAVUR-613004

Tender Document No:III/1-7/4/24-25VRB/Dt.27/11/2024

This tender may not be appropriate for all persons, and it is not possible for the SZCC and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements and information contained in this tender, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and

Completeness of the assumptions, assessments and information contained in this tender and obtain independent advice from appropriate sources. Information provided in this tender to the bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The SZCC no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The SZCC and its employees/advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statutory rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this selection process.

The SZCC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this tender. The SZCC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this tender.

The issue of this tender does not imply that the SZCC is bound to select a bidder or appoint the selected bidder as the case may be, for the job and the SZCC reserves the right to reject all or any of the applications/bids without assigning any reasons what so ever.

Director  
South Zone Cultural Centre  
Thanjavur 613004

**PART - III**

**APPENDIX - A  
COVERING LETTER**

To: **(ON THE LETTER HEAD OF THE BIDDER)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REF: 'SELECTION OF A CIVIL WORK / REGISTERED FIRM FOR THE DESIGN AND EXECUTION OF CRAFT AND FOOD STALL

BEING DULY AUTHORISED TO REPRESENT AND ACT ON BEHALF OF.....  
(HERE IN AFTER REFERRED TO AS 'THE BIDDER'), AND HAVING REVIEWED AND FULLY UNDERSTOOD ALL OF THE PROPOSAL REQUIREMENTS AND INFORMATION PROVIDED AND COLLECTED, THE UNDERSIGNED HEREBY SUBMITS THE PROPOSAL ON BEHALFOF (NAME OF BIDDER) FOR THE CAPTIONED EVENT IN ONE (1) ORIGINAL, WITH THE DETAILS AS PER THE REQUIREMENTS OF THE TENDER DOCUMENT, FOR YOU REVALUATION.WE CONFIRM THAT OUR PROPOSAL IS VALID FOR A PERIOD OF 60 DAYS FROM (INSERTPROPOSAL DUE DATE).

WE ALSO HERE BY AGREE AND UNDERTAKE AS UNDER:

NOT WITH STANDING ANY QUALIFICATIONS OR CONDITIONS, WHETHER IMPLIED OR OTHERWISE, CONTAINED IN OUR PROPOSAL WE HEREBY REPRESENT AND CONFIRM THAT OUR PROPOSAL IS UNQUALIFIED AND UNCONDITIONAL IN ALL RESPECTS AND WE AGREE TO THE TERMS OF THE PROPOSED SCOPE OF WORK, WHICH FORMS A PART OF THE TENDER DOCUMENT PROVIDED TO US. WE HEREBY CERTIFY AND CONFIRM THAT IN THE PREPARATION AND SUBMISSION OF OUR PROPOSAL,WE HAVE NOT ACTED IN CONCERTOR IN COLLUSION WITH ANY OTHER BIDDER OR OTHER PERSON(S) AND ALSO NOT DONE ANY ACT, DEED OR THING WHICH IS OR COULD BE REGARDED AS ANTI COMPETITIVE.

YOURS FAITHFULLY,

**(NAME OF BIDDER)**

DULY SIGNED BY THE AUTHORIZED SIGNATORY OF THE BIDDER (NAME, TITLE AND ADDRESS OF THE AUTHORIZED SIGNATORY)

## FORMAT AND SIGNING OF BIDS

The bidder shall provide all the information as per this tender document. The BEC will evaluate only those proposals that are received in the required format and are complete in all respects. The bidder shall prepare an electronic copy of the technical proposal (in PDF format) and submit in a pen drive with submission of the bid. Each proposal shall comprise the following:

### TENDER FEE SUBMISSION

- A. Title: " TENDER FEE DEMAND DRAFT "
- B. Original DD in favor of the tendering authority (i.e **South Zone Cultural Centre** payable at Thanjavur) as mentioned in this tender document

### PART – I SUBMISSION

- A. Title: " PART 1 –TECHNICAL PROPOSAL"
- B. Scanned copy of the DD for the tender fee;
- C. Covering letter in the format set out in appendix -A;
- D. Details of the bidder in the format set out in Appendix B. The bidder has to declare the company profile such as memorandum & article of association of the company, etc. The documents to be submitted should also include the following:
  - i) Self-attested copy of registration;
  - ii) Self-attested copy of PAN card;
  - iii) Self-attested copy of the GST in number;
  - iv) Self-attested copy of the company profile, along with the list of significant clients;
  - v) CA certificate (original) specifying the annual turnover for the last years in the format set out in Appendix -E.
  - vi) Power of attorney as per Appendix -C, authorizing the signatory of the proposal to commit the bidder;
- E. Technical proposal comprising:
- F. Event data sheets & technical capacity of the bidder in the format set out in Appendix D, with supporting proofs as indicated in clause 'eligibility criteria and evaluation methodology';
- G. Affidavit regarding the non-debarment by any state/central government or their agencies, in the last five years;
  - i) Affidavit, as enclosed in Appendix- F;
  - ii) Certification of non-blacklisted / debarred company as per Appendix -G.
  - iii) Financial proposal / break-up as per Appendix-H
  - iv) Technical proposal in a pen drive if submitted hard copy directly.



## **PART-II SUBMISSION:**

- A. Financial proposal will be separately submitted as per appendix-H and marked as "PART 2 - FINANCIAL BID"
- B. The amount quoted in the financial bid should be inclusive of GST.
- C. Each page of the technical bid shall be numbered and signed by an authorized signatory of the bidder.

## **SUBMISSION OF BIDS:**

The bids shall be submitted only from the bid submission start date till the bid submission end date and time given in the tender document. Therefore, bidders are advised to submit the bid well in time.

The proposal, all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc. Being in a language other than English, a certified translation should accompany the documents as part of the tender. All proposals and accompanying documentation will become the property of the SZCC and will not be returned.

## **LATE BIDS:**

The bidder only, will be held responsible if his/her bids are not submitted in time due to any reasons. It shall be deemed that prior to the submission of the proposal, the bidder has:

- A. Made a complete and careful examination of terms and conditions/requirements, and other information as set for thin this tender document;
- B. Received all such relevant information as it has requested from the RFP, and;
- C. Made a complete and careful examination of the various aspects of the event.

The SZCC shall not be liable for any mistake or error or neglect by the bidder in respect of the above.

## **GUIDELINES FOR TECHNICAL PRESENTATION**

DETAILED PRESENTATION MUST INCLUDE BUT NOT LIMITED TO:

- COMPANY PROFILE & PAST SIMILAR CIVIL WORK
- DESIGNS OF CIVIL WORK DONE SPECIFICALLY FOR THE ACTIVATIONS OF THIS SCALE IN THE PAST;
- DESIGN AND EXECUTION PLAN AS PER THE SPECIFICATIONS LISTED IN THE SCOPE OF WORK;
- ON-GROUND EXECUTION STRATEGY, ANY CHALLENGES /CONCERNS W.R.T TO THE EXECUTION;
- DETAILS ON THE SAFETY STANDARDS TO BE FOLLOWED, TO ENSURE ABSOLUTELY NO DAMAGE TO THE SZCC PROPERTY.
- ANY ADDITIONAL INFORMATION RELEVANT TO THE SCOPE OF WORK.

**APPENDIX- B**

**DETAILS OF BIDDER**

(TO BE PROVIDED ON 'COMPANY / FIRM LETTER HEAD')

1.	<b>Name of the work</b>		
2.	<b>Name of the bidder firm</b>		
3.	<b>Registered office</b>	<b>ADDRESS (with pin code)</b>	
		<b>TELEPHONE NOS. (WITH STD CODE)&amp; MOBILE NUMBER</b>	
		<b>FAX NOS. (WITH STD CODE)</b>	
		<b>E-MAILID's</b>	
		<b>WEBSITE</b>	
4.	<b>GST No. (copy to be enclosed)</b>		
5.	<b>PAN card no (copy to be enclosed)</b>		
6A.	<b>Name and designation of the chief executive / Head of the firm</b>		
6 B.	<b>Postal Address</b>		
7A.	<b>Name and designation of the authority that is authorized to Sign the bid document</b>		
7 B.	<b>Postal Address</b>		
8.	<b>Tender fee (details of the DD)</b>		
9.	<b>Other eligibility documents attached:</b>		
9A.	<b>Documents in evidence of past experience</b>		
9 AI.	<b>List of important clients &amp; their contact details</b>		
9 All	<b>Proof of such association like accreditations, member ships and certificates from Important past clients</b>		
	<b>(SIGNATURE OF BIDDER) (NAME, TITLE AND ADDRESS OF AGENCY)</b>		

**APPENDIX- C**  
**POWER OF ATTORNEY**  
**(ON STAMP PAPER OF INR 100/-)**

KNOW ALL MEN BY THESE PRESENTS, WE..... (NAME AND ADDRESS)

OF THE REGISTERED OFFICE) DO HEREBY CONSTITUTE, APPOINT AND AUTHORISE MR. / .....MS. (NAME AND RESIDENTIAL ADDRESS) WHO IS PRESENTLY EMPLOYED WITH US AND HOLDING THE POSITION OF AS OUR ATTORNEY, TO DO IN OUR NAME AND ON OUR BEHALF, ALL SUCH ACTS, DEEDS AND THINGS NECESSARY IN CONNECTION WITH OR INCIDENTAL TO OUR PROPOSAL FOR 'SELECTION OF AN CIVIL WORKS /FIRM FOR THE DESIGN AND EXECUTION OF CIVIL WORK. INCLUDING SIGNING AND SUBMISSION OF ALL DOCUMENTS AND PROVIDING INFORMATION / RESPONSES TO THE.....

IN ALL MATTERS IN CONNECTION WITH OUR PROPOSAL FOR THE SAID ASSIGNMENT.WE HERE BY AGREE TO RATIFY ALL ACTS,DEED SAND THINGS LAW FULLY DONE BY OUR SAID ATTORNEY PURSUANT TO THIS POWER OF ATTORNEY AND THAT ALL ACTS, DEEDS AND THINGS DONE BY OUR AFORE SAID ATTORNEY SHALL AND SHALL ALWAYS BE DEEMED TO HAVE BEEN DONE BY US.

DATED THIS THE \_\_\_\_ DAY OF \_\_\_\_ 2024 FOR ACCEPTED

(SIGNATURE)  
(NAME, TITLE AND ADDRESS OF THE ATTORNEY)

DATE:.....

NOTE:

1. To be executed only if the bidder is a company, civil work or firm.
2. The mode of execution of the power of attorney should be in accordance with the Procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of attorney.
3. Also, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this power of attorney for the delegation of power here under on behalf of the bidder.

**APPENDIX- D**

**FORMAT FOR EVENT DATA SHEET**

To:  
THE DIRECTOR  
SOUTH ZONE CULTURAL CENTRE  
THANJAVUR – 613 004  
TAMIL NADU

NAME OF THE FIRM:

WORK NAME:		COUNTRY:
WORK LOCATION WITH IN COUNTRY:		PROFESSIONAL STAFF PROVIDED BY THE FIRM:
NATURE OF CLIENT		NO. OF STAFF : NO.OF PERSONS
START DATE (MONTH / YEAR)	COMPLETION DATE (MONTH / YEAR)	APPROX.VALUE OF SERVICES (IN INR):
NAME OF STAFF INVOLVED AND FUNCTIONS PERFORMED AND HIS/HER CONTACT NUMBER:		
DESCRIPTION / TITLE OF THE WORK		
DESCRIPTION OF ACTUAL SERVICES PROVIDED:		
NAME & PHONE / MOBILE NUMBER OF CONTACT PERSON / OFFICE BY THE EVENT ORGANISER WHO CONTRACTED WITH YOUR FIRM (GOVT / NGO / OTHERS) IN THIS EVENT:		
<b>NOTE: This is for the purpose of verifying the experiences, actual status, tender value, results after execution etc. of this WORK organized/executed by your firm/company)</b>		
(SIGNATURE OF BIDDER) (NAME, TITLE AND ADDRESS OF AGENCY)		

**APPENDIX- E**

**FINANCIAL CAPACITY OF THE BIDDER  
(CHARTERED ACCOUNTANT CERTIFICATE)**

To:  
THE DIRECTOR  
SOUTH ZONE CULTURAL CENTRE  
THANJAVUR 613004  
TAMIL NADU

BIDDER	ANNUALTURN OVER			
	2021-2022	2022-2023	2023-2024	AVERAGE ANNUAL TURNOVER

NAME & ADDRESS OF BIDDER:

INSTRUCTIONS:

1. CA CERTIFICATION REGARDING ANNUAL TURN OVER FOR THE FINANCIALYEARS (2019-20, 2020-21,2021-22, 2022-23,2023-24)
2. THE BIDDER SHALL SUBMIT A CHARTERED ACCOUNTANT CERTIFICATE ONLY. THE CERTIFICATE SHOULD MENTION ALL ABOVE MENTIONED TURN OVER

Enclosure: **Certification by the CA**

(SIGNATURE OF BIDDER)  
NAME, TITLE AND ADDRESS OF AGENCY)

**APPENDIX -F**

**AFFIDAVIT**

**(ON STAMP PAPER OF INR100/-)**

TO:  
THE DIRECTOR  
SOUTH ZONE CULTURAL CENTRE  
THANJAVUR -613004  
TAMIL NADU

REF: SELECTION OF A CIVIL ENGINEER FIRM FOR THE DESIGN AND EXECUTION OF CRAFT AND FOOD STALL.

DEAR SIR,

I/WE HERE BY DECLARE THOSE STATEMENTS, ENGINEER WORK DOCUMENTS, CREDENTIALS, DOCUMENTARY EVIDENCES, FINANCIAL STATEMENTS AND OTHER TENDER DOCUMENTS IN THE PROPOSAL ARE TRUE, AUTHENTIC TO THE BEST OF MY / OUR KNOWLEDGE. I / WE HAVE NOT INCORPORATED ANY INFORMATION NOT UNDERTAKEN BY US, IN THE PROPOSAL. I / WE, FOR THE PURPOSE OF THE SAID TENDER, HAVE NOT FORGED, MISREPRESENTED & MISLED ANY INFORMATION THAT HAS NOT BEEN UNDERTAKEN BY US. FOR THE PURPOSE OF THE EVALUATION, THE SZCC HAS THE RIGHT TO VERIFY THE AUTHENTICITY OF THE PROPOSAL SUBMITTED BY US.

I / WE FULLY UNDERSTAND THAT IN CASE OF FURNISHING ANY FALSE DOCUMENTS OR STATEMENTS, FORGING, MISREPRESENTATION & PRODUCING MISLEADING INFORMATION IN THE PROPOSAL, AND FAILURE TO ABIDE BY THE TERMS AND CONDITIONS OF THE TENDER, I / WE ARE LIABLE TO ANY ACTIONS THAT MAY BE TAKEN AGAINST US BY THE DIRECTOR SZCC

YOURS FAITHFULLY,

(NAME & ADDRESS OF BIDDER):

DULY SIGNED BY THE AUTHORISED  
SIGNATORY OF THE BIDDER

**APPENDIX- G**

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY / FIRM  
LETTER HEAD WITH REGARD TO BLACKLISTING / NON- DEBARMENT BY  
ORGANISATION

**(ON STAMP PAPER OF INR 100/-)**

UNDERTAKING REGARDING NON-BLACKLISTING / NON-DEBARMENT

DATE:

To:

THE DIRECTOR  
SOUTH ZONE CULTURAL CENTRE  
THANJAVUR 613004  
TAMIL NADU

REF:'SELECTION OF AN CIVIL WORK ENGINEER FIRM FOR THE DESIGN  
AND EXECUTION OF CRAFT STALLS / FOOD COURT – SUBMITTING OF  
UNDERTAKING, TO BE FURNISHED WITH REGARD TO NON -  
BLACKLISTING/ NON- DEBARMENT- REG.

DEAR SIR,

After verification of all prompt, legal & statutory documents, I hereby certify that,  
M/s ----- is not  
blacklisted / De-registered / debarred by any Government department / Public  
Sector Undertaking / Private Sector / or any other agency for which they have  
Executed / Undertaken the works / Services during the last 5 financial years.

YOURS FAITHFULLY,

(NAME OF BIDDER)  
Firm / Company seal

Certified by Licensed Authority: -----  
Date & Seal: -----

**APPENDIX- H**

**FINANCIAL PROPOSAL SUBMISSION  
FORM**

NOTE: FINANCIAL PROPOSAL (QUOTE) AS PER THE FOLLOWING FORMAT;

<b>SI.No.</b>	<b>PARTICULARS</b>	<b>AMOUNT (RS)</b>	<b>TOTAL AMOUNT INCL. GST</b>
	G.TOTAL:		

**Amount (in words)**

.....  
.....

**Signature with stamp**

**Name**.....

**Address**.....

.....



The financial proposals shall be given scores as follows:

- a) Financial score (pf) =  $100 \times (\text{financial proposal of lowest bidder} / \text{Financial proposal of bidder under consideration})$
- b) Composite score shall be computed as follows:  
Composite score =  $(pe \times 0.80) + (pf \times 0.20)$

The evaluation methodology will be based on quality and cost-based selection method (QCBS), with 80% weight age on technical score and 20% weight age on financial score.

The bidder obtaining the highest composite score would be declared as the preferred bidder.

**NOTE :** Any type of damage / loss of SZCC property or human life by contractor or by his personnel, the contractor is fully liable to indemnify the loss / to make compensation / to pay fines etc.,