



F.NO.SZCC/III/1-10/2026-27/VRB

Short Tender invited for Supply and Services of Vehicles

for

South Zone Cultural Centre (SZCC),

Thanjavur - 613004

Ministry of Culture, Government of India

For the Events at

South Zone Cultural Centre (SZCC), Medical College Road,
Thanjavur – 613 004

&

Other surrounding areas of Thanjavur / Nearby Districts

For the period from 01st Augu`st 2026 to 31st December 2026

General information

Cost Of Short Tender Application : Rs.500/- per Tender application
(Non Refundable)

Mode of payment : Cash / DD
(In the name of the Director, South Zone
Cultural Centre, payable at Thanjavur)

Last Date & Time:

For Submission of Closed
Tender Documents

: 27/07/2026 Latest By 17.00 Hrs

Technical & Financial Tender Bid Opening
Date & Time at SZCC, Auditorium

: Technical Bid On 28.07.2026 11.30 Hrs
Financial Bid On 28.07.2026 17.00 Hrs

EMD Deposit Value

: Rs.1,00,000/- Demand Draft
(In the name of the Director, South Zone
Cultural Centre, payable at Thanjavur)

Short Tender for the Supply & Services of vehicles

Eligibility conditions

1. Should have a valid licence or any other document issued by a competent authority for carrying out such business viz Shop & Establishment Act Certificate, T-Permit , Transport Licence
2. **Should have at least five years' experience in the concerned business.**
3. Should have a PAN card, **and should have filed Income Tax Return for the last three years**
4. **Should have audited the balance sheet for the last three years**
5. Should have a bank account on the firm's name
6. **Should have GST registration if applicable to the business**
7. **Vendor should have a permanent address (Aadhaar Card / Ration Card)**
8. Should have a sound financial background to carry out such business.
9. Should have skilled manpower to carry out such business
10. Should have mobile phone connectivity
11. Should have adequate tools/machinery / transports / other professional items as required for the business.
12. **Drivers should have necessary valid Driving Licence, Aadhar Card etc**
13. **Vehicles should have all valid RTO Licence, Vehicle Insurance, Road Tax Certificate, Fitness Certificate, Annual Authorization for the vehicle etc**
14. **Vehicles should be in good condition and roadworthy.**
15. **Drunken driving is an Offence and punishable under act**
16. **In case any emergency, replacement vehicle should be provided immediately**
17. Tender applications of tenderers who do not fulfil the above eligibility criteria will be rejected.

Director
South Zone Cultural Centre
(Ministry of Culture, Government of India)
Dakshini, Medical College Road, Thanjavur – 613 004
Ph.0436-240072, email. szcc1986@gmail.com/ southzoneculturalcentre@gmail.com

Terms & Conditions

1. **Earnest Money Deposit of Rs.1,00,000/-** in the form of a demand draft drawn in favour of “Director, SZCC, Thanjavur” should be enclosed along with the tender application form.
2. No interest shall be payable on the EMD. On finalisation of the rate contract, EMD will be returned to those tenderers who fail to get the contract.
3. On finalisation of the rate contract, the successful tenderer shall be called as “Contractor” and the Director, South Zone Cultural Centre shall be called as “SZCC”.
4. SZCC reserves the right to reject / accept the tender without assigning any reason thereof.
5. **SZCC reserves the right to divide the work order among tenderers.**
6. Before submission of the tender application, the tenderers are to make themselves fully conversant with the scope of work, technical requirements and specifications etc., so that no ambiguity arises later on.
7. The representative should bring an authorisation letter from the tenderer at the time of tender opening.
8. In case of any doubt regarding the contents and meaning thereof in the tender document, the tenderer may contact SZCC for clarification before submitting the tender application form.
9. Any queries made by SZCC should be promptly replied by the tenderer.
10. The financial bid should clearly indicate the particulars/percentage of tax, if any, to be borne by SZCC.
11. The tenderer will be totally responsible for complying with all rules & regulations concerning all taxes & duties.
12. The rate quoted should be on a fixed price basis. Request for enhancement of rate shall not be considered in a later stage / under any circumstances.
13. EMD of the contractor shall be kept with SZCC as ‘Security Deposit’ throughout the contract period.
14. **The contractor shall execute a contract agreement in bond paper of Rs.100/- on finalisation of the contract.**
15. Work Orders shall be given to the contractors as and when required.
16. SZCC reserves the right to terminate the contract at any time, if substandard items / services or any other deficiencies are found.
17. SZCC reserves the right to increase or decrease the requirement of items / services.
18. **The Contractor should not sublet the assigned task to a third party.**
19. The contract will be terminated at any time if the contractor is not adhering to the above terms and conditions and the security deposit will be forfeited.
20. Tenderers, who give satisfactory evidence of previous experience in will only be considered.
21. Duration of each programme and the time of reporting should be consulted with the Director / SZCC.
22. The percentage of GST and other statutory requirements, if any are to be clearly mentioned in the quotations by the tenderers.

23. Prescribed rate of IT will be deducted from the total payment.
24. **MAJOR CONDITION:- The Director, SZCC shall not be responsible for any damages out of any act of Natural Calamities.**
25. Payment will be made within a month of completion of the event and subject to completion of work and all contract obligations to the entire satisfaction of the competent authority.
26. The tenderers should take measures to protect the supplied items from rain or any other natural calamity.
27. No charges would be paid if the festival, for any reason, gets cancelled on or before 72 hrs of the scheduled date and time of the event. The tenderer should indicate the charges, if any, payable to him if the event is cancelled within 72 hrs of the scheduled date and time of the festival. Payment in that case would be subject to verification.
28. No additional charges would be paid to the tenderer; in case the dates of the festival are rescheduled. In case the tenderer back out of the contract, then he shall be liable to pay damages to the tune of 25% of the contract amount at the time of withdrawing from the contract.
29. If no application is received for any of the above services, it will be undertaken directly by South Zone Cultural Centre with the specified rules of GFR 2017, due to a shortage of time.
30. **The successful tenderer has to deposit 5% performance security / Bank guarantee of the tender value of Rs.20,00,000/- within seven days from the date of the award of the work order. No interest shall accrue on this deposit, which will be returned after the successful completion of the contract and after adjusting dues, if any, of the contractor.**
31. Should have average annual turnover minimum of **Rs.25,00,000/-**(please attach ITR/Relevant documents for the last three financial years) and certified by Chartered Accountant
32. Any type of damage/loss of SZCC property or human life by the contractor or by his personnel, the Contractor/Vendor is fully liable to indemnify the loss / to make compensation/ fines
33. **A non-blacklisting certificate should be furnished in an official declaration that a company or individual has not been blacklisted, debarred, or banned by any government or regulatory authority during the tender opening.**

Procedures for sending tender applications to the Director, SZCC, Thanjavur

Tender opening

1. Tender form complete in all respects, along with a **demand draft for Rs.1,00,000/-** drawn in favour of the Director, South Zone Cultural Centre, payable at Thanjavur, towards EMD (which is refundable), should reach SZCC, Thanjavur by 17 hrs on 27.07.2026
2. Tenders will be opened at the specified time and date by a committee in the office of SZCC in front of available tenderers.
3. After satisfactory verification of all tender application forms, Successful tenderer only will be issued a work order
4. Contract will be awarded to the tenderer who quoted the lowest rate. However, tenderers who engage in foul play by quoting a far lower rate than the market rate with an aim to get the contract will be rejected. There will be no compromise in the quality of items/services.
5. Any dispute arising out of this tender between the contractor and SZCC now or in future shall be settled by way of arbitration and shall be governed by the Thanjavur jurisdiction only.

Contract Agreement, Assignment & Execution of task and Claims by contractors.

1. The tender contractor should execute a contract agreement in stamp paper worth Rs.100/-immediately after receiving the award letter.
2. The contractor should execute the task assigned on receipt of and as per the work order.
3. **On execution of the work assigned, the contractor should raise a bill in duplicate and submit it along with a copy of the work order & approved rate list.**
4. **The period of contract is from 01st August 2026 to 31st December 2026. However, SZCC reserves the right to terminate the Contract at any time by giving One month notice in writing to the Vendor/Contractor without assigning any reasons.**
5. **The Vendor/Service provider is fully responsible for accidents, incidents and for any loss to property, injury to human being, loss of life etc.**
- 6.

(To be submitted by the tenderer in letter head)

DECLARATION BY THE TENDERER

I / We _____ (hereinafter referred to as the tenderer) being desirous of tendering for the work/service under, having fully understood the of work and having carefully noted all the terms and conditions, specifications etc., as mentioned in the tender document, do hereby declare that:-

1. Fully aware of all the requirements and agree with all provisions of the tender document.
2. Capable of executing the work in time as required in the tender.
3. Accept all risks and responsibilities directly or indirectly connected with the tender.
4. Not been influenced by any statement or promises by SZCC or any of its employees, but only by the tender document.
5. Financially sound and solvent to execute the tendered work.
6. Sufficiently experienced and competent enough to execute the work to the satisfaction of SZCC.
7. The information and statement submitted with the tender are true.
8. **Not been debarred from a similar type of work by SZCC and or any government undertaking bodies/department.**
9. This offer shall remain valid for acceptance for three months from the date of opening of the financial bid.
10. Accept that the earnest money deposit will be absolutely forfeited by SZCC if we fail to undertake the work or sign the contract within the stipulated period.
11. Ensure to execute the work as per the terms and conditions & as per the requirement.
12. Any dispute arising out of this tender between us and SZCC now or in future shall be settled by the way of arbitration and shall be governed by the Thanjavur jurisdiction only.
13. Shall execute a legal contract/agreement along with the undertaking in duplicate on stamp paper of worth Rs. 100/- immediately after the receipt of the award letter.
14. At any point in time during the contract, if we fail to execute any requirement as per the prescribed quality or financially become bankrupt, the Director of SZCC reserves the right to cancel the contract and give the work to any other appropriate party.
15. Agree and accept that the Director SZCC reserves the right to increase or decrease the requirement or items/services.

Place:

Date:

Signature & Rubber Stamp of Tenderer

Technical Bid :

Sl.No.	Description	To be filled by the Bidder
1.	Name of the Tenderer	
2.	Proprietor	
3.	Address	
4.	Goods and Service Registration No. (Enclose photocopy of the document)	
5.	PAN No. (Enclose photocopy of the document)	
6.	Details of the tender document cost	Rupees Draft No. Issuing Bank
7.	Details of EMD	Rupees Draft No. Issuing Bank
8.	Enclosed self-declaration duly notarised in Rs.100 non-judicial stamp paper declaring that the Agency has never been blacklisted by the Govt. or Non. Govt Agencies	Please mention (YES/NO)
9.	Enclosed copy of the EPF and ESI registration	Please mention (YES/NO)
10.	Enclosed copy of the Transport License	Please mention (YES/NO)
11.	Enclosed copy of the Labour License	Please mention (YES/NO)
12.	Enclosed integrity pact	Please mention (YES/NO)

Details of Experience in the relevant field, attach copies of experience certificate from the organisations of at least last five years :

Sl.No.	Period		Name of the organisation
	From	To	

Details of Turnover in the Last 03 years (three) Financial Year:

Financial Year	Turnover (In Rs.)	Enclosed copy of Relevant Document (Yes/No)
2023-2024		
2024-2025		
2025-2026		

(Authorized signatory)

TECHNICAL EVALUATION CRITERIA

Sr. No.	Evaluation Criteria	Maximum Marks
1	TECHNICAL CAPACITY OF THE BIDDER	
1.1	Number of similar event assignments in last 3 Years as shall be awarded marks as under: (minimum one assignment required to be eligible)	
	Number of Additional Events	Marks
	1 -2 events	5
	More than 2 events	10
1.2	Average turnover of the last 3 years	Marks
	25 lakh to 30 lakh	5
	More than 30 lakh	10
1.3	Relevant experience in the field related to similar event conceptualization, management and execution at any or multi-locations	
	Similar Works (physical events only)	Marks
	1 -2 similar event do any locations within the jurisdiction /member States & UTs of South Zone Cultural Centre(SZCC Jurisdiction States/UTs: Telangana, Andhra Pradesh, Karnataka, Tamil Nadu, Kerala, Puducherry, Andaman & Nicobar and Lakshadweep Islands)	5
	More than 2 events done at any locations within the jurisdiction /member States & UTs of SZCC	10
	Branch office in jurisdiction /member States & UTs of SZCC if any for easy organization of events/programs	5
1.4	Any similar event/programs done any locations organized by the South Zone Cultural Centre or any ZCCs in India	5

2	Conceptual plan for an event: Total execution plan for Conceptualize, Plan, Design, Organize, Produce, Coordinate, Direct, Manage, Publish, Execute and Deliver event.	
	Similar Works (physical events only)	Marks
2.1	Concept and creative theme, exclusiveness and originality of Proposal: Design and execution plan of the event.	5
2.2	Methodology and understanding of the venues and addressing all issues pertaining to an event of this stature.	5
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	Participation of VIP or VVIP in any of one similar event done at any location	15
TOTAL MARKS (1+2)		100

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.**

The financial proposals shall be given scores as follows:

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

$$\text{Composite score} = (\text{pe} \times 0.80) + (\text{pf} \times 0.20)$$

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

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

APPENDIX- I
DETAILS OF BIDDER

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

1.	Name of the event	12 th International Yoga Day Celebration 2026
2.	Name of the bidder firm	
3.	Registered office	Address (with pin code)
		TELEPHONE NOS. (WITH STD CODE) & MOBILE NUMBER
		FAX NOS. (WITH STD CODE)
		E-MAIL ID's
		WEBSITE
4.	GST No. (copy to be enclosed)	
5.	PAN card no (copy to be enclosed)	
6A.	Name and designation of the chief executive / Head of the firm	
6 B.	Postal Address	
7A.	Name and designation of the authority that is authorized to Sign the bid document	
7 B.	Postal Address	
8.	Tender Application fee of the DD	
9.	Other eligibility documents attached:	
9A.	Documents in evidence of past experience	
9 AI.	List of important clients & their contact details	
9 AII	Proof of such association like accreditations, memberships and certificates from Important past clients	
		(SIGNATURE OF BIDDER) (NAME, TITLE AND ADDRESS OF AGENCY)

APPENDIX- II
FORMAT FOR EVENT DATA SHEET

To:

THE DIRECTOR
SOUTH ZONE CULTURAL CENTRE THANJAVUR -
613004, TAMIL NADU

NAME OF THE FIRM:

EVENT NAME:		COUNTRY:
EVENT LOCATION WITHIN 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 EVENT:		
DESCRIPTION OF ACTUAL SERVICES PROVIDED:		
NAME & PHONE / MOBILE NUMBER OF CONTACT PERSON/OFFICE BY THE EVENT ORGANISER WHO CONTRACTED WITH YOUR FIRM (GOVT / OTHERS) IN THIS EVENT:		
NOTE: This is for the purpose of verifying the experiences, actual status, tender value, results after execution etc. of this event organized / executed by your firm/company)		
(SIGNATURE OF BIDDER) (NAME, TITLE AND ADDRESS OF AGENCY)		

APPENDIX- III

FINANCIAL PROPOSAL SUBMISSION FORM

NOTE: FINANCIAL PROPOSAL (QUOTE) SHALL HAVE TO BE GIVEN IN THE FORMAT AS PER THE FOLLOWING ITEMS:

Transport (local)

No	Name of Vehicle	Quotation					
		a/c 12 hrs With Kms	Non-a/c 12 hrs With Kms	a/c extra hrs	Non-a/c extra hrs	a/c extra kms	Non-a/c extra kms
1	Tata indica/ Indigo or if other Vehicle, specify.						
2	Innova/Xylo/Tavera Scorpio						
3	16 seater Van						
4	32 seater Van / Minibus						
5	62 seater Bus (3+2 seats in one row)						
No	Name of Vehicle	a/c 24 hrs With Kms	Non-a/c 24 hrs With Kms	a/c xtra hrs	Non-a/c xtra hrs	a/c xtra kms	Non-a/c xtra kms
1	Tata indica/ Indigo or if other Vehicle, specify.						
2	Innova/Xylo/Tavera Scorpio						
3	16 seater Van						
4	32 seater Van / Minibus						
5	62 seater Bus (3+2 seats in one row)						

Transport (Outstation duty)

No	Name of Vehicle	Min.Charge KMs/Day	Fare/KM	Driver /Day	Total Amount
1	Tata indica/ Indigo or if other Vehicle, specify.				
2	Innova/Xylo/Tavera Scorpio				
3	16 seater Van				
4	32 seater Van / Minibus				
5	62 seater Bus (3+2 seats in one row)				

Pick up (or) drop at Airport or Railway station (Chennai, Madurai and Trichy)

Name of the vehicle (A/C)	Chennai	Madurai	Trichy
Amount with Bata			
Innova			
Innova Crysta			
Ertiga			
Etios			
Swift Dzire			

Place:

Date:

Signature & Rubber Stamp of Tenderer