

Indira Gandhi National Centre for the Arts
11 Mansingh Road, New Delhi 110001

9 October, 2017

Sub: Tender for hiring of Services of Sound Designer, Multimedia Projection Expert and Professional Video Editor for an Exhibition

IGNCA is a premier internationally renowned autonomous body under the aegis of the Ministry of Culture, Government of India and is going to organise an exhibition as a part of its multifaceted activities. Sealed Tenders under two bids i.e. (i) Technical Bid and (ii) Financial Bid are invited for the forthcoming Exhibition from reputed Sound Designers, Multimedia Projection Expert and Professional Video Editor for providing services in successfully organising the exhibition / event. The Concept Note of the Exhibition is attached with this document. The exhibition will have apart from ethnographic objects, multi-media projections and installation.

The Tenders are invited to be submitted in 2 Bid system in two separate sealed envelopes, one containing technical bid and another containing the financial bid and both in a big envelope with super scribing the name of the position like Sound Designer/ Multimedia Projection Expert/ Professional Video Editor.

The Tenders must be addressed to Director, IGNCA and reach the office (Janapada Sampada Division, 3rd Floor, 11, Mansingh Road, New Delhi) on by 16th October, 2017. The Tender envelope should be superscribed with the category of professional service. The Tender should be submitted by hand and not by post or fax/ email. Tender received after the due date/ time will not be accepted. The Tender would be opened on 17th October, 2017 at 3:30 pm. The financial bid would be opened only for those who qualify in the technical bid. The date and time of opening financial bid would be intimated later on.

IGNCA reserves the right to accept or reject any Tender without assigning any reason.

The terms and conditions, technical bids specification and financial bids specification are given respectively at Annexure 1, Annexure 2 and Annexure 3.

Director, IGNCA

11 Mansingh Road, New Delhi 110001

TERMS & CONDITIONS

1. Tenderer should ensure that the tender is received before the date and time as specified.
2. The sealed Tender shall be addressed to Director, IGNSA, 11 Mansingh Road, New Delhi.
3. **Ernest Money Deposit** (Rs.10000/- each) in the form of account payee Bank Demand Draft/ Banker's cheque in favour of IGNSA, New Delhi. EMD will be refunded to unsuccessful bidder at the earliest after expiry of financial bid validity and latest on or before 30th day after the award of Contract. Tender without EMD should be considered unresponsive and rejected.
4. The rates should be given in figures and words and will be inclusive of all taxes etc. Nothing extra shall be paid on any account.
5. The rates quoted by the Tenderer shall be valid for acceptance for a period of five months from the date of opening of the Tender.
6. All corrections/ over writing wherever filing tender must be initialled by the Tenderer.
7. The conditional Tender will not be accepted.
8. If the work is done less than one month, the payment will be released on proportionate basis.
9. Terms and Mode of payment:
 - a. Payment will be made after completion of satisfactory completion of work on acceptance by IGNSA
 - b. The bidder shall submit copy of PAN/ VAT Registration Number and online banking details to IGNSA for release of payment
 - c. The cost will be inclusive of transportation and delivery at the venue/ office
 - d. TDS will be deducted as per rule.
10. IGNSA reserves the right to reject or accept any Tender without assigning any reason. Decision of the IGNSA in this regard, will be final and binding to the Tenderer.

TECHNICAL BIDS SPECIFICATIONS
Scope of Work

A Scope of work of Sound Designer:

Sound Designer will be responsible for making audio clippings, sound effects, whether recorded or live for a specific production. He/she will also be responsible for setting up the Sound playback equipments and also give list of equipments needed for hiring as may be required for the Exhibition

B Scope of work of Multimedia Projection Expert:

Multimedia project expert will be responsible for preparing audio-visual/ virtual walls using multiple technologies and artistic methods to create specific effects by creating realistic images by controlling light, colour, shadow, texture and movements as may be required for the and during the exhibition.

C Scope of work of Professional Video Editor:

Professional video editor will be responsible for editing of clips as may be required for the Exhibition from the available footage with this Centre.

TECHNICAL ELIGIBILITY DOCUMENTS TO BE SUBMITTED BY ALL:

- i) A Biodata with educational and professional qualifications
- ii) A minimum 10 years of professional experience with supporting documentary evidence
- iii) List of past activities undertaken including atleast 3 in Government/ reputed cultural institutions in last 5 years with supporting documentary evidence.
- iv) Relevant experience of firm that best fit with the proposed assignment.

FINANCIAL BID

Service Provider	Charges for 1 month (in Rupees)
a)Sound Designer	
b)Multimedia Projection Expert	
c)Professional Editor	

Note: If the work done is less than one month, the payment will be released on proportionate basis.