



**Rabindranath Tagore Centre**  
**Indian Council for Cultural Relations**  
**9A, Ho Chi Minh Sarani, Kolkata – 700071**  
**T:033-2282 2895 / 0401**

**TENDER FOR HIRING OF MANPOWER FOR OPERATION OF**  
**RUNNING STAGE LIGHT /SOUND & VEDIO PPOJECTION SYSTEM**  
**AT SATYAJIT RAY AUDITOIUR, RTC, ICCR, KOLKATA**

Ref. No: ZOE/Tender/SLO/2024-25

Dated 23/04/2024

Sealed offers are invited for the above job for two years from resourceful interested light/sound agencies having valid Trade License, PAN No & GST Tax Registration Certificate, Credentials for this type of job and current IT Return.

Interested bidders are requested to download the tender document from the **CPP Portal** and from **ICCR ZOE, Kolkata & Tagore Centre ZOE website** [www.iccr.gov.in](http://www.iccr.gov.in) & [www.togorecentreiccr.org](http://www.togorecentreiccr.org) **on 25<sup>th</sup> April 2024, Thursday from 3.00 pm onwards. Closing date of the tender on 15<sup>th</sup> May 2024, Wednesday at 3.00 pm and opening of tender document on 16<sup>th</sup> May 2024 Thursday at 3.00 pm, RTC, ICCR, Kolkata premises.**

Interested vendors may have their office in Kolkata for immediate response.

The Director reserves the right to accept any or reject any or all offers without assigning any reason what-so-ever.

Director & Zonal Head (East)  
DIRECTOR  
ZONAL OFFICE (EAST)  
INDIAN COUNCIL FOR CULTURAL RELATIONS  
(MINISTRY OF EXTERNAL AFFAIRS, GOVT. OF INDIA)  
RABINDRANATH TAGORE CENTRE  
9A, HO CHI MINH SARANI, KOLKATA-700071


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## Tender Notice

TENDER FOR HIRING OF MANPOWER FOR OPERATION OF RUNNING STAGE LIGHT /SOUND & VEDIO PROJECTION SYSTEM INSTALLED AT SATYAJIT RAY AUDITOIUR, RTC, ICCR, KOLKATA.

01.	Tender No.	ZOE/Tender/SLO/2024-25
02.	Title of the tender	Hiring of manpower for operation of stage light/sound/video projection system.
03.	Product category	Manpower requirement (one Light Operator, one Sound Operator & one Stage Assistant)
04.	Types of Bidding	Two Biding system (Technical Bid & Financial Bid)
05.	EMD value	1,00,000/-
06.	Cost of tender document	1,000/-
07.	Tender announcement date & time	Thursday, 25 <sup>th</sup> April 2024 from 3.00 pm onwards
08.	Last date of tender & date	Wednesday, 15 <sup>th</sup> May 2024 at 3.00 pm
09.	Time of submission	9.30 am – 6.00 pm
10.	Date of opening of tender	Thursday, 16 <sup>th</sup> May at 3.00 pm
11.	Work description	Manpower services for operation of stage light/sound/video equipment.
12.	Experience	At least 5 years experience in the same filed.
13.	Contact person with address & telephone nos.	Programme Officer, Indian Council for Cultural Relations Zonal Office (East) 9A, Ho Chi Minh Sarani, Kolkata – 71 Phone: 033-2282-2895/0401

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**Scope of Work**

**Engagement and Services**

Running operation/maintenance of running stage light/sound and video projection system installed at Satyajit Ray Auditorium, RTC, ICCR Kolkata.

**Details of Satyajit Ray Auditorium, RTC, ICCR Kolkata**

Srl. No.	particulars	Details
01.	Hall capacity	272 seats
02.	Length of the stage	32 feet
03.	Breadth	22 feet
04.	Height	15 feet
05.	Working hours	8.00 am to 10.00 pm

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**TECHNICAL REQUIREMENT FOR THE TENDERING  
COMPANY/AGENCY**

**The tendering manpower company / firm/agency should fulfill the following technical specifications:**


1. The registered office or the branch offices of the man power providing company/firm should be located in Kolkata, West Bengal for better co-ordination.
2. The agency will also ensure that the manpower provided by the agency is of good moral character, well behaved, skillful in the trade required for the performance of the duties assigned and does not indulged into any activity harmful to the reputation and image of the RTC, ICCR Kolkata or its employees.
3. In the event of any complaint received by the ZOE ICCR Kolkata against any of the employees/workers of the agency, the same shall be forwarded to the agency for remedial action and the agency is expected to take such action expeditiously.
4. His/Her antecedents should have been verified by the agency from local police authorities.

**DURATION OF CONTRACT**

The contract will be valid for **two (2) years** from the Date of issue of work order. The same may be extended for further one (1) year on satisfactory performance of the company/agency.



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Contract may be terminated at any time by either of the party during its currency by giving one month notice to the other party in writing without showing any reason thereof.

Payment will be made on monthly basis submission of bills.

For details of the job if you required any clarification you may contact to our Zonal Office (East) at RTC, ICCR Kolkata.

The ICCR shall not be liable for injury of any employee who are deployed by you within/outside the ICCR premises at the time of execution of the work order.

You shall not transfer, partially or fully, the benefits of this agreement to any individual/Firm/company etc. at any time within the agreement period.

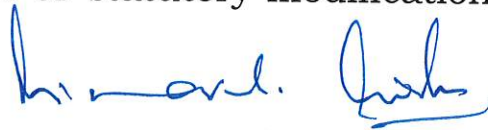
It is hereby made clear that this contract is a commercial contract by and between the ICCR and yourself. There will be no employer-employee relationship between the ICCR and yourself. So under no circumstances you or your employees will be the employees of the ICCR and therefore, you or your employees will not be entitled to rights, privileges, benefits, etc. which are extended to the employees of the ICCR.

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DIRECTOR  
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INDIAN COUNCIL FOR CULTURAL RELATIONS  
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If any dispute or difference shall at any time arise between the two parties in respect of this order or concerning anything herein contained or arising out of this order, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Director, ICCR, 9A Ho chi Minh Sarani, Kolkata – 700 071. The decision of the Arbitrator shall be final and binding on the parties. The Hon'ble High Court at Kolkata shall have exclusive jurisdiction as regards any dispute/arbitration under these terms irrespective of any jurisdiction clauses mentioned hereinabove or subsequently in other place(s). The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and rules made thereunder of any enactment or statutory modifications thereof for the time being in force.



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Rabindranath Tagore Centre  
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**Essential Conditions:-**

Tender shall be submitted in sealed envelope addressed to The Director, Rabindranath Tagore Centre, Indian Council for Cultural Relations (ICCR), 9-A, Ho Chi Minh Sarani, Kolkata -700071 super scribing the envelope Tender No., date and due date on the top of the envelope.

Contractor having current Trade Licence, PAN No., GST No, Registration Certificate, Current IT Return and Credentials in support of the similar type of work are eligible to apply.

Contractor having 5 years of working experience in the similar field, supported by document in the same name and style with similar type of office or with well-known organization at the time of bid opening. Those who have sufficient qualified technical manpower and work independently can participate in this tender.

The Director reserves the right to accept any or reject any or all offers without assigning any reason whatsoever.

Verified  
PO(20E) Shankar  
23/11/24

Director & Zonal Head (East)

DIRECTOR  
ZONAL OFFICE (EAST)  
INDIAN COUNCIL FOR CULTURAL RELATIONS  
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**Offer for running operation/maintenance of running stage  
light/sound and video equipment system installed at Satyajit  
Ray Auditorium, RTC, ICCR Kolkata against**

Tender No: ZOE/Tender/SLO/2024-25

Dated: \_\_\_\_\_

From: \_\_\_\_\_  
Tenderer's Name

To: To, The Director  
Rabindranath Tagore Centre  
Indian Council for Cultural  
Relations, 9A Ho Chi Min Sarani  
Kolkata - 700 071.

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

Telephone No(s) \_\_\_\_\_

E-mail ID \_\_\_\_\_

Mobile No. \_\_\_\_\_

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23/4/24  
PO(20B)



DIRECTOR  
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**DECLARATION**

I \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_

Signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law:

Signature of the authorized person:

Full Name:

Company Seal

Date:

Place:



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**Maintenance Charges:-**

Sl. No.	Description	Monthly charges (Rs.)	Yearly charges (Rs.)	Charges for 2 Yrs. (Rs.)
01.	Rate for operation and maintenance of running stage light/sound and video equipment system installed at Satyajit Ray Auditorium.			

**Date:**



**Signature of the Tenderer with seal**

Verified  
PO(20E) *Shawel*  
23/4/24

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