



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF
REHABILITATION TRAINING AND RESEARCH**

(Ministry of Social Justice & Empowerment,
Department of Empowerment of Persons with Disabilities, Govt. of India)
OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.
Tel. No: 0671-2805552, 2805 778, FAX: 0671 2805862.
Website: www.svnirtar.nic.in
E-mail: nirtar@nic.in & svnirtar@gmail.com

Tender No- ISACON/2022-23/02

Date: 31.08.2022

TENDER NOTICE

FOR

Stage arrangement and audio-visual setup on rental basis for 2 days National Conference of Anesthesiologists (ISACON Odisha 2022) at SVNIRTAR, Olatpur

Name of work	Last date and time of submission of Tender	Date and time of opening of Tender
Stage arrangement and audio-visual setup on rental basis for 2 days National Conference of Anesthesiologists (ISACON Odisha 2022) at SVNIRTAR, Olatpur	05.09.2022 at 12:30 hrs.	05.09.2022 at 14:30 hrs.

Quotations are invited from Event organizers/ audio-visual equipment providers dealing with event management/ audio-visual equipment setup for conferences/ meetings, possessing valid GSTIN and having sufficient experience in concerned area, for execution of the above work so as to complete the same within specified time period.

Quotations, clearly specifying GST, to be deposited in the Office of the under-signed at SVNIRTAR, Olatpur during office hours on or before last date & time mentioned above.

Officer-in-charge,
Const. & Maintenance Division

To

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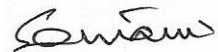
GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

1. All arrangements are required on 10th and 11th September 2022 at SVNIRTAR, Olatpur during the ISACON Odisha 2022 conference.
2. Price to be filled up in the prescribed format at **Schedule-A** clearly both in figures as well as in words. Any ambiguity in quoting the rates shall disqualify the bidder.
3. The rates are to be quoted in Indian currency only. The rates and taxes etc. will remain unchanged throughout the contract period.
4. Quotation must accompany the following documents:
 - a) Copy of valid GSTIN.
5. SVNIRTAR would award the contract either for all the items or some of the items mentioned in the Schedule-A. The requirements may be altered by SVNIRTAR, as and when required depending upon the situation.
6. No residential accommodation can be provided to the event manager/ equipment supplier or his team of workers during execution of work.
7. The event manager/ equipment supplier shall use own tools, equipments and labour etc. as required for the executing the work.
8. The event manager/ equipment supplier is responsible for due compliance of laws/ norms relating to safety during execution of work. The entire risk and responsibility pertaining to this contract regarding the safety & security of men, materials & machine shall rest on the event manager/ equipment supplier.
9. The contract shall be covered by Contract Labour (Regulation and abolition) Act 1970 and Contract Labour (Regulation and abolition) Central Rule 1971 with all amendments.
10. In case of breach of any laws, acts, rules mentioned above or any terms of contract mentioned herein, the contract shall be cancelled automatically.
11. The event manager/ equipment supplier must have sufficient & competent work force to do the repair and maintenance works promptly.
12. The event manager/ equipment supplier shall execute the contract through own work force. Sub-contracting will not be allowed.
13. Work will be executed as per instructions of Officer-in-charge.
14. Officer-in-charge shall have the right to stop the execution of work at any stage or time, if the quality of work is found inferior, if the progress of work slower or if the work is not executed as per specifications / instructions of Officer-in-charge.
15. The event manager/ equipment supplier shall not cause any damage to the work, nor shall hinder other contractors' works. The cost of any damage done by the event manager/ equipment supplier to the existing infrastructure of the Institute or other contractors' works shall be borne by the defaulter with additional penalty as decided by the Director, SVNIRTAR.
16. The event manager/ equipment supplier shall make arrangement for all cables as required for TV display, LED screen display, videography, laptop to projector connectivity etc.

17. All audio-visual equipments should be of professional quality & manufacture viz., JBL/ Peavey/ Sony/ Philips/ Harman Kardon/ Yamaha or equivalent.
18. Execution work and installation of fittings etc. (as per work order) is the entire responsibility of the event manager/ equipment supplier. No extension of time shall be allowed for the completion of work. No payments shall be made if the contract is not executed as per requirement on the specific dates of the event.
19. Payment shall be released electronically approximately within 30 days after satisfactory execution of work as per terms of contract and submission of bill. Taxes/ duties, as applicable, shall be deducted at source.
20. In case of failure in executing the work, as per terms of contract, the contract shall be terminated.
21. In case the event manager/ equipment supplier commits any breach of contract, the Institute may at any time by Notice in writing summarily terminate the contract without compensation to the event manager/ equipment supplier for any reason.

22. DISPUTES & ARBITRATION:

- a) All the disputes relating to the meaning and instructions under this contract hereinbefore mentioned shall be referred to the High Court of Odisha, Cuttack and any decision in this regard would be final for both the parties.
- b) Director of Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR) reserves the right to cancel or reject any one or all the offers without assigning any reason thereof.



Asst. Engineer (Civil)

The bidder has to sign below as a token of acceptance of the above terms and conditions.

Authorized signatory with seal and date :

Name of bidder/ firm with complete postal address :

Schedule – A

BOQ for Stage arrangement and audio-visual setup on rental basis for 2 days National Conference of Anesthesiologists (ISACON Odisha 2022) at SVNIRTAR, Olatpur

The bidder has to be quote rates as per format given below. After filling up this form, please put your signature, seal and date.

Sl. No.	Description of work	Quantity	Rate (₹) per day	Amount (₹)
1	Providing professional quality audio system (on rental basis) for conducting seminar for a gathering of about 250 participants inside auditorium of SVNIRTAR, Olatpur. This would include amplifiers, mixers, MP3 player, stand based and cordless microphones, gooseneck microphones for podium, collar microphones for speakers etc., sound boxes, monitors, cables etc., complete.	2 days		
2	Providing professional quality audio system (on rental basis) for conducting seminar for a gathering of about 100 participants inside Seminar Hall of PMRD, SVNIRTAR, Olatpur. This would include amplifiers, mixers, MP3 player, stand based and cordless microphones, gooseneck microphones for podium, collar microphones for speakers etc., sound boxes, monitors, cables etc., complete.	2 days		
3	Live video coverage with recording using professional video camera (2 nos.) with tripods and making arrangement for display for live video footage using 6 nos. of LCD/ LED TV sets including all cabling, video/ audio switcher etc.	2 days		
4	Arrangement for live video display on LED screen of size 12' x 10' including all cabling, as per requirement	2 days		
5	Providing 10 nos. of laptop computers on rental basis, along with charger, having Windows OS and preloaded with MS Office and anti-virus including power supply arrangement (extension cables) to these laptops wherever required on the event venue.	2 days		
6	Providing and fixing of short throw projector on rental basis for a clear live projection of 10' x 8' size (approx.)	2 days		
7	Stage decoration for both the venues (Auditorium & PMRD Seminar Hall) with flower decoration, cut-outs, back drop etc., with design approval by Officer-in-charge. (The decoration to be made/ maintained for 2 days.)	2 days		
Total				
GST				
Total (including GST) in figures :				

Authorized Signatory with Seal and date