

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE DIVISIONAL FOREST OFFICER::SOCIAL FORESTRY DIVISION
EAST KHASI HILLS::SHILLONG**

SHORT NOTICE INVITING QUOTATION

No: -SF/E/Cherry Blossom/2019-20/1187-93

Dated Shillong the 10th October/2019.

Quotations are invited in sealed envelope for any or all of the item of works mentioned in Annexure -I for the 4th India International Cherry Blossom Festival 2019 at 5th Ground Dalang Open Stage, Polo, Shillong to be held from 13.11.2019 to 16.11.2019, East Khasi Hills District, Shillong.”

The Quotations will be received up to 28.10.2019 at 01:00 PM

Quotations will be opened on 28.10.2019 at 04:30PM in the O/o The Divisional Forest Officer, Social Forestry Division, East Khasi Hills, Shillong.

Representatives of the firm(s) may be present at the time of opening of the quotation, if they so desire. The quotations should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable for rejection.

1.The quotations should be submitted for any or all of the item of works stated in Annexure-I. The quotation must bear original signature and furnish the following documents:

- i. Attested valid copy of Trading License for Non-Tribal.
- ii. Uptodate Financial Stability Certificate from any Financial Institution.
- iii. All relevant documents /certificates pertaining to GST Rules.
- iv. Attested copy of latest photograph of the bidder.
- v. Earnest Money @ 2% for General and @1% for SC/ST of the quoted amount by way of Bank Draft in favour of “The Divisional Forest Officer, Social Forestry Division, East Khasi Hills, Shillong”.
- vi.Firms/Agencies having past experience of making arrangement for similar events shall be given preference (supporting documents like work order, photos to be furnished).

2. The quotations shall be submitted to the O/o The Divisional Forest Officer, Social Forestry Division, East Khasi Hills, Lower Lachumiere, Forest Management Buildings in a sealed envelope.

3. Quotation received after closing date/time will not be considered.

4. Rates quoted should be inclusive of G.S.T, Service Tax, transportation, Loading, unloading & reloading including removing of all the structures and restoration of the ground etc. All structures/ materials are to be dismantled and removed within 1(one) day after the programme and the Ground to be cleaned up to the satisfaction of the Forest & Environment Department, Meghalaya at no extra cost.

5. Income tax and any other taxes if applicable will be deducted from the bill.

6. The rates must be quoted both in figures and words and over writing should be avoided.

7. Each bidder shall submit only one quotation.

8. Earnest Money of unsuccessful bidders will be released by the office after the selection process of successful bidder is finalized.

9. The quality of the material to be used has to be vetted by the representatives of Forest & Environment Department, Meghalaya before awarding of the work. If the material is not found satisfactory, the quotation may be rejected and the next lowest bidder may be considered.

10. The quantity/specification shown against items is approximate and may vary as per demand of the department at the time of placing the order.
11. Stability and safety of the structure will be the responsibility of the firm.
12. The items/ materials used/supplied must be new and of good quality and of reputed brands.
13. The contractor will be responsible for safety and security of his/her materials.
14. Necessary cleaning, dressing and levelling of the ground and approach road to pandals are to be carried out at no extra cost.
15. Before quoting the rates, the agency/firm shall be advised to inspect the site and working condition thereof.
16. The successful bidder shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered items or part thereof to any other party.
17. Any defect found in the work carried out by the contractor will have to be rectified -free -of -cost by the contractor. For any emergency situation, the contractor will provide solution related to his /her work at no extra cost.
18. The contractor shall have to comply with the provisions of all prevailing Labour Laws related to work assignment.
19. Any accident during erection and dismantling of pandal/stage will be the responsibility of the firm.
20. The videography is to be submitted to the O/o The Divisional Forest Officer, Social Forestry Division, East Khasi Hills, Shillong.
21. The payment will be made once the fund is released by the Government after completion of the work on submission of bill by the firms.
22. The Forest & Environment Department, Meghalaya reserves the right to modify the specification wholly or partly without assigning any reason.

In case of any dispute, the Forest & Environment Department, Meghalaya's decision will be final.

Sd/-

Divisional Forest Officer,
Social Forestry Division,
East Khasi Hills, Shillong.

Annexure-I

Item of works: - Quotation are invited for any or all of the item of works given below for 4th India International Cherry Blossom Festival at 5th Ground Dalang Open Stage, Polo, Shillong to be held from 13.11.2019 to 16.11.2019, East Khasi Hills District, Shillong

Item No.	Description of item of works	Size/specification	Unit
1	<p>1. Erection of stalls and pandals, VIP Pandals, VIP Passage, Judges pandal including platform, ceilings, carpeting, tables, clothes, chairs, lighting, generator etc at 5th Polo Ground.</p> <p>2. i) Dalang Stage preparation, carpeting, ceiling, decoration, lighting, sitting arrangement, podium etc. ii) drum platform, carpeting iii) fashion ramp, carpeting</p> <p>3. Construction of: i) Green room ii) Dressing room with dressing table iii) Control Room for Department iv) Sound/light/Videography Control Room v) Medical Emergency Room vi) Temporary toilets For complete work of item from 3(i) to 3(vi) including carpeting (except toilet), lighting, water supply etc.</p> <p>4. Providing Black sidewall masking for security.</p> <p>5. Provision for Police Control Room including carpeting, lighting, tables, chairs etc.</p> <p>6. Provision for Checking Room including carpeting, lighting, tables, chairs etc.</p> <p>7. Providing Mojo Barricade round stages and ground entrance for security.</p>	<p>i. Stall=144Sq.ft(12’x12’) ii.VIP Pandal=1200Sq.ft (40’x30’) iii. VIP entrance=1050Sq.ft (70’x15’) iv. Judges Platform =100Sq.ft(10’x10’)</p> <p>1780 sq.ft 144Sq.ft (12’x12’) 192sq.ft (8’x24’)</p> <p>1000sq.ft (50’x20’) 288Sq.ft (12’x24’) 288Sq.ft(12’x24’) 288Sq.ft(12’x24’)</p> <p>144Sq.ft(12’x12’) -</p> <p>6000 Sq.ft(400’x15’)</p> <p>288 Sq.ft(12’x24’)</p> <p>144Sq.ft(12’x12’)</p> <p>575 RM</p>	<p>100 nos 1No 1No 1No.</p> <p>1No 1No. 1No.</p> <p>1No. 1No. 1No. 1No.</p> <p>1No. 8Nos</p> <p>1No.</p> <p>1No.</p> <p>1No.</p>
2	Lighting arrangement for night illumination for public safety and sound system including generator etc.	Light tower-1 Halogen lamps-15 nos Generators-63KVx2	4 days
3	Audio Visual system for projection to giant screen to highlight events, announcement, public notices including generator etc (for complete work).	10ft x12ft outdoor LED screen Generators	4 days

Item No.	Description of items	Size/specification	Unit
4	1. Refreshment for opening ceremony for State Dignitaries and officers. 2. Refreshment for closing ceremony for State dignitaries and officers. 3. Refreshment for officials and Volunteers at the stalls. 4. Refreshment for Volunteers and core participants/artist who are participating in the events. 5. Refreshment for Security personnel and core Department staff.	VIP-150 Officials & Participant -500 VIP-150 Officials & Participant -500 Lunch-250 Dinner-250 Lunch-250 Dinner-250 Lunch-50 Dinner-50	1 day. 1 day. 4 days 4 days 4 days
5	1. Video documentary film of 4 th India International Cherry Blossom Festival, 2019. 2. Video documentation of different events at Polo Ground of 4 th India International Cherry Blossom Festival,2019.	20-25 Min/Hr	4 days 4 days event
6	1. Sound & Light for Day 1 including Genset 4 Nos. etc at Polo Ground. 2. Sound & Light for Day 2 including Genset 2 Nos. etc at Polo Ground. 3. Sound & Light for Day 3 including Genset 2 Nos. etc at Polo Ground 4. Sound & Light for Day 4 including Genset 2 Nos. etc at Polo Ground.	Sound: Guitars amp, Keyboards amp, Drums, microphones, etc Lights: sharpy, par cans, par 64, blinders, goal post truss, etc. Generators: 83 kv 62.5 kv 30 kv Sound: Guitars amp, Keyboards amp, Drums, microphones, etc Lights: sharpy, par cans, par 64, blinders, goal post truss, etc. Generators: 62.5 kv 30 kv Sound: Guitars amp, Keyboards amp, Drums, microphones, etc Lights: sharpy, par cans, par 64 blinders, goal post truss, etc. Generators: 62.5 kv 30 kv Sound: Guitars amp, Keyboards amp, Drums, microphones, etc Lights: sharpy, par cans, par 64 blinders, goal post truss, etc. Generators: 62.5 kv 30 kv	1 No 1 No 2 Nos 1 No 1 No 1 No 1 No 1 No 1 No

NOTE: - Rates quoted should be inclusive of GST, service tax, transportation, Loading, unloading & reloading and removing all the structure etc.