

**Consulate General of India  
Frankfurt**

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**INVITING TENDER FOR**

**I. Setting up of stage of 10,00m x 6,10m size, LED video wall, audio systems, providing security, cleaning services and other basic amenities at Rudolfplatz, Cologne on 6<sup>th</sup> June 2020 in connection with celebration of Indien Fest.**

**II Setting up of stage of 6.8m x 4.40m size, audio systems and providing other basic amenities at Roncalliplatz, Cologne on 21 June 2020 in connection with celebration of International Day of Yoga.**

**III. Setting up of stage of 10,00m x 6,10m size, LED video wall, audio systems, providing security, cleaning services and other basic amenities at An Der Hauptwache, Frankfurt on 26-27 June 2020 in connection with celebration of Indien Fest and International Day of Yoga.**

1. The Consulate General of India, Frankfurt invites bids from the professionally qualified companies for setting up stages of the above specifications with video wall and audio systems and providing security, cleaning and other basic amenities at the three locations mentioned above.

2. Separate **SEALED** envelopes "A" & "B" consisting of the following documents shall be duly super-scribed with titles:

(i) **"SETTING UP STAGE OF 10,00m x 6,10m SIZE, LED VIDEO WALL, AUDIO SYSTEM, PROVIDING SECURITY, CLEANING AND OTHER BASIC AMENITIES in Rudolfplatz, Cologne on 6<sup>th</sup> June 2019"**

(i) **"SETTING UP OF 6.8m x 4.40m SIZE, AUDIO SYSTEM, AND PROVIDING OTHER BASIC AMENITIES at Roncalliplatz, Cologne on 21 June 2020"**

(iii) **"SETTING UP STAGE OF 10,00m x 6,10m SIZE, LED VIDEO WALL, AUDIO SYSTEM, PROVIDING SECURITY, CLEANING AND OTHER BASIC AMENITIES at An Der Hauptwache, Frankfurt on 26-27 June 2020"**

**Cover A** : Technical Bid Document should contain (Proforma at Annexure-I):

Tenderer should demonstrate and explain their professional and practical experience of similar works undertaken in the last 3 years in Germany.

**Introduction and Credentials of Tenderer:**

1. Name of Company
2. Full address with contact details
3. Names of Directors/Partners
4. Type of Company(GmbH) etc.
5. Company Registration No.
6. VAT No.
7. Previous experience in Germany.

**Introduction and Credentials of Tenderer:**

This should be a brief introduction, background, company details, credentials, and past performance of the Tenderer and may attach any other documents such as company profile, company brochures, achievement of the company etc. Scope of Work (duly signed) Terms and Conditions of contract (duly signed)

**Cover B:** Financial Bid Document should contain:

- i. Cost Estimates-Tenderer should submit detailed cost estimates with reference to Scope of work
- ii. Form of Tender- (Lump sum price to be quoted on this form by Tenderer) to be provided on the letter Head of the Company and duly signed)

**Note: The financial bid of those could not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.**

3. Both sealed covers (Technical and Financial as indicated above) should be kept in an outer cover/envelope indicating:

- (i) "SETTING UP STAGE AND PROVIDING OTHER BASIC AMENITIES in Rudolfplatz, Cologne on 6<sup>th</sup> June 2019";
- (ii) "SETTING UP STAGE AND PROVIDING OTHER BASIC AMENITIES at Roncalliplatz on 21 June 2020" and
- (iii) "SETTING UP STAGE AND PROVIDING OTHER BASIC AMENITIES at An Der Hauptwache, Frankfurt on 26-27 June 2020".

Tender should be sent by Registered post to "The Consul (PIC), Consulate General of India, India, Frankfurt or may be handed over, against proper receipt, at the Consulate General of India, Frankfurt."

4. The Schedule of submission, opening etc of the Tender/Bid are as follows:

A Published Date:	28.02.2020
B Bid Submission Start date:	28.02.2020
C Bid Submission End date:	26.03.2020
D Technical Bid Opening date:	27.03.2020

5. Tenderer is requested to inspect all the venues in order to assess the work to be done before submission of Tender/Bid/quotation and may contact Consul(PIC), Consulate General of India, Frankfurt on telephone No.0069-15300541 or send request by email at picoffice.frankfurt@mea.gov.in for any clarification.

6. Any further information or clarification which the Tenderer may require in order to complete Tender may be obtained from the abovementioned officers of the Consulate General of India, Frankfurt. All information requested by and supplied to one Tenderer will be supplied to all Tenderers.

7. The Consulate General of India, Frankfurt reserves the right to reject any or all bids without assigning any reasons, if not found suitable.

8. Terms of payment are subject to negotiations, if the estimates are accepted.

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**Scope of Work:**

**Venue No.1 : Rudolfplatz, Cologne, 6<sup>th</sup> June 2020**

- 1) Stage (61 m<sup>2</sup>) 10,00m x 6,10m
- 2) 18m<sup>2</sup>. LED Video wall as stage background (to display backdrop and background pictures at the time of performances)
- 3) TW-Audio Vera 20  
Speaker-system
- 4) Monitor speaker for the stage
- 5) SENNHEISER XSw E-Band Wireless microphone (hand-held and/or headset)
- 6) Other microphones for instruments etc.
- 7) ALLEN & HEATH iLive-T80 inkl. IDR48 + DANTE-Card Digital full-size mixing console
- 8) ARENA-1202 L Dimmer. Dimmer for stage lights
- 9) EUROLITE Theatre Spot 650/1000 Fresnel sw (Lamps for stage lighting)
- 10) Mastertent FOH-Zelt (Tent for the mixing console)
- 11) Fence in front of the stage and for the backstage area (Fence in front of the stage are needed because of VStättVO §29 Satz 1)
- 12) 300 chairs (to be placed in front of the stage for guests/dignitaries)
- 13) Five outdoor event umbrellas (large size).
- 14) Foldable pavillon 6x3m, white with sidewalls and weights for the backstage area (Storage rooms, changing rooms and technical)
- 15) Bench-set consisting of a table and 2 benches for the backstage area.
- 16) White chair for backstage area
- 17) 2 mirrors for backstage area
- 18) Two backstage toilets (One for gents and one for ladies)
- 19) 5 Toilets for general public (including one for handicapped)

- 20) One 5x3m tent for information desk for use by the consulate with all sides covered except front with six chairs, two tables, two side racks and one portable fan).
- 21) Central water supply
- 22) Power supply for the stage and video wall.
- 23) Cable covers/bridges
- 24) Crew/Service (Audio engineer, Stage hands/stage crew, Organisation during the event, Electricity, General setup/teardown)
- 25) Stehtisch, weiß, Durchmesser 80cm
- 26) Bierzeltgarnituren (1 table/Tisch (220x50cm), 2 benches/Bänke)
- 27) Electricity supply for the event.
- 28) All logistical support and equipment required to mount, and dismount the above-mentioned items at the venue.
- 29) 4 Security Guards for 10hrs from 1100 to 2100hrs.
- 30) Cleaning of venue and disposal of garbage after the event is over.

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**Scope of Work:**

**Venue No. 2 : Roncalliplatz, Cologne on 21 June 2020.**

- 1) Stage (29.92 M2) **6.8m x 4.40m**
- 2) TW-Audio PA-SYS – One  
Speaker system (Details)  
2xTW Audio T24N  
2xTW Audio B30  
2xPowersoft K3DSP  
div.Speakonkabel
- 3) SENNHEISER XSw E-Band Wireless microphone (hand-held and/or headset)
- 4) BEHRINGER X32 Rack: Digital audio mixer incl. Ipad
- 5) Service: Should include Setup, Audio engineering during the event, Teardown
- 6) Electricity supply for the event.
- 7) Supply of water to the participants (300-400 persons).

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**Scope of Work:**

**Venue No. 3 : An Der Hauptwache, Frankfurt on 26-27 June 2020**

- 1) Stage (61 m<sup>2</sup>) 10,00m x 6,10m
- 2) 18m<sup>2</sup>. LED Video wall as stage background (to display backdrop and background pictures at the time of performances)
- 3) TW-Audio Vera 20  
Speaker-system
- 4) Monitor speaker for the stage
- 5) SENNHEISER XSw E-Band Wireless microphone (hand-held and/or headset)
- 6) Other microphones for instruments etc.
- 7) ALLEN & HEATH iLive-T80 inkl. IDR48 + DANTE-Card Digital full-size mixing console
- 8) ARENA-1202 L Dimmer. Dimmer for stage lights
- 9) EUROLITE Theatre Spot 650/1000 Fresnel sw (Lamps for stage lighting)
- 10) Mastertent FOH-Zelt (Tent for the mixing console)
- 11) Fence in front of the stage and for the backstage area (Fence in front of the stage are needed because of VStättVO §29 Satz 1)
- 12) 100 chairs (to be placed in front of the stage for guests/dignitaries)
- 13) Six outdoor event umbrellas (large size).
- 14) Foldable pavillon 6x3m, white with sidewalls and weights for the backstage area (Storage rooms, changing rooms and technical)
- 15) Bench-set consisting of a table and 2 benches for the backstage area.
- 16) White chair for backstage area
- 17) 2 mirrors for backstage area
- 18) Two backstage toilets (One for gents and one for ladies)
- 19) 5 Toilets for general public (including one for handicapped)

- 20) One 5x3m tent for information desk for Consulate officials with all sides covered except front with six chairs, two tables, two side racks and one portable fan).
- 21) Central water supply
- 22) Power supply for the stage and video wall.
- 23) Cable covers/bridges
- 24) Crew/Service (Audio engineer, Stage hands/stage crew, Organisation during the event, Electricity, General setup/teardown)
- 25) Stehtisch, weiß, Durchmesser 80cm
- 26) Bierzeltgarnituren (1 table/Tisch (220x50cm), 2 benches/Bänke)
- 27) Electricity supply for the event.
- 28) All logistical support and equipment required to mount, and dismount the above-mentioned items at the venue.
- 29) 4 Security Guards from 1200hrs to 2100hrs on 26 June, 2020 and 4 Security Guards from 1000hrs to 2200hrs on 27 June, 2020.
- 30) Cleaning of venue and disposal of garbage after the event is over.

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## **Terms & Conditions**

1. The tenderers should be in a position to seek permissions from the City authorities and follow stipulated guidelines with regard to time restrictions, sound limit, setting up and dismantling of stage at the venue.
2. To assist evaluation and comparison of the tenders, the client may at its discretion, ask tenderers for clarification of their bids. The clarification and response from tenderers shall be in writing.
3. The client will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any tender.
4. If the tenderer is asked to competitively quote for the work, the client is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of the tender and altering the quantities offered and tenderer shall supply the same at the rate quoted.
5. Nothing extra shall be payable if any additional information or detail is provided later on for carrying out the work stated in the documents.
6. The quoted Lump-sum price are inclusive and complete in all respect to complete the assigned work as per the work assigned by the Client.
7. The finalized Bid (s) would be valid for a period of six months.
8. Tenderers should not have been barred/black-listed by any central government department/organization of India (please submit a self-declaration to this effect) and/ or local body. The successful Tenderer/Bidder will be required to present plans based on the specific requirements and secure necessary regulatory planning permissions from the City authorities.
9. The successful Tenderer shall be responsible for co-ordinating with other parties required for overall execution of the work.
10. The Client will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.
11. This is a LUMPSUM FIXED PRICE TENDER with Extent of work as defined in the Scope of Work enclosed. The Tenderer should become fully, informed as to the extent, quality, type and character of operations involved in the Works and shall visit and acquaint himself with the Site of the Work. No consideration or compensation will be given for any alleged misunderstanding of the articles to be furnished.
12. Tenderer is required to quote Lumpsum prices on "Form of Tender" (Enclosed) and is free to add/delete items, change quantities which are needed for completion of the job.
13. All Tender documents must be returned properly filled in and completed in all respects in accordance with the conditions and Provisions of the Tender Documents. No alteration shall be made by Bidders to the Tender Document unless otherwise permitted.



14. The acceptance of the Tender shall be conditional and not finally binding upon the client.

15. At any time prior to the date of opening of the proposals, the client may issue an addendum in writing through the same channel of communication which was used while issuing the original the tender document, deleting, varying or extending any item provided in the tender document. Unless it is in formal manner described above, any representation or explanation to the tenderer shall not be considered valid or binding on the client as to the meaning of anything connected with the Tender Document.

16. The date and time for submission may be deferred by an official notification in writing by the Client. Tenders received after this date will not be considered. Tender may be disqualified for any reason including, but not limited to the following:

- i. If Tenderer sets forth any conditions which are unacceptable to the client.
- ii. If any tender is submitted under a name other than the name of the individual firm partnership or corporation that was issued the Tender Document.
- iii. If there is evidence of collusion between Tenderers.
- iv). If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
- v). If Bid price is disclosed before opening of Financial Bid.

17. The attention of tenderer is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance, labour taxes, tax deduction, import restrictions duties and levies, company's tax, input tax and output tax (VAT) etc. All rates and sum of work/tender shall be inclusive of Value Added Tax.

18. In addition, tenderers must obtain all relevant information from the relevant authorities concerning all details and costs in respect of temporary services, deviation of traffic, construction of temporary footpaths and pedestrian walkways, closing part of the road and pavement, temporary electrical, water, telephone connections, etc. and shall allow for same in their Bids.

19. Payment: - Terms of payment are subject to negotiation, if the cost estimates are accepted. The decision of Client in this regard shall be final and binding on the tenders.

20. Contractor's all risk policy: - A suitable Contractor's all risk policy shall be obtained by contractor at his own expense with a valid Insurance as per the prevailing German laws before commencement of work. Mission shall be indemnified from any mis-happening/accident at site.

21. Workmen Compensation policy: - A suitable contractor's all risk policy /valid Insurance as per the prevailing German laws shall be obtained by contractor at his own expense before commencement of work. Mission shall be indemnified from any mis-happening/accident at site.

22. Specification: The item of work / material used in the work shall be complying with the standard of quality like German standards. The material used /or workmanship should be of equivalent or higher standard than the existing items.

23. Obligation to execute the work: Contractor is bound to complete the work after signing the contract failing which the contractor should be liable to bear the cost and compensate the client in a manner as decided by the client.

**Eligibility Criteria (Based on the scope of work)**

1. The Tenderer should have satisfactorily completed one similar work costing not less than the estimated cost of this work during the last 3 years.
2. The Tenderer should have had average annual financial turn-over of Euro 50,000.00 during the immediate last three consecutive financial years. This should be duly audited by a Chartered Accountant.
3. The Tenderer should have sufficient number of Technical employees for the proper execution of the contract.
4. The Tenderer should submit list of all similarly completed works in the last 3 years and list of all works in hand.

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**Form of Tender**

(To be submitted by the Bidder in following format)

**To: The Consulate General of India, Frankfurt**

We have examined Tender conditions for the above-named work and have inspected the site and general conditions under which the Works are to be carried out. We offer to execute and complete the work and remedy any defects therein, in conformity with this Tender, which includes all these documents.

If this offer is accepted, we will commence the work as soon as is practicable and complete the work in accordance with the above-named documents within the Time for Completion.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature \_\_\_\_\_

in the capacity of -----

duly authorized to sign tenders for and on behalf of

Stamp:

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**PROFORMA FOR TECHNICAL BID**

**Name of Company:** \_\_\_\_\_

Sl.No	Description	Yes/No	Remarks
1	Registration of Firm. (Attach proof)		
2.	Name of Directors/Partners		
3.	Type of Firm/company		
4.	VAT No.		
5.	Company's yearly turnover for the last three years(Attach proof)		
6.	Experience(Attach proof)		
7.	Similar work undertaken in Germany during the last three years(Attach proof)		
8.	Insurance of equipment including LED Screen		The vendor will take full responsibility of equipment, LED screen etc installed in case of any damage.

**Note:** 1. No proof older than one year would be entertained.

2. The financial bid of those could not qualify at the technical stage will not be opened and would be handed over unopened to unsuccessful bidders.

Sign and Stamp of the Company owner/authorised Representative