

SHORT TENDER NOTICE
LIGHT SOUND AND FURNITURE COMMITTEE
SPICMACAY INTCON 2018



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
721 302, INDIA

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- Tender Ref No: IIT/LSF/INTCON/2018/1, DATE: **MAY 10, 2018**
 - Technical & Price Bid submission: **MAY 22, 2018, 3 PM**
 - Technical Bid opening: **MAY 22, 2018, 4 PM**
 - Price-bid opening: **Date will only be communicated later to the technically qualified bidders.**
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Tender for “SPICMACAY LIGHT SOUND AND FURNITURE INTCON 2018”

Sealed Quotations are invited from experienced and reputed **Light and Sound equipment and service providers** to provide equipment and support service at the Kalidas Auditorium within the premises of the Indian Institute of Technology, Kharagpur from **June 03, 2018(morning) to June 09, 2018 (night) on the occasion of the event SPICMACAY INTCON 2018.**

The bidder must be capable of providing all requirements as per technical specifications mentioned in this tender, on the days of the respective programmes. In this respect, the bidders will be providing

1. All equipment, accessories, control systems for sound systems
2. All equipment, accessories, control systems for lighting arrangements

3. All on-stage and off-stage furniture and accessories
4. Technical support personnel as per requirement mentioned
5. Miscellaneous other facilities

Programme description and vendor involvement :

The programmes at Kalidas are mainly going to take place between 1 pm and 10 pm every day starting from 3rd June to 9th June, 2018. Every day, there would be separate programmes, for which technical requirements are mentioned in this tender. The vendors are required to provide the items 1-5 as mentioned above as per requirement of events on each day.

Vendor must make proper arrangement for storage of equipment and accessories, and own arrangement for restroom for his team.

The detailed requirements for some of the main programmes have been mentioned in the tender with tentative dates. The details of all the programmes will be intimated to the L1 bidder by IIT Kharagpur with sufficient notice.

Audio, Lighting and furniture items and accessories will have to be transported, handled, run, tested and shifted, as and when required, by the vendor and his / her team.

All waste materials, including but not limited to cable pieces, empty cartons, packing materials, thermocol, wood pieces etc should be dumped in a bin, IIT Sanitary section shall clear the bins on a regular basis.

Power for the events will be provided by IIT Kharagpur

Quotation submission

Quotations should be submitted in two parts (Technical and Price Bid), each individually sealed and then both parts put inside a bigger sealed cover superscripted with “**Tender for SPICMACAY LIGHT SOUND AND FURNITURE INTCON 2018**” to reach the ***office of the Chairman CWISS, IIT Kharagpur, WB. 721302*** .

The last date of submission of the tender is **May 22, 2018 up to 3.00 PM** .

OPENING OF THE QUOTATION: Technical bids will be opened on **May 22, 2018 at 04.00 PM in the room of the chairman, CWISS, IIT Kharagpur** and price bids will be opened only for the technically qualified bidders later.

Interested bidders are requested to submit a video clip of the quality of the lighting, audio and furniture items (Especially Portable Stage) they intend to use, along with their technical bid.

A firm may send its representative to witness the opening if it so desires.

PERIOD OF VALIDITY: A bid shall remain valid for acceptance at least for a period of 120 days from the date of opening.

TECHNICAL BID

The Technical Bid should be in the form of a compliance statement to the points mentioned below:

1. Trade License from Local Administrative Authority.
2. Copy of PAN Card, GST registration.
3. Copies of last three years Income tax return.
4. Copies of certificates/ orders for conducting events providing audio wattage equal to or greater than 5000 W to any IIT/NIT/IISER/IIM/Reputed Private Institutions/ University or Government Institutions / Departments or reputed music conferences such as Dover Lane or any other high profile music events for providing equipment for lighting and/or sound etc in single occasions (in a single order) during last three years as on the last date of submission of the tender.
5. Signed tender document as a token of acceptance of all the terms and conditions of the Tender document.

- 6 Technically qualified bidders MAY be asked to give a demo (for 5-10 minutes) before committee through power point presentation/ picture slides/video clips of successfully completed work of similar nature of done in the past to show their equipment performance and support service capabilities.

It may kindly be noted that bidders must carry their own laptop or accessories required for presentation purpose.

The commercial part of the bid has to quoted in INR with component wise break up. Price bid must be given in the prescribed format (Annexure -II) only and total amount must be inclusive of all taxes. ***Any deviation will not be accepted.***

General Terms and Conditions:

1. No advance payment will be made; the payment will be made after successful completion of the work (certified by IIT Kharagpur) and submission of bill.
2. Earnest Money Deposit (EMD): An amount of **Rs. 10000.00/-** (Rupees ten Thousand Only) in the form demand draft from any nationalized bank and in favor of "Indian Institute of Technology – Kharagpur", Payable at Kharagpur as EMD. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EMD. The validity of the EMD should be 120 days from the date of issue; any bid without EMD may be rejected. EMD will be returned to the unsuccessful bidders on finalization of the tender process without any interest. The EMD of the vendor awarded with the contract will be treated as a part of the security deposit towards performance guarantee, no interest is payable on security deposit.
3. Exemption for submission of EMD will be given as per Government of India rule and with submission of valid and proper document.

Technical & performance requirements and other arrangements

1. All the temporary electrical installations may be certified safe for energizing by technical personnel (of the successful bidder) with electrical supervising license or equivalent .

Agency shall provide adequate approved good quality electrical and electronic connectors, accessories and quality furniture.

2. The agency shall ensure that its technical support staff are capable of interacting in English and Hindi with artists' assistants and IIT and SPICMACAY team members and are amiable, well behaved and approachable in case of problems.
3. The agency shall ensure that staffs deployed are free from any infection or communicable diseases.
4. The agency shall also ensure that staffs deployed abide by all safety rules during their work with electrical, electronic items and heavy furniture. Smoking and drinking of alcoholic drinks are **strictly** not permitted.
5. The accommodation of the technical persons of the successful bidding agency should be arranged by the successful bidding agency. The accommodation of these technical persons may be provided on payment basis inside the campus ***depending on the availability***.
6. IIT Kharagpur reserves the right to reject any or all the tenders without assigning anyreason also reserve the right to add, delete and modify the terms and conditions at any point of time.

IIT Kharagpur reserves the right to cut short, extend, modify any programme on short notice on all the days of the programme.

ANNEXURE – I

Job description

IIT Kharagpur reserves the right to call on the successful vendor for mock-up rehearsals with equipment and manpower before June 3, 2018, but sufficient notice will be provided.

1. All equipment, accessories, control systems for sound systems

The vendor will provide all equipment, accessories, control systems for sound systems and manpower for sound support for all the programmes of INTCON 2018 held in Kalidas Auditorium of IIT Kharagpur. Specific and general requirements are given below.

For Programme “Kaifi Aur Main”: tentative schedule: Monday 4th June Afternoon

Sound:

HOUSE SOUND SYSTEM:

Acceptable systems: Eaw, Vedos, Martin, Turbo, Meyer, Ev, Jbl, D&B.

1. System must consist of a Three-way or Four-way system with sufficient amplification and speaker enclosures to cover the entire seating area (Venue’s Maximum Capacity) and be capable of 116 DB at the mix position.
2. System shall be of even coverage throughout the entire venue.
3. System should be flown whenever possible or elevated so as audience does not block system when standing. System, if stacked, should be at least six (6) feet from front of mainstage. This includes sound wings and any time system is not flown.
4. System should be configured in Stereo.
5. System should have all drive components at the mix position and be accessible to bands engineer.

HOUSE SOUND CONSOLE:

Acceptable Consoles: Sound craft, Yamaha, m7cl, Ls9, sound craft si QL 5 m32

1. Console must have a minimum 32 in ch 16 out ch.
2. Talk back to stage and a discrete clear-com communications system between

house sound and monitor world is also required.

3. Console should be placed at center position and a minimum of 75 ft. from sound system. In smaller venues as far back as possible.

4. Stage monitor 6 Pc JBL, Martine, EV, Or ,d&b

5. 2 side fill monitors with sub

MIXER LINES (With Specifications), to be set before the band reaches for sound check

Instruments & Singer:

1. 2 hand cordless

2. 2 lapel microphone Shure or shenizer

3. 3 pcc mic or boundary mic crown, audio technical, sennheiser or Shure for Shabana Ji & Javed ji

4. Tabla- 2 sm 58' & 1sm57

5. Harmonium-1 sm58 + vocal sennheiser or shure sm58

6. Backing vocal 3 sm58

7. Pad Rhythm machine laptop-6 di box

8. 2- Keyboards - 4di box

9. Violin- di box or condenser mic

Please Carry 110 to 220 POWER CONVERTERS 6 pc on stage power supply boards
3pc extra mic n di box cable etc

PERSONNEL:

The sound company will provide at least two (2) qualified engineers to assist artist engineers in all audio set-ups and deal with all support acts.

SOUND CHECK:

Sound check will be two hours (or) scheduled prior to the opening of doors. It shall not be limited as to length, doors will be held as necessary to facilitate a proper sound check. Only working personal will be allowed in venue during sound check unless authorized by band's representative. The stage will not be struck or moved after sound check except under the direction of the production or stage manager. Stage changes will be directed by the production or stage manager so as to facilitate a smooth transition between band and any other acts. This will provide the band and venue with the smoothest transition.

Sound : for Ustad Rashid Khan : Tentative schedule : 4th June 2018, Evening

Microphone with Stand (Large/Small)

**Vocal
KSM- 9** 2 nos. Neumann – KSM105 or Shure

Sarangi 1 no. Neumann- KMS185 or AKG –451B

Tabla 1 no. AKG –451B or Sennheiser 914

Harmonium 1 no. AKG – 451B

Tampura 2 nos. AKG- C411

SurO Mondol 1 no. Shure - SM58

Vocal Support 2 nos. Sennheiser 835

**Stage Monitor Speaker
Stage Monitor Speaker**

5 nos. JBL- VRX915M or

equivalent Power Amplifier 3 nos. Crown

or Crest Audio or QSC

**Audio Mixing Console
24 channel Mixing Console
console**

1 no. Minimum 24 input full featured

With minimum 10 auxes and 8 VCA
Buss such as Midas Heritage, Sound
craft MH2 Yamaha
PM1D, PM5D, Digico SD7/8/9,
Digidesign SC48, Icon, Venue

Effects Processor

Reverb/De nit

1 no. Lexicon-PCM91 or Yamaha 990 (for analog consoles)

Equalization, Dynamic Control DSP Audio EFX

Equalizer

2 nos. Klark Teknik- DN 3600 or BSS

FCS 966

Signal Processor

1no. DBX-Drive rack 4800

SOUND SPECIFICATION

One first class sound system suitable for the venue capable of delivering 100db full bandwidth to all areas of the auditorium with seamless coverage through out. There should be independent control over each area of the auditorium, via matrix, outboard eq, processing and amplification, and this should be fully accessible to Ustad Rashid Khan's engineers.

A minimum of 2 English speaking engineers should be provided to assist in setup, soundcheck, show and tear down. We will need a quick and efficient assistant engineer to handle stage requirements during performance

The system should be ready for full use by Ustad Rashid Khan's engineers three hours prior to soundcheck.

SPEAKER SYSTEM

The main FOH system should be of a highly professional nature with regards to speaker enclosures, amplification and cabling. **Cables should be correct gauge, amplifiers should be of correct power rating.** Pref. VDOSC/ NEXO ALPHA/ D+B402/ CLAIR I4/MEYER MSL4, M3D

Sound : for all other programmes

Sound Requirement for Vocal / Instrumental Artistes

Main artist	Vocals / Instrumental	2 Mic. (SM 58)
	Backup Vocals	2 Mic. (SM 58)
Accompanists	Instruments	6 Mic. (SM 58)
Extra Mikes	Extra Mikes	2 Mic (SM 58)

Stage Requirement for Dance

Sound	Full sound system with stage monitor	
	Lapel mike with headset	1 mic (SM 58)
	Cordless mike	1 mic (SM 58)
	Mikes for musicians	4 mic (SM 58)
Note	Expert technicians for all technical set up Green room must be available 5 hours before show time Clean stage floor. No footwear to be allowed once cleaned	

2. All equipment, accessories, control systems for lighting arrangements

Lights: The vendors should use the existing installed light facilities and trusses of IIT Kharagpur for providing lighting support for all the events. For this, vendors may visit site and get to know existing installed lighting system. In case of insufficient facilities, the vendor will provide minimum and non-invasive supplementary lighting equipment and mention the same in sufficient detail (e.g. whether requiring any extra equipment, whether rigging extra lights on truss etc).

Additional 2 to 3 lights per truss can be accommodated from vendor's side.

Manpower for conducting lighting support during events is to be provided by vendor's team.

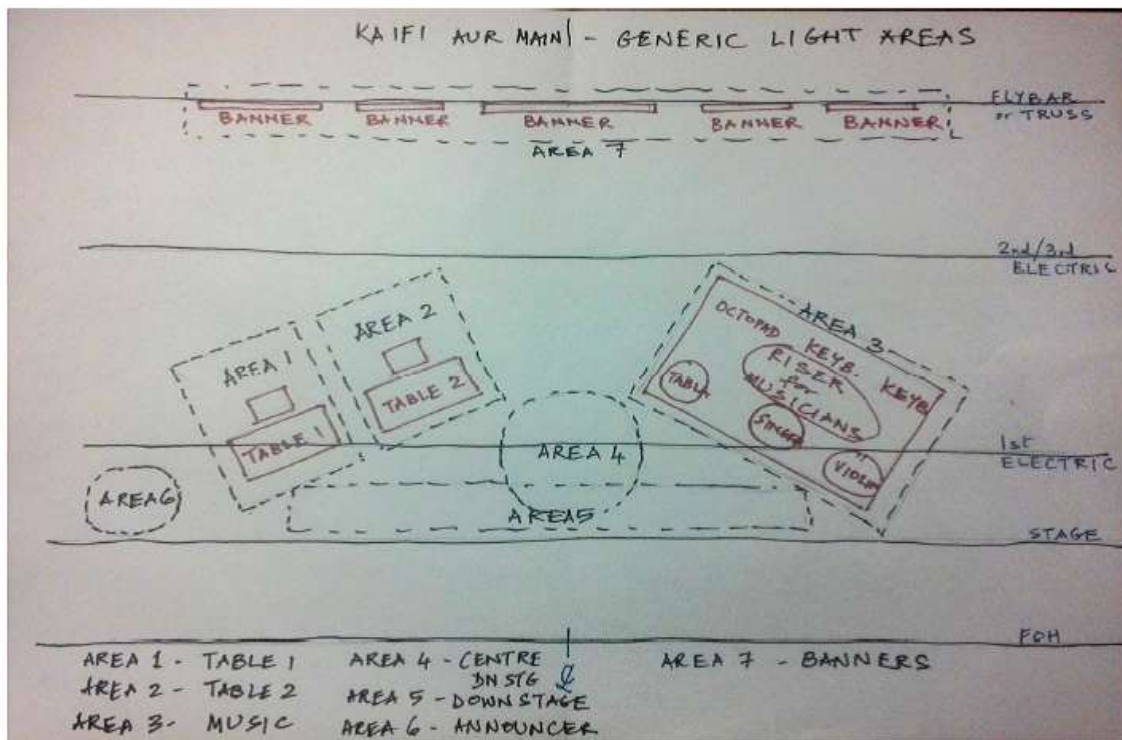
The vendor must have a separate system for lighting to which power supply will be provided by the institute. It must be noted that the two systems (IIT and Vendor) should not mix.

In case of any confusion, the vendor may ask for clarification from IIT Kharagpur (query addressed to Chairman, CWISS IIT Kharagpur)

For Programme "Kaifi Aur Main": tentative schedule: Monday 4th June Afternoon

The basic plan and areas.

Basic Stage Plan & Areas.



1. Area 1 - Table 1 needs isolated spotlights from the front and back lights. Also needs an amber spot.

2. Area 2 - Table 2 needs isolated spotlights from the front and back lights. Also needs an amber wash and blue wash.

3. Area 3 - Music needs white front and back lights for whole riser. Isolated spots from front and back for singer in the center. Blue (R80) wash on riser. Amber (L022) wash on riser.

4. Area 4 - Centre downstage for poet, front and back lights.

5. Area 5 - Downstage general lights from FOH to cover L to R for curtain call.

6. Area 6 - Announcer.

7. Area 7 - Banners. Centre banner with Red light from Stage R ((L106). 4 poetry banners with Amber footlights (L022)

Lights : for Ustad Rashid Khan : Tentative schedule : 4th June 2018, Evening

LIGHT SPECIFICATION Enough lighting to cover the stage area with a minimum of 4 colour washes, and six profiles – PLEASE ENSURE SUFFICIENT FRONT LIGHT 1 x lighting engineer to operate the show
Note: NO smoke machine to be used in this performance The audience will not be permitted into the place of performance until the set up/rehearsal has been completed and the Artists representative has liased with the purchaser or his representative. No other instruments other than those of the Artist will be allowed on the same stage, and the venue/stage will be clear of all equipment that may delay the artists personnel in setting up/clearing their equipment.

General : for dance programmes

Lights Par 64	24 nos
Profile spot 36 degree with IRIS	2 nos
LED Par RGBW 3 watt	8 nos

Dimmer per channel 4 kw

24 channel

Light console avolite

Light Requirement: General

for Vocal / Instrumental Artistes

Stage Requirement for Dance

Stage	Wings thick black cloth	
Lights	Par 64	24 nos
	Profile spot 36 degree with IRIS	2 nos
	LED Par RGBW 3 watt	8 nos
	Dimmer per channel 4 kw	24 channel
	Light console avolite	
Green room	No of rooms needed	2
	200 watt bulb over per mirror	2 nos

2. All on-stage and off-stage furniture and accessories

The vendor will provide all portable modular stages, attached staircase, chairs, tables and any other furniture item mentioned and added in the course of time till the start of the events. Vendor may interact with the office of Chairman CWISS for details.

Portable stages :

12 ft × 16 ft × 1½ ft with detachable staircase – one number – can be of built-up type from smaller modules

6 ft × 12 ft × 1½ ft with detachable staircase - one number – can be of built-up type from smaller modules

The portable stages should be light, easy to assemble and dismantle and foldable for convenient storage. They should be sufficiently rigid and sturdy and not be prone to vibration, rocking or swaying, resonance of any kind. A 6 ft × 12 ft stage should support 6 performers with music instruments (~ 550 kgs). These should ensure electric shock-proof seating for the performers even if electric connections are provided for musical instruments on the portable stage.

Furniture : Programme “Kaifi Aur Main”: tentative schedule: Monday 4th June Afternoon

Stage:

1. 12 feet long plain curtain rods or pipes - 2 nos
2. 8.5 feet long plain curtain rods or pipes - 2 nos
3. 04 feet long plain curtain rods or pipes – 4 nos
4. Riser of 6 feet x 12 feet x 1 foot height OR 1.5 feet height
5. Simple carpeting on the riser
6. 3 identical chairs for musician
7. 2 writing desks and 2 wooden chairs without handrest. Photo will be sent to you for your

Reference.

Please Note:

A. We would need a ladder to hang up the banners using these pipes. If there are flybars

in the venue, then we can attach these curtain rods to the flybars.

B. Distance between riser and tables is 6 to 8 feet depending on the width of the stage.

Backstage/Other Requirements:

1. Arrangements for tea / coffee and refreshments at the auditorium: during setup time, before the show and in the interval.

2. Adequate chairs in the backstage and adequate green room facilities (minimum 2 green rooms)
3. Facility to get costumes ironed before the show.
4. Local Sound and light technicians who are aware of the venue / auditorium and who will setup as per our requirements.
5. Rose Buds – 6, Some lily flower.
6. MograGajre – 6

Furniture : General

Stage Requirement for Vocal / Instrumental Artistes

Riser	12 feet x 16 feet x 1 ½ feet height	1 no.
	Red carpet on the riser covered with white cotton sheet	
Power	Power board on stage, 2 direct lines, 3 monitors	2 no.
Green Room	AC room with mattress (gadda) and clean white cotton sheet.	2 no.

Stage Requirement for Dance

Stage	Wings thick black cloth	
Green room	No of rooms needed	2
	Mirrors per green room	2 long
	Chairs and tables in each green room	
	AC room with mattress (gadda) and clean white cotton sheet.	2 no

	Clean bathroom	
Note	Expert technicians for all technical set up Green room must be available 5 hours before show time Clean stage floor. No footwear to be allowed once cleaned	

3. Technical support personnel as per requirement with sound support, light support and shifting, placing, assembling and dismantling furniture for all programmes June 3 – June 9.

All the facilities to be provided with sufficient and skilled manpower for continuous support throughout programmes and for pre-arrangement before programmes and dismantling after programmes.

IIT Kharagpur reserves the right to call on the successful vendor for mock-up rehearsals with equipment and manpower before June 3, 2018, but with sufficient notice.

4. Miscellaneous

- a. Fire fighting equipment : Minimum fire fighting requirement may be arranged, at least fire extinguishers in the stage area and green room.
- b. **Refreshment requirement**

F & B	In green room : - coffee, tea, sandwiches, mineral water On stage : - small bottles of mineral water	

ANNEXURE – II

FORMAT FOR PRICE BID

Tender Ref No: : IIT/LSF/INTCON/2018/1, DATE: **MAY 10, 2018**

1. Name of work: **SPICMACAY LIGHT SOUND AND FURNITURE
INTCON 2018**

2. Name of Firm/Bidder:

3.Address:

4. Phone/ Fax/ Mobile/ Email:

Job Description	Quantity	Unit Cost in INR	GST In INR	Total cost
Lighting (complete for whole programme)	Lumpsum			
Audio	5000 W			
On Stage and Off stage furniture	Lumpsum			
Technical Manpower support	Lumpsum			

Annexure III

Facilities to be made available to the Vendor

1. Electrical power: Single phase 220 volts 50 Hz power will be made available through standard 6 amp and 15 amp plug points. Vendor should mention any special requirement
2. Drinking water, toilet facilities and other standard amenities : which should be used without abuse of the systems
3. All information shared by artists with IIT Kharagpur, regarding stage lighting, sound requirement, furniture requirement, if not considered confidential, can be shared with the Vendor before bidding