



**GOVERNMENT GENERAL DEGREE COLLEGE, TEHATTA**  
**OFFICE OF THE PRINCIPAL**  
**HIGHER EDUCATION DEPARTMENT**  
**GOVERNMENT OF WEST BENGAL**

AT: TEHATTA; P.O: TEHATTA; DIST: NADIA; PIN CODE: 741160; WB, INDIA. Email: tehattagovtcollege@gmail.com  
(AFFILIATED TO UNIVERSITY OF KALYANI)

Memo No.: 158/TGC/2024-25

Date: 25.11.2024

**Tender Notice for Cultural Programme Activities for NAAC Peer Team Visit**

Sealed tenders from qualified and experienced vendors are being invited for providing proper sound systems, generators, musical instruments, make-up services, rented costumes, and any other related services for the cultural programme to be held as part of the NAAC Peer Team Visit at the Government General Degree College, Tehatta, P.O.- Tehatta, Dist.- Nadia, PIN-741160. The work is scheduled over a period of **two days (19.12.2024 & 20.12.2024)**. The services are required as detailed below.

**SCOPE OF WORKS**

Sl. No.	Services	Description
1.	<b>Sound System</b>	<ul style="list-style-type: none"><li>• Provide a high-quality sound system suitable for indoor or outdoor events, ensuring clear audio for speeches, music, and performances for the cultural programme.</li><li>• The system should include:<ul style="list-style-type: none"><li>✓ Microphones (wired/wireless)</li><li>✓ Amplifiers</li><li>✓ Speakers</li><li>✓ Audio mixing equipment</li><li>✓ Sound engineer/technician support during the event for setup, operation, and troubleshooting</li></ul></li><li>• The sound system must be set up and tested before the event and managed throughout the two-day programme.</li></ul>
2.	<b>Generator</b>	<ul style="list-style-type: none"><li>• Provide a generator with sufficient capacity to support the sound system and any other electrical requirements during the cultural activities for two days.</li><li>• The generator must be delivered, set up, and maintained throughout the event, ensuring uninterrupted power supply.</li><li>• The vendor will be responsible for all maintenance, fuel, and related costs for two days.</li></ul>
3.	<b>Musical Instruments</b>	<ul style="list-style-type: none"><li>• Provide and arrange for the rental of musical instruments required for the cultural performances (as per the specific needs of the programme), including but not limited to:<ul style="list-style-type: none"><li>✓ Traditional instruments (e.g., tabla, harmoni, etc.)</li><li>✓ Any other specific instruments requested by the cultural performance team</li></ul></li><li>• Ensure that all instruments are in working condition and properly maintained for two days.</li></ul>

## TERMS & CONDITIONS

- Bidder must have the necessary equipment and technical staff to handle large-scale cultural events.
- The service provider must be prepared to work closely with the institution's team and follow any specific instructions or guidelines provided.
- The vendor must ensure that all performers are provided with appropriate costumes and make-up in a timely manner.
- The vendor will be responsible for the removal of all equipment, instruments, costumes, and other materials after the event, ensuring that the venue is cleaned and restored to its original condition.
- The bidder must quote the total price including all taxes and all other expenses (if necessary).
- Bidder should provide the following documents with the quotation:
  - ✓ Self-attested photocopy of PAN Card,
  - ✓ Self-attested photocopy of Aadhaar Card
  - ✓ Trade License (if available)
- All the quotations with relevant documents should reach the office by **11.30 A.M. on 02/12/2024**.
- Interested parties may submit their tenders in sealed envelopes clearly marked "Tender Notice for Cultural Programme Activities for NAAC Peer Team Visit" to the following address:
  - ✓ Office of the Principal
  - ✓ Government General Degree College, Tehatta
  - ✓ Tehatta, Nadia, PIN-741160.
- Scaled tender quotations will be opened in the Office of the Officer-in-Charge in presence of members of Purchase Sub-committee of the college on **02/12/2024 at 12 noon** and vendors are requested to be present positively during the opening of tender.
- Firms with previous experience of working in educational institutions will be preferred naturally.
- Incomplete quotation (without proper documentations and quotations which do not follow above mentioned terms and conditions) will be immediately rejected.
- In the event that the vendor selected as L1 is unable to provide the above services due to unavoidable circumstances, they must inform the same in writing on their official letterhead, with the designated signature, at the earliest. The notice should be given well in advance of the event date. In such cases, the work order will be cancelled and awarded to the next L1 vendor.
- **Payment of Bills will be made as per Govt. rules.**
- Any ambiguity in the Quotation/Tender will be automatically cancelled.
- The institution reserves the right to reject any or the whole tender that does not meet the required specifications or falls short of the expected quality standards at any time with or without prior notice.



Joint Convener  
Purchase Sub-committee



Officer-in-Charge  
Govt. General Degree College, Tehatta  
**Officer-in-charge**  
**Govt. Gen. Degree College, Tehatta**  
**Tehatta, Nadia- 741160**

### Copy to:

1. Tender notice, College website.
2. College tender notice board.