

# **TERMS OF REFERENCE (TOR)**

## **Hiring, Installation, Testing, Operation and Dismantling of Outdoor LED Video Display Screens and Audio System for the Opening Ceremony of the 108 Chortens at Gelephu**

### **1. Background**

The consecration of the 108 Chortens is scheduled to be held in Gelephu on 1 November 2026. The event is expected to involve a large gathering and will require a reliable and professionally managed outdoor video display and audio system to ensure that the proceedings are clearly visible and audible across the designated event areas.

The event site consists of eight (8) designated Zeerays, comprising one main Zeeray and seven side Zeerays. Each Zeeray is approximately 200 m × 100 m and is further divided into two Side-Zeeray, resulting in a total of sixteen (16) side Zeerays of approximately 100 m × 100 m each.

To support the effective conduct of the event, the Employer intends to engage a competent and experienced service provider for the complete hiring, transportation, installation, testing, operation, maintenance and dismantling of outdoor LED display screens and a professional outdoor audio system, including all associated equipment, accessories, structural support, cabling, power distribution, backup arrangements and qualified technical personnel.

The assignment shall cover a total of seven (7) chargeable days, comprising four (4) days prior to the event for installation, testing and preparation, followed by three (3) days for the event and associated operations.

### **2. Objective**

The overall objective of this assignment is to ensure the successful provision and operation of a reliable, safe and high-quality outdoor LED video display and audio system for the Opening Ceremony of the 108 Chortens at Gelephu.

The specific objectives are to:

1. Ensure clear and reliable visual coverage of the event proceedings across all designated areas through outdoor LED display screens;
2. Ensure adequate sound coverage, speech intelligibility and reliable audio distribution throughout the designated event areas;

3. Ensure that all systems are properly installed, configured, tested and fully operational prior to the commencement of the event;
4. Provide sufficient technical personnel, backup equipment and emergency response arrangements throughout the operational period;
5. Ensure compliance with all applicable safety, structural, electrical and technical requirements; and
6. Safely dismantle and remove all equipment after completion of the event and restore the installation areas to their original condition.

### 3. Overall Task

The selected service provider/Contractor shall be responsible for the **complete end-to-end provision and management of the outdoor LED video display and audio systems** for the event.

The overall assignment shall include, but not be limited to:

#### A. Outdoor LED Video Display System and TV Screens

1. Supply/hire, transport, install, test, operate, maintain and dismantle sixteen (16) outdoor LED display screens;
2. Provide LED screens of 20 ft × 10 ft, with:
  - P3 (3 mm) or P4 (4 mm) pixel pitch;
  - High brightness suitable for outdoor viewing; and
  - Weather-resistant construction suitable for outdoor conditions;
3. Provide sixteen (16) screen risers, each approximately 20 ft × 4 ft, including all necessary accessories, equipment, and installation support;
4. Provide thirty-two (32) units of 75-inch LED TVs, with two (2) units allocated to each side of Zeeray.
5. Provide all necessary LED modules, processors, control equipment, signal distribution equipment, cabling, electrical accessories, structural support and safety provisions;
6. Provide competent technical personnel for installation, testing, operation and maintenance;
7. Maintain the LED systems throughout the event and promptly replace any defective modules, cabinets, processors, cables, power supplies or other components at no additional cost; and
8. Safely dismantle and remove all LED-related equipment after completion of the event.

#### 9. Change in Scope and Downstream Work

##### 8.1 Change in Scope:

Any change, addition, reduction, or modification to the approved scope of work shall be subject to prior approval by the Agency. The Vendor shall not undertake any additional work or incur additional costs without obtaining written approval from the Agency. Where a change in scope results in additional cost, the additional work shall be carried out only

upon mutual agreement on the scope, cost, and applicable terms, in accordance with the prevailing procurement rules and regulations.

#### 8.2 Downstream Work:

Any downstream or consequential work arising from the implementation of the Outdoor LED Video Display System, including additional screens, extended display areas, changes in screen configuration, additional structural support, relocation of screens, additional cabling, power distribution, signal distribution, or other requirements not specified in this TOR, shall be treated as additional work. Such work shall require prior approval from the Agency and shall be undertaken based on mutually agreed scope, rates, and applicable procurement requirements.

#### 8.3 Minor Adjustments:

Minor adjustments required for proper installation, safe operation, optimal visibility, or technical compatibility of the specified LED system shall be considered part of the Vendor's responsibilities and shall not result in additional charges, provided that such adjustments do not materially alter the approved scope or quantities.

#### 8.4 Emergency Requirements:

In the event of an unforeseen technical or operational requirement during installation or the event, the Vendor shall promptly inform the Agency and recommend the necessary corrective measures. No additional work or expenditure shall be undertaken without prior authorization from the Agency, except where immediate action is necessary to prevent safety risks or damage to equipment, in which case the Vendor shall notify the Agency at the earliest possible opportunity.

## Technical Specification - Outdoor LED Video Display System

| Item                                                                                                             | Specification                                                                                                                                                                      | Quantity Required | Duration in Days (4 days prior to the event for testing and preparation, followed by 3 days for the event.) |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b>LED Display Screens</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i> | 1. Outdoor LED Screen<br>2. LED display with P3 (3 mm pixel pitch) <b>(or)</b> P4 ( 4 mm pixel pitch)<br>3. high-brightness<br>4. weather-resistant<br>5. Screen size 20 x 10 feet | 16                | 7                                                                                                           |
| <b>Screen Riser</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i>        | 20 ft * 4ft                                                                                                                                                                        | 16                | 7                                                                                                           |
| <b>75-inch LED TVs</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i>     | Size : 75 inches<br>Resolutions : 4K UHD – 3840 × 2160 pixels<br>Refresh Rate: Minimum 60 Hz                                                                                       | 32                | 7                                                                                                           |

**Note:** If required, the supplier shall provide any additional items/accessories necessary for the complete and functional setup at the same quoted price, without any additional cost to the Procuring Agency.

## Quantity and Commercial - Outdoor LED Video Display System and TV Screens

### LED Display Screen

| Item                                                                                                             | Quantity Required | Duration | Rate Per Sq. Ft. (Nu.) | Cost of One Screen 20 ft. * 10 ft. (Nu.) | Total Cost of 16 Screens (Nu.) | Remarks          |
|------------------------------------------------------------------------------------------------------------------|-------------------|----------|------------------------|------------------------------------------|--------------------------------|------------------|
| <b>LED Display Screens</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i> | 16                | 7        |                        |                                          |                                | Daily Chargeable |

### Screen Riser

| Item                                                                                                      | Quantity Required | Duration | Rate Per Sq. Ft. (Nu.) | Cost of One Riser (Nu.) | Total Cost of 16 Risers (Nu.) | Remarks         |
|-----------------------------------------------------------------------------------------------------------|-------------------|----------|------------------------|-------------------------|-------------------------------|-----------------|
| <b>Screen Riser</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i> | 16                | 7        |                        |                         |                               | One-time charge |

### 75-inch LED TVs

| Item                                                                                                             | Quantity Required | Duration | Cost of One TV | Total Cost of 32 TVs (Nu.) | Remarks          |
|------------------------------------------------------------------------------------------------------------------|-------------------|----------|----------------|----------------------------|------------------|
| <b>LED Display Screens</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i> | 32                | 7        |                |                            | Daily Chargeable |

## **B. Outdoor Audio System**

The Contractor shall supply/hire, transport, install, configure, test, commission, operate, maintain and dismantle a complete professional outdoor audio system, including:

1. One hundred twelve (112) outdoor heavy-duty active top speakers, with a power output of approximately 2,800–4,000 W, including all associated accessories and support;
2. Twenty-Eight (28) outdoor heavy-duty active low speakers, with a power output of approximately 2,800–4,000 W, including all associated accessories and support;
3. Appropriate mounting and raising arrangements for the top speakers at approximately 18–19 feet, including wires and all associated accessories;
4. Twenty-Eight (28) high-quality professional cordless microphones suitable for outdoor events;
5. Eight (8) phantom-powered condenser microphones in the main Zeeray, strategically positioned and installed at designated locations positioned to effectively capture the crowd sound and feed the captured audio through the audio system for appropriate amplification and distribution across all designated speakers.
6. All required amplification, DSP/processing, mixing and control equipment, signal distribution, cabling, mounting/rigging and power distribution arrangements;
7. Appropriate system configuration, alignment, delay and processing to ensure adequate sound coverage and speech intelligibility;
8. Backup equipment and an emergency breakdown response arrangement;
9. Qualified technical personnel throughout the event period; and
10. Safe dismantling and removal of all equipment after completion of the event.
11. Change in Scope and Downstream Work

### **11.1 Change in Scope:**

Any change, addition, reduction, or modification to the approved scope of work shall be subject to prior approval by the Agency. The Vendor shall not undertake any additional work or incur additional costs without obtaining written approval from the Agency. Where a change in scope results in additional cost, the additional work shall be carried out only upon mutual agreement on the scope, cost, and applicable terms, in accordance with the prevailing procurement rules and regulations.

### **8.2 Downstream Work:**

The Contractor shall undertake all downstream and incidental works necessary for the successful delivery, operation, and completion of the audio system, whether or not each individual activity is expressly listed in this TOR, provided that such work is directly related to the contracted audio services. This shall include, but not be limited to, additional cabling, connectors, adapters, signal distribution, power connections, mounting/support arrangements, system tuning, testing, troubleshooting, relocation of equipment, replacement of faulty equipment, and other technical adjustments required during implementation.

The Contractor shall also respond promptly to reasonable operational requirements arising during rehearsals and the event, including adjustments to speaker levels, microphone placement, sound coverage, delay settings, and system configuration, without compromising safety or the quality of service.

All equipment, accessories, consumables, tools, manpower, transportation, and technical resources required to complete such downstream and incidental works shall be considered part of the Contractor's responsibility unless otherwise specifically approved by the Agency as a change in scope.

#### 8.3 Minor Adjustments:

Minor adjustments required for proper installation, safe operation, technical compatibility of the specified audio system shall be considered part of the Vendor's responsibilities and shall not result in additional charges, provided that such adjustments do not materially alter the approved scope or quantities.

#### 8.4 Emergency Requirements:

In the event of an unforeseen technical or operational requirement during installation or the event, the Vendor shall promptly inform the Agency and recommend the necessary corrective measures. No additional work or expenditure shall be undertaken without prior authorization from the Agency, except where immediate action is necessary to prevent safety risks or damage to equipment, in which case the Vendor shall notify the Agency at the earliest possible opportunity.

## Technical Specification - Outdoor Audio System

| Item                                                                                                                                  | Specification                                                                                                                                                                                                                                                                                                                                                                     | Quantity Required | Duration in Days |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|
| <b>Outdoor Heavy-Duty Top Speakers (Active)</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i> | 1. Professional-grade outdoor top speakers with 2,800–4,000 W power output.<br>2. Raising Height from 18 to 19 Feet, Including Wires and All Associated Accessories                                                                                                                                                                                                               | 112               | 7                |
| <b>Outdoor Heavy-Duty Low Speakers (Active)</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i> | Professional-grade outdoor Low speakers (Active) with 2,800–4,000 W power output.                                                                                                                                                                                                                                                                                                 | 28                | 7                |
| <b>Cordless Microphones</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i>                     | High-quality professional Cordless microphones suitable for outdoor events                                                                                                                                                                                                                                                                                                        | 28                | 7                |
| <b>Phantom-powered condenser microphones</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i>    | Suitable for capturing outdoor ambient and crowd sound, including chants, audience responses, and general crowd reactions from the main Zeeray area. The microphones shall be strategically positioned to effectively capture the crowd sound and feed the captured audio through the audio system for appropriate amplification and distribution across all designated speakers. | 8                 | 7                |

**Note:** If required, the supplier shall provide any additional items/accessories necessary for the complete and functional setup at the same quoted price, without any additional cost to the Procuring Agency.

## Quantity and Commercial - Outdoor Audio System

### Outdoor Heavy-Duty Top Speakers (Active)

| Item                                                                                                                                  | Quantity Required | Duration in Days | Rate Per Speaker (Nu.) | Total Cost of Speakers (Nu.) | Remarks          |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|------------------------|------------------------------|------------------|
| <b>Outdoor Heavy-Duty Top Speakers</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i>          | 112               | 7                |                        |                              | Daily Chargeable |
| <b>Outdoor Heavy-Duty Low Speakers (Active)</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i> | 28                | 7                |                        |                              | Chargeable       |

### Cordless Microphones

| Item                                                                                                                               | Quantity Required | Duration in Days | Rate Per Microphone(Nu) | Total Cost of Microphones (Nu) | Remarks          |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|-------------------------|--------------------------------|------------------|
| <b>Cordless Microphones</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i>                  | 28                | 7                |                         |                                | Daily Chargeable |
| <b>Phantom-powered condenser microphones</b> - <i>Inclusive of All Necessary Accessories, Equipment, Installation, and Support</i> | 8                 | 7                |                         |                                | Daily Chargeable |

## **4. Specific Tasks and Proposed Methodology**

The Contractor shall undertake the following specific tasks using a systematic and professional methodology.

### **4.1 Pre-Deployment Planning and Site Assessment**

The Contractor shall:

1. Conduct a detailed assessment of the designated event site in consultation with the Employer;
2. Review the locations and requirements of all sixteen (16) designated sub-Zeerays;
3. Prepare a detailed deployment and layout plan for:
  - LED screens and risers;
  - Speaker locations and coverage;
  - Microphone operating areas;
  - Control and mixing positions;
  - Signal distribution;
  - Power distribution; and
  - Required structural and safety arrangements;
4. Identify potential technical, environmental and operational risks and propose mitigation measures; and
5. Coordinate with the Employer and relevant site authorities on installation and operational arrangements.

### **4.2 Transportation and Mobilization**

The Contractor shall mobilize and transport all required equipment, materials, accessories, backup equipment and technical personnel to the designated venue sufficiently in advance to meet the required installation and testing schedule.

The Contractor shall ensure that all equipment is properly handled, protected and transported safely.

### **4.3 Installation and Configuration**

The Contractor shall:

1. Install all sixteen (16) LED display screens and corresponding risers at the designated locations;
2. Install all speakers, microphones, control equipment and associated accessories;
3. Complete all necessary structural, mounting, rigging and support arrangements;
4. Establish safe and reliable electrical and signal distribution systems;
5. Configure and calibrate the LED and audio systems;

6. Carry out appropriate audio alignment, delay and DSP/system processing; and
7. Ensure that all installations are suitable for outdoor operation and are adequately protected against expected weather conditions.

#### **4.4 Testing and Commissioning**

The Contractor shall utilize the **four (4) days prior to the event** for installation, testing, configuration, commissioning, rehearsal support and rectification of any identified issues.

The Contractor shall conduct comprehensive testing, including:

##### **LED System Testing**

1. Verification of the installation of all sixteen (16) screens at the required locations;
2. Testing of image quality, brightness and colour uniformity;
3. Verification that there are no visible dead modules, pixels or other unacceptable defects;
4. Full-load testing of signal and power stability;
5. Testing under agreed outdoor operating conditions; and
6. Verification of the availability of all required accessories, spares and technical personnel.

##### **Audio System Testing**

1. Verification that all deployed speakers are operational and correctly positioned and aligned;
2. Testing of sound coverage and adequate speech intelligibility across the designated areas;
3. Verification that there is no unacceptable distortion, hum, noise or instability;
4. Testing of signal routing, delay/alignment and system processing;
5. Verification of stable amplifier and power operation;
6. Testing of all thirty-two (32) cordless microphones for simultaneous operation without objectionable RF interference or dropouts;
7. Testing, calibration, and verification of all eight(8) phantom-powered condenser microphones installed at designated locations capturing outdoor ambient and crowd sound, including chants, audience responses, and general crowd reactions from the main Zeeray area. The microphones shall be strategically positioned to effectively capture the crowd sound and feed the captured audio through the audio system for appropriate amplification and distribution across all designated speakers.
8. Verification of adequate wireless range at designated operating positions; and
9. Testing of backup equipment to ensure that it is operational and immediately deployable.

Any defects, non-compliance or operational issues identified during testing shall be rectified by the Contractor promptly and at no additional cost.

#### **4.5 Event Operation and Technical Support**

During the event operating period, the Contractor shall:

1. Maintain 16 qualified technical personnel on-site;
2. Continuously monitor the performance of all LED and audio systems;
3. Provide immediate technical support and troubleshooting;
4. Ensure continuous and stable operation of the systems;
5. Keep backup and spare equipment ready for immediate deployment;
6. Promptly replace defective or malfunctioning equipment; and
7. Coordinate closely with the Employer and designated event representatives.

#### **4.6 Dismantling and Site Restoration**

Upon completion of the event, the Contractor shall:

1. Safely power down and dismantle all LED, audio and associated systems;
2. Remove all equipment, structures, cables and accessories from the site;
3. Ensure that the dismantling process is carried out safely; and
4. Restore the installation areas to their original condition.

### **5. Deliverables**

The Contractor shall provide the following deliverables:

#### **5.1 Prior to Deployment**

1. Detailed technical compliance statement against all required specifications;
2. Detailed methodology and work plan covering transportation, installation, testing, operation, maintenance and dismantling;
3. Site deployment/layout plan showing the proposed arrangement of:
  - All sixteen (16) LED screens and risers;
  - Audio equipment and speaker deployment;
  - Control and mixing arrangements;
  - Signal distribution; and
  - Power distribution;
4. Power requirement and electrical distribution plan;
5. Staffing plan, including the names and roles of key technical personnel;
6. Equipment details, including manufacturer/OEM, model and country of origin, as applicable;
7. Spare-parts and emergency breakdown response plan; and
8. Proposed implementation schedule covering the seven-day assignment period.

#### **5.2 During Installation and Testing**

1. Fully installed LED display system comprising sixteen (16) operational outdoor LED screens and sixteen (16) risers;
2. Fully installed and configured professional outdoor audio system;
3. All required microphones, control equipment, processing equipment, cabling and accessories;
4. Completed installation, testing and commissioning;
5. Successful completion of pre-event acceptance testing; and
6. Rectification of all defects and issues identified during testing.

### 5.3 During the Event

1. Continuous operation and monitoring of all LED and audio systems;
2. On-site technical support throughout the event operating period;
3. Immediate fault rectification and replacement of defective equipment; and
4. Availability of backup equipment and emergency technical support.

### 5.4 Upon Completion

1. Safe dismantling and removal of all deployed equipment;
2. Restoration of the installation areas; and
3. A brief completion report confirming completion of the assignment and highlighting any significant operational issues and resolutions.

## 6. Reporting Requirements

The Contractor shall submit and/or provide the following reports and documents to the Employer:

1. **Pre-Implementation Plan:** To be submitted prior to mobilization, covering methodology, deployment schedule, equipment, staffing, power requirements and contingency arrangements;
2. **Site Layout and Technical Deployment Plan:** To be submitted for review and coordination before installation;
3. **Installation and Testing Status:** The Contractor shall provide regular updates to the designated representative of the Employer during the installation and testing period;
4. **Pre-Event Readiness Confirmation:** A formal confirmation that all systems have been installed, tested, commissioned and are ready for operation before the event;
5. **Incident/Breakdown Reports:** Any significant technical incident, equipment failure or major operational issue shall be immediately reported to the Employer, together with the corrective action taken; and
6. **Completion Report:** To be submitted following dismantling and completion of the assignment.

All reports and technical documentation shall be submitted to the designated representative of the Employer in an agreed format.

## 7. Qualifications and Criteria

The Contractor/Tenderer shall meet the following minimum qualifications and criteria:

### 7.1 Legal and Administrative Requirements

1. Possess a valid and current business license relevant to the scope of this assignment;
2. Possess a valid and current Tax Clearance Certificate; and
3. Be legally eligible to participate in the procurement process in accordance with applicable requirements.

### 7.2 Technical Experience and Capacity

The Contractor shall demonstrate:

1. Technical Personal Requirements:

| Scope of Work                    | Technical Personal required | Description                                                                                                                                                         |
|----------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outdoor LED Video Display System | 9                           | One (1) technical personnel for every two (2) LED screens, with one (1) additional technical personnel stationed at the central control console.                    |
| Outdoor Audio System             | 8                           | One (1) technical personnel for every two (2) Sound System setup in a zeeray, with one (1) additional technical personnel stationed at the central control console. |

2. Relevant experience in successfully managing or executing similar large-scale outdoor events;
3. Experience in the provision, installation and operation of professional LED display systems and/or large-scale outdoor audio systems;
4. Adequate technical capacity, equipment and competent personnel to undertake the assignment;
5. A portfolio and/or list of similar assignments demonstrating relevant experience and technical competence;
6. Ability to provide sufficient technical personnel for installation, testing and event operation;

7. Capacity to provide backup equipment, spare parts and emergency breakdown response; and
8. Ability to safely manage outdoor installation, structural support, electrical distribution and technical operations.

### 7.3 Mandatory Technical Submissions

The tenderer shall submit:

1. Detailed technical compliance statement against every requirement;
2. Details of proposed equipment, including relevant manufacturer/OEM, model, LED module type, pixel pitch and country of origin, where applicable;
3. Detailed method statement;
4. Proposed site deployment/layout drawing;
5. Power requirement and electrical distribution plan;
6. Staffing plan and details of key technical personnel; and
7. Spare-parts and emergency breakdown response plan.
8. The bidder shall submit a list of the required equipment/devices currently available in stock and ready for deployment for the implementation of the task. The availability of the equipment may be physically verified through a site visit/inspection conducted during the event, as deemed necessary by the Employer.
9. The bidder shall submit a valid Letter of Guarantee/Commitment from the partner or supplier confirming their commitment to supply the required equipment for the successful implementation of the task. The bidder shall also provide details on how the authenticity of the submitted letter can be independently verified, including the official contact details of the issuing partner/supplier. Any submission found to contain a forged, fraudulent, or falsified letter or supporting document shall be subject to appropriate legal action and may result in the bidder being disqualified and/or blacklisted in accordance with the applicable rules and regulations.
10. Bidders have to visit and inspect the site prior to submitting their bids to gain a clear understanding of the site conditions, scope, and magnitude of the work. The site visit will enable bidders to develop appropriate technical plans and accurately assess the resources, logistics, and costs required for successful execution of the works.

## 8. Length and Time Frame of the Assignment

The assignment shall be undertaken in connection with the **Consecration of the 108 Chortens at Gelephu, scheduled for 1 November 2026.**

The required assignment period shall be **seven (7) chargeable days**, comprising:

| Activity | Duration |
|----------|----------|
|----------|----------|

|                                                                    |                           |
|--------------------------------------------------------------------|---------------------------|
| Mobilization, installation, configuration, testing and preparation | 4 days prior to the event |
| Event operation and technical support                              | 3 days                    |
| <b>Total Assignment Period</b>                                     | <b>7 days</b>             |

The exact mobilization, installation and operational schedule shall be coordinated with the Employer and the designated event authorities.

The Contractor shall ensure that the complete systems are installed, tested, commissioned and ready for rehearsal and event operation within the required timeframe.

## 9. Other Resources/Counterpart Facilities

The Employer shall, subject to availability and coordination with relevant authorities, provide reasonable support to facilitate the assignment, including:

1. Access to the designated event site;
2. Identification of designated locations for the installation of LED screens and audio systems;
3. Coordination with relevant event, site and technical authorities;
4. Access to available site information required for deployment planning;
5. Designation of an appropriate focal person/representative for technical coordination and acceptance; and
6. Other reasonable coordination support necessary for the successful implementation of the assignment.

Unless otherwise agreed in writing, the Contractor shall be responsible for providing all equipment, materials, tools, accessories, cabling, technical personnel, transport, structural support, safety arrangements, backup equipment and other resources necessary for the successful completion of the assignment.

## 10. Payment Schedule

Payment to the Contractor shall be made based on the satisfactory completion and acceptance of the specified milestones as follows:

| Sl. No. | Payment Milestone                                                                                                                                                                                                                                                         | Percentage  |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1.      | Upon submission and acceptance of the Inception Report, detailing the proposed methodology, work plan, deployment plan, and implementation schedule, and upon submission of an earnest money deposit/bid security or appropriate guarantee to secure the advance payment. | <b>30%</b>  |
| 2.      | Upon <b>successful completion of the assignment</b> , including installation, testing, operation, dismantling and submission/acceptance of the completion report and fulfillment of all requirements under the TOR                                                        | <b>70%</b>  |
|         | <b>Total</b>                                                                                                                                                                                                                                                              | <b>100%</b> |

## 10.1 Inception Report

The Contractor shall submit an Inception Report at the commencement of the assignment. The report shall, at a minimum, include:

- Detailed understanding of the assignment;
- Proposed methodology and implementation approach;
- Site deployment and equipment arrangement plan;
- Work schedule and mobilization plan;
- Staffing and technical personnel plan;
- Power and electrical distribution arrangements;
- Testing and commissioning plan; and
- Backup, contingency and emergency response arrangements.

The **30% payment** shall be processed upon satisfactory review and acceptance of the Inception Report by the Employer.

## 10.2 Completion Payment

The remaining **70% payment** shall be processed upon satisfactory completion of the assignment, including the successful operation of the LED and audio systems, safe dismantling and removal of all equipment, restoration of the site, and submission and acceptance of the required completion report.

All payments shall be subject to submission of the required supporting documents and applicable procurement and financial rules and procedures.

## 11. Any Other Information(s)

## **11.1 Acceptance of the Assignment**

The LED and audio systems shall be subject to inspection and acceptance by the Employer or its designated site representative.

Acceptance shall be based on the successful completion of installation, testing and commissioning and verification that the systems meet the required technical and operational requirements.

## **11.2 Replacement of Defective Equipment**

Any defective, damaged, malfunctioning or non-compliant equipment shall be promptly repaired or replaced by the Contractor at no additional cost to the Employer.

## **11.3 Safety Requirements**

The Contractor shall be fully responsible for ensuring that all equipment installations, structural supports, electrical arrangements, cabling, mounting and operational activities are undertaken safely.

All necessary safety precautions and protective measures shall be implemented throughout the assignment.

## **11.4 Weather and Outdoor Conditions**

As the assignment involves outdoor systems, all proposed LED screens, audio equipment and associated installations shall be suitable for outdoor operating conditions. Appropriate weather protection and contingency arrangements shall be provided by the Contractor where necessary.

## **11.5 Technical Personnel**

The Contractor shall deploy sufficient qualified and competent technical personnel throughout the installation, testing and event operation period. Key technical personnel shall be available on-site to respond immediately to technical issues.

## **11.6 Backup and Contingency Arrangements**

The Contractor shall maintain adequate backup equipment, spare parts and contingency arrangements to ensure uninterrupted operation and rapid recovery from equipment failures or technical incidents.

## **11.7 Coordination**

The Contractor shall work in close coordination with the Employer, designated event representatives and other relevant stakeholders throughout the assignment.

Any major technical changes or deviations from the approved deployment plan shall require prior consultation with the Employer.

## **11.8 Completion**

The assignment shall be considered complete only after:

1. All required LED and audio systems have been successfully operated during the required period;
2. All equipment has been safely dismantled and removed;
3. The installation areas have been restored to their original condition; and
4. The required completion report has been submitted and accepted by the Employer.

## **11.9 Submission of Bids and Separate Evaluation**

Bidders may submit proposals for either the LED Video Display Screen System, the Audio System, or both systems.

Where a bidder applies for both systems, the bidder shall provide separate technical and financial proposals/quotations for each system, clearly indicating the respective scope, specifications, and costs.

The LED Video Display Screen System and Audio System will be evaluated separately, based on the respective technical requirements, qualification criteria, and financial evaluation criteria specified in the TOR. A bidder's proposal for one system shall not affect the evaluation of its proposal for the other system.

The procuring agency reserves the right to award one or both scopes independently, based on the outcome of the respective evaluations and in accordance with the applicable procurement rules and procedures.

Accordingly, bidders may apply for:

1. LED Video Display Screen System only;
2. Audio System only; or
3. Both LED Video Display Screen and Audio Systems.

Each scope shall be considered and evaluated as a separate procurement component.