

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF INFORMATION AND PUBLIC RELATIONS,
MEGHALAYA, SHILLONG**

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Exh.1/2017-18/39

Dated, Shillong, the 7th September 2017

NOTICE FOR EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF ORGANISATION/AGENCY FOR PRESENTATION OF MEGHALAYA TABLEAU AT REPUBLIC DAY CELEBRATION 2018 AT NEW DELHI.

Applications are invited from reputed Reputed/Experienced Bonafide/Expert Organization/ Agencies desirous of association with the Directorate of Information and Public Relations, Government of Meghalaya, Shillong for Concept Designing, preparing of sketches, fabrication and presentation of Government of Meghalaya Tableau for Republic Day Parade 2018 at New Delhi.

Intending organizations/agencies must note that the bid has to be submitted in two parts, **Technical Bid** and **Financial Bid** in separate covers. The “**Technical Bid**” will contain the Sketches of the proposed Tableau, CD for power point presentation and other documents as mentioned in the EOI details. The “**Financial Bid**” will only contain the financial proposal. The two separate covers will have to be inserted in a Third Cover duly sealed and submitted as EOI offer.

The EOI should be addressed to the **Director of Information and Public Relations, Meghalaya, Shillong – 793001** by designation only. The word “**EOI for Presentation of Tableau-2018**” should be super scribed on the third sealed cover containing Technical Bid and Financial Bid.

This Expression of Interest is intended to select an Organization/ Agency for the below mentioned Scope of Work.

Agencies having experience of similar work and suitable financial capability as per the eligibility criteria may submit their application with all supporting documents on or before **21st September, 2017 by 2:00 P.M.** either by post or by hand. The application should be accompanied with a non-refundable processing fee of Rs. 1,000/- and a bid security of Rs.20,000/- only in the form of Demand Draft in favour of the “**Director of Information and Public Relations, Meghalaya, Shillong**” payable at Shillong. This Directorate shall not be responsible for postal delay, if any.

Eligibility Criteria:

1. The bidder should be an Organization/ Agency, Corporate House or Private Limited Company which has minimum three years extensive and relevant nature of work and experience in India and have sufficient understanding of Concept Designing, fabrication which is same or similar to the Scope of Work.
2. Should have a strong financial background with an average turnover of Rupees Rs.40 lakhs in the last 3 years.
3. Sufficient human and other resources, knowledge and experience to provide the Scope of Work as contemplated, and the Scope of Work Agreement, including, without limitation, a sufficient number of suitable qualified employees or contract employees who will be involved in the provision of the Scope of Work.

4. Should have experience in conceptualization and designing of theme, fabrication and presentation of tableau at least for 3 years. Documentary proof to be submitted.
5. Sufficient contacts, expertise and resources in order to provide the Scope of Work generally.
6. Agencies are required to submit the documentary evidence of the following:
 - i) Permanent Account Number/Service Tax Registration No.GST registration.
 - ii) Particulars of Registration with EPF/Other statutory authorities.
 - iii) List of Technical personnel required for similar type of work.
 - iv) Certificate from a practicing Chartered Accountant duly supported by Accounting Reports certifying the audited turnover during the last 2 financial years ending 31st March, 2017.
7. The bidder should have experience of providing or conducting similar services in the past in India. In support of the above experience, following documents/details shall be submitted along with the bid:
 - i) Job Completions/Interim Completion Certificate (s), etc.,
 - ii) Copy of Contract/Agreement/Award Letter/Work orders from the employer and running details raised by the applicant.
 - iii) Manpower detail indicating specialist/expertise components of works in the project and including their names and complete profile.
8. The bidder should not be blacklisted or currently be in the process of being black-listed by any Government Departments, Undertaking and Agencies in India.
9. Agencies satisfying the above criteria shall be required to make a suitable technical/ Power Point presentation in the Tender Committee.

Objective of the Assignment:

For presentation of Meghalaya Tableau in the Republic Day Celebration 2018 at New Delhi

Scope of Work:

The agency is required to successfully complete the following tasks:

1. Preparing of sketch (to the scale of one inch : one foot) of Tableau design for staging of a Tableau by the Government in the Republic Day Parade, 2018 at New Delhi as per themes prescribed/selected by the Government of Meghalaya viz. **(1) Nokpante, (ii) Pitcher Plant and (iii) Indigenous fruits of Meghalaya**
2. Write up on every thematic concept and design to be submitted.
3. Selected designer of the sketch/sketches shall be responsible to justify and explain the thematic concept and design to the Expert Committee, Ministry of Defence, Government of India, whenever required.
4. Preparation of 3Dimensional Model and its modification as advice by the Expert Committee, Ministry of Defence, Government of India.
5. Fabrication of Meghalaya Tableau and presentation during Republic Day Celebration 2018 at New Delhi.
6. Tableau folder pertaining to the theme should be prepared and printed by the selected tenderer for distribution during the Republic Day celebration.

7. The music and choreography for the ground element if any is to be undertaken by the selected firm and obtained approval from the Expert Committee, Ministry of Defence, Government of India for final presentation.

Bid Evaluation:

The proposals so received will be evaluated in terms of both Technical and Financial parameters with respective weightage of 70% and 30% as per the table below:

Sr. No.	Particulars	Maximum Score
1.	1. Processing Fee 2. Bid Security	5
2.	1. Establishment in India 2. Meeting the basic eligibility criteria of average annual turnover of the last 3 years.	5
3.	1. Permanent Account Number/Service Tax Registration No./GST registration 2. Particulars of registration with EPF/other statutory authorities 3. List of Technical Personnel for similar type of work. 4. Certificate from a practicing Chartered Accountant certifying the audited turnover during the last 3 financial year ending 31 st March 2017	5
4.	1. Past Experience and knowledge in conceptualising/designing, fabrication and presentation of tableau. Prizes have been won by the Firm if any with regard in Presentation of Tableau handled by the Firm and the same must be supported with documentary evidence. 2. Submission of the sketch/design (to the scale of one inch: one foot) of proposed Tableau 3. Submission of write up on thematic concept design	15
5.	Technical Presentation before the Tender Committee	40
	SUB TOTAL	70
	Financial Offer/Parameters	30
	TOTAL	100

The financial offer (inclusive of all taxes) must be submitted in the following format:

Sr. No.	Project Deliverables	Amount
1.	Should contain Consolidated cost estimate. This cost should include all components such as Designs/Sketches, 3- D Model, Fabrication. Rate quoted should be inclusive of all taxes. The agencies are required to understand the work thoroughly before quoting the rates. (NB: Rate quoted should be fairly reasonable).	

The financial weightage carrying 30 marks will be computed on the basis of overall percentage of agency charges quoted for the proposed project. The bidder quoting the lowest will be equated with maximum of 30 marks and for all other applicants marks will be calculated downwards on pro rata basis.

The Director of Information and Public Relations, Government of Meghalaya reserves the right:-

1. To scrutinise application by the Tender Committee of the Government in the Department of Information and Public Relations comprising of members/representatives of the Tender Committee as notified by the Government.
2. To postpone/change/cancel the above mentioned date, modify the terms and conditions, include new items and conditions, split and distribute the work amongst more than one agency, etc. in the interest of the project without assigning any reason whatsoever.
3. To be at its discretion to also ask for further certifications, etc. anytime as and when required.
4. To be at liberty to cancel the advertisement/pre-qualification of the agency against the above notice at any time without assigning any reason whatsoever for which no claim whatsoever on any ground shall be entertained.
5. To verify particulars furnished by the Organisations/Agencies independently and if any information furnished by any of the Organisations/Agencies is found incorrect at any stage, the agency shall be liable to be debarred from tendering/cancellation of order including imposition of penalty or any other action as deemed necessary.
6. To accept or reject any or all the application received, at its own direction without assigning any reasons whatsoever for which no claim on any ground shall be entertained. EOIs in which additional conditions are put forth by the agencies shall be summarily rejected.

Sd/-
Director
Information and Public Relations,
Meghalaya, Shillong