

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

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Exh.1/2021-22/117

Dated, Shillong, the 6<sup>th</sup> October, 2022

**NOTICE INVITING TENDER (NIT) FOR SELECTION OF REPUTED/EXPERIENCED  
BONAFIDE/EXPERT ORGANIZATION/ AGENCIES FOR CONCEPT DESIGNING,  
PREPARING OF SKETCHES, FABRICATION AND PRESENTATION OF THE  
GOVERNMENT OF MEGHALAYA TABLEAU FOR REPUBLIC DAY PARADE 2023 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 2023 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 for each Tender. The “**Technical Bid**” will contain the Sketches of the proposed Tableau, CD for power point presentation and other documents as mentioned in the Tender details. The “**Financial Bid**” will contain the financial proposal with only one rate (No optional rate will be accepted). The two separate covers will have to be inserted in a Third Cover duly sealed and submitted as Tender offer.

The NIT should be addressed to the **Director of Information and Public Relations, Meghalaya, Shillong – 793001** by designation only. The word “**Tender for Presentation of Tableau-2023**” should be super scribed on the third sealed cover containing Technical Bid and Financial Bid.

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 **28<sup>th</sup> October, 2022 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.1 lakhs 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. 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. Bidder should have a strong financial background with an average turnover of Rupees Rs.50 lakhs in the last 3 years.
3. Bidder should have sufficient man power and other resources, knowledge and experience to carry out the work.
4. Bidder 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. Bidder should are required to submit the documentary evidence of the following:
  - i) Attested copy of the Goods and Services Tax (GST) registration Certificate, up-to-date Income Tax Clearance Certificate and PAN number.
  - 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 3 financial years ending 31<sup>st</sup> March, 2022.
6. 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) Contract/Agreement/Award Letter/Work orders from the employer.
7. Bidder should not be blacklisted or currently be in the process of being black-listed by any Government Departments, Undertaking and Agencies in India. (Submission of Non Blacklist)
8. Bidder should 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 2023 at New Delhi

**Scope of Work:**

Bidder 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, 2023 at New Delhi as per theme prescribed by the Ministry of Defence viz. (I) India @75- Freedom Struggle, Ideas @75, Achievements @75, Actions @75 and Resolve @75, (II) 2023: International Year of Millets (IYOM-2023) and (III) Nari Shakti.
2. Initiatives that may be included in tableau component such as:-
  - Engagement of young qualified designers from renowned institutions.
  - Strict and continuous supervision by the designers.
  - Electronic display walls (LED, HD, 4K etc.) to be used for bright display of images or content.
  - Moving elements using Mechatronics/Robotics.
  - Innovative use of LED lighting to showcase dark/shadowed area.
  - Balancing of sound level of music.
  - 3D printing could be used to depict certain elements.
  - Use of eco-friendly material for the tableaux.
  - Considering feasibility of display at important location after the parade so that more people can be benefit seeing the creations.
  - Avoid use of plastic and plastic based products as far as feasible.
  - Use of technologies like Augmented Reality/Virtual Reality.
  - Use of special effects to the maximum extent feasible to improve the optics/visual effects of the tableau.
3. Write up on every thematic concept and design to be submitted.

4. 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.
5. Preparation of 3Dimensional Model and its modification as advice by the Expert Committee, Ministry of Defence, Government of India.
6. Fabrication of Meghalaya Tableau and presentation during Republic Day Celebration 2023 at New Delhi.
7. Tableau folder pertaining to the theme should be prepared and printed by the selected tenderer for distribution during the Republic Day celebration.
8. Music and choreography for tableau to be undertaken by the selected firm in consultation with the Office of the undersigned 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:

Sl. No	Particulars	Maximum Score
1.	1. Processing Fee 2. Bid Security 3. Financial background with an average annual turnover of Rs. 40 lakhs for the last 3 years.	7
2.	1. Permanent Account Number 2. GST registration 3. Up-to-date Income Tax Clearance 4. Particulars of registration with EPF/other statutory authorities 5. List of Technical Personnel for similar type of work. 6. Certificate from a practicing Chartered Accountant certifying the audited turnover during the last 3 financial year ending 31 <sup>st</sup> March 2022	8
3.	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
4.	Technical Presentation before the Tender Committee	40
	<b>SUB TOTAL</b>	<b>70</b>
	Financial Offer/Parameters	30
	<b>TOTAL</b>	<b>100</b>

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

Sl. 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).	

**Minimum qualifying marks in Technical Bid will be 50 marks**

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 as per the formula below:

$$\begin{aligned} \text{Formula for financial bid:} \quad L1 &= \text{Maximum Mark i.e. 30} \\ L2, L3, L4, L5 &= \frac{\text{Amount quoted by L1} \times \text{Total Mark}}{\text{Amount quoted by L2/L3/L4/L5}} \end{aligned}$$

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. NIT's in which additional conditions are put forth by the agencies shall be summarily rejected.
7. To call for Re Tender in case the Tender Committee is not satisfied with the design(s) submitted by the participating Firms. The decision of the Tender Committee will be final and no claims or objections on any ground shall be entertained whatsoever.
8. In case the Tableau proposal is rejected by the Ministry of Defence at the Sketch level, 0.65% of the tender Value will be paid. When the Tableau proposal is however rejected at the 3-D model level, 2.25% of the Tender Value will be paid.

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