

## TENDER DETAILS

### SCOPE OF WORK.

1. Preparing of eye- catching coloured 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, 2017 at New Delhi as per themes prescribed by the Government of India, namely, any important episode from the history of the State, Festivals celebrated, Cultural/architectural heritage including any aspect of the life of the people, any important social and economic development scheme, project or achievement of outstanding nature which merits a display in the National Parade, Environment, vision for the future.
2. Besides the prescribed themes, tenderers are also free to submit novel and varied themes/designs having relevance to the State.

## **TECHNICAL BID**

### **(PRE-QUALIFICATION FOR THE FIRM)**

1. The tendering firm should be financially sound and copy of the audited balance sheet of the firm for the last two years from a Chartered Accountant must be submitted with the tender.
2. Latest Professional Tax Clearance Certificate in the name of the firm and not in individual's name should invariably be submitted along with tender papers. PAN/TAN is also be submitted.
3. The Tenderer should submit not more than Three Sketches per tender in scale of one inch to one foot for the proposed Tableau based on the proposed theme i.e. (a) any important episode from the history of the State (b) Festival celebrated (c) Cultural/Architeculture Heritage including any aspect of the life of the people (d) Any important Social & Economic Development Scheme project or achievement of outstanding nature which merits a display in the National Parade (e) Environment (f) Vision for the future with relevance to the State.
4. Tender should be accompanied with write up for every sketch, failing which tender will be rejected.
5. The Tenderer must have an annual turnover of more than 40 Lakhs for last 3 years. Documentary proof to be submitted.
6. Agency having experience of conceptualization of theme, fabrication and presentation of tableau/pavilion/exhibitions and other events of repute at least for 3 years. Documentary proof to be submitted.
7. The Tenderer must indicate if any prizes have been won by the Firm in the last 3 years with regard in Presentation of Tableau handled by the Firm and the same must be supported with documentary evidence.
8. The Tenderer must submit documentary evidence in support of appreciation of the work carried out for different Client.
9. Agency must have VAT/Service Tax/PAN Numbers and statutory requirement, as applicable.
10. Request for enhancement of rates during the contract period or request for advance payment shall not be considered under any circumstances.
11. The selected tenderer/firm will have to complete the entire job within **20<sup>th</sup> January, 2017** in all respect.
12. Salvage value of the materials which the tenderer may obtain/retain on demolition of the decoration structure on conclusion of the Republic Day Celebration to be offered if any, should be quoted in terms of percentage of the total quoted amount.

13. The tender should be accompanied by earnest money of Rs. 20,000/- in the form of Bank Draft in any nationalized Bank to be pledged in favour of the **Director of Information and Public Relations, Meghalaya, Shillong**. The earnest money is refundable to the unsuccessful tenderers. The successful tenderer, however, has to deposit another amount of Rs. 30,000/- to make a total amount of Rs. 50,000/- as security deposit till the satisfactory completion of the work.
14. In the event of failure to complete the work in time or not according to specification as suggested by the expert committee or refusal to undertake the work allotted to them either expressly or otherwise, the Security Deposit will be forfeited and the work order will be cancelled.
15. All the pages of the tender document should be stamped and signed by the authorized signatory.
16. Proposals are liable to be summarily rejected if the firms do not submit all the requirements, supporting documents, EMD and **original cash receipt** issued by this Directorate towards cost of Tender details.

#### **FINANCIAL BID:**

Should contain Consolidated cost estimate. This cost should include all components such as Designs/Sketches, 3- D Model, Fabrication. Rate quoted may be inclusive of all taxes. The agencies are required to understand the work properly before quoting the rates. (NB: Rate quoted should be fairly reasonable)

#### **TERMS AND CONDITIONS**

1. Selected designer of the sketch/sketches shall be responsible to justify and explain the thematic concept and design to the expert committee of the Ministry of Defence, Government of India, whenever required and to make necessary modification in design if needed.
2. Tenderers not willing to attend expert committee meeting(s) at New Delhi, whenever required need not submit their tender.
3. Tableau folder pertaining to the theme should be prepared and printed by the selected tenderer for distribution during the Republic Day celebration.
4. The music and choreography for the ground element is to be undertaken by the selected firm and obtained approval from the expert committee, Ministry of Defence, Government of India for final presentation.
5. In the event of failure to complete the work in all items or not according to specification as suggested by the expert committee or refusal to undertake the work allotted to them either expressly or otherwise, the Security Deposit will be forfeited and the work order will be cancelled.
6. The tender should be addressed to the **Director of Information and Public Relations, Meghalaya, Shillong – 793001** by designation only. The word “**Tender for Presentation of Tableau-2017**” should be super scribed on the sealed cover containing the tender in two Bid format i.e. Technical Bid and Financial Bid.
7. In case of rejection of the Tableau by the Ministry of Defence after making of 3-D Model, 2% of the Tender Value will be will be paid to the agency for making the 3-D Model.
8. In case of rejection of Tableau at the Sketch design level, 0.5% of the Tender Value will be paid to the agency for conceptualizing and making of the sketch.
9. The Director of Information and Public Relations, Meghalaya, Shillong is not bound to accept the lower tender and reserve the right to accept or reject any or all tender without assigning any reasons thereof.
10. The last date for receipt of the tender is up to **2.00 P.M. on 11<sup>th</sup> July, 2016** and will be opened in the office of the undersigned at the same time and date in presence of such tenderer or his authorized agent. If the date of submission happens to be a holiday, tenders will be opened on the next working day.
11. The Tender Committee will first evaluate the Technical bid only. After evaluation of the Technical Bid, the Financial Bid of the successful Firms only will be short listed for opening for final selection. However, Financial Bid of the unsuccessful tenderers will be returned unopened.
12. Preference will be given to the agency having office in New Delhi (as to attend the frequent meeting with the Defence Ministry for justification and modification of the designs).

Director of Information and Public Relations,  
Meghalaya, Shillong.