

Government of India
Ministry of Earth Sciences
Prithvi Bhawan, Lodhi Road, New Delhi-110003.

Dated, 14th August, 2014

TENDER DOCUMENT

Subject:- *Tableau of Ministry of Earth Sciences for display during Republic Day, 2015.*

1. For and on behalf of Ministry of Earth Sciences (MoES), Government of India, Prithvi Bhawan, Lodi Road, New Delhi, invites sealed tenders/quotations from reputed and experienced agencies to conceptualise, design, fabricate and display a Tableau of MoES during Republic Day, 2015, on the theme of **“Cyclone or Multi Hazard Early Warning System”** under TWO BID SYSTEM.
2. Detailed terms and conditions, procedure for submission of bids and other instructions have been mentioned at Annexure-I.
3. The guidelines for preparation of Tableau proposal for participation in the Republic Day parade-2015 are given in Annexure-II.
4. The background note on **“Cyclone or Multi Hazard Early Warning System”** activities of MoES, on which the Tableau should be conceptualized and designed is in Annexure –III.
5. Format for application is given in Annexure-IV and the format for financial bid in Annexure V.
6. Interested agencies are requested to submit their Technical bid and Financial bid in separate sealed covers and enclosing both sealed covers in another sealed cover super-scribing **“Tenders for concept, Designing and Fabrication of MoES Tableau for the Republic Day, 2015”** addressed to the Section Officer(GA), Room No.1, Prithvi Bhawan, Lodi Road, New Delhi-3 and send the same on or before the due date to MoES at the given address.
7. The detailed schedule of opening of the bids is given below:

S.No.	Activity	Date and Time.
1.	Pre-Bid Meeting	25 th August, 2014 at 3.00 P.M.
2.	Last date for submission of Bids	8 th September, 2014 at 2.00 P.M.
3.	Opening of Technical Bids	8 th September, 2014 at 2.30 P.M.
4.	Presentation by eligible bidders	10 th September, 2014 at 11.00 A.M.
5.	Opening of Financial bids	To be notified separately

Venue for the above events will be MoES, Meghdoot Hall, Prithvi Bhawan, Lodi Road, New Delhi-110003.

8. Tender Received after the closing date and time, shall be rejected.

(Tarun Sood)
Section Officer(GA)
Tel:-24669596

Concept - Republic Day Tableau 2015
(Cyclone or Multi-Hazard Early Warning System)

With a motto of

24X7 SURVEILLANCE OF ATMOSPHERE AND OCEANS SURROUNDING INDIA
for public safety

The proposed Tableau could be on Cyclone and Storm Surge Warning System with following displays

1. A coastal setup of houses with a large wave or a sequence of waves submerging low-lying houses.
2. Part of the habitation and adjoining agricultural land could be shown under the wave/s (or any form of damage/inundation).
3. A cyclone shelter with people having taken shelter (could be actual artists with appropriate food and light arrangements).
4. Appropriately placed have to be the observation systems from land, ocean, upper atmosphere and space - these could include ocean buoys, AWS, RADAR, Satellite and upper atmosphere observations (may be aircraft).
5. Actual observations of an element, say wind, could be shown with fast rotating anemometer of a Buoy or an AWS with live display on a large LED screen with an audio of Gale winds (the same screen could be used for sequential display of Radar and/or Satellite sequence of an approaching cyclone, observation system, warning generation and dissemination system).
6. Audio of Thunder & Lightning with appropriate video or animation.
7. Suitable animation of RADAR and Satellite would also be required.
8. Display of warning generation & dissemination system including satellite based dissemination with live reception video or action being taken on the warnings.
9. A display of our research efforts in the background would also be appropriate.

If it is on a multi hazard system, we can display a number of them with associated phenomena and appropriate observation tools.

It could also be a combination of other services such as Agromet, Aviation, Tsunami Warning System, desalination and the PFZ.

Annexure I

DETAILED TERMS AND CONDITIONS, PROCEDURE FOR SUBMISSION OF BIDS AND OTHER INSTRUCTIONS

1. SCOPE OF WORK

- 1.1 In the Republic Day Parade 2015, MoES is proposing to submit Tableau on the theme of **“Cyclone or Multi Hazard Early Warning System”** activities of this Ministry for attraction of talent amongst students to study Science and pursue career with research (a brief background on the programme is annexed as **Annexure-III**) The scope of work would include among other things, conceptualizing , designing a Tableau; preparing a 2D sketch in detail, developing the same as presentation in 3D wire frame or other appropriate software and finally fabrication of the same as a Tableau for the Republic Day parade and its display during the parade. Each activity will be subject to clearance/approval by Ministry of Defence.
- 1.2 The work has to be undertaken on a turnkey basis and will include all aspects of fabrication of tableau i.e., from conceptualization, making of designs, modification of designs from time to time as per the requirements and instructions, presentation of the designs before the selection committee of the MoES and Ministry of Defence, fabrication of the models, modifications thereof as per requirements and instructions, presentation of the model, fabrication of the actual tableau and its display at the parade, as per the requirement, specification, time schedule and instructions by the committee of MoES and Ministry of Defence, providing of suitable/appropriate lyrics, composing of music, arrangements of artists and actual pre-recording of the music for use in the tableau, arrangements of choreography as per requirement including arrangements of artists, folk dance troupes etc. The job will also involve actual presentation and display of tableau during the Republic Day Parade, full dress rehearsal (if required) and maintenance of required services at the time of presentation during the event. The turnkey project would also include any other work that may have direct or indirect bearing with the fabrication and presentation of the tableau and may facilitate the project in any manner. Committee of MoES will have the right to modify, change, accept or reject the work in totality or any part thereof or cancel the project at any stage without assigning any reason. The copyright of the work shall vest with the Ministry and it would have rights on the awards won, if any.
- 1.3 The specifications of the Tableau, 2D sketch and 3D scale model etc., are to be as per the specification of the MoD (details enclosed at Annexure-II).
- 1.4 While it would be the sole responsibility of the successful bidder to whom the work is awarded to ensure appropriate and excellence aesthetic, creative and technical delivery of the Tableau, MoES would from time to time review, monitor and advise and if needed seek modifications to suit the needs and as deemed appropriate.

2. PROCEDURE FOR SUBMISSION OF BIDS:

- 2.1 The Technical Bid and Financial Bid should be placed in separate sealed covers with the wording “Technical Bid” and “Financial Bid” respectively super-scribed on them. It may be noted that prices must not be indicated in the Technical Bid and must only be indicated in the Financial Bid.

2.2 The cover containing Technical Bid and Financial Bid must be put in another envelope (Bid cover). The Bid Cover should be super-scribed with Tender Due Date and the wordings **“Do not open before 2.30 P.M on 8th September, 2014”** and this envelope should be clearly marked **“TENDER FOR Conceptualising, Designing and Fabrication of MoES Tableau on the theme of “ Atmospheric Science activities of MoES” for Republic Day Parade -2015.**

2.3 The cover thus prepared should also indicate clearly the name, address and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared **“Late”**.

2.4 Each copy of the Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately.

2.5 Along with Technical Bid, the sample designs of the Tableau should also be submitted.

3. Bid Prices:

3.1 The Bidder shall indicate in the pro-forma prescribed at **Annexure-V** the detailed and the total Financial Bid Price separate for Concept, drawing, 3D model, 3D walk-through presentation, Fabrication and other services it proposes to provide under the Contract in **Indian Rupees(INR)**. Prices quoted must be firm and fixed and shall not be subject to any upward modifications, on any account whatsoever, including modifications required to be carried out at the suggestion of the designated committee of MoES and/or MoD. In absence of above information, a bid may be considered incomplete and summarily rejected.

3.2 The Bidder shall prepare the bid based on details provided in the Tender documents. The Bidder shall carry out all the tasks in accordance with the requirement of the tender documents and it shall be the responsibility of the Bidder to fully meet all the requirements of the Tender documents.

3.3 The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.

4. Authorized Signatory (Bidder):

4.1 The “Bidder” as used in the Tender shall mean a Company/Firm/Proprietor who submits the proposal to Ministry for providing the services required under the proposed Contract and who has signed the Tender document forms.

4.2 The Bid shall be type written and shall be signed by a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by a written power-of-attorney accompanying the bid. The person or persons signing the bid shall initial all pages with seal/stamp.

4.3 The Bidder shall duly sign and seal its bid with the exact name of the company firm to whom the contract is to be issued.

- 4.4 The bid shall contain no erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

5. Terms and Conditions:

- 5.1 The bidder must have prior experience of carrying out the work relevant to the task in Government organization **(see para10.1 for details of essential conditions)**.
- 5.2 The bidders have to deposit Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) through account payee demand draft drawn in favour of DDO, MoES, New Delhi and payable at New Delhi. The EMD has to be deposited along with the technical bid. Tenders received without EMD would be summarily rejected. EMDs of unsuccessful bidders would be returned only after the award of the tender.
- 5.3 The bidders are advised to ensure their capacity & capability before bidding as the task has to be completed in short duration and in a time bound manner under the directions of MoES/MoD. Only those bidders who are willing and are in a position to comply with these terms and conditions need to submit the tenders.
- 5.4 The Ministry reserve the right to reject any tender without assigning any reason. If any, successful bidder fails to fulfil his obligation under this tender he may be blacklisted and MoES would also be free to circulate such blacklisted agencies to other Ministries/Departments of Govt. Of India.
- 5.5 The work of Tableau will be executed in three stages which (i) acceptance of concept by Ministry of Defence, (ii) acceptance of 3D model by MoD and (iii) actual participation.
- 5.6 The cut-of dates of delivery at each stage is crucial. Failure to deliver within this deadline would amount to non performance and MoES would impose such penalty that is deemed to be reasonable with or without cancelling the work order.

6. Address for Correspondence:

- 6.1 The Bidder shall intimate the official mailing address, place, email, mobile and telephone numbers to which all correspondence shall be sent by Ministry of Earth Sciences..

7. Contracting the Ministry:

- 7.1 No Bidder shall contract to Ministry on any matter relating to its bid from the time of the bid opening to the time the Contract is awarded.
- 7.2 Any effort by a Bidder to influence the Ministry bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

8. Evaluation of the Bids by Ministry :

8.1 The designated committee of Ministry will open the Bids, in the presence of the representatives of the Bidder who choose to attend, at the time and date, as mentioned in Para 2 of the tender notice.

8.2 The Bidder's name, bid withdrawals and the presence or absence of the requisite Earnest Money and such other details as Ministry, at its discretion, may consider appropriate will be announced at the bid opening.

9. Clarifications:

9.1 When deemed necessary, Ministry may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the bid submitted or price quoted.

10. Process and Procedure for evaluation of the bids

10.1 Stage – 1 Short listing of eligible bidders

All bids received in response to the tender notice shall be scrutinized by a designated committee of Ministry to check the fulfilment of essential eligibility conditions, which are stated as below (decision of designated committee would be subject to approval of competent authority of Ministry):

- 1) Furnishing of EMD of Rs.50,000/- (Rupees fifty thousand only) along with technical bid in the form prescribed in the tender document.
- 2) A minimum average annual turnover of Rs.50.00 lakhs (Rupees fifty lakhs only) in the last 3 years period (2011-12 to 2013-2014) (based on audited accounts and/or Chartered Accountant's certificate). In case audit of accounts for the year 2013-14 is not complete and a certificate to that effect is produced from the Chartered Accountant, accounts for the 2010-11 to 2012-13 will be taken into consideration (submission of false certificates/information will lead to disqualification at any stage).
- 3) Experience of conceptualizing/designing/fabricating of similar works, at least two such works, out of which one should be for participation of tableau in the National Republic Day Parade of any Central Govt. Ministry/Department/Organization or State Govt./Organization in the past 5 years (document showing proof of undertaking such work like work order issued by the concerned Ministry/State Govt./organization to be produced).

Only those bidders who fulfil all the essential eligibility conditions prescribed above shall be considered for making a presentation before a designated committee of MoES and detailed technical evaluation.

10.2 Stage -2 –Technical Evaluation: All the bidders declared eligible by the competent authority based on the recommendations of the designated committee shall be subject to detailed technical evaluation based on the information /details/concept/design etc. Furnished in their tender/bid as well as the presentation made before the designated committee and will be awarded marks on various parameters as detailed below:

S.No.	Items	Criteria/docu ments required	Max. Marks	Min. Marks required	Remarks
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1	2	3	4	5	6
1.	<u>Prior Experience</u> Undertaking/execution of work of conceptualising/designing/fabrication of tableau in National Republic Day Parade (RDP) in the last 5 years on behalf of any Central Govt. Ministry/Deptt. Or State Govt. Or any other organization	See note 1 below	30	15	
a.	If such tableau won any award (i.e., tableau got selected by the MoD, participated in the RDP and won some prize		----	-----	
a(i)	In case of only one such case of winning prize in the last 5 years		20		
A(ii)	In case of 2 such cases		25		
A(iii)	In case of more than 2 cases		30		
B	If such tableau did not win any award i.e., tableau got selected by MoD and participated in RDP, even if did not win any prize.	See Note 1 & III below	-----	-----	
B(i)	In case of only one such case		15		
B(ii)	In case of 2 such case		18		
B9III0	In case of more than 2 cases		20		
2.	Undertaking/execution of work of conceptualising/designing/fabrication of tableau in State Republic Day Parade or any such other parade of reputed National/State event in the last 5 years on behalf of any Central Govt. Ministry/Deptt. Or State Govt. Or any other Organization		10	2	
A	If such tableau won any award (i.e tableau got selected by the concerned agency, participated in the event and won some prize		-----	-----	

A(i)	In case of only one such case of winning prize in the last 5 years		5	----	
A(ii)	In case of 2 or more such cases		8	----	
A(iii)	In case of more than 2 cases		10	-----	
B	If such tableau did not win any award i.e., tableau got selected by MOD and participated in RDP, even if did not win any prize.		-----	-----	
B(i)	In case of only one such case		2	----	
B(ii)	In case of 2 such cases		3	----	
B(iii)	In case of more than 2 cases		5	----	
3.	Thorough understanding of theme_____ which is the theme of the proposed tableau, its details, implementation status and such other related aspects.	See note-II below	10	7	
4.	Soundness and innovativeness of the concept/design/3D model proposed in the tender, duly conforming to the guidelines of MoD.		20	15	
5.	Presentation before the designated committee/assessment by the committee		25	15	
6.	Any other parameters as decided by the designated committee – to be announced at the start of presentation	See Note IV below	5	-----	
			100	70*	

Note I – only the works undertaken/executed by the bidders, as evidenced by work orders in their name and also certification of concerned Ministry/Department/SG/organization regarding actual participating and winning of prize etc. shall be accepted. Production of documents in this regard is essential. Simple declaration of bidders shall not suffice.

Note II – Brief understanding note to be submitted by the bidder on this count along with technical bid and will be supplemented by discussion/quizzing during the presentation. In fact overall proposal submitted by the bidder will also be reflective of how well he has understood the scheme.

Note III – Cases covered under (a) i.e. Award winning entry will not be considered again for marks for participation i.e. one entry can qualify only for marks either as award winning or as participant.

Note IV – In case no such parameter is announced, all bidders will be given 5 marks each under this item.

*Not a sum total of individual qualifying marks.

Only those bidders who obtain minimum of 70 marks out of 100 marks on the various criteria stated above, subject to a minimum required marks under various parameters as listed in col.5 of the table above, will be considered for opening of their financial bids. In case, if no bidder obtain 70% marks, the first 3 bidders shall be selected, provided they obtain a minimum of 50 marks out of 100 and further subject to their obtaining at least 75% of the minimum qualifying marks under different parameters stated above. In case no bidder obtains 50 % marks out of 100 or 75% of minimum qualifying marks under various parameters stated above, further process with respect to the tender shall be dropped.

10.3 Stage – 3 Financial Bids: Bidders who qualify for the second stage of technical evaluation stated above will be considered for opening of financial bids. The total marks allotted for financial bids is 35 and will be allotted as per following procedure:

The bidder who has quoted the lowest rate (amount) **for all the items taken together i.e.. sum total at Sl. Nos. of Annexure V** financial bid of the tender, will be awarded full 35 marks. Other bidders would be awarded marks as per following formula (marks will be counted only up to 2 decimals):

$$\frac{\text{Total amount quoted by the lowest bidder}}{\text{Total amount by a particular bidder}} \times 100$$

Example: For example, if there are 5 financial bids who have qualified in the technical evaluation process stated above and who have quoted rates/amount for all the items taken together as given in col.2 of the table below, their marks will be calculated as given in col.3 in the table below (marks up to 2 decimals):

Bidder No.	Total amount quoted (Rs.) (under S.No.5 of Financial Bid)	Marks to be awarded
1.	80 (Lowest Rate)	$80/80 \times 35 = 35.00$
2.	200	$80/200 \times 35 = 14.00$
3.	150	$80/150 \times 35 = 18.67$
4.	180	$80/180 \times 35 = 15.56$
5,	160	$80/160 \times 35 = 17.50$

10.4 Overall Evaluation – Determination of lowest bidder: Bidder who obtains maximum marks out of 135 (I i.e. total of technical bid marks (100) and financial bid marks (35)) shall be declared as lowest bidder and selected for first state i.e., preparation of concept/sketch/design etc with modifications as suggested by the designated committee of Ministry of expert committee of MoD, duly conforming to the guidelines of MoD etc. If the design presented by Ministry before the expert committee of MoD is accepted, the bidder would be asked to proceed to the second stage i.e., preparation of the model and if the same is also accepted/approved by the expert committee of MoD,

with or without modifications, the bidder would be asked to proceed to the third stage i.e. fabrication of the tableau as per the approved design/model, either by itself or by engaging any other agency/contractor on his own, and taking all related activity for actual participation of tableau in the RDP-2015.

10.5 Unless stated otherwise, the financial bid document is for the whole scope of the work as described in the tender document. The bidder will not be permitted to add any costs later on. The total cost/bid amount indicated in the financial bid will be deemed to be for the entire scope of work outlined/detailed in the tender document, subject to modifications required to be done as per the suggestions of designated committee of Ministry. The costs/rates/amounts quoted by the bidder in the financial bid should allow for all costs including labour, materials, consumables, spares, equipments, procurements, freight and installations, transportation charge, custom duty, octroi, excise duty, sales tax, turnover tax, service tax, any other duties, taxes or charges, whatsoever payable on the components or the completed works and satisfactory performance of the bidders obligations under the tender/agreement. Hence, levy of taxes over and above quoted rates, if any like service tax etc. Should be specifically stated in the financial bid with prevailing rates of such taxes to enable uniform comparison of the financial bids of the various bidders. In the absence of any such specific statement, also with rates, the quoted rates/amount will be presumed to be inclusive of taxes/duties/levies of all kinds, including service tax.

Note: Classification of any bidder as 'successful Bidder' does not automatically bestow any right on him to get the work awarded to him, which is subject to further processing and obtaining approval of competent authority of Ministry. Ministry of Earth Sciences, for valid reasons, reserves the right to not allot the works to lowest bidder and even cancel the entire tender process at any state, even after process for determining lowest bidder is over.

11. Right to Accept Any Bid and to Reject Any or All Bids

11.1 Ministry of Earth Sciences reserves the right to accept any bid, and to annul the tender process and reject any or all bids at any time prior to award to contract, without thereby incurring any liability to the affected bidder or bidder or any obligation to inform the affected bidder or bidder or the grounds for MoES action.

12. Notification of award

12.1 Ministry of Earth Sciences will notify the successful Bidder by e-mail or in writing, by registered letter/speed post that its bid has been accepted.

12.2 Upon notification of the successful bidder, Ministry will promptly return the EMD of unsuccessful bidders.

13. Signing of Contract

13.1 On notifying the successful bidder, Ministry will send to the successful Bidder the Contract Agreement for signing the Agreement.

13.2 Within 7 days of receipt of the contract Form, the successful Bidder shall sign and date the contract and return it to Ministry.

14. Performance Security

To ensure due performance of the contract, Performance security is to be obtained from the successful bidder awarded the Contract. The successful bidder must furnish a Performance Security Deposit equivalent to 5% of the total value of the Contract within 10 days from the date of acceptance of the bid. The Performance Security Deposit shall be in the form of Account Payee Demand Draft/Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank drawn in favour of Drawing & Disbursing Officer (DDO), Ministry of Earth Science, New Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Bidder. EMD shall be refunded to the successful bidder on receipt of the Performance Security.

15. Rejection Criteria

15.1 Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

a) Technical Bid

- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder.
- Bids providing information that are found to be incorrect/misleading at any stage/ time during the Tendering Process and Technical Bid containing commercial details
- Bids that reveal prices in any form or by any reason before opening the Financial Bid

b) Financial Bid

- Bids in which the total lump sum price quoted by the Bidder is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids where prices are not firm during the entire duration of the contract and /or with any qualification.
- Bids which do not conform to Ministry Price Bid format.

c) Others

- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this Tender.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.

16. Schedules and terms & conditions of payment

16.1 If the concept/sketch/design etc. Prepared and presented by the bidder before the expert group of MoD is not accepted and does not enter the second stage where 3D models have to be prepared and presented, only 2% of total agreed amount (all items) as per the financial bid with the bidder shall be payable to the bidder, subject to the maximum of Rs.25,000/-.

16.2 Similarly if after entering the second stage of preparation of model, if the model finally prepared and presented before the expert group of MoD and the fabrication of the tableau is not required, only 5% of total agreed amount (all items) will be payable to the bidder, subject to a maximum of Rs.50,000/- (inclusive of Rs.25,000/- mentioned under 16(1) above).

16.3 However, if the model prepared and presented before the committee is finally approved by the expert group of MoD for fabrication and inclusion in the RDP 2015, with or without modifications, only agreed amount will be payable.. In this case payment mentioned vide para 16.1 and 16.2 will not be made.

16.4 The schedule for the payment will be as follows:

If the model is selected and approved by MoD for fabrication and inclusion in RDP 2015, the payment will be released as follows:-

- (a) 50% as initial advance.
- (b) 30% on fabrication and inspection & acceptance by Ministry.
- (c) 20% after completion of the project.

Further, the payment will be subject to the bidder submitting a bank guarantee, valid for a duration of one year from the date of award of the work, from any nationalized bank for the equivalent amount of proposed advance amount. Only on submission of the BG, advance, if any would be made.

Designs in virtual reality in the form of CD showing the various components displayed from different angles, can also be presented.

Preparation of models

After the approval of the proposed sketch/design by the Expert Committee in its preliminary meetings three dimensional model of the proposed tableau would be prepared on the lines of the suggestions given by the Committee for further inspection. Final approval for participation would be accorded only after the models of the tableaux are finally selected by the Committee.

ANNEXURE-II

GUIDELINES FOR PREPARATION OF TABLEUX PROPOSALS FOR PARTICIPATION IN THE REPUBLIC DAY PARADE – 2015

1. Suggested theme

Name of theme- **Cyclone or Multi Hazard Early Warning System**

2. Selection Process of the tableaux by the MoD

The tableaux proposals received from various organisations/agencies are evaluated in a series of meetings of the Expert Committee consisting of prominent persons in the field of art, culture, painting, sculpture, music, architecture, choreography, et. In the first phase of selection the sketch/design proposals are scrutinised and suggestions, if considered necessary, are given to carry out modification in the sketch/design. Once the sketches/designs are approved by the committee, the participants are asked to come up with three-dimensional models of their proposals. However, entering into the model stage itself does not mean selection. The models are thereafter examined by the committee for final selection depending upon various considerations. Not more than one tableaux from an organisation participates in the parade.

Adequate time is given to the concerned agencies to make arrangements for attending the meetings of the Expert Committee. Non-attendance in any meeting means withdrawal and concerned agency will not be invited in subsequent meetings. All Cost for attending the meetings is to be borne by the concerned agency. All interaction with the members of the Committee will be made by the official representative of the organisation concerned. The artists/designers etc. May accompany the official representative to suitably take note of the suggestions given by the Committee to carry out modifications in their respective sketch/design/model. They will, however, not directly interact with the members of the Expert committee unless they are specifically authorised by the Committee to do so to explain any specific point.

3. Preparation of Sketch/ Design.

The sketch/design drawn (preferably in graph) on a scale of 1:1 should be simple, colourful, easy to comprehend and should avoid statistical data and unnecessary details. It should be able to convey, whatever it presents, by itself and should not require any explanation, writing or elaboration. Writing or use of logo on tableaux is not allowed except the name of States/UTs presenting which is allowed in Hindi and in English on the back and in Regional language on the sides of the tableau. Similarly, in case of Ministries/ Departments and other agencies, name of the Ministry/Department/Organisation is to be given in Hindi in the front and in English on the back.

In case, a tableau is proposed to be integrated with a folk dance, it should be ensured that the selected dance is a genuine folk dance and the costumes and musical instruments are traditional and authentic. The tableau and the dance should also have thematic unity. The strength of the dance party, excluding those who are to perform on the tableau, should not exceed 25 person. Video clippings of the dance may also be sent along with the proposals.

4. Dimensions

While preparing the sketches and subsequently, three dimensional models, the following approximate dimensions of the trailers and tractors, which will be supplied to them for the fabrication of the tableau, may be kept in view:

Trailer

Length	:	24' 8"
Width	:	8'
Height	:	4' 2"
Load carrying capacity	:	10 tons

The length, breadth and height of a single tableau should not exceed 45', 14' and 16' (from the ground level) respectively. If it is proposed to use any other vehicles under own arrangements, particulars thereof should be indicated in the proposal.

5. Facilities to be provided by the Ministry of Defence

During the meetings of the Expert Committee, the facilities such as a PC, LCD Projector, DVD Player and an overhead projector would be made available by the Ministry of Defence. Should there be any other support requirements, the Ministry may ;be informed in advance.

ANNEXURE-IV

MINISTRY OF EARTH SCIENCES

TECHNICAL BID FOR CONCEPTUALIZATION, DESIGNING, FABRICATION AND DISPLAY OF
TABLEAUX OF MINISTRY ON _____SCHEME DURING REPUBLIC DAY PARADE-2015

1. Name of Agency/Organization
2. Name and designation of the authorized signatory and his contract details
3. Complete office address (with telephone/mobile & e-mail)
4. Experience in the area of conceptualization, designing, fabrication and display of Republic Day tableaux at National/State level, if any (detailing the years, organization and theme) – (Enclose relevant documents, work orders, work completion certificate in support of the claims).
5. Experience in fabrication and display of tableaux in other major events, if any (detailing the years, organization and theme) – Enclose relevant documents in supports of the claims.
6. Photographs/CDs of earlier work
7. Awards/medals/prizes Won (with details including copies of the certificates)
8. Certified copies of the Chartered Accountants indicating the turnover of the agency for the last five financial years.
9. Particulars of the latest PAN No.(attach a photocopy)
10. Furnish details of EMD like DD No. Name of issuing Bank, date etc.
11. Please attach the following documents:
 - 11.1 concept proposal along with a sketch/design of how you will treat and visually present the theme
 - 11.2 A brief note on your understanding of the theme. (For this purpose, you can see the annexure III as well as the website of Ministry or contract Sh.Rishi Kumar, Deputy Secretary(GA), Tel.No.24669509 (Rishi.Kumar@nic.in) or Sh.Tarun sood, Section Officer(GA), Tel.No.24669596 (tarun.sood@nic.in) during office hours on any working day for sourcing information on the scheme. Still if you have any doubts, you may get it clarified during the pre-bid d conference)

Date:

(Signature of Proprietor/Authorised Signatory

ANNEXURE –V

FINANCIAL BID

(TO BE SUBMITTED IN SEPARATE ENVELOPE SEALED WITH SEALING WAX AND INITIALED TWICE ACROSS THE SEAL)

S.No.	Tender Notification	Cost (in Rupees)
1.	Cost of Conceptualisation and preparing 2D sketch/design and drawing etc (1 st stage work)	
2.	Cost of preparation of 3D model (physical model and 3D walk through) (2 nd stage work) – based on approval of 1 st stage work by MOD	
3.	Fabrication, Erection of Tableau, display in RD parade and such other related work including dismantling and handing over of the tractor trailer to MoD.	
4.	LESS salvage charges	
5.	TOTAL = 1+2+3-4	

6. Total cost * (as per 5 above)

7. Name of the Company

8. Name of the proprietor/authorized signatory

Date:

(Signature of Proprietor/Authorised Signatory)

- Note: (i) Total cost(s) indicated at S.No.5 are inclusive of all taxes/duties/levies and such other charges by whatever name called, except the applicable service tax.
- Total cost mentioned at S.no.5 above will be taken into account for the purpose of calculating marks obtained in the financial bid in accordance with para 10.3

Points to be kept in view while drawing up the proposal

- i) One tractor and one trailer, upon which a tableau would be fabricated, would be provided by the Ministry of Defence free of charges.
- ii) No additional tractor, trailer or other types of vehicles would be allowed to be used in the tableau. This aspect should be kept in mind while preparing the designs of the tableau proposals to be presented before the Central Expert Committee.
- iii) There is no objection to the use of vehicles other than tractor and trailers for fabrication of tableaux to give them a different look. But these vehicles will have to be arranged by the sponsoring authorities themselves. Under no circumstance, the total number of vehicles used in a tableau or the total number of distinguishable mobile components of a tableau would be more than two.
- iv) As far as possible, there should be some movement, sound and animation on the tableaux.
- v) The number of performers on the trailer would not be more than 10 persons. No performer is permitted to be on the tractor component of the tableau. Attractive ground element however can be considered on a limited number of tableaux only if it goes with the theme. These conditions are subject to modifications by MOD depending on the requirement of the tableau.
- vi) In case of tableaux on cultural, historical/traditional themes, the colours, designs, costumer, materials, etc. Used should be authentic to present local flavour. The performers on the float or on ground should also look to be authentic in case any cultural or traditional event is being depicted.
- i) The sketch should clearly depict as to how the tractor pulling the tableau will be used as a part of the theme. Camouflaging the tractor should be in harmony with the main theme of the tableau. There should be a gap of about 6-7 feet between the tractor and the trailer and /or between two trailers for turning or manoeuvring. This should be taken into account while designing the tableau.