

**Government of India**  
**Ministry of Earth Sciences**

**Tender Notice for Republic Day Tableau- 2014**

Ministry of Earth Sciences invites Tenders from agencies to conceptualize, fabricate and display a tableau during Republic Day Parade, 2014.

The theme of the proposed Tableaux is about the achievements of this Ministry in the field of Earth Sciences. A brief on this subject can be collected personally from Deputy Secretary (GA) in the Ministry of Earth Sciences (Ph.24669509), or through the website of this Ministry i.e. [WWW.moes.gov.in](http://WWW.moes.gov.in) along with the tender documents.

The following Eligibility Conditions have to be fulfilled for applying and point-wise details in this regard should be given in the Technical Bid to be submitted to this Ministry:-

1. Agencies having experience of conceptualization of theme, fabrication and display of Republic Day Tableaux at the National level or State level at least for 10 years. Or
2. Agencies having experience of fabrication and display of tableaux in other events of repute at least for 15 years can also apply.
3. Agencies should have a minimum annual turnover of Rs. 1.00 crore from fabrication of tableau and related works in each of the last 3 years.
4. Agencies must have experienced creative personnel like visualizer or concept director, fabricators etc. either on its roll or on retainer ship basis.
5. Agencies that have won prizes/commendations for tableaux designed by them in the Republic Day parade in the previous years and/or having experience of fabricating tableaux for scientific sector will be given preference.
6. Agencies must be registered with the competent authority for VAT/Service Tax.

Note:-The firms/agencies should provide copies of relevant documents in support of their meeting the eligibility criteria (point wise).

The firms/agencies should provide copies of relevant documents in support of their meeting the eligibility criteria (Point-Wise). Agencies fulfilling the above eligibility conditions may send in their technical and financial bids in two separate envelopes clearly super-scribing the same to Deputy Secretary (GA), Ministry of Earth Sciences, PrithviBhawan, Opposite India Habitat Centre, IMD Campus, Lodhi Road, New Delhi latest by 07.10.2013 (up to 2.30 P.M) as per the tender document, which is available on website of the Ministry ([www.moes.gov.in](http://www.moes.gov.in)) and on the Central Public Procurement Portal of Govt. of India ([www.procurement.gov.in](http://www.procurement.gov.in)). The Tender Document can also be collected from Administrative Officer (GA), Room No.1, PrithviBhawan, IMD Campus, Lodhi Road, New Delhi (Ph. 24669596) between 10AM to 5 PM on all working days before the closing date. Tenders received after 2.30 P.M on 7.10.2013 will not be considered. The technical

bids will be opened on 07.10.2013 at 03.00 PM. The representative of bidders can participate at the opening of technical bids. The date and time for opening of Financial Bids will be intimated to the bidders who will quality the technical evaluation of their bids.

Ministry reserves the right to reject/cancel the tender at any time without assigning any reason. No correspondence in this regard shall be entertained.

#### **Guidelines for designing the Tableau**

1. The sketch/design drawn 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.

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

2. As far as possible, there should be some movement, sound an animation on the tableaux.
3. Generally, the tableaux are mounted on the tractor/trailers provided by the Ministry of Defence, free of charge.
4. 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.
5. In case of tableaux on cultural, historical/traditional themes, the colours, designs, costumes, materials etc. used should be authentic to present local flavor. The performers on the float or on ground should also look to be authentic in case any cultural or traditional event is being depicted.
6. 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 maneuvering. This should be taken into account while designing the tableau.
7. 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 persons. The video clippings of the dance may also be sent along with the proposals.
8. 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- 4'22"    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.

### **Submission of proposal and selection of agency**

As a part of the proposal the agencies will have to submit two separate Sealed Envelopes placed within an outer envelope as mentioned below:-

- I. First envelop super-scribed " Technical Bid" should contain particulars regarding eligibility criteria mentioned on page 1 of this Tender Document and treatment of the theme. The drawings prepared by this Ministry at the preliminary stage are available with this Ministry and can be collected from Sh. TarunSood, Administrative Officer, room No.1, MoES, PrithviBhawan, Lodhi Road, New Delhi (Ph.24669596).

The Technical Bid may be submitted in the Pro-forma given at Annex.I

- II. Second envelope super-scribed "Financial Bid" should contain consolidated single price and also component-wise details such as design, 3-D modes, fabrication, composition of music etc. This price may be inclusive of all taxes. The agencies are required to understand the work properly before quoting the rates.

While submitting the bids, the agency would have to enclose (i) the Chartered Accountant's certificate indicating the turnover of the agency in the last three years (ii) particulars of latest PAN.

Short-listing will be made on the assessment of the technical bid i.e. eligibility criteria and treatment of the theme and its presentation in the form of drawings and design. Financial bids will be opened only for such short-listed agencies. Final selection would be made on the basis of quality and price by giving 70:30 weightage. The details of the Technical Bid Evaluation Criteria are given in Annex. II. The minimum qualifying score (points) in the Technical Bid evaluation will be 70%. Financial Bids of only those firms/agencies will be opened which score at least 70% marks in the Technical Bids evaluation.

The firm/agency securing the highest combined marks and ranked H1 will be considered for award of work.

The decision of the Ministry with regard to selection of agency will be final and binding and no communication in this regard will be entertained. The Ministry will also have a right to amend the pre-qualification/selection criteria before opening the financial bids.

### **Scope of Work**

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 design from time to time as per the requirement and instructions, presentation of designs before the selection committee of Ministry of Earth Science and Ministry of Defence, fabrication of the models, modifications thereof as per requirement and instructions, presentation of the model before the Committee of Ministry of Earth Sciences and Ministry of Defence. Upon selection of the model, fabrication of the actual tableau as per the requirement, specification, time schedule and instructions of the Ministry of Earth Sciences and Ministry of Defence. Providing of suitable/appropriate lyrics, composing of music, arrangement of artists and actual pre-recording of the music for use in the tableau. Arrangement of any choreography as per requirement including arrangement of artists, folk dance troupes etc. The job will also involve actual presentation and display of the tableau during the RD 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. Information about Ministry of Earth Sciences (MoES) and relevant inputs as required will be made available by the Ministry. The 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 MoES and it would have rights on the awards won, if any.

#### **Security Deposit-**

In case of award of work a sum equal to 5% of the contract value shall be deposited as Performance Security Money in the form of Pay Order/ Bank Draft/FDR in favour of “DDO, Ministry of Earth Sciences” payable at New Delhi and shall be released after 60 days of successful completion of job and fulfillment of all contractual obligations.

#### **Time Frame**

The agency selected for the execution of the job has to complete the tableau as per the deadlines and time schedules fixed by Ministry of Defence for completion of the various stages of the work and any time schedule to be fixed by the Ministry of Earth Sciences so as to enable this Ministry to fine tune the processes involved in fabrication as per requirement from time to time and before display. The designated officer in charge will have the right to make necessary modifications/alterations in the layout till the last moment in order to ensure that a quality product is finally put on display. Failure to meet the time schedules will invite penalty @5% of the contract value per day. After the event is over, the party shall be responsible for dismantling and removing the materials as per the prescribed time schedule of the Defence Ministry and shall be liable to pay any demurrage that might be imposed by Ministry of Defence for non-compliance of dismantling schedule.

The dismantling and removal of the materials have to be done by the agency at its own cost and hence the same may be factored in the financial quote.

### **Terms of Payments**

- In case the proposal of this Ministry is approved for inclusion of the Tableau in the Republic Day parade, 2014 and the Tableau is required to be prepared, an amount up to 30% will be released against a bank guarantee of the same amount.
- In case the Tableau of this Ministry is not included for participation in the Republic Day Parade, 2014, no payment shall be made by this Ministry for the work like preparation of sketch/ models etc. for presentation before the Ministry of Defence.
- The balance payment shall be made to the firm after successful completion of work including display of Tableau of this Ministry at Rajpath on Republic Day.
- 10% of the cost of the project will be deducted as salvage value of the tableau from the final bill.
- Deduction at source for income tax or any other tax as applicable shall be made as per law.
- Ministry shall stand indemnified for any liability for default of payment by the agency to the parties involved or engaged by it for this project.
- The Ministry will not bear any additional cost of any kind for any work that the agency may have to undertake in course of the project beyond agreed amount as per tender.

In case of default of any kind including failure to fulfill the terms and conditions of the job agreement/tender, this Ministry can forfeit the security deposit provided by the agency.

Submission of the proposal by the agency will imply that it has read all the documents and has made itself fully aware about the work. The last date for receipt of application along with all the necessary documents is 07.10.2013 by 2.30 P.M. Proposals received after this date and time will not be accepted. Opening of Technical Bids of the tenders will be at 3 PM on 07.10.2013. As regards the Opening of Financial Bids, the Financial Bids of only those Bidders will be opened, who qualify the Technical Bids and they will be informed about the date and time for opening of their Financial Bids. This Ministry will reserve the right to reject/cancel the tender at any time without assigning any reason. Proposals complete in all respects should be sent by registered post or delivered in person to :-

Sh. Rishi Kumar,  
Deputy Secretary (General Administration)  
Ministry of Earth Sciences,  
Room No.103, PrithviBhawan,  
Opposite India Habitat Centre, IMD Campus,  
Lodhi Road, New Delhi – 110 003.



**Technical Bids Evaluation Criteria**

S.No.	Items	Marks
1.	Experience of Conceptualization of theme, fabrication and display of Republic Day tableau at National and State level in last 10 years Or	Once -6 marks Twice – 12 marks Thrice – 18 marks Four times and more – 25 marks
	Experience of fabrication and display of tableau in other events of repute  (Maximum 25 Marks)	For each participation in such event 2 marks
2.	Methodology, work plan and understanding of TOR  (Maximum 50 Marks)	50 Marks
3.	Suitability of Key Personnel for the assignment  (Maximum 15 Marks)	Team leader's Experience Experience in Conceptualization of theme, fabrication of Republic Day tableau at National and state level or in other event of repute 3 years experience - 5 marks More than 3 and up to 5 years experience- 10 marks More than 5 years- 15 marks
4.	Financial strength of the Firm  (Maximum 10 Marks)	Annual Turnover from fabrication of tableau and related works during the last 3 years Up to 1 crore- 3 marks More than 1 crore and up to 2 crore- 6 marks More than 2 crore – 10 marks.

Note:- Minimum qualifying marks (points) in the Technical Evaluation Criteria shall be 70% i.e., only those firms shall qualify for opening of their Financial bids which get more than 70% marks in the Technical Bids Evaluation.

## PRO-FORMA FOR SUBMITTING TECHNICAL BIDS

S.No.	Items	Details
1.	Name of Agency/Organization	
2.	Office Address (with Telephone /Mobile number &e-mail)	
3.	Details of experience in the area of conceptualization, fabrication and display of Republic Day tableau at national/state level, if any (detailing the years, organization and theme)	
4.	Details of experience in the area of conceptualization, fabrication and display of tableau in other events of repute	
5.	Annual Turnover from fabrication of tableau and related works in each of the last 3 years. (Certified copies of the Chartered Accountant indicating the turnover may be attached)	
6.	Details of the creative personnel with their bio-data indicating whether they are on the permanent rolls of the agency or on retainer basis	
7.	Awards won (with details including copies of the certificate)	
8.	Particulars about the latest PAN No.	
9.	Photo-copies of the registration document relating to VAT/Service Tax.	

Date-

Signature of Proprietor



PROFORMA FOR SUBMITTING FINANCIAL BIDS

Name of the Firm/agency (along with address)

S.No.	Items	Amount involved (including all taxes)
	Total cost involved in Conceptualization and preparing sketch/design/drawing/ 3 D model and also including fabrication, erection of tableau, display in RD Parade and such other related work including dismantling and handing over of the tractor trailer to MoD	
2.	Less salvage charges	
3.	Total amount for payment	

Date-

Signature of Proprietor/authorized signatory

Note:- The total cost(s) to be given in the above format should be inclusive of all taxes/duties/levies and such other charges by whatever name these are called.