

**TENDER DOCUMENT**

**CONCEPTUALIZATION, FABRICATION, MAINTENANCE & DISPLAY OF  
'NDRF TABLEAU' DURING THE REPUBLIC DAY PARADE AT RAJPATH  
IN NEW DELHI ON 26<sup>TH</sup> JANUARY, 2019**

No. I-17018 | T-9 | HQ-NDRF/2018 | 2137 Date, 25/09/2018

This Directorate invites sealed tenders/bids from reputed agencies under the two-Bid system on behalf of National Disaster Response Force (Ministry of Home Affairs, Government of India), for the conceptualization, fabrication, maintenance & display of 'NDRF Tableau during the Republic Day Parade at Rajpath in New Delhi on 26<sup>th</sup> January, 2019

**1. The Objectives**

The objective of the Tableau is to showcase the motto National Disaster Response Force, which is the "**Aapda Seva Sadaiv**".

**2. Pre-Bid Meeting**

The agencies may seek clarification of their queries, if any, on telephone Nos **011- 24611519** OR **011- 24656932** on working days. The pre bid meeting will be held at **1100 hrs on 01 October' 2018** in the office of **Dy. Inspector General (Training), NDRF HQ, A Wing, Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi -110003**.

**3. Two-Bid Tender System**

Each bid shall comprise of two components, the 'Technical Bid' and the 'Financial Bid'.

**4. Technical Bid**

The Technical Bid shall contain particulars regarding eligibility criteria along with documentary evidences, subject to the following terms and conditions:-

- i. The bidder should have valid documents for registration with tax authorities e.g. PAN, service tax, trade tax registration etc. Copies of relevant documents should be attached with the bid document.
- ii. Agencies must be registered with the competent authority for GST.
- iii. The bidder should have experience of conceptualization, fabrication and display of tableau at National or State level events. Copies of such work orders executed during last five

Page 1 of 12



years ending 31<sup>st</sup> March, 2018 must be submitted along with the bid.

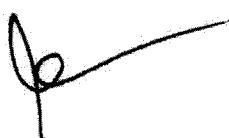
- iv. Agency should have a minimum annual turnover of Rs.1,00,00,000/- (Rupees One Crore) and above for last 3 years. Details of the same should be submitted along with CA certified copy of balance sheet of the Agency for the relevant period as part of technical bid.
- v. Agencies who have filed returns of Income tax for the last three years i.e. A Y. 2016-17, 2015-16 & 2014-15.
- vi. The bidder should not be blacklisted by any Government department /PSU /agency and should not have any criminal case pending against it. An undertaking in this respect should be submitted.
- vii. Details of experience of creative personnel like visualizers or concept directors, fabricators etc. to be submitted in the following format:

Srl No.	Name of Creative Personnel	Designation in the Organization	Qualifications and Experience

- viii. Details of Awards/Commendations won for conceptualization, fabrication, maintenance & display of Tableaus during the preceding five years i.e. 2013-14 to 2017-18 are to be submitted.
- ix. To provide evidence of having an office in Delhi.
- x. Bidder should provide the theme and treatment suggested for the Pavilion (A narrative explanation must be enclosed).
- xi. A copy of this tender document duly signed by the bidder with identification of name & designation as a token of acceptance of all the conditions laid down in this Tender Document should be attached along with the Technical Bid but in a separately sealed envelope. Submission of proposal by the agency will also imply that it has read all the documents carefully and made itself fully aware of the work.

## 5. Financial Bid

The Financial Bid shall contain consolidated cost estimates. The agencies are required to understand the work properly before quoting the rates. The Financial Bid should include all the expenses in respect of



conceptualization, fabrication, maintenance & display of the Tableau during the full rehearsals and the Republic Day Parade at Rajpath in New Delhi on 26<sup>th</sup> January, 2019, which includes all material, labor charges and incidental charges for fabrication and maintenance of the Tableau in **Annexure 'A'** attached with the Tender Document. Applicable items should be detailed clearly and taxes should be indicated clearly and separately.

#### **6. Earnest Money**

Each Bid must accompany Earnest Money Deposit/Bid Security of Rs. 1,00,000/- (Rupees One Lakh Only) in form of A/c Payee Demand Draft or Pay Order of any nationalized bank in favor of "PAO, NDMA, New Delhi", and payable at New Delhi and the same will be returned to unsuccessful bidders, after the tender process is completed. In case of non-performance of the contract, the entire amount of EMD shall be forfeited.

#### **7. Scope of Work and Time Frame**

- i. The work has to be undertaken on a **turnkey** basis and will include all aspects up to fabrication and maintenance of tableau i.e. conceptualization, making of designs, modification of designs from time to time as per the requirement and instructions, presentation of the designs before the committee of the Department and Ministry of Defence, Government of India, fabrication of the models, modifications thereof as per requirements and instructions, presentation of the model before the committee of the Department and Ministry of Defence and upon selection of the model, fabrication of the actual tableau as per the requirement, specification, time schedule and instructions by the Directorate and Ministry.
- ii. Providing of suitable/appropriate lyrics, composing of music, arrangements of artists and actual pre-recording of the music for use in the tableau.
- iii. Arrangements of choreography as per requirement including arrangements of artists.
- iv. The job will also involve actual presentation and display of tableau during full dress rehearsals and the Republic Day Parade, and maintenance of required services at the time of presentation during the event.
- v. 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 viz. printing of tableau brochures, PR with - print &



electronic media etc. Information about the Department and relevant inputs as required will be made available by the Department.

- vi. This Organization will have the right to modify, change, accept or reject the work in totality or any part thereof or cancel the project any stage without assigning any reason.
- vii. The copyright of the work shall vest with this Organization and it would have exclusive rights on the work and the awards won, if any.
- viii. In this regard, Guidelines of Ministry of Defence mentioned at Annexure - 'A' para 3 for Preparation of Tableau proposals for participation in the Republic Day Parade - 2019 to be referred and complied with.

8. After the event is over the agency shall be responsible for handing over the tableau under the supervision and consultation of the Organization.

#### **9. Submission of Bids**

The Bid comprises three components: the 'Technical Bid', the 'Financial Bid' and 'EMD'. Each of these three components must be sealed in separate envelopes and super scribed 'Technical Bid for Tableau-2019', 'Financial Bid for Tableau-2019' and 'EMD for Tableau-2019' respectively. These three documents must be placed in a bigger sealed envelope super scribed 'Tender Bid for NDRF Tableau-2019'. The bid, thus sealed and addressed to: "**Directorate General, National Disaster Response Force, Ministry of Home Affairs, A Wing , Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi .**", must reach him **latest by 1500 of 08 October' 2018** The bids received after the said deadline shall not be entertained.

#### **10. Opening of the Technical Bid**

The Technical Bids shall be opened on **09 October' 2018 at 1600 hrs** in the office of **Dy. Inspector General (Training), Directorate General, National Disaster Response Force, Ministry of Home Affairs, A Wing ,Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi**". The bidding agencies may send a representative to be present at the time of opening of Technical Bids, if they so desire.

#### **11. Saving Clause**

The Directorate reserves the right to cancel the Tender process without assigning any reason.



## 12. Selection Process

Eligibility of the agencies will be made on the assessment of the technical bid. Thereafter, agencies who qualify the Technical Bid would be asked to make a presentation before the Tender Evaluation Committee in the office of **Dy. Inspector General (Training), Directorate General, National Disaster Response Force, Ministry of Home Affairs, A Wing, Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi.** for further evaluation. The time & date of the presentation will be conveyed separately. Since this assignment involves high quality creativity and innovative approach, final selection shall be made, inter alia, on the basis of the following Evaluation Criteria for Technical Score:

Srl No.	Parameter	Criteria /Documents Required	Max Marks	Min Marks Required	Remarks
1	2	3	4	5	6
1	<b>Prior Experience</b>	See Note I Below	30	15	
	Undertaking/Execution of work of conceptualizing/ designing/ fabrication of tableau in National Republic Day Parade (RDP) in the last 5 years on behalf of any Central Govt Ministry/Dept or State Govt or any other organization				
(a)	If such tableau won any award ( i.e tableau got selected by the MoD, participated in the RDP won some prize.		--	--	
i)	In case of only one such case of winning prize in the last 5 years		15	--	
ii)	In case of 2 such cases		22	--	
iii)	In case of more than 2 cases		30	--	



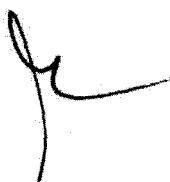
(b)	If such tableau did not win any award i.e tableau got selected by MoD and participated in RDP, even if did not win any prize	See Note I & III below			
i)	In case of only one such case		10	--	
ii)	In case of 2 such cases		15	--	
iii)	In case of more than 2 cases		20	--	
2.	Thorough understanding of the theme of the proposed tableau, its details implementation status and such other related aspects	See Note II below	15	8	
3.	Soundness and innovativeness of the concept /design/3D model proposed in the tender, duly confirming to the guidelines of the MoD		25	13	
4	Presentation before the designated committee /assessment by the committee.		30	15	
		<b>Total</b>	<b>100</b>		

Note I - only the work undertaken /executed by the bidders, as evidenced by work orders in their name and certification of concerned Ministry Department/ SG/ Organization regarding participating and winning 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) 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.

The other criteria for selection are as follows:-



- a) Only those bidders who obtain minimum of 70 marks out of 100 on the various criteria stated above, subject to minimum required marks under various parameters as listed in col.5 of the table above will be considered for opening of their financial bids.
- b) In case a minimum of 3 bidders do not obtain 70marks ,then top 3 bidders shall be selected, provided they obtain a minimum of 50 marks out of 100 on the various criteria stated above, subject to obtaining of at least 75 % of the minimum qualifying marks under different parameters as listed in col.5 of the above table

Note 70% weightage will be given to Technical Bid and Creative Presentation and 30% weightage will be given to the Financial Bid. The Financial Bids would be opened separately in the presence of the representative of the bidders. The exact date & time would be conveyed separately. The agency with the highest combined technical & financial score would be declared successful.

### **13. Term of Payments**

Payment shall be made to the agency as per the following schedule:-

- i. 40% of the total contract value shall be released after completion of the work up to the preparation of the structure (including woodwork).
- ii. 30% of the total contract price shall be paid after completion of the Tableau to the satisfaction of this Directorate, before presentation of the Tableau in the Parade.
- iii. The balance 20% shall be paid after submission of the final bill after necessary measurements, certification etc. and satisfactory completion and display of the tableau as detailed in the scope of the work.
- iv. 10% of the project cost will be deducted as salvage value of the tableau from final bill.
- v. Deduction at source for income tax or any other tax shall be made as per rules.
- vi. This Directorate shall not be liable for any default of payment by the agency to the parties involved or engaged by it for this project.
- vii. The Directorate will not bear any additional cost, whatsoever, of any kind for any work that the agency may have to undertake in

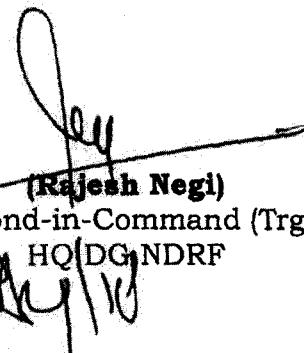


the course of the project beyond the agreed amount as per tender.

- viii. Service tax would be payable after submission of evidence of deposit by the agency.
- ix. This Directorate shall not entertain any claim or damages, whether liquidated or otherwise, that may arise from any other party during or after the completion of all works pertaining to the tableau.
- x. No payment shall be made in respect of proposals, drawing/sketch work and preparation of models etc.

**14. Penalty**

- i. In case the agency fails to complete the fabrication work as per its design along with modification suggested by the Department/ Committee of Ministry of Defence, the Earnest Money Deposit (EMD) will be forfeited and a penalty of Rs. 50,000/- per day of delay will be imposed on the agency.
- ii. In case the Tableau is not completed within the stipulated time, in addition to the penalty mentioned herein before, the Agency will be liable to penalty and legal action may also be initiated against the agency for non-performance of the contract.

  
(Rajesh Negi)  
Second-in-Command (Trg)  
HQ/DG/NDRF  
25/10/10

**FINANCIAL BID FOR CONCEPTUALIZATION, FABRICATION,  
MAINTENANCE & DISPLAY OF  
'NDRF TABLEAU' DURING THE REPUBLIC DAY PARADE AT  
RAJPATH IN NEW DELHI ON 26<sup>th</sup> JANUARY, 2019**

**1. NAME OF THE AGENCY:**

S.No.	Work	Rate (Rs.)
1.		
2.		
3		
4		
5		

**Note:** Extra rows may be used in table as required. During presentation before the Tender Evaluation Committee, the agency would require to submit detailed artwork for the tableau.

**2. CHECK LIST**

- i. The tender should reach this Directorate by **1500 hrs. on 09.10.2018**.
- ii. Separate SEALED envelopes should be used for '**Technical Bid for Tableau-2019**', '**Financial Bid for Tableau-2019**' and '**EMD for Tableau-2019**', respectively, and placed in a bigger SEALED envelope to be superscripted '**Tender Bid for NDRF Tableau-2019**'.
- iii. Each Bid must accompany EMD of Rs. 1,00,000/- in form of A/c Payee DD/PO of any nationalized bank in favor of "PAO, NDMA, New Delhi" and payable at New Delhi.
- iv. Bids received late will not be entertained.
- v. Incomplete or conditional tenders will not be entertained.
- vi. The bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- vii. The agencies may seek clarification of their queries, if any, on telephone Nos. 011-24611519 or 01124656932 on working days.
- viii. Technical Bids would be opened on **09.10.2018 at 1600 hrs** in the office of **Dy. Inspector General (Training), Directorate General, National Disaster Response Force, Ministry of Home Affairs, A Wing, Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi**. A representative of the bidder may be present at the time of opening of the tender.



- ix. Presentation before the Committee constituted for the purpose would be held in the office of **Dy. Inspector General (Training), Directorate General, National Disaster Response Force, Ministry of Home Affairs, A Wing ,Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi** The exact date & time would be informed separately through letter or email.
- x. The Financial Bids would be opened in the office of **Dy. Inspector General (Training), Directorate General, National Disaster Response Force, Ministry of Home Affairs, A Wing ,Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi**. The exact date & time would be communicated through letter or email.
- xi. The Directorate reserves the right to cancel the tender process without assigning any reasons. All disputes shall be subject to the territorial jurisdiction of Delhi.

### **3. GUIDELINES OF MINISTRY OF DEFENCE FOR PREPARATION OF TABLEAU PROPOSALS FOR PARTICIPATION IN THE REPUBLIC DAY PARADE - 2019**

- 1. The sketch should be simple, easy to comprehend and should avoid statistical data and unnecessary details. It should be able to convey the theme by itself through visual impact and should not require any explanation, writing or elaboration. It should have visual symmetry from both sides.
- 2. As far as possible, there should be some movement, sound and animation on tableau.
- 3. Generally, the tableau is mounted on the tractors/trailers provided by the Ministry of Defence, free of charge.
- 4. The number of performers- if any proposed- on the float should be kept to the minimum. Normally, on one trailer not more than 10 persons should be performing (The uniformed officers of the department shall be preferred in tune with the theme of the tableau). No performers are generally permitted to be on the tractor component of the tableau. Attractive ground elements, however, can be considered on a limited number of tableau only if it goes with the theme.
- 5. In case of tableau on cultural, historical/traditional themes, the colours, designs, costumes, material, etc. used should be authentic.
- 6. The sketch should clearly depict as to how the tractor pulling the tableau will be used as part of the theme. Camouflaging the tractor should be in harmony with the main theme of the tableau. There should be 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. While preparing the sketches and subsequently, three dimensional models, the participants may take into account the following approximate dimensions of the trailers and tractors, which will be supplied to them for the fabrication of the tableau. Specifications of the trailer are: length 24' 8", width 8', height 4' 2" and load carrying capacity 10 tons.
8. The length, breadth and height of single tableau should not exceed 45', 14' and 16' (from the ground level respectively).
9. Writing or use of logos on tableaux is not allowed except the name of States/UTs presenting which is allowed in Hindi in the front, 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 Ministry/Department/Organisation is to be given in Hindi in the front and in English on the back.
10. Design in virtual reality in the form of CD showing the various components displayed from different angles, can also be presented.

#### **4. OTHER GUIDELINES**

The selection process is multi-stage. After selection of the agency, the conceptualized proposal(s) shall be put up before the Expert Committee of Ministry of Defence (MOD). The selection of any one of the proposals would mean finalization of the theme and design for the NDRF Tableau. The selected agency will then submit, within the stipulated time period, three-dimensional model on the theme and design finalized. Assessment of three dimensional model will be done by the Expert Committee. No cost will be paid for these works. Only on final selection of the three dimensional model of the proposed Tableau by the Expert Committee, this Directorate will award the job of preparation and presentation of the Tableau to the organization concerned. The Committee of this Directorate reserves the right to accept or reject any offer without assigning any reason. Besides a narrative explanation, the treatment should contain drawings and designs explaining the manners in which the theme can be presented. The agencies can present more than one design for the theme.

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**THE DETAILED SCHEDULE OF BIDS IS GIVEN BELOW :-**

<b>S. No</b>	<b>Activity</b>	<b>Date &amp; Time</b>	<b>Venue</b>
1	Pre -Bid meeting	01 Oct' 2018 at 1100 Hrs	Dy. Inspector (Training), Directorate National Disaster Response Force Ministry of Home Affairs, A Wing , Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
2	Last date for Submission of BID	08 Oct' 2018 at 1500 Hrs	
3	Opening of technical Bid	09 Oct' 2018 at 1600 Hrs	
4	Presentation of eligible bidder	To be notified separately	<b>To be notified separately</b>
5	Opening of Financial Bid	To be notified separately	<b>To be notified separately</b>