

**SHORT TENDER NOTICE FOR MINISTRY OF TRIBAL AFFAIRS  
TABLEAU FOR REPUBLIC DAY PARADE-2011**

TRIFED on behalf of Ministry of Tribal Affairs, Govt. of India invites sealed offers from reputed, experienced agencies to conceptualize, design, fabricate and display a tableau of Ministry of Tribal Affairs during the Republic Day Parade-2011 on turn key basis. Only those Agencies having experience of minimum five years in designing, fabrication and presentation of the Tableau and of presenting minimum three Tableaux on the Republic Day Parade, may apply. The scope of the work, terms & conditions as well as suggested themes for the Tableau will be available from the Office of TRIFED. The detailed tender document can be obtained on all working days from 11.08.2010 to 19.08.2010 from Deputy Manager (Mktg. Dev) between 10.00 A.M. to 5.00 P.M. free of cost.

Agencies fulfilling the requirement mentioned in the tender document may apply to Executive Director, TRIFED latest by 20.08.2010 till 11.00 A.M. in the prescribed format which will also be available on Ministry's Website [www.tribal.nic.in](http://www.tribal.nic.in).

**Tribal Cooperative Marketing Development Federation of India  
Ltd. (TRIFED), Ministry of Tribal Affairs, Govt. of India, 2<sup>nd</sup>  
Floor, NCUI Building, 3, Siri Institutional Area, August Kranti  
Marg, New Delhi-110016  
Telephone:26968247/26569064 Fax:26866149,  
Email:trifed@nda.vsnl.net.in**



**ANNEXURE-A**

**Tender Form for Conceptualizing, Designing, fabrication and presentation of Tableau of Ministry of Tribal Affairs to be presented on Republic Day Parade 2011.**

1. Name of the Firm :
  
2. Address with Telephone No. & Fax :
  
3. Pay order/Demand Draft No. & Date  
for Rs.50,000/- (Rupees Fifty Thousand only)  
valid for six months towards the earnest money. :

I hereby enclose the Technical bid and Conceptual bid in the prescribed format alongwith the documents related to the rates in the form of Financial bid in separate sealed covers.

Terms & conditions duly accepted and signed are also enclosed.

Signature:

Name of the person with designation:

**Encl.:**

- 1.
- 2.
- 3.
- 4.
- 5.

**ANNEXURE-C**

**Date :**

**FINANCIAL BID**

I, hereby quote the rates inclusive of all incidental expenses and taxes for the following jobs of Ministry of Tribal Affairs –Tableau –2011 on behalf of my firm:

Rates in Rupees

Conceptualizing, designing, fabrication and presentation of Tableau of Ministry of Tribal Affairs, Govt. of India proposed to be presented on Republic Day Parade-2011

:Rs.....

(Rupees .....)

This rate includes all material, labour, incidental charges, taxes levies etc. for Conceptualizing, designing, fabrication and presentation of Tableau of Ministry of Tribal Tableaux at Republic Day Parade 2011 at Rajpath, New Delhi.

I undertake to abide by the terms and conditions as laid down in the tender documents and also follow the instructions given by the Tableaux Committee of TRIFED as well as Expert Committee of Ministry of Defence, Govt. of India from time to time to be read alongwith terms and conditions.

Signature

Name of the person with designation

Name of the Firm

Address:

Tel No.

Fax No.

Mobile No.

Email ID:

## **ANNEXURE-B**

### **Terms and conditions for Conceptualizing, Designing, fabrication and presentation of Tableau of Ministry of Tribal Affairs proposed to be presented on Republic Day Parade 2011**

#### **TERMS AND CONDITIONS**

The Ministry of Tribal Affairs (MOTA), Govt. of India proposes to present a tableau during Republic Day Parade on 26<sup>th</sup> January 2011 at New Delhi.

Tribal Cooperative Marketing Development Federation of India Ltd. (TRIFED) has been designated by MOTA as the agency for getting the job of designing, fabrication and presentation of MOTA's Tableau, during the Republic Day Parade 2011.

#### **A THEME**

The themes of the proposed Tableau are as under: -

**Janjati Shashaktikaran ( Tribal Empowerment )** : Under this theme , the schemes of the Ministry of Tribal Affairs being implemented in the country for capacity building and empowerment of tribal population including the depiction of programmes being undertaken by the Ministry in the tribal areas would be presented.

The basic objective of the scheme i.e. upliftment of social and economic status of the tribal youth by way of providing opportunities for increasing their income will be depicted.

For presenting this theme , 5-6 States where such programmes are being implemented and the tribal youths are being given vocational training may be selected . Alongwith the presentation of tableau a tribal dance troupe of 20 tribals will perform alongwith the tribal music.

#### **B ELIGIBILITY**

The Tenderer should have

1. Minimum 5 years experience of designing, fabrication and presentation of Tableaux and should have presented minimum 3 Tableaux in Republic Day Parades during the previous years.
2. Tenderers have to enclose photographs, documents etc of the Republic Day Tableaux already fabricated, at R R Camp in New Delhi as a proof of experience.
3. Agencies must be registered with the competent authority for VAT/Service Tax.

## **C GUIDELINES FOR DESIGNING TABLEAU**

1. The design should be as per the specification of Ministry of Defence that could be fabricated/constructed on Trailer.
2. The sketch should be simple and 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.
3. The Tableau will be mounted on a Tractor and a Trailer supplied by the Ministry of Defence, Govt. of India. The size of the Tractor and Trailer are given below:

### **TRAILER**

Length	24'.8"
Width	8'
Height	4'.2"

Load carrying capacity 10 tonnes.

### **TRACTOR**

Height	7'
Width	5'.6"
Length	9'.6" to 10'.1"

4. Tenderer may submit concept(s)/sketch(es) and concept note(s) highlighting different aspects relevant to the theme and its development at the time of submitting the sealed tender. The tenderer will have the responsibility to justify and explain the thematic concept and design to the Expert Committee of the Ministry of Defence.

## **D GUIDELINES FOR SUBMISSION OF PROPOSAL**

The offers are to be submitted in three sealed covers as follows:

- A) First Cover – Technical Bid:** Following should be submitted in Technical bid:
- i) Agency's Profile in brief with details of experience in designing, fabrication and presentation of Tableau including awards won and details of its creativity, works done in the past in connection with the fabrication of Tableau for Republic Day Parade.
  - ii) Proof of Experience and of handling at least three Republic Day Tableaux.

- iii) The tenderer must indicate separately if any Prizes have been won by him with regard to the Tableau project handled by him. The tenderer must submit documentary evidence in support of winning prizes and appreciation of the work carried out for the different clients.
- iv) Copies of the audited balance sheet for the last three years should be enclosed, duly signed by the Chartered Accountant along with attested copies of Income Tax returns filed in last three years.
- v) PAN No.:
- vi) Brief Concept Note on the theme (Separate note should be given for each concept):
- vii) No. of Trailer to be used:

**B) Second Cover – Conceptual Bid (Design/sketches)** - This cover should contain the design(s) / sketch(es) on the proposed theme as per the specifications of the Ministry of Defence. Besides a narrative explanation i.e. Concept note, it should contain drawings and designs explaining the manner in which the theme will be presented.

**C) Third cover-Financial Bid**-This cover will consist of the cost of the project (i.e. conceptualizing, designing, fabrication and presentation of tableaux), details of the material to be used in the fabrication/construction of the Tableau, no. of artist, etc. on **turn key basis**.

(Note- After evaluation of the Technical Bid with design illustration and description, the Financial Bid of the successful tenderer/bidder only will be opened for final selection. Lowest Bidder may not be the only consideration and more emphasis would be on the artistic conceptualization and illustration of the subject/theme).

## **E SELECTION PROCESS OF AGENCY FOR EXECUTING THE JOB**

- 1 Selection will be made on the assessment of the technical bid, treatment of the theme and its presentation in the form of drawings and designs as well as the financial estimates provided by the agencies.
- 2 The short listed agencies / agency will have to make the model showing exterior and interior decoration compatible with the theme of the tableaux for approval of the Expert Committee of Ministry of Defence. No extra payment will be made for preparing / modifying model as per the direction / suggestions of Expert Committee of Ministry of Defence till it is approved.
- 3 In case more than one agency is short listed for preparing the model, then no charges will be paid for preparing / modifying, presenting the model or for any reason whatsoever, to the bidder(s) whose model is finally not selected by the Expert Committee.

## F SCOPE OF WORK AND GUIDELINES FOR SUBMISSION OF RATES

- 1 The rates should be quoted on **turnkey basis** for the entire job for conceptualizing, designing, fabrication as well as presentation of the Tableau. The tenderers have to quote the rates on lump sum basis for each stage which should include all the necessary charges for new concept / correction / modification / minor or major changes in the sketch/design, 3 D model, the studio recorded musical tape etc as per the directives of Expert Committee of Ministry of Defence, Govt. of India. The rates should be included for the ground treatment also. The fabrication of the Tableaux should be according to the 3-D scale model (1 ft. x 1 inch) and also as per the suggestions/modifications given by the Expert Committee of the Ministry of Defence from time to time, even at the last moment.
- 2 The Agency must be competent to deliberate in the Expert Committee Meetings at New Delhi as and when required (inability to meet this condition will be liable for rejection of tender offer).
- 3 The Agency must be competent for carrying out any corrections /modifications/changes etc. in 3-D Model as per suggestions of the Expert Committee of the Ministry of Defence.
- 4 Tableau should be completely ready strictly as per the schedule given by the Ministry of Defence. Any delay in this regard will invite serious penalty and no payment will be made for the whole work of Tableau.
5. Material to be used for fabrication of various parts of the Tableau must be specified with tender.
- 6 The entire job will have to be executed by the successful tenderer on turnkey basis as per the terms and conditions and the material will be the property of the tenderer after presentation at Republic Day Parade at Rajpath on January 26, 2011.
- 7 Repairs/replacement before and during the display /final presentation will be the responsibility of the tenderer.
- 8 In case the work is not completed within the stipulated time limit i.e. time stipulated by TRIFED/ Expert Committee for completion or it is not found up to the mark by the Expert Committee, the Ministry/TRIFED shall have the liberty to get it done from any other source at the risk and cost of the tenderer and the tenderer shall be liable to compensate for the additional expenditure. No payment will be made to the defaulting tenderer on any ground, whatsoever.
9. All efforts should be made to fabricate the present Tableau in the most attractive manner.

10. It may be noted that this tender is subject to selection and approval of the tableau by Ministry of Defence for presentation in the Republic Day Parade 2011.
11. The rates quoted should be inclusive of all incidental expenses and taxes for choreography, music, live elements, music system, necessary costumes as well as any item required to complete the tableau as per the approved model. The Directorate of Information & Publicity / TRIFED will not have any responsibility to arrange and provide the same under any circumstances. Honorarium/labour charges, materials etc. shall also be included in the expenses, if any, involved in taking out of the Tableau on rehearsals and final presentation. Labour/business disputes, if any arises shall be dealt with by the tenderer himself. TRIFED will have no liability on this account.
12. Float artistes and technicians duly cleared from the Security angle along with their costumes etc., and sound system/music recording will be provided by the Tenderer. The Tenderer will have to supply carpenters etc. for fixing of music system and also carpenter to accompany the Tableau in the rehearsals and final parade, after getting police verification cleared by the competent authority for all technicians, carpenters and float artistes will in time. Sound music and system shall be arranged/changed by the tenderer as per direction of the Defence Experts Committee. The Tenderer shall arrange the rehearsal of the Tableau artistes and music system at camp and parade ground at Rajpath. If the Expert Committee changes the above arrangements due to inferior quality, the Tenderer shall carry out necessary changes at his cost.
13. The selected dance (if any) should be a genuine tribal folk dance and the costumes and musical instruments traditional and authentic. The strength of the dance party, excluding those who are to perform on the Tableau, should not exceed 25 persons.
14. After successful completion / presentation is over, it shall be the responsibility of the Tenderer to hand over the trailer and tractor back to the Ministry of Defence, Govt. of India

## **G SECURITY DEPOSIT**

1. The tender in the prescribed proforma, alongwith the earnest money (EMD) of Rs.50,000/- only (Rupees fifty thousand only) by way of pay order/demand draft valid for six months in favour of TRIFED, New Delhi be submitted by 20.08.2010 by 11.00 A.M at TRIFED Office, NCUI Building, August Kranti Marg, New Delhi. Designs/technical bid on proposed themes will be opened before the Committee of TRIFED officials constituted for this purpose, on the same day at 11.30 AM.
2. The EMD of unsuccessful bidders shall be returned within one month.

3. Before assigning the job, a Bank Guarantee / DD of Rs.50,000/- only (Rupees fifty thousand only) will have to be deposited by way of security deposit for six months in favour of TRIFED, New Delhi by successful tenderer.
4. In case of default of any kind including failure to fulfill the terms and conditions of the job agreement / tender, TRIFED can forfeit the security deposit provided by the agency.

#### **H TIME FRAMES**

The Tenderer will complete the job as per the time limit stipulated by TRIFED / Expert Committee, Ministry of Defence for completion of Tableau without fail.

#### **I PAYMENT TERMS**

100% payment for conceptualizing, designing, fabrications and presentation of tableaux shall be made after the event is over on receipt of proper bill & proof of return of tractor and trailer to Ministry of Defence.

#### **J OTHER TERMS**

1. All disputes or differences, whatsoever arising between the parties within or relating to the construction/ meaning/operation /effect and/or dispute with regard to this agreement or the breach of contract thereof shall be referred to the Sole Arbitrator, a nominee of the Managing Director of TRIFED not being an employee of TRIFED and the award made in pursuance thereof shall be binding on both the parties. The party hereby agrees and undertakes that it shall not challenge the award made in pursuance of the aforesaid arbitration clause on the ground that the arbitrator was the nominee of the Managing Director of TRIFED.
2. This Agreement is subject to Delhi jurisdiction and only Court of competent jurisdiction at Delhi shall have exclusive jurisdiction in regard to the matter under the Indian Arbitration and Conciliation Act, 1996. The parties hereto agree and confer jurisdiction to Delhi Courts in the event of any dispute and that no other court shall have jurisdiction in regard to any matter under this Agreement.
3. Any offer received after the stipulated date & time is liable to be rejected.

Accepted  
Name of the person with designation

Name of the firm  
Tel. No.  
Fax No.