



**F. No.1-20/2012-Media
GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS
(RM&L Division)**

TENDER DOCUMENT

Sub: Tenders for Sketches / Design and Construction / Fabrication / Preparation of a Tableaux for Republic Day Parade 2013 on the theme "Contribution of Minorities in Nation Building".

Ministry of Minority Affairs intends to entrust the job of theme development, Sketching, Designing, Construction, Fabrication and Preparation of a Tableaux for Republic Day Parade 2013 on the theme "Contribution of Minorities in Nation Building".

For selection of an agency for undertaking the above mentioned job on turnkey basis, Ministry of Minority Affairs invites quotations from experienced agencies. Agencies having three years of experience in conceptualization of theme, design, fabrication and display of tableaux only may apply. Tableaux designing agencies which have won awards for Ministries/ State Departments in the past will be given preference.

Agencies will have to submit tender as per following requirement and format:

1. Scope of work and requirement (Annexure-I)
2. Guidelines for Agencies (Annexure-II)
3. Concept Note (Annexure -III)
4. Technical Format (PART-A)
5. Financial Format (PART-B)

The tender document can also be collected between 23rd July to 27th July 2012 during office hour 9:00 hrs to 17:30 hrs on all working days.

Agencies fulfilling the above requirement may apply in prescribed format (technical and financial bid in Part A and B) in sealed cover to **Director (Media), Ministry of Minority Affairs, 11th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi -110003.**

The last date/time of submission of tenders is 30.07.2012 upto 14:00 hrs The tenders will be opened on the same day at 15:30 hrs by a Committee in the Ministry.

The tenders received in open condition will be rejected without notice. The Ministry reserves the right to reject/cancel the tender at any time without assigning any reason thereof. No correspondence in this regard shall be entertained. The decision of the Ministry shall be final and binding.

The selected agency will be required to submit a sketch in the prescribed scale and a 3-D Model of Tableaux by 07.08.2012 by 14:00 hrs.

Encl: As above

(Anurag Bajpai)
Director
Tel: 24369218

SCOPE OF WORK AND TENDER REQUIREMENT FOR AGENCIES SUBMITTING SEALED QUOTATIONS FOR SKETCHING/DESIGNING/ CONSTRUCTION/FABRICATION, PREPARATION OF TABLEAUX FOR REPUBLIC DAY PARADE 2013

1. SCOPE OF WORK

- 1.1 The agency selected for the Tableaux work has to undertake the work on a turnkey basis and will include all aspects of fabrication of tableaux, i.e. from conceptualization, making of Sketches, designs, modifications of designs from time to time as per the requirement and instructions of Ministry, presentation of designs before the Selection Committee of Ministry of Minority Affairs, fabrication of models, modifications thereof as per requirements and instructions, presentation of the model before the Committee of Ministry of Minority Affairs.
- 1.2 Providing of suitable/appropriate lyrics, composing of music, arrangements of artists and actual pre-recording of the music for use in the tableaux.
- 1.3 Arrangement of any choreography, if required, including arrangement of artists, folk dance, troupes etc.
- 1.4 The job will also involve actual presentation and display of the tableaux during the Republic Day Parade, full dress rehearsal (if required) and maintenance of required services at the time of presentation during the event.
- 1.5 The turnkey project would also include any other work that may have direct or indirect bearing with the fabrication and presentation of the tableaux and may facilitate the project in any manner.
- 1.6 Information about Ministry of Minority Affairs and relevant inputs as required will be made available.
- 1.7 The Ministry of Minority Affairs 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 be with Ministry and it would have rights on the awards won, if any.

2. SECURITY DEPOSIT

- 2.1 In case of award of work, a sum of Rs. 50,000/- shall be deposited by the Agency selected, as Security Money in form of Pay Order/Demand Draft in favour of "DDO, Ministry of Minority Affairs, Government of India" payable at New Delhi. This security money will be released after one month of successful completion of job. Completion of job means final display of Tableau of the Ministry of Minority Affairs during dress rehearsal, Republic Day Parade 2013, dismantling and final return of tractor/trailer etc. to Ministry of Defence as per satisfaction of Ministry of Minority Affairs.

3. TIME FRAME

- 3.1 The agency selected for the execution of the job has to complete the tableaux as per the deadlines and time schedule fixed by the Ministry of Minority Affairs (M/o MA) for completion of the various stages of the work and any time schedule to be fixed by the Ministry of Minority Affairs so as to enable M/o MA to fine tune the processes involved in fabrication as per requirement from time to time and before display.
- 3.2 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.
- 3.3 Failure to meet the time schedules will invite penalty @3% 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 Ministry of Minority Affairs and shall be liable to pay any demurrage that might be imposed by Ministry of Minority Affairs for non-compliance of dismantling schedule.
- 3.4 The dismantling and removal of the materials have to be done by the agency at its own cost.

4. TERMS OF PAYMENT

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

- 40% of the total contract value shall be released after completion of the work up to the stage of preparation of the structure (including the woodwork), or submission of invoice.
- 40% of the total contract price shall be paid after final rehearsal of Republic Day Parade with Tableaux, on submission of Invoice.
- The balance 20% shall be paid after dismantling of the tableaux, return of tractor/trailer to the Ministry of Minority Affairs and submission of final Invoice along with no dues to the Ministry of Minority Affairs.
- Deduction at source for income tax or any other tax as applicable shall be made as per existing rules/laws.
- Ministry of Minority Affairs shall stand indemnified for any liability for default of payment by the agency to the parties involved or engaged by it for this project.

- Ministry of Minority Affairs 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.

5. SUBMISSION OF PROPOSAL AND SELECTION OF AGENCY

- 5.1 As a part of the proposal, the agencies will have to submit **two separate Sealed Envelopes** placed within **an outer sealed envelope** as mentioned below:-
- (a) First envelope super scribed "**Technical Bid**" should contain particulars as per Part-A (Technical Formats) regarding eligibility criteria viz.
 - (b) Experience of three years in conceptualization of theme, fabrication and display of Republic Day tableaux at the National Level and State Level.
 - (c) Experience of fabrication and display of tableaux in other events of repute.
 - (d) Details of Annual turnover for the last three years which should not be less than 30 lakhs in any year.
 - (e) Details of experience of creative personnel like visualizers or concept directors, fabricators etc.
 - (f) Details of prizes won as also the treatment suggested for the theme selected by the Ministry.
 - (g) Second envelope super scribed "**Financial Bid**" and sealed should contain component wise cost estimates. The agency is required to understand the work properly before quoting the rates.
- 5.2 While submitting the bids, in Part-A, 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.
- 5.3 Both the sealed envelopes should then be in an outer envelope duly super scribed "**QUOTATION FOR REPUBLIC DAY PARADE for Ministry of Minority Affairs -2013**", marked to address and properly sealed. The Outer Envelope, duly sealed, is to be submitted address given above.
- 5.4 Short listing will be made on the basis of assessment of the technical bid i.e. eligibility criteria and treatment of the theme and its presentation in the form of drawings and design.
- 5.5 Financial bids will be opened only for those agencies which are found technically sound. Final selection would be made on the basis of rates quoted by the agencies.
- 5.6 The decision of the Ministry of Minority Affairs with regard to selection of agency will be final and binding and no communication in this regard will be entertained. Ministry of Minority Affairs will

also have the right to amend the pre-qualification/ selection criteria before opening the financial bids.

- 5.7 Submission of proposals by the agency will imply that it has read all the documents and has made itself fully aware about the work/ Terms and Conditions.
- 5.8 The last date for receipt of application along with all the necessary documents is 26.07.2012 by 14:00 hrs.
- 5.9 Proposals received after this date and time will not be accepted.
- 5.10 The selected agency is required to submit one 3-D Model of Tableaux by 30.07.2012 by 1400 hrs. Ministry of Minority Affairs reserves the right to reject/cancel the tender at any time without assigning any reason.
- 5.11 Proposals complete in all respects should be sent by registered post or delivered in person by the stipulated date and time to:

Director (Media)
Ministry of Minority Affairs
11th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi- 110003

- 6. The agencies/ participants should accept the security checks as would be promulgated by Ministry of Defence, Delhi Police, etc.**

(Anurag Bajpai)
Director (Media)
Tel:24369218

**GUIDELINES FOR DESIGNING THE TABLEUX FOR REPUBLIC DAY
PARADE – 2013**

1. The sketch/design should be drawn (preferably in graph) on a scale of 1':1" and should be simple, colorful, easy to comprehend and 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. Writing or use of logos on tableaux is not allowed except the name of the Ministry in Hindi in front and in English in the back.
3. Designs in virtual reality in the form of CD showing the various components displayed from different angles can also be presented.
4. As far as possible, there should be some movement, sound and animation on the tableaux.
5. The Tableaux is to be mounted on the Tractor/trailer to be provided by the Ministry of Minority Affairs through Ministry of Defence free of charge. No additional Tractor, Tractor or other types of vehicles would be allowed to be used in Tableau.
6. There is no objection to the use of vehicles other than tractor and trailers for fabrication of tableaux to give them 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.
7. The number of performers on the trailer should be kept to the minimum. Normally, one trailer not more than 10 persons should be performing. No performer is permitted to be on the tractor component of the tableaux. Attractive ground elements, however, can be considered on a limited number of tableaux only if it goes with the theme. These conditions are subject to modifications by Ministry of Defence depending on the requirement of the tableaux.
8. In case of tableaux on cultural, historical/traditional themes, the colours, designs, costumes, materials, etc. used should be authentic to present local flavour.
9. 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 tableaux. 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.
10. In case, the 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.

11. While preparing the sketches and subsequently, three dimensional (3-D) models, the following approximate dimension 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 tableaux 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 (The use of this is subject to clearance from Ministry of Defence).

Annexure-III

Theme: Contributions of Minorities in Nation Building

Ministry of Minority Affairs aims for inclusive development of notified minorities under National Commission for Minorities Act 1992, namely Muslims, Christian, Sikh, Buddhist and Parsis, who constitute about 18.42% of the total population of India as per 2001 census. Ministry is of the firm conviction that minorities have played a significant role in nation building right from pre-independence period.

This theme may provide an opportunity to the Ministry to recognize the contributions made by all the national minorities viz. Muslims, Christian, Sikhs, Buddhist and Parsis on a single platform at the most important event of the country.

The tableaux on the suggested theme may showcase the contributions made by Muslims in Indian architecture, traditional skills and freedom struggle, Christians' contribution in education and human service, Sikhs' contribution in agriculture advancement and entrepreneurship, Buddhists' contribution in non-violence and Parsis' contribution in industrial development of India.

On one hand it may depict the unified efforts of various minority communities in nation building, and on the other hand it may display that though they are minorities yet they are contributing equally in nation building.

PART-A
TECHNICAL FORMATS
FORMAT-I: PROFILE OF AGENCY
(To be enclosed in sealed envelope duly marked "Technical Proposal")

1.	Name of Agency/Organization	
2.	Office address (with telephone/mobile & email):	
3.	Details of the creative personnel with their bio data indicating whether they are on the permanent rolls of the agency or on retainer ship basis.	
4.	(i) Experience in the area of conceptualization, fabrication and display of Republic Day tableaux at National/State level, if any (detailing the years, organization and theme).	
	(ii) Experience in fabrication and display of tableaux in other major events, if any (detailing the years, organization and theme).	
	(iii) Experience in the area of social sector, if any (detailing the years, organization and theme).	
5.	Photographs/CDs of earlier work:	
6.	Awards won (with details including copies of the certificates from clients):	
7.	Brief concept plan based on theme of the proposed Tableau (refer Annexure III)	
8.	Certified copies of the Chartered Accountant Certificate indicating the turnover of the agency for the last three financial year with a minimum turnover of Rs. 50 Lakh each year	
9.	Particulars of the latest PAN No, (with copy)	

Note:

- (i) Please note that agency should have minimum of at least 5 years of experience in preparation and presentation of Republic Day Tableaux for Central Government Ministries/ State Governments/Autonomous bodies out of which the agency should have successfully passed out one Tableaux each year for the last three years.
- (ii) To show the experience, the agency must enclose the experience details in the form of letters from clients in respect of award of work, photographs of the various Tableaux and copies of awards won. In case proofs are not enclosed with the bid, the agency will not be considered further.

- (iii) As per S.No. 7, Agency to enclose in the Technical Bid the brief concept plan based on the theme of the Proposed Tableaux.
- (iv) Bidder to sign on each page.

Date:

Signature of Authorized Signatory
of agency

Name:.....

Address.....

.....

PART-B
FORMAT FOR SUBMISSION OF FINANCIAL PROPOSAL
SECTION –I
COST OF DESIGNING, FABRICATION AND SUPERVISION OF TABLEAU
(Cost to be quoted element –wise)
(To be enclosed in separate sealed envelope duly marked “Financial Proposal”)

S.No.	Activity	Amount (Rs.)
(a)	Cost of Fabrication of the Tableau as per the approved Model under the direction of Expert Committee of Ministry of Minority Affairs on lumpsum basis.	
(b)	Cost of appropriate material for fabrication (viz., Aluminum, Steel, Kaliwood, Commercial Plywood/Plyboard, Plaster of Paris, Fibre Glass, Jute, Hessisan, CocoFibre, Acrylic Sheet, Thermocol, Tinfoam, etc.) including application of appropriate colours, paintings to bring perfection of fabrication as per the 3-D Model covering entire side panels of both side of the Tableau and arrangement of providing appropriate frill to cover the entire Tractor and Trailer portions (Bottom). The gap between the tractor and Trailer to be covered with necessary implements for the smooth movement of the Tableau.	
(C)	Cost of providing superior quality sound and lighting equipment for the Tableau with high powered batteries, arrangement for constant presence of technicians, cost includes rehearsal cost, cost of materials, labour (welding, painting, electrician, acoustics, etc) including fitting and fixing of elements and time to time modification as per the direction of Ministry of Minority Affairs.	
(d)	Cost of Supervision, co-ordination of the entire work in co-ordination with other agencies like Choreographer, Ministry of Minority Affairs officials etc.	
(e)	Cost of designing, making of drawings, 3-D models including all incidental expenses for presentation before Expert Committee of Ministry of Minority Affairs.	
	Sub Total	
	Less: Cost of Salvage	
	Total Cost (Section-I)	

SECTION -II

COST TOWARDS CHOREOGRAPHY INCLUDING ARTSIST, MUSIC, COSTUME, ETC. ON LUMP SUM BASIS (INDICATE COST ELEMENT WISE)

S.No.	Activity	Amount (Rs.)
(a)	Fees of Choreographer and Assistants	
(b)	Cost of Artists (if any) required for Tableau	
(c)	Cost of music composition (including cost for music composer, lyrics, singer, recording, tapes, etc.)	
(d)	Cost for costume preparation including designing, fabric, tailoring, etc (if any)	
	Total Cost	

Note: The Agency will give details of Choreographer, Assistant, Music Composition and Costume Preparation.

SUMMARY OF COST

S.No.	Description	Amount (Rs.)
1.	Cost quoted under Section -I	
2.	Cost quoted under Section -II	
	Total Cost without taxes	
3.	Taxes etc. if any	
	Total cost with taxes	
Total cost quoted without taxes: In _____ words: _____ (Rupees _____		
Total cost quoted with taxes: In _____ words: _____ (Rupees _____		

Certified that we have understood the activities and work involved for Republic Day Tableaux on "Contribution of Minorities in Nation Building" and

cost has been quoted accordingly. All pages of financial proposal have been signed.

Dated.....

Signature of Authorized Signatory
of agency

Name:.....

Designation:.....

(Rubber Stamp of Agency)