

TENDER DETAILS

SCOPE OF WORK

1. Preparation of eye-catching coloured sketch (to the scale of one inch and one foot) of Tableau design for staging of a Tableau by the Government in the Republic Day Parade, 2011 at New Delhi as per themes prescribed by the Government of India namely, Any important episode from the history of the State/Union Territory, Festivals celebrated, Cultural/architectural heritage including any aspect of the life of the people, Any important social and economic development scheme, project or achievement of outstanding nature which merits a display in the National Parade, Environment, Vision for the future.
2. Besides the prescribed themes, tenderers are also free to submit novel and varied themes/designs having relevance to the State.

TERMS AND CONDITIONS

1. Rates should be quoted separately for (i) making of sketch/sketches as the case may be, however the maximum number of Sketch that each firm can submit are four numbers per tender. (ii) Preparing of 3-Dimensional model (to the scale of one inch to one foot) of the selected sketch. (iii) Cost for Fabrication of a Tableau as per selected model to be presented at the Republic Day Parade at Delhi.
2. Preference will be given to those firms who has got a base at New Delhi and who can attend the Expert Committee Meeting whenever required. The cost for attending each Expert Committee may also be coated, however, no TA/DA claims will be entertained.
3. The tender should be accompanied by the following: -
 - a. Write up(s) on the sketch/sketches failing which the tender will be rejected.
 - b. Non refundable court fee stamp of Rs. 100/- (Rupees one hundred) only.
 - c. Statement of work/experience profile of similar jobs done indicating detail thereof along testimonials and certificates without which the tender will be rejected.
 - d. Upto date Sale/Income/Professional Tax Clearance Certificate.
 - e. A copy of the audited balance sheet for the last two years from a Chartered Accountant.
4. SELECTED DESIGNER OF THE SKETCH/SKETCHES WILL HAVE THE RESPONSIBILITY TO JUSTIFY AND EXPLAIN THE THEMATIC CONCEPT AND DESIGN TO THE EXPERT COMMITTEE OF THE MINISTRY OF DEFENCE, GOVERNMENT OF INDIA, NEW DELHI, WHENEVER REQUIRED.
5. TENDERERS NOT WILLING TO ATTEND EXPERT COMMITTEE MEETING(S) AT DELHI, WHENEVER REQUIRED, NEED NOT SUBMIT THEIR TENDER.
6. The music and choreography for the ground element is to be undertaken by the selected tenderer and approval obtained from the Expert Committee of the Ministry of Defence, Government of India for final presentation.
7. The selected tenderer should submit an earnest money at the rate of 2% of the total quoted amount as Deposit at Call pledge in favour of the "Director of Information & Public Relations, Meghalaya, Shillong" before the work order is issued to them.

The Deposit at Call will be retained as Security Deposit till the satisfactory completion of the entire work.

In the event of failure to complete the work in time or incomplete or not according to specification by the selected tenderer or refusal to undertake the work allotted to them either expressly or otherwise, the Deposit at Call will be forfeited and the work order will be cancelled.

8. No request for enhancement of the rates or request for advance payment during the period of the contract shall be entertained.
9. Rates quoted for the entire work should be inclusive to all taxes and other charges.
10. The tender should be addressed to the Director of Information & Public Relations, Meghalaya, Shillong – 793001 by designation only. The word “**Tender for sketches etc for Meghalaya Tableau 2011**” should be clearly written on the sealed cover containing the Tender.
11. The undersigned is not bound to accept the lowest tender and reserve the right to accept or reject any tender or all tenders without assigning any reason thereof.
12. The last date for receipt of the tender is upto **2:00 P.M. of 2nd July, 2010** and will be opened at the same time and date in presence of such tenderer who may be present.

Sd/-
(Shri P.S. Dkhar, MCS.)
Director of Information & Public Relations,
Meghalaya, Shillong.