

**NOT TRANSFERABLE**

GOVT. OF TRIPURA  
**INFORMATION & CULTURAL AFFAIRS DEPARTMENT**  
DIRECTORATE OF INFORMATION & CULTURAL AFFAIRS  
Gandhighat, Agartala -799001  
Phone: 0381-2324688  
**Website:**<https://tripuratenders.gov.in>,  
**email:** [icadirector.tripura@gmail.com](mailto:icadirector.tripura@gmail.com)

**SHORT TERM e- TENDER NOTICE**

DNIT NO.01/ICA/CUL/19-20 Dt: 20/11/2020

**Name of work:** e-Tender for CONCEPTUALIZING, DESIGNING AND FABRICATING THE TABLEAU OF THE STATE OF TRIPURA FOR REPUBLIC DAY PARADE AT NEW DELHI ON 26<sup>TH</sup> JANUARY, 2021

**LAST DATE FOR SUBMISSION OF TENDER: 11/12/2020 up to 3:00 PM.**  
**TENDER OPENING DATE:- 4:00 PM on 11/12/2020.**

**Director,  
Information & Cultural Affairs  
Government of Tripura**

**Name of Tender:** "CONCEPTUALIZING, DESIGNING AND FABRICATING THE TABLEAU OF THE STATE OF TRIPURA FOR REPUBLIC DAY PARADE AT NEW DELHI ON 26<sup>TH</sup> JANUARY, 2021"

**Critical Dates: TENDER REFERENCE:**

1	Completion period for the Work	<b>21 days</b>
2	Date of Publishing of Tender Online	Date: 20/11/2020 at 4pm
3	Document Download start and seek clarification start date	From Date: 20/11/ 2020 Time 4:00 pm
		To Date: 11/12/2020 Time 3:00 pm
4	Pre Bid Meeting	Date: 25/11/ 2020 Time:12:00 Noon
5	Place of Pre-Bid Meeting	Directorate of ICA, Gandhighat, Agartala-799001,Tripura.(West)
6	Last date of submission clarification from the bidders	Date: 25 / 11 /2020 Time 11:00 am
7	BID Submission start date	Date: 26/11/ 2020 Time 4:00 pm
8	BID Submission end date	Date: 11/12/2020 Time:3:00 pm
9	Time and Date of Opening Bid/Bids:	Date: 11/12/2020, Time: 4:00 pm
10	Place of Opening Bids:	Directorate of ICA, Gandhighat, Agartala-799001, Tripura.
11	Approx. Cost	25 lakh(Twenty five lakh)
12	Officer inviting Bids:	Director, ICA Govt. of Tripura Gandhighat, Agartala, Tripura
13	TENDER FEES(NON REFUNDABLE)	Rs.1000/- (Rupees one thousand) only in favour of Director, Information & Cultural Affairs, Govt. of Tripura

Notes: - All the above mentioned time are as per clock time of e-procurement website-  
<https://tripuratenders.gov.in>.

Director  
Information & Cultural Affairs  
Government of Tripura

**GOVERNMENT OF TRIPURA**  
**Information & Cultural Affairs**  
**Gandhighat, Agartala**

Phone: 0381-2324688

e-mail: icadirector.tripura@gmail.com

**Short Term E-Tender Notice**

**DNIT NO.** No.F.75(136)-ICA/08/CUL/(P-IV)

**FOR “CONCEPTUALIZING, DESIGNING AND FABRICATING THE TABLEAU OF THE STATE OF TRIPURA FOR REPUBLIC DAY PARADE AT NEW DELHI ON 26<sup>TH</sup> JANUARY, 2021”**

E-tender Bids (financial & technical) are invited from Reputed Tableau designers / Art agencies/ Award winner agencies preparing of eye catching Tableau for Republic Day Parade, 2021 at New Delhi. The theme are given below.

1. Tripura – The Champion in Cane & Bamboo Works.
2. Sangrai Dance of the Mog Community – An Epitome of Ethnic Tripura Culture.
3. Tripura – Land of Enthralling Tourist Locations.

Item No.	Description / Specification of the work	Quote (Rate to be given inclusive of all taxes)
1.	Conceptualizing, designing, fabricating and presentation till dismantling the Tableau of Tripura for participating in the Republic Day Parade 2021 at New Delhi.	These rates include materials, labour charges and incidental charges on (turnkey basis).
2.	Approx. cost	25 lakhs (Twenty five lakhs)

1. Bid Publishing date: 20<sup>th</sup> November, 2020 at 4:00 pm
2. Pre-Bid Meeting date: 25<sup>th</sup> November, 2020 at 12:00 Noon at the Directorate of ICA, Gandhighat, Agartala, Tripura.
3. Bid Submission start date: 26<sup>th</sup> November, 2020 at 4:00 pm
4. Bid submission closing date: 11<sup>th</sup> December, 2020 at 3:00 pm
5. Date and time of opening technical Bids: 11<sup>th</sup> December, 2020 at 4:00 pm

The tenderers have to upload PDF file of Technical Bids, documents at e-procurement web portal: [https:// tripuratenders.gov.in](https://tripuratenders.gov.in). All future modification/corrigendum shall be made available in the e-procurement web portal. So, bidders are requested to get themselves updated from the e-procurement web portal only.

Sd/-

**(Ratan Biswas)**  
**Director,**  
**Information & Cultural Affairs**  
**Government of Tripura**

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## Section-I

### **DESCRIPTIVE, DIRECTIVE & ABBREVIATIONS**

The Director, Information & Cultural Affairs, Govt. of Tripura, Gandhighat, Agartala, 799001 (herein after referred as Tender Inviting Authority/Purchaser unless the context otherwise requires) invites **Short Term e-TENDER**for "CONCEPTUALIZING, DESIGNING AND FABRICATING THE TABLEAU OF THE STATE OF TRIPURA FOR REPUBLIC DAY PARADE AT NEW DELHI ON 26<sup>TH</sup> JANUARY, 2021"

1. **Purchaser** : Director, Information & Cultural Affairs Department, Govt. of Tripura, INDIA
2. **Consignee** : Will be mentioned in the purchase order.
3. **Bidder** : Participants in Tender process for supply of required materials.
4. **Supplier** : Successful Bidder to whom contract is awarded.
5. **Language of Bid** : English
6. **EMD& Tender Fee** : As per amount indicated
7. **Tender Processing Fees:** Rs.1000.00 (Non-Refundable) to be paid electronically over the Online Payment facility provided in the Portal, anytime after Bid Submission Start Date & before Bid Submission end date& time using either of the supported Payment like: SBI Net Banking. Tender fee that will be paid is Non Refundable.
8. **Tender System** : Online (e-Procurement).  
(a) Technical Bid  
(b) Financial/Commercial Bid
9. **Address for Communication** : **Directorate of Information & Cultural Affairs**  
Gandhighat, Agartala, Tripura(West)  
Pin-799001  
Phone: 0381-2324688  
Email: icadirector.tripura@gmail.com

### ABBREVIATIONS

- ICA: Information & Cultural Affairs
- NSQ: Not of Standard Quality
- EMD: Earnest Money Deposit
- SNO: State Nodal Officer
- AOC: Award of Contract

## ELIGIBILITY OF BIDDER

### ELIGIBILITY CRITERIA

The tenderer must upload the following documents along with the tender. The following self certified/self attested documents should be uploaded along with the tender in the Technical Bid. All the documents should be self certified.

- i) Photocopy of PAN Card.
- ii) Photocopy of GST Registration certificate.
- iii) Valid Trade license issued by AMC/Municipality/ Nagar panchayat for printing only OR renewal certificate thereof in respect of authorized distributor.
- iv) DNIT (signed by authorized person)
- v) Proof of Experience certificate (minimum 5 years)/ work order for preparation/ presentation/participation of Tableaux for Republic Day at New Delhi.
- vi) **Documents showing Average turnover** certificate from CA for Rs.25 lakhs or more in mentioned last 2 financial years in Annexure - IV.
- vii) Forest Clearance Certificates regarding quality of wood/bamboo used in the Tableaux from the competent authority should be submitted.
- viii) Scan copy of sample of sketch/ designs of the work to be submitted (A-4size). The designs should be prepared in the ratio of 1': 1" as per norms.
- ix) The required documents only should be submitted with page no. and should be stated in the enclosure respectably:-
  - a. Tender Form as per **Annexure-I**.
  - b. **TECHNICAL SPECIFICATION in Annexure-II**.
  - c. In **Annexure-III**: Affidavit on non-judicial stamp paper of Rs.100/- regarding the firm has not been found guilty of malpractice, misconduct or blacklisted/ debarred either by Information & Cultural Affairs Department, Government of Tripura or by any local authority and other State Government(s)/Central Government's organization on the past three years.

#### **IMPORTANT NOTE:**

##### ***To submit online through e-Procurement portal:-***

- a) Affidavit on non-judicial stamp paper of Rs.100/- before the Hon'ble Judicial Magistrate (1st class)/Notary, as per clause.*
- b) Other relevant documents required as per tender terms & condition.*

**Section-II**  
**INSTRUCTIONS TO BIDDERS**

**1. EARNEST MONEY DEPOSIT (EMD)**

- 1.1. All tenders must be accompanied with Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty thousand) only to be paid electronically over the Online Payment facility provided in the Portal, anytime after Bid Submission Start Date & before Bid Submission end date using either of the supported Payment like: Net Banking. If any of the bidder/s is exempted from EMD submission then relevant documents should be uploaded in the portal. Guidelines and terms & condition will have to be downloaded from the website.
- 1.2. Unsuccessful tender's EMD will be discharged/returned .
- 1.3. Tenderer shall not be entitled for any interest on EMD, if applicable/ Security Deposit.
- 1.4. The successful tender's EMD will be discharged after signing the contract and submitting the security deposit as stipulated.

**1.A. The EMD shall be forfeited:**

- i) Tenderer fails to accept the purchase order.
- ii) If a Tenderer withdraws its tender during the period of bid validity as specified in the Tender.
- iii) In case of a successful tender, if the tenderer fails to carry out the Award of Contract in accordance with terms and condition or fails to fulfill Clause:6

**2. CLARIFICATION OF BIDDING DOCUMENTS**

- A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing or by e-mail within the stipulated period as per critical dates of NIT.
- Tender inviting authority reserves the right to take decision on nature and extend of amendments, if required.

**3. AMENDMENT / CORRIGENDUM OF BIDDING DOCUMENTS**

- At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by an amendment/ Corrigendum or addendum. All such amendments will be made available on tender website/ portal.
- In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the Purchaser may, at its discretion, extend the deadline for the submission of bids.

**4. THE TENDER PROCESS:**

**4.1. Pre-Bid Meeting:**

- i) Any bidder shall produce their opinion regarding specification or terms & condition during Pre-Bid meeting but chairman of pre-bid meeting will decide the matter as per need, if approved by the appropriate authority.
- ii) Bidder may submit any written suggestion/s through e-mail ([www.icadirector.tripura@gmail.com](mailto:www.icadirector.tripura@gmail.com)) or hard copy through Receive-Dispatch Section before one day prior to Pre-bid meeting as per scheduled date mentioned in the e-NIT.

**4.2. Last Date of Submission of Tender:**

Tender should be submitted on or before last date of submission and should be submitted through online e-Procurement portal only.

### 4.3 Formats and Signing of Tenders

- i) The tender shall be neatly typed and shall be signed by an authorized signatory (i.e) on behalf of the Firm. All pages of the Tender document, except for un-amended printed literature, shall be initialled by the person or persons signing the Tender.
- ii) The Tender shall contain no interlineations, erasures or overwriting. In order to correct error made by the Firm all corrections shall be done & initiated by the authorized signatory after striking out original words/ figures completely.

### 4.4 Evaluation of Tenders:

- i) After opening of **Technical Bid** on the schedule date, time and venue, the purchase committee shall examine the contents of the tenders received.
- ii) The Purchase committee shall scrutinize the documents mentioned above for its eligibility, validity, applicability, compliance and substantiation including post qualification criteria stipulated in tender document.
- iii) The Purchase committee shall also analyze that there is no collusive or fraudulent practice involved in the entire tendering process amongst all the tenders received.
- iv) The technical scrutiny shall be on the basis of submitted substantiation documents and Rules.
- v) After finalization / scrutiny of technical bids comparative statement (Annexure, if required) to be uploaded in the portal subsequently financial bid (BOQ) of technically valid bidders will be opened.
- vi) After opening the financial bid / BOQ comparative status will also be uploaded as per norms.

### 4.6. Opening of Financial Bid:

- i) In the financial bid price should be quoted as below:-
  - As per BOQ
  - Total final lowest Price may be considered for the evaluation.
- ii) The bidder shall bear all cost associated with the preparation and submission of its bid, and the purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- iii) **Withdrawal of bids:** -The bidder may withdraw its bid after submission, provided that written notice of withdrawal of the bids duly signed by an authorized representative is received by the purchaser prior to the deadline prescribed for submission of bids.
- vii) **Opening & evaluation of BIDS:-**The Purchaser may not be responsible before or during opening of e-tender (technical & financial bids) to inform the bidders.
- viii) **Confidentiality:** - From the time of bid opening to the time of contract of award, if any Bidder wishes to contact the Purchaser on any matter related to its bid, it should do so in writing or e-mail.

If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of nonconformity.

## 5 AWARD OF CONTRACT (AOC):

- 5.1 The Purchaser will award the contract to the successful tenderer whose tender has been determining as lowest evaluated tender.
- 5.2 After receiving AOC within 07days, the L-1 bidder/s should submit security money, failed to submit security money within stipulated time, authority may cancel the AOC, if desired by appropriate authority of Department.
- 5.3 Director, ICA, Govt. of Tripura reserves the right to increase or decrease the quantity to be purchased and also accept or reject any tender without assigning any reason thereof and tender may be accepted or rejected in part or in whole.



## 6 SECURITY DEPOSIT & CONTRACT AGREEMENT

- 6.1 5% value of the ordered quantity as per AOC will have to be deposited as security money by demand draft in favour of **Director, Information & Cultural Affairs, Govt. of Tripura, Gandhighat, Agartala, Tripura** from any Nationalized Bank by the supplier / tenderer within 07 (seven) days from the date of issue of AOC, failing which the supply order may not be issued.
- 6.2 After receiving the security money supply /work order to be issued.
- 6.3 The security money will be released after completion of full supply within stipulated period or it may be kept for next supply order whichever is applicable.

## 7 OTHER IMPORTANT INSTRUCTIONS.

- 7.1 Interested eligible Tenderer may obtain further information of technical specification, required quantities and other terms & condition applicable for procurement of the said item from Government of Tripura, Website address- <https://tripuratenders.gov.in>.
- 7.2 Any increase in price will not be entertained during the contract period.
- 7.3 **Rates should be quoted as per BoQ only. The purchaser shall not be responsible for damages, handling, clearing, transport charges etc. will not be paid.**
- 7.4 Any enhancement of rate within the validity period of contract will not be considered except for imposition of any levy or increase in existing levy by the Government. Any undue request may lead to cancellation of the order.
- 7.5 Income Tax / GST will be deducted from the bill at the applicable rate and TDS certificate shall be issued in due course, if applicable as per norms.
- 7.6 Any default or breach of contract or non execution of supply shall lead to forfeiture of earnest money/ security deposit of successful tenderer beside such action may be considered appropriate by the Information & Cultural Affairs Department, Govt. of Tripura including black listing / de-listing the tenderer for future supply.

## SECTION III

### CONDITIONS OF CONTRACT

#### 1. In this contract, the following terms shall be interpreted as indicated:

- a) **"The Purchaser"** The Director, Information & Cultural Affairs Department, Government of Tripura.
- b) **"The Bidder"** Means the individual or firm supplying the goods and Services under the contract.
- c) **"Days"** means calendar year.
- d) **"CC"** means condition of contract.
- e) **"The Supplier"** means the individual or firm supplying the goods and Services under the contract.
- f) **"The Goods"** means all equipment, machinery, and/ or other materials which the supplier is required to supply to the Purchaser under the contract.
- g) **"Services"** means services ancillary to the supply of the Goods/ materials, such as transportation
- h) **"End user"** means the consignees stated in the Schedule of Requirements.
- i) **"The notification of Award"** means the intention of the Purchaser to place the Purchase order on the bidder or to enter in to contract with the bidder.

- j) **"The Contract"** means agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the Parties, including all the attachments and the appendices thereto and all documents incorporated by reference therein.
2. **Delivery Period, Place of Delivery:-**  
The Goods/materials should be delivered within 25(twenty five) days from the date of receipt of final designs/content from the department to the consignee otherwise Penalty @ 1% will be imposed as per norms. However relaxation will be entertained only in special circumstances (Natural calamities, war or any other situation beyond human control and considered to be forced majeure).
3. **Payment**  
Payment to successful tender shall be made on bill basis only after completion of the work as ordered for with submission of following documents
- 3 copies of supplier's invoice.
  - Receipt certificates issued by the consignees.
  - No advance payment shall be made under any circumstances.
  - Payment may be released as per norms.**
4. **Force Majeure**  
For purpose of this clause, **"Force Majeure"** means an event beyond the control of the Supplier, not involving the supplier fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.  
If a Force Majeure situation arises, the successful tenderer/agency/firm shall promptly notify the Purchaser in writing of such a condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the successful tenderer/agency/firm shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
5. **Penalties**  
Violating the tender terms and conditions & non supply / supply which is not as per technical specification will disqualify the firm to participate in the tender for a period of 3(three) years from the date of issue of letter and his/her EMD & performance security deposit will be forfeited and no further purchase order will be placed to that firm for that item.
6. **Arbitration:**  
Governing Language: English language version of the contract shall govern its interpretation.
7. **Applicable Laws:**  
The contract shall be governed in accordance with the law prevailing in India, Act, Rules Amendments and orders made thereon from time to time.
8. **Jurisdiction**  
In case of legal dispute the jurisdiction will be the Hon'ble High Court of Tripura, Agartala.
9. **Saving Clause**  
No suits, prosecution or any legal proceedings shall lie against the Director, ICA, Govt. of Tripura or any person for anything that is done in good faith or intended to be done in pursuance of tender.

## 10. Notices

For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.

**Purchaser:**

THE DIRECTOR

DIRECTORATE OF INFORMATION & CULTURAL AFFAIRS

GOVERNMENT OF TRIPURA

GANDHIGHAT, AGARTALA-799001

PHONE: 0381-2324688

Website: [www.ica.tripura.gov.in](http://www.ica.tripura.gov.in)

E-mail: [icadirector.tripura@gmail.com](mailto:icadirector.tripura@gmail.com)

**Supplier:** To be filled during contract signing, if desired by the authority.

## 11. Fraud and corruption

1. If the Purchaser determines that the Supplier has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Purchaser may, after giving 7 days notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract.

(a) For the purposes of this Sub-Clause:

(i) "Corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

(iv) "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

(v) "Obstructive practice" is

Deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a purchaser investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

2. Notwithstanding the clause above, should any employee of the Supplier be determined to have engaged in corrupt, fraudulent, collusive, coercive or obstructive practice during the purchase of the Goods, then that employee shall be removed.

## 12. Rate Contract:

The tender is also a 'Rate Contract'. The bidders are expected to quote their best rates for the items. the bidder or date of AOC will have the option during which Department of ICA, Govt. of Tripura or any of the user Institutions under the Government of Tripura, may place order for the supply of same item procured under this tender. If the tender inviting authority/user institutions choose to place the orders for supply, the successful bidder is bound to supply the same at the same rate and same terms and condition of this e-tender to such programmes under Department of ICA, Govt. of Tripura also.

## **TERMS & CONDITIONS**

1. Reputed Tableau designers / Art agencies who had an experience in the field should submit their online financial bids along with PDF of designs/ conceptualization of theme in technical bids, and EMD & tender documents fees latest by 11<sup>th</sup> December, 2020 upto 3:00 pm. The firms will be short-listed and graded on the basis of technical bid/ designs. The Committee may open the financial bid of short-listed firms only. The Committee can reject any or all tenders / designs without assigning any reason. The short-listed firm / firms may be asked to do amendments, new concept for designing. No extra cost will be paid.
2. Firms should produce last 5 years presentation / proof of participation of tableau for Republic Day Parade at the time of submission.
3. Rs. 50,000/- as EMD & Rs.1,000/- as tender document fees in favour of Director, Information & Cultural Affairs, Gandhighat, Agartala, Tripura payable at Agartala.
4. The firms / designers / artist would be required to get the concept / design of Tableau, 3-D model approved from the Tableau Expert Committee, Ministry of Defence, Govt. of India, New Delhi. **The final fabrication of Tripura Tableau at R.R. Camp, New Delhi will be done on turnkey basis.** The material to be used in fabrication / tableau should be specified item wise.
5. The rates are to be quoted in lumpsum basis including designing / conceptualization of theme, 3D model and final fabrication at RR Camp, New Delhi. All type of taxes / GST should properly be indicated or otherwise the rates will be considered inclusive of all taxes.
6. No Advance payment is to be made. **The full and final payment as approved will be made after the successful presentation of Tableau on Republic Day Parade, 2021 at New Delhi.**
7. The final fabrication of Tableau will be discussed in pre-Bid meeting. Work will be done by the firm under the supervision of Committee constituted by the Govt. of Tripura or representative of the Committee and as per guidelines issued by Tableaux Expert Committee, Ministry of Defence, Govt. of India, Delhi.
8. In case of any dispute the decision of Director, Information & Cultural Affairs would be the final. The legal jurisdiction in any case will be at Agartala.

## **GENERAL TERMS & CONDITION**

1. Tender shall not be accepted for the product/products for which the concerned bidder has been blacklisted/banned/debarred either by Tender inviting authority of Govt. of Tripura or by any other State/Central Govt. and its procurement agencies.
2. The concerned bidder which stand blacklisted/banned /debarred either by Tender inviting authority or Govt. of Tripura or by any other State/ Central Govt. and its procurement agencies on the date of bid submission shall not be eligible to participate in the tender.
3. Only required documents to be produced.
4. Forest Clearance Certificates regarding quality of wood/bamboo used in the Tableaux from the competent authority should be submitted.
5. Further supply order should not be given to those agencies as soon as declared as blacklisted within the validity period.

### **Supply/Delivery Period:**

6. The whole work duration will be 25 (twenty Five) days from the date of finalization of design/s. Otherwise, as per norms, a penalty @ 1% on the total value shall be charged. However, Relaxation will be entertained only in special circumstances (Natural Calamities, War or any other situation beyond human control).

### **Security Money:**

7. 5% of the value of ordered quantity will have to deposit as Security Money by demand draft from any schedule Bank by the firm within 07 days from the date of issue of AOC. The Security Money will be released after completion of full supply within stipulated period and found satisfactory or it may be kept for the next supply order whichever is applicable.
8. Income Tax / Other Tax & GST shall be deducted from the bill as per guidelines of the Government, if applicable.
9. Payment to successful Tenderers shall be made on bill basis only after verification of work completion documents by the department, if needed. No advance payment shall be made under any circumstances.
10. Price quoted should be as per BOQ including all taxes and transportation cost.
11. Analysis of rate (quoted by the bidder) may be sought for and it will be mandatory for the bidder to give analysis of the rate.
12. The bidders will have to accept checking of the musical instruments through a committee set up by the Department for determining the quality of the designing and preparing the 3D model of the tableau.
13. No insurance charge is admissible and successful Tenderers will be responsible for any damage and loss in transit on way to destination.
14. The successful bidder should complete the Tableaux **within 20<sup>th</sup> January, 2021** after receipt of the Award of Contract (AOC).
15. Any default or breach of contract and non-execution of supply order shall lead to forfeiture of earnest money/security deposit of the successful Tenderers beside to such action as may be considered appropriate by the Director, ICA including black listing / delisting the Tenderers for the future.
16. The Director, ICA, Government of Tripura, Agartala reserves the right to unilaterally terminate the contract or cancel the acceptance of the rate and firm at any time without notice before expiry of the period for which rates are now invited.
17. The Director, ICA, Government of Tripura, Agartala reserves the right to accept or reject any Tender without assigning any reason.
18. If any Materials for the Tableau supplied is apparently found to be not of standard i.e. Sub-Standard items should be back by the agency from concerned place without delay, which should be replaced at own cost of the Tenderer. The payment/Security money will be held up till the Sub-Standard materials are taken back by the concerned agency.
19. Submission of any documents beyond the need of e-NIT should be avoided.
20. Bidder should be quoted as per BoQ.L-1 bidder/s will be selected on the basis of total rate lowest quoted by the bidder/s in BOQ as per decision of Department of ICA/ Purchase Committee.
21. The approved lowest quoted bidder shall be bound for doing the job as per work order as and when required within the financial competency of appropriate purchase committee under the Department, if required.

## **PREPARATION AND SUBMISSION OF TENDER ONLINE**

### **List of documents to be scanned and uploaded:**

**Documents to be uploaded by Bidder:** - The following documents as per standard format detailed in bid document, or as per standard dictated by Regulatory/ Statutory bodies, shall be scanned and uploaded along with the bid document as per requirements.

<b>SI No</b>	<b>Name of The Documents</b>
1.	Proof Copy of submitting EMD & Tender Fee Viz: Transaction ID/ Statement <b>or</b> relevant document to be uploaded.If any of the bidder/s is exempted from EMD submission then relevant documents should be uploaded in the portal.
2.	Annexure-I
3.	Annexure-II
4.	Annexure-III (Declaration form)
5.	Annexure-IV (Average turnover certificate for at least Rs.25lakhs or more in last 2 financial years as mentioned).
6.	Scan copy of sample of sketch/ designs of the work to be submitted (A-4size). The designs should be prepared in the ratio of 1': 1" as per norms.
7.	Forest Clearance Certificates regarding quality of wood used in the Tableaux should be submitted.

### **Other important documents (Oid) to be kept in "My Document" folder of Bidder**

<b>SI No</b>	<b>Name of The Documents</b>
1.	PAN card
2.	DNIT (signed by authorized person)
3.	Valid Trade license issued by AMC/Municipality/ Nagar panchayat for <b>Printing</b> only.
4.	Proof of GST Registration certificate along with GST details ( Annexure A & B of owner)
5.	Proof of Experience certificate (minimum 5 years)/ work order for preparation/ presentation/participation of Tableaux for Republic Day as mentioned Section-I of sl v in eligible criteria)

For each above-mentioned document, the bidders shall scan in **100 dpi resolution** into PDF and upload them.

Director,  
Information & Cultural Affairs  
Government of Tripura

**Annexure-I  
TENDER FORM**

To  
The Director  
Information & Cultural Affairs  
Gandhighat  
Agartala-799001

**Dear Sir**

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to deliver the work under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule uploaded in BoQ.

2. We undertake, if our tender is accepted, to do the work under the above-named Contract in accordance with the specified in the tender document.

3. If our tender is accepted, we undertake to submit the security deposit in the form, in the amounts, and within the times specified in the tender document.

4. We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

5. Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

In the capacity of \_\_\_\_\_

Duly authorized to sign this bid for and on behalf of \_\_\_\_\_

Signature & stamp of tenderer

## ANNEXURE-II

### TECHNICAL SPECIFICATION/ SCOP OF WORKS

**Name of the Tender:** "CONCEPTUALIZING, DESIGNING AND FABRICATING THE TABLEAU OF THE STATE OF TRIPURA FOR REPUBLIC DAY PARADE AT NEW DELHI ON 26<sup>TH</sup> JANUARY, 2021"

<b>Item No.</b>	<b>Specification /Description of the work</b>
1.	Multicolour sketch / illustrative design of 3D model of the Tableau.
2.	Making 3 Dimensional Model of the selected Design of the Tableau. .
3.	Dimensions of the trailer and tractor, which will be supplied to them for the fabrication of the Tableau as below: Length- 24'8", Width- 8', Height- 4'2", Load Carrying Capacity- 10 tons.
4.	The Dimensions of the Tableau (three dimensional model): Length, Breadth and height should not exceed 45', 14' and 16'(from the ground level) respectively.
5.	Fabrication of the Tableau as per the approved theme 3-D Model with best quality Kaliwood, Commercial Plywood and Plyboard.Construction of super structure with iron angles, rods, bamboo etc.
6.	Making of creative items with fibre glass materials, including clay modelling, plaster of Paris, papermache, coco fibre, hessian cloth wire net etc.
7.	Sound systems with high powered battery with constant presence of Sound Technician during the entire rehearsal period, on the day of final rehearsal and participating the Tableau of Tripura in the Republic Day Parade 2020 at New Delhi.
8.	All materials, labour, welding, painting and all other related materials etc. Including fitting & fixing of the elements and time to time modification as suggested by the Expert Committee all other related charges etc. (ON TURNKEY BASIS).



**ANNEXURE – III**

**DECLARATION IN FORM OF AFFIDAVIT BY THE JUDICIAL MEGISTRATE (1st CLASS)/NOTARY IN NON-JUDICIAL STAMP PAPER@Rs.100/-**

I/We.....S/O/D/O/W/O.....Occupation.....  
.....having my/our.....office  
at.....do declare that I / We have carefully read  
all the terms & conditions of tender of the ....., Information & Cultural Affairs  
Department, Govt. of Tripura for the work of ..... I will abide with all the terms &  
condition set forth in the tender paper Reference no. ....

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are  
derecognized/black listed by any State Govt. /Union Territory/ Govt. of India/Govt. organization for  
supply of Not of Standard Quality (NSQ) items/part-supply/non-supply. I/We also declare that all  
documents uploaded by us are valid.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or  
Security Deposit and blacklist me/us for a period of 3 years, if any information furnished by us  
proved to be false at the time of inspection/verification and not complying with the Tender terms  
& condition.

I/We further declare that I/We possess valid license/bearing no. ....Valid  
upto.....I/We.....do hereby declare that I / we will supply  
the ..... as per the terms & condition& specifications of the tender document.

Signature of the bidder:

Date:

**N.B: Affidavit / declaration shall be allowed only as per above mentioned format & by the  
above mentioned Hon'ble Court/ only.**

**ANNEXURE – IV**  
**TOTAL TURNOVER CERTIFICATE**

To  
The Director  
Information & Cultural Affairs  
Gandhighat  
Agartala-799001

Sir,

We hereby certify that M/s\_\_\_\_\_ (the name of participant in the tender) who is participating the tender for“CONCEPTUALIZING, DESIGNING AND FABRICATING THE TABLEAU OF THE STATE OF TRIPURA FOR REPUBLIC DAY PARADE AT NEW DELHI ON 26<sup>TH</sup> JANUARY, 2021” by the DirectorateofInformation & Cultural Affairs, Government of Tripura, Agartala, having their office at\_\_\_\_\_ (Address of office) has a sales turnover given as below:-

- (a) Turnover in the year of 2017-18. Rs.:-
- (b) Turnover in the year of 2018-29. Rs.:-

The above information is correct and true.

SIGNATURE OF CHARTERED ACCOUNTANT

**NOTE:**

- \*The turnover of other than participant will not be accepted.
- \* This letter should be on the **letterhead** of the **CA**.