GOVERNMENT OF ASSAM
DIRECTORATE OF CULTURAL AFFAIRS

Name of the Work :- ASSAM TABLEAUX AT REPUBLIC DAY FUNCTION 2019 AT RAJPATH, NEW DELHI
Value of the Work: Rs.30,00,000.00 (Rupees thirty lakh) only

Directorate of Cultural Affairs, Assam
Rabindra Bhawan, Ambaari Guwahati-781001
GOVERNMENT OF ASSAM  
DIRECTORATE OF CULTURAL AFFAIRS, ASSAM,  
AMBARI, GUWAHATI-1  

No. CAM 54/2018/24  
Dated Guwahati, the 21st July, 2018

SHORT NOTICE INVITING e-TENDERS

The Director, Directorate of Cultural Affairs, Assam, Ambari, Guwahati-1 on behalf of the Governor of Assam invites e-tenders in two bid system (financial & technical) from approved and eligible Contractors of Class-I (A, B, C) and Class-II registered with A.P.W.D./C.P.W.D./Govt. Deptt./Central Govt. Deptt./ State undertaking having experience of similar nature of works for the following works. Themes & Designs for Assam Tableaux, 2019 are hereby invited from interested firms/individuals in pursuance of the letter No I (III)/2018/D (Cer) Dated 3rd May, 2018 of Government of India, Ministry of Defence by way of e-Tender. Details of the bid may be seen at e-procurement portal https://assamtenders.gov.in and also in the office of the undersigned during office hours. The bidders must be enrolled in https://assamtenders.gov.in for participating in the bidding process.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Scheme/work</th>
<th>Location</th>
<th>Value of works. (approx.)</th>
<th>Earnest money @2% and 1% In case of OBC/SC/ST/UGE/UDE</th>
<th>Time of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ASSAM TABLEAUX AT REPUBLIC DAY FUNCTION 2019 AT NEW DELHI</td>
<td>Rajpath, New Delhi</td>
<td>Rs.30,00,000/-</td>
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</table>

Note:
1. Date of commencement of issue of bid documents: 21st July, 2018 from 3.00 PM
2. Last date and time for submission of bid: 27-07-2018 upto 12.00 Noon
3. Date of opening of Technical bid: 27-07-2018 at 1.00 Noon
4. The Earnest Money will be 2% on the total value of each group of works. In case of OBC/SC/ST/UGE/UDE the earnest money will be 1%.

Director,  
Directorate of Cultural Affairs, Assam, Ambari, Guwahati-1.

Memo no. CAM 54/2018/24 (A)  
Dated Guwahati, the 21st July, 2018

Copy forwarded for information to:
1. The Additional Chief Secretary to the Government of Assam, Cultural Affairs Department, Dispur, Guwahati-781006.
2. The Commissioner & Secretary to the Government of Assam, Cultural Affairs Department, Dispur, Guwahati-781006.
3. The Director, Directorate of Information and Public Relation, Assam, Dispur, with a request to publish the Consolidated Form of Notice Inviting e-Tender enclosed herewith.

Director,  
Directorate of Cultural Affairs, Assam, Ambari, Guwahati-1.
Tender/Bid Document

The Bid shall be in two parts viz. Technical Bid (Part-I) and Financial Bid (Part-II) which are to be submitted on-line on the website https://assamtenders.gov.in

1.1 Part-I (Technical Bid) shall consist of the following:

1. Court Fee Stamp of Rs.8.25 (Rupees Eight & Paisa Twenty Five) only.
2. The earnest money in the form of Banker’s Cheque/Bank Draft to be pledged in favour of the Director, Directorate of Cultural Affairs, Assam, Ambari, Guwahati-1.
3. Bidders should upload the following documents:
   I. Permanent Account Number (PAN) from income Tax Department.
   II. GST Registration.
   III. Registration Certificate pertaining to Civil Works only.
   IV. Employees Provident Fund.
   V. Caste Certificate from competent authority.
   VI. Experience Certificate from a competent authority of similar works in the past.
   VII. IT return file of the last 2 years
   VIII. Passport size photograph
   IX. Solvency certificate from Bank.
4. The earnest money will be 2% on the total value of works. In case of OBC/SC/ST/UGE/UDE the earnest money will be 1%.
5. No offline tenders will be accepted by the Director, Directorate of Cultural Affairs, Assam, Ambari, Guwahati-1.
6. The original Banker’s Cheque/Bank draft of earnest money should be submitted to the Director, Directorate of Cultural Affairs, Assam, Ambari, Guwahati-1 in sealed cover on or before the last date and time of submission of tender.
7. No offline documents will be considered for tender selection.
8. Bidders who are not in a possession of the above documents shall be disqualified in Technical bid evaluation and their financial bid shall not be opened.
9. No tools and equipments will be provided to the Contractor for any of the works.
10. No complaints will be entertained after acceptance of e-Tender.
11. The Director, Directorate of Cultural Affairs, Assam is not bound to accept the lowest rates of the tender without assigning any reason thereof.
12. The Director, Directorate of Cultural Affairs, Assam has every right to cancel any or all the tenders without assigning any reason thereof.
13. The offer must be on three parts bid (a) Design (b) 3D model (e) Fabrication. The combined offer should not exceed Rs. 30.00 Lakh (Rupees Thirty lakh) only including GST, IT or any other levies. There is no provision for the additional payment for alternation and addition of design/3D model. The party will have to change the design or 3D Model as suggested by Selection Committee, MOD, Govt. of India. He will also be liable to complete the modification within the stipulated time.

14. The selected design with modification will be the property of the Directorate of Cultural Affairs, Assam and no claims whatever will be allowed by the designer, fabricator, modeler, contractor etc. in future.

15. The designer of the selected designs will have to attend the State Level Govt. Selection Committee and Expert Committee meeting of the Ministry of Defence, Govt. of India at the designated venues at his own cost.

16. Salvage value of Tableau display materials & objects and 3D MODEL etc. will be deducted and recovered from the finally selected contractor as per the norms.

17. Any essential support for the participation of Tableau in terms of ground elements, video and audio item will have to be provided by the party at his own cost.

18. No cost of accommodation, food, lodging & transportation for the Artist/Designer etc. will be provided.

19. No conditional tender will be accepted and the fabricators team will be obliged by the direction, restriction impose by the Ministry of Defence, Govt. of India in the process.

20. The authority is not bound to accept any offer and may reject any or all the offers without assigning any reason thereof.

21. **Themes must be state specific i.e. “Assam Specific”**

22. **Suggestive list of themes are as follows ;**

   ✓ Any important episode from the history of the State.
   ✓ Festival Celebrated.
   ✓ Cultural/architectural heritage including any aspect of the life of the people.
   ✓ Any important Social and Economic Development Scheme, Project or achievements of any outstanding nature, which merits a display in the National Parade.
   ✓ Environment.
   ✓ Vision of future.

   • The design submitted should be on a scale of 1” 1”and must be simple colourful, easy to comprehend and should avoid statistical data and unnecessary details.

   • Designs and 20 (Twenty) copies of write up on the theme along with the supporting documents should be uploaded online as directed hereinbelow within the stipulated time.

   • A purchase Committee formed by the State Government will evaluate & decide the final rates against the selected Design/Model of Tableau. Finally selected designer has to deposit 2% earnest money of the quoted amount and furnish IT/GST clearance certificate etc. The earnest money deposit is relaxable 1% income of tenderers belonging to OBC/SC/ST categories.

   • The rates of the finally selected designs as selected with the modification as deemed fit by the Ministry of Defence. Govt. of India (MOD) would be opened after selection by the Ministry of Defence.
• Proposed design should distinctly reflect the theme and should not require any explanation, writing or elaboration.

1.2 Part-II (Financial Bid) shall consist of the following:

(a) The rate to be quoted by the bidders will be in percentage (%) both in figure and words inclusive of all taxes.

(b) The earnest money in the form of Banker’s Cheque/Bank Draft to be pledged in favour of the Director, Directorate of Cultural Affairs, Assam, Ambari, Guwahati-1.

(c) The earnest money will be 2% on the total value of works. In case of OBC/SC/ST/UGE/UDE the earnest money will be 1%.

(d) Earnest money will be refunded or returned as the case may be to the unsuccessful bidder after the work order is finalized.

(e) No interest will be paid on earnest money submitted.

2. Date of commencement of issue of bid documents: 21-07-2018 from 3.00PM

3. Last date and time for submission of bid: 27-07-2018 upto 12.00 noon

4. Date of opening of Technical bid: 27-07-2018 at 1.00 PM

5. In case the opening date happens to be a Government holiday, the tender will be opened on the next working day at 12.00 Noon

6. Bidders who are not in possession of the required documents shall be disqualified in Technical bid evaluation and their financial bid shall not be opened.

7. Tenders can be viewed by the bidders online in website https://assamtenders.gov.in

8. The validity of tenders will be six months from the date of opening of tenders.

Director,
Directorate of Cultural Affairs, Assam,
Ambari, Guwahati-1
1. **General guidance for Tendering**

Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractor/bidders to participate in e-Tendering.

2. **Registration of Contractor/bidder**

Any contractor/bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through online bidder enrollment in [https://assamtenders.gov.in](https://assamtenders.gov.in) (the web portal of Assam Govt. eTendering). The contractor/bidder/bidder is to click on the Online Bidder Enrollment link for creating their account and register their login Id and Password.

3. **Digital Signature certificate (DSC)**

Each contractor/bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

4. **Downloading of Bid Documents**

The contractor/bidder/bidder can download NIT & Bidding Documents from [https://assamtenders.gov.in](https://assamtenders.gov.in). There is also different search method for searching of published tenders.

5. **Participation in more than one work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

6. **Seeking Clarification**

Bidders have to ask any kind of clarification through “Seek Clarification” Tab available at [https://assamtenders.gov.in](https://assamtenders.gov.in). Clarification asked through any other mode will not be accepted.

7. **Amendment of Bidding Documents:**

   a. Before the deadline for submission of bids, the purchaser may modify the bidding documents by issuing online corrigendum. The corrigendum will appear on the website [https://assamtenders.gov.in](https://assamtenders.gov.in) under “Latest Corrigendum” and email notification is also automatically sent to those bidders who have moved this tender to their “My Tenders” area.
b. Any addendum thus issued shall be part of the bidding documents and deemed to have been communicated to all the bidders who have moved this tender to their “My Tenders” area. In case of any addendum/corrigendum, the system will automatically send e-mails to all bidders who have downloaded the bidding document.

c. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the purchaser may extend, as necessary, the deadline for submission of bids.

d. In case a bidder has already submitted the bid before corrigendum & he/she will be allowed to resubmit the updated bid again without any additional cost of EMD. In that case his updated bid shall be taken for evaluation.

8. Submission of Tenders.
General process of submission, Tenders are to be submitted online through the website https://assamtenders.gov.in. The tender is a two cover system and the bidder has to upload their documents as specified in each cover (folder), the first folder is for Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

19 Technical proposal
The Technical proposal should contain scanned copies of the following further two covers (folders).

A-1. Statutory Cover Containing (Please make a list of required)

i) Bid Security in the form Specified.

ii) Qualification Information and supporting documents.

iii) Certificates, undertakings, affidavits.

iv) Any other information pursuant to instructions.

v) Undertaking that the bid shall remain valid for the period specified.

vi) Acceptance / non acceptance of Dispute Review Expert proposed.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Folder Name</th>
<th>Documents to be scanned (in single .pdf format for every folder) and upload into the respective Folders:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>EMD</td>
<td>Scanned copy of the Demand Draft against the EMD in favour of “Director, Cultural Affairs, Assam”</td>
</tr>
</tbody>
</table>
| (ii)   | Qualification Docs | a. Qualification Information and supporting documents.  
|        |              | b. Undertaking that the bid shall remain valid for the period specified.  
|        |              | c. Acceptance / non acceptance of Dispute Review Expert proposed. |
| (iii)  | Certificates | a. Certificates, undertakings, affidavits.  
|        |              | b. Any other information pursuant to instructions. |

**Note:** - Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both statutory & non statutory cover.

### 1. Financial Proposal

1. The Financial bid will comprise the Bid Form and the Price Schedule as per format given in the bidding document. The bidder has to download the given format (“BoQ”, a .xls file) from the respective tender published at https://assamtenders.gov, enter rate into the specified cell and upload the same into the folder named “BOQ” on the website https://assamtenders.gov.in at the appropriate place.
2. Don’t try to rename the file. After entering the rates only save (don’t use “Save as” option) and upload it.

Important: The Price Schedule are to be uploaded only in e-procurement portal; no hard copy of the same is required to be submitted. Bidder shall quote rate per piece and for destination specified in the bid.
9. **Withdrawal of Bid**

Bidder can withdraw their bids before online bid submission closing date. But after online withdrawal, System will not allow that bidder to participate in the same tender again.

10. **Resubmission**

Bidder can resubmit their bids more than one number of time before the online bid submission closing date and time. In that case his updated bid shall be taken for evaluation.

**Selection process:**
1. The Expert Committee of MOD which consists of prominent persons in the field of Art, Culture, Painting, Sculpture, Music, Architecture, Choreography etc. will evaluate the proposal in series of meeting.
2. The decision of the Expert Committee of MOD is the final and neither the Government nor the Directorate is responsible for rejection of any proposal during the evaluation.

Last date for submission of online proposal is 27th July 2018 by 12.00 PM

**Incomplete proposal will be rejected forthwith.**

Director,
Directorate of Cultural Affairs, Assam,
Ambari, Guwahati-1