

**Government of West Bengal**  
**Food & Supplies Department**  
**Directorate of District Distribution Procurement & Supply**  
**11/A Mirza Ghalib Street ,Kolkata-700087**

No...67./DPS/2016

Dated:- 05.12.2016

NOTICE

The Directorate of DDP&S in Food and Supplies Department will participate in the observance of Khadya Sathi Diwas, 2017 by the Food & Supplies Department with a Tableau based on the theme of "Model FPS run by Women SHG in Tea Garden".

Accordingly, the Director, Dte. Of DDP&S invites proposals from reputed firms, hereinafter referred to as the 'Agency', who are experienced in conceptualizing, fabricating and setting up theme based tableau, for conceptualizing, designing and fabricating the above said Tableau.

Technical and financial proposals are invited in two sealed covers separately, as per requirements of the Terms as indicated below.

**Scope of Work**

- i) The work has to be undertaken on a strict time schedule basis and will include all aspects of fabrication of tableau i.e. from conceptualization, making of designs, modification of designs from time to time as per the requirement and instructions; fabrication of the models, modifications thereof as per requirements and instructions; presentation of the model before the scheduled time after obtaining written clearance from concerned authority.
- ii) Providing suitable / appropriate lyrics, composing music, arrangements of artists and actual pre-recording of the music for use in the tableau, if required.
- iii) Arrangement of artists/volunteers/any other skilled/unskilled persons for running of tableau on trailer.
- iv) The tableau project would also include any other work that may have direct or indirect bearing with the fabrication and presentation of the tableau and may facilitate the project in any manner viz. printing of tableau brochures, interaction with - print and electronic media etc.
- v) This Directorate 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.
- vi) The copyright of the work shall vest with the Director, Dte. Of DDP&S and it would have rights on the awards won, if any. The Directorate also retains the right to retain the complete model in usable condition (less tractor/trailer provided by agency). The agency will also be responsible for mounting the model on a vehicle specification of which is given below and to be provided by them on hire basis.
- vii) Dismantling and removal of material has to be done by the Agency at its own cost, hence the same may be factored in the financial quote.
- viii) Dismantling should be done in such a manner as to enable the Department to use the model in any way it deems fit.

### Eligibility Criteria -

1. The agency should have a minimum of 5 years experience in the given field of activity. No consortium will be allowed.
2. The agency should have experience in making tableau of different States/Department on the 15<sup>th</sup> August or 26<sup>th</sup> January or other events. Proof of such handling should be necessarily submitted.
3. The agency should be empanelled with I&CA Department, Govt. of West Bengal.
4. The agency should have the annual turnover of not less than 25 lakh during each of last 3 years.
5. The agency shall have an office in Kolkata.

### Specification of Tableau -

- i) Total length of the projection should not exceed 48 feet.
- ii) Total width of the projection should not exceed 12 feet.
- iii) Total height of the projection should not exceed 12 feet.
- iv) Total weight of the projection should not exceed 8 tons.

### Time frame

- a) The Agency selected for execution of the job has to complete the tableau **by 25.1.2017**.
- b) 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.
- c) Failure to meet the time schedules will invite penalty @ 5% of the contract value per day.
- d) After the event is over, the Agency shall be responsible for dismantling and removing the materials.

### Intellectual Property Rights:-

The tableau demonstration should use state of art technologies and be free of any infringement of IPR (Intellectual Property Rights) of any third party. In case infringement of Intellectual Property Rights (IPR) of any third Party (ies) takes place, the Agency hired by Directorate for fabricating the tableau is liable for payment of compensation to the aggrieved third party. It shall be responsible to indemnify Directorate and shall be required to pay license fee and any other payment to the third/other party required for settling the matter.

The decision of the Directorate about the quality of services will be final and shall not be challenged by the agency on any ground whatsoever.

### Pre Bid Meeting

All the agencies are requested to participate in the pre bid meeting at the office at Kolkata(11A, Mirza Ghalib Street, 3rd floor, Kolkata- 87) on 07.12.2016 at 03-00 pm for acquaintance with the concept/theme of tableau before filing Tender.

## Technical Bid

1. The Agency has to submit the following:-
  - i) Its technical expertise, ii) experience, iii) proof of similar assignment handled in the past to substantiate the above criteria, iv) photocopies of Trade license, VAT & Service Tax Regn. Certificates, PAN, IT Return of last 3 years, Audited Balance Sheet of last 3 financial years.
- 2). EMD of Rs.10,000/- in the form of Demand Draft in favour of the Director, Dte of DDP&S payable at Kolkata.
- 3) Miniature model or 3D design.  
Last date of submission of Technical Bid comprising the above is 16<sup>th</sup> December, 2016 within 02-00 pm.
- 4) The Agency will present a **MINIATURE MODEL or 3D Computer image to be shown through LCD Projector** based on the image and theme document at 03.00 pm on 16<sup>th</sup> December, 2016.
- 5) No charge or cost will be paid to the agency for preparation of such miniature model or 3D Computer image as stated in para (2).
- 6) Director, Dte. Of DDP&S retains the sole discretion for accepting or rejecting any miniature model or 3D Computer Image without showing any reason. No claim from the agency for reconsideration will be entertained. The decision of the Director, Dte. Of DDP&S will be final.
- 7) The decision of the Director, Dte. Of DDP&S will be intimated to the agencies on the same day and the agencies are requested to wait on the day till such notice is issued.

## Financial Bid

- 1) All the agencies who receive notice as stated in Technical Bid section para (5) will have to submit tender / financial bid document against the selected model or image in sealed envelope addressing to "The Director, Dte. Of DDP&S, Khadya Bhavan, 11-A, Mirza Ghalib Street, Kolkata - 700 087" on 21<sup>st</sup> December, 2016 anytime between 11-30 am to 02-00 PM positively. No claim of submission before or after the scheduled date and time mentioned above shall be entertained.
- 2) The Director, Dte. Of DDP&S reserves the sole right to accept or reject any Tender / Financial Bid.
- 3) The Tender / Financial Bid will be opened and finalized on 21<sup>st</sup> December, 2016 at 04-00 pm.

  
Director 2.12.16  
Directorate of DDP&S