



Core 5-A, 3rd-5th Floor, India Habitat Centre, Lodhi Road,
New Delhi – 110 003

NOTICE INVITING TENDER

December 20, 2016

National Housing Bank (NHB) invites sealed tender offers from reputed/experienced/expert organization/agencies having experience of handling Tableaux at the Republic Day Celebration Parade at Rajpath, New Delhi.

Intending participants must have adequate experience in fabrication and presentation of tableau (with all necessary inputs like music, choreography, etc.) **for minimum 5 Republic Day Parades at National Level at Rajpath, New Delhi of which 3 Tableaux must be within the last 3 years (i.e 2014-2016)** and interested in undertaking the job on turnkey basis. Parties having won awards during the required period will have an added advantage.

It may be noted that the parties, which do not have the requisite experience need not apply.

The tender containing the terms and conditions is appended herewith and may also be downloaded from www.nhb.org.in.

Necessary experience profiles along with supporting documents may be submitted to **The Assistant General Manager, National Housing Bank, Corporate Communication & Training Division, Core 5 A, 4th floor, India Habitat Centre, Lodhi Road, New Delhi-110003 by 4.00 PM on Dec. 23, 2016** and will be opened on the same day or following day at **5.00 PM** in presence of intending tenderers who wishes to present.

NOTICE INVITING TENDER

December 20, 2016

Sub:- Tender for the Fabrication of 'NHB's TABLEAU' for Republic Day Parade at Raj Path,
New Delhi on January 26,2017.

The Objective

The objective of the Tableau is to showcase the flagship programme of Government of India, Pradhan Mantri Awaas Yojna which envisages Housing for All by 2022.

BID DETAILS		
1.	Last date of receipt of Bid Documents	Dec. 23, 2016 4.00 PM
2.	Date and Time of Technical Bid Opening	Dec. 23, 2016 5.00 PM
3.	Contact Persons	Sh. Mohit Kaul, Regional Manager Sh. Raj Kumar Negi, Deputy Manager
4.	Place of opening of Bids	National Housing Bank, Corporate Communication Cell Head Office Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003

Pre-Bid Meet

The agencies may seek clarification of their queries, if any, on telephone nos. 011 - 2464 9037 or +91-8130393458 or +91-9717691294.

Scope of Work:

1. The Agency/Consultant/Artist must be technically sound for fabricating the original tableau on the basis of the approved 3-D Model under the supervision of the Expert Committee of the Ministry of Defence on tractor & trailer to be provided by the Defence Ministry and present it on the Rajpath during the Republic Day Parade at New Delhi.
2. Tableau should be completely ready strictly as per the schedule given by the Defence Ministry and any delay in this regard will invite serious penalty and no payment will be made for the whole work of tableau etc.
3. The Agency/Consultant/Artist must be able to compose suitable music (3 minutes duration) relevant to the selected theme of the tableau.
4. Bottom part of the tractor & trailer should be covered with suitable frill.

Selection Criteria:

The bids received from the firms would be evaluated on the basis of their technical competencies. The technical competencies would be evaluated first and only the agencies having the requisite qualifying technical score would be eligible for commercial evaluation.

All interested Agencies shall submit two quotations – one for Technical and other for Financial.

Selection process will consist of two stages. Technical bid and Financial bid has weightage of 80% and 20% respectively.

In order to ensure that the final fabrication and presentation is not compromised with the lowest price bid, the proposals will be evaluated by the internal committee constituted by the NHB in accordance to the selection criteria laid down hereunder:

Stage 1: Criteria for Technical bid evaluation

- a. Technical Bids will be take up first.
- b. Criteria for the evaluation of Theme submitted.

Maximum Points 100

Selection Subjects	Criteria Points	Marks Obtained
Overall experience in the area of designing fabrication & presentation tableau at the Rajpath a. More than 5 years =40 Marks b. 2-5 years =25 c. At least 2 years =15	40	
Experience of undertaking designing and	20	

fabrication of Ministerial Tableau of Govt. of India, PSU etc. a. More than 5 =20 Marks b. 2+5 years =10 Marks c. At least 2 years =5 Marks		
Awards won (supported with documents) in the last 05 years a. More than 5 =20 Marks b. 2+5 years =10 Marks c. At least 2 years =5 Marks	20	
Presentation	Qualitative in nature 20	
Total Marks	100	

Note:

- i. Bidders have to provide copies of supporting documents against each criterion mentioned above, without which bid may be rejected.
- ii. The selection process consists of two phases viz., 1) Technical Evaluation 2) Commercial Evaluation
- iii. The minimum qualification score for the Technical Bids would be 70 (cut-off marks) out of Total 100 marks (Including marks for presentation) and only these bids getting score more than cut off marks will qualify for commercial evaluation.
- iv. Evaluation Criteria proposed to be adopted would be based on Techno- Commercial i.e. Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 75 and Commercial Bid Score a weightage of 25.
- v. Bidders who qualify in the Technical bid, only their financial bid will be opened. NHB may inform the agencies which are selected in the 1st Stage without disclosing Marks obtained by them.

Stage 2: Criteria for Financial bid evaluation

Only firms successfully qualifying the requisite criteria of the Technical Bid process would be considered eligible for the Financial Bid Round.

The evaluation of the Financial Bids would be as follows:

- The lowest bid will be assigned the maximum Financial Score (FS) of 100 points. $(FS = \frac{\text{Lower Bid} \times 100}{\text{Bids under Consideration}})$
- The Financial Scores of the other Financial Bids will be computed relative to the lowest evaluated Financial Bid.

- a. Marks will be given to Agencies based on their quoted price for the work with 20% weightage. Lowest price will be given the maximum and other will be proportionately calculated.
- b. The rate should be quoted on turnkey basis and must include all incidental charges related to fabrication of final tableau, choreography, music, provision of music system, dismantling of tableau, and any other related expenses. Labour charges, expenses for materials etc. if any, involvement in taking out the tableau and on rehearsals should also be Included in the final rate.
- c. Final Selection of the bids will depend on sum of the total Marks obtained in both stage 1 and 2.

Final Processing

a) Proposals would be ranked according to their Final Score arrived at by combining Technical and Financial Scores with applicable weightages as detailed below:

$$\text{Final Score (FS)} = \text{Technical Score} \times T + \text{Financial Score} \times F$$

(T - Weightage given to the Technical Bid, F - Weightage given to the Financial Bid, T + F = 1)

*** As per commercial bid Item Z.

b) Weightage for the bids are as follows:

I.	Technical Bid	T	75%
II.	Financial Bid	F	25%
Total Weightage			100%

c) Selection criteria:

- The bidder achieving the highest Final Score (FS), as detailed above, will be shortlisted and may be invited for negotiations, if required.

•Please note that Bank reserves the right to revise the evaluation criteria, methodology, distribution points and weightages; if it finds it necessary to do so.

General Terms and Conditions:-

1) The offer are required to be submitted in two separate sealed envelopes marked 'TECHNICAL BID' & FINANCIAL BID'. The TECHNICAL BID will contain all the relevant documents only in connection with the eligibility and experience etc.

The FINANCIAL BID will contain the financial proposal only.

The evaluation of the Tenders will be carried out by an internal committee formed for the purpose.

After evaluation of the Technical Bid, the Financial Bid of only the successful Tenderer will be opened for final selection.

The Financial Bid of the unsuccessful Tenderer will be returned back unopened.

2) The firm should quote on turnkey basis inclusive of all charges, taxes etc.

3) Fabrication of tableau will strictly be in accordance with the approved model, specifications and guidelines issued by Expert Committee of Ministry of Defence. The intending parties should be prepared to work under the guidelines and instructions of Expert Committee of Ministry of Defence and should also be prepared to add/incorporate change any of the elements of the tableau as per the instruction of the Expert committee of Ministry of Defence even at the last moment.

4) All the material used in the fabrication of Tableau should be brand new and top quality materials should be used for fabrication.

5) Payment will be made as per the following terms:

a) Payment to the agency shall be made after successful completion of the work including display of Tableau of this Ministry at Rajpath on Republic Day.

b) Deduction at source for income tax or any other tax as applicable shall be made as per law.

Note : In case of any gross changes in design or the normal procedure of tableau presentation and dismantlation suggested by the MOD or any concerned authorities , if any escalation of rates or additional charges becomes necessary, the same to be finalized on the basis of mutual discussion with authorities concerned and prior approval obtained.

6) It must be noted that the entire concept will be displayed on a Tractor and Single Trailer to be provided by the Ministry of Defence.

7) Capacity to deliver quality and high standard performance will be a major consideration while making the selection.

8) In the event of failure within the stipulated time/date or incomplete or refusals or otherwise, work order will be cancelled & no payment for purpose will be made. Such firm will also be blacklisted for any future supply.

9) Quoted price shall include charges related to fabrication of final tableau, choreography, music, provision of music system, dismantling of tableau, and any other related expenses. Labour charges, expenses for materials etc. if any, involvement in taking out the tableau and on rehearsals should also be Included in the final rate.

10) Model, Design, art work, images, etc. are the property of NHB, and shall be kept in safe custody for a period of two years and produced to NHB, as and when required. The selected Agency will be prohibited to use the same, without explicit permission in writing from NHB.

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PART - I

Commercial Bid Covering Letter

Date :

The Assistant General Manager
National Housing Bank,
Corporate Communication Cell
Head Office
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,
New Delhi – 110003

Dear Sir,

Commercial Bid – Development of corporate film

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your Request for Proposal [Insert RFP Number] dated [Date], and our Proposal (Technical and Commercial Proposals). The Total fee is inclusive of all taxes, duties, charges and levies (as applicable and payable under the local laws) and out of pocket expenses that we might incur and there will be no additional charges.

Our commercial proposal shall be binding upon us, subject to the modifications resulting from contract discussions, up to expiration of the validity period of the Proposal, i.e., [Insert date].

Yours faithfully,

For

Signature

Name

Address

(Authorised Signatory)

PART – II:

Commercial Bid Format

1. Fabrication and Display of 'NHB's TABLEAU': (weightage of 90%)

S. No.	Item description	Price/Rate	Taxes	Total Amount (Inclusive of all taxes* (X))
i.	Fabrication and Display of 'NHB's TABLEAU' for Republic Day Parade at Raj Path, New Delhi on January 26,2017**			

****All the prices should be in INR only and should exclude the applicable service tax and associated levies***

Note:

1. The bidder has to submit the commercial bid only in the above format. Applicable service tax is excluded as specified in the RFP, which will be paid by NHB on actuals.