

## **REQUEST FOR PROPOSAL**

Invitation of Tender Documents for selecting agency in respect of

**“Train Coach Prop on  
INDIAN RED CROSS : JOURNEY OF 100 YEARS”**

*Issued by*

Secretary General

IRCS, 1 Red Cross Road, New Delhi-110001

1. Office of Secretary General, Indian Red Cross Society (IRCS) invites applications from agencies to conceptualize, fabricate, install train coach prop at IRCS to display the journey of 100 years of IRCS. The following preconditions have to be fulfilled for applying:
  - i. Agencies having experience of conceptualization of theme, fabrication and display of such props at the National level at least for 3 years.
  - ii. Agencies must have experienced creative personnel like visualizers or concept director, fabricators etc. either on its rolls or on retainer's basis.
  - iii. Agencies that have won prizes/commendations for their designs in the last 2 years at National level will be given preference.
  - iv. Agencies must be registered with competent authority for GST/Income Tax.
  - v. The contract will be valid for 1 year however, the contract can be extended on yearly basis for a period upto 2 years depending upon the satisfactory performance
  - vi. Time duration of completion of work: 3 months from signing of contract.

### **2. Relevance and Content of Prop**

The proposed prop shall be a non concrete solid structure. It may be prefabricated or may be constructed/set up at the IRCS, NHQ premises in the open. It shall be like a train compartment and is intended to be placed under open sky. Hence the roof top and side walls shall have to be made of such material that braves sun, rain, cold, storms and other such vagaries of nature that are experienced in Delhi. The visitors should be able to enter and exit the compartment the way people experience in train. Inside the bogey provision has to be made to display IRCS Disaster Management & other items (such as wat-san unit, tent etc along with other exhibits).

### **3. Tender Document Guidelines for designing the prop**

- i. The sketch and subsequently 3D model of train coach should be simple, easy to comprehend and should avoid statistical data and unnecessary details. It should be able to convey the theme by itself through visual impact and should not require any explanation, writing or elaboration.
- ii. As far as possible, there should be some movement, sound and animation on the prop.
- iii. Prop should be mounted on the ground space provided by IRCS
- iv. Prop should be a train compartment structure where the back will be covered and the front will be painted as per the theme. The prop will show one side of the train where the windows will be closed.
- v. Solar panel roof can also be considered. This is optional specification.
- vi. Prop material: Wood or other such material to withstand inclement weather as mentioned above (at section 2)

- vii. Prop Size: Fabrication of a regular railway coach of 10' height, 25-30 feet width, Platform to enter the coach and Stairs and doors resembling a train coach.
- viii. Exhibition inside the coach of Red Cross items which may include, among other items, relief items, equipment, supplies etc that are routinely sent and used by IRCS and beneficiaries.
- ix. Street Art on the outer side of the railway bogie

#### **4. Submission of proposal and selection of agency**

- i. The theme of prop is "INDIAN RED CROSS : JOURNEY OF 100 YEARS"
- ii. Bids to be received in the office of Secretary General, Indian Red Cross Society at 1-Red Cross Road, New Delhi up to 6:00 p.m. on 29 October, 2019
- iii. Outer envelope for the proposal shall be sealed and super subscribed as "Train Coach Prop: INDIAN RED CROSS : JOURNEY OF 100 YEARS". It should contain two sealed envelopes of technical and financial bid separately
- iv. First sealed envelope super-scribed "Technical Bid" should contain particulars regarding eligibility criteria and treatment of the theme viz.
  - a. experience of conceptualization of theme, fabrication and display of props at the National Level and State level,
  - b. The annual turnover of the firm should be a minimum of Rs 50 lakhs and the firm should have been in existence for at least last 5 years. Certificates may be summoned to check authenticity of Incorporation and GSTN, Pan Card etc.
  - c. details of annual turnover for the last three years
  - d. details of experience of creative personnel like visualizers or concept directors, fabricators etc.
  - e. details of prizes won, if any
  - f. registration of the agency with the competent authority for GST and
  - g. the treatment suggested for the theme selected by the IRCS. Besides a narrative explanation, the treatment should contain drawings and designs explaining the manners in which the theme can be presented. The agencies can present more than one design for the theme. The theme with highest technical score will be considered.
- v. Second sealed envelope superscribed "Financial Bid" should contain consolidated single price including all components such as design, 3-D models, fabrication, composition of music etc. This price should be inclusive of all taxes. The agencies are required to understand the work properly before quoting the rates. While submitting the bids, the agency would have to enclose (i) the Chartered Accountant's certificate indicating the turnover of the agency in the last three years, (ii) particulars of latest GST & PAN

#### **5. Shortlisting**

- i. Short listing will be made on the evaluation of Technical Bids. Minimum qualifying score (points) in technical evaluation will be 50%. Financial Bids will be opened only for short-listed agencies.
- ii. The concept, design, model, audios, presentation of designs/model submitted alongwith the tender and the Prop alongwith audios will be the property of IRCS. All the intellectual rights, copy-rights shall rest with the IRCS.
- iii. **Award of Contract:**
  - a. Final selection would be made on the basis of quality and price. Evaluation Committee will evaluate the design submitted by the Agency. The proposal securing the highest combined marks and ranked H-I will be considered for award of work.
  - b. The terms of payment are as per Annexure III
- iv. The decision of the IRCS with regard to selection of agency will be final and binding and no

communication in this regard will be entertained.

## **6. Scope of work**

- i. The work has to be undertaken on a turnkey basis and will include all aspects of fabrication of prop i.e. from conceptualization, making of designs, modification of designs from time to time as per the requirement and instructions, presentation of the designs before the selection committee of the IRCS, fabrication of the models, modifications thereof as per requirements and instructions, presentation of the model before the committee of IRCS and upon selection of the model, fabrication and installation of the actual prop as per the requirement, specification, time schedule and instructions by the IRCS.
- ii. Providing of suitable/appropriate scripts for audio, arrangements of voice overs and actual pre-recording of the audio for use in the prop.
- iii. The turnkey project would also include any other work that may have direct or indirect bearing with the fabrication and presentation of the prop and may facilitate the project in any manner. Information about IRCS and relevant inputs as required will be made available by the Society. The IRCS will have the right to modify, change, accept or reject the work in totality or any part thereof or cancel the project any stage without assigning any reason. The copyright of the work shall vest with the IRCS and it would have rights on the awards won, if any. Security Deposit, In case of award of work, an amount equal to 5% of the contract value shall be deposited as performance security in the form of Pay Order/Bank Draft in favour of "Secretary General, IRCS"; payable at New Delhi and shall be released after sixty days of successful completion of job all contractual obligations including warranty obligations of the supplier.
- iv. The successful tenderer will be responsible for transporting and installing the final prop in the manner and a place decided by IRCS.

## **7. Disclaimer**

- i. The information contained in this Request for Proposal ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form, by or on behalf of Secretary General or any of his authorized officers or advisors, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- ii. This RFP is not an agreement and is neither an offer nor invitation by the Secretary General to the prospective Bidders or to any other person. The purpose of this RFP is to provide interested individuals with information that may be useful to them in the formulation of their Bid for qualification pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by SG, IRCS and other Agencies in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for SG, IRCS to consider the objectives, financial situations and particular needs of each individual who reads or use this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain

independent advice from appropriate sources. Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SG, IRCS accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

- iii. SG, IRCS or officers/advisors of IRCS make no representation or warranty and shall have no liability to any person, including any Bidder or Bidders, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with qualification of Bids and participation in the Bidding Process.
- iv. SG, IRCS also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon statements contained in this RFP. SG, IRCS may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that SG, IRCS is bound to select and shortlist Bidders and to appoint the selected Bidder for the Project. SG, IRCS reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.
- v. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by SG, IRCS or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and SG, IRCS, shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

### Information Sheet / Critical Data Sheet

Item	Date	Time
1. Date of Announcement	01 October, 2019	
2. Date of Submission of Bids – All bids should have name details and contact information (address, email, telephone, mob) of Agency on the outer envelop	29 October, 2019	6:00 pm
3. Presentations by Bidders and Scrutiny of Technical Bids(design, theme options etc)	05-08 November, 2019	
4. Declaration of Results of Technical Bids	19 November, 2019	
5. Date of Opening of Financial Bids All bid responses should be submitted at the address mentioned in the tender.	21 November, 2019	
6. Date of Announcement for the selection of Agency	03 December, 2019	

**Annexure I****Evaluation Criteria:****I. Experience**

Fabrication of Prop

(Max. 5 Points)

a) Less than 3 years

- 0 points

b) 3 years

- 2 points

c) More than 3 years

- Points equal to no. of years

(Limited to 5 Points)

**II. Annual Turnover**

(Max. 5 Points)

a) Less than Rs. 50 lakh

- 0 points

b) Rs. 50 lakh to Rs. 2 crore

- 3 points

c) Above 2 crore

- 3 + 1 for each addl. Crore

(limited to 5 points)

{fraction will be ignored in assessing the turnover}

**III. Awards for conceptualization and fabrication of Props at national level (Max. 10 Points)**

a) 1 – 5

- 2 points

b) 5 – 10

- 5 points

c) 10 – 15

- 7 points

d) More than 15

- 10 points

**IV. Details of experience of creative personnel like visualizer or concept director, fabricator etc.**

(Max. 10 Points)

a) Less than 3

- 0 points

b) 3 – 6

- 5 points

c) 7 – 9

- 7 points

d) More than 9

- 10 points

**V. Design for conceptualization and fabrication of prop (Max. 70 Points)**

The decision of the IRCS with regard to selection of agency will be final and binding and no communication in this regard will be entertained

**Annexure II****FINANCIAL BID**

To  
 The Secretary General  
 Indian Red Cross Society  
 1, Red Cross Road  
 New Delhi - 110001

**Subject: Quotation for award of contract for “Prop of Train Coach for IRCS”**

Sir,

With reference to your tender published in -----on ----- the subject mentioned above, on behalf of M/s -----, I/We quote the following rates: -

<b>S. No.</b>	<b>Particulars</b>	<b>Rates</b>
1.	Price for entire scope of work in the tender	Rs. ..../- (Rupees in words : - .....)

Note :-

1. Rates quoted above shall be inclusive of all taxes.
2. Evaluation of financial bid will be on the basic rate including taxes.
3. IRCS reserves the right to recover / deduct tax(s) as per the law of land before making any payment to the successful bidder(s).

Yours faithfully,

(Authorised Signatory)  
 (With name/designation, contact No.& seal)

**Annexure III****Terms of Payment**

(a) 1st instalment -1% of the total approved cost	On submission of drawings to IRCS and after all presentations as required by IRCS for consideration of approval of Prop
(b) 2nd instalment - 25% of the total approved cost	After approval of the model of the Prop
(c) 3rd instalment - 35% of the total approved cost	After preparation of prop and installation at the place decided by IRCS.
(d) Final payment (39%) of the total approved cost.	After successful installations, running audios and satisfactory working of the prop and completion of entire scope of work, submission of all requisite bills / Supporting documents.