

**ODISHA STATE LEGAL SERVICES AUTHORITY,
S.O. 20, CANTONMENT ROAD, CUTTACK.**

TENDER NOTICE NO. 1 OF 2016

TERMS OF REFERENCE OF TENDER

(For preparation of Tableau for participation in Republic Day Parade -2016 at Mahatma Gandhi Marg, Bhubaneswar on 26.1.2016)

Sealed tender in plain paper is invited from reputed firms having expertise in preparation of tableau.

SCOPE OF WORK:

1. Work order to be given on turnkey basis that is, for preparation of the tableau and participation in the parade in all respects.
2. The language used in the tableau shall be Odia and English.
3. The concept must be properly and prominently highlighted to put forth the message to the general public.
4. Hiring of artists and costumes along with make-up and prop and other audio- visual equipment shall be the sole responsibility of the contractor.
5. Tableau should be mounted on a mini truck preferably. TATA-909 Model.

ELIGIBILITY CRITERIA.

1. Experience in preparation of tableau of Government Departments.
2. Dedicated Production Team having experience in the work.

The bidders should submit their bids in two fold manner namely; technical bid and financial bid.

TECHNICAL BID:

1. List of Vehicle with specification and other materials to be used.
2. Details of production team with experience confirming to eligibility criteria.

3. Description of methodology for executing the work.
4. Time schedule.
5. Proof of previous work done.

FINANCIAL BID:

1. All-in cost for the entire package.
2. Component-wise breakup of the cost.

Other terms and conditions.

1. Copies should be addressed to Member-Secretary, Odisha State Legal Services Authority, S.O. 20, Cantonment Road, Cuttack.
2. The bidder shall have to bear all tax, fees, and hire charges relating to the preparation and display of tableau.
3. The offer should be submitted in two separate sealed covers super-scribed in bold letters "**TENDER FOR PREPARATION OF TABLEAU FOR PARTICIPATION IN REPUBLIC DAY PARADE-2016**"
4. Disputes if any, shall be subject to the territorial jurisdiction of the courts at Cuttack only.
5. The last date of bids is **16.01.2016 at 3 P.M..**
6. The bids shall be opened on the same day at 4 P.M. in the office of Odisha State Legal Services Authority in presence of bidders or their authorized representatives.
7. The authority reserves the right to accept or reject any of the bids without assigning reason thereof.

Sd/-

Member-Secretary
Odisha State Legal Services Authority,
Cuttack.