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## TENDER DOCUMENT

### Terms and Conditions/Guidelines for submission of proposals

The bidder has to comply with the guidelines in respect of tableau as specified by the Ministry of Defence from time to time. The Annexure-II contains some of guidelines of the Ministry of Defence available with the Parishad.

The proposal should contain the following:

1) Packet-I (sealed and to be superscribed "Technical Bid"):

(a) First envelope superscribed "Technical Bid" should contain particulars regarding eligibility criteria and treatment of the theme viz. (i) experience of conceptualization of theme, fabrication and display of Tableaux for Republic Day at the National Level (ii) experience of conceptualization of theme, fabrication and display of tableaux in other events of repute (iii) details of experience of creative personnel like visualizers or concept directors, fabricators etc. (iv) details of prizes won, (v) registration of the agency with the competent authority for GST and (vi) Details of annual turn over for the last three years, certified by the Chartered Accountant (vii) Particulars of latest PAN/TIN No. (viii) the treatment suggested for the theme of Government of NCT of Delhi's tableau selected for this year's Parade. Besides a narrative explanation, the treatment should contain drawings and designs explaining the manner in which the theme can be presented. The agencies can present more than one design for the theme.

(b) Earnest money deposit (EMD) in the form of demand draft from a scheduled bank for Rs.60,000/- drawn in favor of "Sahitya Kala Parishad".

2) Packet-II (to be sealed and super scribed "Financial Bid"):

Financial bid should contain the consolidated cost of tableau i.e. from conceptualization till the presentation of tableau on the Republic Day, along with break-up of expenses for its dismantling, removal of material and other expenses whatsoever ( inclusive of all taxes). The name of the agency, address, telephone no., fax no. and e-mail shall be printed on the cover of both the packets. Both the envelopes (Bid-I and II) shall be placed inside outer sealed cover which shall be addressed to the Secretary, Sahitya Kala Parishad, 18-A, Satsang Vihar Marg, Spl. Institutional Area, New Delhi-110067.

#### Selection Process:

Selection committee will evaluate technical bids and based on the assessment of technical bids, may shortlist eligible bids. The technical evaluation will be on the aggregate of 70% marks. Technical assessment will be based on creative ideas, treatment of theme/subject and its presentation in the form of drawings and designs etc. On the basis of technical assessment the financial Bid of the shortlisted agencies only will be opened. Financial evaluation will carry a weightage of 30% marks.

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The bidders shall ensure that design / drawing in the power point presentation and hard copy submitted in the technical bid are exactly same. A certificate shall be submitted to this effect at the time of presentation.

However, Secretary, Sahitya Kala Parishad reserves the right to select any agency on the strength of technical bid.

**Evaluation Criteria:**

The aggregate of marks, after adding the scores from the technical and financial evaluation will determine the outcome and the work will be awarded to the Agency which gets the highest aggregate marks.

Composite Score of the Bidders for Production of tableau shall be worked out as under:

Bidders's Score	Weight	Weighted Score
Technical Score	70%	X
Financial Score for those found eligible in Technical Bid	30%	Y
Composite Score of the Bidder	--	(X+Y)

The Bidder who has secured the highest Composite Score shall be declared the Preferred Bidder subject to the satisfaction of the Competent Authority/Secretary, Sahitya Kala Parishad.

The eligible and interested agencies are requested to submit their technical and financial bids latest by 5:00 p.m. on 24<sup>th</sup> November, 2023 at the office of the Sahitya Kala Parishad, 18-A, Satsang Vihar Marg, Spl. Institutional Area, New Delhi-110067. The eligible bidders shall give their presentations of their drawing and designs etc. on the selected theme of the tableau "विकसित भारत " – **and should be focused on development Delhi in the field of education, health, transportation etc. before the selection committee in the office of the Secretary, Department of Art, Culture and Languages at 'C' Wing, 9<sup>th</sup> Level, Delhi Secretariat on the date and time, which will be communicated later.**

**Tender/proposals received after the fixed time and date will not be entertained.**

**Performance and security deposit:**

Successful agency has to deposit the performance Guarantee for 10% of the total Value of the contract in the form of Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from a Nationalized Bank. The performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier/agency.

**Scope of work:**

The work has to be undertaken on a turnkey 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, presentation of the designs before the selection committee of the Department of ACL and Ministry of Defence, fabrication of the models, modifications thereof as per the requirements and instructions, presentation of the

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model before the Department of Art, Culture & Languages and Ministry of Defence and upon selection of the model, fabrication of the actual tableau as per the requirement, specification, time schedule and instructions issued by the Department of ACL and Ministry of Defence.

Providing of suitable/appropriate composition of music etc, arrangement of artists and actual pre-recording of the music for use in the tableau.

Presentation and display of tableau during the Republic Day Parade, full dress rehearsal and other rehearsals to be decided by Ministry of Defence and maintenance of required service at the time of presentation during the event.

The turnkey 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 tableaux brochures, PR with print & electronic media etc. Information related to the theme and relevant inputs as required will be made available by the Sahitya Kala Parishad.

The Secretary, Sahitya Kala Parishad reserves the right to modify, change, accept or reject the work in totality or any part there of or cancel the project at any stage without assigning any reason.

The copyright of the work shall vest with the Department of ACL and it would have rights on the awards won, if any.

**Time Frame:**

- i) The agency selected for the execution of the job has to complete the tableau as per the deadlines and time schedules fixed by the Sahitya Kala Parishad/ Department of ACL for completion of the various stages of the work and would have to adhere to any time schedule to be fixed so as to enable this Office to fine-tune the processes involved in fabrication as per requirement from time to time before the display.
- ii) The designated officer of Department 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.
- iii) Failure to meet the time schedules will invite a penalty @1% of the contract value per day of delay.
- iv) After the event is over the party/agency shall be responsible for dismantling and removing the materials as per the prescribed time schedule of the Ministry of Defence and shall be liable to pay any demurrage that might be imposed by Ministry of Defence for non-compliance of dismantling schedule.
- v) The dismantling and removal of the material have to be done by the agency at its own cost and hence of the same may be factored in the financial quote.

**Terms of payment:**

Payment shall be made to the agency as per the following schedule:

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- 30% of the total contract value shall be released after completion of the work up to the preparation of the structure (including the woodwork).
- 30% of the total contract price shall be paid after completion of the Tableau to the satisfaction of the Sahitya Kala Parishad.
- The balance 40% shall be paid after submission of the final bill after necessary measurements, certification etc. and satisfactory completion and display of the tableau as detailed in the scope of the work.
- Deduction at source for income tax or any other tax as applicable shall be made as per rules.
- Sahitya Kala Parishad shall not be liable for any default of payment by the agency to the parties involved or engaged by it for this project.
- No payment shall be payable in case the design / proposals are rejected by the Ministry of Defence at any stage.
- No extra payment will be made on account of any alteration/ modification to be made in the recommendation of any authority / selection committee.

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Monica  
22/11/23

( Dr. Monica Priyadarshini, IAS)  
Secretary  
Sahitya Kala Parishad

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ANNEXURE-I

**Sahitya Kala Parishad**  
Govt. of N.C.T. of Delhi

**APPLICATION FORM FOR CONCEPTUALIZATION AND FABRICATION AND  
DISPLAY OF TABLEUX DURING REPUBLIC DAY PARADE-2024**  
(Please use additional sheets / annexures, if required)

1	Name of Agency/Organization:	
2	Office address (with telephone/mobile & e-mail):	
3	Details of the creative personnel with their bio-data and address in Delhi	
4 (i)	Experience in the area of conceptualization fabrication and display of Republic Day tableaux at National/State level, (detailing the years, organization and theme)	
ii)	Experience in fabrication and display of tableaux in other major events, if any (detailing the years, organization and theme)	
5	Photographs/CDs of earlier work:	
6	Awards won (with details including copies of the certificates)	
7	Certified copies of the Annual Statements of Accounts certified by Chartered Accountants indicating the turn-over of the agency for the last three financial years.	
8	Particulars of the latest: PAN TAN / TIN GST No.	
9	Documentary proof of issues as mentioned in the Tender Notice.	

Date :

Signature of Proprietor/  
Authorized Signatory

## Guidelines for preparation of Tableaux proposals for participation in the Republic Day Parade-2024:

1. Theme of the Tableau:

“विकसित भारत ” – and should be focused on development Delhi in the field of education, health, transportation etc.

2. Selection Process:

(i) The tableaux proposals received from various organizations/ agencies are evaluated in a series of meetings of the Expert Committee consisting of prominent persons in the field of art, culture, painting, sculpture, music, architecture, choreography etc. In the first phase of selection, the sketch/design proposals are scrutinized and suggestions, if considered necessary, are given to carry out modifications in the sketch/design. Once the sketches/designs are approved by the Committee, the participants are asked to come up with three dimensional models of their proposals. However, entering into the model stage it does not mean selection. The models are thereafter examined by the Committee for final selection depending upon various considerations. Not more than one tableau from an organization participates in the Parade.

Adequate time is given to the concerned agencies to make arrangements for attending the meetings of the Expert Committee. Non-attendance in any meeting means withdrawal and concerned agency will not be invited in subsequent meetings. All cost for attending the meetings is to be borne by the concerned agency. **All interactions with the members of the Committee will be made by the official representative of the organization concerned.** The artists/ designers, etc. may accompany the official representative to suitably take note of the suggestions given by the Committee to carry out modifications in their respective sketch/design/model. **They will, however, not directly interact with the members of the Expert Committee unless they are specifically authorized by the Committee to do so to explain any specific point.**

(ii) **This Ministry does not prescribe any firm/fabricator for design & construction of tableau for participating in Republic Day Parade. The State / UT / Ministry / Department may engage / appoint any firm / fabricator for this purpose on their own. However, to maintain quality and avoid monotony in look / design of the tableaux, it is suggested that concerned State / UT / Ministry / Department may consider to evolve suitable mechanism so that the firm / fabricator engaged / appointed for the purpose may not be involved in designing / fabricating multiple tableaux for the Parade.**

(iii) It is highlighted that selection of Tableaux passes different stages starting from initial appreciation of sketch / design and the themes brought forward by the States / UTs / Ministries / Departments followed by a three dimensional model which culminates into the selection of the actual model by Expert Committee through a series of interactions where all aspects of the tableaux are discussed threadbare. The selection depends upon a combination of factors including but not limited to visual appeal, impact on the masses, idea / theme of the tableaux, degree of detailing involved in the tableaux, music accompanying the tableaux etc. The selection process normally extends over six to seven rounds of meetings on different days with some elimination and short listing at each stage. Only the shortlisted States / UTs/Ministries / Departments in any given round of selection are informed about the next round of

selection. Mere advancement from one stage to another does not entitle any participating State / UT / Ministry / Department for movement to another further round or the final selection, till it is confirmed. In the event of final selection also, there may be a possibility of a particular tableaux not being able to participate in the final parade, if it has not been created in terms of the final approved version during selection rounds.

3. **Preparation of Sketch / Design:**

The sketch / design (preferably in graph) on a scale of 1':1" should be simple, colorful, easy to comprehend and should avoid statistical data and unnecessary details. It should be able to convey whatever it presents, by itself and should not require any explanation, writing or elaboration. **Writing or use of logos on tableaux is not allowed except the name of States/UTs presenting which is allowed in Hindi in the front, in English on the back and in Regional language on the sides of the tableau.** Similarly, in case of Ministries/ Departments and other agencies, **name of the Ministry/Department/ organization is to be given in Hindi in the front and in English on the back.** Designs in virtual reality in the form of CD showing the various components displayed from different angles, can also be presented.

4. **Preparation of models:**

After the approval of the proposed sketch/design by the Expert Committee in its preliminary meetings, three dimensional model of the proposed tableau would be prepared on the lines of the suggestions given by the Committee for further inspection. Final approval for participation would be accorded only after the models of the tableaux are finally selected by the Committee.

5. **Points to be kept in view while drawing up the proposal:**

- (i) **One tractor and one trailer, upon which a tableau would be fabricated, would be provided by the Ministry of Defence free of charges.**
- (ii) **No additional tractor, trailer or other types of vehicles would be allowed to be used in the tableau.** This aspect should be kept in mind while preparing the designs of the tableau proposals to be presented before the Central Expert Committee.
- (iii) There is no objection to the use of vehicles other than tractor and trailers for fabrication of tableaux to give them a different look. But these vehicles will have to be arranged by the sponsoring authorities themselves. Under no circumstance, the total number of vehicles used in a tableau or the total number of distinguishable mobile components of a tableau would be more than two.
- (iv) As far as possible, there should be some movements, sound and animation on the tableaux.
- (v) **The number of performers on the trailer would not be more than 10 persons. No performer is permitted to be on the tractor component of the tableau. Attractive ground element however can be considered on a limited number of tableaux only if it goes with the theme. These conditions are subject to modifications by MOD depending on the requirement of the tableau.**

- (vi) In case of tableaux on cultural, historical/traditional themes, the colours, design, costumes, materials etc. used should be authentic to present local flavour. The performers on the float or on ground should also look to be authentic in case any cultural or traditional event is being depicted.
- (vii) The sketch should clearly depict as to how the tractor pulling the tableau will be used as a part of the theme. Camouflaging the tractor should be in harmony with the main theme of the tableau. There should be a gap of about 6-7 feet between the tractor and the trailer and/or between two trailers for turning or maneuvering. This should be taken into account while designing the tableau.
- (viii) In case, a tableau is proposed to be integrated with a folk dance, it should be ensured that the selected dance is a genuine folk dance and the costumes and musical instruments are traditional and authentic. **The tableau and the dance should also have thematic unity.** The strength of the dance party, excluding those who are to perform on the tableau, **should not exceed 25 persons.** The video clippings of the dance may also be sent along with the proposals.
- (ix) **State / UT may preferably engage artists performing on or along the tableau of the State / UT belonging to the concerned State / UT only, who would have a natural flair for the performance considering the criticality of the event. Bonafide of artists engaged by the State / UT / Ministry / Department may be ascertained by the authorised government official of the concerned State / UT / Ministry / Department before deputing the artists' team to Rashtriya Rangshala Camp.**
- (x) **It is also suggested that State / UT / Ministry / Department may evolve their mechanism to ensure that the agency deployed for design / fabrication of the tableau remains associated with the job till finality to enable incorporating the originally conceived design along with the inputs of the Expert Committee from time to time.**

#### 6. Dimensions:

While preparing the sketches and subsequently, three dimensional models, the following approximate dimensions of the trailers and tractors, which will be supplied to them for the fabrication of the tableau, may be kept in view.

##### Trailer

Length	:	24' 8"
Width	:	8'
Height	:	4' 2"
Load carrying capacity	:	10 tons

The length, breadth and height of a single tableau should not exceed 45', 14' and 16' (from the ground level) respectively. **If it is proposed to use any other vehicles under own arrangements, particulars thereof should be indicated in the proposal.**

#### 7. Facilities to be provided by the Ministry of Defence:

During the meetings of the Expert Committee, the facilities such as a PC, LCD projector, DVD player and an overhead projector would be made available by the Ministry of Defence. Should there be any other support requirements, the Ministry may be informed in advance.



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8. **Advisory to States/UTs/Ministries/Departments/Organisations-**

- (i) Encourage the production team to use maximum of green /recyclable material for the preparation of Tableaux keeping in mind the environmental issues and reduction of plastic use.
- (ii) State UT to plan in advance to recycle the Tableaux after the Parade and other functions Major elements of the tableaux such as Sculptures and design elements to be relocated to various locations within the State/UT as Art Installations/Street Art
- (iii) Since the element of Artists and Live performances and Music accompanying the Tableaux are equally important. the process of artists selection to be more systematic and needs to be streamlined
- (V) The State/UT to promote local artists and talent in these contributions
- (vi) The Cultural representation of the States to be reflected in the elements on the Tableaux and performers around the Tableaux the Dress element headgears and makeup along with musical instruments to explain the local and traditional dance forms and also match with the regional looks which are being showcased.
- (vi) Scrip/ storyboard around the performances before they are selected to be shared with Expert Committee Eminent people from Theatre and Dance to assist the other members in this process
- (viii) Performances to experiment with innovative forms of expression such as sign languages, street performance forms and dance as a complete package
- (ix) A write-up about the Artists and their talents to always accompany the storyboard when a presentation is made before the Expert Committee Young & relatively less known/local artist groups to be encouraged
- (x) A complete detailed note on the costumes and make up along with headgears and musical instruments to be a part of the presentation
- (xi) The Ministries are requested to ensure that the Artists have equal representation from all parts of the country in the Tableaux unless specific performers are required
- (xii) In Music element the wordings and message to be simple and clear The music and song recordings to be done at the best facilities
- (xiii) The State Govts / UTS Ministries/Departments/Organisations to ensure that the Music / lyrics are simple and match with the live performances.

9. Last date for submission of sketch/design is 5:00 p.m. on 28<sup>th</sup> November, 2023.

Monica  
22/11/23

( Dr. Monica Priyadarshini, IAS)

Secretary

Sahitya Kala Parishad