

Request for Proposal

For

**Designing and Preparations of Tableaux for
Republic Day Celebration 2019**

No.3/90/DDT/DMN/RepublicDay/2018-19/463

Date: 29/08/2018

Issued by

**Society for Promotion of Tourism, Art & Culture,
Department of Tourism UT Administration of Daman & Diu
Paryatan Bhawan Nani Daman – 396 210 Daman**

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TENDER NOTICE

The Society for Promotion of Tourism, Art & Culture, Department of Tourism, UT Administration of Daman & Diu, invites tenders from interested agencies to conceptualize, design, fabricate, and display a Tableaux of Daman & Diu for the Republic Day Parade, 2019.

Agencies are requested to submit their technical and financial bids by the hardcopies of technical bid and financial bid in separate envelopes to the Member Secretary (SPOTAC), Department of Tourism, Paryatan Bhavan, Behind Nani Daman Bus Stand, Nani Daman- 396210, Daman. The last date for receiving the bids is 07/09/2018, 13:00 AM.

The Society for Promotion of Tourism, Art & Culture, Department of Tourism, UT Administration of Daman & Diu reserves the right to accept/reject/cancel the tender at any time without assigning any reason. No correspondence in this regard shall be entertained.

Sd/-
Member Secretary
SPOTAC, Daman

TENDER DOCUMENT

Terms and Conditions/Guidelines for submission of proposals

1. The bidder has to comply with the guidelines in respect of tableaux as specified by the Ministry of Defence from time to time. The Annexure-II contains some of the guidelines of the Ministry of Defence available with the Department of Tourism, UT Administration of Daman & Diu.
2. **Tender Fees:** The agency will have to submit a tender fee of amount Rs. 1000/- (Rupees One Thousand only) in favour of the MEMBER SECRETARY (SPOTAC), Daman payable at Daman.
3. **EMD:** The agency will have to forward the application along with the Earnest Money deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Bank guarantee in favour of the MEMBER SECRETARY (SPOTAC), Daman payable at Daman. The EMD shall be valid for a period of 180 days. The EMD of the unsuccessful bidders EMD amount will be discharged /returned as early as possible.
4. The proposal should contain the following:

A. Eligibility Criteria:

- The bidder shall be a registered company / proprietary firm in India under the Companies Act 2013 or registered under the relevant provisions/ Acts in India. The bidder has to be necessarily registered in India.
- Minimum cumulative turnover should be Rs. 5 cr in last three years. Duly certified CA certificate shall only be accepted.
- The bidder should submit PAN Card and GST Registration (as applicable).
- The bidder should not have been black-listed by Central/ State Governments/ PSUs at any point of time. There should not be any criminal proceedings / conviction against the bidder at any point of time. A declaration of the same shall be submitted.
- IT returns of past three financial years along with audited financial reports duly certified by a CA must be submitted.
- A Bidder shall submit only one proposal. IN CASE MORE THAN ONE PROPOSAL IS RECEIVED FROM THE BIDDER, ALL SUCH PROPOSALS SHALL BE DISQUALIFIED

*** Please note that it is mandatory to submit all the above mentioned documents online. Non-submission of the same shall lead to disqualification of bids.**

B. Technical Bid:

- “Technical Bid” should contain the following particulars regarding eligibility criteria and treatment of the theme

i. The agency must have experience in conceptualizing a theme of tableaux for any national level event. The event must have been organized by any Central Government / State Government / Semi-Government / PSUs / Departments / Chambers of Industry Associations / Private Companies.

ii. The treatment suggested for the theme of 150th Anniversary of Mahatama Gandhi for the UT Administration of Daman & Diu’s tableaux to be selected for next 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 them

C. The scoring criteria to be used for evaluation shall be as follows:

	Evaluation criteria	Scoring methodology	Maximum Marks				
Technical Capacity of the Bidder			30				
	No. of tableaux selected for National level event:	The agency responsible for a tableaux that participated in at least one National Level celebration: <table border="1" data-bbox="634 1129 1193 1270"> <tr> <td data-bbox="634 1129 998 1199">1 national level Projects</td> <td data-bbox="998 1129 1193 1199">20 Marks</td> </tr> <tr> <td data-bbox="634 1199 998 1270">2 or national level Projects</td> <td data-bbox="998 1199 1193 1270">30 Marks</td> </tr> </table>	1 national level Projects	20 Marks	2 or national level Projects	30 Marks	
1 national level Projects	20 Marks						
2 or national level Projects	30 Marks						
Presentation			50				
	The presentation should cover the following in sufficient detail: The treatment suggested for the theme showcasing the 150 th Anniversary of Mahatma Gandhi for the UT Administration of Daman & Diu’s tableaux to be selected for this year’s Parade. Besides a narrative explanation, the treatment should contain drawings, designs and 3D image mapping explaining the manner in which the theme can be presented. The agencies can present more than one design for the theme.						
Total (1 + 2)			80				

B. Financial Bid

(i) Financial bid should contain the consolidated cost of tableaux i.e. from conceptualization till the presentation of tableaux on the Republic Day, along with break-up of expenses for its dismantling, removal of material and other expenses whatsoever (inclusive of all taxes).

- (ii) Agency shall submit the financial bids in hard copy on or before stipulated date and time.

5. Selection Process:

Selection committee will evaluate technical bids and based on the assessment of technical bids. The technical evaluation will be on the aggregate of 80% 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 20% marks.

6. 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. Proposals will finally be ranked according to their combined technical (TS) and financial (FS) scores as follows:

$$S = TS \times Tw + FS \times Fw$$

Where S is the combined score and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

The technical & financial scores of the agency will be added to arrive at the final combined score. The Bidder who has secured the highest Composite Score shall be declared the Preferred Bidder subject to the satisfaction of the Competent Authority.

7. Time Line:

Sr No.	Particulars	Date & Time
	Last Date for Submission of tender	07/09/2018 1300 Hrs
	Presentation	07/09/2018 1400 Hrs
	Opening of Technical Bid	07/09/2018 1700 Hrs
	Opening of Financial Bid	07/09/2018 1800 Hrs

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

8. Scope of work:

The work has to be undertaken on a turnkey basis and will include all aspects of:

- (i) Fabrication of tableaux i.e. from conceptualisation, 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 Ministry of Defence and upon selection of the model, fabrication of the actual tableaux as per the requirement, specification, time schedule and instructions issued by the Ministry of Defence.
- (ii) Providing of suitable/appropriate composition of music etc, arrangement of artists and actual pre-recording of the music for the use in the tableaux.

- (iii) Presentation and display of tableaux 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.
- (iv) The turnkey project would also include any other work that may have direct or indirect bearing with the fabrication and presentation of the tableaux and may facilitate the project in any manner viz. printing of tableaux brochures, PR with print & electronic media etc.
- (v) The Competent Authority 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.
- (vi) The copyright of the work shall vest with the Department of Tourism, UT Administration of Daman & Diu and it would have rights on the awards won, if any.

9. Time Frame:

- i) The agency selected for the execution of the job has to complete the tableaux as per the deadlines and time schedules fixed by the Tender Inviting Authority 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 Tender Inviting Authority 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.

**APPLICATION FORM FOR CONCEPTUALIZATION AND FABRICATION
AND DISPLAY OF TABLEAUX DURING REPUBLIC DAY PARADE-2019**

(Please use additional sheets/annexure, 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	
5	Photographs/CDs of earlier work:	
6	Awards won (with details including copies of the	
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 No./TIN No.	

Date :

Signature of Proprietor/
Authorized Signatory

Guidelines for preparation of Tableaux proposals for participation in the Republic Day Parade-2019:

1. Suggestive Themes: Commemorating the 150th Anniversary of Gandhiji

2. Selection Process:

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 itself does not mean selection. The models are thereafter examined by the Committee for final selection depending upon various considerations. Not more than one tableaux 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.**

3. Preparation of Sketch / Design:

The sketch / design (preferably in graph) on a scale of 1':1" should be simple, colourful, 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 tableaux.** 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 tableaux 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 tableaux 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 tableaux.** This aspect should be kept in mind while preparing the designs of the tableaux 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 tableaux or the total number of distinguishable mobile components of a tableaux 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 tableaux. 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 tableaux.
- (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 tableaux will be used as a part of the theme. Camouflaging the tractor should be in harmony with the main theme of the tableaux. 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 tableaux.
- (viii) In case, a tableaux 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 tableaux and the dance should also have thematic unity.** The strength of the dance party, excluding those who are to perform on the tableaux, **should not exceed 25 persons.** The video clippings of the dance may also be sent along with the proposals.

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 tableaux, 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 tableaux 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.

Note: The above guidelines are subject to modification as per the directions of the Ministry of Defence, GOI which shall be binding on the part of the bidders

Financial Bid

S.No.	Particulars	Amount (Rs.)
1	Conceptualization and designing of the Tableaux for upcoming Republic day. Please take into consideration the entire scope of work and guidelines issued by Ministry of Defence.	
2	Other Expenses <ul style="list-style-type: none">• Labour & transportation charges• Miscellaneous expenses• Out of pocket expenses, etc.	
3	All Applicable Taxes	
	TOTAL COST (in figure)	
TOTAL COST (in words)		

Signature & Seal

of the Bidder Date: