



Sagarmala Development Company Limited

(Short-term Limited Quotation)

**Request for Quotation for Appointment of Agency for
Preparation of Tableau for Republic Day Parade 2024**

Ref. No.: SDCL/NIQ/2023-24/31

November 2023

**Sagarmala Development Company Ltd. (SDCL)
1st Floor, Thapar House, Gate No. 2
124, Janpath, New Delhi – 110 001**



Notice Inviting Quotation

Sagarmala Development Company Limited (SDCL) is a Central Public Sector Enterprise (CPSE) under the Ministry of Ports, Shipping and Waterways (MoPSW). On behalf of MoPSW, SDCL invites, short-term limited quotation from empaneled agencies for conceptualization, design, fabrication, display and dismantling of the Tableau of MoPSW during the Republic Day Parade, 2024 on the below sub-themes under the theme of "विकसित भारत".

- Women seafarers
- Cruise terminal and cruise tourism
- Lighthouse tourism
- AI in maritime sector
- Port-led industrialization.
- Green maritime – green ports, green vessels.
- Sagarmala Program

A combination of the above sub-themes, not necessarily including all, may be considered by the agency for designing the tableau.

Only the agencies who can provide staff in Delhi shall be considered. Agency shall provide an acknowledgement of the same in the Letter of Application, failing which the proposal shall be rejected.

Empaneled agencies are requested to physically submit their sealed financial bid, along with signed RFQ document, addressed to Senior Manager (Projects), Sagarmala Development Company Limited, 1st Floor, Thapar House, Gate No. 2, 124, Janpath, New Delhi – 110 001. The last date for receiving the bids at SDCL office is 13:00 hours on 30th November 2023.

The selection procedure shall include a technical presentation based on the above sub-themes. The presentation shall be held at 10:00 hours on 1st December 2023 at SDCL office. The offer of agency not turning up for the presentation shall be summarily rejected. Also, any agency turning up later than 10:00 hours on 1st December 2023 for the presentation will not be allowed to participate and its offer shall be rejected.

Instruction to Bidders:

1.	Tendering Organization	Sagarmala Development Company Limited
2.	NIQ Number & Date	SDCL/NIQ/2023-24/31, dt. 24.11.2023
3.	Venue for bid submission + presentation	Sagarmala Development Company Ltd. 1 st Floor, Thapar House, Gate No. 2 124, Janpath, New Delhi – 110 001
4.	Date of Issue of RFQ Document	24 th November 2023
5.	Bid submission end date and time	13:00 hours on 30 th November 2023
6.	Date and Time of Technical Presentations	10:00 hours on 1 st December 2023
7.	Duration of Technical presentation	15 minutes
8.	Date and Time for Opening of Financial Bids	11:00 hours on 2 nd December 2023
9.	Date of Award of Work	2 nd December 2023



10.	Validity of offer	30 days
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Any changes to the RFQ document shall be published on SDCL website <https://sdclindia.com/tenders>

Senior Manager (Projects)
Sagarmala Development Company Limited

SCOPE AND TERMS & CONDITIONS

1. General

The bidder must comply with the guidelines in respect of tableau as specified in this document along with those provided by Department of Art & Culture (DoAC) and Ministry of Defence (MoD) from time to time. Annexure IV contains guidelines of the MoD as on date and any amendment thereof shall be binding on the agency.

The financial bid should contain the consolidated cost of tableau i.e. from conceptualization till the presentation of tableau on the Republic Day, along with expenses for its dismantling, removal of material and other expenses whatsoever (excluding GST), covering all the aspects provided in this document. It is clarified that the cost is lumpsum and no additional cost will be paid to the agency on account of any changes.

The name of the agency, address, telephone no., fax no. and e-mail shall be printed/written on the cover of financial bid. The bid shall be addressed to the Senior Manager (Projects), Sagarmala Development Company Limited, 1st Floor, Thapar House, Gate No. 2, 124, Janpath, New Delhi – 110 001.

Selection Process:

The agency will be selected based on Technical Presentation (having weightage of 70%) and Financial Quote (having weightage of 30%). The bidder with the highest weighted combined score shall be awarded the contract.

- The technical presentation should comprise of draft drawings/concept plans on any combination from the sub-themes mentioned in the document for designing the tableau for MoPSW. Marks will be awarded out of 100.
- The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100.
- The formula for determining the financial scores (Sf) of all other Proposals is mentioned below:
$$Sf = 100 \times Fm / F$$
in which “Sf” is the financial score, “Fm” is the lowest Total Price quoted, and “F” is the Total Price quoted in the proposal under consideration.
- Weighted Combined Score = (Technical presentation score X 70%) + (Financial Score X 30%)

2. Performance & Security Deposit

The successful agency will have to submit the performance guarantee for 5% of the total Value of the contract in the form of Account Payee Demand Draft or Fixed Deposit Receipt from a Nationalized/Scheduled Bank, within 5 working days of issue of Letter of Award. The performance security should remain valid for a period of 90 days beyond the date of completion of all contractual obligations of the agency.

5% amount shall be retained from each running bill up to the cumulative amount of 10% (5% performance security + 5% security deposit) of the contract value. This will be released to the agency after getting a satisfactory completion report from the Competent Authority.

Once the work is awarded, the Agency shall report to the designated official of SDCL for all practical purposes and remain in constant touch with SDCL for all scope / activities under this document and as per the guidelines issued by DoAC and MoD. All the meetings will be arranged by the agency and will be attended by the SDCL official.

3. Scope of Work, Tentative Flow of Activities and Responsibilities

The work must be undertaken on a turnkey basis and will include the following aspects:

S No.	Task	Responsibility
1.	Preparation of sketches/designs as per guidelines of MoD for approval from Evaluation committee. This will include conceptualization, making of designs, modification of designs from time to time as per the requirement and instructions, presentation of the designs before the evaluation committee of the DoAC and MoD.	Agency
2.	Preparation of 3-D Model as per approved design	Agency
3.	Preparation of write up about the tableau in English and Hindi	Agency
4.	Finalization of Music/Artist as per MoD Evaluation committee. This will include providing suitable/appropriate composition of music etc., arrangement of artists and actual pre-recording of the music for the use in the tableaux.	Agency
5.	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 tableau brochures, PR with print & electronic media etc. Information related to the theme and relevant inputs as required will be made available by SDCL/MoPSW.	Agency
6.	Preparation of site in compliance with prevailing security norms for Tableau fabrication at Rashtriya Rangshala (RR) camp.	MoD
7.	Setting up of camp office with computer and internet installation at RR camp	Agency
8.	Installation of lighting, CCTV and back up of electricity at RR camp (at no cost)	MoD/Liaison by Agency
9.	Collection of Tractor & Trailer from MoD, RR camp by Agency.	MoD/Agency
10.	Collection of materials for fabrication of Tableau	Agency
11.	Fabrication of Tableau	Agency
12.	Making of Videography & Photography	Agency
13.	Water proofing of the site of the work.	MoD/Liaison by Agency
14.	Preparation of security passes from PM security cell for all staff at RR camp.	SDCL
15.	Ensure tableau route clearance from site to Vijay Chowk.	MoD
16.	Handing over of tableau to MoD for RDC Parade on 25 th January evening: Presentation and display of tableau during the Republic Day Parade, full dress rehearsal and other rehearsals as decided by MoD and maintenance of required service at the time of presentation during the event.	Agency
17.	Maintain tableau at Lal Quila for 3-4 days post RD Parade (for public viewing)	Agency
18.	Dismantling of fabricated tableau and handing over Tractor & trailer to the MoD (To be taken back to RR, dismantled, and returned to MoD). All material used in tableau fabrication should be disposed of as per norms.	Agency

Note: All the above activities are for reference only and may vary from time to time, as decided by the MoD. Agency shall follow all the directions of MoD without any additional cost to SDCL/MoPSW.

SDCL/MoPSW reserves the right to modify, change, accept or reject the work in totality or any part thereof or cancel the project at any stage without assigning any reason.

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

4. Guidelines for Designing the Tableaux

- i) The sketch should be simple, easy to comprehend and should avoid unnecessary details. It should be able to convey the theme by itself through visual impact and should not require any explanation, writing or elaboration. It should have visual symmetry from both sides.
- ii) As far as possible, there should be some movement, sound, and animation on the tableaux.
- iii) The tableau is to be mounted on the tractors/trailers provided by the MoD.
- iv) The sketch should clearly depict as to how the tractor pulling the tableau will be used as 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 considered while designing the tableau.
- v) While preparing the sketches and subsequently 3-D models, the participants may consider the following approximate dimensions of the trailers and tractors, which will be supplied to them for the fabrication of the tableau.

Specifications of the trailer are:

Length: 24' 8"

Width: 8'

Height 4' 2"

Load carry capacity: 10 tons.

- vi) The length, breadth and height of single tableau should not exceed 45', 14' and 16' (from the ground level) respectively.

5. Time Frame

- i) The agency selected must complete the tableau as per the deadlines and time schedules fixed by SDCL/MoPSW for completion of the various stages of the work and would have to adhere to any time schedule to be fixed to enable SDCL to fine-tune the processes involved in fabrication as per requirement from time to time before the display.
- ii) The designated official of SDCL/MoPSW will have the right to make necessary modifications/alterations to the layout till the last moment to ensure that a quality tableau is finally put on display.
- iii) The Agency shall be in contact with the designated official of SDCL for the schedule/timeline for every stage of the development of Tableau and the adherence to that timeline shall not be relaxed for any reason.
- iv) The details of the different stages and guidelines thereon issued by the MoD are appended as Annexure IV and the adherence to the same shall be ensured by the Agency. No relaxation shall be available from following these guidelines.
- v) Time is the essence of this assignment and any failure to meet the timelines advised shall lead to termination of the Contract and blacklisting of the Agency debarred from participation in any future tender of Governments of India for 05 years.
- vi) After the event is over, the agency shall dismantle and remove the materials as per the prescribed norms and time schedule of the MoD and shall be liable to pay any demurrage that might be imposed by MoD for non-compliance of dismantling schedule.
- vii) The dismantling and removal of the material must be done by the agency at its own cost and hence the cost of the same may be factored in the financial quote. However, the 3-D model shall be property of the MoPSW and Agency shall have no claim on the same.

6. Terms of Payment

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

S No.	Milestone	Payment %
1	Approval of drawings by SDCL/MoPSW and Evaluating Committee of DoAC and MoD.	10%
2	Approval of the model of the tableau for participation in the Republic day parade by the Evaluating Committee of DoAC and MoD.	15%
3	After preparation of tableau, participation in dress rehearsal and Republic day parade at Rajpath in 2024 to the satisfaction of SDCL/MoPSW	50%
4	After completion of entire scope of work, including dismantling of tableau and handing over of tractor and trailer to MoD.	25%

- i) The Financial Bid should be exclusive of GST. GST will be paid additionally on submission of invoice.
- ii) SDCL/MoPSW shall not be liable for any default of payment by the agency to the parties involved or engaged by it for this project.
- iii) If at any stage the proposal is rejected by the Evaluation Committee so constituted by the MoD and DoAC, the payment shall be released up to previous completed stage only and Agency shall have no claim on remaining stages.
- iv) The bidder must comply with the guidelines in respect of tableau as specified in this document along with those provided by MoD. Annexure IV contains guidelines of the MoD as on date. These may change from time to time. All the associated costs for the above scope shall be factored in by the agency in their financial bid. No additional payment shall be made over and above the quotation in Annexure III.
- v) In case of any contradiction among the guidelines issued by MoD and those in this document, the guidelines issued by MoD shall prevail.
- vi) In case of any dispute, the decision of MD, SDCL shall be final and binding.



ANNEXURE I

LETTER OF APPLICATION

(on agency letterhead)

To
Senior Manager (Projects)
Sagarmala Development Company Limited
1st Floor, Thapar House, Gate No. 2
124, Janpath, New Delhi – 110 001

Subject: Application for Appointment of Agency for Preparation of Tableau for Republic Day Parade 2024

With reference to your RFQ document dated, we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection. The Proposal is unconditional and unqualified.

We understand you are not bound to accept any Proposal you receive.

We acknowledge that SDCL will be relying on the information provided in the Proposal and the technical presentation made for selection of the agency, and we certify that all information provided in the Proposal and during the presentation is true and correct, nothing has been omitted which renders such information misleading.

We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Applicants.

We undertake that we will provide all the requisite manpower in Delhi for the work as mentioned in this document.

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:
(Name and stamp of the Applicant/Member in Charge)



ANNEXURE II

AGENCY DETAILS FORM

1	Name of Agency	
2	Office Address with telephone number and email id	
3	Name and Designation of Contact Person	
4	PAN No./TIN No. (Attach copy)	
5	GST registration No. (Attach copy)	
6	Banking Details for Payment <ul style="list-style-type: none">• Bank Name:• Agency Name as per Bank records:• NEFT/IFSC Code:• Account No:	



ANNEXURE III FINANCIAL BID

To
Senior Manager (Projects)
Sagarmala Development Company Ltd. (SDCL)
1st Floor, Thapar House, Gate No. 2
124, Janpath, New Delhi – 110 001

Subject: Quotation for “Appointment of Agency for Preparation of Tableau for Republic Day Parade 2024”

Sir,

With reference to your Quotation document published onon the subject mentioned above, on behalf of M/s, I / We quote the following rate: -

S No	Particulars	Amount in Rs.	Amount in words
1	Price for “Preparation of Tableau for Republic Day Parade 2024” as per scope of work defined in RFQ and as per MoD guidelines issued from time to time for subject Work. This amount shall include all consumables and T&P required for successful completion of Work.		

Note:

1. GST as applicable will be paid extra on submission of invoice.
2. Evaluation of financial bid will be on the basis of rate quoted above.

Yours faithfully

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

ANNEXURE IV

ANNEXURE-I

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

1. Theme of the tableaux for Republic Day Parade, 2024:

“ विकसित भारत ”

“ भारत – लोकतंत्र की मातृका (जननी) [Mother of Democracy]”

2. Initiatives to be included in tableau component

- Ministry of Culture will finalize a panel of reputable Institutions/ Agencies for conceptualizing, designing and/or fabricating Tableaux and this panel will be shared with all States/UTs/Ministries/Departments/Organisations to select the Institutes/Agencies for design & fabrication of their tableaux.
- Ministry of Culture to monitor the curation of the tableau.
- Strict and continuous supervision by the designers.
- Electronic display walls(LED, HD, 4K etc.) to be used for bright display of images or content.
- Moving elements using Mechatronics/Robotics.
- Innovative use of LED lighting to showcase dark/shadowed area.
- Balancing of sound level of music
- 3D printing could be used to depict certain elements.
- Use of eco-friendly material for the tableaux.
- Considering feasibility of display at important location after the parade so that more people can benefit seeing the creations.
- Avoid use of plastic and plastic based products as far as feasible.
- Use of special effects to the maximum extent feasible to improve the optics/visual effects of the tableau.
- Maximize use of technology.

3. Selection Process

(i) The tableaux proposals received from States/UTs & Ministries/Depts & various organizations 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 of the proposals is 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. The models are thereafter examined by the Committee for final selection depending upon various considerations. Adequate time is given to the participants to make arrangements for attending the meetings of the Expert Committee. Non-attendance in any meeting means withdrawal and concerned entity/participant will not be invited in subsequent meetings. All cost for attending the meetings is to be borne by the participants. All interaction with the members of the Committee will be made by the official representative of the participating State/UT/Ministry/Dept./Organisation. The artists/designers, etc. may accompany the official representative to 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) 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/Organisations 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, local artists used etc. Extra weightage may also be given for consideration of initiative suggested at SI.No.2 of these guidelines. 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/Organisations for further round or the final selection, till it is confirmed.

4. Preparation of Sketch/Design

The sketch/design drawn 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 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.

5. 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 fabrication of Tableau would be accorded only after the models of the tableaux are finally selected by the Committee. Once 3D models are finally selected by Expert Committee, these Models will be kept in the custody of Ministry of Defence at a safe location at RR Camp or appropriate location as decided by Ministry of Defence so that the Expert Committee may compare the fabrication of actual tableau with approved 3D models at any stage of time.

6. 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 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) A maximum of twelve (12) Women performers/artists on/along per Tableau will be allowed. 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 and the decision of Expert Committee.

(v) 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 manoeuvring. This should be taken into account while designing the tableau.

(vi) 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 video clippings of the dance may also be sent along with the proposals.

(vii) 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 significance of the event. Bona fide artists engaged by the State/UT/Ministry/Department may be ascertained by the authorized government official of the concerned State/UT/Ministry/Department before deputing the artists' team to Rashtriya Rangshala Camp.

(viii) It is also suggested that State/UT/Ministry/Department/Organization 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 alongwith the inputs of the Expert Committee from time to time.

7. 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.

8. 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.

9. 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) Local Craftsmen / Folk Artists / Students of Performing Arts / Students of Dance Academies to contribute as [Artists] for the performances on the Tableaux and Ground elements. Efforts to be made to promote and showcase the Cultural and Ethnic diversity through the performances and Acts on the Tableaux.
- (iv) 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) Script/ 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/ UT's / Ministries/Departments/Organisations to ensure that the music/lyrics are simple and match with the live performances.
