



## **Request for Proposal For**

### **Designing and Preparations of Tableaux for Republic Day Celebration 2025**

**RFP Ref No: 5/94/DDT/2017-18/PART/518**

**TENDER ID: 2024\_DAMAN\_3800\_1**

**Date: 29 /10/2024**

#### **Issued by**

Department of Tourism,  
UT Administration of Dadra & Nagar Haveli and Daman &Diu,  
4<sup>th</sup> Floor, Vidyut Bhawan, Kachigam,  
Daman, UT of DNH&DD -396 215  
Phone: 0260 2250002  
Email: dnhddtourism@gmail.com

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**U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU,  
DEPARTMENT OF TOURISM, DAMAN**

**SECTION 1**  
**NOTICE INVITING TENDER (NIT)**

**Tender No. 5/94/DDT/2017-18/PART/518**

**Date: 29/10/2024**

1. The Department of Tourism, UT Administration of Dadra & Nagar Haveli and Daman & Diu intends to design and prepare Tableaux for Republic Day Celebration 2025 to be held at New Delhi on 26<sup>th</sup> January 2025.

<b>Sr. No.</b>	<b>Name of Work &amp; Location</b>	<b>Estimate Cost (₹)</b>	<b>RFP/Tender Fee (₹)</b>	<b>EMD (₹)</b>
1.	Designing and Preparations of Tableaux for Republic Day Celebration 2025 at New Delhi.	62.00 lakhs	3,000 /-	3,00,000 /-

2. Tender schedule is as follows: -

1.	Document Downloading Starts	29/10/2024
2.	Pre-bid Meeting	04/11/2024 (12:00 Noon) <a href="https://meet.google.com/vpp-qsdg-ffp">https://meet.google.com/vpp-qsdg-ffp</a>
3.	Closing date and time for submission of tender and important documents Online and offline	08/11/2024 (18:00 PM)
4.	Presentation	Soon after tender opening date, to be communicated later.
5.	Tender opening date & time	09/11/2024 (11:00 AM)

3. Accepting Authority: -

**The Director (Tourism)**  
**Department of Tourism,**  
**4<sup>th</sup> Floor, Vidyut Bhawan,**  
**Kachigam, Daman,**  
**396215.**  
**Phone: 0260-2250002.**

## **SECTION 2: GENERAL NOTICE**

1. RFP through two tier bid system is invited by the Office of the Director, Department of Tourism, Daman District selection of an agency/firm of repute for Designing and Preparation of Tableaux for Republic Day Celebration 2025 at New Delhi for UT Administration of DNH & DD. Interested agencies, may submit the bids.
2. **Eligibility / Criteria for selection of the agency:** The RFP is Quality and Cost based selection. Selection committee will evaluate technical bids and based on the assessment of technical bids. The technical evaluation will be on the aggregate of 60% 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 40% marks.
3. **Scope of Work:** The work has to be undertaken on a turnkey basis and will include all aspects of: -
  - i. The agency has to provide the designs during the presentation on the theme of: -

“स्वर्णमि

भारत: ववरासत और ववकास (Swarnim Bharat Virasat aur Vikas)”

- brief details are mentioned at Annexure 1 of this tender. The agency is requested to thoroughly go through the guidelines issued by the Ministry of Defence.
- ii. Conceptualization, making of designs, modification of designs from time to time as per the requirement and instructions, presentation of the designs in 3D mapping before the tender inviting authority and selection committee of the Ministry of Defence.
  - iii. 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 (Ceremonials Division).
  - iv. Providing of suitable/appropriate composition of music and actual pre- recording of the music as per the requirement of the expert committee, Ministry of Defence for the use in the tableaux, arrangement of artists (minimum 30 artists of regional states including their travel, boarding, lodging & full fresh costume attire) at their own cost. The contact of local artists will be provided by the department
  - v. 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.
  - vi. The successful Agency has to visit the meeting place as and when decided by the Ministry of Defence in New Delhi along with officials of the UT Administration.

- vii. The successful agency has to provide the 3D model of the design of the proposed tableau as instructed and directed by the expert committee
- viii. After the completion of the entire event, the successful agency has to deliver the final 3D Model of the tableau with appropriate packaging to the Tourism Department, Daman at its own cost.
- ix. The successful agency shall bear all the expenses related to their official/Team visits to New Delhi.
- x. **The successful agency has to apply all the elements/components during the preparation and installation of the tableau as per point no. 2 of Annexure I.**
- xi. The successful agency shall always deploy the designer during the meetings in New Delhi.
- xii. 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.
- xiii. 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.
- xiv. The copyright of the work shall vest with the Department of Tourism, UT Administration of DNH & DD and it would have rights on the awards won, if any.
- xv. The Ministry of Defence will provide the tractor and trailer for installation of tableau to the respective agencies of the States/UT. The work of installation shall commence after the 10<sup>th</sup> meeting of the expert committee and the agency along with their officials/employees/labours will require adequate documentation for security purpose at Rashtriya Rangshala Camp, New Delhi.
- xvi. The successful agency has to provide the initial design of the tableau on or before 09<sup>th</sup> Nov, 2024 with prior approval of the officials of UT Administration.

#### **4. Rates and Quotes**

- a) The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever.

#### **5. Opening of Tenders**

- a) The Tender Inviting Authority will open the tenders at the specified date and time as indicated in the NIT.

#### **6. Tender Evaluation**

- i. A selection committee will evaluate the bidders on basis of Prequalification criteria on last date of submission. The qualified bidder's, technical as well as financial bids for each event will be evaluated separately and the below evaluation process shall be carried for each event. The technical bids of all Tenderers will be opened first. The following

evaluation criteria shall be used for each event separately.

a. The technical evaluation will carry a weightage of total 100 marks with minimum marks to be qualified be 60 marks. After analysis of Technical Bids and presentation, the financial bids of only qualified tenders will be opened.

b. The financial score will be calculated as per the formula mentioned below:

$$\text{Financial Score} = (\text{LFB}/\text{F}) * 100$$

Where LFB = Lowest Financial Bid and F = Quoted Amount

c. Combined Technical & Financial Score (CTFS) with Weightage 60:40 will be calculated.  $\text{CTFS} = \text{Technical Score} * (60/100) + \text{Financial Score} * (40/100)$

ii. The agency which scores the highest aggregate marks on the basis of cumulative marks obtained in technical bid and financial bids (after adding the scores from the technical, presentation and financial evaluation) will be awarded the contract for Engaging of Agency for Executing the work of Designing and Preparations of Tableaux for Republic Day Celebration 2025 at New Delhi.

## **7. Pre-Qualification Criteria**

1. The Agency should have Experience of Designing, Preparations, execution and exhibition of Tableaux for National level Republic Day Celebration at Rajpath/Red Fort in Delhi for any State/ UT/ Government of India Departments/PSU's in last seven (07) years.
2. The agency should not be blacklisted by any State/UT/Government of India Departments/PSU's. Undertaking to be submitted.
3. Mandatory Documents as mentioned as per section 3 point no 2

**8. Technical Evaluation Criteria (Maximum Marks = 100)**

<b>Sr. No.</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>								
1.	<b>TECHNICAL CAPACITY OF THE BIDDER</b>									
1.1	<p>Experience of Designing, Preparations, execution and exhibition of Tableaux for National level Republic Day Celebration at Rajpath/Red Fort in Delhi for any State/ UT/ Government of India Departments/PSU's in last seven (07) years shall be awarded marks as under:</p> <p>Note:</p> <p>a. The bidder should have experience of one National level project of Designing, Preparations, execution and exhibition of Tableaux for any State/ UT/ Government of India Departments/PSU's in last seven (07) years.</p> <p>b. From the Second project onwards, the experience of Two state/UT level projects of Designing, Preparations, execution and exhibition of Tableaux for any State/ UT/ Government of India Departments/PSU's in last seven (07) years will be considered as One National level project for marking criteria.</p> <table border="1" data-bbox="231 1176 1241 1400"> <thead> <tr> <th data-bbox="231 1176 890 1227"><b>Number of Projects</b></th> <th data-bbox="890 1176 1241 1227"><b>Marks</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="231 1227 890 1279">Minimum 1 Project</td> <td data-bbox="890 1227 1241 1279">10</td> </tr> <tr> <td data-bbox="231 1279 890 1330">2 Projects</td> <td data-bbox="890 1279 1241 1330">20</td> </tr> <tr> <td data-bbox="231 1330 890 1400">3 or more Projects</td> <td data-bbox="890 1330 1241 1400">30</td> </tr> </tbody> </table>	<b>Number of Projects</b>	<b>Marks</b>	Minimum 1 Project	10	2 Projects	20	3 or more Projects	30	<b>30</b>
<b>Number of Projects</b>	<b>Marks</b>									
Minimum 1 Project	10									
2 Projects	20									
3 or more Projects	30									
1.2	<p>Average annual turnover of Bidder: Minimum average annual turnover of last four financial years shall be awarded marks as under:</p> <table border="1" data-bbox="231 1512 1241 1742"> <thead> <tr> <th data-bbox="231 1512 890 1563"><b>Average Annual turnover of Bidder</b></th> <th data-bbox="890 1512 1241 1563"><b>Marks</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="231 1563 890 1615">Minimum 02 Crore</td> <td data-bbox="890 1563 1241 1615">10</td> </tr> <tr> <td data-bbox="231 1615 890 1666">More than 2 Crore to 10 Crore</td> <td data-bbox="890 1615 1241 1666">15</td> </tr> <tr> <td data-bbox="231 1666 890 1742">More than 10 Crore</td> <td data-bbox="890 1666 1241 1742">20</td> </tr> </tbody> </table>	<b>Average Annual turnover of Bidder</b>	<b>Marks</b>	Minimum 02 Crore	10	More than 2 Crore to 10 Crore	15	More than 10 Crore	20	<b>20</b>
<b>Average Annual turnover of Bidder</b>	<b>Marks</b>									
Minimum 02 Crore	10									
More than 2 Crore to 10 Crore	15									
More than 10 Crore	20									
2	<b>PRESENTATION</b>	<b>50</b>								
2.1	<p><b>Presentation</b> should cover the following in sufficient detail:</p> <p>a. The tableaux should reflect important aspects of the UT of DNH &amp; DD including the cultural unification and various developments around the territory.</p> <p>b. Besides a narrative explanation, the treatment should contain drawings,</p>									

	<p>designs and 3D image (as per actual size) mapping explaining the manner in which the theme can be presented.</p> <p>c. The agencies have to present minimum two designs upon the theme as provided at Annexure I by Ministry of Defence.</p>	
	<b>TOTAL MARKS (1+2)</b>	<b>100</b>

## 9. Scrutiny of Tenders

### Unresponsive bids:

- a) The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender Document. The tenders received, are liable to be treated as non – responsive and will be summarily ignored, if following documents are not attached along with the bid.
- i. Tender form not duly signed and stamped. (i.e., all the terms & conditions of tender document are acceptable.)
  - ii. Tender is unsigned and incomplete in any aspect.
  - iii. Tender validity is shorter than the required period.
  - iv. Tender Fee not submitted.
  - v. EMD not submitted.
  - vi. Mandatory documents.

## 10. Tender Validity

- a) The tenders shall remain valid for acceptance for a period of 180 days (one hundred eighty days) after the date of tender opening prescribed in the Tender Document.

## 11. Award of work: Award of work against the tender is at the sole discretion of the Tender Inviting Authority. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Letter of Award (LOA).

- i. After selection, a Letter of Award (LOA) shall be issued in duplicate, by the Tender Inviting Authority to the Selected Bidder and the Selected Bidder shall sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event of the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest-ranking Bidder may be considered.
- ii. The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.



## **SECTION 3: INSTRUCTIONS TO BIDDERS**

### **1. Tender Contents**

The Tenders are to be submitted online at [www.ddtenders.gov.in](http://www.ddtenders.gov.in) in 2-part bid system:

- a) Technical Proposal (signed and stamped RFP document with mandatory documents) | (Online on [www.ddtenders.gov.in](http://www.ddtenders.gov.in) and Offline submission at the office of the Director (Tourism), Daman.
- b) Financial Proposal (Online Only)

### **2. Technical Proposal (Mandatory Documents)**

The Technical proposal should contain:

- a) RFP Document (duly signed and stamped to be submitted along with physical bid document)
- b) Tender Fee in form of Demand Draft in favor of The Director (Tourism), Daman.
- c) EMD in shape of FDR from any scheduled commercial bank in favor Director (Tourism), Daman and payable at Daman.
- d) Complete Bidder's Company/Firm Profile.
- e) Company Registration/Incorporation/Establishment certificate.
- f) Annual Turnover Certificate of last 3 consecutive years should be more than 2 crores. CA certificate to be provided.
- g) PAN and GST Detail of the proprietors/partners.
- h) The bidder should not be blacklisted by any State/ UT Government of India – Undertaking.
- i) Concept for implementing the assignment along with proof of technical expertise.
- j) Breakup of expenses only in percentage (%) for assembly, execution, dismantling, removal of material and other expenses whatsoever should be included on company's letterhead. (Note: The consolidate value for the financial bid should be uploaded online only)
- k) Other Mandatory Documents like: ITR of last four years, Audited Balance sheet for last 4 years.
- l) Please note that the scope of work mentioned in this RFP along with guidelines of Ministry of Defence (Ceremonials Division) enclosed as Annexure-I must be considered while quoting the financials.

### **3. Right to accept / reject tender**

- a) Tender will not be considered unless the tender documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished.
- b) The Tender Inviting Authority reserves to itself the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders. The tenders shall be considered invalid and non-responsive for non- submission of any document stipulated herein.

#### **4. Commencement of work**

- a) The date of receipt of Work order shall be considered to be the date of commencement of work.
- b) The selected agency should visit the territory and conduct detailed research on various aspects of the Union Territory that can be used for designing the Tableau for presentation and final fabrication. TBL expenses should be borne by the bidders itself.

#### **5. Escalation of Prices**

- a) The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons.

## **SECTION 4: TERMS & CONDITIONS**

1. Bidders are strictly advised to go through all the documents in connection with this work carefully.
2. The work shall be carried out in appropriate stages under the direction and supervision of the Tender Inviting Authority.
3. The Successful Bidder shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.
4. The Tender Inviting Authority decision with regard to the material and the workmanship will be final and binding and any material rejected by the Tender Inviting Authority shall be immediately removed from the Site.
5. **Performance Security:** The Successful bidder shall provide a security deposit of 5 % of total quoted amount in the financial bid which will be non-interest bearing and will be valid for a period of 6 months from the date of award of contract. The same will be returned after successful completion of the work by the bidder. The bank guarantee will be forfeited by the Department of Tourism, Daman in case the agency violates any terms and conditions of the tender conditions.
6. **Damage to Persons and Property**
  - a) The Successful Bidder shall indemnify and keep indemnified the Tender Inviting Authority against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.
7. **Compliance with the Law**
  - a) The Successful Bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and keep the Tender Inviting Authority informed of the said compliance with the by-laws, payments made, notices issued and received.
  - b) If any conflict arises between the selected bidder and the Tender Inviting Authority during the period of execution or after completion of work, Hon'ble Courts of Daman shall have the jurisdiction and the venue of arbitration shall be Daman and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

## 8. Payment Schedule

<b>1.</b>	<b>1st installment of 20% of the total approved cost</b>	After approval of the model of the tableau before the selection committee of Ministry of Defence / Government of India for consideration of approval of tableau for participation in the said Republic day parade at New Delhi in 2025 subject to the satisfaction of the UT Administration of DNH & DD
<b>2.</b>	<b>2nd installment of 20% of the total approved cost</b>	After preparation of tableau and participation in first dress rehearsal for republic day parade at Rajpath in 2025 subject to the satisfaction of the UT Administration of DNH & DD
<b>3.</b>	<b>3rd installment of 60% of the total approved cost</b>	After successful participation of a tableau in the said Republic day parade and completion of entire scope of work in completion of the event and submission of all requisite bills/supporting documents. This includes first dress rehearsal for republic day parade at Rajpath in 2025 or any other works subject to the satisfaction of the UT Administration of DNH & DD

**Note:**

- i. Successful Bidder can claim the payment only after completion of the job against invoice. The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by the Tender Inviting Authority and the Tender Inviting Authority shall give effect to such payment arising out of the additional work.
- ii. In case a tableau design or model is not approved by the selection committee of Ministry of Defence / Government of India then the total payment will be limited to 5% of the approved cost. (that is for frequent visits to Ministry of Defence for regular meetings, music composition and model making and revision charges)
- iii. In case of the stoppage of work at the any stage, the payment shall not be paid after the cancelation of particular stage.
- iv. Payment will be done on actual basis as per items provided, installed and delivered.

## **9. Work treated as Completed**

The work shall not be treated as complete until and unless

- a)** The site is clear from all unused, excess, waste material etc.
- b)** The Successful Bidder to the satisfaction of the Tender Inviting Authority has rectified any damage caused by the Successful Bidder to the location where the work is executed.
- c)** After the completion of work, if the tableau is selected, the final model of the tableau should be delivered to the Department at Daman in acrylic box finishing.

## **10. Scope of Contract**

The Successful Bidder shall carry out and complete the said work in every respect in accordance with this contract.

- a)** The removal/re-execution of any works executed by the Successful Bidder.
- b)** The amending and making good of any defects after completion.

## **11. Extra Work**

- a)** Should it be found after the completion of the works that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms.

## **SECTION 5 - TENDER FORM**

(For all the terms & conditions of tender document are acceptable to bidder)

To  
The Director (Tourism),  
Department of Tourism,  
4th Floor, Vidyut Bhawan,  
Kachigam, Daman.  
396215

**Ref No.**

**Dated :**     /     /2024

I/We, the undersigned have examined the above-mentioned tender document, including amendment/corrigendum no. \_\_\_\_\_, dated *(if any)*, the receipt of which is hereby confirmed. We now offer to create and submit the *services in* conformity with your above referred document.

If our tender is accepted, we undertake to perform the services as mentioned in tender document with the delivery schedule specified in the “Scope of Work” of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed by the Proprietor / All Partners of the Firm / Directors of the Company under Its Common Seal

**SECTION 6 FINANCIAL BID**

**(To be Submitted Online Only)**

<b>Sr. no</b>	<b>Particulars</b>	<b>Amount (Rs.) (inc. taxes)</b>
1.	Conceptualization, designing and Preparation of the Tableaux for Republic-day parade 2025 at New Delhi.  Please take into consideration the entire scope of work and guidelines issued by Ministry of Defence.  (Rate inclusive of taxes)	
	<b>TOTAL COST (in figure)</b>	
<b>TOTAL COST (in words)</b>		

**GUIDELINES FOR PREPARATION OF TABLEAUX PROPOSAL FOR  
PARTICIPATION IN THE REPUBLIC DAY PARADE 2025  
(AS PER CEREMONIALS DIVISION, MINISTRY OF DEFENCE)**

**MOST IMMEDIATE  
REPUBLIC DAY MATTER**

No.1(III)/1/2024/D(Cer)  
Government of India  
Ministry of Defence

Room No.1, South Block,  
New Delhi, the 28<sup>th</sup> October, 2024.

To

The Chief Secretaries/Administrators  
All State Govts./UTs

**Sub: Republic Day Parade, 2025 – Selection of Tableaux regarding.**

Madam/Sir,

I am directed to inform that every year, a select number of tableaux from State Governments/UT Administrations/Central Ministries/Departments participate in the Republic Day Parade in New Delhi.

2. In this context, detailed guidelines for preparation of tableaux proposals containing **Theme** of tableaux for Republic Day Parade, 2025 is enclosed as **Annexure-I**.
3. States/UTs who are willing to participate in Republic Day Parade, 2025, are requested to come with 15 copies of color print out of design along with concept note in first round of the meeting of the 'Expert Committee for selection of tableaux' which will be held on 11<sup>th</sup> November, 2024 in DRDO Bhawan (near South Block), New Delhi.

Encl. As above.

Yours sincerely,

*Amitabh Prasad*  
28/10/2024  
(Amitabh Prasad)

Joint Secretary to the Govt. of India  
Tele: 2301 5952.

Copy to:-

- |                                 |   |   |
|---------------------------------|---|---|
| RCs/LOs<br>All State Govts./UTs | : | With the request to ensure the presence of representative of the State Govt./UT during the meeting. |
| D(IT), MoD                      | : | With the request to upload this letter on MoD's website.  |



**Guidelines for preparation of Tableaux proposals for participation in the Republic Day Parade-2025.**

**1. Theme of the tableaux for Republic Day Parade, 2025:**

“स्वर्णिम भारत : विरासत और विकास (Swarnim Bharat: Virasat aur Vikas)”

**2. Initiatives to be included in tableau component**

- Strict and continuous supervision of sufficiently higher level officer from State/UT/Ministry/Department.
- It should be ensured that material used in fabrication of tableau is of highest quality.
- Electronic display (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 Bharat Parv, so that more people can benefit seeing the creations.
- Avoid use of plastic and plastic based products/material.
- Use of special effects to the maximum extent feasible to improve the optics/visual effects of the tableau.
- Maximize the use of technology.
- To maintain quality and avoid monotony in look/design of the tableaux, it may be ensured by States/UTs/Ministries/Departments to engage such fabricators/designers who are not involved in fabrication of more than two tableaux including their proposal.

**3. Selection Process**

(i) The tableaux proposals are evaluated in a series of meetings of the Expert Committee. In the first phase of selection, the sketch/design of the proposals is scrutinized and suggestions, if any, are given to carry out improvement 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 other aspects of the tableaux. Non-attendance in any meeting means withdrawal and such participant will not be invited in subsequent meetings. All cost for attending the meetings is to be borne by the participants. All interaction/presentation with the Committee members will be made by the official representative of the participating State/UT/Ministry/Deptt./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) Selection process of Tableaux passes through different stages, starting from initial appreciation of sketch/design and the initial themes of 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, inclusiveness of modern/electronic/robotics technology etc. Extra weightage may also be given for consideration of initiatives suggested at Sl. 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 particular round of selection are informed about the next round of selection. Mere advancement from one round to another round of meeting 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 unless it is recommended/agreed by the Committee members. Further, 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, showing the various components displayed from different angles, can also be presented by using CD/DVD.

#### **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 3-D 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) 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 Bharat Parv festival. 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.

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**-End of Document-**