

Government of Himachal Pradesh
Department of Language & Culture-

NO BHASANI-16/2016-Kala-I

Dated the 26th December, 2024

TENDER DOCUMENT

Name of Work: - Tender for the Fabrication and presentation of Tableaux of Himachal Pradesh titled " Nicholas Roerich" for Bharat Parv -2025 at Red Fort Delhi.

Place of work:- Rashtriya Rangshala Camp (RR camp), Dehli Cantt (Near kendriya Vidyalaya-2 and APS Colony) Delhi-110010.

Last Day of receiving of tenders:

31st December 2025 up to 02:00 PM in the office of Director, Language and Culture H.P., SDA Complex, Block No. 39, Shimla-171009.

Date of opening of tenders:

31st December 2025 at 04:00 PM in the office of Director, Language and Culture H.P., SDA Complex, Block No. 39, Shimla-171009.

Eligibility

1. The Contractor should have experience of fabrication and display of Republic Day Tableaux at the:-

National level for minimum 5 years with at least 2 tableaux.

Or

State level for minimum 7 years with at least 4 tableaux, preferably with Himachali theme.

Or

Combined with minimum 1 at national level and 3 at state level

(self attested copy of relevant record must be submitted) .

2. The Contractor must be financially sound and should have total turnover of more than 1 Crore during last 3 financial years (2021-22, 2022-23 and 2023-24). (Certified Documents from Registered Chartered Accountant to be submitted).
3. The Contractor must be registered with the Competent Authority of GST. (The self attested copy of GST number must be submitted).
4. The Contractor must have PAN of Income Tax. (The self attested copy of PAN Card must be submitted.)
5. The Contractor must have the specific experience of fabricating and presenting Tableaux with Sculptural and Creative inputs etc. and the same must be authenticated with relevant photographs in CD / coloured prints etc.
6. The Contractor must furnish a brief profile with regards to the Tableaux projects handled by him till date.
7. The awards winning Tableaux(s) in Republic Day Parade which were fabricated by the Contractor during the last 5 years may be given preference. (Supported with documentary evidences)

8. The Contractor must submit documentary evidence(s) in support of appreciation of the work carried out for the different Clients.
9. The Contractor has to submit a demand draft amounting to Rs. 50,000/- (Fifty Thousand only) in favour of The Director, Language & Culture Department H.P. as earnest money.
10. The successful bidder will have to submit 10% of quoted value as performance security in the shape of demand draft in favour of Director, Language & Culture Department H.P. within two days from the bid opening.

Note:-

The rate should be quoted on turnkey basis and must include all incidental charges related to fabrication of final tableaux and all related inputs as may be necessary for the successful fabrication and presentation of the tableaux. The labour charges, expenses for materials etc. if any, involvement in taking out the tableaux and on rehearsals should also be included in the quoted rate and there should be no hidden charges.

Scope of Work

1. The Contractor must be technically sound for fabricating the original tableaux based on the approved 3-D Model under the supervision of the Expert Committee of the Ministry of Defence and the authorized officials of the Department of Language & Culture H.P. on Tractor & Trailer (which will be provided by the Defence Ministry) and present it on Bharat Parv -2025 at Red Fort Delhi.
2. The Tableaux should be completely ready strictly as per the schedule given by the Defence Ministry and any delay in this regard will invite serious penalty and no payment will be made for the whole work of tableau and performance security will be forfeited.
3. The bottom part of the tractor & trailer should be covered with suitable frill or as per the approved model of Tableau.

General Terms and Conditions: -

- 1) The offer is required to be submitted in two separate sealed envelopes marked 'TECHNICAL BID' & 'FINANCIAL BID'. The TECHNICAL BID will contain all the relevant documents only about the eligibility and experience etc. (on letterhead pad of Contractor in the format prescribed at Annexure-A)
- 2) The FINANCIAL BID will contain the financial proposal only (on letterhead pad of Contractor in the format prescribed at Annexure-B).

The evaluation of the tenders will be carried out by the committee constituted for this purpose.

After evaluation of the Technical Bid, the Financial Bid of only the successful Contractors will be opened for final selection. The Financial Bid of the unsuccessful Contractor(s) will be returned unopened.

- 3) The Contractor should quote rate on turnkey basis inclusive of all taxes (GST) and other charges related to fabrication of tableaux.
- 4) The fabrication of tableau will strictly be in accordance with the approved model, specifications and guidelines issued by the Expert Committee of Ministry of Defence. The intending Contractors should be prepared to work under the guidelines and instructions of Expert Committee of Ministry of Defence and the authorized officials of the Language & Culture Department. The Contractor should also be prepared to add, incorporate and make change(s) to any of the element(s) of the tableau as per the instructions of the Expert Committee of Ministry of Defence and the authorized officials of the Language & Culture Department even at the last moment.
- 5) All the material used in the fabrication of Tableau should be brand new and of best quality.
- 6) The payment will be made as per the following schedule:-
 1. 25% of the quoted amount will be paid after completion of 25% of Tableaux Fabrication work to the satisfaction of Ministry of Defence and the Language and Culture Department Himachal Pradesh.
 2. 25% of the total quoted amount will be paid after completion of work of Tableaux to the satisfaction of Ministry of Defence and the Language and Culture Department Himachal Pradesh
 3. 40% of the total quoted amount will be paid within fortnight of the successful presentation of Tableaux in Bharat Parv -2025 at Red Fort Delhi.
 4. Remaining 10% of the total quoted amount will be paid on the successful completion of the entire project to the full satisfaction of Language & Culture Department HP and on production of no objection certificate from Ministry of Defence, Govt. of India.
 5. The Performance security money deposited by the successful Contractor will be refunded to contractor after one month of the completion of this project.

Note: In case of any gross change(s) in design or the normal procedure of tableaux presentation and dismantle work suggested by the Ministry Of Defence or the Language & Culture Department H.P. if any, escalation of rates or additional charges becomes necessary, the same to be finalized based on mutual discussion between Language & Culture Department Himachal Pradesh and the executing agency.

- 7) It must be noted that the entire concept will be displayed on a tractor and single Trailer (to be provided by the Ministry of Defence).
- 8) The capacity to deliver quality and high standard performance will be a major consideration while making the selection.
- 9) In the event of failure to complete the work within the stipulated time/date or refuse to make changes as per the instructions of the Ministry Of Defence or the Language & Culture Department H.P. the work order will be cancelled and no payment for the purpose will be made. Such Contractor shall also be blacklisted for any future work and any amount paid to the firm will be taken back with interest as decided by the Government and his performance security shall also be forfeited.

10. The Fabricator should use maximum of green/recyclable material for the preparation of Tableau, keeping in mind the environmental issues and reduction of plastic use.
11. Fabricator should make sure to recycle the Tableau after Bharat Parv festival. Major elements of the tableau such as Sculptures and design elements will be handed over to the Department of Language & Culture Himachal Pradesh.

Selection Criteria:

Technical Bid:-

All technical bids will be opened and evaluated by the committee constituted for the purpose.

Financial Bid:-

The financial bid of only technically qualified bidders will be opened and the lowest financial bidder shall be awarded the work.

Terms & Conditions Of awarding the Contract:

1. The lowest bidder so selected based on aforesaid criteria is required to execute the contract inter-alia containing the conditions of this tender at Shimla.
2. In case lowest bidder so selected does not execute the contracted work the offer would be given to 2nd lowest bidder, who negotiates to work on the lowest rate and thereafter executes the contract & deposit the performance security.
3. The performance security will be returned after the one month of the successful presentation of Tableaux.
4. In case the Contractor does not execute the contracted work to the satisfaction of Director, Department of Language & Culture, H.P, the performance security deposited by the Contractor shall be forfeited.
5. In case of any dispute the matter would be referred to the Secretary (Language & Culture) to the Govt. of H.P. for Arbitration as per the provision of Arbitration & Conciliation Act-1996.
6. Dispute if any arises shall be settled within the territorial jurisdiction of HP at Shimla.
7. Any bid inconsistent with the above terms and conditions shall not be entertained.

Right to accept any bid and to reject any or all bids:

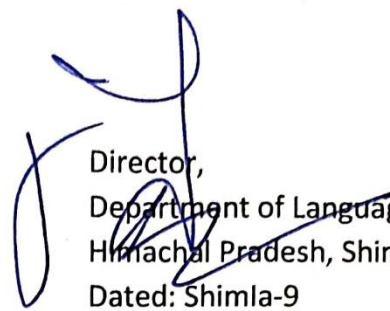
The Director, Language and Culture Department Himachal Pradesh reserves the right to accept any bid, and to annul the Tender process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for Department's action.

Other Requirements

1. The Tableaux is to be fabricated as per the approved model, incorporating instructions given for their modifications by the Ministry of Defence and representative of Language & Culture Department from time to time.

2. The length, breadth and height of a single tableau should not exceed 45', 14' and 16' (from the ground level) respectively.
3. A proper hook of the dimension and strength already fixed at the back of the trailer should also be provided on the front side of the tractor at the centre for emergency hauling of the tableaux in case of breakdown of the tractor during rehearsals/parade.
4. No structure of trailer and tractor is to be damaged. Welding or drilling holes on tractors and trailers are not permitted.
5. Fabrication of the Tableaux should be strong enough to avoid any damages.
6. The Tractors are generally covered to follow the Tableaux theme and should have enough opening in front, rear and sides to avoid any obstruction to the driver.
7. The rear part of the structure fabricated on tractor should have enough clearance between trailer structures for turning the tractor.
8. The approved model of the Tableaux should always be available at the site.
9. The fabrication of the Tableaux is to be completed in all respects by 19th January, 2025 positively.
10. The Trailer & Tractor is to be made available for rehearsal & training of the drivers of MoD as and when required.
11. The area around trailer & tractor must be kept free from all sharp objects (including nails etc.) to avoid damage to the tyres. The Tableaux should be kept absolutely clean.
12. Any defects observed in Trailer or Tractor should be reported to the Tableaux Office immediately.
13. The Contractor:
 - (i) should make proper arrangement to cover the Tableaux in case of rain.
 - (ii) the name of the Tableau should be clearly displayed on both sides of the Tableaux.
 - (iii) should ensure that the area beneath and around the Tableaux is always clear and there are no nails etc. near the Tableaux.
 - (iv) approved model of the Tableaux should always be available/ displayed near the Tableaux for inspection of Competent Authorities.
14. The Contractor should ensure strict compliance particularly with the following in the interest of fire safety:
 - i. no cooking/preparation of, tea etc. are done inside the camp area.
 - ii. no heater to be used or wood etc. is to be burnt inside the tents.
 - iii. power appliances are not to be used with 5 ampere electric points.
 - iv. inflammable material like paints, oils, kerosene should not be kept near electric fittings.
 - v. smoking inside the Tableaux Area is strictly prohibited.
15. Thereafter, the Tableaux would have to be hauled back to Rashtriya Rangshala Camp (RR Camp) on the day and time to be decided subsequently. The respective Contractor in consultation with Tableau in-Charge may depute some staff to safeguard the objects displayed on the Tableaux till they reach back at RR Camp.
16. On return of the Tableaux to RR Camp, the Tableau-in-Charge should take all necessary actions for their disposal at the earliest.
17. The Contractor should ensure that the trailer and tractor free from all defects/deficiencies be returned to the Camp Authorities after the completion of the Bharat Parv to enable MOD,

Govt. of India to handover that to the respective organization. All nails or other fittings used for fabrication of Tableaux are to be removed from Trailer & Tractor by the Contractor.

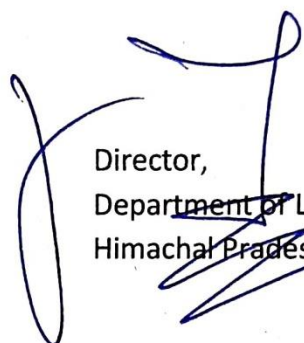


Director,
Department of Language & Culture,
Himachal Pradesh, Shimla-9.
Dated: Shimla-9 December,

File No.:BHASANI-16/2016-Kala-I-

Copy to:-

Secretary (LAC) to the Government of Himachal Pradesh, Shimla-I for information please.



Director,
Department of Language & Culture,
Himachal Pradesh, Shimla-9.

Technical Bid

Performa of submission of Technical Bid in Cover-1 on the letter head pad of Agency.

Name of work: **Tender for the Fabrication and presentation of Tableaux of Himachal Pradesh titled " Nicholas Roerich" for Bharat Parv -2025 at Red Fort New Delhi.**

Sr. No.	Paticulars	Detail	Documents annexed in support	No.of Pages
1	Name & address of the agency enterprise, registered Office/corporate office (in case the Agency is a limited Company)			
2	Name of the Authorized Signatory of the Agency, Phone Number and e-mail address			
3	Certificate from registered Chartered Accountant, clearly stating the gross turnover of during last three financial year i.e. 2021-22, 2022-23 and 2023-24			
4	Experience of Agency of executing work of similar nature i.e. preparation of Tableaux of States Central Govt. during Republic Day parades in New Delhi and State Capitals.			
5	Documentary proof in support of experience of the agency as stated supra. The events must have been organized by the State or Central Government or statutory bodies or organizations constituted by the State or Central Government. Valid document for this purpose shall mean self-attested work orders, certificates issued by clients, photographs etc.			
6	Detail of Earnest Money of Rs. 50,000 (fifty thousand) in shape of Accounts Payees Bank Draft in the name of Director, Language & Culture Shimla, HP	Daft No..... Date..... Name of bank.....		
	I have gone through the Tender document and fully conversant with the terms & conditions of this work.			

(Signature)
 Name of Authorized signature &
 address of the Agency

Financial Bid

Performa of Financial Bid in Cover-2 on the letter head pad of Agency.

Name and Address of the Agency	
Total bid amount for Fabrication of Himachal Pradesh Tableaux for the Bharat Parv 2025 at Red Fort New Delhi as stated in scope of work and material finalized for the purpose. The rates should be inclusive of all taxes/levy applicable and freight etc.	Rs. (in words also, no cutting allowed)

(Signature)
Name of authorized signature &
address of the Agency















