

**Government of India**  
**Ministry of Science & Technology**  
**Department of Science & Technology**  
**VIGYAN PRASAR**

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A-50, Institutional Area,  
Sector-62, Noida-201 309 (U.P.)  
Dated, 11<sup>th</sup> December 2012

**TENDER NOTICE**

1. Sealed tenders/quotations are invited in **TWO BID SYSTEM** for **Designing and Printing of the Posters and Tran slides for the DST pavilion and related task ON TURNKEY BASIS during 100<sup>th</sup> Indian Science Congress, 'Pride of India' ISC Expo – 2013 to be held at Kolkata during 3<sup>rd</sup> to 7<sup>th</sup> January, 2013.**
2. Detailed terms and conditions, procedure for submission of bids and other instructions have been mentioned at **Annexure-I**.
3. Interested agencies are requested to submit their Technical Bid and Financial Bid in separate sealed covers and enclosing both the sealed covers in another sealed cover superscribing **“TENDERS FOR Designing and Printing of the Posters and Tran slides for the DST pavilion and related task during 100<sup>th</sup> Indian Science Congress, 'Pride of India' ISC Expo – 2013 to be held at Kolkata during 3<sup>rd</sup> to 7<sup>th</sup> January, 2013”** addressed to the Registrar, Vigyan Prasara, A-50, Institutional Area, Sector-62, Noida-201 309, U.P. and send the same by hand to Vigyan Prasara at the given address.
4. Since the land on which the Pavilion has to be designed will be handed over on 29<sup>th</sup> Dec. 2012. Therefore, the fabrication work can only be commenced from 29<sup>th</sup> Dec. 2012.
5. The detailed schedule of opening of the bids is given below:

<b><u>S. No.</u></b>	<b><u>Activity</u></b>	<b><u>Date and Time</u></b>
1	Last date for submission of Bids	19.12.2012 latest by 12.00 P.M.
2	Opening of Technical Bids	19.12.2012, 2.00 P.M.

3 Presentation by eligible bidders 19.12.2012, 2.00-3.00 P.M.

4 Opening of Financial Bids 19.12.2012, 4.00 P.M.

5. Tenders received after the closing date and time, shall be rejected.

(T.V. Venkateshwaran)  
Registrar, Vigyan Prasar

## ANNEXURE-I

### **1. Procedure for submission of Bids:**

- 1.1. The Technical Bid and Financial Bid should be placed in separate sealed covers with the wordings "Technical Bid" and "Financial Bid" respectively super-scribed on them. It may be noted **that prices must not be indicated in the Technical Bid and must only be indicated in the Financial Bid.**
- 1.2. The cover containing Technical Bid and Financial Bid must be put in another envelope (bid cover). The Bid Cover should be superscribed with Tender Due Date and the wordings "**Do not open before 2.00 P.M. on December 19, 2012**" and this envelope should be clearly marked "**TENDER FOR Designing and Printing of the Posters and Tran slides for the DST pavilion and related task during 100<sup>th</sup> Indian Science Congress, 'Pride of India' ISC Expo – 2013 to be held at Kolkata during 3<sup>rd</sup> to 7<sup>th</sup> January, 2013**".
- 1.3. The cover thus prepared should also indicate clearly the name, address and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "**Late**".
- 1.4. Each copy of the Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately.
- 1.5. The Bidder should also provide the Technical bid in soft copy format, in the form of a non-re-writeable CD (Compact Disc). The sealed covers as well as the CD media must be duly signed by the Bidder using a "Permanent Pen/Marker" superscribed with "Technical Bid" and should bear the name of the Bidder. The Bidder must ensure that the information furnished by him/her in the CD is identical to that submitted by him/her in the original paper bid document. In case of any discrepancy observed by Vigyan Prasar in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy. The Bidder must ensure that Technical Bid CD does not contain any Commercial items / prices.
- 1.6. Along with technical bid, the sample designs of the Pavilion should also be submitted.

### **2. Bid Prices:**

- 2.1 The Bidder shall indicate in the proforma prescribed at **Annexure-II** the detailed **and** the total Financial Bid Price for services it proposes to provide under the Contract in **Indian Rupees** (INR). Prices quoted must be firm and fixed and shall

not be subject to any upward modifications, on any account whatsoever. In absence of above information, a bid may be considered incomplete and summarily rejected.

2.2 The Bidder shall prepare the bid based on details provided in the Tender documents. The Bidder shall carry out all the tasks in accordance with the requirement of the Tender documents and it shall be the responsibility of the Bidder to fully meet all the requirements of the Tender documents.

2.3 The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.

### **3. Authorized Signatory (Bidder):**

3.1 The "Bidder" as used in the Tender shall mean a Company/Firm/Proprietor who submits the proposal to Vigyan Prasar for providing the services required under the proposed Contract, and who has signed the Tender document forms.

3.2 The Bid shall be type written and shall be signed by a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by a written power-of-attorney accompanying the bid. The person or persons signing the bid shall initial all pages with seal/stamp.

3.3 The Bidder shall duly sign and seal its bid with the exact name of the company firm to whom the contract is to be issued.

3.4 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

### **4. Terms and conditions:**

4.1 The bidder must have prior experience of carrying out the work relevant to the task in Government organizations on at least three occasions during the last five years or at least two occasions during the last three years.

4.2 The bidder should have an annual turnover of Rs. Fifty Lakhs during each of the last three years.

4.3 The bidders have to deposit Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) through account payee demand draft drawn in favour of

**Director, Vigyan Prasar**, New Delhi and payable at New Delhi. The EMD has to be deposited along with the technical bid. Tenders received without EMD would be summarily rejected. EMDs of unsuccessful bidders would be returned within three months from the date of closing of the tender.

4.4 The bidders are advised to ensure their capability before bidding as the task has to be completed in short duration and in a time bound manner under the direction of Vigyan Prasar. Only those bidders who are willing and are in a position to comply with these terms and conditions need to submit the tenders.

4.5 The Department of Science & Technology and Vigyan Prasar reserve the right to reject any tender without assigning any reason. If any successful bidder fails to fulfill his obligation under this tender, he may be blacklisted and Vigyan Prasar would also be free to circulate such blacklisted agencies to other Ministries / Departments of Govt. of India.

#### **5. Address for Correspondence:**

5.1 The Bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by Vigyan Prasar.

#### **6. Contacting the Department:**

6.1 No Bidder shall contact Vigyan Prasar on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

6.2 Any effort by a Bidder to influence the Department's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

#### **7. Opening of Bids by Vigyan Prasar :**

7.1 Vigyan Prasar will open the Bids, in the presence of the representatives of the Bidder who choose to attend, at the time and date, as mentioned in Para 5 of the tender notice.

7.2 The Bidder's names, modifications, bid withdrawals and the presence or absence of the requisite Earnest Money and such other details as Vigyan Prasar, at its discretion, may consider appropriate will be announced at the bid opening.

7.3 The opening and evaluation of bids would consist of the following phases -

- Phase I: Evaluation of Technical Bid
- Phase II: Evaluation of Financial Bid
- Phase III: Combined Evaluation of Technical and Financial Bids

## **8. Clarifications:**

8.1 When deemed necessary, Vigyan Prasar may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the bid submitted or price quoted.

## **9. Criteria for Evaluation of Bids:**

9.1 The evaluation process of the bid proposed to be adopted by Vigyan Prasar is indicated in Clauses 10 to 12. The purpose of these Clauses is only to provide the Bidder an idea of the evaluation process that Vigyan Prasar may adopt. The Vigyan Prasar reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change.

At any time during the process of evaluation Vigyan Prasar may seek specific clarifications as may be necessary from any or all the Bidders.

9.2 Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 50% and Commercial Bid Score a weightage of 50%.

9.3 It is mandatory for the Bidder to qualify in the technical qualification criteria in Phase I and obtain minimum qualifying Marks to be technically qualified for being considered for Phase II of Financial Bid evaluation.

## **10. Phase I: Evaluation of Technical Bid**

10.1 Vigyan Prasar will first open the Technical Bids, in the presence of the representatives of the Bidder who choose to attend, at the time and date, as mentioned in Para 5 of the tender notice.

10.2 On the basis of information furnished in the Technical Bid, Bidder will be evaluated. The bids of Bidders, who do not qualify at this stage, shall not be taken up for further evaluation.

10.3 Bidder must enclose documentary evidence in support of Pre-Qualification Eligibility Criteria. In the absence of such supporting documents as detailed in Clause 10.4 below, the bid will be summarily rejected. The technical bid will be evaluated only for the Bidders qualifying the pre-qualification conditions.

10.4 To be eligible for pre-qualification and short-listing, a Bidder shall fulfill the following conditions of eligibility:

<u>Sl.No</u>	<u>Eligibility Criteria</u>	<u>Supporting Documents Required to be submitted along with the Technical Bid</u>
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1	The bidder should have an annual turnover of Rs. Ten Lakhs during each of the last three financial years. (This criteria is not essential)	Audited Balance Sheet / Statement of Expenditure for the last three financial years (2009-10, 2010-11, and 2011-12)
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OR

Certificate by the company statutory auditors

2	The bidder must have prior experience of successfully carrying out the work relevant to the task in Government organizations on at least three occasions during the last five years or at least two occasions during the last three years	Work Order/ Completion Certificate issued by the client department indicating the value of the work executed by the bidder
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3	The bidders have to submit Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) through account payee demand draft drawn in favour of <b>Director, Vigyan Prasar</b> , payable at New Delhi.	In separate unsealed cover
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Notes:

- i. In respect of the cited works, the Bidder should have been directly responsible for the execution of the work and not just a member of a consortium.
- ii. A bid may be rejected at pre-qualification stage itself and may not be considered for technical evaluation if it fails to satisfy the pre-qualification criteria specified above.

10.5 After the Pre-qualification evaluation is completed, Vigyan Prasar shall notify Bidders whose Bids do not meet the Pre-Qualification Criteria or Bidders whose Pre-Qualification Bids were considered non-responsive to these requirements, indicating that their EMD and Financial Bids will be returned unopened after completion of the selection process. Vigyan Prasar shall simultaneously notify, in writing Bidders whose Pre-Qualification Bids met the above Eligibility Criteria.

10.6 All pre-qualified Bidders will qualify for further evaluations of the Technical bid. The eligible bidders (or their representatives) shall have to make a presentation on Design and technical specification with the help of 3D layout.

10.7 The technical bid will be analyzed and evaluated based on methodology as contained in their proposal and as brought out during the presentation as per the following matrix and technical bid marks shall be assigned to each Bidder. Agencies will be invited for technical presentation and discussions on the proposal. Agencies are expected to depute only those officials for technical presentations who will be responsible for providing the leadership to the proposed work. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

<u>S No.</u>	<u>Evaluation Criteria</u>	<u>Maximum Score</u>	<u>Minimum Qualifying Score</u>
1	Financial soundness of the Bidder	10	6
2	Prior Experience of the Bidder in executing similar nature of work in Govt. organisations	10	6
3	Overall design of the pavilion	30	18
4	Design/Layout of the stalls	20	12
5	Materials being used in designing and fabrication of the pavilion/stalls	15	9
6	Concept and designing of the theme of the function	15	9



Total

100

60

10.8 Technical Bids receiving marks greater than or equal to cut-off marks in each competency group and overall marks greater than or equal to 60 Marks will be eligible for consideration in the subsequent round of evaluation

## **11. Phase II: Evaluation of Financial Bids**

11.1 Financial bids of only those who have been declared 'technically qualified', and who obtain a minimum of 60 marks out of 100 in the technical evaluation, subject to minimum prescribed marks under each category / sub-category, as indicated in Col. 4, will be opened in the presence of Committee and those of the qualified bidders who wish to be present. In case number of bidders who obtain a minimum of 60 marks in technical evaluation, is less than three, then top 3 bids after technical evaluation, subject to those obtained at least 50% marks in aggregate i.e. 50 out of 100 as well as subject to their having obtained 50% marks under each category / sub-category as indicated in Col. 4 will be considered for financial bid opening. The weightage given for financial bids is 50%. Maximum marks for financial bids would be 100. Marks would be assigned for financial bids as per following procedure.

(a) Bidder who has quoted the lowest rate (amount) for all the items taken together of Financial Bid will be awarded full 100 marks

(b) Other bidders would be awarded marks as per following formula

$$\frac{\text{Total amount quoted by lowest bidder}}{\text{Total amount quoted by a particular bidder}} \times 100$$

Total amount quoted by a particular bidder

e.g. if there are 5 financial bids who have qualified in technical evaluation as stated in para 10.7 and who have quoted rates / amount for all the items taken together as follows:

### **Bidder No.    Amount Quoted (Rs.)    Marks to be awarded**

1	80(Lowest Rate)	$80/80 \times 100 = 100.00$
2	150	$80/150 \times 100 = 53.33$
3	160	$80/160 \times 100 = 50.00$
4	200	$80/200 \times 100 = 40.00$
5	180	$80/180 \times 100 = 44.44$

## **12 Phase II: Combined Evaluation of Technical and Financial Bids to determine the overall Lowest Bidder**

12.1 The marks obtained by all the bidders in technical and financial bids as per above procedure will be added. The bidder who obtains the maximum marks (out of 200 i.e. 100 for technical evaluation & 100 for financial evaluation) will be classified as lowest bidder.

12.2 Unless stated otherwise, the financial bid document is for the whole scope of the work as described in the tender document. The bidder will not be permitted to add any items / costs later on. The total cost / bid amount indicated in the financial bid will be deemed to be for the entire scope of work outlined / detailed in the tender document. The costs / rates / amounts quoted by the bidder in the financial bid should allow for all costs including labour, materials, consumables, spares, equipments, procurement, freight and installation, transportation charge, customs duty, octroi, excise duty, sales tax, turnover tax, service tax, any other duties, taxes or charges, whatsoever payable on the components or the completed works and satisfactory performance of the bidders obligations under the tender / agreement. Hence, levy of taxes over and above quoted rates, if any, like service tax etc. should be specifically stated in the financial bid with prevailing rates of such taxes to enable uniform comparison of the financial bids of the various bidders. In the absence of any such specific statement, along with rates, the quoted rates / amount will be presumed to be inclusive of taxes / duties / levies of all kinds, including service tax.

Note: Classification of any bidder as 'Lowest Bidder' does not automatically bestow any right on him to get the work awarded to him, which is subject to further processing and obtaining approval of competent authority of Vigyan Prasar. Vigyan Prasar, for valid reasons, reserves the right to not allot the works to lowest bidder and even cancel the entire tender process at any stage, even after process for determining lowest bidder is over

## **13. Right to Accept Any Bid and to Reject Any or All Bids**

13.1 Vigyan Prasar 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 or Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for Vigyan Prasar 's action.

#### **14. Notification of Award**

- 14.1 Vigyan Prasar will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted. The notification of award will constitute the formation of the Contract.
- 14.2 Upon the successful Bidder's furnishing of performance security pursuant to Clause 16, Vigyan Prasar will promptly notify each unsuccessful Bidder and their Earnest Money Deposit will be refunded.

#### **15. Signing of Contract**

- 15.1 On notifying the successful bidder, Vigyan Prasar will send the Bidder the Contract Form, incorporating all agreements between the parties.
- 15.2 Within 3 days of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to Vigyan Prasar.

#### **16. Performance Security**

- 16.1 Within 3 days of the signing of the contract, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract. The successful bidder will have to execute an agreement for the due performance of the contract on such terms and conditions as may be specified, including all the terms and conditions of this tender document and shall also be required to furnish a performance guarantee equal to 10% of the contract amount from a commercial Bank in an acceptable form favouring the Director, Vigyan Prasar within 3 days of issuance of work order.
- 16.2 Failure of the successful Bidder to comply with the requirement of Clause 16.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Vigyan Prasar may award the Contract to the next best evaluated Bidder or call for new bids.

#### **17. Confidentiality of the Document**

- 17.1 This Tender is confidential and the Bidder is required to furnish an undertaking that anything contained in this Tender shall not be disclosed in any manner, whatsoever.

#### **18. Rejection Criteria**

- 18.1 Besides other conditions and terms highlighted in the Tender document, bids may

be rejected under following circumstances:

#### 18.1 Technical Bid

- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder
- Bids providing information that are found to be incorrect / misleading at any stage / time during the Tendering Process
- Technical Bid containing commercial details
- Bids that reveal prices in any form or by any reason before opening the Financial Bid

#### 18.2 Commercial Bid

- Bids in which the total lump sum price quoted by the Bidder is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
- Bids which do not conform to Vigyan Prasar 's price bid format

#### 18.4 Others

- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this Tender
- Bids in which the Bidder seeks to influence the Vigyan Prasar's bid evaluation, bid comparison or contract award decisions
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder

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ANNEXURE – II

Designing & Printing of DST Pavilion for  
100<sup>th</sup> Indian Science Congress at Kolkata  
TENDER SPECIFICATIONS

(To be submitted with financial bid) (In Rupees only)

S. No.	Tender Specifications	Rate/Unit cost, if any	Quantity	Total cost (Rs)	Remarks ( Description/ Additional details of items , if any)
01.	Designing of about 200 Posters of size 5'X3'				
02.	Designing of 100 Posters for 50 Tran-Slides of size 5'X3'				
03.	Printing of 100 Posters in geometrical shape & fixing the same on 50 Tran slides.				
04.	Printing of about 200 Posters on Vinyl & Pasting on subboard.				