

## VIGYAN PRASAR

VP/EFD/1531/IITF/2017

Dated: 03 November 2017

### TENDER NOTICE Notice for Designing and Fabrication of DST Pavilion during 37<sup>th</sup> India International Trade fair -2017

Vigyan Prasar, an autonomous body under Dept of Science & Technology invites sealed tenders/ quotations in **TWO BID SYSTEM** for **Designing and Fabrication of DST pavilion and related tasks during 37<sup>th</sup> India International Trade Fair-2017 [14<sup>th</sup> -27<sup>th</sup> November, 2017]** to be held at **Pragati Maidan, New Delhi**.

2. Detailed terms and conditions, procedure for submission of bids and other instructions have been mentioned at **Annexure-I**. Format for submission of technical bid is given in **Annexure II** and the format for submission of financial bid is given in **Annexure-III**.

3. Interested agencies are requested to submit their sealed Technical Bid and Financial Bid separately in single sealed envelope superscribing **“TENDERS FOR ENGAGING OF AGENCY FOR Designing and Fabrication of DST pavilion and related tasks during (37<sup>th</sup> India International Trade Fair-2017 [14<sup>th</sup> -27<sup>th</sup> November, 2017] at Pragati Maidan, New Delhi”**. The sealed tender should be submitted to The Registrar, Vigyan Prasar, A-50, Institutional area, Sector 62, Noida, UP latest by 11.00 A.M. on 10 November 2017.

4. The detailed schedule of opening of the bids is given below:

S. No.	Activity	Date and Time
1.	Last date for submission of Bids (at Vigyan Prasar A-50, Institutional area, Sector 62, Noida)	10 November 2017, 11.00 A.M.
2.	Opening of Technical Bids (at Vigyan Prasar A-50, Institutional area, Sector 62, Noida)	10 November 2017, 11.00 AM onward
3.	Presentation by eligible bidders	10 November 2017 (after opening of technical bid)
4.	Opening of Financial Bids	10 November 2017 (after presentations)

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

(Maj Somesh C Jhingan)  
Registrar  
Vigyan Prasar

**DETAILED TERMS AND CONDITIONS, PROCEDURE FOR SUBMISSION OF BIDS  
AND OTHER INSTRUCTIONS**

**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 11 AM on 10 November 2017”** and this envelope should be clearly marked **“TENDER FOR Designing and Fabrication of DST pavilion and related tasks during 37<sup>th</sup> International Trade Fair- 2017 to be held at Pragati Maidan, New Delhi (14th – 27th November, 2017)”** .
- 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-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 the Vigyan Prasara 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.

**2. Bid Prices**

- 2.1 The Bidder shall indicate in the Performa 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, fixed & inclusive of all taxes. 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 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 sign its bid with the exact name of the 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.
- 3.5 The Bidder shall duly sign and seal its bid with the exact name of the firm/company to whom the contract is to be issued.

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

- 4.1 The bidder must have prior experience of fabricating and designing pavilion during the National / International Trade Fair of any Central Government Ministry / Department / organization or State Govt. /Union Territory administration on at least one occasion in the past 4 years (document showing proof of undertaking such work like work order issued by the concerned Ministry/ State Govt. organization to be produced).

- 4.2 The bidder should have an annual turnover of Rs. Seventy five Lakhs during each of the last three years.
- 4.3 The bidders have to deposit Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) through account payee demand draft drawn in favour of **Vigyan Prasar** 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 EMD of Rs: 50,000.00 and non refundable tender fee of Rs: 500.00 in the form of DD in favour of "Vigyan Prasar" Payable at New Delhi have to be furnished along with the technical bid.
- 4.5 The bidders are advised to ensure their capability before bidding as the tasks 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.
- 4.6 Vigyan Prasar reserves 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.
- 4.7 The Bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by Vigyan Prasar.
- 4.8 No Bidder shall contact the Vigyan Prasar on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 4.9 Any effort by a Bidder to influence Vigyan Prasar's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.
- 4.10 Undertaking/Certificate having good reputation and no complaint against it and should not have been blacklisted from any Govt. organizations should be submitted.

## **5. Opening of Bids by Vigyan Prasar**

- 5.1 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 4 of the tender notice.

5.2 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.

5.3 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

## 6. Clarifications

6.1 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.

## 7. Phase I: Evaluation of Technical Bids

S No.	Evaluation Criteria	Maximum Score	Minimum Qualifying Score
1.	Prior Experience of the Bidder in designing and fabrication of pavilion during national / international trade fair of any Central Government Ministry/Department/ organization or State Govt./Union Territory administration during the last 4 years (5 marks will be given for designing one pavilion, subject to a maximum of 30 marks)	30	10
2.	Prize/Award won for designing and fabricating pavilion in national/international level exhibition in last 5 years (5 marks will be given for winning one award, subject to a maximum of 30 marks)	30	10
3.	Overall design of the pavilion	40	20
	Total	100	40

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 40 Marks will be eligible for consideration in the subsequent round of evaluation

## 9. Phase II: Evaluation of Financial Bids

9.1 Financial bids of only those who have been declared 'technically qualified', and who obtain a minimum of 40 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 40 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 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

Total amount quoted by lowest bidder X 100

Total amount quoted by a particular bidder

e.g. if there are 5 financial bids who have qualified in technical evaluation as stated above 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 x 100 = 100.00
2	150	80/150 x 100 = 53.33
3	160	80/160 x 100 = 50.00
4	200	80 /200 x 100 = 40.00
5	180	80/180 x 100 = 44.44

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

10.1 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.

10.2 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 GST 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.

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.

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

11.1 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 the Vigyan Prasar 's action.

## **12. Notification of Award**

12.1 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.

12.2 Vigyan Prasar will promptly notify each unsuccessful Bidder and their Earnest Money Deposit will be refunded.

## **13. Signing of Contract**

13.1 On notifying the successful bidder, Vigyan Prasar will send the Bidder the Contract Form, incorporating all agreements between the parties.

13.2 Within 3 days of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the Vigyan Prasar.

## **14. Performance Security**

14.1 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 Vigyan Prasar within 3 days of issuance of work order.

14.2 Failure of the successful Bidder to comply with the requirement of Clause 14.1 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.

## **15. Rejection Criteria**

15.1 Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

### 15.2 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

### 15.3 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

### 15.4 Others

- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this Tender by signing the tender document.
- Bids in which the Bidder seeks to influence 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



**16 Payment Terms:**

Payments of the project cost to the selected agency will be made as follows

(a) 10% advance on submission of BG. of equivalent amount on signing of the agreement.

(b) 40% payment on handing over the commissioned pavilion.

(c) Balance 50% on conclusion of exhibition after extension if any and after getting clearance certificate from the Organizer. The final payment will be given to the contractor after scrutinizing the work done as mentioned in the work order. If the work done was not found according to work order, the payment will be deducted item wise in proportional rate.

**17.** Timely erection and dismantling of stand during the breakdown period as prescribed by the ITPO shall be done by the agency itself & rental charges as quoted are deemed to be inclusive of the same. Any penalty levied by the ITPO for not removing the stand within the scheduled time shall be borne by the agency and for this delay/penalty; DST/VP shall not be responsible in any matter what-so-ever.

**ANNEXURE-II**

**TECHNICAL BID FOR DESIGNING AND FABRICATION OF DST PAVILLION IN  
IITF 2017**

1. Name of Agency/Organization:
- 2 Name and designation of the authorized signatory and his contact details
3. Complete office address (with telephone/mobile & e-mail):
4. Experience in the area of designing and fabrication of pavilion during the national/international Trade Fair of any Central Government Ministry / Department / organization or State Govt. /Union Territory administration (Enclose relevant documents, work orders, work completion certificate in support of the claims).
5. Photographs / CDs of earlier work:
6. Awards/ medals/ prizes won, if any (enclose details including copies of the certificates)
7. Certified copies of the Chartered Accountants indicating the turnover of the agency for the last three financial years.
8. Furnish details of **EMD and tender fee** like DD No, Name of Issuing Bank, date etc
9. Signed tender document

**Date:**

**Signature of Proprietor/MD/Authorised Signatory**

**ANNEXURE-III**

**Designing and Fabrication of DST Pavilion for  
37<sup>th</sup> India International Trade fair -2017  
TENDER SPECIFICATIONS  
(To be submitted with financial bid) (in Rupees only)**

<b>Sl. No.</b>	<b>Tender Specifications</b>	<b>Total Cost</b>	<b>Remarks (Description /Additional details of items, if any)</b>
<b>1.</b>	Designing of DST Pavilion on 99 sqm. bare areas in modular fabricated design structure with combination of wooden and glass with aesthetic look as per the design accepted by Vigyan Prasar. (in consensus with “Startup Standup” theme of IITF)		
<b>2.</b>	Designing of artistic gate (1 main gate), reception area, trans-slides/Posters in wooden structure with logo.		
<b>3.</b>	Fabrication of pavilion in wooden and glass structure as per the design accepted		
<b>4.</b>	Fabrication of artistic gate (1 main gate) including designing of Reception area and artistic fascia with logo and murals as per the design		
<b>5.</b>	Fabrication of 9 m <sup>2</sup> stalls (approx 5-7 in nos.) with provision of display racks with sufficient furniture as per the design and available space.		
<b>6.</b>	Fabrication for display of approx 50 posters (depending on space/design)		
<b>7.</b>	Fabrication for display of 30 trans-slides (depending on space/design)		
<b>8.</b>	Fabrication of lounge and office with pantry and with sufficient standardized sofas and furniture in an area of about 15 Sqm. with wooden and glass partitions		
<b>9.</b>	Fabrication of one demarcated area (about 50 sqm) for sale and demonstration of products		
<b>10.</b>	Designing and fabrication of one		

	lockable store room for storage		
<b>11.</b>	Providing, fixing of CCTV throughout the pavilion with its control monitor to be fixed for surveillance. Minimum six cameras to be fixed as per the layout of pavilion		
<b>12.</b>	Providing and fixing of sufficient fire extinguishers in the pavilion (2 in nos.)		
<b>13.</b>	Decoration of pavilion, with flowers arrangement and other miscellaneous items.		
<b>14.</b>	Designing of 3D logos of Startup Standup India and DST		
<b>15.</b>	Provision of 5 LED TVs (42 inches), 3 DVD players and 2 Laptops with internet facility		
<b>16.</b>	Provision of 20 standees (5x3 ft size)		
<b>17.</b>	Provision of water, tea and coffee dispensers		
<b>18.</b>	Provision of 2 Ushers/ guides /Hostess		
<b>19.</b>	Provision of 4 security guards for round the clock security		
<b>20.</b>	Provision for 1 electrician during exhibition and 1 sweeper for daily maintenance and cleaning (minute to minute) of the pavilion and surroundings for entire period.		
<b>21.</b>	Provision for 2 service boys for day-to-day work		
<b>22.</b>	Provision of working lunch and breakfast (light snacks) for the exhibitors (for 70 persons) and provision of water, tea and coffee		
<b>23.</b>	Lighting arrangements in the entire pavilion including power sockets as per requirement		
<b>24.</b>	Flower decoration of pavilion on Inauguration along with 10 flower bouquet		
<b>25.</b>	Providing of Refreshment for Inauguration (50 persons). Each packet should contain 5 dry cashew + 2 Biscuit + 1 Samosa + 1 soft drink or cold drink		
<b>26.</b>	<b>Total (inclusive of all taxes)</b>		

# IITF - 2017

HALL 12 & 12A  
& HANGAR 25

HALL SPECILISATION	
HALL - 12	SERVICE/GOVT.
HALL - 12A	COSMETICS & HEALTH
HANGAR-24	FOREIGN (CHINA)

LEGEND :	
	HOSE REEL
	EMERGENCY LIGHT
	EMERGENCY EXIT
	MANUAL CALL POINT

REVISION	DATE OF ISSUE	SIGN OF ISSUING OFFR.

INDIA TRADE PROMOTION ORGANISATION  
ARCHITECTURE DEPARTMENT  
PRAGATI MAIDAN, N. DELHI.

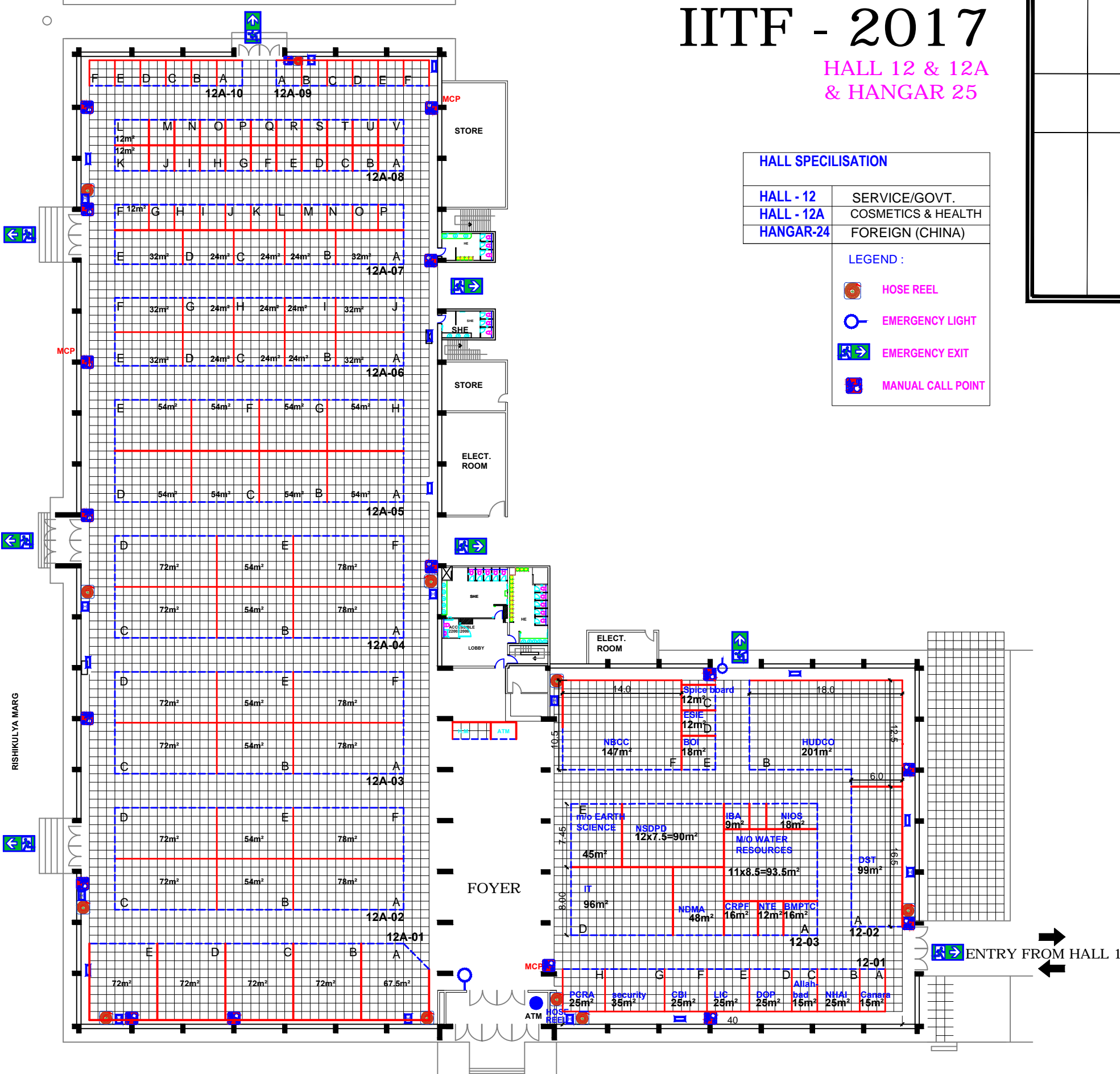
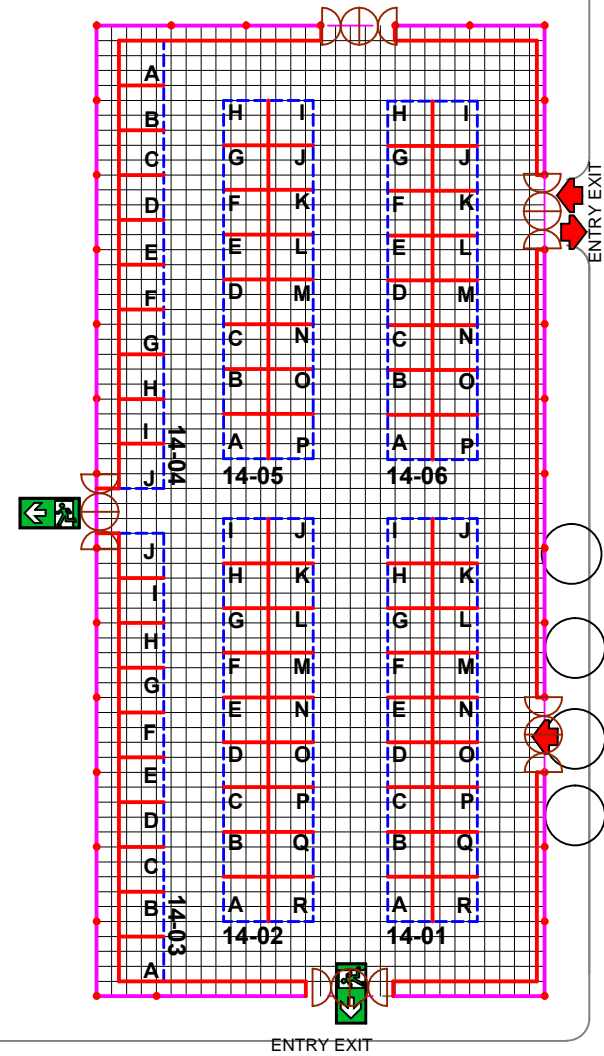
DATE: 24.03.2017  
SCALE: FIT TO PAPER  
DRAWING NO: IITF-2017-H-12 & 12A  
NORTH:

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PROJECT TITLE & KEY PLAN :  
INDIA INTERNATIONAL TRADE FAIR - 2017  
LAYOUT PLAN: HALL 12 & 12A  
PRAGATI MAIDAN, NEW DELHI

## HANGAR - 14

65x30=1950m<sup>2</sup>



HALL 12A

HALL 12

TENTATIVE PLAN