



VIGYAN PRASAR

**(An autonomous organization under the Department of Science and Technology, Govt. of India)
A-50, Institutional Area, NCMRWF Campus, Sector-62, Noida (UP)**

Tender Notice.No VP/IISF-K/0006/Tenders-IISF/2019

Dated: 10.09.2019

TENDER NOTICE

On behalf of Department of Science and Technology, Government of India, Vigyan Prasar invites bids for selection of a travel and hospitality management company for arranging Hotel/Guest House accommodation for the delegates and other participants of India International Science Festival (IISF) - 2019 from 5th to 8th November 2019 at Kolkata. For further details, please visit the website www.vigyanprasar.gov.in.

**Sd/-
REGISTRAR**

TENDER DOCUMENT

Tender Notice.No. VP/IISF-K/0006/Tenders-IISF/2019 Date:10-09-2019

“Tender document for Providing Accommodations services for the India International Science Festival”, 2019 to be held from 05th November 2019 to 08th November, 2019”

**VIGYAN PRASAR, NOIDA
Uttar Pradesh**

TENDER NOTICE

India International Science Festival (IISF) launched in 2015, is a celebration to promote Science and Technology and demonstrate how science could lead India towards being a developed nation. The aim is to engage the public with science and celebrate the joy of science and show the ways how science, technology, engineering and mathematics (STEM) provide us with the solutions to improve our lives. IISF is a unique platform which intends to inspire curiosity and make learning more rewarding. IISF-2019 is being organized by Department of Science and Technology, Government of India through Vigyan Prasar as the nodal institute.

IISF-2019 is expected to have more than 12,000 visitors/delegates/participants. About 8000 participants/delegates are expected for whom accommodation is to be provided. Kindly refer to the schedule as per Appendix 'G'.

The timings and duration of various events may change as per requirements of the programme.

Details information about IISF-2019 can be accessed at: <http://scienceindiafest.org/iisf2019/#>

Vigyan Prasar invites sealed tenders from established and reputed professional firms/organizations/institutions, who are engaged in and having experience in travel and hospitality management for large delegations, for **“Providing Accommodation for the India International Science Festival-2019 to be held from 5th to 08th November, 2019” at Kolkata**”.

PERIOD OF CONTRACT

The services are to be provided for **“5 nights and 6 days, i.e. 4th, 5th, 6th, 7th and 8th November 2019”**.

Details of the services to be rendered in connection with **“Providing Accommodations services for the India International Science Festival-2019 to be held from 5th to 08th November, 2019”** at the following venues:

1. Biswa Bangla Convention Centre (BBCC), DG Block(Newtown), Action Area I, New Town, West Bengal 700156
2. Science City JBS Haldane Avenue, Basanti Hwy, Kolkata, West Bengal 700046
3. Satyajit Ray Film and Television Institute, EM Bypass Kolkata, West Bengal 700094
4. Bose Institute, Salt Lake Unified Campus, EN 80, Sector 5, Bidhan Nagar, Kolkata, West Bengal 700091
5. IICB True, CN06, Bidhan Nagar, Sector 5, Kolkata, West Bengal 700091
6. IICB, 4, Raja SC Mullick Road, Kolkata, West Bengal 700032

BRIEF DESCRIPTION OF THE PROGRAMME:

The Government of India, Department of Science and Technology intends to organize the IISF2019 through Vigyan Prasar. IISF has created a platform, which is now an integral part of India's path to creating an innovative knowledge society.

IISF-2019 will be organized at six different venues as mentioned above. A total of 30 different events will be organized during the festival.

Name of the Work: Accommodation Services:

It is proposed to engage **an agency having experience in hospitality services/ Travel management**, who would be overall responsible for providing accommodation for delegates/participants of India International Science Festival-2019.

Service	Name of the works	Venue & Date
Accommodations	Accommodations to participants as follows 1. Five star -Single 2. Four star -Single 3. Three star-Single/Double 4. Two star -Single/Double 5. Budget Hotel -Single/Double 6. Guest House/BnB ACRoom 7. Guest House//BnB- Non-ACRoom 8. AC Dharamshala/ AC Dormitories	i) Biswa Bangla Convention Centre (BBCC), DG Block (Newtown), Action Area I, New Town, West Bengal 700156; ii) Science City JBS Haldane Avenue, Basanti Hwy, Kolkata, West Bengal 700046; iii) Satyajit Ray Film and Television Institute, EM Bypass Kolkata, West Bengal 700094; iv) Bose Institute, Salt Lake Unified Campus, EN 80, Sector 5, Bidhan Nagar, Kolkata, West Bengal 700091; v) IICB True, CN06, Bidhan Nagar, Sector 5, Kolkata, West Bengal 700091; and vi) IICB, 4, Raja SC Mullick Road, Kolkata, West Bengal 700032 (5 nights and 6 days, i.e. 4 th , 5 th , 6 th , 7 th and 8 th November 2019)

The details of the works/services to be provided by the agency and other terms and conditions of the award of contract are given in Annexure-I to IV of the tender document.

Interested, established and reputed professional firms/ individuals / organizations / institutions, who are engaged in and having experience in **hospitality services/ travel management and event delegate management, which inter-alia includes accommodation services** may submit their offers in the prescribed format keeping in view the details given in Annexure-I to IV based on the evaluation process as described hereafter in the standard tender document.

All the bidders/their authorized representatives must invariably attend opening of technical tenders on the date and time specified along with all the original certificates (as enclosed in the tender) for scrutiny by the tender evaluation committee of Vigyan Prasar.

**Registrar
Vigyan Prasar**

TENDER SCHEDULE

PARAMETER	DESCRIPTION
Tender Reference No.	No.VP/IISF-K/0006/Tenders-IISF/2019
Name of the Work	Providing Accommodation services for the India International Science Festival-2019 to be held from 04 th to 08 th November, 2019 at Kolkata, West Bengal.
Last date for submission of Bids	30.09.2019 (5:30 PM)
Last date for clarification, if any	16.09.2019
Pre-Bid meeting	17.09.2019 (11.00 am)
Opening of Technical Bids	1 October 2019 (11.00 am)
Presentation by eligible bidders	1 October 2019 (2.00pm)
Opening of Financial Bids	3 October 2019 (2.30pm)
LOI for Selected Bidder	Will be intimated later
Contract signed by selected Bidder	Within 2 working days from the date of Announcement of Selected Applicant
Bid submission Address Place of Opening for Pre-Qualification, Technical & Commercial Bids	Vigyan Prasar, A-50, Institutional Area, Sector-62, Noida-201309 (Uttar Pradesh)
E-mail ID for communication and Contact Details	registrar@vigyanprasar.gov.in 0120-2404430;2402009; Vigyan Prasar, A-50, Institutional Area, Sector-62, Noida-201309 (Uttar Pradesh)
Queries, if any	All the queries should be addressed to the above e-mail on or before 16- 09-2019 by 5.00PM and personal queries will not be entertained.

AGENCY PROFILE

No	DESCRIPTION	DETAILS
1.	Name of the firm/company/organization/institution	
2.	Brief description of the company/organization/firm /institution including its structure and the Number of employees.	
3.	Status of the organization: Proprietor/Partnership/Regd. Companyetc	
4.	Name and complete address of the organizationincluding branches if any	
5.	Name, Designation, Address and mobile no. of the contact person to whom all references shall be made regarding the project	
6.	Company Landline Phone No.&Email Address	
7.	Details of National or Global Events Executed/Sub-Contracted in last 3 years.	
8.	Reference list of major clients with their contact details	
9.	Attested copies of experience certificates of major clients to whom the firm has provided such services	
10.	GST Registration No.	
11.	Permanent Account Number (PAN)	
12.	Details of Ownership of the Firm (Name and Address of the Board of Directors, Partners , etc.)	
13.	Registration Details & Date of registration	
14.	Average Annual turnover in last 3 years	

FINANCIAL DETAILS – ANNUAL TURNOVER DETAIL

The Bidder shall have a minimum average annual financial turnover of at least Two Crore during last three financial years, ending 31st March of the previous financial year, i.e. 2016-17, 2017-18 and 2018-19.

(To be submitted duly signed by Statutory Auditor of the Applicant on its letter head).

Note: Audited Balance Sheets & Profit and Loss Statements for each financial year should be submitted by the Applicant duly certified by the Chartered Accountant.

TECHNICAL BID

Tender Reference No. VP/IISF-K/0006/Tenders-IISF/2019

Date: 10- 09-2019

Tender document for “Providing Accommodations for the India International Science Festival-2019”
to be held from **05th November 2019 to 08th November, 2019 at Kolkata.**

ANNEXURE – I, II & III

ANNEXURE-I

BID COVER LETTER
(TO BE ENCLOSED ALONGWITH ENVOLOPE-I)

To
The Registrar
Vigyan Prasar,
Noida.

Dear Sir,

Sub: Tender for Providing Accommodations for the India International Science Festival-2019 to be held from **05th November 2019 to 08th November, 2019**.

Ref: Your Tender *Notice* No. VP/IISF-K/0006/Tenders-IISF/2019 Dated:10.09.2019.

With reference to your Tender Notice inviting offers for “Providing Accommodations for the India International Science Festival-2019 to be held from **05th November 2019 to 08th November, 2019**” at Kolkata, West Bengal, I / we hereby submit my / our offer asfollows:

- a) **Technical Bid:(Envelope-1):** Annexure I,II and III (in separate sealed cover along with Earnest Money Deposit of Rs.10,00,000/-,Application fee Rs.10,000/- (non- refundable) & other documents, if any.
- b) **Financial Bid: (Envelope-2):** Annexure -IV (in separate sealed cover).

(Envelope-3):The two sealed envelopes i.e. Envelope-1 & Envelope-2, containing technical bids and financial bids referred to above have been put in main envelope i.e. Envelope-3.

I/we hereby undertake to abide by all the terms and conditions contained in your tender No. **VP/IISF-K/0006/Tenders-IISF/2019** dated10.09.2019 calling for offers. I/we also accept to keep my offer valid for your acceptance up to 10th November 2019.I/we also certify that the details furnished in the bids, various enclosures and other documents are true and correct to the best of my knowledge. If successful, I also express my willingness to sign the Agreement as per terms and conditions mentioned in the tender document. I also confirm having enclosed all essential documents and declarations, as required, along with the TechnicalBid.

Date:

Signature of the owner / bidder /
authorized signatory with complete Name,
Address, Contact No.(s) including Mobile
No(s). (Also indicate the capacity in which
signing, whether on his own behalf or
Authorized Signatory of theowner

ANNEXURE-II

A. QUALIFICATION/ ELIGIBILITY CRITERIA FOR TENDERING:

1. The Company/ Firm should have minimum 10 years of continuous experience in the field of providing similar services.
2. The company/ firm should have an average annual turnover of Rs.2 crore during last 3 financial years i.e(2016-17), (2017-18) and (2018-19).
3. Preference will be given to those who have executed similar Events.
4. Company should have completed, at least three similar nature of work of value of not less than Rs.50 Lakh in the last three years (copies of the work orders be enclosed).
5. Rooms should be booked as per the details specified in Annexure G.

Note1: Bidder should check their eligibility criteria before participation; otherwise they will be rejected.

Note2: Vigyan Prasar would be free to make enquiries from previous clients of the bidding firm/company about the work, conduct, performance, quality of service and such other related general enquiries about such bidders (except the confidential commercial details like tender rates, etc.,). The bidder would have no objection to Vigyan Prasar making such enquiries from his existing / past clients.

B. GENERAL TERMS AND CONDITIONS

1. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any State Government / Government of India/Union Territory.
2. Tenders from Joint ventures/ Consortium are not acceptable.
3. Conditional tenders will not be accepted.
4. The cost of the Tender document fee shall not be refundable.
5. Vigyan Prasar reserves the rights to reject or accept any or all the tenders without assigning any reasons.
6. All Applicable taxes / levies will be applied as per prevailing Govt. orders.
7. EMD should be paid in the form of Demand Draft/Bank Guarantee in favour of Vigyan Prasar IISF 2019.
8. Director, Vigyan Prasar can take decision in case of single tender participation.
9. The firm should give a declaration along with Technical Bid that rates quoted in his Financial Bid are firm / valid till 30 November 2019.
10. As far as possible the accommodation of guests should be provided in locations close to the venues of IISF-2019 at Kolkata, normally not exceeding 6-7 kms from each venue. However, in unavoidable situations where accommodation needs to be made beyond 7 km, prior permission of VIGYAN PRASAR shall be required so that long-distance travels of guests resulting in loss of time/resources could be avoided. Further, the bookings should be arranged on minimum area-cluster basis and effort needs to be made to avoid booking accommodations over large scattered areas.
11. The accommodation should include basic services like breakfast, water bottles/drinking water facility, hot water, blankets, proper toilet/bath facility including bucket, mug, towel and soaps, etc. The agency would need to ensure that the hotel should be able to cater any kind of emergency through first-aid medical and aid with nearest possible hospital/nursing home support.
12. Check-in/Check-out rules must clearly be specified in case of different category of accommodations.
13. To prevent overcrowding or more accommodation than permitted, the standard norms for accommodation shall be strictly followed.
14. In case of requirement of any documentation to facilitate booking at any type of accommodation, the same shall be provided by the authorized signatory of the Vigyan Prasar as and when required.
15. The Committee or its representatives may randomly inspect the sites of accommodation before opening of Financial Bids.
16. Bidding Agency should also have an office in Kolkata. Documentary proof/undertaking in this regard should be submitted with the bid.
17. The bidder must be a registered with at least one of the following industry association:
 - (a) IATO – Indian Association of Tour Operators

- (b) TAAI – Travel Agents Association of India
- (c) PATA – Pacific Asia Travel Association

18. The bidder agency must be recognized by the Tourism Department, Ministry of Tourism, Government of India/State Govts.
19. **Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations with regard to providing of accommodation within the set time frame will face penalties at double the rate of the room/accommodation not provided or the actual cost of hiring alternative accommodation by Vigyan Prasar, whichever is higher.**
20. All the bidders or their authorized representatives must invariably attend opening of Technical bids on the date and time specified along with all the original certificates (as enclosed with the tender) for scrutiny by the tender evaluation committee.

C. BID SUBMISSION PROCEDURE

- a) Tenders would be received in TwoBids
 1. **TechnicalBid**
 2. **FinancialBid**
- b) The Offer/Tender should be submitted at the Reception of **Vigyan Prasar, Noida–201309, Uttar Pradesh.**
- c) Tender document must be submitted in original duly completed along-with copies of other required documents within last date of submission.
- d) The tenders must be submitted in an envelope or paper bag of appropriate size properly sealed. The sealed package must be super scribed as **“Tender document for providing Accommodation services for the India International Science Festival-2019 to be held from 05th November 2019 to 08th November, 2019 at Kolkata”**
- e) Tender document shall be submitted in person or through authorized representatives/post/courier. All the pages of the tender document should be signed by the owner of the firm or his authorized signatory along with a copy of the power of attorney.

Tender document shall be submitted in three Envelopes as detailed below and properly sealed:

- a) **Envelope-1:** The envelope shall be superscribed on the top of cover as “Technical Bid”. Complete set of Tender documents (Technical Bid only), duly filled in and signed by the tenderers on all pages (including Schedules and Annexure) along with Earnest Money Deposit (Rs. 10,00,000/-) and tender document fee (Rs.10,000/-non-refundable) as stated hereunder by Demand Draft (DD)/Bank Transfer drawn in favour of the **VIGYAN PRASAR IISF 2019.**

Account Name/ VIGYAN PRASAR IISF 2019
ADDRESS- A- 50, INSTITUTIONAL AREA, SECTOR- 62, NOIDA.
NEFT/RTGS DETAIL BANK NAME- CORPORATION BANK.
BANK ACCOUNT NUMBER- 520141001680875.

IFSC CODE- FOR RTGS/NEFT-CORP0000453.

BANK ADDRESS- NOIDA MAIN BRANCH, RN-03, B-BLOCK, SECTOR 62, NOIDA - 201301.

The EMD & tender fee 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 30 days after finalization of the tender.

- b) **Envelope-2:** The envelope should be superscribed as “Financial Bid”, complete set of Financial Bid of the tender document duly signed by the bidder on all pages.
- c) **Envelope-3:** The envelope shall contain the entire above two sealed envelopes superscribing the name of work on the cover.

E.M.D.: Rs. 10,00,000.00

The complete set of supporting documents listed under item number of Annexure-II under the caption Qualification of bidder with all supporting documents duly filled in and signed by the tenderers on all pages. Self-attested copies of the documents such as experience certificates, agreements, financial turnover, copies of PAN, GST/ registration, etc., shall be submitted.

Important Note:

- a) The original EMD demand draft shall be invariably enclosed in Envelope-1 only.
- b) Any deviation from this procedure or putting together of Technical and Financial bids in same envelope or non- submission of complete documents in Envelope-1 and /or submission of Financial Bid in unsealed envelope would lead to rejection of Offer/Tender/Bid.
- c) Care shall be taken to place **the technical bid in the envelope superscribed as “Technical Bid” only and financial bid in the envelope superscribed as “Financial Bid” only**. If financial bid is kept in the Technical bid or otherwise, such tenders are liable for rejection.

D. REJECTION CRITERIA

The Bid may also be rejected under the following criteria:

- If it is conditional Bid;
- If the information provided by the applicant is found to be incorrect /fraudulent at any stage during the tender process.
- If any influence is exercised on Vigyan Prasar directly or indirectly by the applicant that impacts the decision making process.
- If the Bid is received beyond the prescribed date & time for receipt of Bids;
- Bid is without signature of the person(s) duly authorized on required pages of the bid;
- Failure to furnish all information as required in the tender document;
- Applicant not quoting the complete scope of work as indicated in the tender document;
- If the technical bid also contains the financial bid;
- If the financial bid is incomplete or does not conform to the financial bid format;
- If there is an arithmetic discrepancy in the financial bid calculations, the technical

committee shall rectify the same. If the Applicant does not accept the correction of the errors, its bid may be rejected.

E. AUTHENTICATION OF BID

The hard copy of bid document shall be signed by a person or persons duly authorized to bind the organization to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall sign all pages of the Bid Document and each page of the Bid document should be properly numbered. Corrections/findings in the Bid shall be authenticated by signature of the authorized signatory. The applicants have to abide by all the terms and conditions mentioned in this tender document.

F. SCOPE OF WORK VARIATION

Vigyan Prasar reserves the right to make changes to the scope of work at the time of execution of work. If any such change causes an increase or decrease in the cost or the time required for the successful applicant's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment (if required) shall be made in the Contract Value, and the work order shall accordingly stand amended.

G. AMENDMENT TO TENDER DOCUMENT

- a) Vigyan Prasar also reserves the right to change any bid condition including technical specifications even after inviting the proposals with/without prior notification.
- b) All amendments shall be communicated to the applicant through their email ID/ Contact No as provided by the applicant.
- c) Vigyan Prasar may terminate the Tender process and without assigning any reason. The Tender document does not constitute an offer by the authority.

H. SUBMISSION OF BIDS

All communications including the submission of proposal should be addressed to: The Registrar, Vigyan Prasar, A-50, Institutional Area Noida- 201309 Email ID: registrar@vigyanprasar.gov.in

I. OFFICIAL WEBSITE

The **Official Website** of the Vigyan Prasar is: <https://www.vigyanprasar.gov.in>

J. CONFLICT OF INTEREST

The Applicant shall not have a conflict of interest that may affect the Selection Process. Any applicant found to have a conflict of interest shall be disqualified. In the event of disqualification, the acceptance authority shall forfeit and appropriate the bid Security as mutually agreed genuine pre-estimated compensation and damages payable to Vigyan Prasar for the time, cost and effort of Vigyan Prasar including consideration of such applicant's proposal.

K. LATE BIDS

Any Bid received by Vigyan Prasara after the deadline for submission of bids prescribed in this document, will be summarily rejected and returned unopened to the applicant. Vigyan Prasara shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

L. OPENING OF TECHNICAL BIDS

Vigyan Prasara will open technical Bid as per schedule. The applicant may depute their representative for the event. The applicant's representatives who are present shall sign the attendance roll evidencing their attendance. Even if no representative of the applicant is available, the bids would be opened as per schedule. In the event of the specified date of bid opening/presentation being declared a holiday for the Vigyan Prasara, the bids shall be opened at the appointed time and location on the next workingday.

M. BIDS NOT CONSIDERED FOR EVALUATION

Bids which are rejected during any stage of the bid evaluation process shall not be considered for further evaluation, under any circumstances.

N. CLARIFICATION OF BIDS

To assist in the examination, evaluations and comparison of bids, Vigyan Prasara may, at its sole discretion, ask the applicant for clarification on the bid submitted. If the response to the clarification is not received in a proper way, the bid shall be rejected. Norepresentation in this regard would be entertained after rejection of the bid.

O. OPENING OF FINANCIAL BIDS

Financial Bids will be opened and compared after the technical evaluation. The financial bids of only technically qualified applicants will be opened. The name of applicant, bid prices, total amount of each bid, etc. shall be announced by Vigyan Prasara during opening of financial bid.

P. COMPLETENESS OF BIDS

Vigyan Prasara will examine the bids to determine whether they are complete, whether they meet all the conditions of the tender document and technical specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bid documents are substantially responsive to the requirements of the tender document. Information must be furnished in comprehensive manner against each column of bid document.

Q. RECTIFICATION OF ERRORS

Applicants are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened. The decision of the Evaluation Committee shall be final and binding in such cases.

R. REJECTION OF BIDS

The bid shall be submitted duly filled by downloading application Vigyan Prasara website. Bids submitted by fax or email would not be entertained. Bid may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been black-listed by a central / state government or any of the bodies constituted by / under

them, or has indulged in any malpractice/ unethical practice and has not honored contractual obligation elsewhere. A bid that does not meet all qualification criteria or is not responsive shall be rejected by Vigyan Prasar and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation by the applicant.

S. VALIDITY OF BIDS

Bid shall be valid for acceptance till 30th of November 2019.

T. UNDERTAKING FOR REASONABLENESS

The applicant will give an undertaking with financial bid that to the best of their knowledge and belief that the tendered rates are on par with the prevailing market rates and not more than the price usually charged for secure code of same nature/class or description from any private party.

U. RIGHT TO TERMINATE

Vigyan Prasar may terminate the tender process at any time and without assigning any reason. The tender document does not constitute an offer by the Authority.

V. INSPECTION OF SUPPLY

Vigyan Prasar or its representative shall have the right to inspect the conformity to the ordered specifications. The bidder shall provide all reasonable facilities and assistance at no charge to the authority. In case any inspected accommodation specifications, the authority may reject them and supplier shall provide alternative of similar specification without additional cost to the authority.

W. ARBITRATION

All disputes and differences arising out of or in any way touching or concerning this agreement whatsoever shall be referred to the sole arbitration of any arbitrator to be appointed by the Director, Vigyan Prasar. The award of such Arbitrator shall be final and binding on the parties to this agreement. It is in terms of this agreement that in the event of such arbitrator to whom the matter is originally referred being transferred or on vacating his successor shall be appointed by the aforesaid authority and the new incumbent shall resume arbitration proceeding from the stage where his predecessor has left. The Arbitration Act of 1940 shall apply to the aforesaid arbitration proceedings. In witness thereof the parties hereto have set and subscribed their respective hand and seals on the day and year first hereinabove written.

X. APPLICABLE LAW

This contract, including all matters connected with this contract, shall be governed by the Indian laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts with venue at New Delhi only.

Y. EARNEST MONEY DEPOSIT:

Tenderers have to deposit EMD of Rs.10,00,000/- by way of Demand Draft (valid for 3 months) obtained preferably from any Nationalized Banks drawn in favour of **VIGYAN PRASAR IISF2019** along with the tender.

- No Cheque will be accepted. The EMD does not bear any interest.
- The Tenderer must write their name & complete postal address of the

bidding firm on the reverse side of the Demand Draft(s).

- If Vigyan Prasar cancels the tender on any administrative reasons the EMDs of all the bidders will be refunded.
- EMD will be forfeited in the event of any refusal or delay on the part of the successful tenderer to accept the offer for award of work or sign and execute the contract on acceptance of his tender. EMD shall also be liable for forfeiture in case the contractor delays the commencement of work immediately after issue of workorder.
- EMD of unsuccessful Bidder will be refunded within 30 days from the date of opening of bids or after finalization of tenders whichever is earlier. EMD of successful bidder will be retained as EMD for the work and will be refunded within 3 months after the successful completion of contract.
- On completion of the whole Work and after fulfilling the tender obligations and clearing the temporary structures from the site, the EMD amount shall be released.

Z. COMMERCIAL CONDITIONS AND PAYMENT TERMS

The following are the payment terms:

- a) Payment will be made 20% of the total value at the time of entrustment of work on request of successful bidder.
- b) 40% of the total value will be paid on or before 1 November 2019.
- c) 40% of the total value will be settled at the time final bill.

Payment of amounts at stages (a) and (b) above will be released by Vigyan Prasar only against a 100% irrevocable Bank Guarantee. The Bank Guarantee will be for cumulative amounts. The maximum validity period of Bank Guarantee will be six months beyond the period specified in the agreement for submission of the complete programme to the full satisfaction of Vigyan Prasar. In case the accommodation is satisfactorily completed the Bank Guarantee will be released within one month of the completion of the programme.

Vigyan Prasar reserves the right to ask the agency to cancel the booking/accommodation in unavoidable situations. However, while doing so, Vigyan Prasar undertakes to bear any non-refundable amount or any amount charged by the hotels/accommodation-provider towards cancellation. The bidder must clearly specify in his/her bid the change and cancellation policies of hotels, including a cancellation deadline or non-refundable cancellation situations.

ZA. TAXES

The bid shall be inclusive of all taxes. Any change in rate of taxes during the intervening period to be claimed by the bidder at the time of final settlement. The amount claimed as a result of change in rate of taxes, if any, has to be supported by Govt. Notification in this regard. Vigyan Prasar shall be authorised to deduct any tax as applicable from the bidder. Deduction of all statutory and necessary Tax from each bill will be made as per Government orders prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the bidder.

ZB. ACCEPTANCE OF TENDER

- 1) The authority for acceptance/rejection of the tender documents and tendered rates will rest with the competent authority, who does not bind himself to accept the lowest or any other tender.
- 2) Acceptance of tendered rates will be communicated by E-mail or a formal letter of acceptance of tender will be forwarded to the successful applicant as soon as possible, but the acceptance of lowest bid by the competent authority will be deemed to conclude the contract and noncompliance of any terms of agreement, including signing of the agreement, will amount to breach of contract with all attendant legal consequences.
- 3) The tender documents submitted by the applicant shall become the property of the authority and authority shall have no obligation to return the same to the applicants.
- 4) On acceptance of the tender, the name of accredited representative(s) of the applicant who would be responsible for taking instructions from Vigyan Prasar shall be communicated to Vigyan Prasar within three working days.
- 5) Vigyan Prasar shall not give any intimation to the unsuccessful applicants about the fact of the rejection of their tender both in the case of technical qualification and financial aspects. Vigyan Prasar is also not bound to give the reasons for such disqualification.
- 6) Vigyan Prasar also reserves the right to:
 - a) Award the work partially, if deemed fit by the competent authority, in the financial/business interest of the authority.
 - b) Bypass any applicant blacklisted by any Government/Semi Government body /PSU etc.
 - c) Seek clarifications from the applicants regarding any information and documents submitted, during Pre – bid meeting. Failure to submit the same may render the bid liable for rejection. However the clarifications sought should not change the basic bid submitted by the applicant.
 - d) Accept or reject any or all of the qualification / financial bids in part or full.
 - e) Relax the tender condition at any stage and considered necessary for the purpose of finalizing the contract in the overall interest of the authority.
- 7) Firms which are blacklisted by any of the Government organizations, Banks or PSU etc, their offers will be summarily rejected and their EMD will be forfeited.
- 8) Bidders are advised to study carefully the terms and conditions before quoting their bid. All the pages should be signed by the bidder as a token of acceptance of the T&C.
- 9) **Performance Security**

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 security in the form of bank guarantee equal to 10% of the contract amount in an acceptable form favouring the Vigyan Prasar within 5 days of issuance of work order. This will be **in addition to the bank guarantee furnished for advance payments.**

ZC. TOTAL BID CALCULATION

If there is any discrepancy in the bid, it will be dealt as per the following:

If, in the price structure quoted for the required services/works, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.

If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

If there is a discrepancy between words and figures, the amount in words shall prevail.

If there is any such discrepancy in an offer, the same shall be conveyed to the applicant on the same day up to which the applicant has to accept on the above lines and if the applicant does not agree to the decision of the authority, the bid is liable to be ignored.

ZD. BID EVALUATION

1. Criteria for Evaluation of Bids:

- 1.1. The evaluation process of the bid proposed to be adopted by Vigyan Prasar will be as indicated hereafter in the tender document. 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.
- 1.2. VP has adopted a two-bid selection process (Quality and Cost-Based Selection) in evaluating the proposals comprising a 70:30 criteria, where 70% weightage will be accorded to technical evaluation and 30% weightage will be accorded to the financial bid.
- 1.3. 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.

2. Phase I: Evaluation of Technical Bid

- 2.1. 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 the tender notice.
- 2.2. The technical bids will be evaluated on the basis of information furnished in the technical bid. The bids of bidders, who do not qualify at this stage, shall not be taken up for further evaluation.

2.3. Bidder must enclose documentary evidence in support of eligibility criteria. In the absence of such supporting documents as required by the tender document, the bid will be summarily rejected.

2.4. To be eligible for short-listing, a bidder should also fulfill the following conditions:

Sl.No	Eligibility Criteria	Supporting Documents Required to be submitted along with the Technical Bid
1.	Turnover for Company/Firm/Proprietor.	Certified Balance Sheet or Statement of Expenditure for the last three financial years (2016-17, 2017-18& 2018-19) OR Certificate by the company statutory auditors
2.	The bidder must have prior experience in execution of similar works in the last ten years	Work Order/ Completion Certificate issued by the client department indicating the value of the work executed by the bidder
3.	The bidders have to submit Earnest Money Deposit (EMD) of Rs. 10,00,000/- (Rupees Ten Lakhs only) & tender fee of Rs 10,000/- (Rs. Ten Thousand only) through Demand Draft drawn in favour of " Vigyan Prasar IISF 2019 " or payable Online as per details provided above.	In separate unsealed cover.

2.5. All shortlisted Bidders will qualify for further evaluations of the technical bid. The eligible bidders (or their representatives) shall have to make a presentation on **01.10.2019**.

2.6. 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.

S No.	Evaluation Criteria	Maximum Score
1.	The bidder should be a registered entity with minimum 10 years of existence on the day of the submission of bid, as Travel and hospitality Management agency. Five years – 5 Marks For every additional year – 1 Marks will be added Maximum Marks - 15 Marks	15
2.	Prior experience of the Bidder in the field of Travel and hospitality Management Minimum three orders of catering to accommodation needs of at least 5000 delegates per event during past five years.	30

	<p>For three orders of 5000 delegates (15000 delegates): 15 marks In case of orders for delegates above 5000, marks will be calculated by multiplying the number of delegates with 0.006 In case of orders for delegates above 5000 suitable weightage will be given as indicated in the following example: Details of the Orders submitted by bidder X</p> <table style="margin-left: 40px;"> <tr> <td style="text-align: center;">Scenario-I</td> <td style="text-align: center;">Scenario-II</td> </tr> <tr> <td>Order-1 : 5000</td> <td>5000</td> </tr> <tr> <td>Order-2 : 5000</td> <td>8000</td> </tr> <tr> <td>Order-3 : 5000</td> <td>9000</td> </tr> <tr> <td>Total :1500022000</td> <td></td> </tr> </table> <p>Formula for award of marks: Total number of delegates multiply 0.001 Marks in case scenario-I :15000*0.001=15 Marks in case scenario-II : 22000*0.001= 22 Total marks awarded under this category will in nocase exceed 30.</p>	Scenario-I	Scenario-II	Order-1 : 5000	5000	Order-2 : 5000	8000	Order-3 : 5000	9000	Total :1500022000		
Scenario-I	Scenario-II											
Order-1 : 5000	5000											
Order-2 : 5000	8000											
Order-3 : 5000	9000											
Total :1500022000												
3.	<p>Financial capacity to undertake an event on a large scale, and meet unforeseen contingencies. Financial turnover during the last financial year:</p> <p>(1) More than Rs 4,00,00,000 = 20 marks (2) More than Rs. 2,50,00,000 & up to Rs. 4,00,00,000 = 16 Marks (3) More than Rs 2,00,00,000 & up to Rs 2,50,00,000 = 12 Marks</p>	20										
4.	<p>Presentation of idea/concept, methodology, outline, approach etc. Presentation for proposed plan for handling of assignment-details of proposed hotel/ distance from the venue(s). Proximity to Public transport and other means of transport etc and the details of the infrastructure available</p>	35										
	Total	100										

2.7. Technical Bids receiving overall marks greater than or equal to 65 Marks will be eligible for consideration in the subsequent round of evaluation

3. Phase II: Evaluation of Financial Bids

3.1. The opening of financial proposal shall be done in presence of representative of applicants who choose to remain present. The lowest bid (L1) will be based on the highest combined score (CS) after considering the price quoted in format given in Annexure-D on this NIT and the technical scores referred above. All shortlisted applicants would be assigned financial score. For financial evaluation, the total cost indicated in the financial proposal, excluding GST, will be considered. Each financial proposal will be assigned a financial score as detailed below:

The lowest financial proposal (L1) will be awarded 100 % score. The financial scores of other proposals will be computed as follows: Financial Score of a bidder = {(Financial Bid of L1/Financial bid of the Bidder) X 100}% (adjusted to 2 decimals)

Proposals will finally be ranked according to their combined technical and financial scores (CS) as follows:

$$CS = \text{Technical Score} \times 0.7 + \text{Financial Score} \times 0.3$$

Weight assigned to technical and financial Proposals that shall be 0.7 and 0.3 respectively.

Generally, the successful applicant will be the applicant having the highest combined Score. The second highest applicant will be kept in reserve and may be invited for negotiations in case the first-ranked applicant withdraws or is not selected for any reason.

In case, the price quoted by the highest scorer based on the Highest Combined Score is found to be more than lowest price quoted by the other eligible bidder i.e L1 based on the financial bid alone , the bidder with highest combined score will be under obligation to match the price in the respective category of the accommodation.

Example of scoring and evaluation of Tender:

The marks scored by bidders in the technical evaluation will be given a weightage of 70. Similarly, the financial bids of the bidders will be given a weightage of 30. The lowest financial proposal (L1) will be awarded 100 % score. Illustration of scoring criteria:

Assume 3 participating bidders have total technical scores as per column (3) in table below and in case of rates, the total rates quotes is as under:

Sl no.	Description	Total Technical Scores	Rate quotes (say in Rs.) Financial scores	Financial Score of a bidder = (Financial Bid of L1/Financial bid of the Bidder)X100}%
1.	Bidder 1	80	60	(50/60)X100= 83.33
2.	Bidder 2	75	55	(50/55)X100= 90.90
3.	Bidder 3	70	50	(50/50)X100= 100

The Bidder scoring minimum rates in the financial scores i.e. 50 scoring point will be awarded 100 % score and the other bidders will be worked out on proportionate basis and thereafter weightage. Their combined technical and financial scores (CS) as follows:
(CS obtained by firm = Technical Score X 0.7 + Financial Score X 0.3)

CS obtained by Bidder A = 80 X 0.7 + 83.33 X 0.3 = 56 + 24.999 = 80.999 (CS1)

CS obtained by Bidder B = 75 X 0.7 + 90.90 X 0.3 = 52.5 + 27.27 = 79.77 (CS2)

CS obtained by Bidder C = 70 X 0.7 + 100 X 0.3 = 49 + 30 = 79.00 (CS3)

For financial evaluation, the total cost indicated in the financial proposal, excluding GST, will be considered.

- i) ***The Technical Bid evaluation would be done by Vigyan Prasar through their internal Evaluation Committee on the basis of having their past experience, Organizational similarevents.***
- ii) ***Vigyan Prasar reserves the right not to disclose any evaluation results as it is an internal process and no communication will be entertained in this regard.***
- iii) ***Vigyan Prasar also reserves the right to negotiate on the scope of the project, terms and conditions, pricing and other aspects that is important for the project with finalized applicant(s).***
- iv) ***The Authority’s decision shall be final and binding and shall not be required to give any reasons in writing or otherwise at any time for the selection of successful applicant.***

ANNEXURE-III

Tender No. VP/IISF-K/0006/Tenders-IISF/2019 dated 10- 09-2019

Name of the work: Providing Accommodation services for the “India International Science Festival-2019” to be held from 05th to 08th November 2019 at Kolkata, West Bengal.

TECHNICAL BID

(Attach extra sheets duly signed, wherever required)

Details of previous reputed clients

Sl. No	List of Major clients with address & contact details	Work Details/Work order proof
1		
2		
3		
4		
5		

CHECK LIST

S. No	Have you enclosed copies of following documents alongwith this Technical Bid (please note that non- submission of copies of these documents will lead to rejection of your tender / technical bid).	Yes/ No
1.	Copies of relevant account statements audited accounts / other documents to establish that your annual turnover	
2.	List of major clients (preferably five clients) whom you are providing / have provided, in last 3 years,	
3.	Copy of partnership deed (if a partnership firm) or Copy of MoA, Bylaws, Registration Certificate, etc. (if a company) or Any such document depending upon the constitution of the bidders (e.g. society , etc.)	
4.	Copy of Power of Attorney (if submitting tender as Power of Attorney of somebody)	
5.	Have you been blacklisted by any of your existing / past clients, in the last 10 years for defecting / deficient service or any such reason related to such works/services provided by you (if yes, give details)	
6.	Are your rates quoted in your financial bid firm / valid for a minimum of 3 months from the date of opening of tenders	
7.	Have you enclosed EMD of Rs.10 lakhs with the Technical Bid	
8.	Have you enclosed DD of payment of Tender Fee of Rs.10000/-	
9.	Do you fulfill all other essential conditions / requirements mentioned in the Tender document	
10.	Any other additional details / information you may like to submit -	

FINANCIAL BID

Tender Reference No: VP/IISF-K/0006/Tenders-IISF/2019, Dated:10-09-2019

“Tender document for Providing Accommodation services for the India International Science Festival-2019 to be held from 5th to 8th November 2019 at Kolkata, West Bengal”

ANNEXURE – IV

Tender Reference No: VP/IISF-K/0006/Tenders-IISF/2019 Date:10-09-2019

Name of the work: **“Accommodation services for the India International Science Festival-2019 to be held from 5th to 8th November 2019 at Kolkata, West Bengal”**

FINANCIAL BID

.....(Attach Extra Sheet Where ever required).....

Period from 4th to 8th November 2019.

Note:

- *All Rates are inclusive of Taxes and levies.*
- *The tenders will be decided based on the total rate quoted for entire package.*
- *Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations within the set time frame will face heavy penalties at 1% of agreement contract value per each day for the delay in completion of the work.*

Accommodation: -

Check-in	4-Nov-19	#PAX	No. of Rooms & PAX						Amt Per room	Total inclusive of taxes/ service charges etc
Check-out	9-Nov-19		#Rooms	#Pax	#Rooms	# Pax	#Rooms	# Pax		
Type of Accommodation	Room Type		Single Occupancy		Double Occupancy		Triple Occupancy or more			
			#Rooms	# Pax	# Rooms	# Pax	# Rooms	# Pax		
5 Star Hotel	Suites	2000	50	50	NA	NA	NR	NR		
5 Star Hotel	Executive Rooms		200	200	NA	NA	NR	NR		
4-Star Hotel	Suites		100	100	NA	NA	NR	NR		
4-Star Hotel	Executive Rooms		300	300	100	200	NR	NR		
3-Star Hotel	Suites		50	50	50	100	NR	NR		
3-Star Hotel	Executive Rooms		450	450	275	550	NR	NR		
2-Star Hotel	Rooms		2500	400	400	450	900	NR	NR	
Delux Hotel	Rooms	400		400	400	800	NR	NR		
Budget Hotel	Rooms	3500	400	400	500	1000	700	2100		
Guest House/Bn B A/c	Rooms									
Guest House/Bn B Non-A/c	Rooms									
Complimentary Accommodation Dharamshala A/C	Rooms									

Complimentary Accommodation Dharamshala Non A/C	Rooms									
Total										

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)