

NOTICE INVITING TENDER

Sub: inviting quotations for design and duplication of kits rate contract for a period of two years from the date of work order.

Vigyan Prasar, a national institute for science and technology communication under the Department of Science and Technology, Govt of India, invites sealed tenders on through rate basis, for design and duplication of science kits

Scope of Work:

- i) **Duplication of kit:** Preparation (Design), printing (Hindi and English), packaging, supplying materials inside the kit and all necessary work related to duplication of kits . a) Biodiversity kit b) Weather kit c) Astronomy kit d) Earthquake kit and e) Emergence of modern physics kit (specifications of each of these kits are enclosed).

Terms and Conditions

- l) VP would award initially an order for 1000 qty of each kit except earthquake kit, subsequently, at the same rates VP would be at liberty to place order for two years. However, each time fresh order will be given at the same rate and terms & conditions. The number of copies will not be less than 500 VP would be free to order as many times as required. The supplies will have to be made within 30 days from the date of purchase order every time.
- ii) Quotations are invited in two bid system. Initially the technical bid will be evaluated and based on relative merit eligible quotes will be shortlisted. Financial bids of only shortlisted firms will be opened and normally the lowest would be awarded the work.
- iii) The application should be in prescribed format as enclosed. The financial quote should also be in prescribed format as enclosed. No additional conditions will be accepted.
- iv) The eligibility criteria and application is placed at encl-I & II. All those bids that fail to meet the eligibility conditions will be rejected summarily.
- v) Financial bid if received unsealed and together with the technical bid will be rejected.

C) Selection Process:-

For selecting the vendors, two bid system will be followed. Firms/ Vendors are requested to send their proposals in two bid system ie **Technical and Price bids in two separate envelopes duly sealed and both should be put up in a another big sealed envelope** and clearly marked on the cover of envelope Technical bid/ commercial or price bid , enquiry No, date of opening. **If technical and commercial bid not submitted separately, the same (Bid) will not be considered.** In order to qualify for the jobs firms has to eligible as criteria at Annexure-I. Financial bids of only qualified firms will be

opened and job will be allotted to the firm, who has quoted the lowest rates among all eligible qualified firms.

- i) The committee constituted with experts would examine the eligibility criteria (Technical Bid) submitted by the bidders.
- ii) The financial bids of technically qualified (meeting the eligibility criteria) will be opened and normally the work would be awarded to the lowest.
- iii) The technical bids (eligibility Criteria) would be opened and would be decided for responsiveness. The eligibility condition as stated in the annexure -I and those who have applied in the prescribed format only would be accepted.

D) Date of Submission and opening of Tenders: - 30th Sep 2016

Sealed Tender envelope addressed to **“Registrar, Vigyan Prasar, A - 50, Institutional Area, Sector – 62, Noida (U. P.). Should reach to Vigyan Prasar latest by 30th Sep 2016 up to 14:00 PM.**

Technical & financial bids both will be opened on same day ie 30th Sep 2016 at 15:30PM.

A pre-bid conference will be held on 16th Sep 2016. All the interested bidders ,those wants to attend the pre-bid conference has to intimate to Vigyan Prasar 02 Days in advance from the pre bid date in writing or by E-Mail **dheerendra@vigyanprasar.gov.in** . All the expenditure to attend the pre-bid conference has to borne by bidder. Vigyan Prasar will not provide lodging /boarding and will neither bear any expenditure.

E) General Terms & Conditions

1. Firms are required to submit Certificate of Registration/ incorporation Memorandum of Association, Articles of Association. If Firm is proprietorship firm, then certificate to that effect.
2. Attach coy of valid PAN/ CST/VAT registration etc. as applicable.
3. **Rates must be quoted in the price schedule attached as per Annexure-III only.**
4. All the bidders may examine the sample during the pre-bid conference.
5. Job will be done strictly according to specifications provided by the VP and no deviation from specification and quality of material will be allowed. Job will be got completed as per the directions of Scientist in charge. In case material used found to be substandard or of low quality then penalty will be imposed **commensuration with fault** and at the most job may not be accepted at all. So it is advisable for the vendors to start the mass production strictly according to approved sample.
6. Before the mass production, a sample must be approved by Vigyan Prasar.
7. Initial order will be for 1000 no. quantity after that minimum order quantity will be 500 and can be ordered as many times as required by Vigyan Prasar.

8. All the expenditure including loading /offloading, P&F, Transportation up to VP, Noida IInd Floor will be in suppliers account. Items damaged during the transportation have to be replaced by the supplier free of cost.
9. Rates/price bid is to be submitted as per **Annexure-III**; according to the specifications given in the enquiry only and no conditional tenders will be accepted.
10. The Tenderer will be responsible for supply of the proof/dummy and the final product at the premises of VP.
11. There will be no compromise on the specification and quality. In case the work is not found satisfactory, the job will not be accepted and no payment will be made.
12. VP reserves the right to accept or reject any or all tender/s without assigning any reasons.
13. If the official(s) of Vigyan Prasar visit to inspect the work at your press, the travelling expenses will be borne by you.
14. **Place of Delivery:-** Place of delivery of the kits is the **VigyanPrasar, IInd Floor, A - 50, Institutional Area, Sector – 62, Noida (U. P.)**.
15. **Time period for Completion of job:-**The kits will have to be supplied **within 30 days from the date of approval of the final proofs by Vigyan Prasar**, failing which liquidated damage/delay charges will be imposed @ 01.5% per week and maximum of 6% of total contract value ie up to 4 weeks and job will not be accepted after that and vendor have to bear all the costs and EMD will be forfeited.
16. **Extension in Time limit of Completion of job:** Extension in time limit can be granted at the sole discretion of Director, VP if he is satisfied that the delay was due to genuine reasons and was not at the control of the vender. For this vender has to apply at least 07 days before the expiry of time limit.
17. **Payment Conditions:** 100% payment will be released after receipt and acceptance of item at Vigyan Prasar and submission of softcopy of the design in printable format.
18. **Deduction of Statutory Taxes:-** Taxes will be deducted as per the rules prevailing at the time of time of making the payment
19. **Signing of Agreement:** Vendor/ Firm/ Bidder has to enter into agreement containing all the terms & conditions of the job. If the firm does not undertake the job or leave the job half way, then job will be got completed from open market at the cost of original allottee of job.
20. **Packing Condition:** - Material must be properly packed against any damage and insured up to the destination. The material should be directly dispatched to SITE i.e. Vigyan Prasar, A-50, IInd Floor, Institutional Area, Sector-62, Noida. All the expenses involved in delivering unloading, loading, etc. the equipment at our site, shall be borne by the Bidder. All aspects of safe delivery shall be the exclusive responsibility of the Bidder. Vigyan Prasar will have the right to reject the material supplied, if it does not comply with the specifications.

21. If the supplier does not deliver the item within given stipulated time, the EMD will be forfeited.
22. The Institute can Change the number of quantity to be manufactured at the time of issue of PO.
23. Work Order will be issued to firm which is lowest.
24. **Contract period:** - Contract period will be two years, which will be applicable from the date of issue of work order. Quotation/bid must be valid during the period of contract. Rates are fixed for total contract period.
25. Sample must be in one envelope along with technical bid. Price bid must be put up in another separate envelope. Both sealed envelope should be kept in another big envelope. Please quote the tender no. with date and opening date on the top of the cover containing tenders.
26. **.Validity Period** : Bid must be valid, from the date of submission till completion of contract.
27. All bidders can be present at the time of opening the tender. No separate intimation shall be given in this regard.
28. The opening of the tenders shall only be attended by an authorized representative of the firm whose name, designation and address should be indicated in the offer of the firm. Tendering firm shall issue a letter of authority to such representative indicating the tender no. date due on for the item. In no case unauthorized person shall be allowed to enter tender opening room.
29. **Insurance** : Transit insurance covering all risk for all the items is to be arranged by the tenderer/supplier.
30. **Special Cause** : Any or All the tender can be rejected by the order of the Director, Vigyan Prasar, Noida without assigning any reason whatsoever.
31. Prices should be quoted on F.O.R. VP, IInd Floor, A-50, Institutional Area, Sector-62, Noida-201309 basis only.
32. Quantities mentioned are tentative and VP may change the quantity at time of issue of PO.
33. The bid should be accompanied with an EMD of Rs: 50000.00 in the form of demand draft, drawn in favor of Vigyan Prasar, payable at New Delhi. The EMD of selected bidder(s) will be kept as security deposit till completion of the work and the rest will be released within 45 days from the date of opening of the bids.
34. In case any deviation from the terms and condition the bid is liable to be rejected.

35. Arbitration & Jurisdiction Clause: Any dispute or differences including those considered as such by only one of the parties arising out of or in connection with this work shall be, to the extent possible, settled amicably between the parties. If amicable settlement cannot be reached, then all disputes shall be settled by an Arbitrator. The Director Vigyan Prasar or any officer nominated by him will be the sole arbitrator and his/ her award shall be final and binding upon the parties without appeal and shall be in writing and set forth the findings of fact and the conclusions of Law.

In case of any proceedings/ Suits, Indian Law shall govern the contract and the court at New Delhi shall only have the jurisdiction to hear such matters.

Force Majeure

36. Notwithstanding the provisions clause 14 of terms and condition, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

37. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

38. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Annexure-I

ELIGIBILITY CRITERIA

1. Must have completed minimum one similar or closely linked work.
2. Firm must be incorporate under company act / society act/ Industry act or any other Act etc.
3. Must have valid PAN/VAT/CST/TIN number.
4. Must not be blacklisted from any organization.
5. Must have required machines/infrastructure to carry out the subject work.

ANNEXURE-II

Application Form

To,

Registrar

Vigyan Prasar

A-50, Institutional Area

Sector-62

Noida-201309

Dear Sir,

1. With reference to your tender enquiry for kits. I ----- **Name of Owner/Director** submit the following information as required by you. I accept all the terms & condition of tender document. Further I certify that all the information given is true and correct.

1. Name of Company :-----
2. Name of the Owner & Director :-----
3. Registered under act :-----
4. Date from which in the business :-----
5. PAN Number :-----
6. CST/VAT/TIN Number :-----
7. Whether blacklisted from any organization:-----
8. Name of the machine and capacity/Infrastructure facility owned by the company:-----
9. Name of the kits applying for:-----
10. EMD Detail:-----
11. Validity of Bid: 02 years from the date of Work Order:-----
12. Any other relevant information:-----

Attach the photocopy of the proof duly signed and stamped.

ANNEXURE-III

PRICE SCHEDULE

1) Name of Vender/ Firm with address, contact no., email id etc.:

2) NIT NO: VP/19/08/Kits/16-17 DATE: 02nd Sep 2016
VALIDITY OF BID: Two years from the date of work order

EMD: Rs: 50000.00

TENDER FEE: 1000.00

Date of Opening of Tender: 30th Sep 2016

Sl No:	Title/Name of the Kit	Quantity	Rate per unit inclusive taxes and all expenditure	Total Cost inclusive taxes and all expenditure	Total Cost in Words.
01	Biodiversity Kit in Hindi	1000			
	Biodiversity Kit in English	1000			
02	Weather Kit in Hindi	1000			
	Weather Kit in English	1000			
03	Astronomy Kit in Hindi	1000			
	Astronomy Kit in English	1000			
04	Earthquake Kit in Hindi	500			
	Earthquake Kit in English	500			
05	Emergence of Modern Physics in Hindi	1000			
	Emergence of Modern Physics in English	1000			

The rate(s) may be quoted in decimal coinage, The total amount should be quoted in full rupee, by ignoring fifty paisa and less and considering more than fifty paisa as rupee one.

Signature of the contractor with stamp & date

Annexure : IV
CHECK LIST
Documents to be attached

1. Certificate of Registration/ incorporation Memorandum of Association, Articles of Association. If Firm is proprietorship firm, then certificate to that effect.
2. EMD Rs: 50000.00 in form of DD in favor of "VigyanPrasar" payable at New Delhi.
3. Documents in support of all necessary registration TIN, PAN, VAT etc.
4. Certificate accepting all the terms and condition of the tender.
5. Tender fee Rs. 1000/- in form of DD in favor of "Vigyan Prasar" payable at New Delhi.
6. Please quote the tender no. and opening date on the top of the cover containing tenders.
7. Price Bid and Technical Bid to be kept in separate envelope and both the envelope should be kept in a bigger sealed envelope.
8. Technical bid should be comprise of all the documents asked to meet the eligibility criteria.
9. All the pages of this tender document must be signed and stamped as having read, understood and accepting all the terms and condition of the tender.

Yours Sincerely,

(Somesh C Jhingan)
Registrar

(I) Specification for Activity Kits

(a) Biodiversity Kit:

- i. Total number of activities: 52 (maximum paper size required 14"x11.5" and lowest paper size(5.5"x5.5")
- ii. Number of poster given: 2 (24"x16")
- iii. Material given in the kit: Jewel in the crown in elastic material, Magnifying glass 1" with a cut out paper folder
- iv. One booklet of ten pages size 4"x3"
- v. All the activities Fact sheet required to be printed on 110gsm art paper with 4 colour printing and model on 250 gsm paper
- vi. Packaging box
- vii. Initially Quantity required: English (1000)+Hindi(1000)
- viii. Packaging box: 12"x9" cardboard box with laminated designed, printing 4 colour

(b) Weather Kit:

- i. Total number of activities: 36 (maximum paper size required 11.5"x5.5" and lowest paper size (5.5"x5.5")
- ii. Number of poster given: 1 (24"x16")
- iii. Material given in the kit: Thermometer, Metallic Disc, Graduated Cylinder(1"x6"),Straw, Laser light, white powder
- iv. Two booklet of ten pages size 4"x3"
- v. All the activities Fact sheet required to be printed on 110gsm art paper with 4 colour printing and model on 250 gsm paper
- vi. Initially Quantity required: English (1000)+Hindi(1000)
- vii. Packaging box: 12"x8.5"x0.75 "cardboard box with laminated designed, printing 4 colour

(c) Astronomy Kit:

- i. Total number of activities: 24 (maximum paper size required 27.5"x19.5" and lowest paper size 4"x2.5 and 7.5"x2.75".
- ii. Number of poster given: 1 (27.5'x 19.5")
- iii. Material given in the kit: Small wood block, small stiffened piece of steel wire, two rubber balloon, drinking straw and a blank CD for spectroscope
- iv. All the activities Fact sheet required to be printed on 110gsm card paper with 4 colour printing and model on 250 gsm paper or according the need of activity.
- v. Initially Quantity required: English (1000)+Hindi(1000)
- vi. Packaging box: 11.5"x8.5" cardboard box with laminated designed, printing 4 colour

(d) Earthquake Kit:

- i. Total number of activities: 23 (17 activities based on printing factsheets+14 activities on design model+1 Poster)(maximum paper size required 10"x8" and lowest paper size (5.5"x8.0")
- ii. Number of poster given: 1 (17.5'x22.5")
- iii. Material given in the kit: 1 Plastic Ball,1 Slinky, 1 Metal Stand for the Seismograph Apparatus,1 Seismograph funnel, 1 Long thread
- iv. Total booklets 7: 4 booklets with 16 pages (3.5"x2.5")+Two booklet of 12 pages size (3.5"x2.5")+One booklet with 12 pages(5.5"x8")
- v. All the activities Fact sheet required to be printed on 110 gsm art paper with 4 colour printing and model on 250 gsm paper
- vi. Initially Quantity required: Subject to requirement, bidder should quote as per minimum order qty 500
- vii. Packaging box: 10"x8"x3.0 cardboard box with laminated designed, printing 4 colour

(e) Emergence of Modern Physics:

- i. Total number of activities: 28(17 activities based on printing factsheets+10 activities on design model+1 Poster)(maximum paper size required 10"x8" and lowest paper size (5.5"x8.0"))
- ii. Number of poster given: 1 (17.5"x22.5")
- iii. Material given in the kit: 1 Assembled LED, Transistor and LDR mounted in a PCB, Battery Socket to explain Photoelectric Effect, 1 Thick Plastic Straw, 1 Black Plastic Stand as per the sample, 1 Set of Strontium Nitrate Strips 1 Lens 25 mm, 2 Magnets, 1 Thread, 3 Thermocol balls (5 mm), 1 Metal ball (5 mm), 1 CD (Blank/Damaged), 1 Plastic Radium Circle (65 mm), 1 Florescent Circle (65 mm), Appropriate covers for all the material Magnifying Glass Handle
- iv. Two booklet of Twenty pages pages size 3.5"x2.5" and one booklet of 8 pages size(3.5"x2.5")
- v. All the activities Fact sheet required to be printed on 100gsm art paper with 4 colour printing and model on 250 gsm paper
- vi. Initially Quantity required: English (1000)+Hindi(1000)
- vii. Packaging box: 10"x8"x1.5" cardboard box with laminated designed and saperate box for the material printing 4 colour