

VIGYAN PRASAR

Dated: 30 Oct, 2015

TENDER NOTICE

Notice for Designing and Fabrication of DST Pavilion during 35th India International Trade fair -2015

Sealed tenders/ quotations in **TWO BID SYSTEM** for **Designing and Fabrication of DST pavilion and related tasks during 35th India International Trade Fair-2015 [14th -27th November, 2015]** 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.**

3. 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 (35th India International Trade Fair-2015 [14th -27th November, 2015] at Pragati Maidan, New Delhi”.** The sealed tender should be submitted to Dr K B Bhushan, Scientist C, Vigyan Prasara, A-50, Institutional area, Sector 62, Noida, UP latest by 11.00 A.M. on 5 November 2015.

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 Prasara A-50, Institutional area, Sector 62, Noida)	5 November 2015, 11.00 A.M.
2.	Opening of Technical Bids (at Vigyan Prasara, C 24, Qutub institutional area, New Delhi)	5 November 2015, 12.30 P.M.
3.	Presentation by eligible bidders	5 November 2015, 01.00 P.M.
4.	Opening of Financial Bids	5 November 2015, 03.00 P.M.

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

(K B Bhushan)
Scientist C, Vigyan Prasara

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 5 November 2015”** and this envelope should be clearly marked **“TENDER FOR Designing and Fabrication of DST pavilion and related tasks during 35th International Trade Fair- 2015 to be held at Pragati Maidan, New Delhi during 14th – 27th November, 2015”** .
- 1.3. The cover thus prepared should also indicate clearly the name, address and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared **"Late"**.
- 1.4. Each copy of the Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately.
- 1.5. The Bidder should also provide the Technical bid in soft copy format, in the form of a non-re-writeable CD (Compact Disc). The sealed covers as well as the CD media must be duly signed by the Bidder using a “Permanent Pen/Marker” superscribed with “Technical Bid” and should bear the name of the Bidder. The Bidder must ensure that the information furnished by him/her in the CD is identical to that submitted by him/her in the original paper bid document. In case of any discrepancy observed by the Vigyan Prasar in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy. The Bidder must ensure that Technical Bid CD does not contain any Commercial items / prices.

2. Bid Prices

- 2.1 The Bidder shall indicate in the proforma prescribed at **Annexure-II** the detailed and the total Financial Bid Price for services it proposes to provide under the Contract in **Indian Rupees (INR)**. Prices quoted must be firm, fixed, inclusive of all taxes and shall not be subject to any upward modifications, on any account whatsoever. In absence of above information, a bid may be considered incomplete and summarily rejected.
- 2.2 The Bidder shall prepare the bid based on details provided in the Tender documents. The Bidder shall carry out all the tasks in accordance with the requirement of the Tender documents and it shall be the responsibility of the Bidder to fully meet all the requirements of the Tender documents.
- 2.3 The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.

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 India International Trade Fair, Pragati Maidan, New Delhi 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 must have prior experience of fabricating and designing pavilion at any State level trade fair /other events on at least three occasions during the last three years.
- 4.3 The bidder should have an annual turnover of Rs. Seventy five Lakhs during each of the last three years.
- 4.4 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.
- 4.5 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 deposited along with the technical bid.
- 4.6 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.
- 4.7 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.
- 4.8 The Bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by Vigyan Prasar.

4.9 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.

4.10 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.

4.11 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 fabricating pavilion during IITF Delhi of any Central Government Ministry / Department /	8	6

	organization or State Govt. /Union Territory administration during the last 4 years (2 marks will be given for designing one pavilion, subject to a maximum of 8 marks)		
2.	Prior Experience of the Bidder in designing and fabricating pavilion during State level Trade Fairs during the last 2 years (1 marks will be given for designing one pavilion, subject to a maximum of 2 marks)	2	1
3.	Prize/Award won for designing and fabricating pavilion during IITF/State level Trade Fairs during the last 5 years (5 marks will be given for winning one award, subject to a maximum of 20 marks)	20	10
4.	Overall design of the pavilion	30	18
5.	Concept and design of the theme area (IYL 2015)	20	14
6.	Design/Layout of the stalls	20	11
	Total	100	60

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

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

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

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

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

Total amount quoted by a particular bidder

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

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 service tax etc. should be specifically stated in the financial bid with prevailing rates of such taxes to enable uniform comparison of the financial bids of the various bidders. In the absence of any such specific statement, along with rates, the quoted rates / amount will be presumed to be inclusive of taxes / duties / levies of all kinds, including service tax.

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

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. Confidentiality of the Document

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

16. Rejection Criteria

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

16.2 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

16.3 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

16.4 Others

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

TECHNICAL BID FOR DESIGNING AND FABRICATION OF DST PAVILLION IN IITF 2015

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 India International Trade Fair, Pragati Maidan, New Delhi of any Central Government Ministry / Department / organization or State Govt. /Union Territory administration or at any State level trade fair /other events, if any) (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 five 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

**Designing and Fabrication of DST Pavilion for
35th India International Trade fair -2015
TENDER SPECIFICATIONS
(To be submitted with financial bid) (in Rupees only)**

PART 1

No.	Tender Specifications	Total Cost	Remarks (Description /Additional details of items, if any)
1.	Designing of DST Pavilion on 600 sqm. bare areas in modular fabricated design structure with combination of wooden, octonome and glass with aesthetic look as per the design accepted by Vigyan Prasar. (in consensus with "S&T contribution in Make in India" theme of IITF)		
2.	Designing of artistic gates (1 main gate and 1 side gate), reception area, trans-slides/Posters in wooden structure with logo.		
3.	Designing of theme area related to International year of light 2015 (approx 30 m ² area).		
4.	Fabrication of pavilion in wooden, octonome and glass structure as per the design accepted		
5.	Fabrication of artistic gates (1 main gate and 1 side gates) including designing of Reception area and artistic fascia with logo and murals as per the design		
6.	Fabrication of theme area related to International year of light 2015 (approx 30 m ² area).		
7.	Fabrication of 9 m ² stalls (approx 15-20 in nos.) with provision of display racks with sufficient furniture as per the design and available space.		
8.	Fabrication for display of 100 posters		
9.	Fabrication for display of 50 trans-slides		
10.	Fabrication of lounge and office with pantry and with sufficient standardized sofas and furniture in an area of about 35 Sqm. with wooden and glass partitions		

11.	Fabrication of one open conference/meeting area raised floor (approx 36 m ²) with suitable furnitures		
12.	Fabrication of two demarcated area (150-200 m ² area) for sale and demonstration of products		
13.	Fabrication of area for demonstration of hands on experiments (approx 45 m ²)		
14.	Designing and fabrication of one lockable store room for storage		
15.	Providing, fixing of CCTV throughout the pavilion with its control monitor to be fixed for surveillance. Minimum four cameras to be fixed as per the layout of pavilion		
16.	Providing and fixing of sufficient fire extinguishers in the pavilion (2 in nos.)		
17.	Decoration of pavilion, with flowers arrangement and other miscellaneous items.		
18.	Designing of 3D logos of Make in India and DST		
19.	Provision of 5 LED TVs (42 inches), 3 DVD players and 2 Laptops with internet facility		
20.	Provision of 10 standees (5x3 ft size)		
21.	Provision of one LED of size 55"		
22.	Provision of water, tea and coffee dispensers		
23.	Provision of 4 Ushers/ guides /Hostess		
24.	Provision of 6 security guards for round the clock security		
25.	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.		
26.	Provision for 2 service boys for day-to-day work		
27.	Provision of working lunch and breakfast (light snacks) for the exhibitors (for 70 persons) and provision of water, tea and coffee		
28.	Lighting arrangements in the entire pavilion including power sockets as per requirement		
29.	Flower decoration of pavilion on Inauguration along with 10 flower bouquet		
30.	Providing of Refreshment for Inauguration (100 persons). Each packet should contain 5 dry cashew + 2 Biscuit + 1 Samosa + 1 soft drink or cold drink		
	Total (inclusive of all taxes)		

PART 2

Designing and printing of the posters and Tran slides for the DST pavilion and related tasks

S. No.	Tender Specifications	Cost per unit (Rs)	Remarks (Description/ Additional details of items , if any)
1.	Designing of posters		
2.	Designing of translide		
3.	Printing of posters on translide (5x3 Ft)		
4.	Printing of posters – digital (5x3 Ft)		
5.	Designing and printing of food coupons		

The above estimates for printing of posters (including size of transslides & posters) are tentative and may increase or decrease as per the space availability. The payment of above will be only on actual no. of posters printed.