



Vigyan Prasar

(An Autonomous Organisation of Department of Science and Technology)
A-50, Institutional Area, Sector- 62 Noida (UP) 201309

Tender No: VP/Pub/1749/Empanelment of designing agency-individuals/2019

Dated: 09.08.2019

Subject: Expression of Interest (EOI) for the Empanelment of Professional Agencies/Individual for Designing of various Knowledge Products

1. INTRODUCTION

1.1 Background

1.1.1 Vigyan Prasar (VP) is an autonomous organisation of Department of Science and Technology, Govt. of India. The main objective of VP is to popularize science among common people.

VP intends to disseminate information on capabilities and achievements of Indian Science and Technology sector on continuous basis through high quality, educative, easily understandable, informative publicity materials through various knowledge products (booklets, brochures, newsletters, tabloids, posters, magazines etc). These science and technology based materials are designed and prepared time to time for the specific science communication programs and occasions.

1.1.2 With an endeavours to promote science and technology, Vigyan Prasar intends to empanel *designing firms/agencies or* professional freelance creative designers having experience in high quality designing of publicity materials in the above mentioned formats an initial period of 2 (two) years (the “Service”).

1.1.3 The EOI Document is available on the Vigyan Prasar website i.e. www.vigyanprasar.gov.in. Interested agencies and individuals may download the EOI document from the website and submit their proposals.

1.1.4 The EOI document shall be the basis for drawing up a list of Agencies or Individuals to be empanelled based on the evaluation of applicants’ professional experience, innovativeness, similar work criteria, turnover, credential etc. shown in their EOI.

1.1.5 The proposal should be accompanied with an Earnest Money Deposit (EMD) of Rs.10,000/- (for Tier I Category/Firm or Agency) and Rs. 5,000/- (for Tier II category/Individual) and non-refundable tender fee of Rs.1000.00 (for both the categories) in the form of DD, drawn in favour of "Vigyan Prasar", payable at New Delhi or can be paid online by NEFT/RTGS/IMPS to Vigyan Prasar account as detailed below (kindly submit details of NEFT with the proposal):-

Account Name/ VIGYAN PRASAR
ADDRESS: A-50, NCMRWF BUILDING, SECTOR- 62, NOIDA.
NEFT/RTGS DETAIL
BANK NAME - UNION BANK OF INDIA.
BANK ACCOUNT NUMBER - 349902010040204.
IFSC CODE - FOR RTGS/NEFT - UBIN0534994.
BANK ADDRESS - SAFDARJANG DEVELOPMENT AREA,
C-4, COMMUNITY CENTRE, NEW DELHI - 110016

1.1.6 The Agency or individual shall have to provide services for designing/layout of newsletters, booklets, brochures, tabloids, poster etc.

1.2 Brief Description of Empanelment Process

Vigyan Prasar will select agencies and individuals for empanelment based on the technical evaluation. The applicants may therefore submit their proposals (in the

prescribed format) in hard copy by Courier/Registered Post/Speed Post/Hand delivery at (Vigyan Prasar) office up to **23/08/2019 11:00 Hrs.**

Contact Information & Address for communication:-

Vigyan Prasar, A-50, Institutional Area, Sector-62, Noida-201309

1.3 Schedule of Empanelment Process

Pre-proposal Meeting	19/08/2019 (Monday) by 15:00 Hrs at Vigyan Prasar, Noida Office
Last date for submission of Applications (the “Application Due Date”)	23/08/2019 (Friday) by 15:00 Hrs at Vigyan Prasar, A-50, Institutional Area, Sector- 62, Noida-201309 (UP)
Date, Place and time of opening of document	26/08/2019 (Monday) by 11:00 Hrs at Vigyan Prasar, A-50, Sector- 62, Noida

SECTION 2:- INSTRUCTIONS TO APPLICANTS

2.1 The agency / individual will be empanelled into following two categories:

i) Tier I: The designing agencies having minimum three years of experiences will be empanelled in Tier I category. The agency should have a team of professional graphic designers and creative artists with 5 years of experience and have a knowledge of designing software such as in-design, photoshop, corel, quark etc. The agency should have carried out similar work in the past supported by the documentary proofs. The agency should have Registration Certificate/GST/PAN and the average annual turnover of Rs. 10 lakhs.

ii) Tier II: Individual Professional designers will be considered for empanelment in Tier II category. The individual designers should have at least 05 years’ experience of designing/layout and creative design. They should have very good practical knowledge of designing software such as in-design, Photoshop, coral, quark etc. They have sufficient experience in the similar work supported by the documentary proofs. Individual should have PAN card.

SECTION 3: PREPARATION AND SUBMISSION OF PROPOSAL/ APPLICATION

3.1 Format and Signing of Application

3.1.1 Applicants should provide all the information as per this EOI in the prescribed format(s). Vigyan Prasar would evaluate only those applications which are received in the stipulated time, requisite format and complete in all respects. Incomplete and/or conditional applications shall be liable to be rejected.

- 3.1.2 All the documents of the applications under this EOI shall be typed or written in indelible ink and signed by the authorized signatory of the applicant who shall also initial each page. All the alterations, additions or any other amendments made in the application shall be initialled by the person(s) signing the proposal.

The EMD amount shall remain valid for a period of 180 days from the due date of application, or beyond any period of extension subsequently as determined by Vigyan Prasar from time to time. The Proposal shall be summarily rejected if it is not accompanied by the EMD.

- 3.1.3 The EMD of the unsuccessful applicants shall be returned within a period of 30 (thirty) days from the date of opening of bids. The EMD of the Empanelled Agencies/ individuals shall be retained as Performance Security. As per instruction of Vigyan Prasar, the selected agencies/individuals shall be required to extend the validity of the demand draft, if required.

3.2 Submission of Applications

- 3.2.1 The proposal should be submitted in sealed envelope super scribed as **“PROPOSAL FOR EMPANELMENT OF AN PROFESSIONAL AGENCY/INDIVIDUAL FOR DESIGNING KNOWLEDGE PRODUCT”**.

- 3.2.2 Applications should be submitted in hard copy (in prescribed format) to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Vigyan Prasar, A-50, Institutional Area, Sector- 62, Noida-201309 (U.P.) upto 23/08/2019 15:00 hrs.

- 3.2.3 The document accompanying the application should include:-

- a) Letter of Proposal in the prescribed format at **Appendix - I;**
- b) Details of Applicant / agency in the prescribed format at **Appendix – II;**
- c) Financial Capacity in the prescribed format at **Appendix – III;**
- d) Experience of the agency in the prescribed format at **Appendix – IV;**
- e) Self-declaration in the prescribed format at **Appendix – V** for not being blacklisted
- f) In case of a company, copy of the Certificate of Incorporation, Copy of Memorandum and Articles of Association of the agency should be enclosed.
- g) In case of a sole proprietorship firm or a Limited Liability Partnership firm, it should furnish copy of the registration certificate, GST/Sales/VAT/Service tax or IT returns for the last three financial years preceding the Application Due Date as a proof of identity.
- h) Copy of the Applicant’s duly audited annual account for the preceding 3 (three) **Financial Years (along with CA Certificate).**

3.3 Applications Due Date

3.3.1 Applicant should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Vigyan Prasar office upto 23/08/2019 15:00 hrs. on the Application Due Date as indicated, in the manner and form as detailed in this Proposal Document. Applications submitted by either facsimile transmission or telex or e-mail will not be accepted.

3.3.2 Vigyan Prasar, at its sole discretion, may extend the due date by issuing an Addendum in accordance with the provisions of this empanelment.

3.3.3 Applications submitted after the Due Date will not be entertained.

3.4 Modifications/ Substitution/ Withdrawal of Applications

3.4.1 No modifications/ substitution / withdrawal of applications will be allowed after submission of applications.

3.4.2 Withdrawal of application during the period between the Application Due Date and expiration of the Application Validity Period will not be allowed.

3.5 Evaluation of Expression of Interest (EOI) Applications

3.5.1 The Applications received will be scrutinized to assess their eligibility based on the qualifying criteria. Those Applications which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.

3.5.2 The assessment will be done by the Tender / Selection/ Empanelment Committee of Vigyan Prasar.

3.5.3 All the Applicants whose applications are found to be responsive as per the eligibility criteria of **Tier I** and **Tier II** and on the basis of the marks obtained in accordance with the parameters set out in the table below will be considered for empanelment :-

(a) Tier I-Category (Agency):

SN	Parameter	Maximum Marks
1	Organizational Profile, total years of relevant experience in the designing of newsletters, tabloids and other creative works.	10 Marks
2.	Key personnel profile (Expertise in designing with the software such as indesign, photoshop, corel, quark etc).	30 Marks

3.	Past Sample designs, creative works and presentation	60 Marks
	Grand Total	100 Marks

(b) Tier II-Category (Individual):

Sl No	Parameter	Maximum Marks
1	Education Qualification and Experience in Designing and Creative works	10 Marks
2	Skill set (Expertise in designing with the software such as indesign, photoshop, corel, quark etc.)	30 Marks
3	Past Sample designs, creative works and presentation	60 Marks
	Grand Total	100 Marks

3.5.4 Applicants who score minimum 80 marks out of 100 marks shall be qualified for (Tier 1 and Tier 2) Empanelment.

3.5.5 Vigyan Prasar shall then rank the Applicants and empanelled the agencies/individuals for the participation in the next stage of the services. In case of large number of agencies/individuals if empanelled, Vigyan Prasar will have a right to limit the number of agencies/ individuals in both the categories as per the requirement and nature of work.

SECTION – 4 : OTHER TERMS AND CONDITIONS

4.1 Terms of Empanelment

4.1.1 The empanelment shall be valid initially for a period of 2 (two) years.

4.1.2 Vigyan Prasar will reject the application of any applicant, if it is determined that the Applicant has, directly or through an agent, has engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices.

4.1.3 Vigyan Prasar also reserves the right to empanel any other Agency/ individuals or employ any Agency/individuals outside the list of Empanelled Agencies/ individuals, if required after carrying out a competitive bid process.

4.1.4 Vigyan Prasar reserves the right to invite Bid / RFP from the empanelled agencies/individual or from open market.

- 4.1.5 Vigyan Prasar reserves the right to drop any Applicant from the empanelled list without assigning any reason whatsoever. Vigyan Prasar also reserves the right to modify the terms and conditions of empanelment.
- 4.1.6 All decisions taken by Vigyan Prasar regarding empanelment shall be final and binding on all Empanelled Agencies/ individuals.
- 4.1.7 Post Empanelment, the selection of an Agencies or individual for designing of newsletter, tabloids, posters and other creative works will be through inviting financial proposals or award the work on fixed budget basis. The Committee will be the final authority for selection of an Agency or individual among the Empanelled Agencies/individuals.
- 4.1.8 Vigyan Prasar will award work order to selected agency or individuals for each work. If the Selected Agency / individual does not execute the work to the satisfaction, empanelment of such agency or individual may be cancelled on this ground. Empanelment with Vigyan Prasar does not guarantee allocation of work.

4.2 Termination

Without prejudice to any other right or remedy it may have, either agency/individual, Vigyan Prasar may terminate the empanelment at any time by giving one month advance notice in writing.

ANNEXURE-1: Scope of Work

Scope of work for empanelled agency/individual:

1. Time to time Vigyan Prasar will assign work/s to the empanelled agency/individual to design the newsletter/s, tabloid/s, poster/s and any other creative work/s.
2. Agency/individual has to complete the work within the given time-frame as per the terms and conditions of the work order.
3. Agency/individual has to send the creative work/design to Vigyan Prasar for approval. If any corrections/modifications required the Agency/individual has to carry out the same.
4. Designing work will be in Hindi/English (or in both) or other Indian languages.
5. If any kind of image plagiarism or copyright issue emerges, Vigyan Prasar will not be responsible for that. The design should be new, using state of the art technology/software/app and free of any infringement of intellectual property rights (IPR) of any third party(ies). The decision of Vigyan Prasar about the quality of services will be final and shall not be challenged by the agency/individual on any ground whatsoever. For any violation of IPR, the agency/individual is responsible and liable for compensation and the agency/individual shall indemnify Vigyan Prasar and shall be required to pay the license fee to the other party and any other payment required squaring up the matter regarding any infringement of IPR of any third party(ies).
6. Agency/individual has to submit the final design soft copy to Vigyan Prasar in the open file and final print ready file (PDF format) in CD-ROME as well as through email.

SECTION 5:- FORMATS FOR SUBMISSION OF PROPOSAL

5.1 Appendix – I – Letter of Proposal

(On the letterhead of the Applicant)

Dated:

To,
Director,
Vigyan Prasar,
A-50, Institutional Area,
Sector- 62,
Noida – 201309 (U.P.)

Dear Sir,

Sub: Proposal for “EMPANELMENT OF PROFESSIONAL AGENCIES/INDIVIDUALS FOR DESIGNING THE KNOWLEDGE PRODUCTS”

1. With reference to your proposal document dated____/____/_____, I/We, having examined the Bidding Documents and understood their contents, hereby submit my/our Proposal for empanelment for the said Service. The Proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. I/We shall make available to Vigyan Prasar any additional information it may find necessary or require to supplement or authenticate the Bid.
4. I/We acknowledge the right of Vigyan Prasar to reject our Proposal without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.
5. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any Application / Proposal that you may receive, without incurring any liability to the Applicants.
6. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Vigyan Prasar in connection with the empanelment process, or in connection with the empanelment Process itself, in respect of the above mentioned activities and the terms and implementation thereof.

7. I/We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the activities/ Right are not awarded to me/us or our Proposal is not opened.
8. I/We agree and undertake that the authorised signatory in **Appendi-II** shall represent the company/individual in all matters pertaining to the Empanelment Process. No third person, consultant, agency shall represent the company in all matters pertaining to the Empanelment Process.
9. I/We agree and undertake to abide by all the terms and conditions of the Bidding Document.
10. I/We agree to keep this application valid for 180 (One Hundred and Eighty) days from the Application Due Date specified in the EOI.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the proposal document.

Yours faithfully,

Date: (Signature of the Authorised signatory)

Place: (Name and designation of the of the Authorised signatory)

Name and seal of Applicant

5.2 Appendix – II- Details of Applicant

(On the letterhead of the Applicant)

S.N.	Particulars	Details
1.	Name of Proposer / Applicant	
2.	Name of the agency/company/individual Is it a registered firm/company? (If company, state the names and addresses of Directors, photocopies of the certificate of registration and Copy of Memorandum and Articles of Association of the Applicant. Should be attached) Yes..... No
3.	Complete Address for communication (Address with pin code, telephone numbers, fax no and emails).	
4.	(i) Phone /Mobile Number (ii) Email Id	
5.	Legal status of Organization	Yes No
6.	(i) GST Number (ii) PAN Number (attach copy) (iii) FOR TIER-I Average Financial Turnover of the Firm/ company during last 3 Financial Years (i.e. 2016-17, 2017-18 and 2018-19) (attach copy) and Copy of the Applicants’s duly audited financial Statement for the preceding 3 (three) Financial Years. (iv) For TIER II- Individual may attach last three-year ITR if any	(i) (ii) (iii) And Attach Annexure- III
7.	Brief Description of the Proposer’s Activities/Profile/individual Bio-data	
8.	Tender Fee: Enclosed DD/Bank order for Rs.1000/- Or ECS detail	Rupees.....DD. No. dateddrawn on bank..... being non-refundable application fee
9.	EMD (For Agency/company: Rs.10,000/- & For individual: Rs. 5,000/-)	Rupees.....DD. No. dateddrawn on bank.....
10.	Any other relevant information	

SIGNATURE OF THE APPLICANT

Name of the Applicant

5.3 Appendix – III – Financial Capacity

(For Agency/company)

Sl. No.	Financial Years	Annual Turnover (Rs.)
1	2016-17	
2	2017-18	
3	2018-19	
	Average Turnover	

Certificate from the statutory Auditor/Chartered Accountant

This is to certify that _____ (name of the Applicant) has annual Turnover is as shown above the respective years.

Date: _____ (Signature, name and designation of the authorized signatory)

Name and seal of the audit firm

(Supporting financial statements and relevant documents are to be furnished.)

5.4 Appendix – IV – Experience of the Applicant

(On the letterhead of the Applicant)

Proposer's experience

- 1. Brief Description of the Proposer's Activities related to designing and creative works etc. (Attach separately) in the last five years.**

Name and Signature of the Applicant

5.5 Appendix –V- Self Declaration

(Should not have been black listed)

(On the letterhead of the Applicant)

I / We agree that the decision of the Authority in relation to “**PROPOSAL FOR EMPANELMENT OF PROFESSIONAL AGENCIES/INDIVIDUALS FOR DESIGNING THE KNOWLEDGE PRODUCTS**”, will be final and binding to me/us. I / We confirm that we have not been blacklisted by Central or State Governments & PSUs.

Name and Signature of the Applicant

CHECK LIST

S.N.	Items	Number of copies
1.	Application form (Appendix I)	1
2.	Details of Applicant / agency in the prescribed format at Appendix II	1
3.	Financial Capacity in the prescribed format at Appendix ...	1
4.	Experience of the agency in the prescribed format at Appendix ...	1
5.	Self-declaration in the prescribed format at Appendix III	1
6.	Experience of the Applicant/Proposer (Appendix IV)	1
7.	Self-Declaration (not black-listed) in the format given at Appendix V	1
8.	GST Number Registration proof	1
9.	Work orders	1
10.	IT return of last 3 years	1
11.	Application/Tender Fee of Rs. 1000/-	DD Number/ECS detail
12.	Turn over for last three year	1