



**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/2019-20/Registration kits

Date:12-09-2019

**TENDER NOTICE**

On behalf of Department of Science and Technology, Government of India, Vigyan Prasar invites bid for supplying registration kits (Bag, Identity card Tags, Water bottles, Pen, Pencil, Note book etc.) and other materials for students (T-shirts, Caps, Geometry box) for IISF-2019 to be held from 5th to 8th November 2019 at Kolkata. For further details, please visit the website [www.vigyanprasar.gov.in](http://www.vigyanprasar.gov.in).

**Sd/-**  
**REGISTRAR**

### **Important Dates**

Downloading of the Tender document	12.09.2019 to 03.10.2019 up to 11.00 AM
Sample Evaluation and pre bid query meeting Date & Time	17.09.2019 on 02.00 PM
Intimation/Display of sample finalized by Sample Evaluation Committee for which Financial bids are to be submitted	17.09.2019 at 05.00 PM
Sample inspection period by the bidders	17.09.2019 to 02.10.2019 up to 17.30 hrs
Last date of submission of the Bid	03.10.2019 up to 11.00 AM
Opening of Technical bid	03.10.2019 11.30 AM
Opening of Financial Bid	03.10.2019 2.30PM
Issue of Letter of Intent	04.10.2019

## **1.0 Introduction**

India International Science Festival (IISF) launched in 2015 is a celebration to promote India's Science and Technology. 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, Noida as the nodal institute. IISF-2019 is expected to have more than 12,000 visitors/delegates/Participants.

## **2.0 Scope of Work:**

India International Science Festival (IISF)-2019 will be attended by around 12000 participants from India and abroad. Around 30 different events on S&T will be organized during the festival. It is proposed to issue registration kits comprising bags, conference pads, pen, water bottles, T-shirts, Caps and geometry boxes to all registered participants.

## **3.0 Eligibility:**

Entities fulfilling the following conditions will be eligible to apply:

- (i) Entity should have minimum 5 years' experience in the similar works and assignments.
- (ii) Entity should have average financial turnover of Rs.50.00 Lakh in last three financial years.
- (iii) Entity should have a capability to dispatch material to any place in India in timely manner.

## **4.0 Bidding Process:**

Two bid system will be followed for the selection of the agency. Proposal will consist of two separate bids viz. technical bid and financial bid.

## **5.0 How to Apply:**

- 5.1 The bidder should furnish its bid in response to this tender document alongwith the requisite supporting documents/samples as stated in this tender document elsewhere (Annexure-I may be referred). Technical and the financial bids are to be kept in two separate sealed envelopes. The envelopes containing financial and technical bids are to be finally placed in a single envelope. Both the envelopes should be properly sealed before the same are kept in the third envelope. The envelopes containing Technical proposal along with the envelope containing tender fee and EMD should have clearly marked the

“Technical Proposal for Supplying Registration Kits” and the other envelope (sealed) containing Financial Bid should have clearly marked on it “Financial Proposal for Supplying Registration Kits”. These two afore-referred envelopes shall be placed into an outer envelope clearly marked “PROPOSAL FOR SUPPLYING REGISTRATION KITS FOR IISF-2019”.

- 5.2 The proposals should be submitted in the prescribed format. Proposals not received in the prescribed format (refer Annexure I to VI to this tender document) will be rejected.
- 5.3 The technical proposal must be accompanied with:-
  - 5.3.1 Proof of being an entity with 5 years working experience in similar fields. Documentary proof in support of business done in the field of supplying materials in conferences, seminars, events etc. Enclose copy of the work orders. (DO NOT enclose the originals). This information needs to be submitted as per **Annexure-II**.
  - 5.3.2 Enclose entity’s registration certificate, memorandum & articles of association, if applicable and work orders as evidence.
  - 5.3.3 Statement as per **Annexure-III** certified by Chartered Accountant indicating turnover of the entity for the last three years may be filled and submitted.
  - 5.3.4 Entity should have GST, Pan Number etc. Enclose copies of last three years Income Tax returns, PAN and GST.
- 5.4 The application must be submitted with a non refundable fee of Rs.5000/- through Demand draft/ online transfer. Demand draft should be in favour of “**Vigyan Prasar IISF 2019**”.
- 5.5 EMD of **Rs. 2,00,000/- (Rupees Two lakh)** should be submitted along with the application by the proposer by way of DD/ NEFT in favor of “Vigyan Prasar IISF 2019”. The EMD will be subsequently adjusted against performance guarantee to be submitted by the successful applicant and in the remaining cases the amount will be returned within 30 days of the finalization of the selection and award of the work. The account details of Vigyan Prasar IISF 2019 are as under:

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: B Block, Noida Main Branch, Sector-62,  
Uttar Pradesh-201301

- 5.6 Entity will submit the company profile including details of available infrastructure.
- 5.7 Entity will submit samples of goods offered with its name labelled on samples. Details of such samples are to be submitted in Annexure-IV.
- 5.8 Last date for submission of proposal is **03 October 2019 up to 11.00 am**. Proposals may be submitted by post or by hand. Postal delays will not be accepted.

## **6. Evaluation Process:**

- 6.1 The intending bidders will appear for sample selection meeting along with the samples under offer on 17.09.2019 at 02.00 PM. The Sample Selection Committee will evaluate the samples presented by all the bidders with reference to availability of budget and the requirements of IISF-2019 and selected specimen kit.
- 6.2 All the bidders will be requested to offer their quotes for the specimen kit selected by the committee in the format prescribed for Financial Bid (Annexure-VI) by the date of closing of this tender.
- 6.3 Proposals received (both Technical and Financial) will be scrutinized by the tender opening committee appointed by Vigyan Prasar. The committee will check all documents like format of the application, Firm's Registration Certificates, experience/earlier work orders application Fee/ EMD/ PAN/ GST number/ sample kit and other items etc. submitted by the bidder. The committee will recommend all the eligible firms/ companies for opening of Financial Bids.
- 6.4 Financial Bids of the qualified bidders will be opened by the committee appointed for opening of Financial bids. The financial evaluation will be carried out on L1 basis for consolidated price for the whole kit and item wise prices will not be considered.

## **7 Deliverables**

- 7.1 Selected entity will supply kits complete in all respect i.e after putting in the bags all the materials listed in Annexure- IV at the place(s) specified by Vigyan Prasar at Kolkata within 20 days after award of work. All items must have IISF-2019 logo screen-printed on them along with the logos of other organising institutes as provided by Vigyan Prasar. In this context Annexure- IV may be referred.
- 7.2 All material to be supplied in new, sizeable cartons of 07 ply not having more than 20 kits each. The cartons should have clear marking as to whether the same contains "Student kits" or "Delegate Kits". **The Student kits carton should also have marking of the size of T-Shirts.** Material packed in any other way will not be accepted or a penalty of Rs.200 per box will be imposed.

## **8 OTHER TERMS AND CONDITIONS**

- 8.1 The quantity of the kits may vary and will be decided by the Vigyan Prasar depending upon the no. of participants and delegates.
- 8.2 The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the 'PDD').
- 8.3 The agency should not be blacklisted by the Union Government /State Government(s) or organizations created by/under the Union or State Govt. An undertaking to this effect should be provided by the agency in Annexure- V
- 8.4 If information/facts submitted by the tenderer are found at any stage (even after approval) to be misleading/incorrect/false etc., Vigyan Prasar reserves the right to reject/disapprove an item(s) for the current/future rate contract or may impose penalties as it deems fit. Non-compliance of any of the terms of tender and future instructions by Vigyan Prasar will also attract penalties and the bidder may be debarred from future tenders.
- 8.5 After approval/finalization of sample(s), VP will retain one sample of each approved item free of cost.
- 8.6 The EMD of all unsuccessful tenderers will be returned within a 30 days finalisation of the contract and the successful tenderer will have to deposit the performance security money at the rate of 5% of the total value of supply order within a week for which no interest will be paid by Vigyan Prasar.
- 8.7 Sample of the kits to be furnished with bid proposal. Sample so supplied will be retained by the Vigyan Prasar on free of cost basis and will not be returned.
- 8.8 In addition to the material specified in Annexure-IV, the selected bidder will also be under the obligation of placing in the kit bag, the material such as Magazine/other publication, Festival Brochure or any other leaflet as provided by Vigyan Prasar. The said material will require to be collected from Vigyan Prasar, Noida.
- 8.9 Selected entity should also ensure adherence to the quality parameters defined in the order. Besides, it should be ensured that all the items are duly placed in the Kit and the kit is complete in all respects. A certificate about adherence of quality parameters and the quantity supplied is complete, has to be furnished by the Supplier. The material supplied may be inspected by the team appointed by Vigyan Prasar to ensure compliance of quality and quantity of kits supplied.

8.10 In case of any defect and variation in the quality of the goods supplied, the penalty at the following rate will be charged:

<b>Quantum of defects and variation in quality</b>	<b>Penalty to be charged</b>
up to 1 per cent	Refund for returned/rejected goods
up to 2 per cent	1 per cent of the total value of the order in addition to defective and rejected goods
up to 5 per cent	3 per cent of the total value of the order in addition to refund for returned/rejected goods
More than 5 % and up to 10 per cent	5 per cent of the total value of the order in addition to refund for returned/rejected goods
More than 10 per cent and up to 15 per cent	7 per cent of the total value of the order in addition to refund for returned/rejected goods
More than 15 per cent of defective items	The work order will be treated annulled.

In case the supplier fails to deliver the committed quantity of the kits, Vigyan Prasar will have a right to purchase the deficient quantity of the goods supplied from open market at the cost of selected supplier. The said amount will be adjusted from the Bank Guarantee of the supplier and also from the payment due for the kits supplied. In case the deficit in quantity of kits supplied is more than 5 per cent of ordered quantity, amount equivalent to 5 per cent of the order value will be recovered in addition to the amount of procurement of kits from alternative source. **Kits found defective will not be returned and the penalty will be affected.**

8.13 Director, Vigyan Prasar reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.

## **9 Payment :**

9.1 No advance payment will be admissible.

9.2 Payment will be released after successful delivery/acceptance of the kits and within 30 days of completion of event after adjustment of penalty or any other charges recoverable from the supplier in terms of this tender document

## **10 ARBITRATION**

If any dispute, difference, question or dis-agreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or

failure to execute the same whether during the progress of work or stipulated/ extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by Director Vigyan Prasar. It will be no objection to any, such appointment that the arbitrator so appointed is an employee of this organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization employees he had expressed views on all or any of the matters in dispute of difference.

- 11** The application may be submitted in a **sealed cover** addressed to '**Registrar, Vigyan Prasar, NCMRWF Campus, A-50, Institutional area, Sector 62, NOIDA 201309**' with the envelope marked '**PROPOSAL FOR SUPPLYING REGISTRATION KITS FOR IISF-2019**' Unsealed and unmarked covers would be rejected. Last date of the submission is **03 October 2019; 11.00AM**.
- 12** **The checklist provided at Annexure- VII may be referred before submission of bids.**

**( Registrar )**  
Vigyan Prasar





## VIGYAN PRASAR

Annexure - I

To

The Registrar  
Vigyan Prasar  
A-50, Institutional Area  
Sector, 62, Noida (UP)

### **SUBJECT: Supply of Registration Kits for IISF-2019**

In response to the Tender notice published in the ----- On ---  
-----, I had purchased Tender No. -----from your office .  
I had downloaded tender from website [www.vigyanprasar.gov.in](http://www.vigyanprasar.gov.in) and have deposited cost of the  
tender along with EMD.

I am sending herewith my tender documents as under: -

a) TECHNICAL BID: The tender documents signed on each page and all other documents to be submitted alongwith the tender b) FINANCIAL BID in (Annexure-VI): The financial bid for the supply The following details and supporting documents accordingly are available in Technical bid for evaluating eligibility etc.

1. Entity Profile
2. PAN number, GST Registration, Company Certificates, Annual Turn Over (last three-year annual return)
3. Tender Fee, EMD
4. Details of similar work orders.
5. Duly signed tender documents.
6. Sample

That I/we will be responsible for all the contractual obligations including uninterrupted supply, quality of registration kit items etc.

This is to certify that I /We have studied the terms and conditions and understood all clause of the tender. In case of award of contract /supply order, I /We undertake to abide by all the terms and conditions mentioned in the same.

AUTHORISED SIGNATORY  
NAME IN BLOCK LETTERS  
SEAL OF THE TENDERER

**Annexure – II**

Certification about the work carried out by the agency in last 5 years.

Name of the project	Name of the client	Address/contact details of clients	No of Kits supplied	Duration of the project

I hereby certify that above information about the project undertaken and the copies of work orders enclosed with this document true.

Authorized signatory: \_\_\_\_\_

**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.)**

## (A) Registration Kits:

## For Students

SN	Items	Quantity	Rate (Approx)	Remarks
1	Bag- Bag packs/Rug sacks	3500	Rs 500-650 each	Water proof kit bags with minimum two pockets manufactured by using good quality material, chains, separate water bottle pocket and concealed pocket inside the bag Reputed brands will be preferred.
2	Pen- Blue and Black- Gel pen	3500 Black and 3500 Blue	Rs. 10 to Rs. 20 per pen	Reputed brands will be preferred.
3.	Pencil	3500	Rs. 2 -5 per pencil	HB grade pencils to be quoted.
4	Eraser	3500	Rs. 1-2 per eraser	Reputed brands will be preferred.
5	Sharpner	3500	Rs. 1-2 per piece	Reputed brands will be preferred.
6	Stationery Pouch	3500	Rs. 5-10 per piece	Plastic pouches not to be offered.
7	Geometry Box	3500	Rs. 50- 80/- per piece	Preferably branded Box.
8	T-Shirt- Two per bag	7000	Rs. 200-250 per piece	(a) T-shirts of knitted cloth and collars containing 65% cotton and 35% of synthetic measure 190 to 240GSM. (b) Various sizes are required. <b>Size Distribution:</b> Small 20% approx. for Sweatshirt. Medium 40% (Full Sleeves). Large 35%. Extra Large 5%
	Cap	3500	Rs. 100-150 per piece	Made of Cloth with high quality buckle at the back and adjustable flap with velcro. Sublimation

				preferred. Minimum Fabric Specification: 60% Polyester, 40% viscose 200 GSM
9	Ruled note book 120 pages	3500	Rs. 50	Printed with IISF- Logo on front Cover
10	Water Bottle Steel (Sipper)750 ML	3500	Rs. 300-400	Reputed brands will be preferred
{ All material except (Sl. 2 to 7 above ) should have IISF-2019 logo Printed on it }				

**For other delegates**

SN	Items	Quantity	Rate (Approx)	Remarks
1	Executive Bag- Preferably Jute /Cotton	8500	Rs 300-400 each	Reputed brands will be preferred
2	Pen- Blue	8500	Rs. 20 to Rs. 30 per pen	Reputed brands will be preferred
3	Note pad- preferably 64 pages	8500	Rs. 40-60	Printed with IISF- Logo
4	Water Bottle Steel (Sipper)750 ML	3500	Rs. 300-400	Reputed brands will be preferred
{ All material should have IISF-2019 logo Printed on it }				

Note: The sizes of the kit will be given at the time of supply order.

**Self-Declaration about not blacklisted from Govt or its agencies  
(On the letterhead of the Applicant)**

I / We agree that the decision of the Authority in relation to “Proposal for Supplying Registration Kits”, will be final and binding to me/us. I / We confirm that we have not been blacklisted by Central / State Governments / any other govt. agency such as PSU etc.

Name and Signature of the Applicant

## Financial Bid

### Annexure- VI

I/We the undersigned (sole proprietor/ authorized signatory), if selected, hereby undertake to supply the material as per the sample selected by Vigyan Prasar. I quote following rates:

Sl.No	Items	Quantity	Price exclusive of taxes
1	Bag- Bag packs/Rug sacks	3500	
2	Pen- Blue and Black- Gel pen	3500 Black and 3500 Blue	
3.	Pencil	3500	
4	Eraser	3500	
5	Sharpner	3500	
6	Stationery Pouch	3500	
7	Geometry Box	3500	
8	T-Shirt- Two per bag	7000	
9	Cap	3500	
10	Ruled note book 120 pages	3500	
11	Water Bottle Steel (Sipper)750 ML	3500	

#### B. For delegates

SN	Items	Quantity	Price exclusive of taxes
1	Executive Bag- Preferably Jute /Cotton	8500	
2	Pen- Blue	8500	
3	Note pad- preferably 64 pages	8500	
4	Water Bottle Steel (Sipper)750 ML	3500	

Signature of authorized signatory

Name:

Date

Place:

**Note: L1 will be decided on total value quoted. Item wise splitting of order will not be resorted to.**

**CHECK-LIST FOR TECHNICAL BID**

1. Vendors must ensure that they meet the eligibility criteria.
2. Both the bids, tech & Price bids as per Annexure-I&II are to be kept in separate sealed envelope. Price bid will be opened only of qualified vendors.
3. EMD of Rs: 2,00,000 and tender fee of Rs: 5000.00 in the form of DD/NEFT/RTGS in favour of "Vigyan Prasar IISF 2019" or in the following bank account:  
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: B Block, Noida Main Branch, Sector-62,  
Uttar Pradesh-201301"
4. PAN and GST registration certificate.
5. Work Order as a Proof of similar work are attached.
6. All the pages of tender document duly signed and stamped accepting all the terms & condition of tender.
7. Certificate stating that firm has good reputation and not blacklisted by any Govt. organisation, must be enclosed along with technical bid. If tenderer, does not submit any one among all these documents, his bid will be rejected.