

**LIMITED TENDER NOTICE**

1. Vigyan Prasar, an autonomous organization of DST invites sealed tenders/quotations in **two bid system for event management service for inauguration** yearlong celebration of Birth Centenaries of Inspirational Scientists and role of science in building Modern India **by the Hon'ble Vice President of India at Vigyan Bhawan, New Delhi on 22 December 2021.**
2. Detailed terms and conditions, procedure for submission of bids and other instructions have been mentioned at **Annexure-I.**
3. Interested agencies are requested to submit their Bid in sealed covers superscribing **“Tender for event management service to organize function related activities at Vigyan Bhawan, New Delhi on 22 December 2021”** addressed to The Registrar, Vigyan Prasar, First Floor, AI Block II, Technology Bhawan, New Mehrauli Road, New Delhi – 110 016 and send the same by hand/Post to Vigyan Prasar.
4. The detailed schedule of opening of the bids is given below:

<b>S. No.</b>	<b>Activity</b>	<b>Date and Time</b>
a.	Last date for submission of Bids	18.12.2021 by 12.00 AM
b.	Opening of Bids	18.12.2021, 12.15 PM

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

**Registrar  
Vigyan Prasar**

**1. Procedure for submission of Bids:**

The Bid Cover should be clearly marked “**TENDER FOR event management service related activities at Vigyan Bhawan, New Delhi on 22 December 2021**”.

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**” or disqualified.

Each copy of the Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately.

**2. Bid Prices:**

The technical requirement and scope of work is mentioned at **Annexure II**. The total Bid Price for services proposed to be provided should be quoted in **Indian Rupees (INR)**. Prices quoted must be firm and fixed 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.

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.

The Financial bid in prescribed format at **Annexure III** should clearly indicate the price to be charged. The taxes should be indicated clearly. Conditional bid will summarily be rejected.

**3. Authorized Signatory (Bidder):**

The “Bidder” as used in the Tender shall mean a Company/Firm/Proprietor who submits the proposal to Vigyan Prasar for providing the services required under the proposed Contract.

The Bid shall be signed by a person or persons duly authorized to bind the bidder to the contract. The person or persons signing the bid shall initial all pages with seal/stamp.

The Bidder shall duly sign and seal its bid with the exact name of the company firm to whom the contract is to be issued.

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.

**4. Terms and conditions:**

4.1 The bidder should have an average turnover (of last three years) of Rs. One crore or more.

4.2 Bidder should have experience of handling at least three events of the similar stature in Vigyan Bhawan

4.3 The bidders are advised to ensure their capability before bidding as the task has to be completed in short duration and in a time bound manner under the direction of Vigyan Prasara. Only those bidders who are willing and are in a position to comply with these terms and conditions need to submit the tenders.

4.4 Vigyan Prasara 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 Prasara would also be free to circulate such blacklisted agencies to other Ministries / Departments of Govt. of India.

**5. Address for Correspondence:**

The Bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by Vigyan Prasara.

**6. Contacting the Department:**

No Bidder shall contact Vigyan Prasara on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

Any effort by a Bidder to influence the Department's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

**7. Opening of Bids by Vigyan Prasara:**

Vigyan Prasara 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 5 of the tender notice.

**8. Clarifications:**

When deemed necessary, Vigyan Prasara 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.

**9. Evaluation of Bid**

Vigyan Prasara will first open the bids and ensure the fulfillment of the eligibility criteria by the bidders for selecting the eligible bidders.

Bidder must enclose documentary evidence in support of Pre-Qualification Eligibility Criteria. In the absence of such supporting documents as detailed below, the bid will be summarily rejected. The technical bid will be evaluated only for the Bidders qualifying the pre-qualification conditions.

To be eligible for pre-qualification and short-listing, a Bidder shall fulfill the following conditions of eligibility:

Sl.No	Eligibility Criteria	Supporting Documents Required to be submitted along with the Technical Bid
1.	Turnover for Company (minimum Average turnover of last 3 years should be 1(one) crore or more)	Certified Balance Sheet or Statement of Expenditure for the last three financial years (2018-19, 2019-20 & 2020-21 & Turnover duly certified by Statutory Auditor. <b>(Annexure IV)</b>
2.	The bidder must have prior experience of execution of three similar projects in the last five Years	Work Order/ Completion Certificate issued by the client department indicating the value of the work executed by the bidder <b>(Annexure V)</b>

Bids found eligible will be opened and the work will be awarded to overall Lowest bidder. Vigyan Prasar will however be at liberty to reduce or increase the scope of work. Reduction in scope of work will not be limited to the partial or pro-rata increase or decrease in work but also include not to get any of the item of work in entirety. Mere submission of bid will not confer any right on any of the bidder for the allotment of work.

**Notes:**

- i. In respect of the cited works, the Bidder should have been directly responsible for the execution of the work and not just a member of a consortium.

**10. Right to Accept Any Bid and to Reject Any or All Bids**

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 Vigyan Prasar 's action.

**11. Notification of Award**

Vigyan Prasar will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted.

**12. Confidentiality of the Document**

The Bidder is required to furnish an undertaking that anything contained in this Tender shall not be disclosed in any manner, whatsoever.

**13. Arbitration & Jurisdiction Clause:**

All disputes arising shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

- 14.** Vigyan Prasar reserves the right to accept or reject any or all tender/s without assigning any reasons and decision of Director, Vigyan Prasar will be final.
- 15.** Bidder has to submit signed tender document uploaded by Vigyan Prasar.

**Indicative Technical requirement & Scope of Work**

6. The following are the requirement and scope of work for event management service for inauguration yearlong celebration of Birth Centenaries of Inspirational Scientists and role of science in building Modern India by the Hon'ble Vice President of India at Vigyan Bhawan, New Delhi on 22 December 2021.

S No.	Items	W	H	Qty	Sq.ft
<b>A</b>	<b>Branding, Fabrication &amp; Printing Including Creative Designing</b>				
1	<b>Podium Board (3 Dimension)</b> Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	3	5	1	15
2	<b>Direction Panels inside the Premises</b> area Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	3	6	8	0
3	<b>Welcome Alighting Panels</b> Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	5	10	2	100
4	<b>Welcome Hoardings out side Main Gate EAST</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	20	10	2	400
5	<b>Welcome Hoardings out side Main Gate WEST</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	20	10	2	400
6	<b>Welcome Hoardings out side Annexe Gate</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	20	10	1	200

7	<b>4 Sided Tower</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	12	5	1	60
8	<b>Car Parking Boards</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	6	6	7	252
9	<b>Round about Signages at National Museum Circle</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	15	7	4	420
10	<b>Round about Signages at Vice President Circle</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	15	7	4	420
11	<b>Round about Signages at Sonia Gandhi House</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	15	7	4	420
12	<b>Round about Signages at Sunehri Masjid</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	15	7	4	420
13	<b>Pole Bunting Big</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	8	4	16	512
14	<b>Pole Bunting small</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	14	3	20	840
15	<b>Lighting Lamp for Inauguration</b>				
16	<b>Registration Counter outside Main Gate</b> with 4 Chair			1	0
17	<b>Clock Room / Baggage Counter outside Main Gate</b> with 2 Chair			1	0

18	<b>Registration Backdrop</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands	16	8	1	128
19	<b>Name Plates</b> for Dais & Seating			100	0
20	<b>Indicator Boards</b>			10	0
21	<b>Car Parking Stickers</b>			500	0
22	<b>Ushers / Hostesses / Volunteer</b>			12	0
23	<b>Notepad with Pen</b>			100	0
24	<b>Supporting Staff for Registration &amp; Baggage Counter</b>			6	0
25	<b>Badges</b> for ORGANISER, VIP, MEDIA, GUEST & AWARDEES with Lanyard			1000	
26	<b>View Cutter</b>	20	300	1	
27	<b>Riser for Group Photography</b>			1	
28	<b>Full HD seamless switcher for Displaying Digital Backdrop, Presentation and live streaming on the LED wall placed in Plenary Hall with following:-</b> <ul style="list-style-type: none"> <li>• Seamless Switcher = 01 No.</li> <li>• Laptop = 01 No.</li> <li>• Clicker Mouse = 01 no.</li> <li>• Splitter</li> <li>• Other Related Items</li> </ul> Technicians			1	0
29	<b>Live Feed from Plenary Hall to Youtube &amp; Facebook</b> : HDMI /VGA output via cabling from Plenary Hall			1	0
30	<b>Multi Video Camera Setup HD with Mixer and editing table</b>			3	0
31	<b>Multi Still Camera Setup</b>			3	0
32	<b>Complete Data delivered in Hard disk</b>				
33	Installation & Un-Installation charges				



	(including transportation)				
<b>B</b>	<b>Printer, Laptops etc.</b>				
1	Setup of one Printer along with Laptop and Internet ready setup			1	
<b>C</b>	<b>Covid Related Arrangements</b>				
1	Thermal Scanning Setup (Digital Thermometer)			2	
2	Oximeter at Both Entry Gate			2	
3	Sanitizing at entrance, along with sanitizer bottle sprayers			2	
4	Defogging in premises every day before & after the meeting (Conference room, Passage, Lift, Control Room, Waiting Room, Cafeteria & Washrooms)			1	
5	Sanitiser 100ml with Alcohol based wet wipes & 1 Branded Mask (1 per person for Dies) for 16 person			16	
6	500ml Sanitiser Bottle with Stand			2	
7	Mask at Registration counter			400	
<b>D</b>	<b>Brochures, Invitations &amp; Other Related Items</b>				
1	Invitation Card			500	
2	8 Pager Brochure			1000	

**ANNEXURE – III**

**Event management service for for inaguration yearlong celebration of Birth Centenaries of Inspirational Scientists and role of science in building Modern India by the Hon’ble Vice President of India at Vigyan Bhawan, New Delhi on 22 December 2021**

**Price Bid  
(To be submitted with financial bid) (In Rupees only)**

S No.	Items	SAC Code	W	H	Qty	Sq.ft	Rate	Amount
	<b>Podium/ Backdrop/ Signages</b>	<b>996334</b>						
<b>A</b>	<b>Branding, Fabrication &amp; Printing Including Creative Designing</b>							
1	<b>Podium Board (3 Dimension)</b> Iron frame mounted with text & logo in Digital flex, fixed on self-supporting stands		3	5	1	15		
2	<b>Direction Panels inside the Premises area</b> Iron frame mounted with text & logo in Digital flex, fixed on self-supporting stands		3	6	8	0		
3	<b>Welcome Alighting Panels</b> Iron frame mounted with text & logo in Digital flex, fixed on self-supporting stands		5	10	2	100		
4	<b>Welcome Hoardings outside Main Gate EAST:</b> Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands		20	10	2	400		
5	<b>Welcome Hoardings outside Main Gate WEST:</b> Iron frame mounted with text & logo in Digital flex, fixed on self-supporting stands		20	10	2	400		
6	<b>Welcome Hoardings outside Annexe Gate:</b> Iron frame mounted with text & logo in Digital flex, fixed on self-supporting stands		20	10	1	200		
7	<b>4 Sided Tower:</b> Iron frame mounted with text & logo in Digital flex, fixed on self-supporting stands		12	5	1	60		

8	<b>Car Parking Boards</b> : Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands		6	6	7	252		
9	<b>Round about Signages at National Museum Circle:</b> Iron frame mounted with text & logo in Digital flex, fixed on self-supporting stands		15	7	4	420		
10	<b>Round about Signages at Vice President Circle :</b> Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands		15	7	4	420		
11	<b>Round about Signages at Sonia Gandhi House:</b> Iron frame mounted with text & logo in Digital flex, fixed on self-supporting stands		15	7	4	420		
12	<b>Round about Signages at Sunehri Masjid :</b> Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands		15	7	4	420		
13	<b>Pole Bunting Big :</b> Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands		8	4	16	512		
14	<b>Pole Bunting small :</b> Iron frame mounted with text & logo in Digital flex, fixed on self supporting stands		14	3	20	840		
15	<b>Lighting Lamp for Inauguration</b>							
16	<b>Registration Counter outside Main Gate</b> with 4 Chair				1	0		
17	<b>Clock Room / Baggage Counter outside Main Gate</b> with 2 Chair				1	0		
18	<b>Registration Backdrop :</b> Iron frame mounted with text & logo in Digital flex, fixed on self-supporting stands		16	8	1	128		
19	<b>Name Plates</b> for Dais & Seating				100	0		
20	<b>Indicator Boards</b>				10	0		
21	<b>Car Parking Stickers</b>				500	0		

22	<b>Ushers / Hostesses / Volunteer</b>				12	0		
23	<b>Notepad with Pen</b>				100	0		
24	<b>Supporting Staff for Registration &amp; Baggage Counter</b>				6	0		
25	<b>Badges for ORGANISER, VIP, MEDIA, GUEST &amp; AWARDEES with Lanyard</b>				1000			
26	<b>View Cutter</b>		20	300	1			
27	<b>Riser for Group Photography</b>				1			
28	<b>Full HD seamless switcher for Displaying Digital Backdrop, Presentation and live streaming on the LED wall placed in Plenary Hall with following: -</b> <ul style="list-style-type: none"> <li>• Seamless Switcher = 01 No.</li> <li>• Laptop = 01 No.</li> <li>• Clicker Mouse = 01 no.</li> <li>• Splitter</li> <li>• Other Related Items</li> </ul> <b>Technicians</b>				1	0		
29	<b>Live Feed from Plenary Hall to Youtube &amp; Facebook : HDMI /VGA output via cabling from Plenary Hall</b>				1	0		
30	<b>Multi Video Camera Setup HD with Mixer and editing table</b>				3	0		
31	<b>Multi Still Camera Setup</b>				3	0		
32	<b>Complete Data delivered in Hard disk</b>							
33	Installation & Un-Installation charges (including transportation)							
<b>B</b>	<b>Printer, Laptops etc.</b>							
1	Setup of one Printer along with Laptop and Internet ready setup				1			

<b>C</b>	<b>Covid Related Arrangements</b>							
1	Thermal Scanning Setup (Digital Thermometer)				2			
2	Oximeter at Both Entry Gate				2			
3	Sanitising at entrance, along with sanitiser bottle sprayers				2			
4	Defogging in premises every day before & after the meeting (Conference room, Passage, Lift, Control Room, Waiting Room, Cafeteria & Washrooms)				1			
5	Sanitiser 100ml with Alcohol based wet wipes & 1 Branded Mask (1 per person for Dies) for 16 person				16			
6	500ml Sanitiser Bottle with Stand				2			
7	Mask at Registration counter				400			
<b>D</b>	<b>Brochures, Invitations &amp; Other Related Items</b>							
1	Invitation Card				500			
2	8 Pager Brochure				1000			
						<b>Total Amount</b>		
						CGST @ 09%		
						SGST @ 09%		
						<b>Grand Total</b>		

**Annexure IV**

**Turnover/ Financial Details as per Audited Accounts**

Years	FY 2018-19	FY 2019-20	FY 2020-21			
	Total	From relevant services	Total	From relevant services	Total	From relevant services
Turnover (Rs)						
Profit (Rs)						

**Note:** Enclose CA certificate conforming Annual Turnover during stated financial years.

**Work Experience Certificate**

Name of the firm: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ (Period):

Order No.& Date	Full contact address of such agency	Service provided	Value of order in Rupees	Remarks indicating reasons for delay , if any

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Signature of the bidder: \_\_\_\_\_

NOTE: Please provide copies of valid Work Order or Certificate of Completion (for completed projects) from authorized client officials.