



NATIONAL INNOVATION FOUNDATION- INDIA
(Autonomous body of Department of Science & Technology,
Govt. of India)

TENDER DOCUMENT

FOR

**Setting up of Innovation Exhibition (Festival of
Innovations) at Rashtrapati Bhavan, New Delhi
during 7-13 March 2015**

Cost of the Tender Rs. 500/-

Date of Tender Issue	:	29/01/ 2015 at 1700 hrs
Last date of Tender submission	:	11/02/2015 at 1100 hrs
Opening of Technical Bids	:	11/02/2015 at 1130 hrs

No. NIF/2015/ADM/2

Dated: January 29, 2015

National Innovation Foundation - India
Ahmedabad

Setting up of Innovation Exhibition (Festival of Innovations) at Rashtrapati Bhavan, New Delhi during 7-13 March 2015

National Innovation Foundation - India (NIF) is an autonomous body of the Department of Science and Technology, Govt. of India providing institutional support to grassroots innovators and outstanding traditional knowledge holders. Since 2010, NIF has been organizing the 'Exhibition of Innovation' hosted by the Rashtrapati Bhavan. Innovators from different parts of the country identified by NIF display their innovations in the exhibition.

NIF invites tenders for "Setting up of Innovation Exhibition at Rashtrapati Bhavan, New Delhi" as per specifications given in Annexure-A.

Sealed Technical Bid and Financial Bid may be submitted separately in one outer envelope to the Chief Innovation Officer, National Innovation Foundation - India , between 09.00 am to 11.00 am on 11th February 2015 at CSIR Science Centre, Lodhi Garden, Gate No. 2, New Delhi as per the specifications given in Annexure-A. The technical bids will be opened on 11th February 2015 at 11.30 A.M. at the same venue.

The technical bid should comprise i) documents pertaining to establishing credentials as per (a) and (b) below in the selection process and ii) conceptual plan of the exhibition design.

SELECTION PROCESS

I. Stage one

For shortlisting a vendor the following would be considered

a) The bidder must have prior experience of carrying out the work relevant to the task in Government organizations on at least three occasions during the last three years. Relevant documents/certificates/ portfolio may be submitted along with the technical bid in support of their claim.

b) The bidder should have an annual turnover of minimum Rs. 75 lakh. Certified copies of the balance sheet/account statements for the last three years may be submitted along with the technical bid in support of their claim.

The selection committee will review the background, experience, portfolio, conceptual exhibition design of the bidders, to select the vendors for Stage Two. NIF's decision in this regard will be final and binding.

II. Stage Two

The qualifying bidders in technical bid will have to make a presentation with the help of models / 3D presentations based on the conceptual exhibition design before the Committee on 11th February 2015 at 01.30 PM.

Table-1 Design presentation		Max Score
A	Presentation on conceptual design	60
B	Assessment of scope, competence, credibility of the vendor, feedback, recognition, awards etc.	40
Total		100

At the end of this stage, each bidder will have a technical score T (out of 100) (Table 1). Upto five bidders will be shortlisted based on the score (T) for financial bid.

III. Stage Three

The financial bid will be opened only of the shortlisted bidders. Accordingly, the financial score (F) for each of these shortlisted bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 60 (T): 40 (F).

$$\begin{aligned} \text{Financial score (F)} &= (\text{Lowest price quote}/\text{Price quote of the bidder}) * 100 \\ \text{Cumulative score (C)} &= \{60 *(T) + 40* (F)\}/100 \end{aligned}$$

The firm getting the highest Cumulative score (C) will be awarded the contract.

Note:

1. Cost of the tender Rs. 500/- in the form of Demand Draft drawn in favor of National Innovation Foundation, payable at Ahmedabad.
2. The bidder shall furnish, as part of the bid, an EARNEST MONEY DEPOSIT (EMD) of Rs. 10,000/- in the form of Demand draft drawn in favour of National Innovation Foundation, payable at Ahmedabad.
3. The EMD of the unsuccessful bidder will be discharged/returned at the earliest after completion of the tender process. The successful bidder's EMD will be discharged upon the

bidder's acceptance of the Letter of Intent satisfactorily and furnishing the performance security. The EMD may be forfeited:

(a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form;

(b) In the case of successful bidder, if the bidder fails to sign the contract or Fails to furnish performance security; or Fails or refuses to honour his own quoted price for any of the items or part thereof during the entire period of contract.

(c) In both the above cases bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent. The bidder will not approach the court against the decision of NIF-INDIA in this regard.

4. NIF reserves the right to reject any tender without assigning any reason. If any successful bidder fails to fulfill his/her obligation under this tender, he/she may be blacklisted and NIF would also be free to circulate such blacklisted agencies to other Institutions/Ministries / Departments of Govt. of India.

5. NIF reserves the right to increase or decrease the scope of work.

6. 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 NIF.

7. The tentative budget for the same is proposed to be Rs 30 lakhs (Rs Thirty lakhs)

8. The successful bidder shall be required to deposit an amount equal to 5% of the contract value within 15 days from the date of signing the agreement. This performance security will be discharged after completion of contractors' performance obligations. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for NIF-India to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

9. Conditional tenders will NOT be accepted.

10. The Institute reserves the right to modify any terms and conditions before submission of the bids. Such changes will be put on the website at least three (3) days prior to the submission of bids.

11. Tax Deduction at Source (TDS) will be applicable.

12. If the item supplied by the bidder is not found satisfactory or not conforming to the specification, NIF reserves the right at its discretion and without any claim for compensation to the contractor, either cancel the order altogether or modify the quantity ordered. In deserving cases firm may be black listed for failure to comply as per terms.

13. Tender qualified by such vague and indefinite expressions such as 'subject to prior confirmation' 'subject to immediate acceptance' etc. will be treated as vague offers and rejected accordingly

14. Late/delayed tenders received at the venue mentioned above due to any reason whatsoever will not be accepted under any circumstances.

15. The tenderer should sign (not initials) at each page of the tender and all its annexures. No page should be removed/detached from the tender document.

Copy to:-

1. Notice Board

Annexure A:
Innovation Exhibition (Festival of Innovations), Near Mughal Garden, Rashtrapati Bhavan (7th March to 13th March 2015):

- It is expected that the bidder should provide creative exhibition design for showcasing innovators exhibits. Around 60 exhibits of different sizes and weight will be displayed
- The exhibition area would be about 24 m*66 m which should be covered from all sides, with fire proof and water proof material.
- There should be wooden flooring for showcasing exhibits along with brand new stall and passage carpet.
- Vendor will be expected to provide fire safety and housekeeping services.
- Air conditioning will not be required at the venue of exhibition; hence provision of aeration/ventilation should be encompassed in the design.
- Providing the provision of a meeting space for 25 persons
- Providing carpet at front in the outside area as per the approved design and red carpet at the President's path
- Providing and fixing of entry - exit gates as per the approved design
- The provision of natural lighting will be preferred during day time
- Table, chair, spot lights, plug point, trashbin, fascia, pedestal fans etc., will be needed according to need of design/each of exhibit.
- Providing and fixing of false ceiling as per the approved design
- Providing & fixing of new cloth masking of sides, front & back of structure from inside & outside as per the approved design
- Providing provision of 6 LED Televisions (42 inch)
- Providing & fixing of backdrops of approx. size 36 feet x 12 feet and 30 feet x 18 feet
- The vendor will have to give structure stability and strength certificate as well as fire safety certificate.

- Transport related permissions if any should be taken cared by bidder
- NIF will facilitate entry of vehicles carrying material needed for setting up of exhibition inside Rashtrapati Bhavan only. The details of vehicle that will be engaged inside Rashtrapati Bhavan needs to be informed well in advance for seeking necessary permission
- Provision of 2 security personnel for round the clock security
- All the work related to the exhibition should be completed by the evening of 5th March 2015
- Bids must be submitted in one outer envelope having two separate inner envelope, one containing **“Technical Bid”** and other **containing “Financial Bid”**. These two inner envelopes should be superscripted as “Technical Bid” and “Financial Bid” respectively. Financial Bid should contain only the duly filled price quotation. Both envelopes should have name and address of the bidder.

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