

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 12-18 March 2016**

Tender Fee Rs. 500/-

Date of Tender Issue	:	06/02/ 2016 at 1100 hrs
Last date of Tender submission	:	18/02/2016 at 1100 hrs
Opening of Technical Bids	:	18/02/2016 at 1130 hrs

No. NIF/2016/ADM/001

**Setting up of Innovation Exhibition (Festival of Innovations) at Rashtrapati Bhavan,
New Delhi during 12-18 March 2016**

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, by 11 A.M. on 18th February 2016 at National Innovation Foundation - India Satellite Complex, Opp. Mansi Tower, Satellite, Ahmedabad-380 015 as per the specifications given in Annexure-A. The technical bids will be opened on 18th February 2016 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 18th February 2016 at 12.00 P.M.

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).

Financial score (F)		(Lowest price quote/Price quote of the bidder)*100
Cumulative score (C)		{60 *(T) + 40* (F)}/100

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

Note:

1. Tender fee (Non- refundable) 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. 90,000/- 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.
 - 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.
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 45 lakhs (Rs Forty five lakhs).
 8. Conditional tenders will NOT be accepted.
 9. 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.
 10. Tax Deduction at Source (TDS) will be applicable.
 11. 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.
 12. 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

13. Late/delayed tenders received at the venue mentioned above due to any reason whatsoever will not be accepted under any circumstances.
14. 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.
15. The conflicts or disputes that may arise in relation to the subject, content, interpretation, implementation and enforcement of this agreement will be solved, firstly, by the Monitoring Committee setup jointly for good governance and then, by equity arbitration. If it cannot be solved in a friendly manner, then it shall be submitted to the Courts of Ahmedabad.

Copy to:-

1. Notice Board

Annexure A:
Innovation Exhibition (Festival of Innovations), Near Mughal
Garden, Rashtrapati Bhavan (12th March to 18th March 2016):

- It is expected that the bidder should provide creative exhibition design for showcasing innovators exhibits. Around 100 exhibits of different sizes and weight will be displayed
- The exhibition area would be about 2000 square metres 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 5 LED Televisions (42 inch) & 1 Video Wall
- 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 (If in case odd & even methodology is followed, then bidder will have to ensure that vehicle with odd numbers be provided on odd dates and vehicles with even number be provided on even dates. All prevailing regulations of Delhi Government on the day of the event prevails).
- Provision of 2 security personnel for round the clock security
- All the work related to the exhibition should be completed by the evening of 10th March 2016
- 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 envelops 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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