



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

TENDER DOCUMENT

No. NIF/2017/ADM/001

FOR

**Setting up of Innovation Exhibition
(Festival of Innovation) at Rashtrapati
Bhavan, New Delhi during
March 04th - 10th, 2017**

Date of Tender Issue	:	24/01/ 2017 at 11:00 hrs
Last date of Tender submission	:	13/02/2017 at 10:00 hrs
Opening of Technical Bids	:	13/02/2017 at 10:30 hrs
Estimated Cost of Tender	:	Rs. 45,00,000/-

Setting up of Innovation Exhibition (Festival of Innovation) at Rashtrapati Bhavan, New Delhi during March 04th - 10th, 2017

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 Innovations' hosted by the Rashtrapati Bhavan. Innovators from different parts of the country recognized by NIF display their innovations in the exhibition.

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

Sealed two separate bids, Technical Bid and Financial Bid needs to be submitted in one outer envelope to the Chief Innovation Officer, National Innovation Foundation - India, by 10:00A.M. on 13th February 2017 at National Innovation Foundation - India, Satellite Complex, Nr. Mansi Cross Road, Satellite, Ahmedabad-380015, Gujarat as per the specifications given in Annexure-A. The technical bids will be opened on 13th February 2017 at 10:30 A.M. at the same venue. Qualified bidders will make Presentation at 2:00 P.M. onwards followed by opening of financial bids 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 an agency the following criteria 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 3 occasions during the last 3 years. Relevant documents/certificates/ portfolio shall be submitted along with the technical bid in support of their claim.

b) The bidder should have an annual turnover of minimum Rs. 75 lakhs in last 3 financial years in execution of similar contracts. Certified copies of the balance sheet/account statements for the last 3 years shall be

submitted along with the technical bid in support of their claim. In addition, Annexure-B to be filled and submitted along with the technical bid.

The selection committee will review the background, relevant experience, portfolio, Conceptual exhibition design of the bidders to select the agency for STAGE TWO.

The decision of selection committee of NIF 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 13th February 2017 starting from 2.00 P.M. onwards.

At the end of this stage, each bidder will have a technical score T (out of 100) (Table 1).

	Table-1 Design presentation	Max Score
A	Prior experience in executing similar projects. a) Experience (in years) b) Number of similar exhibitions executed c) Working with/for various departments of Government of India/ State Government.	20
B	Credibility of the agency, feedback, recognition, awards etc.	20
C	Assessment of scope, Presentation on conceptual design of exhibition	60
	Total	100

Up to 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/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified 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 highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.

Other instructions for bidders

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/- (Rs Ninety Thousand Only) in the form of Demand draft drawn in favor of National Innovation Foundation, payable at Ahmedabad.
3. The EMD of the unsuccessful bidder will be discharged/returned without interest 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.
4. 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.
 - d) Bids must be submitted in one outer sealed envelope having two separate inner sealed envelopes, one containing **“Technical Bid”** and other containing **“Financial Bid”**.
 - e) 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. Proper sealed covers (Glued along with Tapped) at all joints duty stamped with company logo should be provided. Merely stapled envelopes will not be accepted.
5. NIF reserves the right to reject any bid without disclosing 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.
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) including all taxes.
 8. 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 last date of the submission of bids.
 9. Tax Deduction at Source (TDS) will be applicable. Any other compliance required by the law of the land should also be adhered to.
 10. 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 contract altogether or modify the terms of the contract. The firm may be blacklisted for failure to comply as per terms.
 11. Conditional bids will NOT be accepted. Bids 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.
 12. Late/delayed bids received at the venue mentioned above due to any reason whatsoever will not be accepted under any circumstances. NIF is not responsible for non-receipt of Tender offer within the specified date and time due to any reason including postal holidays or courier delays.
 13. The tenderer should sign (not initials) at each page of the bid and all its annexures. No page should be removed/detached from the tender document. The checklist should be duly filled and relevant documents should be enclosed in the indicated order (Annexure - C).

14. 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.
15. Offer sent through E-Mail / Fax / Telegraphic means will not be accepted.
16. All the pages of the bid Document should be numbered, signed, stamped and submitted with the offer.
17. Bidder should enclose Certificate from Statutory Auditors about financial soundness of their Organization. (**Annexure B**)
18. Any bid not accompanied by Tender fee & EMD DD shall be liable for rejection.
19. **Performance Security:** The successful tenderer shall deposit an amount equal to 5 % of tendered and accepted value of the work as performance Security as Demand Draft in favor of 'National Innovation Foundation', payable at Ahmedabad, which shall be refunded after satisfactory completion of work.
20. The EMD deposited by successful agency will be adjusted towards Performance Security as mentioned above. If the successful bidder fails to furnish the difference amount between Performance Security and EMD within 7 (seven) days after the issue of Letter of Award of Contract or does not comply with other requirements for start of the contract, his bid security (EMD) shall be forfeited unless time extension has been granted by NIF.
21. All **Taxes** payable as extra to the quoted price should be specifically stated in offers along with Service Tax / VAT No / Tariff No. etc., failing which the NIF will not be liable for payment of such Taxes and Duties.
22. Unsolicited Offers, offers received late, covers improperly sealed or with incomplete marking or with over writing / corrections are liable to be rejected.
23. The total responsibility of your employee safety, payment of wages, insurance, PF, ESI and other obligations/compensation as per the existing provision of law, shall be with agency.

Copy to:-

1. Notice Board
2. www.nif.org.in
3. www.eprocure.gov.in

Annexure A:
Innovation Exhibition (Festival of Innovation), Near Mughal Garden, Rashtrapati Bhavan (4th March to 10th March 2017):

- It is expected that the bidder should provide creative exhibition designing and printing of posters, banners and all other branding material as required on site for showcasing innovators exhibits and display area.
- Around 100 exhibits of different sizes and weight will be displayed. (Also, Display Stands such as “Maxima” or equivalent should be fabricated suitable to the theme).
- Branding related to outer display such as fascia, side walls, hanging posters, standees etc. as required at the venue should be provided.
- The exhibition area would be about 2000 square meters 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.
- Agency will be expected to provide fire safety and housekeeping services.
- The exhibition area should be fully air conditioned.
- All electrical requirements related to the setting up, installation and executing of the exhibition need to be provided by the agency.
- 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 10 Full HD LED Televisions (42 inch) with individual remote for each, 1 Video Wall and 1 PA system.
- Providing & fixing of backdrops of approx. size 36 feet x 12 feet and 30 feet x 18 feet
- The agency 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 agency.
- NIF will facilitate entry of vehicles carrying material needed for setting up of exhibition inside Rashtrapati Bhavan only. The details of vehicle along with necessary documents 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 2nd March 2017

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Annexure :B

(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANT ON THE LETTER HEAD)

Date:

To
National Innovation Foundation - India,
Satellite Complex, Premchand Nagar Road,
Satellite, Jodhpur Tekra,
Ahmedabad-380 015

Dear Sir,

Sub: Turnover Certificate for participation in Tenders issued by NIF - India.

This is to certify that M/s _____ (Agency Name & Address) are in the business of Execution of Contracts for _____ completed years (considered up to 31st March of Preceding Financial Year). Their Turnover in execution of the Contracts in each of Preceding 3 Financial Years is as given below:

(In INR)

Financial Year	Amount of Contracts Turnover	Remarks (if any)
Total		

This is further certified that the above Turnover is in line with the Turnover declared by the Agency in their Income Tax Returns filed under PAN No: _____

(O R)

In case of non-filing of Returns under I.T. Act, the above Turnover is in line with Sales Tax Returns submitted by the Agency under R.C. No: _____ which are verified by us.

For, M/s _____

Place:

Date:

SEAL Signature

Annexure : C

Format for technical bid of the tender (NIF/2017/ADM/001)

**Tender submitted for Setting up of Innovation Exhibition (Festival of Innovation) at
Rashtrapati Bhavan, New Delhi during March 04th - 10th, 2017**

Sl. No.	Description of requirement	Enclosed	Enclosure No.
1.	Demand draft of Rs 500/- as Tender Fees enclosed in separate envelope along with Technical Bid	Yes/No	
2.	Demand draft of Rs 90,000/-as EMD enclosed in separate envelope along with Technical Bid	Yes/No	
3.	Whether the firm is registered with proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted engaged in setting up exhibitions	Yes/No	
4.	Declaration by the bidder that he /she has not been blacklisted by the Deptts/Ministries of the Govt. of India/State Govt./PSUs	Yes/No	
5.	Copies of Balance Sheet and Income Tax Return for last 3 years and Certificate issued by CA as per Annexure B	Yes/No	
6.	Copy of Registration Certificate/ Allotment Letter of PAN / TAN from Income Tax Dept.	Yes/No	
7.	Copy of Registration Certificate/ Allotment Letter of Service Tax Document relating Service Tax Number.	Yes/No	
8.	Details of other organizations where similar work has been executed	Yes/No	
9.	Agency profile indicating Experience (in years)/ Number of similar exhibitions executed/ Working with/for various departments of Government of India/ State Government along with supporting documents.	Yes/No	
10.	Copies of awards / recognitions/ certificates	Yes/No	
11.	Financial Bid proforma /quotation completed and sealed in a separate envelope	Yes/No	
12.	Copy of presentation	Yes/No	

Declaration of the Agency:-

This is to certify that I/We before signing this submission have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Agency with seal)

Place:

Date:

Name: