



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

**TENDER DOCUMENT**  
No. NIF/2017/ADM/003

**FOR**  
**MANUFACTURING AND SUPPLY OF TROPHIES FOR**  
**AWARD FUNCTION**

Date of Tender Issue	: 10/02/ 2017 at 14:00 hrs
Last date of Bid submission	: 16/02/2017 at 10:30 hrs
Opening of Technical Bids	: 16/02/2017 at 11:00 hrs
Opening of Financial Bids	: 16/02/2017 at 12:30 hrs


**The National Innovation Foundation (NIF) - India**, set up by the Department of Science and Technology (DST), is built on the philosophy akin to the behavior of a honey bee. NIF has taken major initiatives to serve the knowledge-rich but economically poor people of the country. It is committed to making India innovative by documenting, adding value, protecting the intellectual property rights (IPR) of the contemporary unaided technological innovators as well as of outstanding traditional knowledge-holders and disseminating their innovations on commercial and non-commercial basis.

NIF-India invites tenders under two bid systems from specialized agencies/parties engaged in the manufacturing & supply of trophies along with box (with thermocol) for a prestigious function of national importance to be held on 4<sup>th</sup> March, 2017 at Rashtrapati Bhavan, New Delhi. The detail technical specification of trophy is mentioned below in Table: 1.


### 1. SCOPE OF WORK

Manufacturing and supply of unique design of NIF's trophies as per the technical specification mentioned in Table : 1 , as below.

**Table 1: Technical Specifications**

Sr	Categories of Trophies	Photo of Trophies	No. of Trophies	Dimension and other details
1	Trophy A		25	<p>Wood materials: Rosewood material with mat finishes lacquer polish</p> <p>Mounting of Acrylic Ball as per annexure: 1</p> <p>Name Plates should be in Brass sheet with Etching of name of awardee</p> <p>The trophy must have best finishing with minimum joints (major parts must be made in single part)</p> <p><b>Dimensions and other details are as per Annexure - 1</b></p>

2	Trophy B		20 <p>Wood materials: Rosewood material with mat finishes lacquer polish</p> <p>Mounting of Acrylic Ball</p> <p>Name Plates should be in Brass sheet with Etching of name of awardee</p> <p>The trophy must have best finishing with minimum joints (major parts must be made in single part)</p> <p><b>Dimensions and other details are as per Annexure - 2</b></p>
3	Trophy C		2 <p>Wood materials: Rosewood material with mat finishes lacquer polish</p> <p>Mounting of Acrylic Ball as per annexure: 1</p> <p>Name Plates should be in Brass sheet with Etching of name of awardee</p> <p>The trophy must have best finishing with minimum joints (major parts must be made in single part)</p> <p><b>Same as item in Annexure 1 with dimension changes (height 15 inch and other dimensions to be changed proportionately)</b></p>

4	Trophy D		30 Wood materials: Rosewood material with mat finishes lacquer polish  Mounting of Acrylic Ball as per annexure: 1  Name Plates should be in Brass sheet with Etching of name of awardee  The trophy must have best finishing with minimum joints (major parts must be made in single part)  <b>Same as item in Annexure  1 with dimension changes  (height 9 inch and other  dimensions to be changed  proportionately)</b>
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Essential terms and condition:

1.1) The trophies along with box made from card board with proper insulation of thermocol to be supplied to the office Latest by February 25, 2017.

1.2) After award of contract, agency shall have to manufacture and submit one actual trophy - A and B (not sample or dummy model) as per design for final approval to NIF within 3 days w.e.f award of contract/work order.

1.3) Samples of trophy can be seen on any working days at National Innovation Foundation - India, Grambharti, Amrapur, Gandhinagar - Mahudi Road, Gandhinagar - 382 650 from 10:00 am to 6:00 pm

1.4) The text of name plate of awardee shall be given by NIF.

1.5) The minor changes in design and quantity may be done by NIF after placing the order, if required.

## 2. IMPORTANT POINTS FOR THE TENDERERS

The tenders for supply of above items should be submitted in two separate packets put in one packet, which should consist of the technical bid, and financial bid.

### Technical Bid

The bidder should have an annual turnover of minimum Rs. 5 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. The selection committee will review the background, relevant experience, portfolio of the bidders to select the agency.

At this stage, each bidder will have a technical score T (out of 100) (Table 2).

	<b>Table-2</b>	<b>Max Score</b>
A	Prior experience in executing similar projects. a) Experience (in years) b) Number of similar projects executed since inception c) Experience of Working with/for various departments of Government of India/ State Government d) Credibility of the agency, feedback, recognition, awards etc.	40
B	Sample of earlier work to be presented at the time of bid opening (Not to be send along with document rather carried in person on 16 <sup>th</sup> Feb and would be returned the same day) along with signed declaration of originality of work on a plain paper.	20
C	The sample of the Trophy A & B	40
	Total	100

Financial score (F) for all 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 50 (T): 50 (F).

### Financial Bid

Financial score (F)	$(\text{Lowest price quote} / \text{Price quote of the bidder}) * 100$
Cumulative score (C)	$\{50 * (T) + 50 * (F)\} / 100$

The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.

**3. Liquidity Damages** – In the event of supplier’s failure to provide the specified item at specified date & time, poor quality or not as per specification, NIF may without prejudice to any other rights, hereunder recover from the supplier, as Liquidated Damages and not by way of penalty the sum of 10% of the contract price.

**4. Risk Purchase Clause** – If the agency after placing of work order fails to abide by the terms and conditions of tender document, or fails to execute the work as per the tender or at any time repudiates the work order, NIF will have the right to forfeit the EMD and execute the works from other agencies at the risk and cost of the agency. The cost difference between the alternative arrangements and agency - tenderized value will be recovered from the agency along with other incidental charges. In case of execution of work through alternative sources and if price is lower, no benefit on this account will be passed to agency.

**5. Force Majeure** – It is agreed by both Parties that if due to Bandhs, strikes, riots, natural calamities, Act of God or other unforeseen circumstance, agency is unable to perform or complete the assignments or responsibilities in the manner and time mutually agreed to, then in that event it shall not be held responsible for any loss or damage that may arise as a consequence thereof. Both Parties agree that the provisions of this Clause shall not lead to Termination of this Agreement.

**6. Terms and Conditions of Payments:** NIF may consider release of 50% towards advance payment to the agency. Balance payment will be released on completion of the work, due certification of services by the authorized representative of NIF, and within a fortnight on receipt of the bills.

**7. Arbitration Clause** – Any and all claims, disputes, controversies or differences arising between the parties out of or in relation to or in connection with this agreement or with a breach thereof, which cannot be satisfactorily settled by correspondence or mutual conference between the parties hereto, shall be determined by arbitration in accordance with the then prevailing rules or arbitration under the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be Ahmedabad, Gujarat and the language of arbitration shall be in English. Each party shall bear its own cost of Arbitration.

**8. Jurisdiction** - The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and are in force for the time being are applicable to this contract tender.

**Tender form can be downloaded from our website:** [www.nif.org.in](http://www.nif.org.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in)

**Tender Value - INR 3,00,000**

**EMD: INR 6,000**

**Performance Security Deposit: INR 15,000**

We are enclosing herewith the Tender Documents for the above jobs giving full details and other terms & conditions in two part i.e. (i) Technical Bid, (ii) Financial Bid. **EMD should be submitted through DD in favor of National Innovation Foundation-India.** The bid should be complete in all respects. An Earnest Money Deposit (refundable) should be submitted along with the bid. The EMD of unsuccessful tenderers will be refunded after finalization of the Contract.

If supplier is registered with NSIC (National Small Industries Corporation) then to avail its benefits related to tender, necessary documents shall be produced in original at the time of attending technical bid and photocopy be submitted along with technical bid documents.

Bids must be submitted in one outer sealed envelope having two separate inner sealed envelopes, 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. Proper sealed covers (Glued along with Tapped) at all joints duly stamped with company logo should be provided. Merely stapled envelopes will not be accepted. (i) Technical Bid & (ii) Financial Bid. These sealed envelopes should be inserted in separate sealed cover super scribing "**TENDER FOR TROPHIES**" and addressed to

Director, National Innovation Foundation – India  
Satellite Complex, Nr. Mansi Circle, Satellite, Ahmedabad – 380015, Gujarat

The last date of submission of the tenders is 16<sup>th</sup> February, 2017 **at 10:30 AM**. The tender will be opened on same day at **11:00 AM** in the presence of intending tenderers. Late bids (i.e. received after 10:30 am on 16<sup>th</sup> Feb 2017) would not be considered. The bid would be opened at following address - National Innovation Foundation – India  
Satellite Complex, Nr. Mansi Circle, Satellite, Ahmedabad – 380015, Gujarat

The NIF-India Management reserves the right to cancel the tender without assigning any reason thereof.

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**FORM "A"**

**TECHNICAL BID**

**TENDER FOR TROPHIES**

1	Name of the Firm	
	Address	
	Telephone No.	
	Residence / Office	
2	Status of the firm Sole Proprietor/Partnership Concern/ Private Limited Company/ Public Limited Company	
3	Turnover in last three years along with copy of ITR	
4	Previous experience in the same Trade. (Please enclose document in Support)	
5	PAN No. (Please enclose photocopy)	
6	Details of EMD	
7	Please attach attested copies of Sales Tax / Service Tax / Certificates (if any)	

**SIGNATURE OF THE TENDERER  
&  
DESIGNATION OF THE SIGNATORY  
& RUBBER SEAL**



**FORM "B"**

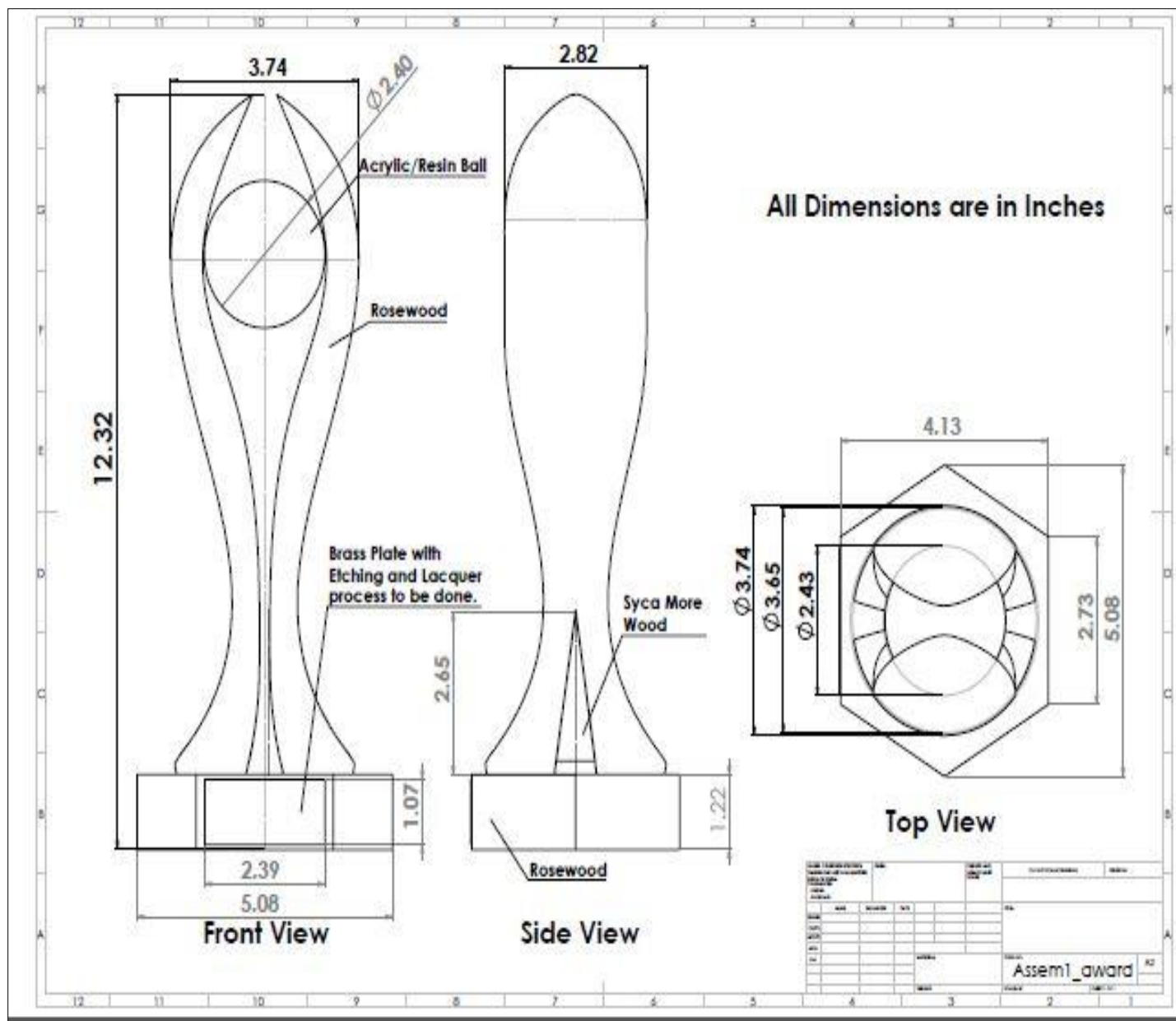
**FINANCIAL BID**

**TENDER FOR TROPHIES**

<b>S.No</b>	<b>Categories of Trophies</b>	<b>No. of Trophies</b>	<b>Per Trophy Amount (Inclusive of all taxes) and delivery to NIF office</b>	<b>Total Cost</b>
1	Trophy A	25		
2	Trophy B	20		
3	Trophy C	2		
4	Trophy D	30		
<b>Grand Total (in INR)</b>				

**SIGNATURE OF THE TENDERER  
&  
DESIGNATION OF THE SIGNATORY &  
RUBBER SEAL**

# Annexure - 1



## Annexure- 2

