

45

15 Nov-14  
Indian Exp.

MoES Exn-Fairs 21/2014 PC-V  
**GOVERNMENT OF INDIA  
MINISTRY OF EARTH SCIENCES  
"PRITHVI BHAWAN",  
IMD COMPLEX, LODI ROAD,  
NEW DELHI-110003  
TENDER NOTICE**

On behalf of Hon'ble President of India, Ministry of Earth Sciences invites e-tenders (bids are to be submitted online only at (<http://eprocure.gov.in/eprocure/app>) from all over India leading Fabricators for fabrication, Designing, installation, exhibits preparation, other displays on bare space of 300 sq. mtrs. for exhibition during "Indian Science Congress-2015" to be held on 03-07 January, 2015 at Kalina Campus, University of Mumbai, Mumbai, Maharashtra and the scope of work also includes dismantling, packing, transportation back to the Ministry of Earth Sciences, "Prithvi Bhawan" Lodi Road, New Delhi-110003.

The on-line quotation should be submitted in the prescribed tender format with 3-D Models/walk through presentation. The Earnest Money Deposit amounting to Rs. 1,00,000/- (in the form of Demand Draft/ Fixed Deposit/Bank Guarantee) in favour DDO, Ministry of Earth Sciences payable at New Delhi on or before bid opening date and time and it should be drawn from any of the commercial banks.

The Bids can be submitted **on-line only** and these should be submitted to the Ministry, complete in all respect within 21 days from the date of publication of this tender notice in the newspapers. The complete details of the tender are available on the Ministry's website ([www.moes.gov.in](http://www.moes.gov.in)) and Central Public Procurement Portal at <http://eprocure.gov.in/eprocure/app>. Any corrigendum/addendum regarding this tender will be available in the above said website only.

Sd/-  
Advisor  
011-24669524

davn 12101/11/0018/1415

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MoES/Exh-Fairs/21/2014 PC-V  
**GOVERNMENT OF INDIA**  
**MINISTRY OF EARTH SCIENCES**  
**"PRITHVI BHAWAN", IMD COMPLEX, LODHI ROAD**  
**NEW DELHI - 110 003**

**ADDENDUM/CORRIGENDUM**

Tender Notice No. MoES/Exh-Fairs/21/2014 PC-V, Published on 15.11.14 in various newspapers in Hindi/English.

In partial modification of the abovesaid tender Notice, the following work also included in the scope of the work.

1. Designing and Fabrication of Ministry's pavilion, exhibits preparation, maintenance of pavilion at "7th Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar.

2. EMD/Minimum eligible criteria/Key dates have been revised.

3. The detail of the tender is available in tender document and it will be uploaded in respective websites ([www.moes.gov.in](http://www.moes.gov.in) <http://eprocure.gov.in/eprocure/app>)

4. Rest of terms & conditions of the tender are same.

5. The last date for submission of bids also stands revised and now it will be 21 days from the date of issue of this corrigendum.

Any corrigendum/addendum regarding this tender will be available on the abovesaid websites only.

Sd/-

Advisor

011 - 24669524

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**Government of India  
Ministry of Earth Sciences  
TENDER DOCUMENT**

**TENDER NO. MoES/Exh-Fairs/15/2014 PC-V**

**Dated : 26/11/2014**

**Designing and Fabrication of Ministry of Earth Sciences Pavilion during “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat.**

The Ministry of Earth Sciences is regularly participating in major International and National Fairs and Exhibitions, and it has been decided to participate in the exhibition during “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat. The primary objective of participation in this fair is to display Ministry’s activities of Earth, Atmosphere and Ocean Science and Technologies and propagate the benefits derived from results to the society, to create awareness for conservation and preservation of resources, generate scientific temperament etc. amongst students and general public.

Ministry of Earth Sciences requires the services of a professional agency with an annual turnover of Rs. **One crore** and above during the last three financial years i.e. 2010-11, 2011-12 & 2012-13 and with previous experience of handling work of similar nature at International fairs and exhibitions, for conceptualizing and designing Ministry’s pavilion during “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat as per the scope of the work given below.

**A. SCOPE OF WORK**

Conceptualization, designing and construction of Ministry’s Pavilion and provide other related ancillary services at “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat.

**B. SPECIFICATIONS AND ANCILLARY REQUIREMENTS**

- (1) The area of the Ministry’s Pavilion during “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat in bare space 300 and 250 sq. mtrs. respectively with two side open.
- (2) The Pavilion should essentially reflect Ministry’s activities of Earth, Atmosphere and Ocean Science and Technologies and ambience with a professional type layout.
- (3) There should be easy accessibility and visibility of Ministry’s activities, displays in the proposed pavilion.

(4) The pavilion should have:

- Visible and prominently located Reception area(s) at the entrance(s)
- A VIP lounge.
- Storage place.
- Area for activities such as

(i) Designing and fabrication of Dioramas - should depict Agro Meteorology, Desalination plant, Arctic & Antarctica or on any other activity and achievements in an area of about 175 sq. mtrs widely spaced.

- The major other recommended depictions are:

- (a) Aviation Sector (IMD activity)
- (b) Geosciences
- (c) Climate Science
- (d) Earthquake/Seismology
- (e) other diorama on Ministry's activities and achievements along with working models (models should be in approx. proportion, colour and made of fibre glass)

All the diorama's should have separate LCD provisions to shows the respective movies.

(Dismantle the stand-alone models should be packed and transported to the Ministry for erection if needed at different sites in future)

(ii) One LCD seamless Screen of 6' x 4' (length x height) or above are required to be put up.

(iii) Floor covering with designed carpets.

(iv) Two new reception/ information counter tables, 4 new modern chairs for sitting and 4 visitor chairs, stationary etc. ( visitor books, pens, 2 scissors, ribbon, tray, 500 plastic folders of A4 size, dustbin etc.)

(v) Two artistic gates with artwork, logos, mural, highlighting the name of Ministry in Hindi and English.

**(vi) Innovative means of displaying posters on the activities and achievement of the Ministry may be presented and displays numbers shall be 25-30 nos.**

(vii) One separate provision for screening of films on LCD screen pf 42".

(viii) Preparation of displaying two 6'x 4' murals on Ministry's activities for both the exhibitons separately.

(ix) Executive office (3mx2m or more) with glass and lockable door, new modern executive Sofa Set (3+1+1 seater), Centre & side Tables, Matching curtains.

(x) A store (1.5 m x 1.5 m or more) for keeping the exhibits/literature and empty boxes etc.

(The size of Store, Pantry & executive office may vary at the discretion of the agency, However, minimum sizes are indicative.)

(xi) Display the Ministry's publications, books etc. (30 publications)

(xii) One server system with 17" TFT Digital Color Monitors with MS Windows Server 2003 Std., two each of new Pentium systems with 2 nos. of 17" Plasma/LCD, New Server System, Network components, UPS, COLOUR LASER PRINTER (configuration as per annexure-III) with suitable manpower for QUIZ gallery. All systems should be brought to this Ministry's headquarter for loading the quiz softwares and for trial before **"during "Indian Science Congress" from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat** (Quiz software will be provided by the Ministry).

(xiii) Marine Aquarium (5'x15"x2' - (LxBxH) **or more**):

- a. Providing and Maintenance of the sea water as per norms.
- b. Ornamental fishes, sea urchins, sea grass etc. with underwater environment of the oceans Marine Aquarium (2 each of 7 varieties, at any given time not less than 14 Marine species).
- c. Inverters of adequate capacity for continued uninterrupted power supply for 5-6 hours.
- d. Maintaining for "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat. (with extension, if any).
- e. Any items not in workable conditions should be replaced within 2 hours' time.

(xiv) Water Fountains

(xv) Small pantry with Tea/Coffee and packed drinking water etc. from standard company ( for approx. 25 person per day )

- Well located and visible/easily accessible information counters and office space.
- A small pantry area with Tea/Coffee and drinking water.
- Internet connectivity and adequate electrical connections

(xvi) The Pavilion should be **differently able friendly**.

(xvii) The space earmarked for diorama will be restricted to 175 sq. mtrs. and minimum of 150 sq.mtrs. of the total area of the Pavilion.

(xviii) The scope of work will cover providing plants to add a green touch to the Pavilion, electrical fittings in the pavilion as per requirements, as well as daily cleaning of the pavilion during the course of the exhibition.

(xix) The scope of work will also include construction of the pavilion at site well in time, maintenance activities during the event and dismantling of the pavilion after the event and all the for staff working in the Ministry pavilion should be in uniform.

(xix) Appropriate sizes podiums for display of models

Critical Dates :

Tender No. & Date	:	MOES/EXH-FAIRS/15/2014 PC-V Dated : 26/11/2014
State Date & Time of sale of tender/download	:	26-11-2014 at 06.00 PM
End Date & Time of sale of tender/download	:	18-12-2014 at 10.30 AM
Date of Pre Bid Meeting	:	05-12-2014 at 11.00 AM
Start Date & Time of submission of tender	:	08-12-2014 at 09.00 AM
End Date & Time of submission of tender	:	18-12-2014 at 10.30 AM
Date & Time of Opening of Tender	:	18-12-2014 at 11.00 AM

A Pre- bid Meeting will be held on 05-12-2014 at 11.00 AM/PM at Ministry of Earth Sciences, Prithvi Bhavan, Lodi Road, New Delhi – 110 003.

**C. GUIDELINES FOR SUBMITTING TENDER**

The complete tender under 2-bid system is to be submitted ONLINE containing the following documents. The instruction for online bid submission is appended in this Tender document.

**a. Technical Bid :**

- (i) Profile of the Agency/Company.
- (ii) Details of Technical Manpower and Staff available in – house.
- (iii) Track record-details of involvement in similar events.
- (iv) Specific experience relating to the particular event.
- (v) Statement signed by a statutory auditor, indicating turnover of the company during the last three financial years i.e. 2010-11, 2011-12 & 2012-13.
- (vi) All the necessary supporting documents as mentioned in Annexure – I (Tender specification for compliance for technical bid).
- (vii) Tender Acceptance Letter as per Annexure –IV.
- (viii) All the Prescribed Forms No. 2 to 5
- (ix) An EMD for Rs.2,00,000/- (Rupee Two lakhs only) in the form of Demand Draft/Pay Order/Banker's Cheque/Fixed Deposit Receipt/Bank Guarantee drawn in favour of DDO, Ministry of Earth Sciences, and payable at New Delhi.

- a. Bidders should prepare the EMD as per the above specified instructions. The original should be posted/couriered/deposited in person to the tender processing section of the Ministry latest by the last date and time of bid submission. **No delay on postal/courier etc. will be considered.** The bidders needs to enter the detail of EMD instrument and upload the scanned copy of the same as part of technical bid document.
- b. The details of EMD instrument physically sent must tally with the details available in the scanned copy and data entered during bid submission time **otherwise the uploaded bid will be rejected. Tender/Bid received with out EMD shall be rejected.**

- c. **Scaled 3 D models (separately for both exhibitions)** should be deposited in person to the tender processing section of the Ministry latest by the last date and time of bid submission. **No delay will be considered.** The bidders needs to upload the photographs of model as part of technical bid document.

The technical bids will be evaluated by the criteria as detailed below.

S. No.	Item	Marks
(i)	Overall Concept/Theme and layout of the Pavilion	50 Marks A. Concept & Design-25 Marks B. Effective Utilization of Space-10 Marks C. Effective branding-15 Marks
(ii)	Innovative ideas for Pavilion and the event	10 Marks
(iii)	Layout of other facilities & display in Pavilion creation of diorama, Marine Aquarium other attraction etc.	10 Marks
	Total	70 Marks

The Concept/ Design of the Pavilion with layout, decoration plan etc. as indicated above must be submitted in 3 D model along with presentation (separate for both the exhibitions) and hard copy as well as on CD

**b. Cover-II (financial bid) :**

The duly filled Financial Bid as per Proforma given in the tender document at Annexure-II.will have to be submitted electronically/ online separately under two cover system. **Conditional price bid shall be summarily rejected.**

**All the pages of the Price Bid Proforma should be duly signed by the authorized person of the bidder.**

All the Prices must be quoted in INR.

The financial bids will be evaluated on the basis of total cost.

The **online** submission of bids must be completed before the last date and time. The instrument towards Earnest Money Deposit (EMD) must reach the tender inviting authority by post/courier or to be deposited in person latest by the last date and time of bid submission. **Any request for extension of submission date will not be considered.**

**D. Opening of Bids :**

Technical bid will be opened **ONLINE xx/xx/2014 at xx.xx AM/PM** in which the tenderers or their representative can participate. Financial Bid will be opened only of those tenderers whose Technical Bids are declared qualified. Such technically qualified tenderers shall be initiated about date and time for opening of financial bid.

### **Terms of Payment:**

No advance payments will be made. Payment will be made to the successful bidder as per the following schedule:

(i) Payment of 40% of the total contractual amount will be made by cheque/bank draft/electronic transfer on completion of construction of the Pavilion.

(ii) Payment of 40% of the total contractual amount will be made through cheque/bank draft/electronic transfer on completion of the Travel Mart, dismantling the pavilion and clearing of the site.

(iii) Payment of balance 20% of the value of the contract will be made by cheque/bank draft/electronic transfer New Delhi, after completion of the event.

(iv) The entire work will be done on turn key basis.

### **E.. SELECTION PROCEDURE**

A Constituted Committee will evaluate the Technical Bids received on the basis of criteria detailed in Section C. While Technical Evaluation will carry a weightage of 70 marks, the financial bids will carry a weightage of 30 marks. The Technical Bids will be evaluated on the basis of presentations to be made by the eligible tenderer/agencies before the Ministry's Constituted Committee. The date and time of the presentations will be conveyed to the eligible agencies who submit the bid in time. The agencies scoring 70 per cent marks (49 marks) or above in Technical Evaluation shall be eligible for opening of their financial bids.

The financial bids of only those agencies who score 70 per cent marks (49 marks) or above in Technical Evaluation will be opened in the presence of their representatives. The date and time of opening of the financial bids will be conveyed to the selected agencies. Financial evaluation will carry a weightage of 30 Marks.

Financial bids: Bidders who qualify for the second stage of technical evaluation stated above will be considered for opening of the financial bids. The total marks allotted for the financial bids is 30 and will be allotted as the following procedure.

The bidder who has quoted the lowest rate (amount) for all the items taken together ie. sum of total at sl. nos. of Annexure II ( financial bid) of the tender, will be awarded full 30 marks, other would be awarded marks as per following formula (marks will be counted only upto 2 decimals)

Total amount quoted by the lowest bidder X 100 / total amount by a particular bidder.



Example : for example, if there are 5 financial bids who have qualified in the technical evaluation process stated above and who have quoted rates/amount for all the items taken together as given in col. 2 of the table below, their marks will be calculated as given in col. 3 in the table below (marks upto 2 decimals)

Bidder no.	Total amount quoted (Rs.) of Financial Bid	Marks to be awarded
1	80	$80/80 \times 30=30.00$
2	200	$80/200 \times 30 =12.00$
3	150	$80/150 \times 30 = 16.00$
4	180	$80/180 \times 30 = 13.33$
5	160	$80/160 \times 30 = 15.00$

Overall Evaluations – Determination of lowest bidder : Bidder who obtains maximum marks out of 100 (ie. total of technical bid marks (70) and financial bid marks (30) shall be declared as lowest bidder and will be awarded the contract for construction of the Ministry’s pavilion at the events.

#### **F. ADDITIONAL INFORMATION**

- (i) The Ministry of Earth Sciences reserves the right to reject or accept any offer without assigning any reasons whatsoever.
- (ii) Incomplete and conditional bids will be rejected outright.
- (iii) Any Displays/Translites produced for the Ministry Pavilion at the events, will be the property of the Ministry of Earth Sciences, Govt. of India, on completion of the event.
- (iv) Before awarding the contract the selected Agency (ies) will deposit 10% of the tendered amount as Security Deposit/ Performance Guarantee in the form of Account Payee Demand Draft/Bank Guarantee from a commercial bank in a acceptable form. The Demand Draft/Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the suppliers. The Security Deposit/ Bank Guarantee will be released after contractual period.
- (v) Validity of Tender: Tender shall remain valid for acceptance for a period of 180 days from the date of opening of Tender.
- (vi) Insurance : Insurance, including transit insurance will be arranged by the supplier/contractor.
- (vii) Liquidated Damages : In the event of contractor’s failure to complete the work within the specified time, the Ministry of Earth Sciences will recover from the contractor, as Liquidated Damages, a sum of 8 % of the contract price for every day’s delay. Besides, if the execution is delayed the Ministry may take action to debar the agency from participation in future tenders and /or blacklist the agency.
- (viii) Termination by default: Ministry of Earth Sciences has right to terminate the contract of any agency in case of change in the Government procedures or for unsatisfactory services.

- (ix) Risk – Purchase Clause : If the contractor, after submission of tender and the acceptance of the same, fails to abide by the Terms and Conditions of the tender document or fails to complete the work within the specified time or at any time repudiate the contract, the Ministry of Earth Science will have the right to :
- a) Forfeit the EMD
  - b) Invoke Security Deposit/ Performance Bank Guarantee, debar it from participation in future tenders and consider black listing of firm.
  - c) In case the Ministry gets the incomplete job completed through alternative sources and if price of completing the job is higher, the contractor shall pay the balance amount to the Ministry.
  - d) For all purposes, the work order accepted by the bidder and issued by the Ministry of Earth Science will be considered as the formal contract.
- (x) Arbitration : Provisions of India Arbitration Act 1996 & 2002 will be applicable and venue of arbitration will be New Delhi.
- (xi) Jurisdiction : The contract shall be governed by the Laws of India.
- (xii) The Bidder shall quote price in clear terms for each item. Break up should abide by the Format for Financial Bid described in Annexure II. All prices shall be for delivery of services at the premises as indicated by the Ministry up to the satisfaction of the Ministry. The aggregated price should be quoted in words also. The Financial Bids should strictly conform to the formats to enable the evaluation of the bids and special care may be taken that the bids having any hidden costs or conditional costs are liable for straight rejection.
- (xiii) The price components furnished by the Bidder in accordance with ITB Section will be solely for the purpose of facilitating the comparison of bids by the Ministry and will not in any way limit the Ministry's right to contract on any of the terms offered.
- (xiv) Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances. No open-ended bid shall be entertained and the same is liable to be rejected straightway.
- (xv) Prices shall be quoted in Indian National Rupee.
- (xvi) (a) Tentatively bare space pavilion will be handed over to the successful bidder by 29<sup>th</sup> Dec.2014 at 16.00 hours for **“Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and 2<sup>nd</sup> January 2015 at 16.00 hours for “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat.**
- (b) The work is to be executed on **turnkey basis**.
- (xvii) No bids will be considered without 3 D model presentation. No payment will be made for the 3 D models presentation, which will be submitted along with the bids.
- (xviii) The fabricator shall carry some changes/alterations in the exhibits/structure on the spot as per the requirements of the Ministry at no extra cost.
- (xix) Incomplete Tender Bids & Financial Bids shall be rejected out rightly.
- (xx) The Ministry reserves the right to terminate by prior written notice, the whole or part of the contract. The notice of termination shall specify that termination be for Ministry's convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective.
- (xxi) Subcontracting of work will not be permissible in any form. Subcontracting will lead to termination of contract and forfeiture of Performance Guarantee.

- (xxii) Any offer containing both the technical and financial bids in the same envelope will be out rightly rejected.
- (xxiii) **The Ministry reserves the right to reject any tender or all tenders without assigning any reason thereof and the decision of the Ministry will be final and not be liable to show any reason thereof. Tenders received after the due date and time will be rejected.**
- (xxiv) Bidders should arrange Exhibitor passes and parking passes of their own for entry in “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat. No exhibitor/entry passes will be provided by the Ministry and for “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai.
- (xxv) Gobo lights are available with the Ministry, which can be used for lighting effects.
- (xxvi) Complete pavilion in respect of designing, fabrication etc. should be handed over to Ministry by 02/01/2015 at 14 hours for “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and 07/01/2015 at 14 hours for “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat.
- (xxvii) Models etc should be transported to “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai from Delhi and to “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat from Mumbai & back from Gandhinagar to Delhi by the fabricator.
- (xxviii) Three Bachelor of Science graduates for each exhibition (i) “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and (ii) “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat, who are fluently in Hindi and English as Hostess/Guides preferably having experience of Ministry’s exhibitions and International exhibitions with dress code in consultation of Ministry, shall be posted.
- (xxix) Two dedicated persons for each exhibition (i) “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and (ii) “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat for day-to-day work in the pavilion shall be posted consultation of Ministry with proper dress code during “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015.
- (xxx) Four Certified security persons shall be posted for round the clock security for inside and surroundings of the pavilion for each exhibition (i) “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and (ii) “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat from approved Agency.
- (xxxi) Entire power consumption charges of the pavilion of MoES by organizers for both the exhibition (i) “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and (ii) “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat will be borne by the successful bidder.

(xxxii) **All the corrigendum/addendum with regards to this tender notice will be published ONLY on the Ministry's website and Central Public Procurement Portal of Government of India.**

(xxxiii) One AC taxi from 28 Dec 2014 to 8 January 2014 at Mumbai for exhibition ISC 2015 and 5<sup>th</sup> Jan to 14 January, 2015 at Gandhinagar for exhibition "Vibrant Gujarat"(150 km per day, 4+1 capacity)

(xxxiv) Bidders has to quote for both the exhibition ("**Indian Science Congress**", **Mumbai and "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015**", **Gandhinagar, Gujarat**), single event quotation will straight will be rejected.

## **G) Force Majeure**

Notwithstanding the provisions of the tender, the qualified bidder shall not be liable for forfeiture of its performance guarantee, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the qualified bidder and not involving the qualified bidder and not involving the qualified bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Ministry either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the qualified Bidder shall promptly notify the Ministry in writing of such conditions and the cause thereof. Unless otherwise directed by the Ministry in writing, the qualified bidder shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Ministry may terminate this contract, by giving a written notice of minimum 30 days to the qualified bidder, if as a result of Force Majeure, the qualified bidder being unable to perform a material portion of the services for a period of more than 60 days.

## **H) Penalties**

(i) Non-compliance and quality of International standards of any item will attract penalty @ 2% of the total project cost.

(ii) Non-completion of the targets in time as per sno 2, 3, 4 (i-xx) under section 'B' (**SPECIFICATIONS AND ANCILLARY REQUIREMENTS**) would attract penalty @ 2 % of the total project cost.

(iii) Non-provision of adequate Certified security personals and fire fighting equipments at for "Indian Science Congress" from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat will attract penalty @ 2% of the total project cost

(iv) No proper illumination of the pavilion will attract penalty @ 2 % of the total project cost.

(v) Non-Maintenance of the Pavilion including Exhibits, displays etc will attract penalty @ 2 % of the total project cost.

- (vi) Non-compliance of any items mentioned at sno. iv, vi & xviii under section 'F' (ADDITIONAL INFORMATION) will attract penalty of @ 2 % of the Total project cost.
- (vii) Non-replacement of any items within 24 hours mentioned at xiii (e) under section 'B' (**SPECIFICATIONS AND ANCILLARY REQUIREMENTS**) will attract penalty of @ 2 % of the total project cost.
- (viii) Non-compliance of requirements as provided at sno. xxviii, xxix & xxx under section 'F' (ADDITIONAL INFORMATION) will attract of @ 2 % of the total project cost.
- (ix) Non-compliance of requirements as provided at sno. xvi under section 'F' (ADDITIONAL INFORMATION) will attract penalty @2% of the total project per 12 hours, however penalty will be measured proportionately in terms of the handing over the pavilion as mentioned at point no. xxvi under section 'F' (ADDITIONAL INFORMATION).

## **Cover Letter**

To  
The Secretary  
Ministry of Earth Sciences  
Prithvi Bhavan,  
IMD Complex  
New Delhi – 110 003.

Sub: Tender document for Pavilion at “**Indian Science Congress**” from **3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai** and “**7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015**” which is to be held on **08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat.**

Dear Sir,

(a) Having examined the tender document and Annexures thereto and addenda numbers \_\_\_\_\_ thereto, we, the undersigned, in conformity with the said contract, offer to provide the said services on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.

(b) We acknowledge having received the following addenda to the bid document:

Addendum No.	Dated

(c) We undertake, if our proposal is accepted, to provide the services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the Client.

(d) We agree to abide by this proposal for the period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

(e) We agree to execute a contract in the form to be communicated by the Client, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard and notice of the award within time prescribed after notification of your intention to accept this proposal.

(f) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.

(g) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

(h) We would like to clearly state that we qualify for this work as our company meets all the pre-qualification criteria indicated on your tender document. The details are as under.

**Form 2 – Bid Proposal Sheet**

<b>Name of the Company:</b>		<b>PAN No.</b>	
<b>Registered Office Address:</b>			
Plot No.			
Street			
Area / Locality			
City		<b>PIN</b>	
Telephone		<b>Fax</b>	
E-mail			
URL			
<b>Local Office Address:</b>			
Plot No.			
Street			
Area / Locality			
City		<b>PIN</b>	
Telephone		<b>Fax</b>	
E-mail			
<b>Contact Person:</b>			
Name			
Designation			
Telephone		<b>Fax</b>	
E-mail			

**Form 3 – Performance Statement**

<b>[Project Title]</b> <span style="float: right;"><b>(At least two projects)</b></span>			
<i>(Attach separate sheet for each project)</i>			
Client / Project Promoter			
Contact Person			
Address:			
Plot No.			
Street			
Area / Locality			
City		PIN	
Telephone		Fax	
E-mail			
URL			
Project Brief			
Role of your Organization			
Other particulars of the Project			
Current Status of the Project			



**Form 4 – Format of Power-of-Attorney**

**POWER OF ATTORNEY**

(On Stamp Paper of relevant value)

Know all men by these presents, we \_\_\_\_\_ (name of the company and address of the registered office) do hereby appoint and authorize Mr. \_\_\_\_\_ (full name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (*Name of Tender*) in response to the tenders invited by the Client including signing and submission of all documents and providing information/responses to the Client in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2014

For \_\_\_\_\_

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date:

Note:

To be executed by an authorized representative of the bidder.

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

***Form 5 – Undertaking***

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2014

Signature

(Company Seal)

\_\_\_\_\_  
In the capacity of

Duly authorized to sign bids for and on behalf of:

**Form 6 : Format of Agreement**

This agreement is executed on this .....day of....., 2014 between:

The President, Union of India, acting through the Deputy Secretary (Admn.), Ministry of Earth Sciences, Government of India, (hereinafter called 'MoES'), which expression shall unless the contract does not so admit include successors and assignees of the one part

**AND**

(Name of successful bidder), located at (Address) (hereinafter called the 'Contractor') which express shall, where the context admits include executors, administrators and authorized assignees of the other part.

WHEREAS, the MoES has accepted the tender submitted by the contractor for (*name of the project for which tender has been called*) in terms of .....(order No. dated .....) in full-scale at the rates contained in schedule of works annexed at (A) to the terms and conditions hereinafter contained.

(for Contractor)

(for MoES)

**NOW THE PARTIES HERETO DO HEREBY MUTUALLY CONVENANT AND AGREE AS FOLLOWS**

1. The Security Deposit for the work is Rs..... The contractor has so far deposited an amount of Rs.....towards SD (Bid Security Amount (BSA) converted as SD). The balance amount i.e. Rs.....is to be recovered from the firms on account bill.

2. The contractor shall duly perform the above said work with great promptness, care and accuracy in the workman like manner to the satisfaction of the MoES and will complete the same in accordance with the said specifications and said conditions of contract. He shall also guarantee the satisfactory working of the contract and will observe, fulfill and keep all conditions therein mentioned (which shall deemed and taken to be part of this contract if the same has been fully set forth herein) and the MoES do hereby agree that if the contractor shall duly perform the said terms and conditions, the MoES will pay or cause to be paid to the contract for the said works on the final completion thereof, at the rates specified in the schedules hereto annexed.

(for Contractor)

(for MoES)

**TERMS AND CONDITIONS**

**PART-I**

1. This part lays down the special conditions, which shall govern the contract, and it shall form an integral part of the contract. These special conditions of Contract supplement the instructions to tenderer.
2. The contractor personnel’s attendance for having worked at concerned site shall be maintained in details and shall be certified by concerned authorized official (as per location) of the contractor while preferring the bill.
3. Method of Acceptance is detailed below:

<b>Item of work</b>	<b>Acceptance criteria</b>

**MANDATE FORM**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

....

**A. DETAIL OF ACCOUNT HOLDER:-**

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

**B. BANK ACCOUNT DETAILS:-**

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S <b>IFSC CODE</b>	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT )	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

**DATE OF EFFECT:-**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(.....)

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)

Signature of Customer

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

ANNEXURE – I

Designing and Fabrication for “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat

TENDER SPECIFICATIONS for compliance for Technical Bid

S No	Tender specifications	Exhibitions	firm is ready to comply (Y/N)	Quality of the material
1.	Floor covering with multi colour designed carpets.	Exh. “ISC 2015 & Exh “Vibrant Gujarat”		
2. a	Two new modern reception/ information counter tables (5’x3’ approx) with 4 new modern chairs for sitting and 4 visitor chairs, stationary like visitor books, pens, 2 scissors, ribbon, tray, 500 plastic folders of A4 size, dustbin etc.	Exh. “ISC 2015 & Exh “Vibrant Gujarat”		
b.	Stationary and others like visitor books, add gel pens, 2 scissors, ribbon, 500 plastic folders with pen of A4 size, tray, dustbin with reception table etc	Exh. “ISC 2015 & Exh “Vibrant Gujarat”		
3.	One LCD seamless screen of 6’x4’ or above are required to be put-up.	Exh. “ISC 2015 & Exh “Vibrant Gujarat”		
4.	Two artistic gates with artwork, logos, mural, highlighting the name of Ministry in Hindi and English.	Exh. “ISC 2015 & Exh “Vibrant Gujarat”		
5.	Innovative means of displaying posters on the activities and achievement of the Ministry may be presented and displays numbers shall be 25-30 nos.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
6	One separate provision for screening of flims of LCD screen of 42”	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
7	Preparation of two 6’X4’ murals (raised relief) on Ministry’s activities	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
8 a	Executive office (3mx2m) with glass and lockable door, new modern executive Sofa Set (3+1+1 seater), Centre & side Tables, Matching curtains, etc.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
b	Small pantry with Tea/Coffee and packed drinking water etc. from standard company. ( approx 25 person per day )	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
9	A store for keeping the exhibits/literature and empty boxes etc.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
10	Display the Ministry’s publications, books etc. (30 publications)	Exh. “ISC 2015 & Exh “Vibrant Gujarat		

S No	Tender specifications	Exhibitions	firm is ready to comply (Y/N)	Quality of the material
11	<p>i 3 nos. of Desktop Machines  ii. Two nos. Data Entry Operator/Service Engineer as per the NICS Rate Contract  iii. 1 no. KVA Online UPS with 20 minutes backup  iv. 1 no. 8 Port Ethernet Switch  v. 3 nos. of UTP Cables, IO Box and Termination  vi. 1 no. of Laser printer  vii Certificates for the quiz needs to be on card paper of 200 GSM or higher along with a colour printer.  All systems should be brought to this Ministry's headquarter for loading the quiz softwares and for trial for 5 days before "Indian Science Congress" from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat (Quiz will be provided by the Ministry).  (configuration as per Annexure III)</p>	<p>Exh. "ISC 2015 &amp;  Exh "Vibrant Gujarat</p>		
12	<p>Three Bachelor of Science graduates for each exhibition  (i) "Indian Science Congress" from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and  (ii) "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat who are fluently in Hindi and English as Hostess/Guides preferably having experience of Ministry's exhibitions and International exhibitions with dress code in consultation of Ministry, shall be posted.</p>	<p>Exh. "ISC 2015 &amp;  Exh "Vibrant Gujarat</p>		
13	<p>Two dedicated persons for day-to-day work for each exhibition (i) "Indian Science Congress" from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and (ii) "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat in the pavilion shall be posted consultation of Ministry with proper dress code during "Indian Science Congress" from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat</p>	<p>Exh. "ISC 2015 &amp;  Exh "Vibrant Gujarat</p>		
14	<p>Four Certified security persons shall be posted for round the clock security for inside and surroundings of the pavilion for each exhibition (i) "Indian Science Congress" from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and (ii) "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat from approved Agency.</p>	<p>Exh. "ISC 2015 &amp;  Exh "Vibrant Gujarat</p>		

S No.	Tender specifications	Exhibitions	firm is ready to comply (Y/N)	Quality of the material
15	Provision of the Fire fighting equipment as per the guidelines of the “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” Organisers	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
16	Still photographic coverage shall be arranged during entire exhibition period, and one set of 100 colour photographs (5”x7”) with CD and album shall be given to be to the Ministry. The photographer should be available on demand of Ministry (Mobile phone number must be mentioned). The same arrangement for all five places for limited calls, around 20 Nos. colour photographs for each centre with CD and album.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
17	Daily maintenance and cleaning (minute to minute) of the pavilion and surroundings for entire period of “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat shall be attended.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
19	Arrangement for refreshment during inaugural function at “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat for 500 persons and during the visit of VIPs and senior officers/dignitaries should be provided.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
18	Supply of good interior decorative plants during “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
19	Comprehensive Insurance for entire pavilions including exhibits for “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
20	Scaled 3 D Models along with presentation separately for “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
21	Agreed with the penalties mentioned in the tender document	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
22	Submitted the Bid Security Amount of Rs.2,00,000/-	Exh. “ISC 2015 & Exh “Vibrant Gujarat		



S No.	Tender specifications	Exhibitions	firm is ready to comply (Y/N)	Quality of the material
23	<p>Items required for Marine Aquarium (5’x15”x2’-LxBxH): (embedded and visible from outside the pavilion)</p> <p>a. Filter, tube lights, heaters, wooden stand (Available parts) and non-working part/damaged part has to be provided by the bidder.</p> <p>b. Providing and Maintenance of the sea water as per norms.</p> <p>c. Ornamental fishes, sea urchins, sea grass etc. with underwater environment of the oceans Marine Aquarium (2 each of 8 varieties, at any given time not less than 16 Marine species).</p> <p>d. Inverters of adequate capacity for continue uninterrupted power supply for 5-6 hours.</p> <p>e. Maintaining for “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat (extended in any).Any items not in workable conditions should be replaced with in 2 hours</p>	<p>Exh. “ISC 2015 &amp; Exh “Vibrant Gujarat</p>		

S No.	Tender specifications	Exhibitions	firm is ready to comply (Y/N)	Quality of the material
24	<p>Designing and fabrication of Dioramas should depict Agro Meteorology, Desalination plant, Arctic &amp; Antarctica, or on any other activity and achievements in an area of about 175 sq. mtrs widely spaced and minimum of 150 sq.mtrs of the total area of the pavilion. (tentatively)</p> <p>- The major other recommended depictions are:  (a) Aviation Sector (IMD activity)  (b) Geosciences  (c) Climate change  (d) Earthquake/Seismology  (e)Other diorama on Ministry’s activities and achievements  (models should be in approx. proportion, colour and made of fibre glass)</p> <p>2. Appropriate visualizations of dioramas against striking backdrops of relevant background, advisories, services (backlit polycarbonate Translate of appropriate size), including scaled 3-D models of the models, advisories, services</p> <p>All the diorama’s should have separate LCD provisions to shows the respective movies  (models should be in approx. proportion, colour and made of fibre glass)</p> <p>Dismantle the stand alone models should be packed and transported to the Ministry for erection if needed at different site in future</p>	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
24	audio visual presentation	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
26	Enclose necessary photographs of the design/model from all angles.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
27	Relevant Experience in having executing in at least 2 similar projects for designing, fabrication/construction, installation, maintenance of indoor/outdoor pavilions for display of the exhibits/systems and models in the India/International Fairs held abroad satisfactory certificates from the clients to be enclosed and the complete details for similar undertaken for the clients)	Exh. “ISC 2015 & Exh “Vibrant Gujarat		

S No.	Tender specifications	Exhibitions	firm is ready to comply (Y/N)	Quality of the material
28	Declaration and Forms (I –Tax return/ registration of the firms, Sale tax/service tax TIN/TAN/PAN no., balance sheet/turnover. 2010-11, 2011-12 & 2012-13	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
29(i)	Profile of the Agency/Company.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
(ii)	Details of Technical Manpower and Staff available in – house.	Exh. “ISC 2015 Exh “Vibrant Gujarat		
(iii)	Track record-details of involvement in similar events.	Exh. “ISC 2015 Exh “Vibrant Gujarat		
(iv)	Specific experience relating to the particular event.	Exh. “ISC 2015 Exh “Vibrant Gujarat		
(v)	Statement signed by a statutory auditor, indicating turnover of the company during the last financial year i.e. 2010-11 & 2011-12.	Exh. “ISC 2015 Exh “Vibrant Gujarat		
(vi)	EMD for Rs. 2,00,000/- (Rupee Two lakhs only), in the form of Demand Draft drawn in favour of DDO, Ministry of Earth Sciences, New Delhi. EMD will be returned to the unsuccessful tenderers at the earliest after expiry of the final tender validity and latest on or before the 30 <sup>th</sup> day after the award of the work contract.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
30	Models etc should be transported to “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai from Delhi and to “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat from Mumbai & back from Gandhinagar to Delhi by the fabricator.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
31	Entire power consumption charges of the pavilion of MoES given by organizers of “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat will be borne by the successful bidder.	Exh. “ISC 2015 & Exh “Vibrant Gujarat		
32	One AC taxi from 28 Dec 2014 to 8 January 2014 at Mumbai for exhibition ISC 2015 and 5 <sup>th</sup> Jan to 14 January, 2015 at Gandhinagar for exhibition “Vibrant Gujarat”(150 km per day, 4+1 capacity)	Exh. “ISC 2015 & Exh “Vibrant Gujarat		

S No.	Tender specifications	Exhibitions	firm is ready to comply (Y/N)	Quality of the material
33	To ensure due performance of the contract, Performance security is to be obtained from the successful bidder awarded the Contract. The successful bidder must furnish a Performance Security Deposit equivalent to 10% of the total value of the Contract within 10 days from the date of acceptance of the bid. The Performance Security Deposit shall be in the form of Account Payee Demand Draft/Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank drawn in favour of Drawing & Disbursing Officer (DDO), Ministry of Earth Science, New Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Bidder.	Exh. "ISC 2015 & Exh "Vibrant Gujarat		
34	Provision of Water Fountains for "Indian Science Congress" from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and "7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. "ISC 2015 & Exh "Vibrant Gujarat		
35	Appropriate sizes podiums for display of models for "Indian Science Congress" from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and "7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. "ISC 2015 & Exh. "Vibrant Gujarat		
36	<b>Bidders has to quote for both the exhibition, single event quotation will straight will be rejected.</b>	Exh. "ISC 2015 & Exh. "Vibrant Gujarat		

## ANNEXURE – II

Designing and Fabrication for ““Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai.

## TENDER SPECIFICATIONS (with financial bid) (in Rupees only)

S No.	Tender specifications	Exhibitions	Unit Rate	Quantity	Total Price	All taxes (S. Tax, VAT, Service tax etc)
1	Floor covering with multi colour designed carpets.	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
2. a.	Two new modern reception/ information counter tables (5’x3’ approx) with 4 new modern chairs for sitting and 4 visitor chairs, stationary like visitor books, pens, 2 scissors, ribbon, tray, 500 plastic folders of A4 size, dustbin etc.	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
b.	Stationery and others like visitors books, pens, 2 scissors, ribbon, 500 plastic folders with add gel pen of A4 size, tray dustbin etc. separately for “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
3	One LCD seamless screen of 6’x4’ or above are required to be put-up at Ministry’s pavilion “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
4	Two artistic gates with artwork, logos, mural, highlighting the name of Ministry in Hindi and English.	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
5	Innovative means of displaying posters on the activities and achievement of the Ministry may be presented and displays numbers shall be 25-30 nos.	Exh. “ISC 2015 & Exh “Vibrant Gujarat				

S No.	Tender specifications	Exhibitions	Unit Rate	Quantity	Total Price	All taxes (S. Tax, VAT, Service tax etc)
6	One separate provision for screening of flims of LCD screen of 42” during “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
7.	Preparation of two 6’X4’ murals (raised relief) each separately .on Ministry’s activities separately for exhibition “ISC 2015” and “Vibrant Gujarat”	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
8 a	Executive office (3mx2m) with glass and lockable door, new modern executive Sofa Set (3+1+1 seater), Centre & side Tables, Matching curtains, etc.	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
b	Small pantry with Tea/Coffee and packed drinking water etc. from standard company. (approx 25 person per day)	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
9	A store (1.5 m x 1.5 m) for keeping the exhibits/literature and empty boxes etc.	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
10	Display the Ministry’s publications, books etc. (30 publications)	Exh. “ISC 2015 & Exh “Vibrant Gujarat				

S No.	Tender specifications	Exhibitions	Unit Rate	Quantity	Total Price	All taxes (S. Tax, VAT, Service tax etc)
11	<p>1. Three nos. of Desktop Machines</p> <p>2. Two nos. of Data Entry Operator/Service Engineer as per the NICSI Rate Contract</p> <p>3. 1 no. KVA Online UPS with 20 minutes backup</p> <p>4. 1 no. 8 Port Ethernet Switch</p> <p>5. 3 nos. of UTP Cables, IO Box and Termination</p> <p>6. 1 no. of Laser printer</p> <p>7. Certificates for the quiz needs to be on card paper of 200 GSM or higher along with a colour printer.</p> <p>All systems should be brought to this Ministry's headquarter for loading the quiz softwares and for trial before "Indian Science Congress" from 3-7<sup>th</sup> January 2015 at Kalinga Campus, University of Mumbai, Mumbai and "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat (Quiz will be provided by the Ministry). (configuration as per Annexure III)</p>	<p>Exh. "ISC 2015 &amp; Exh "Vibrant Gujarat</p>				
12	<p>Three Bachelor of Science graduates, who are fluently in Hindi and English as Hostess/Guides preferably having experience of Ministry's exhibitions and International exhibitions with dress code in consultation of Ministry, shall be posted for "Indian Science Congress" from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat</p>	<p>Exh. "ISC 2015 &amp; Exh "Vibrant Gujarat</p>				
13	<p>Two dedicated persons for day-to-day work in the pavilion shall be posted consultation of Ministry with proper dress code during "Indian Science Congress" from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and "7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015" which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat</p>	<p>Exh. "ISC 2015 &amp; Exh "Vibrant Gujarat</p>				

S No.	Tender specifications	Exhibitions	Unit Rate	Quantity	Total Price	All taxes (S. Tax, VAT, Service tax etc)
14	Four Certified security persons shall be posted for round the clock security for inside and surroundings of the pavilion for “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat from approved Agency.	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
15	Provision of the Fire fighting equipment as per the guidelines of the organisers	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
16	Still photographic coverage shall be arranged during entire exhibition period, and one set of 100 colour photographs (5”x7”) with CD and album shall be given to be to the Ministry. The photographer should be available on demand of Ministry (Mobile phone number must be mentioned).	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
17	Daily maintenance and cleaning (minute to minute) of the pavilion and surroundings for entire period of “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat shall be attended.	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
18	Arrangement for refreshment during inaugural function at “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat for 500 persons and during the visit of VIPs and senior officers/dignitaries should be provided.	Exh. “ISC 2015 & Exh “Vibrant Gujarat				



S No.	Tender specifications	Exhibitions	Unit Rate	Quantity	Total Price	All taxes (S. Tax, VAT, Service tax etc)
19	Supply of good interior decorative plants during “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
20	Comprehensive Insurance for all pavilions including exhibits. For “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
21	Items required for Marine Aquarium (5’x15’x2’- LxBxH): (embedded and visible from outside the pavilion) a. Filter, tube lights, heaters, wooden stand (Available parts) and non working part/damaged part has to be provided by the bidder. b. Providing and Maintenance of the sea water as per norms. c. Ornamental fishes, corals, sea urchins, sea grass etc. with underwater environment of the oceans Marine Aquarium (2 each of 8 varieties, at any given time not less than 16 Marine species). d. Inverters of adequate capacity for continue uninterrupted power supply for 5-6 hours. e. Maintaining for “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat (extended in any). f. Any items not in workable conditions should	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
22	Designing and fabrication of Ministry pavilion on the bare floor space of 300 and 250 sq mts respectively (tentatively) for “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat (extended in any).	Exh. “ISC 2015 & Exh “Vibrant Gujarat				

S. No.	Tender specifications	Exhibitions	Unit Rate	Quantity	Total Price	All taxes (S. Tax, VAT, Service tax etc)
23	<p>Designing and fabrication of Dioramas should depict Agro Meteorology, Desalination plant, Arctic &amp; Antarctica, or on any other activity and achievements of the Ministry in an area restricted to 175 sq. mtrs.and minimum of 150 sq.mtrs of the total area of the Pavilion. (tentatively)</p> <p>- The major other recommended depictions are:</p> <p>(a) Aviation Sector (IMD activity)</p> <p>(b) Geosciences</p> <p>(c) Dandro Climatology</p> <p>(d) Earthquake/Seismology</p> <p>(e) other diorama on Ministry's activities and achievements</p> <p>(models should be in approx. proportion, colour and made of fibre glass)</p> <p>2. Appropriate visualizations of dioramas against striking backdrops of relevant background, advisories, services (backlit polycarbonate Translate of appropriate size), including scaled 3-D models of the models, advisories, services</p> <p>All the diorama's should have separate LCD provisions to shows the respective movies (models should be in approx. proportion, colour and made of fibre glass)</p> <p>Dismantle the stand alone models should be packed and transported to the Ministry for erection if needed at different site in future</p>	<p>Exh. "ISC 2015 &amp; Exh "Vibrant Gujarat</p>				

S. No.	Tender specifications	Exhibitions	Unit Rate	Quantity	Total Price	All taxes (S. Tax, VAT, Service tax etc)
24	Models etc should be transported to “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai from Delhi and to “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat from Mumbai & back from Gandhinagar to Delhi by the fabricator.	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
25	One AC taxi from 28 Dec 2014 to 8 January 2014 at Mumbai for exhibition ISC 2015 and 5 <sup>th</sup> Jan to 14 January, 2015 at Gandhinagar for exhibition “Vibrant Gujarat”(150 km per day, 4+1 capacity)	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
26	Provision of Water Fountains for exhibition at “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
27	Appropriate sizes podiums for display of models for exhibition “Indian Science Congress” from 3-7 <sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai and “7 <sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat	Exh. “ISC 2015 & Exh “Vibrant Gujarat				
	Total					

**Grand Total =** **Rs. (in figures).....**  
 (total price + applicable taxes)

**Total Cost (in words) : Rs.....**

Date:  
Place:

Signature of authorized person

Name  
(Company Seal)

\_\_\_\_\_ In the capacity of

\_\_\_\_\_  
Duly authorized by

\* Sum of all figures in last column.

Note :

1. No cutting or over-writing is allowed. Any cutting or overwriting will lead to rejection of the bid.
2. If any tax are payable by the contractor to the Government or any other authority it shall not be bidding on MoES to pay any kind of taxes except service tax as applicable paid to the contractor.
3. The Bid security amount (BSA) amount should be adjusted in the amount of performance guarantee which is @ 10% of total work
4. Signature on all the page in TB & FB by the bidder along with Company stamp

**Annexure - III**

**Hardware Configuration/features for the QUIZ GALLERY** at “Indian Science Congress” from 3-7<sup>th</sup> January 2015 at Kalinga campus, University of Mumbai, Mumbai from Delhi and to “7<sup>th</sup> Vibrant Gujarat Global Trade Show-2015” which is to be held on 08-13 January, 2015 at Nr. Mahatma Mandir, Gandhinagar, Gujarat

Sl No.	Item Description	Qty.
1	Desktop Machines	03
2.	Data Entry Operator/Service Engineer as per the NICS Rate Contract	02
3	2 KVA Online UPS with 20 minutes backup	01
4	8 Port Ethernet Switch	01
5	UTP Cables, IO Box and Termination	03
6	Colour Laser printer	01

**Configuration of Desktop Computers:**

Sl No.	Item/Description	Qty.
i	Intel® Core™ i3 (3.3 GHz, 3 MB cache) 4 GB 1333 MHz DDR3 RAM 300GB 7200RPM Serial ATA HDD. Key Board 104 Keys, Optical Mouse, USB ports DVD-RW- 16X Rewritable 10/100/1000 Gigabit on board Network Port. <b>Operating System:</b> Windows XP professional/Windows 7 Professional	3 Nos.
ii	17” TFT Digital Color Touch Screen Monitors	3 Nos.

Sl No.	Item Description	Qty.
iii	<b>Medium range Colour Laser Printer for printing of Certificates.</b>	1 No.

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

Dr. M. Sudhakar,  
The Advisor,  
Ministry of Earth Sciences,  
Prithvi Bhavan, Lodi Road,  
NEW DELHI – 110 003.

Sub : **Acceptance of Terms & Condition of Tender**

Tender Reference No. : **MoES/Exh-Fairs/21/2014 PC-V**

**Name of Tender/Work :-**

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Dear Sir/Madam,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely :

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as per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## Instructions for Online Bid Submission:

Annex. I

72

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.



- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

71

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage



encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers. 70

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 30702232.

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Annex. II  
69

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)