

**GOVERNMENT OF INDIA  
MINISTRY OF EARTH SCIENCES  
Prithvi Bhavan, Lodhi Road,  
New Delhi**



सत्यमेव जयते

**Tender for Designing and Fabrication of Ministry of Earth Sciences  
Pavilion "ISC-2019" at Jalandhar from 3-7<sup>th</sup> January 2019 invitation of E-  
tender.**

MoES/Exh-Fairs/05/2018 PC-V DATED 14/11/2018

Last date & Time of Tender: 06/12/2018 at 02.30 PM

MINISTRY OF EARTH SCIENCES  
GOVERNMENT OF INDIA

PRITHVI BHAWAN, LODHI ROAD, NEW DELHI  
DATED THE 14 Nov., 2018

**Notice for Inviting E-Tender from qualified firms for Designing and Fabrication of Ministry of Earth Sciences Pavilion “Indian Science Congress 2019” from 3-7<sup>th</sup> January 2019 at Jalandhar.**

Note: 1. This is an e-tender and the technical and financial bid are to be submitted on-line only.

**1. Background**

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 2019 at Jalandhar, Punjab. The primary objective of participation in these fairs is to display Ministry’s activities on Earth, Atmosphere and Ocean Science and Technologies and propagate the benefits derived from results to the society and 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.50 lakhs and above during the last three financial years i.e. 2015-16, 2016-17 & 2017-18 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 2019 at Jalandhar, Punjab as per the scope of the work given below.

**Total value of the contract Rs. 30 lakhs (approx.)**

**A. SCOPE OF WORK**

Conceptualization, designing and construction of Ministry’s Pavilion and provide other related ancillary services for “Indian Science Congress” from 3-7<sup>th</sup> January 2019 at Jalandhar.

**B. SPECIFICATIONS AND ANCILLARY REQUIREMENTS**

- (1) The area of the Ministry’s Pavilion in bare space 300 sq. mtrs. with two sides open.
- (2) The Pavilion should essentially reflect Ministry’s activities of Earth, Atmosphere and Ocean Science and Technologies with requisite ambience in a professional type layout.
- (3) There should be easy accessibility and visibility of Ministry’s activities, displays in the proposed pavilion.

(i) The pavilion at ISC 2019 should have

- Visible and prominently located Reception area(s) at the entrance(s) with 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.)
- Four LCD seamless Screen of 6' x 6' (length x height) or above are required to be put up.
- Floor covering with designed carpets.
- Two artistic gates with artwork, logos, mural, highlighting the name of Ministry in Hindi and English.
- Backlit posters 3'x5' on the activities and achievement of the Ministry may be prepared and displays numbers shall be 30 nos.
- Four nos. of LCD touch screens of 42" at "ISC 2019" at Jalandhar, Punjab from 03-07 January, 2019)has to be put-up. For live data demonstration of the i. Automatic Weather Station ii. Seismograph, iii. SAFAR (System for Quality and Weather and Forecasting and Research)v. Live interaction with scientist from Bharti station at Antarctic through Skype.
- Preparation of displaying two 6'x 4' murals on **Ministry's activities**.
- Executive office (3mx2m or more) with glass and lockable door, new modern executive Sofa Set (3+1+1 seater), Centre & side Tables, Matching curtains.
- 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.)
- Display the Ministry's publications, books etc. (30 publications)
- One server system with 17" LED Digital Color Monitors with MS Windows Server 2003 Std., two each of new Pentium systems with 2 nos. of 17" LED, 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 the event. (Quiz software will be provided by the Ministry).
- 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 the entire exhibition period. (with extension, if any).
  - e. Any items not in workable conditions should be replaced within 2 hours' time.
- Water Fountains
- 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.
- Internet connectivity and adequate electrical connections
- The Pavilion should be **differently able friendly**.

- 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.
- 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 staff working in the Ministry pavilion should be in uniform.
- Appropriate sized podiums for display of models
- Models etc. should be transported to **ISC 2019** venue respectively from MoES, New Delhi & back by the fabricator.
- Three Bachelor of Science students (B.Sc graduates), who are fluent in Hindi, English and local language as Hostess/Guides preferably having experience of Ministry's exhibitions and International exhibitions with dress code in consultation with Ministry, shall be posted during **"ISC-2019" at Jalandhar from 03-07 January, 2019.**
- Two dedicated persons for day-to-day work in the pavilion shall be posted in consultation with Ministry with proper dress code during **"ISC-2019" at Jalandhar from 03-07 January, 2019.**
- Four Certified security persons shall be posted for round the clock security for inside and surroundings of the pavilion for **"ISC-2019" at Jalandhar, Punjab from 03-07 January, 2019** from approved Agency.
- **Entire power/electricity consumption charges of the pavilion of MoES by organizers of "ISC 2019" will be borne by the successful bidder**
- One AC taxi from 01<sup>st</sup> to 8<sup>th</sup> January 2019 at Jalandhar for exhibition ISC-2019 (150 km per day, 4+1 capacity)
- High resolution pictures for backdrops etc. has to be arranged by the successful bidder.
- Still photographic coverage shall be arranged during entire exhibition period, and one set of 100 colour photographs (5"x7") with in portable harrdisk (1 TB) 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).
- Provision of the Fire fighting equipment as per the guidelines of the organisers

### 3 **Pre-qualification Conditions:**

3.1 Pre-qualification will be based on meeting the minimum criteria regarding the Applicant's experience, personnel and financial position, as demonstrated by the Applicant's responses in various forms attached along with the Letter of Application (**Annexure – A**).

3.2 The agency/bidder should be a well established Professional designer and fabricator and must have experience of minimum **03 Years** in the same industry and organized a minimum of **05 (Five)** exhibition of Government of India/PSUs out of which two should have been organized during IITF at Pragati Maidan, New Delhi during the past **05 (Five) years**. Fill enclosed **Annexure - B** and furnish documentary proof for the same.

3.3 Must have annual financial turnover from related works (Turn over of the bidder from event management) during the last three financial years ending 31<sup>st</sup> March 2018 as Rs.50,00,000/- (Rupees Fifty lakhs only). Fill enclosed **Annexure-C** and furnish documentary proof for the same viz. Audited Statement of Accounts of last three financial years ending 31<sup>st</sup> March 2018 and Income Tax Returns of the same period.

3.4 The firm must be registered with Registrar of Companies and with Trade and Taxes/Sales Tax and Service Tax Department. Copies of certificates of Incorporation, GST, Service Tax and PAN must be enclosed.

3.5 The firm should have the following experience during the last 3 years:-

3.5.1. Three similar completed works costing not less than Rs.12 lakhs.

or

3.5.2. Two similar completed works costing not less than Rs.15 lakhs .

or

3.5.3 One similar completed work costing not less than Rs.24 lakhs.

3.6 Similar work means designing, fabrication of pavilion of any Central Govt./ State Govt. or PSU. Relevant experience certificate should be enclosed with Technical Bid.

3.7 Scaled 3-D model for ISC-2019 exhibition 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 need to upload the photographs of model as part of technical bid document.

#### 4 SELECTION PROCEDURE

4.1 A Constituted Committee will evaluate the Technical Bids received on the basis of pre-qualification conditions mentioned at 3.1 to 3.7. The bids will be evaluated at ratio of 60:40, where 60 marks is for technical evaluation weightage and 40 is for financial evaluation weightage

4.2 The Technical Evaluation will carry a weightage of 60 marks; the financial bids will carry a weightage of 40 marks. The break-up of 60 marks of technical bid is as under:

| S. No. | Item  | Marks  |
|--------|---|--|
| (i)    | Overall Concept/Theme and layout of the Pavilion  | 35 Marks<br>A. Concept & Design-15 Marks<br>B. Effective Utilization of Space-10 Marks<br>C. Effective branding-10 Marks |
| (ii)   | Layout of other facilities & display in Pavilion creation of diorama, Marine Aquarium other attraction etc.   | 10 Marks   |
| (iii)  | The agency/bidder should be a well established Event Organizer and must have experience of minimum <b>05 Years</b> in the same industry and organized a minimum of <b>05 (Five)</b> Events (designing and fabrication) of Government of India/PSUs/State Govt. out of which one should have been organized in Pragati Maidan, New Delhi and out of Delhi during the past <b>05 (Five) years</b> . | For five events – 05 Marks<br>For more than five events – 05 Marks   |
| (v)    | Annual turn over of last three financial year ending 31 <sup>st</sup> March 2018  | Between 50 Lakhs to 1crores Lakhs – 05 Marks<br>Above 1 crores – 05 Marks  |
| (vi)   | The firm should have the following experience during the last 3 years:-<br>▪ Three similar completed works costing not less than Rs.12 lakhs- 05 Marks  | ▪ Three similar completed works costing not less than Rs.12 lakhs- 05 Marks<br>▪ Two similar completed works costing     |

|   |   |
|---|---|
| less than Rs.12 lakhs.<br>▪ Two similar completed works costing not less than Rs.15 lakhs.<br>▪ One similar completed work costing not less than Rs.24 lakhs.<br><b>Note: Similar work means designed/fabricated similar events of Government of India/State Government/PSUs.</b> | not less than Rs.15 Lakhs – 05 Marks<br>▪ One similar completed work costing not less than Rs.24 Lakhs – 05 Marks |
| Total   | 60 Marks  |

4.3 The agencies scoring 70 per cent marks (42 marks) or above in Technical Evaluation and fulfil all the eligibility criteria will be eligible for opening of their financial bids.

4.4 The financial bids of only those agencies who score 70 per cent marks (42 marks) or above in Technical Evaluation will be opened in the presence of their representatives. The technically qualified bidders will be informed the date and time of opening of the financial bids by email.

4.5 The total marks allotted for the financial bids is 40 and will be allotted as per the following procedure:

4.6 The bidder who has quoted the lowest rate (amount) for all the items taken together i.e. Grand Total of the Bid will be awarded full 40 marks and other bidders would be awarded marks as per following formula (marks will be counted only up to 2 decimals).

(Total amount quoted by the lowest bidder / total amount quoted by the particular bidder) X 40.

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 up to 2 decimals)

| Bidder no. | Total amount quoted (Rs.) of Financial Bid | Marks to be awarded          |
|------------|--|------------------------------|
| (1)        | (2)  | (3)                          |
| 1          | 80   | $(80/80) \times 40=40.00$    |
| 2          | 200  | $(80/200) \times 40 =16.00$  |
| 3          | 150  | $(80/150) \times 40 = 21.33$ |
| 4          | 180  | $(80/180) \times 40 = 17.77$ |
| 5          | 160  | $(80/160) \times 40 = 20.00$ |

4.7 Overall Evaluations – Determination of lowest bidder : Bidder who obtains maximum marks out of 100 (i.e. total of technical bid marks (60) and financial bid marks (40) shall be declared as lowest bidder and will be awarded the contract.

## 5. Sale of Tender

5.1 Tender document containing requirements, terms, conditions and technical specifications etc. can be downloaded from Central Public Procurement Portal (CPP Portal) <http://eprocure.gov.in/eprocure/app>. The tender document can also be downloaded from the Ministry website <http://www.moes.gov.in/>.

5.2 The details of the Demand Draft/Banker's Cheque, 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.**

5.3 Tenderer should see the document for details of the tender conditions and pre-qualification criteria in their own interest, at the website, which will be available from the date of publication of tender notice in leading newspapers.

#### 6. **Critical Dates:**

Tender No. and Date MoES/Exh-Fairs/05/2018 PC-V DATED 14/11/2018

|  |                          |
|--|--------------------------|
| Start Date & Time of sale of tender/download | : 15/11/2018 at 02.30 PM |
| End Date & Time of sale of tender/download   | : 06/12/2018 at 02.30 PM |
| Pre Bid Meeting                              | : 19/11/2018 at 11.00 AM |
| Start Date & Time of submission of tender    | : 15/11/2018 at 02.30 PM |
| End Date & Time of submission of tender      | : 06/12/2018 at 02.30 PM |
| Date & Time of opening of tender             | : 07/12/2018 at 02.30 PM |

#### 7. **Pre-Bid Meeting :**

A pre-bid meeting will be held on 19/11/2018 at 11:00 AM at Prithvi Bhawan, Lodhi Road, New Delhi.

#### 8. **Bid Validity:**

Bid shall remain valid for 60 days from the date of opening of the tender.

#### 9. **Earnest Money Deposit (EMD):**

a. An EMD of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Demand Draft/Banker's Cheque/Fixed Deposit Receipt/Bank Guarantee drawn in favour of the DDO, Ministry of Earth Sciences, and payable at New Delhi, from any of the commercial banks must be submitted along with the technical bid. EMD exemption as per GFR provisions will be allowed.

b. Bids not accompanied by EMD shall be rejected as non-responsive.

c. No interest shall be payable by the Ministry for the sum deposited as EMD.

d. EMD of the unsuccessful bidders would be returned back within one month of signing of the contract/agreement with the successful bidder or any decision on the tender.

e. EMD shall be forfeited by the MoES in the following events:

i. If the bid is withdrawn during the validity period.

ii. If the bid is varied or modified in a manner not acceptable to the Ministry after opening of bids, during the validity period.

iii. If the bidder tries to influence the evaluation process.

**10. Performance Guarantee :**

On award of the contract, a security deposit of an amount equivalent to 8% of the total contract value, in the form of Bank Guarantee (as per Annexure – F) valid for a period more than two months over the expiry of contract period, from a Nationalized Bank, shall be deposited with Ministry towards Performance Guarantee, which shall be refunded within two months of date of expiry/completion of the contract without any interest payable thereon. After depositing the Performance Guarantee, EMD amount would be released to the successful tenderer. In the event of the contractor failing to comply with any provision of the contract, Performance Guarantee shall stand forfeited.

**11. GUIDELINES FOR SUBMITTING TENDER**

The complete tender under 2-bid system is to be submitted online containing the following documents:

To include the following documents/details in each of the **Technical bid**:

- i. Tender Acceptance Letter as per Annexure – G.
- ii. Documents as mentioned in **pre-qualification conditions at 3.1 to 3.7** including self attested copies of Registration Certificate, Service Tax No., PAN/TIN No., experience certificates of carrying out similar nature of work, latest ITCC certificate, balance sheets/audited statements of account or any other relevant document to prove the annual turnover as per pre-qualification condition.
- iii. A DD as mentioned in clause 9 (a) above for **Rs.1,00,000/- (Rupees One Lakh Only)** in favour of the DDO, Ministry of Earth Sciences, payable at New Delhi, **from any of the Commercial Banks must be submitted along with technical bid**. EMD exemption as per GFR provisions will be allowed.
- iv. Bidder 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 details of the Demand Draft /Banker's Cheque, 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.**
- v. Declaration as per **Annexure – D**.
- vi. The tenderer will put page number and authorized signature on each page (both side) compulsorily of all the Annexures / Supporting Documents uploaded and in absence of it, the bids will be rejected.
- vii The bidders are required to submit in physical form i.e. 3D model, along with EMD instruments, in a sealed cover, on or before the last date & time for the submission of the tender.
- viii. The duly filled Technical Bid Performa in the tender document **Annexure – I for ISC-2019**.

**12. Price Bid:**

12.1 The duly filled Price Bid as per proforma given in the tender document at **Annexure – II (For ISC-2019)** will have to be submitted electronically / online separately under two cover system. **Conditional price bid shall be summarily rejected.**



**12. 2. The rates should be quoted in per sq.mtr basis where ever applicable and the price bid evaluation will be carried out on pro-rata basis.**

To include the following documents/details (Financial Bid):

1. A Financial Bid, duly signed, dated and clearly indicating the cost against the following heads.
  - (a) Construction, maintenance & dismantling of the pavilion.
  - (b) Decoration and Display within the pavilion.
  - (c) Transportation of material, if any, from Ministry Headquarters/New Delhi to the site i.e. Jalandhar, Punjab for ISC-2019 and back.
  - (d) Expenditure on other activities as listed in the scope of work above.
  - (e) Taxes

All bidders should indicate separate costs as above, the total cost, inclusive of all taxes, and exclusive taxes. The financial bids will be evaluated on the basis of total cost (exclusive of taxes).

2. The financial bid should be in Indian Rupees. In case part payment is desired in Foreign currency, the same should be clearly indicated in the bid.

3. 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.

**12.3.** The online submission of bids must be completed before the last date and time. Two separate instruments towards Tender Fees and Earnest Money Deposit (EMD) must reach the tender inviting authority by post/courier or to be dropped in the sealed tender box kept in the General Section, Ground Floor, Room No.1, Ministry of Earth Sciences, Prithvi Bhavan, Lodhi Road, New Delhi – 110 003 latest by the last date and time of bid submission. **Any request for extension of submission date will not be considered.**

**13. Opening of Bids:**

Technical Bid will be opened **online** on **07-12-2018 at 02.30 hrs** in which the tenderers or their representatives can participate. Price Bid will be opened only of those tenderers who qualify Technical Bid evaluation criteria found to be in order. Such technically qualified tenderers shall be intimated about date and time for opening of price bid by email.

**14. Right to accept any tender and to reject any or all tenders:**

The Ministry reserves the right to accept or reject any tender, and or to annul the bidding process and/or reject all tenders at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Ministry's action.

**15. Subletting:** Subletting of the contract is not permitted.

**16. Signing and Commencement of Contract:**

Successful firm/agency/contractor will be intimated and the contract agreement will be signed between the two parties i.e. successful firm/agency/contractor and the Ministry. The preparation of the contract agreement with proper seal and signature etc. would be done by the successful firm in consultation with the Ministry.

**17. Payment Terms:**

17.1 No advance payments will be made. Payment will be made after the successful organisation of the event upon obtaining satisfactory performance certificate from the Ministry.

17.2 MoES will deduct applicable TDS and other statutory levies, if any, from the bills.

17.3 Levy/Taxes payable by contractor - Sales Tax/VAT or any other tax on materials in respect of this contract shall be payable by the contractor and it shall be deemed to have been included in the quote.

17.4 All tender rates shall be inclusive of all taxes and levies payable except Service Tax under respective statutes. However, pursuant to the Constitution (46th Amendment Act, 1982), if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender, including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid.

**18. Penalty:**

17.5 Financial penalty will be imposed in case of non compliance of scope of work or shortfall, if any, in scope of work or non-compliance of quality of material/requirements as committed will attract the financial penalty @ 10% of the total contract value or more depending upon the default/short coming in performance. Such penalty amounts will be deducted from the payment due.

17.6 If the agency failed to complete setting up of required infrastructure and demonstrate the same on 02.01.2019 by 03.00 PM for ISC 2019, the Ministry may take action to debar the agency from participation in future tenders and/or black list the agency. In addition to the Ministry will forfeit the performance guarantee.

**19. Liquidated Damages:**

Ministry reserves the right for termination of the contract at any time by giving 3 (three) days written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of Service Provider and excess expenditure incurred on account of this, will be recovered by Ministry from Security Deposit or pending bill or by raising a separate claim.

**20. Force Majeure:**

20.1 Notwithstanding the provisions stated above, Service Provider shall not be liable for forfeiture of its performance security, penalty or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

20.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving Service Provider's fault or negligence and not foreseeable. Such events may include, but are not be limited to, acts of God, wars, revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

20.3 If a "Force Majeure" situation arises, Service Provider shall promptly notify the Ministry in writing of such conditions and the cause thereof. Unless otherwise directed by the Ministry in writing, Service Provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the "Force Majeure" event.

20.4 Time for performance of the relative obligation suspended by "Force Majeure" shall then stand extended by the period for which such cause lasts.

**21. Termination of Contract:**

21.1 The contract may be terminated on any one of the following reasons by giving 3 (three) days notice by the Ministry :

21.2 Due to change in Government procedures.

21.3 The contractor not performing his duties satisfactorily;

21.4 For committing breach of contract of any of other terms and conditions of the agreement.

21.5 Foreclosure of contract due to abandonment or reduction in scope of work - If at any time after acceptance of the tender, the Ministry shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Ministry shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or

advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

**22. Arbitration:**

All disputes or differences arising out or in connection with the contract shall be settled by bilateral discussions. If any dispute cannot be settled by mutual discussions within thirty days an independent arbitrator shall be appointed on consent of both parties. The arbitration proceedings shall be held under the provisions of the Arbitration and Conciliation Act 1996 and any of its subsequent amendments. The arbitration proceedings shall be in English and the venue of arbitration shall be Delhi.

**23. Applicable Law:**

23.1 All matters connected with this contract shall be governed by Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

23.2 No alternative offer shall be considered.

23.3 Ministry reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without assigning any reason.

**24. General Terms and Conditions:**

24.1 All the corrigendum/addendums regards to this tender will **ONLY** be published in Ministry's website ([www.moes.gov.in](http://www.moes.gov.in)) and CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)).

24.2 The bare space at Jalandhar, Punjab will be handed over to the successful bidder on 31/01/2019 and agency will complete all the required setup/tasks latest by 03.00 PM on 02/01/2019.

24.3 All the required manpower will be in proper uniform preferably saree for female and formal for male.

24.4 All parts of the specification shall be read in conjunction with each other. In case where requirements given in different parts differ, the most stringent shall govern.

24.5 The contractor shall provide all necessary manpower, tools and tackles, consumables, transport, instruments etc. required to carry out work as per this document/direction of the Ministry.

24.6 Where proper execution of work depends upon the performance of other agencies or where the contractor considers that his work is being unreasonably interrupted by the activities of other agencies he shall so notify to the Ministry immediately. If the contractor fails to do so, it shall be deemed that he is satisfied with the prevailing conditions/situations.

24.7 All work shall be carried out to the entire satisfaction of the supervising personal of the Ministry. Any work found to be carried out without the approval of the Ministry or work,

which is considered to be unsatisfactory or of poor quality, shall be rectified by the contractor without any additional cost to the Ministry.

24.8 The contractor shall complete and fulfil all formalities with the statutory authorities having jurisdiction in the area.

24.9 The contractor shall attend review meetings and all other meetings called by the Ministry.

24.10 In case of non-deployment of manpower and/or service not provided to the satisfaction of the Ministry, the Ministry reserves the rights to get the work done through other agency at the risk and cost of the contractor and suitable amount shall be deducted from the payment of the contractor.

24.11 Rates of items quoted shall be inclusive of all taxes, duties, levies, payments etc. Also the rates quoted by the bidder shall be inclusive of all payments to be made by the bidder to all manpower and all costs toward workmen compensation, PF, insurance etc.

24.12 No Sales Tax exemption forms shall be issued by the Ministry to the contractor.

24.13 Ministry reserve the right to cancel the event in any exigency at short notice even after the tender is finalised and in that case no payment will be made to the vender.

ANNEXURE-A

**LETTER OF APPLICATION**

[NOTE: This Letter of Application is to be given on the letter head paper of the Applicant including full postal address, telephone no., fax no., and email address]

To,

The Head Out reach and Awareness programme,  
Ministry of Earth Sciences,  
Prithvi Bhavan,  
Lodhi Road, New Delhi – 110 003

Sir,

1. Being duly authorized to represent and act on behalf of ..... (hereinafter referred to as "the Applicant") and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies for the following:  
“Tender for designing, fabrication and maintenance of Ministry of Earth Sciences Pavilion at “ISC-2019” at Jalandhar, Punjab from 3-7<sup>th</sup> January 2019 .

2. Attached to this letter are copies or original documents defining:

(a) the Applicant's legal status:

(b) the principle place of business; and

(c) the place of incorporation (for Applicants who are corporations) or the place of registration and the nationality of the owners (for Applicants who are partnerships or individually-owned firms).

3. Your office and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements, and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your office and its authorized representatives, may contact the following persons for further information.

| General, Personnel, Technical and Financial Enquiries |             |         |
|---|-------------|---------|
| Contact 1   | Telephone 1 | Email 1 |
| Contact 2   | Telephone 2 | Email 2 |

5. This application is made in the full understanding that:

(a) Bids by pre-qualified Applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding.

(b) Your office reserves the right to:

Amend the scope and value of the contract/bid. In such event, bids will only be called from pre-qualified bidders who meet the revised requirements and reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning any reason thereof; and

(c) Your office shall not be liable for any such action and shall be under no obligation to inform the Applicant.

6. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

|                             |
|-----------------------------|
| <b>Signed</b>               |
| <b>Name</b>                 |
| <b>For and on behalf of</b> |

**GENERAL INFORMATION:**

All individual firms applying for tender are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually owned firms.

|    |   |                                      |
|----|---|--------------------------------------|
| 1. | Name of firm:                               |                                      |
| 2. | Head office address:                        |                                      |
| 3. | Registered office address:                  |                                      |
| 4. | Telephone:                                  | Contact:                             |
| 5. | Fax:  | E-mail:                              |
| 6. | Place of incorporation/<br>Registration No. | Year of incorporation / registration |

**STRUCTURE AND ORGANIZATION**

1. The Applicant is  
(a) an individual  
(b) a proprietary firm  
(c) a firm in partnership \_\_\_\_\_  
(d) a Limited Company or Corporation
  
2. Attach the Organization Chart showing the structure of the organization, including the names of the Heads and position of officers \_\_\_\_\_
  
3. Have you ever left the work awarded to you incomplete: (If so, give name of project and reasons for not completing the work) \_\_\_\_\_

Seal and Signature of Tenderer  
(Name and Designation of the authorized signatory)



**ANNEXURE - B**

**DETAILS OF COMPLETED WORKS OF SIMILAR NATURE**

(During last five years ending March 31<sup>st</sup> 2018)

| S. No. | Name of the Event | Name of the client | Brief Description of the Event | Date/ Duration of Event | Value (Rs.) |
|--------|-------------------|--------------------|--------------------------------|-------------------------|-------------|
| 1.     |                   |                    |                                |                         |             |
| 2.     |                   |                    |                                |                         |             |
| 3.     |                   |                    |                                |                         |             |
| 4.     |                   |                    |                                |                         |             |

**Note:** Please attach supporting documents for the above furnished information.

Seal and Signature of Tenderer  
(Name and Designation of the authorized signatory)

**ANNEXURE - C**

**ANNUAL TURN OVER**

| FINANCIAL YEAR          | ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rupees) |
|-------------------------|--|
| 2014-2016               |  |
| 2016-2017               |  |
| 2017-2018               |  |
| Average Annual Turnover |  |

**Note:** The above data is to be supported by Audited Statement of Records.

Seal and Signature of Tenderer  
(Name and Designation of the authorized signatory)

**Annexure – D**

**DECLARATION**

Declaration letter on official letterhead stating the following:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not blacklisted by any Central/State Government/Public Sector Undertaking/Corporates in India.

Yours faithfully,

(Signature of the Authorized person)

Date:

Place:

Name:

Designation:

**Annexure - E**

**PROFORMA FOR PERFORMANCE BANK GUARANTEE**

(On stamp paper of appropriate value from any Nationalized Bank)

To,

Ministry of Earth Sciences,  
Prithvi Bhavan,  
Lodhi Road,  
New Delhi – 110 003

Dear Sir,

In consideration of Ministry of Earth Sciences (hereinafter called as the Ministry which expression shall include his successor and assigns) having awarded to .....

..... (hereinafter referred to as the Contractor or Contractors when expression shall wherever the subject of context so permits include its successors and assigns) a contract no. .... in terms inter-alia, of the MoES's letter no. .... dated. .... and the General Conditions of Contract and upon the condition of the Contractor's furnishing security for the performance of the Contractor's obligations and discharge of the Contractor's liability thereunder in connection with the said contract up to a sum of Rs..... (Rupees..... only) amounting to 8 % (Eight) percent of the total contract value.

1. We ..... (hereinafter called the Bank which expression shall include its successors and assigns) hereby jointly and severally undertake to guarantee the payment to the Ministry in Rupees forthwith on demand in writing and without protest or demur or any and all moneys anyway payable by the Contractor to the Ministry in respect of or in connection with the said contract inclusive of all the Ministry's losses and damages and costs (inclusive between attorney and client) charges and expenses and other moneys anyway payable in respect of the above to this guarantee up to an aggregate limit of Rs. .... (Rupees.....only).

2. We ..... the Bank further agree that the Ministry shall be the sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by the Ministry on account thereof and the decisions of the Ministry that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by the Ministry from time to time shall be final and binding on us.

3. The Ministry shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other security in respect of the Contractor's obligations and liabilities hereunder or to vary the contract or the work to be done thereunder vis-à-vis the Contractor or to grant time or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and/ or any other security(ies) now or hereafter held by the Ministry and no such dealing(s), reduction(s), increase(s) or other indulgence(s) or arrangement(s) with the Contractor or release or forbearance whatsoever shall absolve the Bank of the failed liability to the Ministry hereunder or prejudice the rights of the Ministry against the Bank.

4. This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all monies payable to the Ministry in terms thereof.

5. The Bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the Bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or dispute having been raised by the Contractor stopping or preventing or purporting to stop or prevent any payment by the Bank to the Ministry in terms hereof.

6. The amount stated in any notice of demand addressed by the Ministry to the Bank as liable to be paid to the Ministry by the Contractor or as suffered or incurred by the Ministry on account of any losses or damages of cost, costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to the Ministry of suffered or incurred by the Ministry as the case may be and shall be payable by the Bank to the Ministry in terms hereof.

7. This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Ministry and liabilities of the Contractor arising up to and until midnight of.....

8. This guarantee shall be in addition to any other guarantee or security whatsoever that the Ministry may now or at any time anywise may have in relation to the Contractor's obligations or liabilities thereunder and/or in connection with the said contract and the Ministry shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which the Ministry may have or obtain and no forbearance on the part of the Ministry in enforcing or requiring enforcement of any other security shall have the effect or releasing the Bank from its full liability hereunder.

9. It shall not be necessary for the Ministry to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding that any security which the Ministry may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the said Bank hereunder be outstanding or unrealized.

10. We the said Bank undertake not to revoke this guarantee during its currency except with the consent of the Ministry in writing and agree that any change in the constitution of the said Contractor or the said Bank shall not discharge our liability hereunder.

11. We. ....the said Bank further state that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute/ difference pending between the parties before the arbitrator and/ or that any dispute is being referred to arbitration.

12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. .... (Rupees.....) and this guarantee shall remain in force till .....and unless a claim is made on us within three months from that date, that is before ..... all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities thereunder.

Dated .....day of .....2018.

For and on behalf of Bank.

Issued Under Seal

**ANNEXURE - F**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

The Head Outreach and Awareness Programme,  
Ministry of Earth Sciences,  
Prithvi Bhavan,  
Lodhi Road,  
New Delhi – 110 003

Sub: **Acceptance of Terms and Conditions of Tender**

Tender Reference No.: MOES/Exh-Fair/05/2018 PC-V DATED \_\_/ /2018

**Name of Tender/Work:** ISC-2019 held on 03-07 January, 2019 at Jalandhar, Punjab.

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:

\_\_\_\_\_ 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/ organization 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/ organization 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,

Seal and Signature of Tenderer  
(Name and Designation of the authorized signatory)

## **Annexure.G**

### **Instructions for Online Bid Submission:**

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 other which may lead to misuse.
6. Bidder then logs on to the site through the secured long- 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 requirement 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 documents/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 document which are required to be submitted as 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.

### **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 documents.

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 IMD as per the instructions specified in the tender documents. 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 their 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 given as a standard BoQ format with the tender documents, 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 colored (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 only 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 bidder’s 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 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.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids (i.e. 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.

10. 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 documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

\*\*\*\*\*

**Cover Letter**

To  
The Head Outreach and Awareness Programme  
Ministry of Earth Sciences  
Prithvi Bhavan,  
IMD Complex  
New Delhi – 110 003.

Sub: Tender document for Pavilion ISC-2019 held on 03-07 January, 2019 at Jalandhar, Punjab.

Commented [D1]: Change

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>       |  | PAN No. |  |
| <b>Registered Office Address:</b> |  |         |  |
| Plot No.                          |  |         |  |
| Street                            |  |         |  |
| Area / Locality                   |  |         |  |
| City                              |  | PIN     |  |
| Telephone                         |  | Fax     |  |
| E-mail                            |  |         |  |
| URL                               |  |         |  |
| <b>Local Office Address:</b>      |  |         |  |
| Plot No.                          |  |         |  |
| Street                            |  |         |  |
| Area / Locality                   |  |         |  |
| City                              |  | PIN     |  |
| Telephone                         |  | Fax     |  |
| E-mail                            |  |         |  |
| <b>Contact Person:</b>            |  |         |  |
| Name                              |  |         |  |
| Designation                       |  |         |  |
| Telephone                         |  | Fax     |  |
| 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 \_\_\_\_\_ 2018

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 \_\_\_\_\_ 2018

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....., 2018 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,<br>TELEPHONE NUMBER AND EMAIL                          |  |
| WHETHER THE BRANCH IS COMPUTERISED?   |  |
| WHETHER THE BRANCH IS RTGS ENABLED? IF YES,<br>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 (ISC) 2019” held on 03-07 January, 2019 at Jalandhar, Punjab.

TENDER SPECIFICATIONS for compliance for Technical Bid

| S No. | Tender specifications  | firm is ready to comply (Y/N) | Quality of the material |
|-------|--|-------------------------------|-------------------------|
| 1.    | Floor covering with multi colour designed carpets.   |                               |                         |
| 2.    | 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., Stationery and others like visitors books, pens, 2 scissors, ribbon, 500 plastic folders with add gel pen of A4 size, tray dustbin etc.  |                               |                         |
| 3.    | Four LED seamless screen of 6’x6’ or above are required to be put-up.  |                               |                         |
| 4.    | Two artistic gates with artwork, logos, mural, highlighting the name of Ministry in Hindi and English.   |                               |                         |
| 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.   |                               |                         |
| 6     | Preparation of two 6’X4’ murals (raised relief) on Ministry’s activities   |                               |                         |
| 7     | Executive office (3mx2m) with glass and lockable door, new modern executive Sofa Set (3+1+1 seater), Centre & side Tables, Matching curtains, etc., Small pantry with Tea/Coffee and packed drinking water etc. from standard company. ( approx 25 person per day )  |                               |                         |
| 8     | A store (1.5 m x 1.5 m or more) for keeping the exhibits/literature and empty boxes etc.   |                               |                         |
| 9     | Display the Ministry’s publications, books etc. (30 publications)  |                               |                         |
| 10    | <ol style="list-style-type: none"> <li>1 Three nos. of Desktop Machines</li> <li>2. Two nos. of Data Entry Operator/Service Engineer as per the NICSI Rate Contract</li> <li>3. 1 no. KVA Online UPS with 20 minutes backup</li> <li>4. 1 no. 8 Port Ethernet Switch</li> <li>5. 3 nos. of UTP Cables, IO Box and Termination</li> <li>6. 1 no. of Laser printer</li> <li>7. Certificates for the quiz needs to be on card paper of 200 GSM or higher along with a colour printer.</li> </ol> <p>All systems should be brought to this Ministry’s headquarter for loading the quiz softwares and for trial for 5 days before ISC-2019 (Quiz will be provided by the Ministry).<br/>(configuration as per Annexure III)</p> |                               |                         |
| 11    | 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.  |                               |                         |
| 12    | Two dedicated persons for day-to-day work in the pavilion shall be   |                               |                         |

|       |   |  |  |
|-------|---|--|--|
|       | posted in consultation of Ministry with proper dress code during <b>“ISC-2019” at Jalandhar, Punjab from 03-07 January, 2019.</b>   |  |  |
| 13    | Four Certified security persons shall be posted for round the clock security for inside and surroundings of the pavilion for <b>“ISC-2019” at Jalandhar, Punjab from 03-07 January, 2019</b> from approved Agency.  |  |  |
| 14    | Provision of the Fire fighting equipment as per the guidelines of the ISC-2019 Organisers   |  |  |
| 15    | Still photographic coverage shall be arranged during entire exhibition period, and one set of 100 colour photographs (5”x7”) with portable haddisk (1.0 TB) and album shall be given to be to the Ministry. The photographer should be available on demand of Ministry  |  |  |
| 16    | Daily maintenance and cleaning (minute to minute) of the pavilion and surroundings for entire period of ISC-2018 shall be attended.   |  |  |
| 17    | Arrangement for refreshment during inaugural function at ISC-2018 for 200 persons and during the visit of VIPs and senior officers/dignitaries should be provided.  |  |  |
| 18    | Supply of good interior decorative plants <b>“ISC-2018” at Jalandhar, Punjab from 03-07 January, 2019</b>   |  |  |
| 19    | Comprehensive Insurance for entire pavilions including exhibits.  |  |  |
| 20    | Scaled 3D Models  |  |  |
| 21    | Agreed with the penalties mentioned in the tender document  |  |  |
| 22    | Items required for Marine Aquarium (5’x15”x2’- LxBxH): (embedded and visible from outside the pavilion)<br>a. Filter, tube lights, heaters, wooden stand (Available parts) and non-working part/damaged part has to be provided by the bidder.<br>b. Providing and Maintenance of the sea water as per norms.<br>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).<br>d. Inverters of adequate capacity for continue uninterrupted power supply for 5-6 hours.<br>e. Maintaining for ISC-2019 Any items not in workable conditions should be replaced with in 2 hours |  |  |
| 23    | Audio visual presentation   |  |  |
| 24    | Enclose necessary photographs of the design/model from all angles.  |  |  |
| 25    | 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)  |  |  |
| 26    | Declaration and Forms (I –Tax return/ registration of the firms, Sale tax/service tax TIN/TAN/PAN no., balance sheet/turnover. 2015-16, 2016-17 & 2017-18   |  |  |
| 27(i) | Profile of the Agency/Company.  |  |  |

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|       |   |  |  |
|-------|---|--|--|
| (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 financial year i.e. 2015-16 & 2016-17 and 2017-18   |  |  |
| (vi)  | EMD for Rs. 1,00,000/- (Rupee One lakh 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.  |  |  |
| 28    | Models etc should be transported to “ISC-2019” at Jalandhar, Punjab from 03-07 January, 2019 from Ministry & back by the fabricator.  |  |  |
| 29    | Entire power consumption charges of the pavilion of MoES given by organizers of ISC 2019 will be borne by the successful bidder.  |  |  |
| 30    | One seven seater A/c taxi from 1 to 8 January 2019 at Jalandhar, Punjab for exhibition ISC 2019 (150 km per day)  |  |  |
| 31    | 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 8% 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. |  |  |
| 32    | Appropriate sizes podiums for display of models 10 nos.   |  |  |
| 33    | Four nos. of 42” LED TV for display of live data demonstration of the following<br>i. Automatic Weather Station<br>ii. Seismograph<br>iii. SAFAR (System for Quality and Weather and Forecasting and Research)<br>iv. Live interaction with scientist from Bharti station at Antarctic through Skype.   |  |  |
| 34    | Preparation of 30 nos. of backlit posters 3’x5’ on the activities and achievement of the Ministry may be presented  |  |  |
| 35    | The Pavilion should be <b>differently able friendly</b> .   |  |  |

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## ANNEXURE – II

**Designing and Fabrication for ISC-2019 held on 03-07 January, 2019 at Jalandhar, Punjab**

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

| S No. | Tender specifications  | Unit Rate | Quantity | Total Price | All taxes (GST/other taxes (if any) etc |
|-------|--|-----------|----------|-------------|---|
| 1     | Floor covering with multi colour designed carpets.   |           |          |             |   |
| 2. a. | Two new modern reception/ information counter tables (5'x3' approx) with 4 new modern chairs for sitting and 4 visitor chairs,                     |           |          |             |   |
| b.    | Stationery and others like visitors books, pens, 2 scissors, ribbon, 500 plastic folders with add gel pen of A4 size, tray dustbin etc.            |           |          |             |   |
| 3     | Four nos. of LED seamless screen of 6'x6' or above are required to be put-up.  |           |          |             |   |
| 4     | Two artistic gates with artwork, logos, mural, highlighting the name of Ministry in Hindi and English.   |           |          |             |   |
| 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. |           |          |             |   |
| 6.    | Preparation of two 6'X4' murals (raised relief) each separately .on Ministry's activities  |           |          |             |   |
| 7 a   | Executive office (3mx2m) with glass and lockable door, new modern executive Sofa Set (3+1+1 seater), Centre & side Tables, Matching curtains, etc. |           |          |             |   |
| b     | Small pantry with Tea/Coffee and packed drinking water etc. from standard company. ( approx 25 person per day )                                    |           |          |             |   |
| 8     | A store (1.5 m x 1.5 m) for keeping the exhibits/literature and empty boxes etc.   |           |          |             |   |
| 9     | Display the Ministry's publications, books etc. (30 publications)  |           |          |             |   |

| S No. | Tender specifications  | Unit Rate | Quantity | Total Price | All taxes (GST/other taxes (if any) etc |
|-------|--|-----------|----------|-------------|---|
| 10    | <p>1 Three nos. of Desktop Machines</p> <p>2. Two nos. of Data Entry Operator/Service Engineer as per the NICS 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 2019 at Jalandhar, Punjab (Quiz will be provided by the Ministry).<br/>(configuration as per Annexure III)</p> |           |          |             |   |
| 11    | Three Bachelor of Science graduates, who are fluently in Hindi, English and local language as Hostess/Guides preferably having experience of Ministry's exhibitions and International exhibitions with dress code in consultation of Ministry, shall be posted.  |           |          |             |   |
| 12    | 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 2019 at Jalandhar, Punjab  |           |          |             |   |
| 13    | 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 2019 from approved Agency.   |           |          |             |   |

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| S No. | Tender specifications   | Unit Rate | Quantity | Total Price | All taxes (GST/other taxes (if any) etc |
|-------|---|-----------|----------|-------------|---|
| 14    | Provision of the Fire fighting equipment as per the guidelines of the organisers  |           |          |             |   |
| 15    | Still photographic coverage shall be arranged during entire exhibition period, and one set of 100 colour photographs (5"x7") with portable harddisk (1.0 TB) 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).  |           |          |             |   |
| 16    | Daily maintenance and cleaning (minute to minute) of the pavilion and surroundings for entire Jalandhar, Punjab period of "Indian Science Congress" from 3-7 <sup>th</sup> January 2019 at Jalandhar, Punjab shall be attended.   |           |          |             |   |
| 17    | Arrangement for refreshment during inaugural function at "Indian Science Congress" from 3-7 <sup>th</sup> January 2019 at Jalandhar, Punjab for 500 persons and during the visit of VIPs and senior officers/dignitaries should be provided.  |           |          |             |   |
| 18    | Supply of good interior decorative plants during "Indian Science Congress" from 3-7 <sup>th</sup> January 2019 at Jalandhar, Punjab   |           |          |             |   |
| 19    | Comprehensive Insurance for all pavilions including exhibits.   |           |          |             |   |
| 20    | Items required for Marine Aquarium (5'x15"x2'- LxBxH):<br>(embedded and visible from outside the pavilion)<br>a. Filter, tube lights, heaters, wooden stand (Available parts) and non working part/damaged part has to be provided by the bidder.<br>b. Providing and Maintenance of the sea water as per norms.<br>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).<br>d. Inverters of adequate capacity for continue uninterrupted power supply for 5-6 hours.<br>e. Maintaining for "Indian Science Congress" from 3-7 <sup>th</sup> January 2019 at Jalandhar, Punjab (extended if any).<br>f. Any items not in workable conditions should |           |          |             |   |

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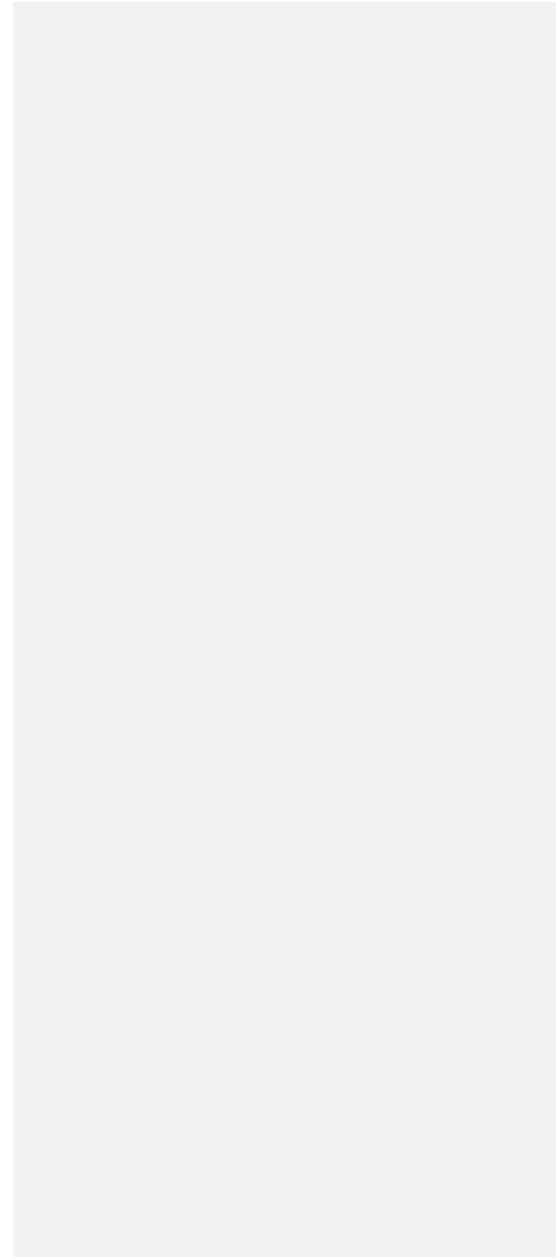


| S. No. | Tender specifications   | Unit Rate | Quantity | Total Price | All taxes (GST/other taxes (if any) etc |
|--------|---|-----------|----------|-------------|---|
| 21     | Designing and fabrication of Ministry pavilion on the bare floor space of 300 sq mts (tentatively) <b>The rates should be quoted in per sq.mtr basis where ever applicable and the price bid evaluation will be carried out on pro-rata basis</b>   |           |          |             |   |
| 22     | Models etc should be transported to “Indian Science Congress” from 3-7 <sup>th</sup> January 2019 at Jalandhar, Punjab from Delhi and back from Jalandhar, Punjab to Delhi by the fabricator.   |           |          |             |   |
| 23     | One AC taxi from 01 <sup>st</sup> to 8 <sup>th</sup> January 2019 at Jalandhar, Punjab for exhibition ISC-2019 (150 km per day, 4+1 capacity)   |           |          |             |   |
| 24     | Provision of two nos. Water Fountains   |           |          |             |   |
| 25     | Appropriate sizes podiums for display of models 10 nos.   |           |          |             |   |
| 26     | Four nos. of 42” LED TV for display of live data demonstration of the following<br>i. Automatic Weather Station<br>ii. Seismograph<br>iii. SAFAR (System for Quality and Weather and Forecasting and Research)<br>iv. Live interaction with scientist from Bharti station at Antarctic through Skype. |           |          |             |   |
| 27     | Preparation of 30 nos. of backlit posters 3’x5’ on the activities and achievement of the Ministry may be presented  |           |          |             |   |
| 28     | Three nos. of high speed Internet connectivity  |           |          |             |   |
| 29     | <b>Entire power/electricity consumption charges of the pavilion of MoES by organizers of “ISC 2019”</b>   |           |          |             |   |
| 30     | High resolution pictures for backdrops etc. has to be arranged by the successful bidder (if any)  |           |          |             |   |
| 31     | Provisions in the Pavilion for <b>differently able friendly.</b>  |           |          |             |   |

**Grand Total = Rs. (in figures).....**

**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 @ 8% of total work
4. Signature on all the page in TB & FB by the bidder along with Company stamp
5. **The rates should be quoted in per sq.mtr basis where ever applicable and the price bid evaluation will be carried out on pro-rata basis.**

**Annexure –III**

**Hardware Configuration/features for the QUIZ GALLERY at “Indian Science Congress 2019” which is to be held on 03-07 January, 2019 at Jalandhar, Punjab.**

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| SI No. | Item Description  | Qty. |
|--------|---|------|
| 1      | Desktop Machines  | 03   |
| 2.     | Data Entry Operator/Service Engineer as per the NICSI 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:**

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

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