

DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH

Notice Inviting Tender (Short Tender)

Exhibition-cum-Fairs on Rural Technologies

Ministry of Science and Technology, Government of India, is planning to organize 'Technology Exhibition-cum-Fairs on Rural Technologies' in various parts of the country to facilitate the application of technologies developed by various institutions under the Ministry for all round development of Rural India.

On behalf of the Ministry of Science and Technology, NRDC invites 'Sealed Tenders' from reputed organizations that have relevant experience and expertise in organizing mega events, with special focus on (i) management of the event, (ii) fabrication and construction of infrastructure for the event and (iii) provision of active interface between the technology users in rural areas and technology producers including mobilization of visitors to the event. For effective organization of this event, a consortium of agencies specializing in each of these three areas operating under one nodal agency is required.

The interested agencies should collect the Tender Document from the office of NRDC, 20-22, Zamroodpur Community Centre, Kailash Colony Extension, New Delhi-110 048 latest by 4 February 2009, during office hours, i.e. 0930-1730 (IST), on payment of Rs. 500/- (Rupees five hundred only) by Demand Draft/Pay Order drawn in favour of NRDC payable at New Delhi. Both technical and financial bids are to be prepared separately and placed in a single sealed cover super scribing 'Tender for Exhibition-cum-Fairs on Rural Technologies and Do not open before – 4 February 2009'.

The bids addressed to the CMD, National Research Development Corporation along with the Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) payable by Demand Draft/Pay Order drawn in favour of NRDC payable at New Delhi, should reach the above address on or before 1500 hrs. on 4 February 2009. The technical bids would be opened on the same day at 1530 hrs. in the presence of tenderers, who choose to attend the opening of bids. The NIT along with the tender document can be downloaded from our website www.nrdcindia.com. In case the downloaded tender document is used for submission of bids, the bid should also include the cost of tender document viz. Rs. 500/- only.

Any tender received after the scheduled date and time shall not be entertained. NRDC reserves the right to accept or reject all or any of the bids without assigning any reason. All legal disputes arising out of the tender/job shall be subject to the jurisdiction of the Court of Delhi only.

**NATIONAL RESEARCH DEVELOPMENT CORPORATION
(NRDC)**

TENDER DOCUMENT

Exhibition-cum-Fairs on Rural Technologies

**Last Date and Time of Receipt of Tenders
4th February 2009
1500 Hrs**

**Date and Time of Opening of Tenders
4th February 2009
1530 Hrs**

Price: Rs.500/-

Table of Contents

Section	Subject	Page
I	Invitation for Bids	2
II	Instructions to Bidders	4
III	Terms of reference	8
IV	Bid Form	12
V	Price Schedule	13
VI	Eligibility Criteria	14
VII	Documents Comprising the Tender	15

I. Invitation for Bids

From: National Research Development Corporation
20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
New Delhi – 110 048

To:

1. The National Research Development Corporation (NRDC), on behalf of the Ministry of S&T, is inviting proposals in sealed bids from eligible consortiums to organize/construct/manage 'Exhibition-cum-Fairs on Rural Technologies' in two places, during March 2009 in Fatehabad (Haryana) and Dosa (Rajasthan). The consortium should comprise an event management company, a construction and fabrication agency, and an N.G.O./association/private organization specializing in rural affairs.
2. Though the work would be awarded on the total strength of the consortium, NRDC would enter into a contract with event management company acting as the nodal agency, who would be responsible for the entire event and coordination of activities and works as per the scope of work of different agencies. The nodal agency should be technically and financially supported by the consortium partners by way of a legal M.O.U. (to be submitted as a part of technical proposal) signed by each agency of the consortium in favour of the nodal agency. Similarly, NRDC would enter into a contract with the nodal agency and would deal only with it. The nodal agency will be explicitly and implicitly be solely responsible to NRDC, NRDC shall not be responsible for any reasons whatsoever for any loss/consequential loss sustained by the consortium during the organization of this event.
3. Technical and Financial proposals should be submitted separately in two sealed envelopes, placed in the common sealed cover marked:
"Do not open before 4th February 2009"
"Tender on Exhibition-cum-Fairs on Rural Technologies"

4. Bids should reach NRDC on or before 4th February, 2009, the latest by 1500 hrs. The envelope would be opened on the same day at 1530 hrs (IST) in the presence of tenderers, if any, who choose to attend the bid opening. The tender fee is non-refundable.
5. NRDC reserves the right to accept or reject any bid in the bidding process and reject all bids at any time prior to the 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 its action.

Yours faithfully,

(Chander Mohan)
Manager (PR), NRDC

II. Instructions to Bidders

1. Evaluation of Bids

For evaluating the bids, Technical Bids shall be evaluated first and financial bids of only those who qualify technically shall be opened.

2. Technical Proposal

- i. Details of the consortium partners (to be separately mentioned) on their financial strength, manpower (skilled and unskilled), infrastructure, offices, workshop, design centers etc, supported by a copy of last three years financial statement, balance sheet/profit & loss account statement and latest Income Tax Clearance Certificate of all consortium partners.
- ii. Past experience of the consortium partners in similar projects as per scope of work in Terms of Reference supported by adequate documents.
- iii. Methodology –A detailed plan indicating how it proposes to carry out the show as described in the Terms of Reference. The plan shall include the rationale behind the intended methodology.
- iv. Qualification and experience, including field of specialization, of each of the proposed key personnel to be deployed on the assignment, of each consortium partner, separately.

Technical proposals will be evaluated on the basis of the following criteria:

Criteria	Marks	Comments
Qualification and experience of the People put on this project	10	Curriculum vitae of experts Duly signed shall be submitted with proposal in an acceptable format
Methodology and Organization	15	
Experience of conducting similar events in the past	15	To be supported by suitable documents
Back up arrangements	10	Should be described
Total	50	

3. Financial Proposal

The financial proposal will be deemed to be inclusive of the services as described in the Terms of Reference.

3.1 Bid Prices

The prices and rates in the financial proposal will be deemed to be inclusive of all taxes, charges and any other incidental costs and overheads and should not be subject to variation on any account.

3.1 Period of Validity of Bids

Bidders are requested to hold their proposal valid for one year from the last date of submission, during which time they will maintain without change, the personnel proposed for the assignment and the proposed price.

4. Submission of Bids

All bids must be sealed in one envelope, labeled “Do not open before 4th February 2009”, “Tender on Exhibition-cum-Fairs on Rural Technologies” and addressed to :

Manager (PR)
National Research Development Corporation
20-22, Zamroodpur Community Centre,
Kailash Colony,
New Delhi – 110 048

5. Late Bids

Bids received after the deadline for submission of bids (4th February 2009 by 15.00 hrs IST), will be rejected.

6. Correspondence

All correspondence related to the ‘Exhibition-cum-Fairs on Rural Technologies’ shall be addressed in writing to the Manager(PR), NRDC.

7. Award of Contract

NRDC will notify the successful bidder that its bid has been accepted. A contract shall be signed between NRDC and the successful bidder within 7 days of receipt of letter of award by the successful bidder.

8. Payment

The supplier' request for payment shall be made to NRDC in writing, accompanied by an invoice, and payment shall be made upon certification by the competent authority in NRDC.

Payment schedule:

- (a) 25% advance of the total cost of the event will be paid against Bank Guarantee, if required for an equal amount from a Nationalized Bank after award of the contract.
- (b) 25% of the total cost of the event will be paid after fabrication and erection of the exhibition pavilion at the first location;
- (c) 30% of the total cost of the event will be paid after fabrication and erection of the exhibition pavilion at the second location;
- (d) Remaining 20% of the total cost of the event will be paid after satisfactory completion of the event and shifting of exhibition materials from the site to the premises of NRDC.

9. EMD

The EMD as indicated in the NIT should accompany the technical bid. The EMD would be forfeited in case the bidder withdraws his bid during the validity period or fails to sign the contract with NRDC within 7 days from the date of notification of award or fails to execute/undertake the scope of work indicated in the contract. The EMD of the unsuccessful bidder shall be discharged within 30 days from the date of award letter.

10. Preliminary Examination

After receipt of bids, NRDC at its discretion may invite any or all the bidders for discussions with a view to sort out any minor inconsistencies and seek clarification on the bids received.

11. Penalty Clause

Deductions up to 10 percent of the total contract amount would be made in case of any delay, incomplete or unsatisfactory work by the Contractor. Penalties on individual items are detailed below:

- i) Non-compliance of the terms of reference and supply of items of sub-standard quality will attract penalty @ 2% of the total project cost.
- ii) Non-completion of the targets in time would attract penalty @ 2% of the total project cost.

- iii) Non provision of adequate security and fire fighting equipments at the exhibition sites will attract penalty @ 1% of the total project cost
- iv) Improper illumination of the pavilion will attract penalty @ 1% of the total project cost.
- v) Non-Maintenance of the Pavilion including Exhibits, displays etc will attract penalty @ 1 % of the total project cost.
- vi) Non-replacement of Guides/Hostess, if required with suitable persons within 24 hours will attract penalty @ 1 % of the total project cost.

12. Applicable Law

The contract should be interpreted in accordance with the laws prevailing in India.

13. Resolution of Disputes

The NRDC and the Contractor shall make effort to resolve amicably by direct information discussions, if any disagreement or dispute arising between them in connection with the contract. If after commencement of such informal discussion, the RDC and the Contractor are unable to resolve amicably any contract dispute, then the matter would be referred to CMD, NRDC, for appointment of an arbitrator whose decision should be final and binding on both parties.

III. Terms of Reference

Exhibition-cum-Fairs on Rural Technologies

Making Technology Work for Rural India – A Step towards Rural Transformation

Background

Ministry of Science & Technology, Government of India, is planning to organize Technology Exhibition-cum-Fairs in various part of the country, to facilitate the application of technologies for all round development of rural India. The major participation would be from the various Departments under the Ministry, namely, DSIR, DST, DBT and Ministry of Earth Sciences.

Objective of the Technology Shows

The core objectives of the Technology Exhibition-cum-Fairs are:

1. To present select technologies to the community to chose from for generating meaningful employment leading to sustainable source of Income.
2. To provide a forum for encouraging technologies producers and technologies users leading to a vibrant technology partnership.
3. To identify champions of the technologies change and spearheading agencies for linking technologies to people.
4. To catalyze people-centered technologies campaign in the rural India.

Scope of Work : To organize the Technology-cum-Fairs, the scope of work identified for respective agencies, is enumerated below:

1. Event Management Company:-

- i) Publicity – Outdoor publicity of the event including designing and printing of standard size posters (No. 2000 approx.), flex printing, leaflet distribution through mobile vans which cover the surrounding villages and prominent places of the district.
- ii) Logistic arrangements and food facilities including tea/coffee vending machine, refrigerator with soft drinks & mineral water and light refreshment to be arranged for the officials deputed from the Ministry of Science and Technology and Ministry of Earth Sciences or their representatives (approx.100 persons per day). Additionally, accommodation arrangements may be made for about 50 persons.

- iii) Coordinating inaugural and concluding functions with officials of the Ministry and other agencies of the consortium (respective works for this of other agencies would be mentioned in their scope of work) for a well-planned ceremony. Also, the agency would arrange for a comparer and hostesses, welcome and flower bouquet presentations, memento (to be provided by the company not exceeding Rs.500/- each) distributions etc., for the event. The agency will coordinate the speakers and activities on the stage as per instructions of the Ministry officials.
- iv) Coverage of digital video and still photography for the entire event.
- v) Cultural programme would also organized twice (One during Inauguration and other during the concluding function). In this connection, the agency would have to invite local folk expert or can invite the professional folk group artist and classical singers for the same.
- vi) Managing the protocol for the entire event including provision for five hostesses.
- vii) Setting up of internal communication system between all the agencies and the officials of Ministry using mobile sets or wireless for pre and post event ad during the event. All the key personnel of the different agencies and the Ministry should posses the same for unhindered communication.
- viii) Designing of the entire layout including the internal layout of the exhibitions area. Allocation of space as per instruction of officials of the Ministry and also coordination with the participant for their stall location and other petty requirements during possession period of the event.
- ix) Media management: Four press conferences to be organized at Fatehabad and Dosa. This will include the press invitation for media (both print and electronic media), press coverage and distribution of press release in consultation and supervision of the officials from NRDC.
- x) Provision of Public Amenities.

2. Construction/Fabrication agency:

- (i) **Main Hanger** - Hanger of about 2500 sq.m. to be constructed for the exhibition area. The hanger should be of international quality and made of fire retardant material. The hanger should have wooden flooring, brand new carpeting, and aluminum octo-norm shell scheme system or any other suitable system acceptable to the Ministry for stall area. Each stall (3mx3m in case of octonorm system) or every single module should be provided with one table, two chairs, three spot lights, dustbin, power plug point and one lock-able counter. For Inaugural and Concluding Function / Cultural Programme, provision of stage with backdrop, PA system, speaker podium, sofa seating for 50 VIP's and 600 chairs for farmers and

general public, carpeting of the entire area and green room separately for male and female artist may be planned.

- (ii) **Adjacent Hanger** – A separate hanger of about 300 sq.m. to be constructed for Registration Area, Seminar Hall and Four Meeting Rooms (3m x 3m each).
 - (a) For Registration Area, provision of 10 nos. of raised registration counters with storage facilities and extra form filling counters by side.
 - (b) Seminar Hall to have a stage with backdrop, LCD Projector with screen, PA system, speaker podium and about 100 chairs for participants.
 - (c) Business Development / Meeting Rooms should have adequate sitting arrangements and other relevant furniture.
- (iii) **Hanger for Cafeteria** – Cafeteria to be made in a separate hanger of 200 sq.m. of carpeted area with buffet tables, round tables and chairs as per requirement. A separate kitchen with storage and washing areas to be made as per requirement.
- (iv) **Power**- Two generators of 125 KW for five days and 12 hr. running arrangements to be provided. Also the power required during installations and dismantling to be arranged by agency itself.
- (v) **Electrification and Illumination** – The entire area to be illuminated using metal halides, including the entire hanger area and the surrounding open area. Also cabling and wiring to be done for the entire area including plug points as required in different areas of the premises.
- (vi) Barricading of the entire venue with zinc sheets and cloth masking.
- (vii) Entrance arch as per approved design.
- (viii) Signage/banners/buntings to be put as per the requirement of the officials of the Ministry at different places in the venue.
- (ix) Fire extinguishers inside and outside the hanger.
- (x) Security guards – 12 (nos.) round the clock for the entire event.
- (xi) A technology theme area to be erected and fabricated for display of selected technologies, which would be decided by the Ministry.
- (xii) Two Plasma TVs for Digital display.
- (xiii) Cleanliness and maintenance of the entire area.

- (xiv) Provision of an attractive Façade to the hanger with gallery in Front with raised glow sign Fascia with printed material as per the theme of the exhibition.

3. N.G.O./Association/Private Organization

- (i) Mobilization of farmers/potential technology users/participants from the surrounding villages.
- (ii) Management of the registration area – This would include registering each farmer using a detailed form covering their personal bio-data, size and strength of their farming, crops, infrastructure, market & technology being used by them.
- (iii) To create an effective interface between the farmers and the participants, the N.G.O. will deploy trained manpower required for this job.
- (iv) The N.G.O. will conduct a post-event survey through Zila-panchayats and one-to-one farmers meetings to determine the advantage of such an event and the report should be submitted within 15 days through the nodal agency to NRDC.

IV. Bid Form

Date:

To:

The Manager (PR)
National Research Development Corporation
20-22, Zamroodpur Community Centre,
Kailash Colony Extension,
New Delhi –110 048

Sirs,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver.....
(Description of services) in conformity with the said bidding documents for the sum of (Total bid amount in words and figures) or such other sums as may be ascertained in accordance with the Schedules of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to commence the work immediately and to complete it as specified. The bid would be valid for a period of one year from the date of bid opening.

We agree to abide by this bid for a period of one year from the date fixed for bid opening. It shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We understand that the purchaser reserves the right to reject any bid and to annul the bidding process and reject all bids 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 bidders of the grounds for the purchaser's action.

Dated thisday of2009

Signature

Name and Designation

Duly authorized to sign bid for and on behalf of.....

V. Price Schedule

Item	Description	Lump sum price including all Taxes and charges

I/we agree to supply the above-mentioned article(s) at the price (s) quoted by me/us.

Date :

Bidder's Signature

Address

VI. Eligibility Criteria

The components of the consortium should meet the following eligibility criteria:

1. Event Management Company – Proven track record of managing large events facilitating the respective scope of work in the Terms of Reference, with a minimum turnover of Rupees One Crore, having executed at least one project of not less than Rupees Twenty Five Lakhs.
2. Construction/Fabrication Agency – Proven track record of construction and fabrication as per scope of work in the Terms of Reference, with a minimum turnover of Rupees One Crore, having executed at least one project of not less than Rupees Twenty Five Lakhs.
3. N.G.O./Association/Private Organization – Proven track record as per scope of work in Terms of Reference. The desired flexibility to be built in to make the services of specific NGOs having experience and exposure to the local populace in different places where the event may be hosted in future.

Note: Event Management Company which will act as the nodal agency should be technically and financially sound with at least a minimum turnover of Rs. One Crore for last three years having executed at least one event of not less than Rupees Twenty Five Lakhs during the last three years.

VII. Documents to be Submitted along with the Bids

The bidder shall furnish, as part of this bid, the following documents establishing the bidder's eligibility as per the terms and conditions of the bid.

Technical Bid

1. Tender document duly signed.
2. Earnest Money Deposit.
3. Name(s) and address(s) of the proposed consortium partners.
4. Last three years financial statement, balance sheet/profit & loss account statement and latest Income Tax Clearance Certificate of all the consortium partners.
5. Copy of PAN No. of all consortium partners.
6. Required certificates of appreciation from organization for whom work has been done by the agencies in the past.
7. Copy of un-priced bid form.
8. Documents to establish the eligibility of the bidders with regard to all the three consortia partners for organization of the event as per the criteria enumerated in Section VI and following details of each consortia partner:

Criterion	Details		
1. Year of establishment			
2. Ownership and organizational structure of the firm is enclosed/or not?			
3. Memorandum of Association and Articles of Association along with Commencement of Business Certificate is enclosed/or not?	Yes/No		
4. Turnover of the company during the last three years (Attach necessary documentary proofs.)	F. Y.	Turnover	Profit After Tax
	2007-08		
	2006-07		
	2005-06		
5. Copy of orders of similar two projects	Document showing value of contract		
6. Copy of ISO certificate/ or any other certificate signifying conformity to standards			
7. Details of offices located in Delhi and other Cities			

Financial Bid

1. Copy of duly priced bid form
2. Price Schedule