



GUJARAT COUNCIL ON SCIENCE AND TECHNOLOGY (GUJCOST)
Department of Science and Technology, Government of Gujarat
BLOCK NO - B, 7TH FLOOR, M.S. BUILDING, SECTOR-11, GANDHINAGAR- 382 011

Tender Document No. GUJCOST/ISC-2019/2018-19/03
Dated : 01/12/2018



Department of Science & Technology
Government of Gujarat

Short Tender Notice for Exhibition Design and Event Management

Tender Document

Last Date of Receipt of Tender: **07/12/2018**
16.00 hours

Tender Fee: Rs. 1500/-
EMD: Rs. 12,000/-



Investing in **Science**: Investing in **Future**!

GUJARAT COUNCIL ON SCIENCE AND TECHNOLOGY
Department of Science and Technology, Government of Gujarat
Block -B, 7th Floor, M.S. Building, Sector-11,
Gandhinagar - 382 011
Phone No: 23259362 - 65, Fax No: 23259363
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Design of DST, Govt. of Gujarat Pavilion at the 106th Indian Science Congress – Pride of India Expo at Lovely Professional University, Phagwara, Punjab, during 03-07th January 2019.

The Gujarat Council on Science and Technology (GUJCOST) was established in September, 1986, to play a catalytic role in promoting the use of Science and Technology in the development process of the State. The S&T Council was constituted with a view to develop technologies appropriate to and in harmony with present conditions. The Council has been catalyzing interaction between developers and users of technologies, by bringing on a common platform to training Scientists and Engineers on the one hand and policy makers as well as Administrators on the other.

Accordingly, the State Council is identifying the areas in which Science and Technology can be applied for development activities and achieve the goals of the State, with a particular emphasis to eliminate the prevailing backwardness, rural unemployment and poverty. It was also felt necessary to establish effective Communication and other links between, and Co-ordinate the activities of centres of Scientific and Technological Research, Government agencies and industries in order to promote the application of Science and Technology in the State

The Council is an autonomous body registered under the Societies Registration Act from 1st February, 2000 and working under department of Science & Technology. Hon'ble Minister of Education is the Chairman of the Council. The Administration and Management affairs of the state Council is inducted by the Governing Board. The Board has constituted Executive Committee for fast Execution of work. The day to day affairs and administration of the State Council is looked after by its Advisor who is also Member Secretary of the Council. Presently GUJCOST is working at B/7, M.S. Building, Sector-11, Gandhinagar.

GUJCOST is dedicated to educating young minds, assisting teachers and increasing public understanding of science and technology along with its research and development programs.

The rural population of India could not harness the benefit of science and technology in post independence era due to urban centric development creating economical and social divide between the two sections. People there remain isolated and needed special efforts to bridge the gap. Gujarat Council on Science and Technology (GUJCOST) is introducing a novel but standardized concept of science on wheels for its science outreach programme, to harness the benefit of Science & Technology right to the doorsteps of people creating scientific temper among those who needed it the most.

In order to showcase the activities and achievements in the field of Science and Technology in Gujarat state. GUJCOST will represent on behalf of Department of Science and Technology, Government of Gujarat in the 106th Indian Science Congress – Pride of India Expo at Lovely Professional University, Phagwara, Punjab during 03-07th January 2019.

The India Science Congress organizing 106th India Science Congress- Pride of India Expo at Lovely Professional University, Phagwara, Punjab during 03-07th January 2019. Pride of India (PoI) Expo has emerged as a profound platform for showcasing cutting-edge technologies, scientific products and services, achievements, innovations, initiatives, Research & Development across various streams of Science and its allied industries and vision for future by leading R&D institutions, States of India, PSUs, Ministries, Government Departments, Boards, MNCs, Corporate & Industry. The major components of PoI Expo shall be Theme Pavilions, Edu Vision, Make in India, Genesis, a one day symposium and Vigyan Jyot(spreading awareness of science).

The programme will be inaugurated by Shri Narendra Modi, Hon'ble Prime Minister of India. The occasion shall be graced by eminent scientists, Nobel Laureates, dignitaries, former ISCA General Presidents, industry leaders, policy makers, innovators, academicians and thousands of national/international delegates. **The focal theme of 106th ISC is "Future Science & Technology".**

The Details of the work are as follows:

1. The agency shall be required to conceptualize the entire raw space for portraying the Science & Technology Pavilion (27 sq.mt) as per the specifications and instructions given by concerned officer.
2. The agency shall be required to provide the services as per following specifications:
 - a) Conceptualize / prepare theme of the **"Future Science & Technology"**, prepare design of the Pavilion and construct the entire pavilion accordingly. The pavilion will include DST/GoG initiatives, etc. all which have to be constructed by the agency.
 - b) Manage the entire event right from the building of the stall to dismantling of the exhibits as well as disposal of materials from the ground.
 - c) Conceptualization, designing of new Panels with branded fittings and setting up of the panels, etc.

- d) All the arrangements of procuring the necessary hardware including carpeting, platforms, towers, conference area, partition walls, support structures, structure for mounting panels, furniture, electrical fixtures, etc.
 - e) Supervision, erection, dismantling of all the material required for the stall.
 - f) Hiring of Audio Video equipment including LED TV and their installation and proper functioning through the exhibition.
 - g) Transport all materials, equipment's, panels etc. to the stall at Lovely Professional University, Phagwara, Punjab during 03-07th January 2019 and return the same at Gandhinagar.
3. Any incidental changes required to be incurred for the said work will be part of the contract amount no separate payment will be made on this account.
4. Co-ordination with the private companies, research centers and educational institutes participating in the event with respect of obtaining all necessary material, information required for the exhibition shall be the sole responsibility of the agency. No additional amount paid on this account.
5. Necessary support staff including hostesses, visitors book, broacher stand, card drop box, banquets of the agency shall be present at the exposition venue at all the time during the exhibition and all repairs resulting as a part of wear and tear of the stall will be done at no extra cost.
6. The final design, layout of the stall, materials to be used, other specifications of the work to be done, etc. have to be approved by DST/GUJCOST.
7. All exhibit materials as well as any soft copies of designs, etc. shall be the property of GUJCOST. The agency will deliver the exhibits at GUJCOST office within a week of completion of the exhibition.
8. All installation shall be complete in all respects by the morning 6:00 am of 03rd January, 2019.
9. No compromise in quality of material will be made. The tax shall be deducted as per I.T. Act.
10. In case of failure to comply with above terms and conditions or in case of not being able to deliver / complete the project in time or satisfactorily, as per the approval design / specifications, the EMD will be forfeited. More over any advance money paid will have to be returned.
11. At the end of the event the agency will submit photographs of the event with coverage of the Science & Technology stall. The photographs should cover all important events including VIP visitation.
12. In case of any dispute, the decision of the Member Secretary, Gujarat Council on Science & Technology shall be final.

Design of DST, Govt. of Gujarat Pavilion at the 106th Indian Science Congress – Pride of India Expo at Lovely Professional University, Phagwara, Punjab during 03-07th January 2019.

- Name of the work:** Exhibit Design and Event Management
- Location:** Lovely Professional University, Phagwara, Punjab during 03-07th January 2019
- Earnest Money:** Rs.12,000/- (Rupees twelve thousand only) in the form of Demand Draft payable at Gandhinagar. No interest is payable on the Earnest Money Deposit.
- Estimated cost of the project:** Rs. 4.05 lakh
- Last date for submission:** 07/12/2018 up to 16.00 hrs
- Place of submission:** Gujarat Council on Science and Technology
Address: Block B, 7th Floor, M. S. Building,
, Sector 11, Gandhinagar 382011

Tender document can be obtain and submit from 01/12/2018 to 07/12/2018 between 11.00 and 17.00 hrs from the office of **Gujarat Council on Science And Technology** by paying non-refundable fees of Rs.1500 -(Rupees One Thousand Five Hundred only) in the form of Cash or crossed DD drawn on "**Member Secretary, Gujarat Council on Science and Technology**" payable at Gandhinagar. The tender document is not transferable.

Earnest Money Deposit of Rs.12,000/- should be paid by Crossed Demand Draft/Banker's Cheque in favour of "**Member Secretary, Gujarat Council On Science and Technology**", payable at Gandhinagar. Tender submitted without the requisite Earnest Money Deposit shall not be considered for evaluation.

Selection Criteria

The technical (presentation) and financial bids received from the agency will be opened in presence of Committee members and the representatives of the agencies, time and date will be conveyed later. The selection criteria will be by giving 70% weightage on the quality of concept as well as presentation and 30% weightage to the price bid. Agency with score above 50% in technical presentation will be qualified for opening of financial bid. Agency with below 50% score in technical presentation will be disqualified. Though the budget of Rs. 4.05 lakh (inclusive of taxes) has been fixed for this work, the committee will be empowered to take decision in consultation with the selected agency to negotiate for price, looking to the presentation.

GUJCOST reserves the right to cancel any or all tender without assigning any reason.

General Terms and Conditions

GUJCOST invites SEALED quotations for financially sound and competent vendors / establishments / designers and model makers of repute with proven track record, for Design panels and pavilion for exhibition.

Terms and conditions:

- The agency should have been in the business of providing similar service for at least 3 years and should have own resources for similar assignments and have executed assignments related to DST/ICT Sector for such assignments. The agency should have experience of Design panels and pavilion as well as event management for exhibition and attach the photo-copy of such work done with the documents.
- The agency should have own production house and well trained staff/agency for different work profile of the Design panels and pavilion for exhibition.
- Technical and Financial bid should be sealed in separate envelop.
- Turnover – Minimum average turnover should be 50.00 lakhs averages for last three years. Audited Balance Sheet must be enclosed.
- The agency should have strong financial capability to provide services and should have the capabilities to complete the job and sustain joint on long term basis.
- The agency shall be required to sign an agreement with GUJCOST before the commencement of the business.
- Conditional offer shall not be considered.
- The rates quoted shall include all taxes, levies, material, labor, transportation and delivery at site.
- Entire job shall have to complete within the stipulated days from issuing of work order.
- The complete work shall be done as directed by in charge of GUJCOST to the satisfaction of Quality.
- Offers shall be sent in the enclosed prescribed form only.
- Preference to be given to those agencies who leave local set up unit at Chennai.
- The firms must enclose their Service Tax Registration Certificate.
- The firm has to submit colored concept designs of the proposed theme / stall and creative for display panels.

Design of DST, Govt. of Gujarat Pavilion at the 106th Indian Science Congress – Pride of India Expo at Lovely Professional University, Phagwara, Punjab during 03-07th January 2019.

INSTRUCTIONS TO VENDORS / FIRMS

Pre Tender Scrutiny

Before submitting Tender, the vendor/firms shall be deemed to have satisfied him by actual inspection of the site and the requirements and shall have deemed to have taken all these factors into consideration while quoting his offer price.

Submission of offers

The quotation shall be submitted with following details:

1. Name of the firm / vendor and contact details.
2. Details of IT return for last 3 years.
3. Registered Power of Attorney authorizing the person to submit the quotation on behalf of the firm, in case of a partnership firm or a company.
4. Partnership deed / MOA, as applicable
5. Details of similar services rendered in last 3 years.
6. Financial capacity with audited balance sheets for last 3 years

Earnest Money

The Tender submitted without prescribed earnest money will be summarily rejected. The rejected bids will become the property of GUJCOST.

Validity of Quotation

The Tender shall remain open for acceptance by GUJCOST for the period of 90 days from the date of opening of the Tender and the applicant shall not cancel or withdraw the tender during this period. If any bidder withdraws from the bid before the final award of the contract, the Earnest Money Deposit of such bidder shall be forfeited.

Late Submission

Bids must be submitted by due date and the time only. Bids received after the time and date fixed for receipt of bid is liable to be rejected.

Evaluation of bids

Clarification and additional information

During evaluation, GUJCOST may request the bidders for any clarification on the bid or additional information.

This is at two bid system. Successful bidders who qualify the technical bid criteria may be called for presentation about their concept and design before the technical committee.

GUJCOST have a right to accept or reject any or all quotations

Notwithstanding anything contained in all the clauses mentioned hereinbefore, GUJCOST at its sole discretion reserves the right to accept or reject any or all

bids, at any time prior to the award of the contract, without thereby incurring any liability to the affected applicant/s or any obligation to inform the affected applicant/s of the grounds for GUJCOST action without assigning reasons thereof.

Security Deposit:

The vendor will be required to maintain a Security Deposit of Rs. 16,000/- (Rupees sixteen thousand only) for the period of the Contract. The EMD of the successful vendor will be converted into a Security Deposit. No interest is payable on the Security Deposit.

Process to be Confidential:

Information related to the examination, clarification, evaluation and comparison of bids and recommendations for award of contract shall be confidential and will not be disclosed to any applicant.

How to Send

All the above documents should be put in an envelope sealed and super scribed as "**Design of DST, Govt. of Gujarat Pavilion at the 106th Indian Science Congress Pride of India Expo at Lovely Professional University, Phagwara, Punjab during 03-07th January 2019**" and the envelope should carry the tender number, due date for submission along with the name, address, telephone number, e-mail address of the agency.

Design of DST, Govt. of Gujarat Pavilion at the 106th Indian Science Congress – Pride of India Expo Lovely Professional University, Phagwara, Punjab during 03-07th January 2019.

Technical Bid

Sr. No	Year	Annual Turnover
1	2015-16	
2	2016-17	
3	2017-18	

1.	Name of the Company / Firm.	
2.	Date of Incorporation	
3.	Name of the Main Promoters with Equity Holding Pattern	
4.	Names and other Details of Subsidiaries	
5.	Commercial Brand Name Under which the Company is Known in the Market	
6.	Details of Pending Litigations /Court Cases against Company and its Directors	
7.	Name of the Consortium Partner (If any)	
8.	Client list	Attach extra copy of Client list.

EMD Details

Demand Draft No.:	Bank Name:
Drawn on:	Demand Draft Amount:
Demand Draft Date:	Branch:

Date:

Signature of the Agency

With Stamp



Department of Science & Technology
Government of Gujarat

GUJARAT COUNCIL ON SCIENCE AND TECHNOLOGY
Department of Science & Technology, Govt. of Gujarat

**Short Tender Notice for Exhibition Design and
Event Management**

Price Bid



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Price Bid

Item No.	Particulars	Amount in Rs. (inclusive of all taxes)
01	Design and Event Management of DST, Govt. of Gujarat Stall at the 106 th Indian Science Congress – Pride of India Expo at Lovely Professional University, Phagwara, Punjab during 03-07 th January 2019 (27 sq.m area)	

Note:

1. The selected agency should to show the "Design panels and pavilion for exhibition." work to GUJCOST and obtain necessary approval prior to final production.
2. The work will be completed 02nd January 2019 at Lovely Professional University, Phagwara, Punjab
3. Payment will be released after successfully completion of the work.
4. Amount will be inclusive of all taxes.

Date:

Signature of the Agency with stamp