

**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY**  
(An Autonomous Institute under Department of Science and Technology, Govt. of India)  
**Paschim Boragaon, Vigyan Path, Garchuk, Guwahati-781035**

**Notice Inviting Tender (NIT)**

**Advt No. 521**

**Dated: 13.11.24**

**TENDER NOTICE**

1. **Institute of Advanced Study in Science and Technology (IASST)**, an autonomous organization of DST invites sealed tenders/quotations in **TWO BID SYSTEM** for the **Designing and Fabrication of DST pavilion and related tasks during IISF 2024 (30<sup>th</sup> November to 3<sup>rd</sup> December, 2024)** to be held at **IIT Guwahati Campus, Guwahati Assam, India**
2. Detailed terms and conditions, procedure for submission of bids and other instructions have been mentioned at **Annexure-I**.
3. Interested agencies are requested to submit their Technical Bid and Financial Bid in separate sealed covers and enclosing both the sealed covers in another sealed cover super scribing “**TENDER FOR DST Pavilion - IISF 2024**” addressed to **The Registrar, Institute of Advanced Study in Science and Technology (IASST)** and send the same by hand/Post to IASST at the given address.
4. Fabricated pavilion should be completed by **29<sup>th</sup> November 2024 at 12.00 PM**
5. The detailed schedule of opening of the bids is given below:

<b>S. No.</b>	<b>Activity</b>	<b>Date and Time</b>
1	Last date for submission of Bids	19.11.24 at 12.00 PM
2	Opening of Technical Bids	19.11.24 at 12.30 PM
3	Presentation by eligible bidders	19.11.24 at 2.30 PM
4	Opening of Financial Bids	19.11.24 at 5.00 PM

6. Tenders received after the closing date and time, shall be rejected

**Registrar, IASST**

**1. Procedure for submission of Bids:**

- 1.1. The Technical Bid and Financial Bid should be placed in separate sealed covers with the wordings “Technical Bid” and “Financial Bid” respectively super-scribed on them. It may be noted **that prices must not be indicated in the Technical Bid and must only be indicated in the Financial Bid.**
- 1.2. The cover containing Technical Bid and Financial Bid must be put in another envelope (bid cover). The Bid Cover should be clearly marked “**TENDER FOR DST Pavilion - IISF 2024**”.
- 1.3. The cover thus prepared should also indicate clearly the name, address and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared “**Late**”.
- 1.4. Each copy of the Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately.
- 1.5. Along with technical bid, the sample designs of the Pavilion should also be submitted.

**2. Bid Prices:**

- 2.1. The Bidder shall indicate in the Performa prescribed at **Annexure-II** the detailed and the total Financial Bid Price for services it proposes to provide under the Contract in **Indian Rupees** (INR). Prices quoted must be firm and fixed and shall not be subject to any upward modifications, on any account whatsoever. In absence of above information, a bid may be considered incomplete and summarily rejected.
- 2.2. The Bidder shall prepare the bid based on details provided in the Tender documents. The Bidder shall carry out all the tasks in accordance with the requirement of the Tender documents and it shall be the responsibility of the Bidder to fully meet all the requirements of the Tender documents.
- 2.3. The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should **include GST, duties, fees, levies, works contract tax and other charges as may be applicable** in relation to the activities proposed to be carried out.

**3. Authorized Signatory (Bidder):**

- 3.1. The "Bidder" as used in the Tender shall mean a Company/Firm/Proprietor who submits the proposal to IASST for providing the services required under the proposed Contract, and who has signed the Tender document forms. (**Annexure III**)
- 3.2. The Bid shall be type written and shall be signed by a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by a written power-of-attorney accompanying the bid. The person or persons signing the bid shall initial all pages with seal/stamp.
- 3.3. The Bidder shall duly sign and seal its bid with the exact name of the company firm to whom the contract is to be issued.

3.4. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

**4. Terms and conditions:**

4.1. The bidder must have prior experience of carrying out the work relevant to the task in Government organizations on at least three occasions during the last five years or at least two occasions during the last three years.

4.2. The bidder should have an annual turnover of Rs. Twenty-five Lakhs during each of the last three years.

4.3. The bidders have to deposit Earnest Money Deposit (EMD) of 3% of tender value/ quoted price and tender fee of Rs 1000/- (Rupees one thousand only) through account payee demand draft drawn in favor of "IASST" and payable at **Guwahati** or can be paid through online by NEFT/RTGS/IMPS to IASST account as detailed below (kindly submit details of NEFT with the proposal): -

Account name: IASST Workshop and Conference

A/c no. 10432943723

IFSC Code: SBIN0009945

Branch: SBI Khanapara

The EMD & tender fee has to be deposited along with the technical bid. Tenders received without EMD would be summarily rejected. EMDs of unsuccessful bidders would be returned within 30 days after finalization of the tender.

4.4. The bidders are advised to ensure their capability before bidding as the task has to be completed in short duration and in a time bound manner under the direction of IASST. Only those bidders who are willing and are in a position to comply with these terms and conditions need to submit the tenders.

4.5. IASST reserves the right to reject any tender without assigning any reason. If any successful bidder fails to fulfill his obligation under this tender, he may be blacklisted and IASST would also be free to circulate such blacklisted agencies to other Ministries / Departments of Govt. of India.

**5. Address for Correspondence:**

5.1. The Bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by IASST, Guwahati.

**6. Contacting the Department:**

6.1. No Bidder shall contact IASST on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.

6.2. Any effort by a Bidder to influence the Department's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

**7. Opening of Bids by IASST:**

7.1. IASST will open the Bids, in the presence of the representatives of the Bidder who choose to attend, at the time and date, as mentioned in Para 5 of the tender notice.

7.2. The Bidder's names, modifications, bid withdrawals and the presence or absence of the requisite Earnest Money and such other details as IASST, at its discretion, may consider appropriate will be announced at the bid opening.

7.3. The opening and evaluation of bids would consist of the following phases –

- Phase I: Evaluation of Technical Bid
- Phase II: Evaluation of Financial Bid
- Phase III: Combined Evaluation of Technical and Financial Bids

**8. Clarifications:**

8.1. When deemed necessary, IASST may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the bid submitted or price quoted.

**9. Criteria for Evaluation of Bids:**

9.1. The evaluation process of the bid proposed to be adopted by IASST is indicated in Clauses 10 to 12. The purpose of these Clauses is only to provide the Bidder an idea of the evaluation process that IASST may adopt. The IASST reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation IASST may seek specific clarifications as may be necessary from any or all the Bidders.

9.2. Evaluation criteria proposed to be adopted will be Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 70% and Commercial Bid Score a weightage of 30%.

9.3. It is mandatory for the Bidder to qualify in the technical qualification criteria in Phase I and obtain minimum qualifying Marks to be technically qualified for being considered for Phase II of Financial Bid evaluation.

**10. Phase I: Evaluation of Technical Bid**

10.1. IASST will first open the Technical Bids, in the presence of the representatives of the Bidder who choose to attend, at the time and date, as mentioned in Para 5 of the tender notice.

10.2. On the basis of information furnished in the Technical Bid, Bidder will be evaluated. The bids of Bidders, who do not qualify at this stage, shall not be taken up for further evaluation.

10.3. Bidder must enclose documentary evidence in support of Pre-Qualification

Eligibility Criteria. In the absence of such supporting documents as detailed in Clause 10.4 below, the bid will be summarily rejected. The technical bid will be evaluated only for the Bidders qualifying the pre-qualification conditions.

**10.4.** To be eligible for pre-qualification and short-listing, a Bidder shall fulfill the following conditions of eligibility:

Sl. No	Eligibility Criteria	Supporting Documents Required to be submitted along with the Technical Bid
1.	The bidder should have an annual turnover of Rs. Twenty five Lakhs during each of the last three financial years	Certified Balance Sheet or Statement of Expenditure for the last three financial years (2016-17, 2017-18 & 2018-19) & Turnover duly certified by Statutory Auditor in Annexure-III OR Certificate by the company statutory auditors <b>(Annexure IV)</b>
2.	The bidder must have prior experience of carrying out the work relevant to the task in Government organizations on at least three occasions during the last five years or at least two occasions during the last three years.	Work Order/ Completion Certificate issued by the client department indicating the value of the work executed by the bidder
3.	The bidders have to submit Earnest Money Deposit (EMD) of 3% of the tender value/ quoted price & tender fee of Rs 1000/- (Rs one thousand only) through account payee demand draft drawn in favor of "IASST" payable at New Delhi.	In separate unsealed cover

**Notes:**

- i. In respect of the cited works, the Bidder should have been directly responsible for the execution of the work and not just a member of a consortium.
- ii. A bid may be rejected at pre-qualification stage itself and may not be considered for technical evaluation if it fails to satisfy the pre-qualification criteria specified above.

- 1.1.** After the Pre-qualification evaluation is completed, IASST shall notify Bidders whose Bids do not meet the Pre-Qualification Criteria or Bidders whose Pre-Qualification Bids were considered non-responsive to requirements, indicating that their EMD and Financial Bids will be returned unopened after completion of the selection process. IASST shall simultaneously notify, in writing to Bidders whose Pre-Qualification Bids met the above Eligibility Criteria.
- 1.2.** All pre-qualified Bidders will qualify for further evaluations of the Technical bid. The eligible bidders (or their representatives) shall have to make a presentation on Design and technical specification with the help of 3D layout.
- 1.3.** The technical bid will be analyzed and evaluated based on methodology as contained

in their proposal and as brought out during the presentation as per the following matrix and technical bid marks shall be assigned to each Bidder. Agencies will be invited for technical presentation and discussions on the proposal. Agencies are expected to depute only those officials for technical presentations who will be responsible for providing the leadership to the proposed work. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

S No.	Evaluation Criteria	Maximum Score
1	Understanding scope of work, objectives, purpose of work, requirements (evaluation will be based on details in proposal submitted by bidder)	20
2	Prior experience of the Bidder in executing similar nature of work in Govt. organisations in last five year (5 marks will be given for designing one pavilion)	20
3	Overall design of the pavilion	40
4	Prize/Award won for designing and fabricating pavilion in national/international level exhibition during the last 4 years (5 marks will be given for winning one award)	20
	Total	100

- 1.4. Technical Bids receiving overall marks greater than or equal to 50 Marks will be eligible for consideration in the subsequent round of evaluation

## 2. Phase II: Evaluation of Financial Bids

- 2.1. The opening of financial proposal shall be done in presence of representative of applicants who choose to remain present. The lowest Bid (L1) will be based on the Highest combined score (CS) after considering the Price quoted Format given in Annexure II on this NIT and the Technical scores referred above. All shortlisted applicants would be assigned financial score. For financial evaluation, the total cost indicated in the Financial Proposal, excluding GST, will be considered. Each Financial Proposal will be assigned a financial score as detailed below:

The lowest financial proposal (L1) will be awarded 100 % score. The financial scores of other proposals will be computed as follows: Financial Score of a bidder = {(Financial Bid of of the Bidder) /Financial bid of L/1 X 100} % (adjusted to 2 decimals)

Proposals will finally be ranked according to their combined technical and financial scores (CS) as follows:

$$CS = \text{Technical Score} \times 0.7 + \text{Financial Score} \times 0.3$$

Weight assigned to technical and financial Proposals that shall be 0.7 and 0.3 respectively.

Generally, the successful applicant will be the applicant having the highest combined Score. The second highest Applicant will be kept in reserve and may be invited for negotiations in case the first-ranked applicant withdraws or is not selected for any reason.

**Example of scoring and evaluation of Tender:**

The marks scored by Bidders in the technical evaluation will be given a weightage of 70. Similarly, the financial bids of the Bidders will be given a weightage of 30. The lowest financial proposal (L1) will be awarded 100 % score. Illustration of scoring criteria:

Assume 3 participating Bidders have total technical scores as per column (3) in table below and in case of rates, the total rates quotes is as under:

Sl no.	Description	Total Technical Scores	Rate quotes (say in Rs.) Financial scores	Financial Score of a bidder = (Financial Bid of L1/Financial bid of the Bidder)X100}%
1.	Bidder 1	80	60	(50/60) X 100 = 83.33
2.	Bidder 2	75	55	(50/55) X 100 = 90.90
3.	Bidder 3	70	50	(50/50) X 100 = 100

The Bidder scoring minimum rates in the financial scores i.e. 50 scoring point will be awarded 100 % score and the other bidders will be worked out on proportionate basis and thereafter weightage. Their combined technical and financial scores (CS) as follows: (CS obtained by firm = Technical Score X 0.7 + Financial Score X 0.3)

CS obtained by Bidder A =  $80 \times 0.7 + 83.33 \times 0.3 = 56 + 24.999 = 80.999$  (CS1)

CS obtained by Bidder B =  $75 \times 0.7 + 90.90 \times 0.3 = 52.5 + 27.27 = 79.77$  (CS2)

CS obtained by Bidder C =  $70 \times 0.7 + 100 \times 0.3 = 49 + 30 = 79.00$  (CS3)

For financial evaluation, the total cost indicated in the financial proposal, excluding GST, will be considered.

**3. Phase II: Combined Evaluation of Technical and Financial Bids to determine the overall Lowest Bidder**

**3.1.** The marks obtained by all the bidders in technical and financial bids as per above procedure will be added. The bidder who obtains the maximum marks (out of 200 i.e. 100 for technical evaluation & 100 for financial evaluation) will be classified as lowest bidder.

**3.2.** Unless stated otherwise, the financial bid document is for the whole scope of the work as described in the tender document. The bidder will not be permitted to add any items / costs later on. The total cost / bid amount indicated in the financial bid will be deemed to be for the entire scope of work outlined / detailed in the tender document. The costs / rates / amounts quoted by the bidder in the financial bid should allow for all costs including labour, materials, consumables, spares, equipments, procurement, freight and installation, transportation charge, customs duty, octroi,

excise duty, GST, any other duties, taxes or charges, whatsoever payable on the components or the completed works and satisfactory performance of the bidders obligations under the tender / agreement. Hence, levy of taxes over and above quoted rates, if any, like GST etc. should be specifically stated in the financial bid with prevailing rates of such taxes to enable uniform comparison of the financial bids of the various bidders. In the absence of any such specific statement, along with rates, the quoted rates / amount will be presumed to be inclusive of taxes.

Note: Classification of any bidder as „Lowest Bidder“ does not automatically bestow any right on him to get the work awarded to him, which is subject to further processing and obtaining approval of competent authority of IASST. IASST, for valid reasons, reserves the right to not allot the works to lowest bidder and even cancel the entire tender process at any stage, even after process for determining lowest bidder is over.

#### **4. Right to Accept Any Bid and to Reject Any or All Bids**

- 4.1. IASST reserves the right to accept any bid, and to annul the Tender process and reject any or all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for IASST 's action.

#### **5. Notification of Award**

- 5.1. IASST will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted. The notification of award will constitute the formation of the Contract.
- 5.2. Upon the successful Bidder's furnishing of performance security pursuant to Clause 15, IASST will promptly notify each unsuccessful Bidder and their Earnest Money Deposit will be refunded.

#### **6. Performance Security**

- 6.1. Within 3 days of the signing of the contract, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract. The successful bidder will have to execute an agreement for the due performance of the contract on such terms and conditions as may be specified, including all the terms and conditions of this tender document and shall also be required to furnish a performance guarantee equal to 10% of the contract amount from a commercial Bank in an acceptable form favouring the Director, IASST within 3 days of issuance of work order.
- 6.2. Failure of the successful Bidder to comply with the requirement of Clause 15.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the IASST may award the Contract to the next best evaluated Bidder or call for new bids.

#### **7. Confidentiality of the Document**



**7.1.** This Tender is confidential and the Bidder is required to furnish an undertaking that anything contained in this Tender shall not be disclosed in any manner, whatsoever.

## **8. Rejection Criteria**

**8.1.** Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

**8.2.** Technical Bid

- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder
- Bids providing information that are found to be incorrect / misleading at any stage / time during the Tendering Process
- Technical Bid containing commercial details
- Bids that reveal prices in any form or by any reason before opening the Financial Bid

**8.3.** Commercial Bid

- Bids in which the total lump sum price quoted by the Bidder is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
- Bids which do not conform to IASST 's price bid format

**8.4.** Others

- Bids that do not confirm unconditional acceptance of full responsibility of executing the „Scope of Work' of this Tender
- Bids in which the Bidder seeks to influence the IASST's bid evaluation, bid comparison or contract award decisions
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder

**9.** Arbitration & Jurisdiction Clause: Any dispute or differences including those considered as such by only one of the parties arising out of or in connection with this work shall be, to the extent possible, settled amicably between the parties. If amicable settlement cannot be reached, then all disputes shall be settled by an Arbitrator. The Director IASST or any officer nominated by him will be the sole arbitrator and his/ her award shall be final and binding upon the parties without appeal and shall be in writing and set forth the findings of fact and the conclusions of Law.

**10.** IASST reserves the right to accept or reject any or all tender/s without assigning any reasons and decision of Director, IASST will be final.

**11.** Bidder has to submit signed tender document uploaded by IASST.

**ANNEXURE – II**  
**Designing and Fabrication of DST pavilion and related tasks during IISF 2024**  
**TENDER SPECIFICATIONS & Price Bid**  
**(To be submitted with financial bid) (In Rupees only)**

Sl. No.	Tender Specifications	Total Cost	Remarks (Description /Additional details of items, if any)
1.	Designing of DST Pavilion on approx 360 sqm. bare areas in modular fabricated design structure with combination of wooden and glass with aesthetic look as per the design accepted by IASST. Carpet pavilion Area =1275 Sq. Meter- as per design		
2.	Designing of artistic gate (1 main gate+ 1 Back gate+ 2 Side Gate), reception area, trans-Slides /Posters in wooden structure with logo. [see proposed design]		
3.	Fabrication of pavilion in wooden and glass structure as per the design accepted		
4.	Fabrication of artistic gate (1 main gate+ 1 Back gate+ 2 Side Gate), including designing of Reception area and artistic fascia as per the design		
5.	Fabrication of 18 Sq. Meter stalls (19 in nos.) with provision of display racks with sufficient furniture as per the design and available space. Separate Institute display name as on front of each stall. 3 display Table (4x4 feet approx) and 8 decorative chairs in each unit of stall (for total 20 unit) [see proposed design]		
6.	Fabrication for display of approx 228 e-Posters (3x4 feet -depending on space/design) with background light		

7.	Fabrication of lounge and office (18 Sq. Meter) with pantry and with sufficient standardized sofas and furniture in an area of about 18 Sq. meter with wooden and glass partitions. Provision for Lock and Key in this specified Area.		
8.	Provision of 19 LED TVs (55 Inch) one in each stall		
9.	Provision of water, tea and coffee Dispensers (Tea/Coffee $\approx$ 500 cup per day) Flower decoration of pavilion on Inauguration along with 10 flower bouquet		
10.	Lighting arrangements in the entire pavilion including power sockets as per requirement in each stall.		
11.	Design of Decorative Theme Podium and sound system with big digital Display (100-inch TV) for organizing quiz and other program for the students. { see design open space } - arranging logo printed 100 Cap/Pen per day gift to participant		
	Total (inclusive of all taxes)		

**Proposer's Information**

1. Name
  - a) of the proposer:
  - b) of the Company:
  
2. Contact Information Address with contact details:
  
  
  
  
  
  
  
  
  
  
3. Copies of Income Tax returns as accepted by the Income Tax Department of preceding three years with PAN:
  
4. Has the Agency/its its sister concern/any director ever been blacklisted/defaulted by any organization? Yes/No (If yes, give details)
  
5. I have enclosed a DD/ Bank order/Online transfer for Rs. 500/- towards non-refundable application fee  
  
(DD No..... Date: drawn on bank:... or online transaction details)
  
6. I have enclosed a DD/ Bank order as applicable towards EMD (DD  
  
No..... .....Date:.....drawn on bank:..... or online  
  
transaction details)
  
7. Any other relevant information:

SIGNATURE (of authorised signatory)

Full Name and designation

**DECLARATION**

- i. I.....(authorised signatory for the proposer) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and/or debarred from empanelment.
- ii. I permit IASST to cross check the above facts from any other source.
- iii. I or my authorized representative, along with the team, if required by IASST would make presentation before Selection Committee at my own cost.
- iv. Here by I declare that I shall adhere to the terms and conditions mentioned in RFP.

Signature Full Name Date (Seal of organization)

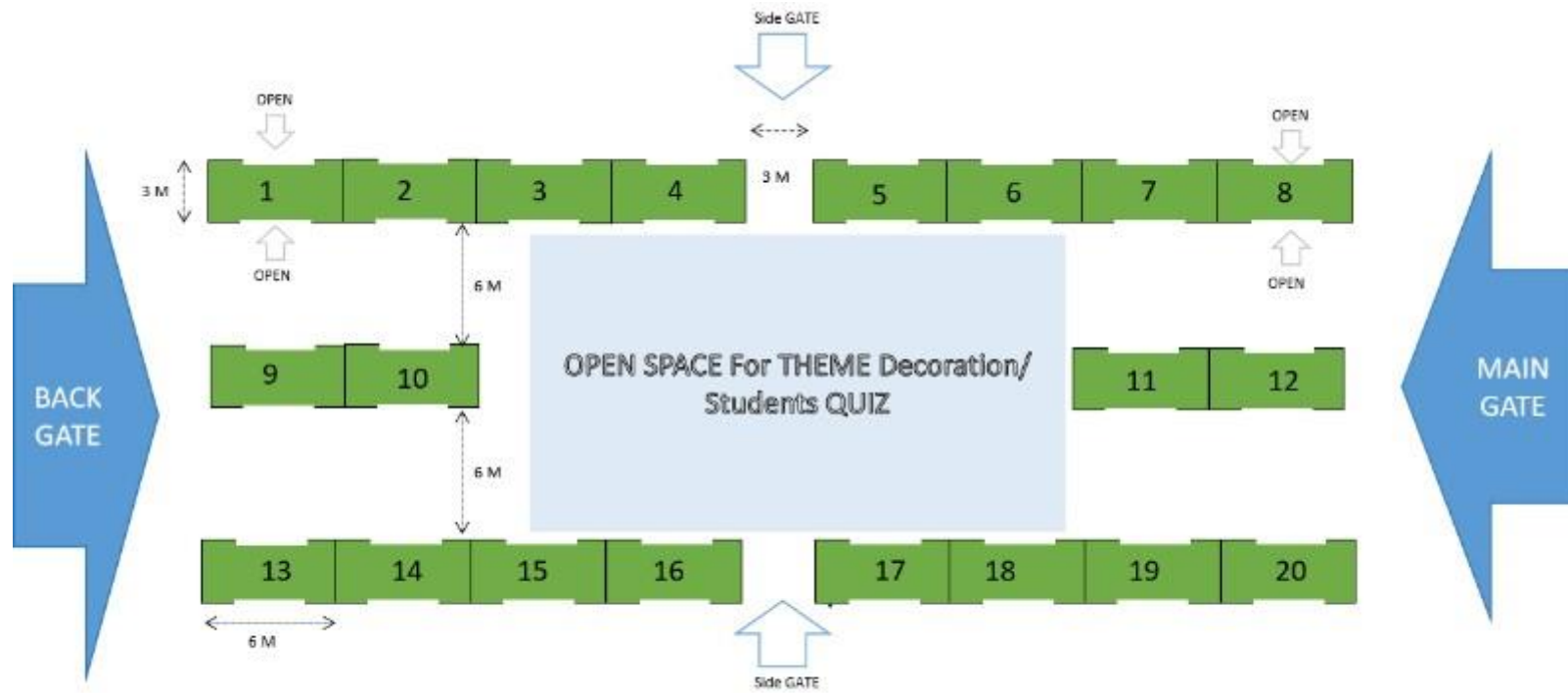
**Annexure IV**

**Turnover/ Financial Details as per Audited Accounts**

Years	FY 2016-17		FY 2017-18		FY 2018-19		Average Turnover	
	Total	From relevant services	Total	From relevant services	Total	From relevant services	Total	From relevant services
Turnover (Rs)								
Profit (Rs)								

**Note: Enclose CA certificate conforming Annual Turnover during stated financial years**

### LAYOUT PLAN



Total Stall Area= 18 Sq. M × 20 Stall = 360 Sq.M  
Total Pavilion Area = 51 M × 21 M =1071 Sq. M