



# Osmania University

University with Potential for Excellence (UPE)



OSMANIA UNIVERSITY  
HYDERABAD – 500007, INDIA

Ten. No. 893/DIS-PR/2017/ISC-Science Exhibition

Date: 31-10-2017

## SHORT TENDER NOTICE

On behalf of Osmania University sealed tenders are invited from firms/ companies/ organizations for "Hiring of Agency for the conduct of the Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress to be held from 03<sup>rd</sup> to 07<sup>th</sup> January, 2018" at Osmania University Campus, Hyderabad. Tender bids are accepted up to 3.00 P.M. on 03-11-2017. For further details, please visit the website [www.osmania.ac.in](http://www.osmania.ac.in).

Sd/-  
REGISTRAR



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University with Potential for Excellence (UPE)



## TENDER DOCUMENT

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Date: 31-10-2017

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REGISTRAR  
OSMANIA UNIVERSITY CAMPUS  
HYDERABAD, TELANGANA.

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## TENDER NOTICE

The Osmania University in association with the Indian Science Congress Association (ISCA) is organizing 105<sup>th</sup> Indian Science Congress (ISC) at the prestigious Osmania University in its centenary year from 3<sup>rd</sup> - 7<sup>th</sup> January 2018. The 105<sup>th</sup> session of the Indian Science Congress is bound to draw the attention of the scientists, technocrats and all other stakeholders to think over how the formidable power of science and technology can bridge the gap between the rich and the poor and how to reach the unreached in creating equal opportunity for everyone to do away with poverty, hunger, ignorance and other evils which still block our ways in stepping into a new world of hope. Osmania University takes pride in hosting the prestigious 105 Indian Science Congress during its centenary coinciding with the Valedictory of Centenary Celebrations. The 105<sup>th</sup> Indian Science Congress is the first for youngest state of the Union – Telangana State. The theme of this session 'Reaching the unreached through Science and Technology' emphasizes the value of taking science to each and every citizen of India. India has made unprecedented advances in myriad branches of sciences. It has carved its niche as an upcoming 'science hotspot' in general with special presence in the fields of space research, traditional and alternative medicines, computer science, and basic sciences. The fruits of scientific advances need to be equally appreciated by each and every citizen. It is imperative that science touches, influences and ushers in a positive change among scores of individuals who were denied the luxuries of scientific advancements due to multitude of reasons.

The Osmania University, Hyderabad invites, sealed tenders from established and reputed professional Firms/Organizations/Institutions, who are engaged and having experience in conduct of Science Exhibition or any such large-scale Exhibition to express their interest for the work of "Hiring of Agency for the conduct of the Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress to be held from 03<sup>rd</sup> to 07<sup>th</sup> January, 2018" at Osmania University Campus, Hyderabad"

## PERIOD OF CONTRACT

The Science Exhibition of the 105<sup>th</sup> Indian Science Congress will be for a duration of Five Days (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> January, 2018), as the mega event requires pre-event preparations and post-event works the effective period of contract will be for a period of four months w.e.f. 15<sup>th</sup> October, 2017 to 15<sup>th</sup> January, 2018.

Details of the works/services to be carried out/items to be supplied in connection with "The Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress to be held from 03<sup>rd</sup> to 07<sup>th</sup> January, 2018".

## BRIEF DESCRIPTION OF THE PROGRAMME

OSMANIA UNIVERSITY, Hyderabad, Telanganais hosting the 105<sup>th</sup> Indian Science Congress” at Osmania University Campus, Hyderabad on 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> of January, 2018. The inauguration of the Science Exhibition is scheduled to be held on 3<sup>rd</sup> January, 2018. Hon’ble Minister of Science & Technology, Government of India and Chief Minister, Government of Telangana will inaugurate the Science Exhibition. On the occasion of 105<sup>th</sup> Indian Science Congress, the Science Exhibition is one of the four side events, others being Children Science Congress, Women’s Science Congress, and Science Communicators, and 14 sectional sessions and 12 plenary / Nobel laureates lectures.

## NAME OF THE WORK

Conduct of Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress

## TERMS & CONDITIONS FOR ORGANIZING SCIENCE EXHIBITION

It is proposed to engage a firm/ company for the conduct of Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress, who would have the overall responsibility of erecting the exhibition pandal (s), inviting various stakeholders and exhibitors for participation, providing required facilities for, manage visitors and other related activities, and coordinate with the Conveners of the Science Exhibition appointed for the event and the Local Secretaries of the 105<sup>th</sup> Indian Science Congress at Osmania University, Hyderabad.

This tender notice is to invite prominent event management firms for holding of a Science Exhibition concurrent to the 105<sup>th</sup> Indian Science Congress, who fulfill the following Criteria:

- Should be a Company/firm registered under the relevant Acts in India
- Should not be blacklisted by the Government of India
- Should holds a minimum 5 years experience of managing/organizing events
- Should have at least 50 employees
- Should have a cumulative turnover of Rs. 6.00 crores during the last three consecutive years
- Should have pan India presence with its offices at minimum four places in India
- Should have experience of organizing Science Exhibition concurrent to the previously held Indian Science Congress at least two times in the past five years
- The event manager is expected to have worked in close liaison with government departments, R&D organizations, Corporate, PSUs, state and central govt. organizations etc. in getting their participation for the exhibitions.

The details of the works/services to be provided by the Firm/ Company for conduct of Science Exhibition, and other terms and conditions of the award of contract are given in Annexure-I to IV of the tender document.

Interested established and reputed professional firms/ individuals / organizations / Institutions, who are engaged and having experience in conduct of Science Exhibition or any such large-scale Exhibition may submit their offers in the prescribed form keeping in view the details given in Annexure-I to IV in a QCBS (Quality and Cost Based Selection) system i.e., based on the evaluation process carried by the University Committee.

The tenders shall include the total rate quoted (including all taxes) for the entire package.

All the bidders / their authorized representatives must invariably attend opening of Technical tenders on the date and time specified along with all the original certificates (as enclosed to the tender) for scrutiny by the Tender Evaluation Committee of Osmania University.

Registrar  
Osmania University  
Hyderabad – 500 007  
Telangana, India

## TENDER SCHEDULE

PARAMETER	DESCRIPTION
Tender Reference No.	/DIS-PR/2017/ISC-Science Exhibition
Name of the Work	Conduct of the Science Exhibition concurrent to "105 <sup>th</sup> INDIAN SCIENCE CONGRESS" to be held from 3 <sup>rd</sup> to 7 <sup>th</sup> January 2018 at Osmania University, Hyderabad, Telangana State
Date of Tender Available on website	31.10.2017
LAST Date & time for submission of Bids	03.11.2017 by 3.00 pm
Opening of Technical Qualifications	03.11.2017 at 4.00 pm
Start Date of Technical Demo	03.11.2017 at 4.30 pm
Opening of Financial Bid	03.11.2017 at 5.00 pm
Evaluation of Bid	03.11.2017 at 5.00 pm
Final Bidder Selection	Will be announced later
LOI for Selected Bidder	Will be intimated later
Contract signed by selected Bidder	Within 2 working days from the date of Selected Applicants Announcement
Bid submission Address Place of Opening for Pre-Qualification, Technical & Commercial Bids	Registrar Office, Administrative Building, Osmania University Campus, Hyd -7
E-mail ID for communication and Contact Details	<a href="mailto:registrar@osmania.ac.in">registrar@osmania.ac.in</a> ; <a href="mailto:director_is@osmania.ac.in">director_is@osmania.ac.in</a> ; Office of the Registrar, Administrative Building, Osmania University, Hyderabad-500007, Telangana, India.
Queries if any:	All the queries should be addressed to the following e-mail on or before 02.11.2017 by 5:00pm and personal queries are not entertained. <a href="mailto:isc105@osmania.ac.in">isc105@osmania.ac.in</a>

## COMPANY PROFILE

No	DESCRIPTION	DETAILS
1.	Name of the firm/ company/organization	
2.	Certificate of incorporation	
3.	Brief description of the company/organization/firm including its structure and the Number of employees.	
4.	Status of the organization: Proprietor/Partnership/Regd. Company	
5.	Name and complete address of the organization including branches if any	
6.	Name, Designation and Address of the contact person to whom all references shall be made regarding the project	
7.	Company Landline Phone No.&Email Address	
8.	Details of National or Global Events Executed in last 5years.	
9.	Details of Events executed in which Hon'ble PM/ Hon'ble Presidents were chief guest in last 5 years	
10.	Reference list of major clients with the contact details performed during the last 5 years.	
11.	The Attested copies of the experience certificates of FIVE major clients to whom the firm has provided such services during 5 years.	
12.	Service Tax Registration No. GST Registration certificate	
13.	Permanent Account Number (PAN)	
14.	Details of Ownership of the Firm (Name and Address of the Board of Directors, Partners , etc.)	
15.	Registration Details & Date of registration	
16.	Average Annual turnover in last 3 years	

### FINANCIAL DETAILS – ANNUAL TURNOVER DETAIL

(To be submitted duly signed by Statutory Auditor of the Applicant on its letter head)

#	FINANCIAL YEAR	ANNUAL TURNOVER (Cr)
1	2014 – 2015	Rs. 6.00 Crores (Cumulative)
2	2015 – 2016	
3	2016 – 2017	

Note: Audited Balance Sheets & Profit and Loss Statements for each financial year should be submitted by the Applicant duly certified by the Chartered Accountant.



## ANNEXURE-I



**Osmania University**  
University with Potential for Excellence (UPE)



## TECHNICAL BID

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Ten. No: 893 /DIS-PR/2017/ISC Science Exhibition

Date: 31-10-2017

Tender document for "Hiring of Agency for the conduct of the Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress to be held from 03<sup>rd</sup> to 07<sup>th</sup> January, 2018".

## ANNEXURE – I, II & III

**BID COVER LETTER**  
(TO BE ENCLOSED ALONG WITH ENVELOPE-I)

To  
Registrar  
The Osmania University,  
Hyderabad, Telangana.

Dear Sir,

Sub: Tender for "Hiring of Agency for the conduct of the Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress to be held from 03<sup>rd</sup> to 07<sup>th</sup> January, 2018"

Ref: Your Short Tender Notice No: /DIS-PR/2017/ISC-Science Exhibition, Date: 31.10.2017, published in newspapers.

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With reference to your Tender Notice inviting offers for "Hiring of Agency for the conduct of the Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress to be held from 03<sup>rd</sup> to 07<sup>th</sup> January, 2018" at Osmania University Campus, Hyderabad, Telangana, I / we hereby submit my / our offer as follows:

- a) Technical Bid – Annexure I, II and III (in separate sealed cover along with Earnest Money Deposit of Rs.10,00,000/-, Application fee Rs.10,000/- (non-refundable) & other documents) (Envelope-1)
- b) Financial Bid – Annexure -IV (in separate sealed cover) (Envelope-2). The two sealed covers containing technical bids and financial bids referred to above have been put in main cover (Envelope-3).

I hereby undertake to abide by all the terms and conditions contained in your TR No.....dated ..... calling for offers. I also accept to keep my offer valid for your acceptance up to 3 months of the tender opening date (Technical Bid). I also certify that the details furnished in the bids, various enclosures and other documents are true and correct to the best of my knowledge. If successful, I also express my willingness to sign the Agreement as per terms and conditions mentioned in the tender document. I also confirm having enclosed all essential documents and declarations, as required, along with the Technical Bid.

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (Also indicate the capacity in which signing, whether on his own behalf or Authorized Signatory of the owner)

## BRIEF DESCRIPTION OF THE PROGRAM

1. The Science Exhibition will be conducted concurrent to the 105<sup>th</sup> Indian Science Congress scheduled to be held between 03<sup>rd</sup> and 7<sup>th</sup> January, 2018 at Osmania University, Hyderabad, Telangana State.
2. Hon'ble Minister of Science & Technology, Government of India and Chief Minister, Government of Telangana State are likely to inaugurate the Science Exhibition.

## RESPONSIBILITIES:

- a) The Firm / Company selected for the conduct of Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress, would have overall responsibility to take up all the works/ services/ supplies , etc., covered under the scope of the contract, subject to final control, monitoring and supervision by university, for executing various works, providing services and supplying various items.
- b) The tenders will be decided based on the minimum guaranteed amount of Rs. 75.00 Lakhs to be paid to the University
- c) Subsequent percentage sharing offered by the Firm / Company on the total revenue generated / earned for entire event will also be a deciding factor for successful bidders in second round.
- d) Public sector organizations / agencies are also eligible to give offers. Other things remaining the same, preference will be given to public sector agencies.

## DETAILS OF WORKS / SERVICES TO BE CARRIED OUT / ITEMS TO BE SUPPLIED AND RESPONSIBILITIES:

The Science Exhibition – conducted as a Side Event concurrent to the 105<sup>th</sup> Indian Science Congress -2018 involves the following responsibilities:

- Identifying opportunities.
- Exhibition Structure and Services.
- Exhibition Design.
- Contracts and Guides for exhibitors and sponsors.
- Exhibition Space Planning and Sale.
- Science Exhibition Website and Links of sponsor sites.

- Satchel inserts of sponsors.
- Advertising Sales.
- Management and facilitation of Freights services nationally and internationally.
- Exhibition event Staff.
- On-site support to Sponsors and Exhibitors.
- Preparation of Move-in Schedule and support services.
- Freight inwards planning and supervision.
- Exhibition Build supervision.
- Signage and Banners design and production.
- Security and Staffing.
- Sponsor Fulfillment.
- Freight outwards planning and supervision.
- Post-event needs.
- Delegates Lists.
- Thanks giving to Exhibitors and Sponsors and Future Promotion.
- Post Event Report.
- Any other related activities

Note: Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations within the set time frame will face heavy penalties at 1% of agreement contract value per each day for the delay in completion of the work.

## ANNEXURE-II

### \*QUALIFICATION/ ELIGIBILITY CRITERIA FOR TENDERING:

1. The Company/ Firm registered under the relevant Acts in India and should not be blacklisted by the Government of India.
2. The Company/ Firm should have minimum 5 years of continuous experience in the field of providing similar services and should have at least 50 employees.
3. The Company/ Firm should have the experience of executing Science Exhibition concurrent to the previously held Indian Science Congress at least two times in the past five years.
4. Preference will be given to those who have executed similar Events.
5. Proof of the total revenue generated/earned for the earlier Indian Science Congress or other such event / should also be submitted by the bidder.
6. The Company / Firm should take the entire responsibility of conduct of Science Exhibition.
7. Partial participation in any way is not considered.
8. They should have a minimum turnover of Rs. 6.00 crores cumulative in the last three consecutive years.
9. Should have pan India presence with its offices at minimum four places in India.
10. Other than the Science Exhibition concurrent to the Indian Science Congress, the event management firm should have organized minimum of 2 Science & Technology related events in the past five years.
11. The Company/ Firm is expected to have worked in close liaison with government departments, R&D organizations, Corporate, PSUs, state and central govt. organizations etc. in getting their participation for the exhibitions

\*Bidder should check their Eligibility criteria before participation; otherwise they were rejected without evolution.  
All proofs must be submitted.

Note: University would be free to make enquiries from previous clients of the bidding company about the work, conduct, performance, quality of service and such other related general enquiries about such bidders (except the confidential commercial details like tender rates, etc.,). The bidder would have no objection to University making such enquiries from his existing / past clients.

## GENERAL TERMS AND CONDITIONS

1. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any State Government / Government of India / Union Territory.
2. Tenders from Joint ventures/ Consortium are not acceptable.
3. Conditional tenders will not be accepted.
4. The cost of the Tender document fee shall not be refundable.
5. The authority reserves the rights to Reject or Accept any or all the tenders without assigning any reasons.
6. The bidder should have handled a minimum of two Science Exhibitions at National Level. Bidder should upload the relevant evidence of document regarding Execution as a condition for Eligibility Criteria.
7. All Applicable taxes of income tax and Goods & Service Tax will be applied as per prevailing Govt. orders.
8. Contract and Memorandum of Agreement (MoA) to be signed within 24 hours of the awarding of the bid.
9. The erection of Science Exhibition pandal and general area upkeep work has to be initiated as soon as possible after the handing over the identified site on or before 01.01.2018 for smooth conduct of the event.
10. Bank Guarantee will not be acceptable as EMD. EMD should be paid in shape of Demand Draft in favour of "Registrar, Osmania University" from any nationalized Banks.
11. The University does not bind itself to accept the lowest bidder, and the University reserves the right to Accept or Reject any of the Tender without assigning any reasons.

12. The quoted price should be inclusive of all types of taxes, excise duty, transportation, erection (commission), site clearance charges, etc., & all incidental charges.
13. University authority can take decision in case of single tender participation.
14. Bidders should upload the specification separately for equipment for which he/she is bidding.
15. Bidders should have technical knowledge on the conduct of Science Exhibition at national level.
16. Preference will be given to the Bidders who has executed large scale such events in past with all safety and precautionary measures. Bidder must to provide documentary proof.
17. The successful Bidder should coordinate with all the protocol departments such as SPG, National and State level Police Authorities, PWD Authorities, Department of Fire and all other government departments for necessary approval.
18. The Bidder should take responsibility of all the necessary details and facilities (listed on pages 14 and 15) right from identifying participants, raising funds to visitor management during the event without burdening the University administration or any other stakeholder.
19. All safety precautions, warning signs, night illumination, reflectors, deployment of security guards has to be ensured so that no untoward incident happens on account of negligence or any project activity. Bidder should indemnify the client to that extent.
20. Bidders should execute the project with least impact to the environment especially during earthwork and no damage to green cover will be allowed.
21. All precautions should be taken by the Bidders so that there are no damages to such public/ private properties.
22. Bidders should take all precautionary measures to avoid any damage to the utilities during excavation as well as utility shifting. To that extent the Bidders should indemnify the client.
23. All the electrical items and fixtures, and generator sets shall be eco-friendly and the Bidder shall take all responsibilities to ensure uninterrupted power supply throughout the event.
24. The bidder has to submit a plan of their proposal for the Science Exhibition, giving all aspects e.g. design, specifications, description of the materials, infrastructure made available, details of labour available with them, safety and security

arrangements, provision of audio-visual equipment, decoration arrangements, signage, facials, time schedule and such other related details. The technical bids will be assessed by a Committee based on such details furnished by the bidders in their technical bid, which should include all relevant details of his experiences and expertise in undertaking of such works provision of services / supply of items, etc. They can also enclose photographs of proposed decorations, fittings, etc.

25. The Company/ Firm should give a declaration along with Technical Bid that Rates quoted in the Financial Bid are firm / valid for a minimum of 3 months from the date of opening of tenders.

## BID SUBMISSION PROCEDURE

- a) Tenders would be received in Two Bids
  1. Technical Bid
  2. Financial Bid
- b) Method of selection will be Quality and Cost Base Selection (QCBS)
- c) The Offer/Tender should be dropped in the locked sealed Tender Box kept at the O/o Registrar, Adm. Building, Osmania University, Hyderabad – 500 007.
- d) Tender document must be submitted in original duly completed along-with copies of other required documents on or before 03.11.2017 by 3.00 PM.
- e) The tenders must be submitted in an envelope or paper bag of appropriate size properly sealed. The sealed package must be super scribed as Tender document for “Hiring of Agency for the conduct of the Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress to be held from 03<sup>rd</sup> to 07<sup>th</sup> January, 2018”
- f) Tender document shall be submitted in person or through authorized representatives only.
- g) Tender documents sent by Post /Courier will not be accepted.
- h) Telegraphic tenders shall not be entertained.
- i) All the pages of the tender document should be signed by the owner of the firm or his Authorized signatory supported with a copy of the power of attorney.



Tender document shall be submitted in three Envelopes as detailed below and properly sealed:

- a) Envelope-1: The envelope shall be super scribed on the top of cover as "Technical bid for Hiring of Agency for the conduct of the Science Exhibition". Complete set of Tender documents (Technical Bid only), duly filled in and signed by the tenderers on all pages (including Schedules and Annexure) along with Earnest Money Deposit (Rs.10,00,000/-) and tender document fee (Rs.10,000/-non-refundable) as stated hereunder by Demand Draft (DD) obtained from any Nationalized Banks drawn infavour of the REGISTRAR, OSMANIA UNIVERSITY payable at Hyderabad.
- b) Envelope-2: The envelope should be super scribed as "Financial Bid for Hiring of Agency for the conduct of the Science Exhibition", complete set of Financial Bid of the tender document duly signed by the bidder on all pages.
- c) Envelope-3: The envelope shall contain the entire above two sealed envelopes super scribing the name of work on the cover as "BID for Hiring of Agency for the conduct of the Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress to be held from 03rd to 07th January, 2018".

E.M.D.: Rs.10, 00,000/-(Valid for 3months)

The complete set of support documents listed under item number (4), (5), (6), (7), (8) and (9) of Annexure-II under the caption Qualification of bidder with all supporting documents duly filled in and signed by the tenderers on all pages. The documents such as experience certificates, copies of Agreement, financial turnover, copies of PAN, Service tax registration, etc., shall be submitted along with proper attestations by Gazetted officer or Notary.

Important Note:

- a) The original EMD demand draft shall be invariably enclosed in Envelope-1 only.
- b) Any deviation from this procedure or putting together of Technical and Financial bids in same cover or non- submission of complete documents in Envelope-1 and/or submission of Financial Bid in an unsealed manner would lead to rejection of Offer/Tender/Bid.
- c) Care shall be taken to place the technical bid in the cover super scribed as "Technical bid" only and financial bid in the cover super- scribed as "Financial bid" only. If financial bid is kept in the Technical bid or otherwise, such tenders are liable for rejection.

## REJECTION CRITERIA

The Bids may be rejected under the following criteria:

- ❖ If they are conditional Bids;
- ❖ If the information provided by the Applicant is found to be incorrect /Fraudulent at any stage during the Tender process.
- ❖ If any influence on the Authority or otherwise by the Applicant that impacts the decision making process.
- ❖ If the Bids received beyond the prescribed date & time for receipt of Bids;
- ❖ Bids without signature of the person(s) duly authorized on required pages of the Bid
- ❖ Failure to furnish all information requirement by the Tender document or
- ❖ Submission of a bid not substantially response to the tender requirement.
- ❖ Applicant not quoting the complete scope of work as indicated in the tender documents.
- ❖ If the Technical Bid contains the financial details.
- ❖ If the Financial Bid is incomplete and that do not conform the Tender price in Financial bid format.
- ❖ Total price quoted by the Applicant does not include all statutory taxes and levies applicable.
- ❖ If there is an arithmetic discrepancy in the commercial bid calculations, the technical committee shall rectify the same.
- ❖ If the Applicant does not accept the correction of the errors, its Bid may be rejected.

## AUTHENTICATION OF BID

The hard copy of Bid document shall be signed by a person or persons duly authorized to bind the organization to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall sign all pages of the Bid Document and each page of the Bid document should be properly numbered. Corrections/findings in the Bid shall be authenticated by signature of the authorized signatory. The Applicants have to abide by all the terms and conditions mentioned in this Tender document.

## SCOPE OF WORK VARIATION

The Authority reserves the right to make changes to the scope of work at the time of execution of the resultant Agreement. If any such change causes an increase or decrease in the cost of, or the time required for the successful Applicant's performance of any part of the work under the Agreement, whether changed or not changed by the order, an equitable adjustment (if required) shall be made in the Contract Value or time schedule, or both, and the Agreement shall accordingly be amended. Any claims by the successful Applicant for adjustment under this Clause must be asserted within thirty (30) days from the date of receipt of the Authority changed order.

## AMENDMENT TO TENDER DOCUMENT

- a) The Authority also reserves the right to change any bid condition including technical specifications even after inviting the proposals with/without prior notification.
- b) All amendments shall be communicated to the Applicant through their email ID/ Contact No as provided by the Applicant.
- c) The Authority may terminate the Tender process and without assigning any reason. The Tender document does not constitute an offer by the Authority.

## SUBMISSION OF BIDS

All communications, including the submission of proposal and bids, should be addressed to:

The Registrar,  
Administrative Building,  
Osmania University,  
Hyderabad – 500 007.  
Email ID: registrar@osmania.ac.in

## OFFICIAL WEBSITE

The Official Website of the Authority is: <http://www.osmania.ac.in>

## CONFLICT OF INTEREST

The Applicant shall not have a conflict of interest that may affect the Selection Process. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Acceptance Authority shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for the time, cost and effort of the Authority including consideration of such Applicant's proposal.

## LATE BIDS

Any Bid received by the Authority after the deadline for submission of Bids prescribed in this document, will be summarily rejected and returned unopened to the Applicant. The EMD amount will be forfeited by the Applicant for the late bids. The Authority shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

## OPENING OF TECHNICAL BIDS

The Authority will open technical Bid as per schedule. The Applicant may depute their representative for the event. The Applicant's representatives who are present shall sign the attendance roll evidencing their attendance. Even if no representative of the Applicant is available, the Bids would be opened as per schedule. In the event of the specified date of Bid

opening/presentation being declared a holiday for the Authority, the Bids shall be opened at the appointed time and location on the next working day.

#### BIDS NOT CONSIDERED FOR EVALUATION

Bids which are rejected during any stage of the Bid evaluation process shall not be considered for further evaluation, under any circumstances.

#### CLARIFICATION OF BIDS

To assist in the examination, evaluations and comparison of bids, the Authority may, at its sole discretion, ask the Applicant for clarification on the Bid submitted. If the response to the clarification is not received in a proper way, the Bid shall be rejected. Norepresentation in this regard would be entertained after rejection of the bid.

#### OPENING OF FINANCIAL BIDS

Financial Bids will be opened and compared after the technical evaluation. The financial bids of only technically qualified Applicants will be opened. The name of Applicant, Bid prices, total amount of each Bid, etc. shall be announced by the Authority during opening of financial Bid.

#### COMPLETENESS OF BIDS

the Authority will examine the Bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document. Information must be furnished in comprehensive manner against each column of Bid Document.

#### RECITIFICATION OF ERRORS

Applicants are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened. The decision of the Evaluation Committee shall be final and binding in such cases.

#### REJECTION OF BIDS

The Bid shall be submitted duly filled by downloading application the Authority website. Bids submitted by Telex, fax or email would not be entertained. Bid may be rejected at any stage of the evaluation if it is found that the company has provided misleading information or has been black-listed by a central or any state government or has indulged in any malpractice/

unethical practice and has not honored contractual obligation elsewhere. A bid that does not meet all qualification criteria or is not responsive shall be rejected by the Authority and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or Reservation by the Applicant. The Applicant may seek reason/clarification for rejection of its bid.

#### VALIDITY OF BIDS

Bids shall be valid for acceptance for a period of at least 30 days from the last date for submission till signing of the agreement. The Bid with any lesser validity period is liable to be rejected.

#### UNDERTAKING FOR REASONABLENESS

The Applicant will give an undertaking with financial Bid that to the best of their knowledge and belief:

- a) Tendered rates are on par with the prevailing market rates and not more than the price usually charged for secure code of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- b) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
- c) Services/Products/Goods supplied, will be of requisite specification and quality.

#### RIGHT TO TERMINATE

The Authority may terminate the Tender process at any time and without assigning any reason. The Tender document does not constitute an offer by the Authority.

#### INSPECTION OF SUPPLY

The Authority or its representative shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The bidder shall provide all reasonable facilities and assistance at no charge to the Authority. In case any inspected or tested items fail to conform to the specifications, the Authority may reject them and supplier shall either replace the rejected goods or make all alterations necessary to meet specification required free of cost to the Authority.

#### ARBITRATION

Any Dispute which is not resolved amicably by conciliation between the Parties shall be finally decided by reference to arbitration by an Arbitral Tribunal appointed in accordance with Clause 6.36 (ii). Such arbitration shall be held in accordance with the Rules of Arbitration of the International Centre of Alternative Dispute Resolution, New Delhi (the "Rules"), or such

other rules as may be mutually agreed by the Parties, and shall be subjected to the provisions of the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be at Hyderabad and the language of arbitration proceedings shall be English. There shall be an Arbitral Tribunal of the three arbitrators, of whom each Party shall select one, and the third arbitrator shall be appointed by the two arbitrators so selected; and in the event of disagreement between the two arbitrators, the appointment shall be made in accordance with the Rules. The arbitrators shall make a reasoned award (the "Award"). Any Award made in any arbitration held pursuant to the clause shall be final and binding on the Parties as from the date it is made, and the Applicant and the Authority agree and undertake to carry out such Award without delay. The Applicant and the Authority agree that an Award may be enforced against the Applicant and/or the Authority, as the case may be, and their respective assets wherever situated. This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings as Signed, Sealed and Delivered in the presence of witnesses.

#### EARNEST MONEY DEPOSIT:

Tenderers have to deposit EMD of Rs.10,00,000/- by way of Demand Draft (valid for 3months) obtained preferably from any Nationalized Banks drawn infavour of REGISTRAR, OSMANIA UNIVERSITY along with the tender.

- No Cheque will be accepted. The EMD does not bear any interest.
- The Tenderer must write their name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
- If University cancels the tender on any administrative reasons the EMDs of all the bidders will be refunded.
- EMD will be forfeited in the event of any refusal or delay on the part of the successful tenderer to accept the offer for award of work or sign and execute the contract on acceptance of his tender. EMD shall also be liable for forfeiture in case the contractor delays the commencement of work immediately after issue of work order.
- EMD of unsuccessful Bidder will be refunded within 30 days from the date of opening of bids or after finalization of tenders whichever is earlier. EMD of successful bidder will be retained as EMD for the work and will be refunded within 3months after the successful completion of contract.
- On completion of the whole Work and after fulfilling the tender obligations and clearing the temporary structures from the site, the EMD amount shall be released.

## COMMERCIAL TERMS AND CONDITIONS

### PAYMENT TERMS

The following are the payment terms that the successful bidder needs follow to make payments to host university:

1. The minimum guaranteed amount of Rs. 75 Lakhs upto 5 crores as per the contract scope and MoU on or before 15.12.2017.
2. 20% will be levied from Rs.5 Crores to Rs. 7 Crores as per the contract scope and MoU on or before 31.12.2017.
3. 25% will be levied on the above Rs. 7 Crores of Total percentage sharing offered by the Firm / Company on the total revenue generated/earned for entire event as per the contract scope and Memorandum of Agreement (MoA) on or before 31.03.2018.
4. The payment will be made to the University by the firm as per the agreed Minimum Guaranteed amount and earned amount, 20% will be paid as token amount at the time of MOU and another 20% advance will be paid on or before 31.12.2017. The remaining 60% of the total order value shall be paid on or before 31-03-2018.

### TAXES

1. The bidder shall ensure that the bid shall be inclusive of all taxes & levies including Goods and Service Tax. The rates quoted should include all applicable taxes, duties and any other levy attracted to the item applicable as of the last date of submission of the tender. Claims of extra taxes & duties by the bidder at a later stage will not be entertained.
2. The bidder shall transfer/deposit/pay the agreed upon sum to the University. The agreed upon sum shall be after the deduction of all statutory and necessary tax deduction (that is, the bidder shall not deduce the tax from the agreed upon sum), and also issue a certificate to this effect to the University.

### ACCEPTANCE OF TENDER

- 1) The authority for acceptance/rejection of the tender documents and tendered rates will rest with the Competent Authority, who does not bind himself to accept the lowest or any other tender.
- 2) Acceptance of tendered rates will be communicated by E-mail or a formal letter of acceptance of tender will be forwarded to the successful Applicant as soon as possible, but the acceptance of lowest bid by the Competent Authority will be deemed to conclude the contract and noncompliance of any terms of agreement, including signing of the agreement, will amount to breach of contract with all attendant legal consequences.
- 3) The tender documents submitted by the Applicant shall become the property of the Authority and Authority shall have no obligation to return the same to the Applicants.
- 4) On acceptance of the tender, the name of accredited representative(s) of the Applicant who would be responsible for taking instructions from the Authority shall be communicated to the Authority within three working days.
- 5) The Authority shall not give any intimation to the unsuccessful Applicants about the fact of the rejection of their tender both in the case of technical qualification and financial aspects. The Authority is also not bound to give the reasons for such disqualification.

- 6) The Authority also reserves the right to:
  - a) Award the work partially, if deemed fit by the Competent Authority, in the financial/ business interest of the Authority.
  - b) Bypass any Applicant blacklisted by any Government/Semi Government body or PSU.
  - c) Seek clarifications from the Applicants regarding any information and documents submitted, during Pre – bid meeting. Failure to submit the same may render the bid liable for rejection. However the clarifications sought should not change the basic bid submitted by the Applicant.
  - d) Accept or reject any or all of the qualification / financial bids in part or full.
  - e) Relax the tender condition at any stage and considered necessary for the purpose of finalizing the contract in the overall interest of the Authority.
  - f) All ordered equipment should be supplied with relevant test certificates and any other statutory documents required.
- 7) Firms which are black listed by any of the Government organizations, Banks or PSU, their offers will be summarily rejected and their EMD will be forfeited.

#### FINANCIAL BID EVALUATION

The Financial Bid will be considered only when all the item prices were quoted; otherwise, the Bid is liable for Rejection.

The Financial Bid will be opened to those Applicants who obtain minimum of 60% in the Technical Evaluation.

The methodology of the Financial Bid calculation of scoring will be as follows:

#### BID EVALUATION

- i) The Technical Bid evaluation would be done by the Authority through their internal Evaluation Committee on the basis of having experience in organizing such events where Hon'ble PM were the chief guests, Organizational Financial strengths, past similar project experiences, technical demos, quality of demo, team quality, performance, Planning, organizing skills and the Technical Efficiency of employees.
- ii) The Authority reserves the right not to disclose any evaluation results as it is an internal process and no communication is entertained in this regard.
- iii) The Authority also reserves the right to negotiate on the scope of the project, terms and conditions, pricing and other aspects that is important for the project with finalized Applicant(s).
- iv) The Authority's decision shall be final and binding and shall not be required to give any reasons in writing or otherwise at any time for the selection of successful Applicant.



## ANNEXURE-III

### TECHNICAL BID

(Attach extra sheets duly signed, wherever required)

Ten. No. 893 /DIS-PR/2017/ISC-SCIENCE EXHIBITION

Date: 31-10-2017

Name of the work: for Hiring of Agency for the conduct of the Science Exhibition concurrent to 105th Indian Science Congress to be held from 03<sup>rd</sup> to 07<sup>th</sup> January, 2018"

Sl.No	Particulars	Details ( Please fill up with relevant answers wherever required)
1	Name of the Agency submitting the bid (hereinafter referred to as the bidder)	
2	Certificate of Incorporation	
3	Name of the firm, if applicable	
4	Status of the bidder (Partner Firm/Company/Society/Any other (Specify)	
5	Are you Submitting bid in your own behalf or as Power of Attorney/Authorized signatory (Specify clearly )	
	Contact Details of the Bidder	
A	Name	
B	Complete Postal Address (With Pin Code)	
C	Telephone with STD Code, including Mobile Number	
D	Fax with STD Code	
E	E-Mail Address	
6	If the bidder is Power of Attorney/ Authorized signatory, contact details of the owner on whose behalf bid is submitted.	
	Contact Details of the Bidder (owner)	
A	Name	
B	Complete Postal Address (With Pin Code)	
C	Telephone with STD Code, including Mobile Number	
D	Fax with STD Code	
E	E-Mail Address	

Details of previous reputed clients

Sl. No	List of 5 major clients with address & contact details	Work Details/Work order proof
1		
2		
3		
4		
5		

## CHECK LIST

S.No	Have you enclosed copies of following documents alongwith this Technical Bid (please note that non-submission of copies of these documents will lead to rejection of your tender / technical bid).	Yes/ No
1	Copies of relevant account statements audited accounts / other documents to establish that your annual turnover for last 3 years	
2	Certificate of Incorporation	
3	Copies of relevant proofs of execution of Science Exhibition concurrent to Indian Science Congress earlier	
4	List of major clients (preferably five clients) whom you are providing / have provided, in last 5 years,	
5	Copy of partnership deed (if a partnership firm) or Copy of MoA, Bylaws, Registration Certificate, etc. (if a company) or Any such document depending upon the constitution of the bidders (e.g. society, etc.)	
6	Copy of Power of Attorney (if submitting tender as Power of Attorney of somebody)	
7	Have you been blacklisted by any of your existing / past clients, in the last 5 years for defecting / deficient service or any such reason related to such works/services provided by you ( if yes, give details)	
8	Are your rates quoted in your financial bid firm / valid for a minimum of 3 months from the date of opening of tenders	
9	Have you enclosed EMD of Rs.10.00 lakh with the Technical Bid	
10	Have you enclosed DD of payment of Tender Fee of Rs. 10,000/-	
11	Do you fulfill all other essential conditions / requirements mentioned in the Tender document	
12	PAN card copy , GST registration certificate, and IT returns for last 3 years.	
13	Any other additional details / information you may like to submit	

## DECLARATION

I / WE .....  
.....have  
gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / WE hereby declare that, I / WE have not been blacklisted / debarred / Suspended / demoted in any department in Telangana State or in any State due to any reasons.

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)



# Osmania University

University with Potential for Excellence (UPE)



## FINANCIAL BID

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Tender Reference No: 893 /DIS-PR/2017/ISC-Science Exhibition

Date: 31 -10-2017

“Tender document for “Hiring of Agency for the conduct of the Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress to be held from 03<sup>rd</sup> to 07<sup>th</sup> January, 2018”

## ANNEXURE – IV

(Tender Reference No: 893/DIS-PR/2017/ISC-Science Exhibition, Date: 31-10-2017)

Name of the work: Hiring of Agency for the conduct of the Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress to be held from 03<sup>rd</sup> to 07<sup>th</sup> January, 2018.

### FINANCIAL BID

<ul style="list-style-type: none"><li>➤ The bidder has to indicate the percentage of University share on the total revenue over and above.</li><li>➤ Minimum Guaranteed Payment (MGP) of Rs. 75 Lakhs upto Rs. 5 Crores to the Host University for the conduct of the Science Exhibition concurrent to 105<sup>th</sup> Indian Science Congress</li><li>➤ Over and above the MGP, the successful bidder will sign Memorandum of Agreement to share the percentage of the total revenue generated through the conduct of the Science Exhibition between 3<sup>rd</sup> to 7<sup>th</sup> January, 2018 at Osmania University, Hyderabad</li></ul>	<p style="text-align: center;">Indicate Host University share over and above Rs.5 Crores</p> <hr/> <ol style="list-style-type: none"><li>1. 20% will be levied from Rs.5 Crores to Rs. 7 Crores as per the contract scope as per Memorandum of Agreement (MoA)</li><li>2. 25% will be levied on the above Rs. 7 Crores of Total percentage sharing offered by the Firm / Company on the total revenue generated/earned for entire event as per the contract scope and Memorandum of Agreement (MoA).</li></ol>
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Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s). (also indicate the capacity in which signing, whether on his own behalf or as Power of Attorney /Authorized Signatory of the owner.)