

GOVERNMENT OF INDIA
NITI Aayog
New Delhi

NATIONAL COMPETITIVE BIDDING (NCB)

SELECTION OF AGENCIES/FIRMS FOR
FABRICATION AND DISPLAY OF VIRTUAL DIGITAL
EXHIBITION ON MOBILITY TECHNOLOGIES

REQUEST FOR QUALIFICATION

CUM

REQUEST FOR PROPOSAL

July 31, 2018

**NATIONAL INSTITUTION FOR TRANSFORMING INDIA (NITI) AAYOG
NOTICE INVITING - REQUEST FOR QUALIFICATION (RfQ) CUM REQUEST
FOR PROPOSAL (RfP) FOR SELECTION OF AGENCIES/FIRMS FOR
FABRICATION AND DISPLAY OF VIRTUAL DIGITAL EXHIBITION AT VIGYAN
BHAWAN, NEW DELHI
ON MOBILITY TECHNOLOGIES**

1. Introduction:

1.1 The National Institution for Transforming India, also called NITI Aayog, was formed via a resolution of the Union Cabinet on January 1, 2015. NITI Aayog is the premier policy ‘Think Tank’ of the Government of India, providing both directional and policy inputs. While designing strategic and long-term policies and programmes for the Government of India, NITI Aayog also provides relevant technical advice to the Centre and States. NITI Aayog acts as the quintessential platform of the Government of India to bring States to act together in national interest, and thereby fosters Cooperative Federalism. NITI Aayog is also developing itself as a State of the Art Resource Centre, with the necessary resources, knowledge and skills, that will enable it to act with speed, promote research and innovation, provide strategic policy vision for the government, and deal with contingent issues.

1.2 Mobility has gradually become a growth engine for emerging economies and a massive generator of quality jobs. It will also result in the global spread of shared, connected and zero emission transport that has the potential to transform society.

1.3 The National Institution for Transforming India (NITI Aayog), the Government of India’s think tank is organizing the **MOVE’: A Global Mobility Summit on September 7-8, 2018 at Vigyan Bhawan, New Delhi**. Hon’ble Prime Minister of India Shri Narendra Modi, who has been the source of inspiration and guidance, will inaugurate the Summit.

1.4 The Summit will have globally renowned industry leaders, distinguished policy makers from around the world, eminent speakers, key stakeholders and top academics in the field of mobility to share their experiences with a view to transform the Indian mobility sector.

1.5 In order to disseminate the information on current and emerging mobility technologies and help in mainstreaming them for mass transportation of men and materials, NITI Aayog invites proposals from the reputed agencies / firms for **“Fabrication and display of Virtual Digital Exhibition” at Vigyan Bhawan, New Delhi on ‘Current and Emerging Mobility Technologies / Systems Globally’**. The agencies / firms must have adequate and credible experience of fabrication and display of technology related virtual exhibitions for government and private sector, etc.

1.6 The virtual digital exhibition could contain information on currently available and emerging mobility technologies and system globally with a view to appreciate the role of technologies and innovations in radical transformation of the Indian mobility sector. It should display how steeply falling technology costs and business model innovation are driving the

world's transition to renewable energy and electric vehicles. The focus can be on display of best mobility technologies in the areas of vehicle electrification, renewable energy integration, job growth and also speed up India's transition to a clean energy economy. The firm can display successful examples on how disruptive potential of shared, connected and zero emissions mobility can be a major engine of growth and generator of employment. India's inherent strengths in the digital economy and vast scale for mobility solutions have the potential to make India a leading source of innovation for developed and developing economies.

2. Scope of Work and Deliverables

- a) Wall area of virtual digital exhibition gallery: 15,000 square feet (approx) divided into multiple exhibition zones.
- b) Number of virtual display kiosks: around 10
- c) Language: English
- d) Site of display: Atrium, Vigyan Bhawan, New Delhi
- e) Timelines: Fabrication, display, performance testing will have to be completed strictly during September 5, 2018 (7 PM) to September 6, 2018 (8 PM). The display will start on September 7, 2018 from 8.00 AM onwards till September 8, 2018 (8 PM). The Virtual Exhibition will have to be removed from the site after 8 PM on September 8, 2018 so as to handover the site to CPWD, Vigyan Bhawan on September 9, 2018 by 8 AM. **The timelines will have to be strictly adhered to.**

The Virtual Digital Exhibition is primarily meant for international participants attending the Global Mobility Summit -2018 at Vigyan Bhawan. **Hon'ble Prime Minister will also see it and therefore, it has to be of extremely top class quality.**

3. Eligibility

Agencies / Firms fulfilling the following conditions are eligible for submission of bids:-

- a) The registered agency/firm should have minimum **05** year experience preceding the proposal due date, in the fabrication and successful display of Virtual Exhibitions at national / international level. Experience in production of Virtual Exhibitions in the field related to Mobility/Automotive sector, Science & Technology programs / technology innovations will attract 20 marks in technical evaluation.
- b) The registered agency/firm should have well trained and professional fabrication and display management team.

- c) Agencies / Firms should have annual financial turnover of more than Rs.50.00 crore during the last 3 years.

4. Bidding Process

Bidding process consists of two separate bids viz. technical bid and financial bid through a two cover system. The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement Portal (CPP) (URL: <https://eprocure.gov.in/eprocure/app>), using valid Digital Signature Certificates. Detailed instructions for submitting online bids are given at the end of this tender document.

5. How to Apply

- (i) The bids should be submitted in the prescribed format. Bids not in the format will not be accepted.
- (ii) The technical bids must be accompanied with:-
- Documentary proof in support of previous Virtual Digital Exhibitions done in the field Mobility Sector/Automotive sector/science and technology / technology innovations with Ministries/ Departments of the central/state Government, PSU and others. Enclose copy of the work orders for last three years.
 - Documentary proof of successfully executing minimum two international digital exhibitions of 25,000 sqft. area or above with Ministries/ Departments of the central/state Government, PSU and others. Enclose copy of the work orders.
 - Documentary proof of successfully executing at least one virtual digital exhibition with Ministries/ Departments of the central/state Government, PSU and others. Enclose copy of the work orders.
 - Enclose copy of company registration certificate, memorandum & articles of association and work orders as evidence.
 - Attach copy of audited annual accounts for last 3 years, showing total turnover of the agency/firm.
 - Registered company/production houses should have GST, PAN Number etc. Enclose certificates and copy of last three years Income Tax returns, PAN and Service Tax numbers.
- (iii) The bidder will not vary/modify any aspect of the proposal/budget etc. during the validity period or any extension thereof.

- (iv) Application should be accompanied by a EMD of Rs. 25,000/- (Twenty Five thousand only) through DD drawn in favor of "Pay and Accounts Officer, NITI Aayog" payable at New Delhi. The DD will be subsequently adjusted against security deposit to be submitted by the successful applicant and in the remaining cases the amount will be returned within 15 days of the finalization of the selection and award of the work without any interest.
- (v) **The bids should be uploaded on the CPP portal on or before 11.00 AM of August 16, 2018.**

Bids received by post or by hand will be summarily rejected. NITI Aayog will not be responsible for any delay on account of any reasons. **Bids will be opened on August 17, 2018 at 3 PM** in Room No. 226, NITI Aayog in the presence of those tenderer(s) or authorized representative who wish to be present. For any query related to submission of proposal, applicant may contact to Shri U. K. Sharma, Consultant (S&T) through phone No. 011-23096758 or email uksharma@gov.in

6. **Technical Evaluation:** The Evaluation Committee appointed by the NITI Aayog will carry out the evaluation of bids received on the basis of the following evaluation criteria and points system. If required, the NITI Aayog may seek specific clarifications from any or all Agency (ies) at this stage. NITI Aayog shall determine the Agency that qualifies for the next phase after reviewing the clarifications provided by the Agency (ies). Each evaluated proposal will be given a technical score (St) as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

Technical Evaluation Criteria (Total Marks 100)

| Sl. No. | Parameters and applicable Form | Total Marks | Evaluation Criteria | Marks |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------|----------------------------------|
| 1 | Firm's experience in fabrication and display of virtual exhibitions in areas of mobility technology, Science & Technology, Technology Innovations. (Form 1, 2) | 20 | 03-05 years' experience 05-08 years' experience More than 8 years' | 10 marks 15 marks 20 marks |
| 2 | Credibility of previous Virtual Exhibitions done at well-known events. (Form 1, 2) | 20 | 01-03 Exhibition 03-05 Exhibition 05 and Above | 10 marks 15 marks 20 marks |
| 3 | Credibility of previous Virtual/Digital Exhibitions done internationally at well-known events. (Form 1, 2) | 20 | 01-02 Exhibition 03 and Above | 10 marks 20 marks |
| 4 | Proposed contents, Lay out plan suggested, strict | 20 | Marks will be provided on the basis of | To be provided by Evaluation |

| | | | | |
|---|-------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| | adherence to timelines. (Form 3) | | proposed contents, design of kiosks, innovative layout and commitment to timelines. | Committee |
| 5 | Presentation made by the Firm | 20 | Marks will be provided on the basis of ideas suggested by the bidders so as to create a high and relevant impact. | To be provided by Evaluation Committee |
| | Total | 100 | | |

7. **Financial Evaluation:** In this process, the financial proposal of only those bidders securing 70 marks in Technical Evaluation shall be opened at the appointed date and time set for opening the Financial Proposals. The information of this date and time would be informed through electronic mail / fax/ phone and would also be posted on the website of NITI Aayog under link “Tender”.

8. Selection Procedure:

8.1 The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of service and should be stated in INR only. Omissions, if any, in costing of any item shall not entitle the Applicant to be compensated and the liability to fulfill its obligations as per the Terms of Reference within the total quoted price shall be that of the Applicant. The evaluation shall exclude those taxes, duties, fees, levies and other charges imposed under the Applicable Law as applicable on foreign and domestic inputs. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

in which Sf is the financial score, Fm is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.

Proposals will be finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw;$$

where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 0.80:0.20.

8.2 The Agency achieving the highest combined technical and financial score will be considered to be the successful and will be issued the work order (the —Successful Bidder).

8.3 No TA/DA will be admissible to the bidders. Proposer or authorized representative will attend the presentation at their own cost.

9. Payment

Payment will be made in following stages.

- 30% of the contract value shall be paid as advance against submission of bank guarantee to the equal amount valid for 15 days beyond the expiry of the contract. Balance 70% of the contract value (plus taxes thereof, less deductions, if any) along with the Security Deposit would be released within a week of successful completion of the final deliverables of the Virtual Exhibition.

At all the stages the statutory taxes, levies and government deductions will be made as per the rules. Release of these amounts in stages will be subject to submission of Security Deposit as specified.

10. Security Deposit

The Successful Bidder shall be required to provide a security deposit for satisfactory execution of the Work Order. The total amount of security deposit shall be 5% of the total cost and shall be provided by the tenderer through Demand Draft Drawn in favor of the “Pay and Accounts Officer, NITI Aayog”, New Delhi. The Security Deposit shall be submitted within 3 days of the award of work. In case the proposer fails to execute the work as per the Work Order, the NITI Aayog shall have the right to forfeit the EMD. No interest shall be payable by NITI Aayog on the EMD, so held.

11. Pre Bid Meeting

Pre bid meeting will be held for clarifying issues or clearing doubts if any on **August 10, 2018** at Room No. 228, NITI Aayog at 3.00 pm.

12. Arbitration

If any dispute, difference, question or dis-agreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by CEO, NITI Aayog whose decision shall be final.

13. Other Terms and Conditions

- The Virtual Exhibition should be of extremely high quality, meeting industry best standards. Competent team should be assigned by the successful agency/firm.
- Appropriate use of modern materials, fittings, fixtures, display panels should be

used to make the exhibition visually very rich.

- The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the 'PDD').
- NITI Aayog reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
- The successful bidder will have to submit final deliverables as per the work schedule issuing date of work order.

Proposed contents: 3 days from the date of issue of work order

Details of proposed materials to be used: 2 days from the approval of the contents.

- NITI Aayog has the right to extend the period of job based on genuine reasons if necessary.

Form -1

APPLICATION FORM

| S.N. | Particulars | Details |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | Name of Proposer | |
| 2. | Name of the firm/company | |
| 3. | Complete Address for communication (Address with pin code, telephone numbers, fax no and emails). | |
| 4. | (i) Phone /Mobile Number (ii) Email Id | |
| 5. | Legal status of Organization Is it a registered firm/company? (If a partnership firm, state the: name/s and address/es of your partners. If company, state the names and addresses of Directors, photocopies of the certificate of registration should be attached) | Yes/No |
| 6. | (i) PAN Number (ii) GST Registration No. (iii) Average Financial Turnover of the Firm/company during last 3 years | (i) (ii) (iii) |
| 7. | Brief Description of the Proposer's Activities | |
| 8. | Number of years' experience in Virtual Exhibition. (Attach work orders of earlier works with other government departments/autonomous bodies /PSUS and others) | |
| 9. | Number of Virtual Exhibitions produced in Science & Technology/ Mobility/Automotive Sector/ Technology Innovations. | |
| 10. | Has the Agency/it's sister concern/any director ever been blacklisted/defaulted by any organization? If yes, please provide details thereof | |

| | | |
|-----|-----------------------------------------------------------------------|---------------------|
| 12. | Enclosed DD/Bank order for Rs. 25,000/- being EMD for the application | Rupees |
| | | DD No |
| | | dated |
| | | drawn on bank |
| 13. | Any other relevant information | |

DECLARATION

(i) I/We (authorized 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/We permit NITI Aayog to inspect my facilities & other records to ascertain the above facts.

(iii) I/We permit NITI Aayog to cross check the above facts from any other source.

(iv) I/We or my authorized representative, if required by NITI Aayog would make presentation before Selection Committee at my/Our own cost.

(v) Here by I/We declare that I/We shall adhere to the terms and conditions mentioned in Notice inviting proposal.

Signature with stamp:

Full Name:

Date:

PROPOSER’S EXPERIENCE

1. Brief Description of the Proposer’s Activities related to Virtual Digital Exhibitions (Attach Separately) in the last five years. Please attach documentary proofs in support of the claims.

| S. No. | Name of Event and location | Theme of the Virtual Exhibition (VE) | Scale and size of the (VE) | Language | Organization for which done | Copy of the work order/documentary proof placed at |
|--------|----------------------------|--------------------------------------|----------------------------|----------|-----------------------------|----------------------------------------------------|
| | | | | | | |

2. Experience in the fabrication and display of Virtual Exhibitions in science & technology/Mobility Sector / Technology Innovations, if any (Attach separately) in the last three years

| S.N. | Name of Event and location | Theme of VE | Scale and size of VE | Language | Organization for which produced | Copy of the work order/documentary proof placed at |
|------|----------------------------|-------------|----------------------|----------|---------------------------------|----------------------------------------------------|
| | | | | | | |

3. Awards, certificates and accolades received in organizing Virtual Exhibitions

| S.N. | Programmes | Details |
|------|------------|---------|
| | | |
| | | |
| | | |

SIGNATURE OF THE PROPOSER WITH STAMP

Form -3

PROPOSED CONTENTS, INNOVATIVE LAYOUT AND TIMELINES

Instructions:-

Here the bidders are requested to make suggestions on the proposed contents, innovative lay out plan, display materials proposed to be used and clearly indicate their firm commitment to strict adherence to timelines for the NITI Aayog job.

The description should not exceed 4 pages.

SIGNATURE OF THE PROPOSER WITH STAMP

Form -4

Key personals for the Virtual Digital Exhibition

1. Name and contact details of the Director responsible for entire work:
2. Name and contact details of the fabrication team head:
3. Name of the major materials and make of display panels used:
4. Numbers of other personals in fabrication, display and testing team:

Signature with Stamp

Form 5

FINANCIAL BID

(Budget quote)

We offer to undertake the project for fabrication and display of Virtual Digital Exhibition on Mobility Technologies as per the NITI Aayog tender document for a total cost of Rs. (Rupees.....

.....) exclusive of the GST*.

Name of the Proposer:

Name of the Company:

Date:

Place:

Signature of the authorized signatory with stamp

* NOTE: The cost mentioned here would be considered as the final quote from the firm.

CHECK LIST

| S.N. | Items | Page No. |
|-------------|---------------------------------------------------------------|-----------------|
| 1. | Application form (Form - 1) | |
| 2. | Proposer Experience (Form - 2) | |
| 3. | Proposed contents, innovative layout and timelines (Form - 3) | |
| 4. | Details of key personals (Form - 4) | |
| 5. | Financial Bid (Form - 5) | |
| 6. | Company Registration proofs | |
| 7. | GST Registration Number proof | |
| 8. | Job Experience | |
| 9. | IT return of last 3 years | |
| 10. | EMD of Rs.25,000/- | |

Instruction to bidders for submitting Bids electronically CPP Portal

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement Portal (CPP) (URL: <https://eprocure.gov.in/eprocure/app>), using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters

such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP

Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.