

NATIONAL CENTRE FOR ANTARCTIC AND OCEAN RESEARCH

Ministry of Earth Sciences, Govt. of India
Headland Sada, Vasco-Da-Gama, Goa – 403 804

Telefax: 0832-2520877 Website: <http://www.ncaor.gov.in>

NOTICE CALLING FOR BIDS

Director, NCAOR invites sealed bids for hiring of a Professional Conference Organizer from eligible bidders as per details posted on our webpage www.ncaor.gov.in

Pre-Bid Meeting was held on 30-June-2014, Monday and only those who attended the meeting shall be eligible to participate in the tender

Last Date and time 24-July-2014 at 1500hrs
to submit the bid

Opening of Tender 25-July-2014 at 1000 am

The interested bidders may download the revised tender document from NCAOR Website <http://www.ncaor.gov.in> and submit the tender within the last date and time

For and on behalf of NCAOR

No: NCAOR/28/14



ISAES XII - 12th International Symposium on Antarctic Earth Sciences

13-17 July 2015

Goa, India

BID NOTIFICATION FOR HIRING OF

PROFESSIONAL CONFERENCE ORGANISER (PCO)

For International Symposium on Antarctic Earth Sciences (ISAES)

Important: Top Document	National Centre for Antarctic and Ocean Research No: NCAOR/28/14
Tender Notice Number	
Name of work	Hiring of Professional Conference Organizer
Pre-Bid Meeting was held on	30-June-2014 at 1000am
Last Date and Time for receiving tenders	24-July-2014 at 1500hrs
Date, Place & Time of opening of tenders	25-July-2014, 10 00am National Centre for Antarctic & Ocean Research, Headland Sada, Goa - Pin-403804, INDIA. Fax: 91-832-2520877
Signing of Contract	

I. INTRODUCTION:

The Earth System Science Organisation (ESSO) - National Centre for Antarctic and Ocean Research (NCAOR) Goa is organizing **ISAES XII - 12th International Symposium on Antarctic Earth Sciences** during 13-17 July 2015.

The ESSO-National Centre for Antarctic and Ocean Research (NCAOR) was established as an autonomous Research and Development Institution of the Ministry of Earth Sciences (formerly Department of Ocean Development).The institutional framework of NCAOR is a reflection of its mandated responsibility as the nodal agency for planning, promotion, coordination and execution of the entire gamut of polar and southern ocean scientific research in the country as well as for the associated logistics activities.

The five-day conference is to be held in Goa (Venue) is expected to see over 400 delegates including geologists, researchers and students attending the same from all over the world. There will be 3 or more parallel sessions by leading Antarctic geoscientists. Additionally, there could be 02 days of pre-post conference workshops/board meetings (30-50 pax).

II. Bid evaluation Eligibility Criteria:

1. The company/firm must have average annual turnover of not less than Rs. 50 lakhs in the past three financial year ending 2012-13; the audited balance sheet and profit and loss account for the years 10-11, 11-12, 12-13 to be enclosed.
2. The bidder should have executed atleast three contracts amounting to Rupees Twenty Five lakhs as a single contract during the last three years ending 31st March 2014, as Professional Conference Organizer -having experience of handling a professional international conference of more than 400 delegates. Copies of contract order with satisfactory completion certificate to be enclosed.
3. The bidder should have strength of atleast 15 employees with the conference division. Resume / Profile sheet of the project manager/s who would be working on this Project should be provided.
4. Only those who attended the Pre-Bid meeting held on 30-June 2014 shall be eligible to participate in the tender. Pre-Bid attendance sheet copy to be compulsorily enclosed.

III. TERMS AND CONDITIONS OF THE BID:

1. The time for completion of the work shall be the conclusion of the international conference, from the date of issue of the Letter of Award.

2. The bidder should be a Professional Conference Organizer and not a travel agent
3. The bidder should be registered for Service Tax (Copy to be enclosed).
4. Company should have a global presence and should be able to operate with an office setup in Goa
5. The bidder should have experience to open and manage the conference bank account for registrations through online/wire transfer with a success rate of at least 80%.
- 6 . Signing of Tender: Individual signing the tender or other documents connected with Contract must specify whether he signs as:-
 - (a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
 - (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - (c) Director or principal officer duly authorized by the Board of Directors of the Company, if it is a Company.
 - i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
 - ii) In the case of partnership firms, where no authority to refer disputes concerning the business of Partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
 - iii) The bidder should sign and affix the firm’s stamp at each page of the tender and all its Annexure as the token of having read and understood the documents.
 - iv). The tender is not transferable.
 - v). Cost of Bid: The bid document may be downloaded from the National Centre for Antarctic and Ocean Research (NCAOR) website , <http://www.ncaor.gov.in> Bidders will be required to submit the completed bid documents along with documents of proofs along with the DD of Rs. 25,000/- towards Earnest Money Deposit.

- vi). Bid validity: The bid should be valid for 120 days from the last date of submission of the Bid

IV. INVITATION FOR BIDS:

Invitation for bids through the Tender Notice is for selection of the firm (also called the “bidder/agency”) capable of organizing an international conference as specified in the scope of work and in accordance with the terms and conditions.

Sealed bids in two parts-

- A) Technical Bid containing all the services that the agency can provide along with the copy of technical documents
- B) Financial Bid indicating item-wise price for the services mentioned in the Technical Bid-- prepared in accordance with the procedures enumerated in this Tender Notice should be submitted to the following address:

Director, National Centre for Antarctic & Ocean Research, Headland Sada,

Goa - 403804, INDIA.

Last Date to submit the bid: 24-July-2014 by 1500hrs

Postal delays will not be the responsibility of (NCAOR). The bidders can also hand over their bids in person at the address mentioned above before the mentioned last date.

(a) Due Diligence

The bidder is expected to examine all instructions, forms, terms and conditions in the Bid Notice.

The bid should be precise, complete and in the prescribed format as per the requirements detailed in this Tender Notice. All the pages comprising the technical and financial bid shall be serially numbered. Failure to furnish all information required, or submission of a bid not conforming to the requirements in every respect will be at the Bidder’s risk and may result in rejection of the bid and forfeiture of Earnest Money Deposit (EMD).

- (b) The bidder shall bear all costs associated with the preparation and submission of the bid and (NCAOR) will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

(c) Language of Proposals

The bids and all correspondence and documents shall be only in English.

(d) Clarification of Bidding Documents

No clarifications on the Bidding documents will be entertained by the NCAOR

(e) Experience & Client Profile

Experience in handling projects and clients should be spelt out

(f) Conceptualization of the project

The project proponent shall indicate the details regarding the organizing of the said conference.

(g) Amendment of Bidding Documents

At any time before the deadline for submission of bids, (NCAOR), may for any reason, modify the bidding document by an amendment. All prospective Bidders shall be notified of the amendment through the website and all such amendments shall be binding on them. If required, in order to allow Bidders reasonable time in which to take the amendment into account in preparing their bids, the NCAOR reserves the rights to extend the deadline for the submission of bids and the same shall be notified on the NCAOR website.

(h) Earnest Money Deposit

The Bidders shall furnish, **Earnest Money Deposit (EMD) Rs. 25,000/- (Rupees Twenty Five Thousand only)** in the form of Demand Draft from a Nationalized bank, drawn in favor of the **NCAOR** payable at GOA. The EMD of unsuccessful bidders shall be returned without any interest only after finalization of the Bid.

(i) Forfeiture of EMD

The EMD will be forfeited if the agency: Withdraws the bid during the period of bid validity; Does not accept the correction of errors; If the successful Bidder fails to sign the Contract within the time stipulated by (NCAOR) or adopts unfair practices to influence the outcome of the bid process.

(j) Validity Period

The bid should be valid for 120 days from the last date of submission of the Bid

(k) Disqualification

NCAOR reserves the right to reject bids in the following cases:

The Bids which are received after due date and time or are deposited at some other place/venue or officer of (NCAOR).

Bids not accompanied by all requisite documents along with the Earnest Money Deposit (EMD) by Demand Drafts.

If the hard copy of financial bid is not signed and stamped by the authorized signatory of the agency on each page.

If the agency increases the quoted prices during the validity of the bid or its extended period, if any.

If the bidder submits the bid specifying his own terms and conditions.

Information submitted in technical bid is found to be misrepresented, incorrect or false.

No relevant column/space meant for being filled up shall be left blank by the bidder.

The Financial bid and Technical bid should be in separate sealed envelopes.

Bidders may specifically note that while evaluating the bids, if it comes to (NCAOR) knowledge, that some bidders may have colluded in any manner whatsoever, or otherwise joined to form an alliance resulting in delaying the processing of bids, then the bidders so involved are liable to be disqualified for this contract as well as for a further period of four years from participation in any of the bids floated by (NCAOR).

(l) Extension of last date for Submission

NCAOR, at its own discretion, may extend the deadline for submission of bids and notify the same through the website, in which case all rights and obligations of the NCAOR and Bidders subject to the previous deadline will thereafter be subject to the deadline as extended. No information will be sent to individual bidders in this regard.

(m) Late Bids

Any bid received by (NCAOR) after the deadline / extended deadline for submission of bids prescribed by (NCAOR) will be summarily rejected and returned unopened to the Bidder. NCAOR shall not be responsible for any postal delay or non-receipt / non-delivery / incomplete bids. No further correspondence on this will be entertained.

(n) Modification and withdrawal of Bids

The Bidder is not permitted to modify, substitute, or withdraw the bid proposal after submission.

(o) Acknowledgement of understanding of terms

By submitting a bid, each agency shall be deemed to have acknowledged that it has carefully read all sections of this Bid Notice, including all forms and has fully informed itself as to all existing conditions and limitations.

V. Bid Submission

Submission of bids shall be in accordance with the instructions given below:

Envelope 1:

EMD

The envelope containing the EMD shall be sealed and superscripted “**ISAES XII 2015**”. It should clearly state the name & address of the vendor.

Envelope 2:

Technical Bid

The Technical Bid shall be in a sealed envelope duly filled .The sealed envelope should be super scribed

“**Technical Bid “ISAES XII 2015”**”.

This envelope should not contain the financial bid, however unpriced bid as per price bid format should be enclosed. It should clearly state the name & address of the vendor.

Envelope 3:

Financial Bid

The Financial Bid as per price format shall be submitted in a separate sealed envelope .The sealed envelope should be superscribed “**Financial Bid - PCO FOR “ISAES XII 2015”**”. It should clearly state the name & address of the vendor. (Not to be opened with the Technical Bid)

Note: Unsigned Hard Copy of the Financial Bid will lead to rejection of the bid.

Envelope 4

All the above 3 envelopes should be put in a larger envelope 4 which shall be properly sealed and super scribed “**ISAES XII 2015** ”. It should clearly state the name & address of the vendor.

Note: The outer and inner envelopes mentioned above shall indicate the name, address, and contact name along with phone no. of the bidding agency.

The bids shall be submitted to:

**Director, National Centre for Antarctic & Ocean Research, Headland Sada,
Goa - Pin-403804, INDIA.**

VI. Proforma for submission of Technical Bid:

Information to be provided: (TO FORM PART OF THE TECHNICAL BID)

Name of the Company
Address of the Company
Date of Inception of the Company
Copy of service Tax registration
Copy of PAN/GIR/TAN Details
Agency manpower details
Agency's Project Methodology pertaining to PCO FOR ISAES XII 2015
Agency's expertise in organizing international conferences
Experience of handling the conference of more than 400 delegates
Details of Annual Turnover
Details of capabilities (both technical and non-technical) in the Company with the experience
Details of agreement made by the company for the last five years alongwith copies of contract with their service receivers
Three credential documents declaring successful delivery of complete services (and not partial) references from organizations of repute
All the pages in the technical and financial bid must bear the signature of the bidder and the company stamp.
A letter of authorization duly signed by the bidder is necessary if any person other than the bidder or an employee of the bidder attends

The bidder should submit Earnest Money Deposit of Rs.25, 000/- in the form of a Demand Draft drawn on NCAOR payable at Goa alongwith the TECHNICAL BID

EARNEST MONEY DEPOSIT DETAILS (To be printed on agency's letter head)

Amount in INR

Drawn on Bank; Demand Draft Number & Date

Stamp & signature of vendor with

date _____

Detail of Enclosures: _____

VII. Evaluation Criteria: Technical Evaluation Process:

The Evaluation Committee (EC) shall evaluate the bids based on the eligibility criteria, the presentation made by the bidder and strict compliance to the information sought earlier. The Evaluation Committee may, at its discretion, call for additional information or seek clarifications from the bidder(s). Such information has to be supplied within the time frame set out by the Evaluation Committee; otherwise (NCAOR) shall arrive at assumptions and do the evaluation accordingly. Seeking additional information / clarifications cannot be treated as acceptance of the bid. The bidders shall provide all the necessary documents, and reference information as desired by the Evaluation Committee even if they are beyond those mentioned in this document. After due evaluation of Technical bids, the EC would submit its recommendation.

VIII. PAYMENT TERMS (Based on Final Awarded Contract):

[1] 10% of Professional Management Fee plus 75 % of pts. 4 and 5 of the price bid on completion against submission of invoice within 15 days.

[2] 10% of Professional Management Fee on completion of pts. 10 and 17 of the price bid against submission of invoice within 15 days.

[3] Balance 80% of the Professional Management Fee plus 25 % of pts. 4 and 5 and 100 % of pts. 2,6,7,8,9,11,12,13,14,15,16 and 18 of the price bid will be released on successful completion of all jobs in entirety against submission of invoice within 15 days. The pt.3 will be directly paid by the participants and where NCAOR agrees to make payment, the same will be settled on completion of the conference against submission of invoice within 15 days.

TDS as per IT Act will be deducted