

Corrigendum
RFP for EMSP- COSPAR 2012 Scientific Assembly

2.2: Add:

- i. The EMSP should issue receipts in the prescribed format to all those delegates/participants who are staying in the Infosys campus as per the instructions of LOC COSPAR secretariat. A consolidated list of receipts issued, should be given to LOC COSPAR Secretariat after the completion of COSPAR Assembly.

2.3: Add:

- i. All software loaded on the computers should be licensed version and no pirated copy will be allowed.

3.1.19: Add:

Food for EMSP volunteers may be availed at FC – 3 at a cost of `150+15% (Maximum) for Breakfast, lunch and dinner. However EMSP has the option of providing food of their own to all volunteers at FC-3 food court. EMSP officials only will be allowed to stay in campus for better co-ordination. Number of rooms required for such purpose should not exceed 4 double rooms (maximum eight persons). The cost of each double occupancy rooms is € 50 per day, which includes complimentary Breakfast. The EMSP may provide laundry service to delegates who are staying in Infosys campus on payment basis which will be decided at the time of award of contract.

18.0: Payment terms

Our normal term of payment is 100% within 30 days after satisfactory performances of entire service. However, any advance payment shall be considered to a maximum 30% of contract value subject to submission of Bank Guarantee for equal value from scheduled, commercial, PSU bank.

19.0:

Exhibition area sketch is as enclosed (Annexure-F). Building lay out for planning will be issued to EMSP only after the award of contract.

20.0:

Revised format for financial bid (Annexure-B) is enclosed. The EMSPs are requested quote as per the revised format only.

Annexure - B39th International COSPAR Scientific Assembly (COSPAR-2012)**LOCAL ORGANISING COMMITTEE (LOC)**Antariksh Bhavan
New BEL Road, Bengaluru – 560 231**Format for PRICE BID in respective of EMSP for COSPAR 2012**

Sl. No	Services	Quantity required (Approximate in number)	Unit	Unit Rate (₹)	Price (₹)	Tax rate	Total Tax	Grand Total
I. Providing Qualified skilled workforce as volunteers (Day wise requirement of total volunteers varying from 40 to 458)								
a	Type –S1	1773						
b	Type –S2	1339						
c	Type –S3	162						
d	Type –S4	583						
e	Type –S5+S6	8						
f	Type –S7+S8	60						
g	Uniforms – 2 T Shirts with one cap (one set), with COSPAR Emblem	450 sets						
II. Hiring and Positioning Machinery								
2	Hiring of Computer Apple MAC Desktops	40						

3	Hiring of Desktop computer	31						
4	Hiring of 3 in 1 printer with additional toner	2						
5	Hiring of Laser Printer with additional Toner	10						
6	Hiring of Colour Printer(A3 size) with additional toners	1						
7	Hiring of Scanner	2						
8	Hiring of Web cam	2						
9	Hiring of Xerox Machine-heavy dutywith integrated electric stapler facility	2						
10	Hiring of Xerox Machine-heavy duty	3						
11	Hiring of Fax Machine	5						
12	Hiring of Mobile Phone with SIM card enabled (Local – Karnataka circle)	50						
13	Hiring of Refrigerator (180 litres)	2						
14	Hiring of Portable speaker and amplifier with Hand Mics for the session rooms	35						
15	Hiring of LCD displays (USB driven) for daily programs (52”) with stand	8						

16	Hiring of LCD displays (32") with stand	22						
17	Hiring of Universal sockets	25						
18	Hiring of Baggage scanning machine	01						
19	Preparation of Laminated colour ID cards Or	4000						
20	Preparation of ID cards in plastic pouch	4000						
21	Hiring of Cupboard with locking facility	2						
22	Hiring of Safe with key	1						
23	Hiring of Table with drawers and locking facility	34						
24	Hiring of Large desk	10						
25	Hiring of Chairs	125						
26	Hiring of Tea Poy -standard	6						
27	Hiring of Table	22						
28	Hiring of Revolving Chairs	22						
29	Hiring of Signage Boards (A4 Size) with Stand	50						
30	Hiring of Signage Boards (A3 Size) with Stand and light facility	96						
31	Hiring of Display Board (A0 Size)	7						

32	Hiring of Display Board with stand (4 x 6 ft)	2						
33	Hiring of Poster Boards with stand including accessories for fixing poster	600						
34	Hiring of Floor stands for putting Name boards	12						
35	Hiring of Q managers – stands with extendable tapes	20						
36	Banner	31						
VI. Hiring of Canteen accessories and supply of Tea/Coffee/Snacks								
37	Hiring of Kettle for boiling water	10						
38	Hiring of Flask- 5 litres	15						
39	Hiring of Drinking water dispenser	1						
VII. Supply of Canteen items on reimbursement basis								
40	Bottled drinking water (500 ml)	500 bottles						
41	Bottled drinking water (200 ml)	2500 bottles						
42	Juice(tetra pack) 200 ml	250 nos						
43	Paper cups	7000nos						
44	spoons	7000nos						
45	Sugar Cubes	50 boxes						

46	Sugar free pack	10 boxes						
47	Tea Bags	40 boxes						
48	Coffee Bags	40 boxes						
49	Milk powder pouch	80 boxes						
50	Biscuits packs, Cookies	200 packets						
51	Britannia fruit cake packs	100 packets						
52	Serving readymade Tea / Coffee and snacks	1200 cups						
VIII. Office Stationeries and Others (On reimbursement basis)								
53	Letter trays	14nos						
54	Photocopy paper A4 size (JK copier / Equivalent)	35 reams						
55	Stapler (Normal)	6 nos						
56	Stapler (Large)	5 nos						
57	Stapler removers	5 nos						
58	Stapler Pins (Normal)	20 boxes						
59	Stapler Pins (Large)	10 boxes						
60	Scissors (Medium)	6 nos						
61	Pens (Assorted red, blue and black); medium and/or fine point (Reynolods / Equivalent)	25 each colour						
62	Pencils	36 nos						
63	Pencil Sharpener (Fix on Table type - Deli brand)	3 nos						

64	Eraser	8 nos						
65	Highlighter Marking pens four each in three colours (yellow, Orange, Green)	12 nos						
66	Post-a-notes (post-it) Assorted sizes	30 nos						
67	Paper clips	13 boxes						
68	Binder clips (Large, Medium and Small 15 boxes each)	45 boxes						
69	Glue stick- Large	15nos						
70	Large Elastics	100 nos						
71	Medium Eastics	100 nos						
72	Scotch (cello) tape dispenser plus 6 refills	8nos + 8 refills						
73	Rulers (with cm and inches)	7						
74	String / twine	4reals						
75	Writing pad (standard size)	25 nos						
76	Folders (four different colours 30,30,70,70 with upper, lower and side flaps) sample would be provided by LOC	200						
77	Folders for paper (manila type)	40						
78	Waste Basket- Small	13						

79	Waste Basket-Big (Three colours preferred)	10						
80	CD / DVD	300 nos						
82	Water proof plastic cover(To put inside the big waste basket for collecting the waste -3 colours of 100 each preferred)	300 nos						
83	Laser pointer	40						
84	Acrylic table top name boards	100						
IX. Setting up and operating Common Facility Centre								
85	Telephone/Fax/Xerox (Facility should be entirely handled by the Event Management Support Service Provider on payment basis)							
86	Vending machine (Tea/Coffee to be prepared using the Vending machines and amount will be reimbursed)	3						
X. Construction of stalls/structures (Optional)								
87	Construction of premium exhibition stalls (cubicle) of 3x3 m	20	Sqmt					
88	Construction of exhibition pavilion of 200 sq m	1	Sqmt					

XI. Management cost for providing Qualified skilled workforce as volunteers against Service item – I. (a - g)								
89	Management cost	2500 man days						
90	Management cost	3000 man days						
91	Management cost	3500 man days						
92	Management cost	4000 man days						
93	Management cost	4500 man days						
XII. Management cost for supply of items against II to X)								
94	Management cost for supply of items II to X							

NB:

1. The rate quoted should be inclusive of hiring charges, transportation, installation, commissioning, decommissioning and transporting back etc.
2. Item No. I (a - f) should be the actual remuneration to be disbursed to volunteers, which shall be verified by COSPAR-LOC representative. All other overheads including EMSP charges should be quoted as “management cost” as per the format given above.
3. Management charges for items II to X should be quoted as fixed cost, and no variation is permitted if quantities are either decreased or increased.
4. Any item that has not been included above may also be supplied by EMSP at mutually agreed cost.
5. Applicable taxes are to be quoted for I (a - g), and II to X separately as indicated in the format.

Signature of authorized person

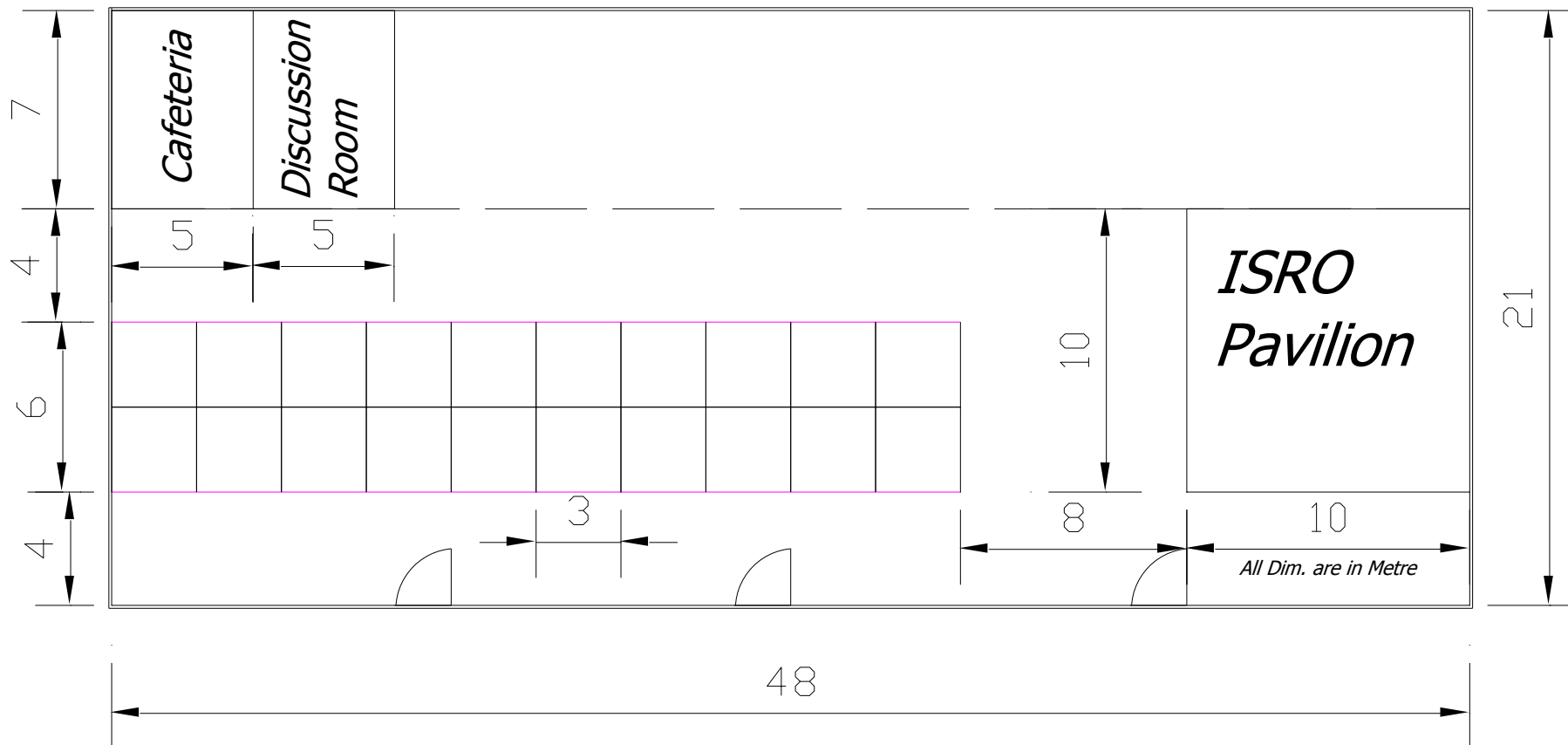
Full Name:

Date

Place:

Seal:

COSPAR-2012 - Industry Exhibition - Layout



Annexure – E

CLAUSE BY CLAUSE (COMPLIANCE) STATEMENT for CORRIGENDUM

Sl.	Item	Complied	Not Complied	Partially Complied	Deviation statement
2.	Scope of work				
	2.2 (i)				
	2.3 (i)				
3.	TERMS and CONDITIONS				
	3.1.19				
18	Payment Terms				
19	Exhibition area sketch (Annexure – F)				
20	Revised Financial bid (Annexure – B)				

Signature of authorized person

Full Name:

Date

Place:

Seal: