

REQUEST FOR PROPOSAL (RFP) – Short Term Tender Notice
FOR SERVICE ARRANGMENTS
OF DESIGNATED PAVILION FOR WOOLEN EXPO

RFP No.: RJ/IGNOU/JD/001

Date: 18.12.23

Introduction

Indira Gandhi National Open University (IGNOU) A Central University, under the Ministry of Human Resource Development Govt. of India, is the largest Open University of the world offering education through distance learning. It was established by an Act of Parliament in 1985. Since then it has been developing, delivering and promoting innovative educational, need based, training and capacity building programmes. IGNOU is a pioneering and trend setting University for those who are in need of life-long learning.

Indira Gandhi National Open University, Regional centre for Jodhpur in Rajasthan was established in May 2011. IGNOU's presence in Jodhpur stands as a beacon of social impact and community transformation. Committed to serving the society, IGNOU Jodhpur actively collaborates with non-profit organizations, leveraging education and innovation as catalysts for societal up-liftment. Their multifaceted approach encompasses a spectrum of projects dedicated to empowering various segments of society. From skill development initiatives empowering marginalized groups to educational programs tailored for remote and underserved communities, IGNOU Jodhpur's endeavours aim at bridging gaps and creating opportunities. Their concerted efforts extend beyond conventional education, fostering entrepreneurship, supporting sustainable livelihoods, and promoting cultural preservation. Through these multiple projects, IGNOU Jodhpur not only educates but also endeavours to elevate and empower communities towards a brighter, more inclusive future.

About the Project

The project scope set forth by IGNOU for the upliftment of shepherd and other communities resiliently working in challenging terrains like deserts and hilly areas is extensive. The primary objective entails the construction of a multifaceted pavilion, comprising a minimum of 50 stalls, an administrative office, provisions for a gathering hall, a VIP lounge, a dedicated security room, and an equipped fire brigade setup capable of functioning for up to 7-15 days autonomously as decided.

Furthermore, the project demands active mobilization and engagement of similar participants, including Khadi Institutions, woollen artisans and weavers, various Government Organizations, Cooperative Societies, and other primary societies engaged in the manufacturing of woollen items. The comprehensive nature of this initiative aims to create a sustainable infrastructure while fostering collaboration among diverse stakeholders for the holistic development and empowerment of these resilient communities.

Regional Centre Jodhpur of IGNOU extends an invitation for interested and eligible bidders to submit proposals in hard copy only for the urgent requirement as per the following components. These services will be used in proposed woollen expo at Udaipur from 24th Dec – 30th Dec 2023.

Sr. No	Details of Component	Qty.
1.	Cost of infrastructure including ground rent, water, electricity, generator, license fee, taxes, insurance charges, security & guards, vehicle hiring, workshops etc.	1
2.	Cost of general amenities/civil facilities, parking facility, VIP visit arrangements expenses etc.	1
3.	Publicity campaign including publishing in newspaper advertisement (on DAVP rate), banners, hoardings, audio-video shows and other display arrangements etc. Invitation cards, inaugural & closing functions, cultural programme	1

1) Proposal Solution:

The technical proposal must comprehensively address the requirements outlined in the bid document. It should demonstrate a clear understanding of the project's objectives, offering innovative and feasible solutions. Please outline the proposed methodology, technologies to be utilized, and the intended outcomes.

2) Timing Details:

The proposal should include a detailed timeline specifying milestones, deliverables, and the proposed schedule for the completion of each phase/component. Kindly ensure alignment with the mentioned Component details provided in the bid document.

3) Submission Instructions

All interested bidders are required to submit their hard copy proposals, encompassing both the commercial and technical aspects, to the IGNOU Regional Office located in Jodhpur. The submission should be sealed and clearly marked with "**RFP Submission for SERVICE ARRANGMENTS FOR DESIGNATED PAVILION FOR WOOLEN EXPO**".

4) Deadline for Submission

The deadline for the proposal submission is **20 Dec 2023**.

Late submissions may not be considered.

5) Address for Submission

Dr. Ajay Vardhan Acharya
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre Jodhpur
Near NIFT Campus, Khasra No. 406, NH-62, Nagaur Road,
Jodhpur – 342030

6) Payment Term

1. 1st installment 60% Advance of project Cost (If advance provided by funding agency to IGNOU)
2. 2nd installment will be paid after receiving the utilization of limit of 1st installment. Documentary evidence like bills and other supporting document must be provided along with UC.

7) Checklist of documents/information to be submitted

1. Certificate of Incorporation
2. Audited financial statements for Three years (2020-21, 2021-22 & 2022-23), Exempted for MSME/ recognized Start-up India (if any)
3. GST Registration Certificate (if any)
4. Copy of PAN Card
5. Implementation Plan and capability

8) Term and Condition

1. Bidder must submit the Implementation methodology
2. The prices quotation should be inclusive freight & insurance charges.
3. In addition, no additional payment will be made except its quoted price.
4. The rate of GST to be charged should be clearly mentioned in your quotation.
5. A Catalogue/Literature of the quoted project may be provided.
6. Woolen expo is schedule from 24th Dec 2023 to 30th Dec 2023. Proposed solution should be in line with EXPO SCHEDULE

9) Others

Please note that IGNOU reserves the right to reject any or all proposals without assigning any reason whatsoever. Additionally, this invitation does not constitute an offer, and IGNOU is not bound to accept any proposal.

For further inquiries or clarifications, please contact

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