

ADDENDUM TO THE RFP DOCUMENTS

Request for Proposal Title	Designing of Logo and Branding Guidelines for Rajiv Gandhi National Aviation University
Addendum No.	1
Date	29 November 2016

To all potential Bidders:

This addendum is issued to modify the previously issued bid documents, and is hereby made a part of the bid documents.

Clause 2.2 Technical Qualification

The revised scoring parameters to be used for evaluating technical eligibility shall be as follows:

S. No.	Definition	Criteria for marking	Marks distribution	Supporting Documents to be submitted along with Technical Bid
1.	Number of assignments with contract value more than INR 5 lakhs in designing of logos and branding guidelines including Colour palette, Typography and its application to Stationary Design in last 3 years	>10	30	Copy of Work orders/ Copy of Contract
		4-10	20	
		Less than 4	0	
2.	Number of assignments with educational institutes with contract value more than INR 5 lakhs in designing of logos and branding guidelines including Colour palette, Typography and its application to Stationary Design in last 3 years	More than 5	30	Copy of Work orders/ Copy of Contract
		3-5	20	
		1-2	10	
		None	0	
3.	Total experience of the firm in the designing logos and Branding guidelines	More than 10 years	20	MoA and Work orders indicating years of experience and area of activity.
		5 to 10 years	10	
		3-5 years	5	

4.	Annual turnover in each of the last three financial years	More than INR 50.00 lakh	20	CA certified statements and Audited/Certified financial statements & annual reports for last three financial years i.e. 2015-2016, 14-15 and 13-14. Where the revenue segmentation, activity wise, is not available in the financial statements, CA certificate mentioning turnover for designing and branding activities for all years separately should be submitted
		Between INR 25.00 lakh and INR 50.00 lakh	10	
		Less than INR 25.00 lakh	0	

Clause 4: Guidelines for submission of Application

Earnest Money Deposit (Bid security)

The agencies will be required to submit an EMD/Bid Security Rs.20,000/- (Rupees Twenty Thousand Only) (refundable) by way of either a demand draft/pay order issued in favor of "Rajiv Gandhi National Aviation University" payable at New Delhi along with the Technical Proposal

- a. In the event of non- submission of the EMD/bid-security money of Rs. 20,000/-, the bid will be summarily rejected.
- b. No interest will be payable on the EMD/Bid Security amount.
- c. The EMD/bid security amount will be forfeited if upon being declared successful the Agency refuses to accept work order or having accepted the work order, fails to carry out its obligations mentioned therein.
- d. The EMD/Bid Security will be refunded to the unsuccessful bidders only after completion of the entire bid process.
- e. The EMD/Bid security of the successful bidder would be refunded upon submission of Performance Guarantee (PG).

Clause 6: Other important information

The successful agency shall at its own expense deposit with RGNAU, within seven (7) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Guarantee (PG) amounting to 10% of the total contract value. The Performance Guarantee can be paid in the form of Performance Bank Guarantee or in the form of a Fixed Deposit Receipt pledged to the RGNAU. The Performance Guarantee should remain valid for a period of 120 days

beyond the completion of the period of contract or beyond 120 days of any extended period of the contract

The Performance Guarantee will be as follows:

i. "All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Guarantee shall be borne by the bidder. The PG shall be valid initially till 120 days after completion of tenure of contract. "

ii. In the event of the bidder being unable to service the contract for whatever reason, RGNAU shall be entitled to invoke the PG. Notwithstanding and without prejudice to any rights whatsoever of RGNAU under the contract, the proceeds of the PG shall be payable to RGNAU as compensation for the bidder's failure to perform/comply with its obligations under the contract. RGNAU shall notify the bidder in writing of the exercise of its right to receive such amount within 14 days, indicating the contractual obligation(s) for which the bidder is in default.

iii. Before invoking the PG, the agency may be given an opportunity to represent before RGNAU. The decision of RGNAU on the representation given by the agency shall be final and binding.

The revised schedule for the bidding process is given below:

S No	Deliverable	Details/Date
1	Last date and time for submission of written queries	2 nd December 2016
2	Release of response to bidder queries	7 th December 2016
3	Last date and time for submission of Technical and Financial bids	12 th December 2016
4	Opening of Pre-qualification and technical bid	14 th December 2016
5	Opening of Financial bid	21 st December 2016
6	Award of contract by RGNAU	23 rd December 2016

For Rajiv Gandhi National Aviation University (RGNAU)



AVM Nalin Kumar Tandon (Retd.)
Vice Chancellor