



Indo-German Science & Technology Centre
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REQUEST FOR PROPOSAL (RFP)

Publication of advertisement for the position of DIRECTOR at IGSTC

1 Introduction and General Tender Information

Indo-German Science and Technology Centre (IGSTC) has been registered as Society under Society Registration Act, 1860 to promote research partnerships of industrial relevance on a PPP mode, connecting academia and industry from both countries for socio-economic benefits/development of people of both India and Germany. IGSTC mandate is towards facilitating and promoting Indo-German bilateral collaborations in basic and applied science, research & technology, nurturing contacts between young and mid-career scientists and technologists to develop a sense of mutual trust, partnership/leadership and entrepreneurship. For more details of IGSTC and its activities, please refer www.igstc.org.

2. Section Terms of Reference (TOR):

IGSTC intends to publish advertisement in leading newspaper in all India edition for the position of DIRECTOR at IGSTC. The IGSTC desires to seek offers from advertisement agency/ company for publishing advertisement.

3. Crucial details:

Tender Document No.	IGSTC/Admin/Director Recruitment/ 2024-25
Name of the Work	Publication of advertisement in leading newspapers in all India edition.
Client/Owner	Indo-German Science & Technology (IGSTC)
Estimated Cost of Project	Rs. 12 lakhs
Last date & time of submission of Tender	30 th December, 2024
Mode of communication (only by e-mails)	admin.igstc@igstc.org

3.1 Following points may be considered while submitting the RFP: -

- i. More than one bid is not permissible from one bidder company.
- ii. This RFP would not have any binding on IGSTC and does not provide guarantee of allotment of work to the shortlisted company. Further, IGSTC reserves the right to update or amend any information pertaining to RFP and also defer or cancel the advertisement.
- iii. It is expected that bidders have carried out their own surveys, investigations and all other related examinations pertaining to the project before submission of bid documents.
- iv. The bidder at their discretion may submit their suggestions on scope of work and timelines along with their interest and IGSTC reserves the right to accept or reject on suggestion.
- v. Conditional bids will not be entertained.

4. Eligibility criteria for submission of bid:

- i. The bidder must be a legal entity registered eligible to carry out business in India.
- ii. The bidder should have been in operation for at least five years and complied with Indian Statutory Laws.
- iii. Incomplete bids, bids not in format and conditional bids shall be rejected outrightly. Alterations, amendments or modifications are not allowed after submission of proposal.

- iv. IGSTC may at any time during the Tendering process but before opening the technical bid request the Bidders to submit revised Technical /Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.

5. Scope of Work:

- Publication of IGSTC advertisement in following leading newspapers in all India Edition.
 - 1) The Times of India.
 - 2) The Hindu.
- The advertisement size would be 8×16 cms for each colour advertisement.
- The advertisement should be published in all India editions on above newspapers.
- The advertisement should prominently appear in the newspapers.
- The advertisement should appear between i.e from 01st January to 08th January, 2025 (ref: Annex-II).
- One inserts in one week on each newspaper.
- The advertisement content which is to be published is attached at Annexure-I.
- The quoted prices in no case should exceed the DAVP rates.

IGSTC reserves the right to request the selected agency to cancel or postpone the advertisement in unavoidable situations. The bidder must clearly specify the timeline under which cancellation or postponement shall be made without any additional charge. The bidder should not disclose the advertisement content until it's not published for public.

6. Technical Bid

The bidder may provide requirements under technical bid in this RFP as attached at Annexure-I.

7. Financial Bid

The financial bid is attached at Annexure-II and fill the same for quoting price. ***No other format will be accepted. The bid not in format will be rejected. Financial bids are to be submitted in Separate seal cover. In case the bid is being submitted by email. Password protected PDF file for financial bid is to be attached. The password for the financial bid is to be shared at the time of opening of the bids.***

- i. All the prices mentioned are in accordance with the terms specified in the RFP documents.
- ii. All prices should be exclusive of taxes. Taxes should be separately mentioned. Any change in rate of taxes during the intervening period to be claimed by the bidder at the time of final settlement. The amount claimed as a result of a change in the rate of taxes, if any, has to be supported by Govt. Notification in this regard. IGSTC shall be authorized to deduct any tax as applicable from the bidder. Deduction of all statutory and necessary Tax from each bill will be made as per Government orders prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the bidder
- iii. Prices quoted by the Bidder shall remain same and fixed and shall be valid until completion of the work and will not be subject to variation on any account.

8. Documentation to be submitted with bid:

- i) A covering letter for submission of RFP and showing willingness to provide quotation for publication of advertisement as per scope of work as defined in this RFP.
- ii) The signed copy of the RFP document as a token of acceptance of RFP terms.
- iii) Registration certificate of the bidder.
- iv) Documentary proof for carrying out three advertisement business with Government organizations/PSUs/Autonomous Institutions/Bilateral entities/etc.
- v) Copy of PAN and GST certificate of the bidder firm.

vi) Brief profile of the bidder including its client(s) to demonstrate the range of client(s).

9. Award of contract and completion of work:

IGSTC shall award the contract to the selected bidder by issuance of a purchase order with terms & conditions. The selected bidder has to furnish the acceptance of purchase order. The selected bidder, however, will seek IGSTC prior approval before publishing the advertisement. The contract would be valid until the completion of the work. The bidder is expected to deliver services as per IGSTC's requirements and satisfaction.

10 Payment Terms:

- (i) The payment to the selected bidder will be made after publication of the advertisement on submission of invoice along with copy of newspaper.
- (ii) Intending bidders may note that time is the essence of this work and any bidder failing to fulfill their obligations in respect of the any of the item of scope of work within the set time frame will face penalties at the rate of the item concerned which could not be provided or the actual cost of availing the alternative from any other source by IGSTC, whichever is higher.

11. Evaluation of technical proposals:

The Evaluation Committee shall evaluate the Technical Proposals only for those bidders who satisfy the pre-qualification/eligibility criteria. The Technical proposals which are unsigned and incomplete shall not be evaluated. The technical proposals will be evaluated on the basis of their responses.

During the process of evaluation of the technical proposal, the bidder might be required to make presentation on its Proposal covering Experience/Technical Proposal including Understanding about the project, Implementation Methodology, Team Composition, Work Schedule and Activity Schedule etc. In case presentation is required, the date and time of the presentation / interactions will be intimated individually.

12. Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document is provided to the Bidder(s) by Indo-German science and Technology Centre (hereinafter referred to as "IGSTC"), on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of their Proposals/Quotations. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for IGSTC to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. The RFP is not an agreement and is neither an offer nor invitation by IGSTC to prospective bidder(s).

IGSTC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. IGSTC may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document without any further notice.

The advertisement content which is to be published**INDO-GERMAN SCIENCE & TECHNOLOGY CENTRE**

Ground Floor, Block -II Technology Bhawan, New Mehrauli Road, New Delhi-110016, India

Vacancy Advertisement: 02/2024**Position: DIRECTOR**

The Indo-German Science and Technology Centre (IGSTC) is an autonomous registered society established in 2010 under an inter-governmental MoU between the Government of India and the Government of Germany. The mandate of the bi-national Centre is to promote research partnership of industrial relevance.

IGSTC invites applications for the position of Director as per the details given below:

Tenure of Appointment: The appointment will be purely temporary and contractual/on deputation for a term of three years, with the possibility of performance-based renewal of an additional three years.

Candidate Profile: The Director should be an Indian national with an accomplished scientific and /or technological background as per the details available in the IGSTC website.

Essential Qualification:

- Ph.D. in Science/Engineering or master's degree in engineering with 15 years of post-qualification experience in academic or industrial research and research management.
- Candidate should have accomplished Scientific and/technological experience as well as Science/ Research management background.

Desirable experience: Candidate with experience in Technology development/Industrial experience.

Age Limit: The age should be below 56 years as on the closing date of the advertisement.

Compensation Package:

- Annual Compensation package would be in the range of between 45 to 55 lakhs per annum depending upon qualification, experience and other credentials and corresponding to the position of Scientist "G" or Scientist "H" or equivalent prevailing in Scientific Ministries/Departments/ Research Institutions in India.
- If a candidate is from a private sector or from Industry suitable compensation in the range of 45 to 55 lakhs per annum would be applicable.
- For exceptional candidates in the above cases (Government/Private sector), GB may decide on an additional compensation package.
- **Duty Location:** Delhi/NCR, India. The position requires travelling in India and Germany.

Application procedure: Interested persons should send their applications to admin.igstc@igstc.org with:

- a detailed CV as prescribed in the website of IGSTC.
- a statement of vision for the organization and your role as Director of IGSTC. (max 2 pages)

Printed Application with supporting documents should be forwarded through proper channel to Chief Administrative Officer, Indo-German Science & Technology Centre (IGSTC) on or before 28 February 2025.

Please visit www.igstc.org for detailed advertisement

TECHNICAL BID
FOR
Publication of advertisement for the position of DIRECTOR at IGSTC

1. Name of the Company:
2. Date of Establishment:
3. Office Address:
4. Bidder's PAN:
5. Bidder's GST:
6. Bidder's legal status:
7. Summary of major five latest advertisement published

<i>S No</i>	<i>Name of client</i>	<i>Financial year in which service is rendered</i>	<i>Contract value</i>
1			
2			
3			
4			
5			

8. Personnel responsible to this tender

<i>S No</i>	<i>Name of Employee</i>	<i>Designation</i>	<i>Contact details</i>

9. Website link (if any):

Declaration-

I _____ authorised representative of M/s _____ do hereby declare and certify that;

- a. The information given here are true to the best of my knowledge.
- b. Agrees to abide by all the terms and conditions laid down in the RFP Document.

- c. I confirm that authority to submit the RFP documents and comply with the provisions laid down in the RFP documents.
- d. I further declare that presently the organization is not Blacklisted due to any reasons by any State / Central Government / PSU / Autonomous Body(s) on the date of bid Submission.

Place:

Name:

Date:

Signature:

Bidding Entity Name:

Publication of advertisement for the position of DIRECTOR at IGSTC

Financial Bid Format

<i>S No.</i>	<i>Name of Newspaper</i>	<i>Size of publication</i>	<i>No. of inserts</i>	<i>Amount (inclusive of all applicable taxes)</i>
1	Times of India All India Edition	W = 8 Cms H = 16 Cms	1 January 2025	
2	The Hindu	W = 8 Cms H = 16 Cms	8 January 2025	
TOTAL Price				

(Rupees.....)

Date:

Signature of the owner / bidder / authorized signatory with complete Name, Address, Contact No.(s) including Mobile No(s).