

PRGM-III/314/2013
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Kaladarsana Division

New Delhi, 28th December, 2016

Tender No. 04

Hiring of Public Relations (PR) Agency for three years.

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Important Dates

	Date & Time	Venue
Pre Bid meeting	06.01.2017 3.00 P.M.	Conference Hall Indira Gandhi National Centre for the Arts C.V. Mess Building, Janpath, New Delhi-110001
Last date of submission of Technical and Financial Bids	09.01.2017 5.00 P.M.	
Date of opening Technical Bids	10.01.2017 11.30 A.M.	
Date of opening Financial Bids	Date and time will be informed only to the qualified agencies in due course	

NOTICE INVITING TENDER

Appointment of Public Relations Agency (PR Agency) for Indira Gandhi National Centre for the Arts (IGNCA)

Indira Gandhi National Centre for the Arts (IGNCA) is a premier institute that conducts lectures, seminars, exhibitions, conferences of national and international level and also cultural events. The organization is striving to document the wide variety of our culture and also engage in a critical dialogue with the larger masses for exposure to the arts. Accordingly, IGNCA invites Public Relation (PR) agencies to make a bid for conducting all the publicity and outreach campaign activities for a period of three years. The initial period of contract will be for one year and after review may be extended for another two years.

Interested bidders who have experience of handling publicity campaigns through various media i.e. Print and Electronic etc. may submit their bids viz. technical and financial in separate sealed envelopes.

Interested bidders may peruse the details RFP hosted on www.ignca.nic.in

PROCESS OF SELECTION :

- IGNCA would be detailing the minimum pre-qualification requirements and the process of selection in the RFP.
- The designated Committee would evaluate the quality of Bidders on the criteria mentioned in the RFP based on their proposals received and fulfillment of eligibility criteria (Technical Bid). The technically eligible agencies would be called to make a presentation before a designated Committee at IGNCA, New Delhi. The presentation would be evaluated on a score of 100.
- Financial Bids of only the short listed Bidders (who score at least 60 out of 100 in the presentation) would be considered.
- IGNCA does not bind itself to accept the lowest or any Tender and has the right to refuse any or all the bids without assigning any reason or select any bidder that is in the final evaluation list. IGNCA also reserves the right to re-issue the Tender without Tenderers having the right to object against such re-issue. IGNCA also reserves the rights to extend the validity period.
- The Tenure of the contract with the Agency, so appointed, would run for 3 years from date of appointment under the current RFP. However, this would be subject to satisfactory performance of the agency every one year from date of appointment, which would be solely adjudged by IGNCA. In case the Agency's performance is deemed unsatisfactory, their contract will be terminated as per the provisions of the "termination of contract" clause mentioned in the RFP. The

contract may be extended by IGNCA for maximum 6 months after completion of tenure of 3 years.

- The remuneration (Retainership) as decided in the financial bid can be raised by up to 10% at the end of every year at the sole discretion of IGNCA, in case there is a commensurate increase in work that justifies higher fee otherwise the earlier fee would remain valid till end of the contract period.
- The bidders shall submit their offers strictly in accordance with the Terms & Conditions of the Tender document. Any tender that stipulates conditions contrary to the conditions given in the tender document stands disqualified.
- The technical & financial bids should be submitted in the sealed envelopes and must be put in tender box kept in the office of Programme Director (Kaladarsana Division), Indira Gandhi National Centre for the Arts, C.V. Mess Building, Janpath, New Delhi-110001 latest by 5.00 P.M. on 09.01.2017 and the technical bids will be opened as per schedule below :-

Date : 10.01.2017 Time : 11.30 A.M.

- Pre bid meeting : All queries regarding the RFP can be discussed with the IGNCA on 06.01.2017 at 3.00 P.M. in the pre bid meeting.
- Any tender received by IGNCA after the deadline for submission of tenders prescribed by IGNCA will be rejected and returned unopened to the Bidder. IGNCA shall not be responsible for any delay or non-receipt / non-delivery of the documents.
- During opening of the technical and financial bids, all bidders are requested to be present at IGNCA Conference Hall, C.V. Mess Building, Janpath, New Delhi-110001. However, bids would be opened even in the absence of any or all the bids without assigning any reasons thereof.
- IGNCA also reserves the sole right for carrying out amendments/modification/changes including any addendum to this RFP. Such amendments/modification/changes including any addendum to this RFP shall be notified on the IGNCA website www.ignca.nic.in and these will be binding on the agencies.
- IGNCA reserves the right to extend the deadline without assigning any reasons thereof. Intimation of the same shall be notified on the IGNCA website www.ignca.nic.in.
- The bidder shall bear all costs associated the preparation and submission of the Tender and IGNCA will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

(Dr.Mangalam Swaminathan)

Programme Director(KD)

Dated : 28.12.2016

Scope of Work and Responsibilities of the PR Agency to be hired

- a) IGNCA hosts series of programmes every month, big and small. These need to be publicized in an appropriate manner.
- b) The programmes will have to be posted online and written about in the print media, keeping in view the importance of the programme.
- c) Some are photo-op events, which need to be highlighted.
- d) Some are academic programmes, for which senior journalists and writers need to be contacted.
- e) The exhibition of IGNCA are theme-based and academically oriented. The PR agency will have to find appropriate persons to review the exhibition.
- f) When long duration programmes happen, publicity would have to be spread over the entire period of event, to keep the interest in the potential visitors.
- g) Footfalls at IGNCA programmes depend very much on the pre event publicity given to a programme. Hence the PR team will have to work in close coordination with the IGNCA official/s to search and find selling points and news pegs.
- h) Electronic media today plays an important role in dissemination of information. Hence the PR firm has to help identify appropriate channels not only English and Hindi but regional channels to run stories on IGNCA.
- i) The PR agency will have to engage the attention and interest of the media in both pre and post event coverage.
- j) The government media too will have to be tapped by the PR firm.
- k) Beyond event and programmes, the PR firm has to assist in BRANDING of IGNCA as a centre of excellence. For this, the PR team has to constantly engage with the officials/scholars and academicians to monitor and seize the opportunity for publicity.
- l) The initiative for publicity and coverage has to come from the PR firm and not the other way round, i.e. the PR firm should be able to 'sense' a story in the activities of IGNCA rather than IGNCA thinking of story ideas.
- m) The PR firm will have to keep a constant watch on the presence of IGNCA in all the media – print, electronic, social and digital. Especially with reference to other cultural institutions.
- n) The PR firm should be able to leverage on the advertisement budget of IGNCA and get a good deal. The Ad plan would be discussed with the PR firm before finalizing release of Ads so as to enable this leveraging.

Criteria for selecting Public Relations Agency

1. Minimum Eligibility Criteria

A list of Qualifying Requirements (QRs) and the supportive documents that need to be submitted is given below. Any Agency not meeting any of the following QRs or not submitting any of the documents shall be rejected. Only those agencies who satisfy all the Qualifying Requirements would be eligible for being called for giving presentation.

Sl.No.	Qualifying Requirement (QR)	Documents to be enclosed
1(a)	The Agency should have been in existence in India since April 1, 2010 or earlier with ability to service the client across India and should have an office in Delhi/NCR.	Incorporation certificate.
1(b)	The Agency must have earned a fee from PR services at least of Rs.1 crore (Rupees one crore only) during each of the three previous financial years i.e. April 2013-March 2016	Suitable certification by Statutory / Tax Auditors. In case the Agency provides non-PR services also, the fee for PR services only will be considered. Relevant certificate from Statutory / Tax Auditors will be required.
1(c)	The Agency should be profit making and the Net Worth should be positive during previous financial year (April 2015-March 2016)	Copies of audited balance sheets and profit and loss Accounts OR certificate by Statutory / Tax Auditor.
1(d)	The Agency should not have been penalised or found guilty in any court of law and the agency shall not have been blacklisted /debarred by any Central / State Government / PSU / any regulatory authority and not involved in any major litigation that may have impact or compromise the delivery of services required during last three years i.e. April 2013-March 2016 and April 2016 onwards till date.	Self Certification on letter head to be provided as per Annexure III. However, IGNSA would have the right to independently verify the same.
1(e)	The Agency should have worked with at least two Govt. agencies (Central, State, PSU, Autonomous Body, PSB) for the last three years i.e. April 2013-March 2016	Certification of satisfactory performance by the clients for last three years (April 2013 – March 2016) as per Annexure IV,

2. **Apart from the above minimum criteria, the Agency is also required to give the following information :**

Sl.No.	Document required
2(a)	Ownership and nature of entity (public, partnership, subsidiary, etc.).
2(b)	Income Tax returns for past three years.
2(c)	Authorizing letter for the authorized signatory to sign on behalf of the agency.
2(d)	Proof of address of registered office.
2(e)	Service Tax Registration Certificate.

Qualitative Evaluation Criteria

It will be decided on the basis of technical bid and presentation.

Criteria	Weightage
Work experience (with certificate) regarding works with national cultural institution	20
Overall PR abilities	20
Ability with respect to Crisis Communication	15
Experience in Public and outreach Relations	10
Ability with respect to intra-works with large multi-faceted cultural institutions	10
Ability to service the Client and scale up the project if necessary	10
Ability to visualize client's objectives and to provide customized solutions	15
Total	100

*Only the Agencies scoring 70 or more out of 100 will be eligible for financial bidding.

Financial Bids

Financial bids of only the eligible Bidders (who score at least 70 out of 100 in the presentation) would be considered. Date and time of opening of financial bids will be informed only to the qualified agencies in due course.

GENERAL TERMS & CONDITIONS

Assignment

- The agency shall not save and except with the prior written approval of IGNCA undertake any work of any nature not assigned and/or not mentioned in the tender and for executing such works. The agency shall state the nature of work and probable expenditure thereof. After IGNCA has accorded its consent in writing for execution of such work and / or incurring expenditure thereof, only then shall the agency undertake such work and not otherwise.
- No right or liabilities under this Agreement shall be assigned by any of the parties hereto without the prior written consent of the Other Party.

Agency's General Responsibilities

- The agency shall, subject to the provisions of the Assignment and with due care, execute the work and take all responsibility, including the supervision thereof and all other things, whether of a temporary or permanent nature, required in and for such execution.
- The agency shall carry out and complete the work in accordance with prevailing good industry practices and using workmanship of the quality and standards therein specified, provided that where and to the extent some approval of the quality of the standards of workmanship is a matter of opinion, such quality and standards shall be to the satisfaction of IGNCA.

Earnest Money Deposit (Bid Security)

- Public Relations (PR) Agency will have to provide a EMD/Bid security of Rs.50,000/- (Rupees fifty thousand only) by way of either a demand draft/pay order, issued in favour of IGNCA, New Delhi payable at New Delhi.
- In the event of non-submission of the EMD/bid-security money of Rs.50,000/- the bid will be summarily rejected.
- No interest will be payable on the EMD / Bid security amount.
- The EMD/Bid security amount will be forfeited if upon being declared successful the Public Relations (PR) Agency refuses to accept work order or having accepted the work order, fails to carry out its obligations mentioned therein .
- The EMD/Bid security will be refunded to the unsuccessful bidders only after completion of the entire bid process.
- The EMD/Bid security of the successful bidder would be refunded upon submission of Performance Guarantee (PG) @ 10% of the Retainership amount.

Sufficiency of Tender

- The agency shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices before agreeing to the Terms & Conditions.

Tenure

- The tenure of the contract with the Agencies, so appointed, would run for 3 years from the date of appointment under the current RFP. However, this would be subject to satisfactory performance from agency every one year from date of appointment, which would be solely adjudged by IGNCA. In case the performance of the Agency is deemed unsatisfactory, the contract will be terminated as per the provisions of the “termination of contract” clause mentioned in the RFP. The contract may be extended by IGNCA for maximum 6 months after completion of tenure of 3 years.

Payment terms

- IGNCA will make payment of the fee on a monthly basis as applicable. Any third party cost incurred by the Agency to carry out the above assignment would be reimbursed to the Agency, provided the cost was incurred with prior approval from IGNCA and all third party supporting document submitted along with invoice.

Taxes

- All applicable taxes will be paid by IGNCA. The Agency shall be responsible for deposit of all taxes, duties, levies, fees or charges in respect of the works as required for the Assignment to concerned Government authorities. Also TDS will be deducted from the payments to the Agency as per applicable laws.

Statutory authority obligations, notices, fees & charges

- The Agency shall comply with and give all notices required by any Act, any instrument, rule or order made under any Act, or any regulation or byelaw of any relevant authority which has any jurisdiction with regard to the assignment. The Agency shall also abide by the rules and regulations of INS. AAI, ASCI and other relevant organizations and conform to the aforesaid rules and regulations.
- The Agency would comply with all applicable Laws as they relate to its performance under this Agreement. This Agreement shall be governed. Interpreted by and constructed in accordance with the substantive laws of India.

Limited Agency

- For the limited purpose of purchasing materials and engaging the services of Third Parties which are necessary for providing the services under this Agreement, IGNCA would appoint the designated Agency as its agent.
- It is expressly clarified that IGNCA is responsible for all costs and expenses incurred by the Agency on behalf of IGNCA, which shall be incurred only on receiving the prior approval of IGNCA.
- Save and except the “Limited Agency” created under this Agreement, the Agency appointed would be an independent Party and neither Party is the legal representative of the other, further the Personnel of the Agency and other Third Parties engaged to perform any Services under this RFP are not the employees of IGNCA.

Rights in Intellectual Property and Material

- All the rights relating to the Trade Marks and Copy Rights in respect of publicity work generated by the Agency on behalf of IGNCA and paid for by IGNCA shall vest with IGNCA. Provided that IGNCA would reimburse the Agency for any sums of money paid for the assignment / licensing of the copyright by way of fees, charges, or otherwise as provided by the guidelines, regulations, rules, or policies of any professional body or association, with prior approval from IGNCA.
- All concepts, communications etc. created or conceived by the Agency on behalf of IGNCA and involving name of IGNCA shall not form part of any award or competition or promotion unless prior written consent of IGNCA has been obtained therefor.

Confidentiality

- Information provided under this RFP and subsequent Service Agreement (if the Agency is selected) is confidential and neither Party shall at any time either during the association or at any time thereafter divulge either directly or indirectly to any person(s), firm or company, business entity, or other organisation whatsoever, any Confidential Information that the Other Party may acquire during the course of such association or otherwise concerning the Other Party’s business, property, contract, trade secrets, clients or affairs.

Indemnification

- All applicants under the RFP absolutely, irrevocably and unconditionally hereby indemnifies and undertakes to keep IGNCA and / or its directors, officers, employees, agents, and representatives indemnified and hold harmless for all time from and against all charges, costs, losses, claims, demands, damages, liabilities, suits, judgments, penalties, proceedings, prosecutions, litigations, or actions, financial or otherwise; at law or equity, including the expenses of defending any

claim of liability by any third party, and from and against all actual damages sustained, whatsoever, whether past, or current suffered or incurred by IGNCA and / or its directors, officers, employees, agents and representatives due to reason of (a) breach, misconduct, omission, or (b) negligence on the part of the Agency and / or its directors, employees, in the performance of the Services including, but not limited to, any claim arising out of improper or illegal use or adoption or invasion or infringement of the copyright or intellectual property right.

Termination

- In the event, of non-performance of the Agency as decided by the IGNCA or any disputes or differences arising between the Parties hereto on any matter / provision set out in this RFP and subsequent Service Agreement for the selected Agency, the Parties shall try to resolve the matter amicably inter se. The defaulting Party shall be given notice of 21 days to after the situation and resolve the dispute or reverse the damage caused in any way.
- In the event, the defaulting Party does not comply with its obligations, on the termination of the notice period, the Other Party shall be at liberty to terminate the Agreement, without further notice, and shall additionally have the right to claim any further rights available under the law, including without limitation, the right to damages.
- Upon termination of the Agreement, the Agency would promptly hand over to IGNCA all Deliverable items, including work-in-progress, all “as is where is” condition subject to the mutual settlement of all money due and payable to them/ being paid. During the period of notification of termination, the Agency shall complete pending assignments and IGNCA shall agree to settle the dues in respect of assignments after completion thereof by the Agency, except if specifically instructed by IGNCA to act otherwise.
- IGNCA would also have the right to terminate such Service Agreement with three months notice without assigning any reason.

Limitation of Liability

- Save and except as provided in “Terms & Condition” and “Termination” herein, neither Party shall be liable to the other for any lost revenue, lost profits or other incidental or consequential damages based on any breach or default under this Agreement.

Survival

- In the event of the Termination of this Agreement (with the selected Agency) in whole or in part, the Clauses titled “Compensation”, “Rights in Intellectual Property and Material”, “Indemnification”, “Confidentiality”, and “Limitation of Liability” shall survive and continue in effect and shall ensure to the benefit of and be binding upon both the Parties, their successors and assigns.

Severability

- Each of the above restrictions is separate and severable from the other. Any provision, which is invalid or unenforceable, shall be ineffective to the extent of such invalidity or unenforceability, without affecting in any way the remaining provisions hereof.

Written Notice of change in name, form or control of either Party

- The Agency shall provide IGCA with prompt 30 days prior written notice of any change in Agency's name, ownership, or form of organisation. The Agency shall also provide IGCA with prompt written notice and in any event within a period of 30 days of the occurrence of any event, which could jeopardize or materially impact its ability to perform its obligations under this Agreement in a timely manner.

Force Majeure

- If either Party is unable to perform its obligations under this Agreement due to the occurrence of an event beyond its control (such as acts of God, War like situations, Riots, Bandhs, Government actions, Earthquakes, Cyclones, Typhoons, and other calamities, etc.), that Party will not be deemed to have defaulted under this Agreement. Each Party would use all reasonable efforts to enable performance under this Agreement to continue. If a Force Majeure situation arises, the Agency shall promptly notify IGCA in writing of such conditions and shall serve the notice on IGCA within 15 (fifteen) calendar days from the date of happening of Force Majeure and also submit all necessary proof to the satisfaction of IGCA and the time when the Bidder is likely to resume its obligations. IGCA shall decide the happening of the Force Majeure and the decision of IGCA shall be final, conclusive and binding on the Bidder. Unless otherwise directed by IGCA in writing, the Bidder shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The decision of IGCA in deciding whether the event is force majeure or not is at the sole discretion of IGCA and binding on the Bidder. In such a case, the time for performance shall be extended by IGCA (but shall not be bound to) by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of one month, IGCA and the Bidder shall hold consultations with each other in an endeavour to find a solution to the problem and in the event of not finding a solution, IGCA shall be entitled to terminate the Contract without being responsible or liable to any damages. Notwithstanding the above, decision of IGCA shall be final and binding upon the Bidder.

The Agency to conduct as per Good Faith and as per Good Industry Practice

- Notwithstanding anything contained in this Agreement, the Agency shall conduct its obligations as an agent in good faith and exercise reasonable care as per Good Industry Practice and for removal of doubt the degree of care shall in no way less than what it is required as if it were a principal. While acting as an agent, the Agency shall be responsible to IGNCA for all acts of negligence, and for consequences emanating from lack of exercise of reasonable care. The Agency is bound to supervise the proper execution of contracts entered by it on behalf of IGNCA as its agent.

Conflict of interest

- The Agency shall strictly avoid conflicts with other assignments/jobs or their own corporate interest and shall disclose to IGNCA all actual and potential conflicts that exist, arise or may arise in the course of performing the services after it becomes aware of that conflict.

Sub Contracts

- The Agency as and when required may sub contract the work with prior approval of the IGNCA provided the intimation in writing of all collaborations be given to the IGNCA. However, such notification shall not relieve the agency from any liability or obligation under the contract. The Agency shall be responsible for the performance of sub contractors appointed by it.

Other Conditions

- This document is meant to provide information only and upon the express understanding that the recipients will use it only for the purpose set out herein.
- While this document has been prepared in good faith, neither the IGNCA nor any of its employees make any representation or warranty or shall have any responsibility whatsoever in respect of this document. Any liability is accordingly and expressly disclaimed.
- This document constitutes no form of commitment on the part of the IGNCA.
- IGNCA reserves the right to appoint auditors to audit the books of account of the agencies for transactions related to the IGNCA.

- IGNCA shall have the right to avail Services from other agencies as well and this RFP does not confer any exclusive rights to any Agency for Services rendered/to be rendered. Inter-se allocation of work between the agencies in such case would be the sole discretion of IGNCA and the decision of IGNCA in this regard shall be final.
- It is clarified, as and by way of abundant caution that IGNCA will have all ownership and/or license rights on all the ideas, concepts, proposals, logos, designs, scripts etc. developed by the Agency during the course of this assignment as specified in the RFP and paid for by IGNCA.
- The Agency shall in respect of the Services, obtain prior written approvals from the Designated Authorised Signatories of IGNCA, in all cases, in respect of the form, the manner, the extent and the wording of all publicity materials produced before taking any action under the Agreement.
- IGNCA would have the right to reject all or any of the applications without assigning any reason for the same.
- From the time the proposals are opened to the time of empanelment, the agency/ies should not contract the IGNCA or any of its employees or representatives on any matter related to the proposal with a view to influence the examination, evaluation, ranking and empanelment. Such an effort shall result in rejection of the proposal.
- The agency empanelled will have to execute an agreement with the IGNCA in the format approved by the IGNCA. The same will be provided after finalization of empanelment. If the selected Agency differs/does not agree on any conditions/terms of the contract, the IGNCA has the right to appoint the next ranked agency without any obligation or without assigning any reasons to anyone and shall not be held liable for any losses or damages caused by such action.
- Unless and until a formal Agreement is prepared and executed, this Tender (RFP) together with the written acceptance of the Agency thereof shall constitute binding Terms and Conditions between the parties.

INSTRUCTIONS FOR TENDERING

1. Before tendering, the Tenderers are requested to carefully examine the Tender Documents, Terms & Conditions of Assignment, Specifications and if there is / or appears to be any ambiguity therein they should immediately refer the matter to IGNCA for clarification.
2. (i) The Tenderer shall complete the annexed Form of Tender and information called for therein, and shall sign on each of the documents with date. The Authorized signatory of the Tenderer shall put initials at each page of the Tender Document.
(ii) The Tender shall contain a name with designation, an address, Tel.No., email and Fax No. for serving notices required to be served to the Tenderer in connection with the Tender.
3. The signed Technical Bid along with EMD of Rs.50,000/- in the shape of DD drawn in favour of IGNCA shall be placed in a sealed envelope clearly marked "TECHNICAL BID – Name of Tenderer – Appointment of PR Agency for IGNCA". Similarly, the signed Financial Bid shall be placed in a sealed envelope clearly marked "FINANCIAL BID – Name of Tenderer – Appointment of PR Agency for IGNCA". The envelopes containing the Technical Bid and the Financial bid shall be placed in an outer envelope along with non-refundable tender fee of Rs.2000/- (Rupees Two thousand only) in the shape of Demand Draft drawn in favour of IGNCA, payable at New Delhi. In the event of non-payment of the fee of Rs.2000/- towards the RFP form at the time of submission of the offer, the bid will not be opened/ considered. This outer envelope shall be super scribed "Appointment of PR Agency for IGNCA – Name of the Tenderer".
4. All forms may please be filled up in Areal 12 Font in double spacing format.
5. The Tender shall be accompanied by the document proofs for qualifying requirements in the same order mentioned in the RFP. Documents not required as part of Tender should not be provided.
6. All certificates must be on respective letterheads.
7. For any clarification, the tenderer may contact Dr. Mangalam Swaminathan, Programme Director(KD) at 011-23388155.

FORM OF TENDER – Technical Bid**Subject : Empanelment of PR Agency for IGNC A – Technical Bid**

- Having examined the Conditions of Assignment for the above Contract, i.e. Appointment of PR Agency for IGNC A, we qualify under the minimum eligibility criteria and offer to undertake the work in conformity with the Conditions of Assignment as stipulated in this RFP.

Sl.No.	Particulars	Details
1.	Name of Agency	
2.	Registered Address	
3.	Website Address	
4.	Nature of entity (proprietorship / partnership / private / Public etc.)	
5.	Name of Proprietor / Partners / Directors	
6.	Date of Incorporation	
7.	Details of authorized contact person	
	Name	
	Designation	
	Telephone No.	
	Mobile No.	
	E-mail Address	
	Fax No.	
8.	Net Worth (2015-2016)	
9.	Profit (2015-2016)	
10.	Fee From PR services	
	2013-14	
	2014-15	
	2015-16	
11.	EMD of Rs.50,000 enclosed	
	Amount - Rs.50,000/-	
	Drawn on -	
	DD No. -	
	Date -	
12.	Other relevant information	

- We hereby certify that all the particulars given above are correct and true to the best of our knowledge. In case at any stage, it is found that the information given by us is false / not correct, IGNC A shall have the absolute right to take any action as deemed fit without any prior intimation to us.
- We undertake to complete and deliver the whole of the works comprised in the RFP and agree to abide by the General Terms and Conditions.

- We agree to abide by the terms of this Tender from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us and maybe accepted at any time before the expiry of the period.
- Unless and until a formal Agreement is prepared and executed, this tender together with our written acceptance thereof shall constitute a binding Terms & Conditions between IGNCA and us.
- We understand that the Request for Proposal (RFP) does not commit IGNCA to reimburse the Participant for any costs incurred in submission of this proposal. All statements in this RFP and any pre-contract negotiations, understandings and agreements resulting from this RFP are preliminary; consequently, IGNCA has no obligation to us until a written contract is executed.
- We understand that IGNCA has the right, without assigning any reasons thereof, to
 - i) Reject, amend, and modify any proposal contained in the RFP
 - ii) Terminate this RFP
 - iii) Negotiate with one or more Participants
 - iv) Not award the assignment to any of the Participants and / or recommence the entire process.
 - v) Contract with one or more Participants for any reasons whatsoever.
 - vi) Modify the requirements and terms of this RFP and request revised proposals from some or all of the Participants.
- We understand that IGNCA reserves the sole right to decide on the number of agencies and the inter-se allocation of work between them.
- List of documents attached with the tender (in the same order, mentioned in the RFP – Criteria for selection)
 - a) Documents required as per 1 (a)
 - Name of document submitted
 - b) Documents required as per 1 (b)
 - Name of document submitted
 - c) Documents required as per 1 (c)
 - Name of document submitted
 - d) Documents required as per 1 (d)
 - Name of document submitted
 - e) Documents required as per 1 (e)
 - Name of document submitted

(Please attach the documents in the same order in which they are listed above)

Signature of Authorised Person
 Full Name of Authorised Person
 Date :

Seal of Agency

FORM OF TENDER – FINANCIAL BID

Dr.Mangalam Swaminathan
Programme Director(KD)
Kaladarsana Division
Indira Gandhi national Centre for the Arts
C.V. Mess Building,
Janpath,
New Delhi-110001

Subject : Empanelment of PR Agency for IGNC A – Financial Bid

We hereby submit our Financial Bid for selection of PR Agency of IGNC A. We unconditionally agree to abide by the Terms & conditions specified therein.

Sl.No.	Particulars	Details / Charges	
		In Figure	In Words
1.	Retainer Fee excluding taxes (monthly) (INR)		

We hereby certify that all the particulars given above are correct and true to the best of our knowledge.

Signature of Authorised Person of bidding agency	
Full Name & Designation of Authorised Person	
Name of the Bidding Agency	
Date	

Seal of Agency

(On letterhead of the Agency duly stamped and signed)

DECLARATION-CUM-CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that the Agency has not been penalized or found guilty in any court of Law and the agency has not been blacklisted / debarred by any Central / State Government / PSU / Bank / RBI / IBA / any regulatory authority during last three years i.e. 2013-2014, 2014-2015 and 2015-2016 and April 2016 onwards till date.

Further, this is to certify that our Agency does not have any legal, civil, criminal, taxation and other cases pending against the company / agency that may have any impact affecting or compromising the delivery of services required.

Name :

Designation :

Date :

(On letterhead of the client duly stamped and signed)

Date :

TO WHOM SO EVER IT MAY CONCERN

This is to certify that _____ is our
empanelled PR agency for more than _____ years.

The performance of the agency is satisfactory during their tenure with us.

Name :

Designation :