



इन्दिरा गॉंधी राष्ट्रीय कला केन्द्र
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

REQUEST FOR PROPOSAL (RFP)

FOR

**SELECTION OF A SOCIAL MEDIA DIGITAL AGENCY & EVENT
COORDINATOR FOR ORGANISING MILLET MAHOTSAV 2023**

Bid Reference: SOCIAL MEDIA-cum-Event Management/2023

Date: 12/10/2023

INDIRA GANDHI NATIONAL CENTRE FOR ARTS (IGNCA)

Indira Gandhi National Centre for the Arts, Janpath Building,

Janpath, (near Western Court), New Delhi – 110001



इन्दिरा गॉंधी राष्ट्रीय कला केन्द्र
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

IMPORTANT DATES

Sr. No.	Event Description	Date
1	Issue of RFP document on CP Portal and IGNCA Website	12/10/2023
2	Pre-Bid Queries Submission	16/10/2023 by 15:00 Hours
3	Pre-Bid Conference	16/10/2023 at 15:00 Hours
4	Bid submission closing date	25/10/2023 till 11:00 Hours
5	Opening of Technical E-Bid	26/10/2023 by 11:00 Hours
6	Technical Presentation	26/10/2023 at 14:00 Hours onwards Venue Details: Indira Gandhi National Centre for the Arts, Janpath Building, Janpath, (near Western Court), New Delhi – 110001
7	Bid Validity period	60 days from the Bid Due Date
8	Tender/Bid Document Fee	Nil
9	Earnest Money Deposit	INR 3,00,000/- (Three Lakh Indian National Rupees Only) Demand Draft in favour of “IGNCA”, of any Nationalized /scheduled bank, payable at “New Delhi” Note: If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the EMD amount will be exempted for that MSMEs.

PLACE OF OPENING OF BIDS & TECHNICAL PRESENTATION:

INDIRA GANDHI NATIONAL CENTRE FOR ARTS (IGNCA)

Indira Gandhi National Centre for the Arts, Janpath Building,
Janpath, (near Western Court), New Delhi – 110001

RFP FOR ORGANISING MILLET MAHOTSAV

The Indira Gandhi National Centre for the Arts (IGNCA) is visualised as a centre encompassing the study and experience of all the arts – each form with its own integrity, yet within a dimension of mutual interdependence, interrelated with nature, social structure and cosmology.

The IGNCA is promoting One Millets Meal Per Day among citizen of India and therefore is organising Millet Mahotsav, 2023 from November 1 to November 3, 2023. Therefore, IGNCA invites proposals from Social Media Agencies as well as from Event Coordinator for proper facilitation of the events.

The IGNCA invites e-Bids for the ‘Selection of a social media Digital Agency-Cum-Event Coordination for Millet Mahotsav 2023. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The bid will be submitted on CP Portal and IGNCA Website only.

1. SCOPE OF WORK:

The scope of work for the selected agency shall be, but not limited to, the following:

- i) Handling and Management of social media for Millet Mahotsav
- ii) Proper Promotion and Branding of Millet Mahotsav (Outdoor and Indoor)
- iii) Effective and Efficient Organising of Millet Mahotsav
- iv) Effective Communication through the defined channels include social media as suggested/advice by IGNCA

The Millet Mahotsav will encompass following events, but the list is not limited:

- i) Pledge for “One Millet Meal Per Day”
- ii) Symposium on dated 01.11.2023 to highlight the importance of Millet Meals/Products
- iii) Exhibition of Different Millet products through various Vendors on dated 02.11.2023 and 03.11.2023 to promote Millets Meals among Citizens of the nation.
- iv) Millet based quiz on dated 03.11.2023 to update the knowledge of netizens.
- v) Cultural Folk Eve on dated 02.11.2023 where Folk Celebrities talk about millet.

The social media management will consist of post creation, posting & driving of innovative campaigns. The agency needs to provide a detailed plan of campaign ideas & timing in inclination of conduction of Millet Mahotsav. It will include, but not limited to:

- i. Posting & filtering of user comments, providing responses to all official social media handles & profiles, and creation of relevant tagging & linkages about the said pregame.
- ii. All posts, tweets on all social media handles of IGNCA should be in accordance with the activities going on at the time, and the prevailing communication of IGNCA.
- iii. Giving new & colourful look to all social media handles in form of artwork, creative, themes, video etc.
- iv. Publicity of all fairs, festivals, events, etc. as suggested by the IGNCA.
- v. Moderation of all social media platforms to address spam, unauthorised ads, inappropriate content, etc.
- vi. Innovative Campaigns, Content Creation, Designing of Post, posting over the social media, Photography, Videography, Video Production, Manpower deployment at site for proper conduction of Millet Mahotsav, Pledge related to Millet Mahotsav as suggested by IGNCA.

2. DELIVERABLE ITEM REQUIRED:

Schedule of Items Required -General

Sr. No.	Elements	Areas/Qty	No. of Days
Fabrication			
1	Stage (16 Ft * 8 Ft)	01	02
2	Backdrop with Millet Mahotsav Logo (12 Ft * 8 Ft)	01	
3	Entrance Gate (12 Ft * 1.5 Ft)	01	
4	Entrance Gate Red Carpet	02 Roll	
5	Backstage Steps 6 Ft Wide	01	
6	Podium (4 Ft * 3 Ft)	02	
7	Venue Decoration	01	
8	Branding Panel (12 Ft * 8 Ft)	04	
Sound			
9	JBL sound system for 1500 pax	01	02
10	Cordless Mic	04	
11	Lapel Mic	02	
12	12 Channel Mixer	01	
13	Amplifier	01	
14	Technician	02	

**SELECTION OF A SOCIAL MEDIA DIGITAL AGENCY & EVENT COORDINATOR
FOR ORGANISING MILLET MAHOTSAV**

2023

15	Necessary Cabling	01	
16	Media Box	01	
Lights			
17	Led Parcans - Warm	20	02
18	Led Parcans - RGBW	12	
19	LED Wash	04	
20	Blinder/ Molefays	02	
21	Sharp	02	
22	Dimmer Board	01	
23	Avolite Controller	01	
24	Technician	01	
AV			
25	Led Wall (12 Feet * 8 Feet)	02	02
26	Podium Led	02	
27	Visual Jockey	01	
28	Switcher	01	
29	Laptop	02	
30	Technician in Cabling	01	
31	Camera	03	
32	Videographer	02	
33	Still Photographer	02	
34	Drone	01	
35	Live Telecast and Other Equipment	01	
Other Elements			
36	Catering table with frill	05	02
37	Chair with White Cover and Blue Bow	100	
38	Single Seater Sofa	12	
39	Coffee Table	04	
40	Bar Stool	04	
41	Generator	02	
42	Generator Cabling	01	
43	High Speed Internet	01	
Misc Requirements			
44	Exhibition Stall (3 Meter * 3 Meter)	30	02
45	Hoarding (12 Feet * 8 Feet)	20	
46	Standees (6 Feet * 3 Feet)	20	
47	Millet Stall Branding (3 Meter * 1.5 Meter)	30	
48	Selfie Points	02	
49	Social Media Manager	01	
50	Volunteers	20	
51	Security Guards	10	
52	Metal Detector	01	
53	CCTV Surveillance	10	
54	Arrangement of Snacks for VIPs and Guest includes management of water bottles	50	

3. SCHEDULE OF SELECTION PROCESS

IGNCA shall endeavour to adhere to the following schedule:

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8	Tender/Bid Document Fee	Nil
9	Earnest Money Deposit	INR 3,00,000/- (Three Lakh Indian National Rupees Only) Demand Draft in favour of “IGNCA”, of any Nationalized /scheduled bank, payable at “New Delhi” Note: If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the EMD amount will be exempted for that MSMEs.

4. ELIGIBLE BIDDERS

4.1. In order to participate in the Selection Process, the Bidder’s may apply with a Single Business Entity or collaborate with other business entities to fulfil the eligibility criteria. The term Bidder used herein would apply to a Single Business Entity/Joint Venture.

4.2. Business Entity shall mean a company or a sole proprietorship or a registered Limited Liability Partnership Firm under the LLP Act, 2008.

Note:

1. Consortium or Joint Venture is allowed to participate in the Selection Process.
2. Bidder Should be:

- a. A company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity or
 - b. A sole proprietorship and a Limited Liability Partnership firm should furnish copy of the registration certificate, GST and IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity or
 - c. A registered partnership firm, it should furnish a copy of the IT returns for the last three financial years preceding the Proposal Due Date copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity
- 4.3. It is necessary that the bidder firm having proper qualifications, which make him/her competent to carry out the task. In addition, relevant work experience is also important. Bidders possessing the following qualifications and work experience shall be considered for the selection Process. A Bidder is required to fulfil the criteria specified below. Any Bidder who does not meet the criteria set out below shall be disqualified. Copy of supporting documents for each mentioned point to be submitted along with Technical Bid.
- a. The Bidder should have achieved an Average Annual Turnover of Rs. Up to 35 Lakhs (Rupees up to Thirty Five Lakhs) and should not have incurred loss in during any consecutive 3 of the last 4 financial years (namely 2019-20, 2020-21, 2021-22 & 2022-23)
 - b. To calculate the average turnover, the total turnover achieved by the Bidder during last 3 years shall be divided by 3. i.e. (2019-20,2020-21 & 2021-22 Or 2020-21, 2021-22 & 2022-23).
 - c. CA Certificate as per the format given in this document and copy of supporting documents are to be submitted.
 - d. The Bidder should have experience in social media & Digital or similar work for not less than 5 years as on proposal submission due date i.e. (2018-19, 2019-20, 2020-21, 2021-22, & 2022-23). Copy of work order to be submitted.

- e. The agency must have undertaken one (1) project in the field of social media or digital marketing in the last 3 years with the state or central government/PSUs costing more than 15 Crore. Projects will include tasks such as social media management, digital media management, conceptualization and implementation of digital campaigns.
- f. The Bidder should be registered in India with presence in at least 4 cities. (supporting documents must be furnished)
- g. The Bidder should have GST and PAN Registration. Copy of GST certificate and PAN to be submitted.
- h. The Bidder should have full time employee strength of over 50 across India. (Undertaking form Human Resource must submit)
- i. Scanned Copy of EMD in form of Demand Draft (DD) should be uploaded in the Portal. Hard copy of EMD must have to be reached to IGNSA before opening of Technical Bid.
- j. The Successful Bidder may require to deposit performance security deposit equal to 5% (Five Percent) of the Contract Value in form of Demand Draft (DD)/Bank Guarantee Draft in favour of “IGNSA”, of any Nationalized /scheduled bank, payable at “New Delhi”.
- k. The Bidding entity must not be blacklisted / terminated / debarred by any state or central government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the last five (5) years.
- l. The agency who fulfils the above pre-qualification criteria will be considered eligible bidder. failure to comply with pre-qualifications criteria shall render the bidder ineligible. the technical and financial proposal of in-eligible bidder shall not be considered.
- m. The Bidder should submit a Power of Attorney as per the format enclosed, authorizing the signatory of the proposal to commit the Bidder. The Proposals must be properly signed by the authorized representative (the “Authorized Representative”) as detailed below:
 - i. In case the sole proprietor himself/herself is signing the Proposals, the Power of Attorney is not required to be submitted. However, if the

Proposals are signed by any other person other than the sole proprietor or a duly authorized person, the Power of Attorney is required to be submitted in the format as enclosed.

- ii. by a partner or a duly authorized person holding the Power of Attorney, in case of a limited liability partnership; or a partnership firm or
- iii. by a duly authorized person holding the Power of Attorney, in case of a Company.

5. NUMBER OF PROPOSALS

5.1. Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

6. PROPOSAL PREPARATION COST

6.1. The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the Selection Process. IGNCA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

7. RIGHT TO ACCEPT & REJECT ANY PROPOSAL

7.1. IGNCA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons thereof.

7.2. IGNCA reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of IGNCA to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of IGNCA thereunder.

8. CONFLICT OF INTEREST

8.1. A Bidder shall not have a conflict of interest that may affect the Selection Process or the Services (the "Conflict of Interest"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, IGNCA shall forfeit and appropriate the EMD as mutually agreed genuine pre-estimated compensation and damages payable to IGNCA for, inter alia, the time, cost and effort of IGNCA

including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to IGNCA hereunder or otherwise.

- 8.2. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
- i. a constituent of such Bidder is also a constituent of another Bidder; or
 - ii. such Bidder has the same legal representative for purposes of this Proposal as any other Bidder; or
 - iii. such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Proposal of either or each of the other Bidder.

9. CLARIFICATIONS

- 9.1. Bidders are required to submit their queries in writing through e-tender portal at least one day before the pre-proposal conference.
- 9.2. The responses will be uploaded in the e-tender portal only. However, IGNCA reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring IGNCA to respond to any question or to provide any clarification.
- 9.3. All clarifications and interpretations issued by IGNCA shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by IGNCA or its employees or representatives shall not in any way or manner be binding on IGNCA.

10. AMENDMENTS TO RFP

- 10.1. At any time prior to the Proposal Due Date, IGNCA may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the RFP by the issuance of addendum in the Website. Any addendum issued would be published in the Website (s) and the same shall be binding on the Bidders.
- 10.2. In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, IGNCA may, at its discretion, extend the Proposal Due Date.

11. CONFIDENTIALITY AND COPYRIGHT

11.1. The agency is expected to meet the confidentiality, copyright and other privacy policy while using any content, photographs, videos etc. The agency should always keep IGNC A indemnified against any plagiarism charges.

11.2. All Intellectual Property related to the events will be vested to the IGNC A.

12. EVALUATION OF BID THROUGH QCBS METHODOLOGY

12.1. The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as given below:

- a) Bids shall be evaluated both in terms of ‘Quality’ as well as ‘Quoted Price’ i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for the ‘Quality’ is **70 (seventy)** and the weightage for the ‘Quoted’ price is **30 (thirty)**.
- b) The marks allocated against various sub-sections under ‘Quality’ of Bid shall be as hereunder:
 - i. Broad classification:

Sl. No.	Criteria	Marking Scheme	Max. Marks
1.	Bidder should have the experience of having successfully completed "similar work" in last 5 years in India/Globally.	≥ 1 projects: 5 marks 1 additional marks for each project (10 marks max.)	10
2.	The bidder must be premier Facebook and google marketing certified partner	(5 marks max.)	5
3.	Experience in Social/Digital Campaign undertaken one (1) project in the field of social media or digital marketing in the last 3 years with the state or central government/PSUs costing more than 15	(10 marks max.)	10

	Crore or More		
4.	<p>Years of experience in Social/Digital Campaign or equivalent works with similar nature scope of work.</p> <ul style="list-style-type: none"> ❖ 5 years – 06 marks ❖ 6 years – 09 marks ❖ 7 years – 12 marks ❖ 8 years and above – 15 marks 	(15 marks max.)	15
5.	<p>Numbe of Employees on Payroll</p> <ul style="list-style-type: none"> ❖ 50 to 70 - 05 Marks ❖ 70 to 90 - 08 Marks ❖ 90 to 100 – 10 Marks 	(10 marks max.)	10
6.	<p>The Bidder should have achieved an Average Annual Turnover during any consecutive 3 of the last 4 financial.</p> <ul style="list-style-type: none"> ❖ 35 Lakhs to 40 Lakhs – 5 marks ❖ 40 Lakhs to 60 Lakhs - 7 marks ❖ 60 Lakhs to 80 Lakhs - 9 marks ❖ 80 Lakhs to 01 Crore - 10 marks 	(10 marks max.)	10
7.	<p>Adequacy of the proposed methodology and work plan in responding to the Scope of Work Presentation and Previous Work Samples.</p> <p>Understanding of Scope of Work, Deliverables Approach, Methodology & Past Success Stories (to be evaluated on the basis of presentation)</p>	(40 marks max.)	40

	Presentation showing understanding of requirement of Scope of Work, deliverables and business context, detailed approaches & methodology for organizing Millet Mahotsav, plan to meet quality, timeliness of deliverables & value proposition.		
Total Marks		100 Marks	100

12.2. A bid shall have to meet the Minimum Qualifying Marks of 60 (Sixty) marks in ‘Quality’ Criteria. Bids not meeting the minimum qualifying marks in ‘Quality’ Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called ‘Qualified Bids’ and shall be eligible for financial evaluation of the bid.

12.3. The bidder must quote the lowest rates in the prescribed proforma of Financial Bid. The bids will be evaluated on Quality and Cost Based Selection method (QCBS) basis as per GFR with 70% weightage on technical score and 30% weightage on financial score.

12.4. The bidder with the highest composite score will be declared as the successful bidder. In case of tie in the highest composite score of multiple bidders, the bidder with higher technical score will be declared as the successful bidder.

12.5. Note: Technical marks are the marks scored by the bidder in the technical bid as mentioned in the evaluation table in the section Technical Proposal and Presentation above.

13. AWARD OF WORK

13.1. The IGNCA will award the work to the successful bidder. The successful bidder needs to enter in a separate agreement with IGNCA on award of the work.

14. ELIGIBILITY CRITERIA

14.1. The applicant should have registration with GST Department.

- 14.2. The applicant should not have been blacklisted/banned by any of the State and Central Government Departments in the past.
- 14.3. The applicant must have the experience of doing Government Exhibitions/Events/Food stall Fabrication etc
- 14.4. Copies of the work orders must attach with the tender.
- 14.5. The applicant firm/company should have profit making P&L account and balance sheet.
- 14.6. Preference will be given to the applicant who had done exhibitions etc in Delhi and NCR in the past.
- 14.7. Applicant has to submit the turnover certificate signed by the chartered accountant.
- 14.8. Applicant must have similar experience of event/exhibition & constructing food stalls at various events/melas/fairs for Government departments.
- 14.9. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the EMD amount will be exempted for that MSMEs.
- 14.10. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
- 14.11. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the financial year.

15. SUBMISSION OF RFP FOR ORGANISING MILLET MAHOTSAV

RFP for organising Millet Mahotsav will be floated in CP Portal and IGNCAs Website only, there is no other means, and is neither submitted through any Envelope.

16. SPECIAL CONDITIONS OF CONTRACT

- 16.1. Effective date of Contract or Contract period. The contract period will be from 1st November, 2023 to 31st December, 2023.
- 16.2. Arbitration. All dispute or differences arising shall be settled by bilateral discussions. Any dispute, disagreement or question arising, which cannot be settled amicably, will be resolved through arbitration.
- 16.3. Liquidated Damages. Maximum of 10% of contract value towards any compensation of loss.
- 16.4. Termination of Contract. The IGNCAs shall have right to terminate this contract in part or in full in case of Force Majeure situation.
- 16.5. Inspection. The inspection regarding material and its quality will be carried out by the committee appointed by IGNCAs.
- 16.6. Risk and Expense. The IGNCAs has the right to procure services from any other source as considered fit, if the Bidder does not meet the quality or the timelines. Any excess of the cost over the contract price or balance shall be recoverable from the seller.
- 16.7. The rates quoted by the successful bidder shall remain applicable till completion of the work without any escalation of the rates what so ever the reason.
- 16.8. The rates quoted by the bidders shall be valid for 60 days for acceptance of the IGNCAs from the date of opening of Financial Bid.
- 16.9. The bidders who shall qualify in the Technical Bid will only be considered for opening of Financial Bid.
- 16.10. Canvassing in any form will be viewed seriously and, if any bidder is found to be resorting to such practices, the bid of such bidder will be rejected.

- 16.11. The bidder shall have to confirm the terms and conditions and other requirements of the RFP by signing all the required documents.
- 16.12. Time schedule for the completion of the work should be strictly adhered to by the bidder. If work is not completed according to the specifications mentioned in the RFP, within the stipulated period, penalty will be imposed @ 2% of the value of work for every week or part of week subject to maximum 10% of the value of the work.
- 16.13. In case of any abnormal irregularity noticed in the work, the maximum penalty up to 10% of the value of work can be levied by the IGNCA, which will be final and binding on the firm.
- 16.14. The Performance Security Deposit will be liable to be forfeited/ adjusted, if the successful bidder fails to execute the work in time/complete the work satisfactorily.
- 16.15. The IGNCA reserves the right to terminate the contract at any time without assigning any reasons and also forfeit part or whole of the performance security deposit, if the bidder fails to comply with the provisions of the RFP or complete the work satisfactorily within the schedule provided to the bidder.
- 16.16. In case, the successful bidder fails to complete the assigned job in part or in whole as the case may be, the contract of the bidder shall be cancelled and the assigned job will be got carried out from open market at the risk and cost of the bidder by the IGNCA and the penalty as deemed fit shall be imposed on the bidder or the excess amount if any involved towards completion of the work shall be charged from the bidder by the IGNCA.
- 16.17. The IGNCA reserves the right to accept fully or partially or reject any/all bids without assigning any reason(s) whatsoever. Bids not on the prescribed proforma, without requisite details, without EMD, bids received after the closing date & time and conditional bids will be rejected summarily.
- 16.18. Any dispute arising out in relation between the parties, will be subject to the jurisdiction of Delhi Courts only. Any dispute between the agency and its

employees will be resolved by the agency itself without involvement of the IGNCA in any manner.

ANNEXURE I

COVERING LETTER

(To be submitted in Company Letter Head duly stamped and signed)

To

Sub: RFP – Application for selection of a Social Media Digital Agency – cum- Event coordination for organising Millet Mahotsav for IGNCA

Respected Sir,

Having examined your RFP for Organising Millet Mahotsav (RFP) regarding _____ dated _____ inviting Proposals in response to the RFP, I/We _____, hereby declare that I/we fulfil the minimum eligibility criteria to undertake the assignment in full conformity with the RFP. We enclose the requisite documents as follows:

1. Copy of Certificate of Incorporation/Registration/MoA as applicable.
2. Copy of PAN card and GST Registration certificate.
3. Copy of Audited Profit and Loss Statement and Balance sheet/ Certificate from a CA, on turnover of the past four FYs.
4. No Conviction Letter duly signed as per the Format provided in Annexure III.
5. Copy of Work order and Certificate of completion
6. Power of Attorney for signing the tender documents.

We also understand that,

1. Information/data/particulars furnished in our proposal are factually correct. We understand that IGNCA reserves the right to accept or reject any or all proposals at any time without assigning any reasons. We agree to abide by all the decision(s) of IGNCA in this regard. We have gone through the RFP Document completely and have understood the requirements.
2. Our proposal is made in good faith, without collusion or fraud and the information contained in the Proposal is true and correct to the best of our knowledge and belief.
3. We have read, understood and accepted all the terms and conditions we unconditionally accept and abide by the terms & conditions specified therein mentioned in the RFP.
4. We understand not to have any option to raise any objection against any of the said processes defined in the RFP and RFP in any future date.

5. We have the requisite credentials and resources to deliver the services professionally and competently within the prescribed time frame according to the scope, deliverables and costs quoted as part of this proposal.
6. We have adequate have in-house production facility and expertise in these works. The entire data will also be sorted/ archived by us have the responsibility to provide and maintain the backup, storage and recovery mechanism and submit the same whenever demanded by IGNCA
7. We shall be responsible for submitting all the deliverables mentioned in the RFP No. _____
8. IGNCA shall have all the rights to all the deliverables mentioned in the RFP No._____. IGNCA will have the right to use the same to alter the deliverables either by IGNCA through any Company (creative or media) as desired without any intimation to us. Changes may or may not be made to the final deliverables

I/ We understand that IGNCA reserves the right to reject any or all the Proposals in response to the RFP without assigning any reasons whatsoever.

I/ We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours faithfully,

Date :

Signature of Authorized Signatory :

Place :

Name of the Authorized Signatory :

Designation :

Name of the Organization :

Seal

Annexure - II

Profile of the Firm

1. Name with address of the Head Office of the Agency with Telephone No., E-mail address.
2. Name of Managing Director, Directors and top management (Separate sheet may be enclosed with bio-data & other details).
3. Year of Establishment of the agency:
4. Details of Contact person: Name, Designation, Mobile No. e-mail address
5. Legal status of agencies (Proprietor/ Partnership/ Private Ltd./ Public Ltd./JV)
6. Have the agency been blacklisted/ debarred by any Central/ State Govt./ PSU/ Autonomous body of the Govt. in the last 05 years: Yes/No
If yes, give details.

Signature Full Name

(In Capital letters)

Designation

Address

(To be signed by the Authorized signatory)

ANNEXURE III

FORMAT OF NO CONVICTION LETTER

(To be submitted in Company Letter Head duly stamped and signed)

To

Sub: No Conviction Letter

Respected Sir,

Having examined your RFP regarding _____ dated _____ inviting Proposals in response to the RFP, I/We _____, hereby submit the No Conviction Letter as follows.

I/ We the undersigned, having registered office at (Address of the registered office) declare that I/ We have never been blacklisted or restricted to apply for any RFP related activities by any Central / State Government Department /undertakings/Financial Sector Regulators/PSUs or Court of law anywhere in the country.

I/ We have never been involved in any major litigation that may affect or compromise the delivery of services required as stated in this RFP.

I/ We have never been penalized or found guilty in court of law.

I/ We (proprietor / directors / partners) have never been defaulted to any Bank.

Date :

Signature of Authorized Signatory :

Place :

Name of the Authorized Signatory :

Designation :

Name of the Organization :

Seal ...

**REQUEST FOR PROPOSAL FOR SELECTION OF A SOCIAL MEDIA
DIGITAL AGENCY & EVENT COORDINATOR FOR ORGANISING
MILLET MAHOTSAV 2023**

FORM V
TECHNICAL BID
(On Bidder's letter head)

Dated:

To,

Director (Admn)
IGNCA
Janpath, Delhi – 110001

Sub: Request for Proposal for selection of a Social Media Digital Agency & Event Coordinator for organizing Millet Mahotsav 2023

Dear Sir/ Madam,

1. With reference to your RFP document dated. _____, we (name of vendor with address) _____, having examined the Bidding documents and understood their contents, hereby submit our unconditional Proposal for the aforesaid Assignment.
2. All information provided in the Proposal and in the Appendices is true and correct and based on documents and records.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. Any additional information if asked for from us, shall be made available to IGNCA to finalize the bid.
5. IGNCA can reject / accept proposal at any stage without assigning any reason or otherwise before finalisation.
6. We certify that, we have neither been penalised for defiant for the assigned work during the last 5 years by any agency, nor have we faced any arbitration proceedings, nor our contract terminated for violation of agreed terms. We have neither been debarred or blacklisted by any state/central Govt. agency for any breach or deliberate defiant.

7. We declare that:

- a. We have examined and have no objections to the RFP Documents, including any Addendum issued by the IGNCA.
- b. We do not have any conflict of interest with the content of the RFP document;
- c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt, fraudulent, coercive, undesirable or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the IGNCA or any other public sector enterprise or any government, Central or State; and
- d. We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has been engaged.

8. We declare that we are not a member of any other firm or consortium submitting a Proposal for this assignment.

9. We as individual or our company (name of company)_____certify that in regard to matters including security and integrity of our country, we have not been convicted by any Court of Law or indicted or adverse orders passed by a regulatory authority.

10. We further certify that we as individual and our company (name)_____are not facing any investigation by any agency, nor any criminal proceedings are pending in any court against us.

11. We undertake that in case due to any change in facts or circumstances during the Bidding Process, affecting us adversely which may otherwise render us disqualified in the bidding process, we will intimate the IGNCA with these developments immediately.

12. We hereby reserve any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the IGNCA in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Assignment and the terms and implementation thereof.

13. We hereby reserve our right to object as and when required, any conditions of RFP are altered without intimation to us considering our valid view point before finalising the bid.

14. The amount has been quoted by us after taking into consideration all terms and conditions stated in the RFP.

15. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us.

16. We agree to keep this offer valid for 60 (sixty days) from the Proposal Due Date specified in the RFP.

17. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

(Signature of the Authorized signatory)

(Name of the Authorized signatory)

Name and seal of Bidder

Dated:

Place:

**Request for Proposal for selection of a Social Media Digital Agency &
Event Coordinator for organizing Millet Mahotsav 2023**

FORM VI

Particulars of the Bidder

1. Name of the Company:
2. Permanent Residential Address:
Address for Communication:
/Registered Office:
3. Date of Incorporation:
4. Constitution of Bidder Company:
5. Whether agency having at least one qualified personnel, as one of the directors/proprietors/partners. If yes, please give details:
6. GSTIN (Copy to be enclosed):
7. PAN (Copy to be enclosed):
8. Experience in dealing with digital work (in years) with proof:
9. Date of first assignment:
10. Presence in India:
11. Total no. of employees:
12. No. of employees:
13. Details of Contact person:
Name:
Designation:
(For agency)

Contact tel. No.:
Mobile no.:
Email id:
Postal address:

14. Details of EMD:

15. Any other details:

(Signature of the Authorized signatory)
(Name of the Authorized signatory)
Name and seal of Bidder

**Request for Proposal for selection of a Social Media Digital Agency &
Event Coordinator for organizing Millet Mahotsav 2023**

FORM VII

Financial Capacity of the Bidder

Particulars	Rupees in lakh		
	2020-21	2021-22	2022-23
Annual turnover			

(Signature & Seal of Authorized signatory)

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No. of Chartered Accountant