

REQUEST FOR PROPOSAL

DISTRICT ADMINISTRATION JAGDALPUR

Chhattisgarh

FOR

Appointment of Agency for Outreach and Engagement Strategy

JAGDALPUR, CHHATTISGARH

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District Administration, Bastar (C.G.)

Chhattisgarh

RFP NOTICE

09/COLLECTOR/2020/ 6236 District Administration, Bastar, DATED 12-11-2020

RFP for “Appointment of Agency for Outreach and Engagement Strategy”.

Name of work	EMD	RFP Document Fee
RFP for “Appointment of Agency for Outreach and Engagement Strategy”.	INR 1,00,000/-	INR 5,000/-

1. RFP documents can be seen on the website <http://bastar.gov.in/> and downloaded from the said portal.
2. The RFP can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.
3. Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published in the departmental website/Notice Board only. The undersigned reserves the right to change the terms and conditions, select/reject any application without assigning any reason thereof.
4. The eligible bidder may submit their bid with the RFP document along with EMD as detailed in RFP document. The Bid must be delivered through Registered post/Speed post only on address below to reach by 05-Dec-2020, by 3:00 PM.

SD
(Rajat Bansal,IAS)
Collector, Bastar

Disclaimer

The information contained in this Request for Proposals document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the DISTRICT ADMINISTRATION, JAGDALPUR (the “Authority or JAGDALPUR”) or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in the Bidding Documents, especially the [Feasibility Report], may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

1. Invitation for Proposal

This Request for Proposal (RFP) document is for **Appointment of Agency for Outreach and Engagement Strategy**. The Authority seeks services of a Strategic Firm (firm shall mean an Individual/firm which shall be competent to undertake the execution of requirements for JAGDALPUR. The selected Firm shall undertake the project in accordance with detailed scope of work mentioned **in Terms of Reference enclosed herewith as Schedule 1**, of this RFP and also complying with the applicable laws. With the objective of developing the projects, The Authority will carry out a transparent competitive bid process for identification and selection of a Firm to act as “**Agency**”. COLLECTOR, DISTRICT ADMINISTRATION, JAGDALPUR now invites Request for Proposal (RFP) from eligible Firms (Applicants) to act as Agency as per **Scope of Work listed in Schedule 1- Terms of Reference**.

2. Brief Description of the Selection Process

- 2.1. The Authority shall undertake the selection of the “Agency” for the Project on the basis of the Eligibility Criteria mentioned in the document. The Applicant with highest marks based on the parameters of selection would be declared as the selected firm and the firm shall act as an Agency.
- 2.2. **A minimum of 1 Agency and a maximum of 3 agencies shall be empaneled through the selection process.**

3. Cost of TENDER FEES

Cost of RFP is Rs. **5000 /- (Rupees Five Thousand only)** and EMD is **100000/- (Rupees One Lakh only)** which can be obtained from the address set out in RFP by paying crossed demand draft drawn in favour of “COLLECTOR, DISTRICT ADMINISTRATION, JAGDALPUR ” drawn on any scheduled bank or nationalized bank, payable at JAGDALPUR. The document fee is non-refundable and the EMD is refundable without interest post completion of selection process. RFP may also be downloaded from website i.e. In case RFP is downloaded from the website, demand draft for the cost of the RFP and EMD is to be submitted along with the proposal. Without the Cost of the RFP and EMD, the proposal will be null & Void.

This payment can also be done through NEFT/IMPS. Bank details are as mentioned below:

4. Due Diligence by Applicants

Applicants are advised to examine the Project Details in detail and to carry out such studies as may be required, at their own cost. Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the RFP doing a research on DISTRICT ADMINISTRATION, JAGDALPUR and the Project sites. Applicants may send their written queries to COLLECTOR, DISTRICT ADMINISTRATION, JAGDALPUR, in case of any doubt about nature of assignment and scope of work.

5. Schedule of Bidding Process

The DISTRICT ADMINISTRATION, JAGDALPUR shall endeavor to adhere to the following schedule:

Web Address to download the RFP	http://bastar.gov.in/
Date of Issue of RFP	Date: 12-11-2020
Last date and time of Submission of Bid (Bid Due Date)	Up to Date: 05/12/2020 Till 3:00 P.M.
Mode of Submission of RFP	Through speed post /registered post Only. Note: - No drop box facility will be available.
Last date for receiving queries	25 Nov 2020
Last date of amendment in RFP (If any) caused by QUERIES	28 Nov 2020
Opening of Technical Bid	07/12/2020, 12:05 P.M.
Date of Technical Presentation	
Date of opening of Financial Bid	To be intimated later to the technically qualified bidders. 10/12/2020 Till 3:00 P.M.
Duration of services:	One Years
Cost of RFP Document	Rs. 5,000/- (Five Thousand Rupees Only) Demand draft in favour of Collector Bastar payable at Jagdalpur.
Earnest Money Deposit (EMD)	1,00,000/-
Validity of proposal	180 Days.
Selection Process	As per RFP.
Name of the Authority's official for addressing queries and clarifications	District Collector, Zila Panchayat Bastar (Jagdalpur), District Administration Bastar, C.G. Pin: 494001 Phone: 07782-222428
Evaluation Criteria	As per RFP
Address where Bidders must send proposal	Office of The CEO Zilla Panchayat, Near Indrapriyadarshani Stadium, Jagdalpur Dist-Bastar (C.G.) Pin-494001
Issue of Letter of Intent (LOI)	Intimated on Approval from competent authorities
Execution of Agreement	As per date of LOI
Opening of proposals and display	07/12/2020, 11:00 AM.
Date of Presentation by the Applicants	07/12/2020,03:00 PM.
Consortium to be allowed	No
Sub-contracting is allowed	No
Proposal Language	English/Hindi

Note:

The Issuer reserves the right to change any schedule of bidding process. Please visit the Issuer's website mentioned in document regularly for the same.

The Bidders/Applicant shall submit their Proposal/Bid within proposal due date from the issuance of this RFP else the Proposal/Bid's shall stand null and void unless delay is condoned by the Authority.

6. Communications

a) All communications including the submission of RFP should be addressed to:

To,

The Collector,

JAGDALPUR,

Chhattisgarh, India,

Pin- 494001

Phone: 07782-222428, Fax No- 225361

E-mail: dmftzpbastar@gmail.com

INSTRUCTIONS TO APPLICANTS

6.1. Scope of RFP (Request for Proposal)

Description of the objectives, broad scope of deliverables and other requirements relating to this assignment are specified in this Invitation for RFP Document. Applicants possessing requisite qualifications may participate in the bidding process.

Applicants are advised that the selection of Agency shall be on the basis of an evaluation by the Authority through the Selection Process specified in this document. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that The Authority's decisions are without any right of appeal whatsoever. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at JAGDALPUR and the same shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

The Applicant shall submit its RFP in the form and manner specified in this Invitation for RFP document. The Applicants shall submit documents towards eligibility and qualification in accordance with provisions of RFP.

6.2. Conditions of Eligibility of Applicants

Applicants must read carefully, the minimum "Conditions of Eligibility" provided herein. To be eligible for evaluation of its Credentials, the Applicant shall fulfil minimum criteria mentioned hereunder. To be eligible the Applicant must fulfil following:

Criteria	Requirements	Documentary Evidence
Qualification Criteria		
Legal Entity	The Bidder should be a single Business Entity. (Any kind of consortium/JV is not allowed). For the purpose of this Invitation for RFP document, a Business Entity shall mean a company registered in India under the Companies Act 1956, or a partnership firm registered under the Limited Liability Partnership Act of 2008, and operating for the last 10 years in communications and outreach services as of March 31, 2020.	Certificates of Registration/ Incorporation
Financial Capacity	The Bidder should have a minimum annual turnover of INR 10 crore from Indian operations in communications and outreach services in each of the previous three financial years (FY 17-18, 18-19 and 19-20)	Certificate from statutory auditor /audited financial statements for the three previous financial years.
Nationwide presence	The bidder should have nationwide presence	List of offices with details including registered addresses and telephone numbers.

Bidder Experience	<p>a) The Bidder should have been in the business of providing media strategy/ outreach / integrated communications/similar services to State/ Central Government/ PSUs/ trade bodies/ private organizations in India for at least 5 years or more, from the date of submission of the tender</p> <p>b) The Bidder should have prior experience of working with State/ Central Government/ PSUs/ trade bodies/ private organizations in India for providing its services like event conceptualisation, end-to-end management and execution of events and similar services for at least 3 years or more, from the date of submission of the tender</p>	Proofs like work orders / vouchers/agreements that mentions the name of government body or private company to which the services were rendered.
Awards	Should have won at least one international and at least 10 national awards in last 3 years	Certificates/Media-reports
Blacklisting	The Bidder should not have been blacklisted/ banned/ debarred/ under investigation by any State Government or Central Government entity/ PSU in the last 5 years	Self-certification.

6.3. Conflict of Interest

An Applicant shall not have a conflict of interest that may affect the Selection Process or the Assignment (the "Conflict of Interest"). The Authority requires that the selected Concessionaire provides professional, objective, and impartial services and at all times hold The Authority's interests' paramount, avoid conflicts with other assignments or its own corporate interests, and act without any consideration for future work.

6.4. Number of RFPs

An Applicant is eligible to submit only one RFP for the Assignment.

6.5. Cost of preparation of RFP

The Applicants shall be responsible for all of the costs associated with the preparation of their RFPs and their participation in the Selection Process. The Authority will not be responsible or in any way be liable for such costs, regardless of the conduct or outcome of the Selection Process.

6.6. Validity of the RFP

The RFP shall be valid for a period of not less than 180 (one hundred eighty) days from the last date of submission of RFP ("RFP Due Date").

6.7. Site visit and verification of information

Applicants are encouraged to submit their respective RFPs after visiting the Project site and ascertaining for themselves the site conditions, location, surroundings, climate, access to the site(s), applicable laws and regulations or any other matter considered relevant by them. The Applicants have to arrange the sites visits themselves.

6.8. Acknowledgement by Applicant

It shall be deemed that by submitting the RFP, the Applicant has:

- I. made a complete and careful examination of the RFP document.
- I. received all relevant information requested from The Authority.
- II. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Invitation for RFP document or furnished by or on behalf of The Authority.
- III. satisfied itself about all matters, things, and information, necessary and required for submitting an informed RFP and performance of all of its obligations there under.
- IV. acknowledged that it does not have a Conflict of Interest and agreed to be bound by the undertaking provided by it under and in terms hereof.

THE AUTHORITY shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning correlating to this Invitation for RFP document or the Selection Process, including any error or mistake therein or in any information or data given by THE AUTHORITY.

6.9. Right to reject any or all RFPs

Notwithstanding anything contained in this Invitation for RFP document, THE AUTHORITY reserves the right to accept or reject any RFP and to annul the Selection Process and reject all RFPs, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

The Authority reserves the right to reject any RFP if:

- I. At any time, a material misrepresentation is made or uncovered, or
- I. The Applicant does not provide, within the time specified by The Authority, the supplemental information sought by The Authority for evaluation of the RFP. Such misrepresentation/improper response may lead to disqualification of the Applicant. If such disqualification/rejection occurs after the RFPs have been opened, such Applicant shall not be eligible for participating in the Selection Process.

7. Amendment of Invitation for RFP document

At any time prior to the deadline for submission of RFP, The Authority may, for any reason, modify this Invitation of RFP document by the issuance of Addendum.

Such Addendum to this Invitation of RFP document shall be posted by The Authority on its official website/ e-procurement website and shall be binding on all Applicants.

In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, The Authority may, in its sole discretion, extend the RFP Due Date.

8. Submission of Bid's by the Applicant

The bid will be sealed in an outer envelope which will bear the address, RFP Notice number and name as indicated (RFP Notice No. & "RFP for "Appointment of Agency for Outreach and Engagement Strategy" It should also include address of the Bidder. If the envelope is not sealed and marked as instructed above, the COLLECTOR assumes no responsibility for the misplacement or premature opening of the contents of the Bid submitted and consequent losses, if any, suffered by the Bidder.

The aforesaid outer envelope will contain two separate sealed envelopes, as specified.

The completed Bid must be delivered on or before the specified time on BDD.

The COLLECTOR may, in its sole discretion, extend the BDD by issuing an Addendum/Corrigendum.

8.1. Technical Proposal (containing)

8.1.1. EMD, Board Resolution and Bid Document Fees

8.1.2. Cover letter and Eligibility Criteria

8.1.3. Technical Proposal

8.2. Financial Proposal (containing)

8.2.1. Cover Letter

8.2.2. Financial Proposal

E-signatures shall be considered valid for both the parties

9. Language

The RFP with all accompanying documents and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this Invitation for RFP document. No supporting document or printed literature shall be submitted with the RFP unless specifically asked for and in case of any of these documents are in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the RFP, the translation in English shall prevail.

10. Currency

The currency for the purpose of this Invitation of RFP document shall be the Indian Rupee (INR).

11. Request for Proposal

- 11.1.** Applicants shall submit the RFP in the formats specified herein. Failure to comply with the requirements spelt out in this Clause 2.17 shall make the RFP liable to be rejected.
- 11.2.** The Authority reserves the right to verify all statements, information, and documents, submitted by the Applicant in response to the Invitation for RFP document. Failure of The Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of The Authority there under.
- 11.3.** In case it is found during the evaluation or at any time before short-listing and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the applicant shall be disqualified forthwith, in writing by The Authority without The Authority being liable in any manner whatsoever to the applicant.
- 11.4.** Conditional bids will be rejected. Any conditional discounts by Applicant shall not to be taken into account for the purpose of evaluation.

12. RFP Due Date

RFP should be submitted on or before the proposal due date and time mentioned in Clause 1.5 at the address provided in the manner and form as detailed in this Invitation for RFP document. The Authority may, in its sole discretion, extend the RFP Due Date by issuing an Addendum in accordance with the RFP, uniformly for all Applicants.

12.1. Late RFPs

RFPs received by The Authority after the specified time on RFP Due Date shall not be eligible for consideration and shall be summarily rejected outright.

12.2. Modification/ substitution/ withdrawal of RFPs

No modifications will be allowed in the proposals once submitted.

13. Evaluation Process

DISTRICT ADMINISTRATION, JAGDALPUR shall open the RFPs as per the date schedule and in the presence of the Applicants who choose to attend. Prior to evaluation of RFPs, The Authority will determine whether each RFP is responsive to the requirements of this Invitation for RFP document.

An RFP shall be considered responsive only if it:

- a. Is received by the RFP Due Date including any extension thereof.

- a. Is signed, sealed, and marked as stipulated in Clause as explained above
- b. Contains all the information and documents specified herein and, in the formats set out in this Invitation for RFP document.
- c. Mentions the validity period as mentioned in RFP

The agencies that qualify and are selected from technical evaluation will be given a slot of 15 minutes for a presentation. Owing to the restrictions of COVID, this presentation may be in the form of a video call if it will be decided by the Authority.

The Authority would examine and evaluate RFPs in accordance with the provisions of Clause 7.2 for assessment of the Conditions of Eligibility. Technical evaluation will be carried out on the basis of documents submitted, responsiveness of the RFP and technical presentation. The Authority shall undertake the selection of the "Agency" for the Project on two Parameters i.e. Technical evaluation and Financial Evaluation. The Marking charts will be as given in Annexure 1.

The Authority reserves the right to reject any RFP which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by The Authority in respect of such RFPs.

Applicants are advised that selection will be entirely at the discretion of The Authority. Applicants will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or selection will be given.

Any information contained in the RFP shall not in any way be construed as binding on The Authority, its agents, successors, or assigns, but shall be binding against the Applicant if the Assignment is subsequently awarded to it.

14. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising The Authority in relation to or matters arising out of, or concerning the Selection Process.

The Authority will treat all information submitted as part of the RFP, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or The Authority.

15. Clarification

To facilitate evaluation of RFPs, The Authority may, at its sole discretion, seek clarifications from any Applicant regarding its RFP. Such clarification(s) shall be provided within the time specified by The Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

If an Applicant does not provide clarifications sought within the time given, its RFP shall be liable to be rejected. In case the RFP is not rejected, The Authority may proceed to evaluate the RFP by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of The Authority.

16. Negotiations

The Selected Applicant may, if necessary, be invited for negotiations.

17. Award of Development/Letter of Intent

After selection, a Letter of Intent (the "LOI") shall be issued by the Authority to the Successful Applicant and the Successful Applicant shall, within 15 (Fifteen) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the Successful Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Proposal Security of such Applicant and the 2nd ranked Applicant shall be invited.

After acknowledgement of the LOI as aforesaid by the Successful Applicant, it shall execute the relevant Agreement not later than 10 days from the Date of acceptance of LOI unless extended by Authority. The Authority may, unless it consents to extension of time, appropriate the Proposal Security of such Applicant and the 2nd ranked Applicant shall be invited. After signing of Agreement, the Agency shall commence its work within 30 days from the date of appointment / effective date.

18. FRAUD AND CORRUPT PRACTICES

The Applicants and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Invitation of RFP document, The Authority shall reject a RFP without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process.

Without prejudice to the rights of The Authority hereinabove and the rights and remedies which The Authority may have under the short-listing process, if an Applicant is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the short-listing process, such Applicant shall not be eligible to participate in any tender issued by The Authority during a period of 2 (two) years from such date.

For the purposes of this Clause, the following terms shall have the meaning herein after respectively assigned to them:

- 18.1.** "Corrupt practice": means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process or (ii) engaging in an manner whatsoever, whether during the Selection Process or after short-listing, as the case may be, any person in respect of any matter relating to the Project, who at any time has been or is a legal, financial or technical consultant/adviser of The Authority in relation to any matter concerning the Project;
- 18.2.** "Fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
- 18.3.** "Coercive practice": means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process.
- 18.4.** "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by The Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- 18.5.** "Restrictive practice": means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

19. MISCELLANEOUS

The Selection Process shall be governed by and construed in accordance with the laws of India and the Courts at JAGDALPUR shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- a) Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto.
- a) Consult with any Applicant in order to receive clarification or further information.
- b) Retain any information and/or evidence submitted to The Authority by, on behalf of and/or in relation to any Applicant; and/or
- c) Independently verify, disqualify, reject, and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.

It shall be deemed that by submitting the RFP, the Applicant agrees and releases The Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant

hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

There can be delays in the project implementation due to shortcoming/bureaucratic delays.

20. FORCE MAJEURE.

Upon the occurrence of any Force Majeure Event the period set forth for the Project Completion Date shall be extended by a period equal in length to the duration of the Force Majeure Event.

A Force Majeure Event shall mean one or more of the following acts or events:

- a) Act of God, plague, lightning, earthquake, landslide, cyclone, flood, volcanic eruption, and radioactive contamination.
- a) An act of war (whether declared or undeclared), invasion, armed conflict, or act of foreign Enemy.
- b) Any failure of another service provider to the extent caused by any of the Force Majeure event mentioned above affecting the performance of the Agreement.
- c) Any event or circumstances of a nature analogous to any of the foregoing.

Upon occurrence of any Force Majeure Event, the Parties shall bear their respective costs and no Party shall be required to pay to the other Party any costs thereof. Neither Party shall be liable in any manner whatsoever to the other Party in respect of any loss, damage, cost, expense, claims, demands and proceedings relating to or arising out of occurrence or existence of any Force Majeure Event or exercise of any right pursuant hereto.

21. Dispute Resolution

Any Dispute which is not resolved amicably by conciliation, the matter shall be subjected to JAGDALPUR Jurisdiction without prejudice of any arbitration.

22. Liability of the Contractor

In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including lost profits). The selected Bidder shall not be liable to the other hereunder or in relation here to (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

23. Inspection & Monitoring

The Authority reserves the rights to inspect and involve the work during the execution and implementation of the project.

24. Payment Schedule

- i. The Firm shall be paid on a monthly basis for its services at the completion of each month. The payment will be based on rates finalized for the award of contract to the successful firm
 - a. All payments subject to taxes as applicable
 - b. The Firm shall furnish the bills of expenses it incurred for the travel/accommodation/food for the journalists/team personnel or any other expenses incurred in the arrangement of events/fam trips/virtual events/video production etc. The reimbursements of such bills shall be made if prior approval is taken from the concerned official. Payment of the debit notes raised shall be cleared within 30 days of submission.
 - c. Advance payments shall be made for events/fam trips/virtual events/video production etc. at mutually decided terms

Schedule-1

Scope of Work:

SCOPE OF SERVICES:

Outreach

1. Prepare an effective strategy with focus on how to bring the best talent and knowledge to the local craftspeople and then, working with the administration and the advisory board to see that the correct messaging goes out to various stake holders
2. Spokesperson training:
 - a. Communication workshops with key spokespersons to evolve at a mutually agreeable communication narrative
 - b. Talking points and phase-wise approach to outreach
3. Organise one-on-one interviews, round tables and media familiarisation trips
4. Handling and management of National Digital Media
5. Engagement with national media on issues of importance to BADAL
6. Organising gathering with national media people on various topics time to time
7. Preparation of audio-visual script/content for transmission through national electronic media
8. Ensuring at least 24 national coverage for BADAL activities
9. Arrange for media coverage of any significant event attended by the board members or senior management of BADAL in any part of the country
10. Events planning: The agency shall identify and propose national level events to be taken up by the authority. The agency shall be responsible for conceptualising, planning and budgeting for the events to be taken up by the authority. It may include but not limited to activities such as seminars, conferences, rallies, drives, roadshows, street plays, thematic/cultural/sports events, competitions, awards, etc.

Engagement and events

1. Events planning: The agency shall identify and propose events to be taken up by the authority. The agency shall be responsible for conceptualising and planning of the events.
2. Developing, in detail, IPs for BADAL. These will need to be detailed concepts, along with execution roadmaps and scalability.
3. The agency shall conceptualise events including but not limited to the following areas:
 - i. Skill development

- ii. Investment
 - iii. Business orientation
 - iv. Culture and festivals
4. The agency shall present a minimum of three IPs a year to the management at BADAL.
 5. Event calendar: The agency shall prepare an event calendar in collaboration with the team at BADAL. Necessary research and background work will be provided to the agency.
 6. Coordination with event management agency: The agency shall coordinate with the respective event management agency to guide and monitor them for smooth execution of the events taken up by the authority
 7. The agency will also have an option of taking up the execution of specific and more complex events. This would be done on specific cases and upon the request of the team at BADAL.
 8. Coverage of the events: the agency shall manage the tracking and submission online, print & electronic coverage of the events
 9. If any specific design or graphic element is needed, the management may ask the agency to help in execution as well. These will be treated as individual projects, which would be undertaken by the agency after cost approval, in writing, from the BADAL administration.
 10. The agency will also need to coordinate and manage events that take my place virtually. If there are third-party costs for technical integration or other technical and event specific costs, then these will be borne by BADAL. The agency will need to get approvals of costs before execution and then raise invoices for the same.
 11. Terms for events:
 - a. The agency shall help coordinate these events along with the team at BADAL
 - b. The agency does not guarantee panelists or organisations to participate or join
 - c. All costs incurred will need to be done after a written confirmation from Badal representative. If there are advance payments required, the agency can intimate BADAL, with a minimum lead time of 7 working days.
 - d. BADAL shall own all content or IPs, unless specifically mentioned
 - e. These concepts and co-ordination is covered under the scope of this RFP, however the agency is entitled to charge a fee for direct execution, plus all third party costs will also be chargeable to BADAL.
 - f. BADAL shall bear all travel and boarding/ logistics experience expenses for individuals of the agency or other specialists/panelists/participants. This will also need a specific approval from BADAL representative on email or Whatsapp.

- g. All virtual events shall be planned and executed keeping in mind the bandwidth requirements of the participants. These shall be conducted in a manner that honours the intent of the event and will include the creation of templates, stage designs, web page or a requisite microsite where these events will be broadcast. The right of any recording of this event rests with BADAL
- h. The board/committee shall meet virtually to ascertain the program being curated in coordination with the representative of BADAL. This meeting shall be scheduled during the working hours of a working week.
- i. All events – on ground shall be designed keeping in mind the social distancing norms and SOP's of the state as applicable during that time. Any cancellation of event in view of the pandemic or any other unforeseen condition shall be covered in the contract signed between the agency and partners /participants

1. Technical Evaluation

S. No.	Technical Proposal Evaluation Parameters	Max Score	Supporting Documents
A	Turnover of the Firm	20	
A-1	<p>Average annual turnover from communications and outreach services (last three financial years)</p> <p><10 Crore: 0 Marks</p> <p>10 to 20 Crore: 10 Marks</p> <p>Above 20 Crores: 20 Marks</p>	20	Audited Financial Statements
B	Similar Previous Experience	25	
B-1	<p>The Bidder should have been in the business of providing media strategy/ outreach / integrated communications/similar services to State/ Central Government/ PSUs/ trade bodies/ private organizations in India for at least 5 years or more, from the date of submission of the tender</p> <p>Each eligible assignment: 5 marks</p> <p>Maximum of 15 marks</p>	15	Letter of award/ certificate from the Issuer showing the time period and contract value
B-2	The bidder should have one at least one international and at least 10 national awards in the last three years	10	Certificate/media-report
C	Approach & Methodology (Technical Presentation)	35	
C-1	Roadmap and strategy for strategy development, management & execution	10	
C-2	Roadmap and strategy for outreach and engagement	10	
C-3	Event concept & plan	15	
D	Experience of the Team	20	
D-1	<p>Project Manager</p> <ul style="list-style-type: none"> Graduate with at least 7 year experience Experience in developing and executing 	13	Enclose CV as per format defined in the RFP with consent from the

	<p>communications strategy, brand promotion, branding & marketing of event and organizing public relation activities, conceptualization, and execution of events & engagement activities</p> <ul style="list-style-type: none"> • Experience in leading teams for communications projects <p>7 Years of experience – 2 Marks</p> <p>Each additional Year of experience – 2 Marks up to maximum of 5 Marks</p>		Proposed Personnel
D-2	<p>Team Leader</p> <ul style="list-style-type: none"> • Graduate with at least 5 year experience • Experience in developing and executing communications strategy, brand promotion, branding & marketing of event and organizing public relation activities, conceptualization, and execution of events & engagement activities • Experience in leading teams for communications projects <p>5 Years of experience – 2 Marks</p> <p>Each additional Year of experience – 1 Mark up to maximum of 5 Marks</p>	7	Enclose CV as per format defined in the RFP with consent from the Proposed Personnel
	Total	100	

8.1 Annexure I: Proposal Covering Letter

Date:

To,

The Collector

District Administration,

Bastar

Dear Sir,

We (Name of the Bidder) hereby submit our Proposal in response to notice inviting tender date and tender document no. and confirm that :

1. All information provided in this Proposal and in the attachments is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information if required to verify the correctness of the above statement.
3. Certified that the period of validity of bids is 180 days from the last date of submission of Proposal, and
4. We the Bidders are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
5. Authority may contact the following person for further information regarding this tender:
 - a. Name and full address of office, Contact No., Email ID, Company Name
6. We are submitting our Eligibility criteria, Proposal bid documents and technical bid documents along with original DD of both EMD and Tender Document Fee.

Yours sincerely,

Signature

Full name of signatory

Designation

Name of the Bidder (firm etc.)

8.2 Annexure II: Financial Proposal Format

To be returned in original along with the Proposals (Envelope C)

Tender Document No.

To,

The Collector

District Administration,

Subject: Appointment of Agency for Outreach and Engagement Strategy

Sir,

We, the undersigned, offer to provide the services in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our Financial Proposal is as below:

Professional Fee:

	Total Monthly Professional Fee (INR)
In Figures	
In Words	

Notes

- a. All boarding and lodging expenses for any trip outside of XXXX for project related work to be reimbursed by the Issuer on actual in situations where the arrangement is not made by the Issuer itself. Any other third party expenses or other additional expenses not mentioned in the scope of work will paid at actual, post written approval from the authority concerned.
- b. The above excludes any applicable taxes
- c. The same rates will be used for extending the scope of work or seeking more time/ resources from the consulting firm.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We solemnly affirm that we will strictly adhere to the laws against fraud, corruption and unethical practices, including but not limited to "Prevention of Corruption Act, 1988", during the bidding process and execution of the Contract, in case we are awarded the work. We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

8.3 Annexure III: Format for professional experience citations

Assignment Name		Country
Project Location within the Country		Professional Staff provided by your Firm/ Company
Name of Issuer		No. of Staff
		No. of Person Months
Start Date	Completion Date	Approx. Value of Services
Name of Associated Firms (s)if any		No. of Professional Staff Months provided by Associated Firms(s)
Name of Senior Staff(Project Director/ Coordinator, Team Leader)involved and functions Performed		
Detailed Narrative Description of Project		
Detailed Description of Actual Services Provided by your Firm		

8.4 Annexure IV: Format for Curriculum Vitae (CV) of key staff

Photo	1. Name:			
	2. Position:			
	1. Date of Birth:			
	2. Education:			
3. Employment Record	From	To	Company	Position Held
4. Brief Profile				
5. Countries of Work Experience				
6. Languages				
7. Representative Projects				
<p>Nature of Work:</p> <p>Year:</p> <p>Location:</p> <p>Company:</p> <p>Position Held:</p> <p>Main Features:</p> <p>Activities Performed:</p>				
<p>Nature of Work:</p> <p>Year:</p> <p>Location:</p> <p>Company:</p> <p>Position Held:</p> <p>Main Features:</p>				

Activities Performed:

Signature:

Name: