Tender Notice

Sub: Tender notice for engagement of Social Media Management agency for Ministry of Tribal Affairs, New Delhi

In continuation of this Ministry’s Tender Notice of even number dated 05.11.2018 on the above mentioned subject, it has been decided by competent authority to further extend the last date for receipt of tenders to 07.01.2019 (upto 05.30 P.M). The tenders will be opened on 08.01.2019 at 03.00 P.M. in Room No. 734-735 ‘A’ Wing, Shastri Bhawan, New Delhi.

2. Other terms and conditions of the Tender notice of even number dated 05.11.2018 will remain the same.

(Dharm Bir Kumar Singh)
Section Officer(TRI)
Tel: 23383461
Email: dharmbk.singh@nic.in

To
Tech. Director (NIC) for uploading on Ministry’s website and CPP portal for wide publicity.
Subject: Tender notice for engagement of Social Media Management agency for Ministry of Tribal Affairs, New Delhi.

Sealed tenders under two bid systems i.e. "Technical Bid" and "Financial Bid" are invited from reputed firms/company empanelled with DAVP in audiovisual production work for engagement of Social Media Management agency for Ministry of Tribal Affairs, New Delhi. The technical bid and the financial should be sealed by the bidder in separate covers' duly superscripted "Technical Bid" & "Financial Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted "Tender for engagement of Social Media Management Agency for Ministry of Tribal Affairs, New Delhi".

1.1 Details of tender notice are as under:

<table>
<thead>
<tr>
<th>Office of Issue</th>
<th>TRI &amp; Media Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender No.</td>
<td>F. No. 17011/12/2018-TRI/Media(pt.)</td>
</tr>
<tr>
<td>Date of Issue of bid document</td>
<td>05.11.2018</td>
</tr>
<tr>
<td>Website</td>
<td>tribal.nic.in</td>
</tr>
<tr>
<td>Due date of Receipt of tender</td>
<td>04.12.2018 by 01.00 P.M.</td>
</tr>
<tr>
<td>Address for submission of tender</td>
<td>Section Officer, Ministry of Tribal Affairs (Room No.218-A, 2nd Floor, Shastri Bhawan, New Delhi-110001.</td>
</tr>
<tr>
<td>Date of opening of Technical bid</td>
<td>At 03.00 P.M on 04.12.2018</td>
</tr>
<tr>
<td>Earnest Money</td>
<td>40,000/-</td>
</tr>
<tr>
<td>Total Estimated Cost</td>
<td>15,00,000/-</td>
</tr>
</tbody>
</table>

1.2 This tender documents can be downloaded from the Ministry's website www.tribal.nic.in or can be collected from the Section Officer (TRI & Media), Room No. 218-A, 'D' Wing, Shastri Bhawan, New Delhi.

1.3 Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
1.4 Tenderers should furnish Earnest Money Deposit (EMD) amounting Rs.40,000/- (Rupees Forty Thousand only) in the form of demand draft drawn in favour of DDO, Ministry of Tribal Affairs, New Delhi, payable at Delhi. EMD will be forfeited if the successful bidder withdraws his bid during the validity period of 90 days.

1.5 Sealed quotations must be dropped only in the Tender Box of Ministry of Tribal Affairs kept near the Gate No. 7 'D' Wing, Shastri Bhawan, New Delhi-110001 by 01:00 P.M. on 04.12.2018. Tenders sent by fax/speed post or courier will not be considered. The quotations will be opened on 04.12.2018 at 03.00 P.M. in Room No.734, A, 7th Floor, Ministry of Tribal Affairs, Shastri Bhawan in the presence of tenderers/agencies or their authorized representatives who may be present.

2. Evaluation Criteria:-(I) The Ministry shall follow two bid system where the technical bid and financial bid shall be evaluated separately. The Technical Bid and financial bid will be evaluated by evaluation committee of this Ministry and its decision will be final.

    Scoring: Weightage will be given as under:-
    For Technical bid : 70%
    For Financial bid : 30%

2.1. Scrutiny of the proposals for responsiveness will be done to determine whether the Bidders meet the eligibility criteria as defined in Annexure A.

3. SCOPE OF WORK

    Implement live web telecast and video streaming to cover all important events of MoTA. The scope of work for the operation of webcasting, keeping in mind the extensive publicity of the events and projects being implemented by MoTA, and facilitating Govt. services to citizens at remote location could be defined as follows-

Scope - Web casting on demand basis from 0 to 20 KM (NCR) and out of 20KM from NCR.

3.1 The service provider will be responsible to manage the web casting in standard quality from 0 to 20 KM and out of 20 KM from NCR as per the requirement.

3.2 The travelling, accommodation and Bandwidth charges etc. are to be borne by the service provider itself. The only facilities that would be provided by the Ministry will be space. Payment of transportation will not be made by the Ministry on webcasting within 20 kilometres of the Ministry. On webcasting after 20 kilometers from the Ministry, the transportation will be paid by Ministry at the rate per kilometres.

3.3 Concerned agency will be responsible for packing and removing the equipments from location of even, post completing of webcasting.

3.4 The agency will have to submit complete raw video recorded digital copy and streamed video.

3.6. According to MoTA’s order, any one to two websites can be made live via webcast.

3.7. The tenderer will have to do the arrangement of bandwidth / net connectivity for webcasting.

3.8. The server used in live streaming will be of the tenderer.

3.9. Submit webcasting rate only in the given format. Annexure-B

4. Team

4.1. The agency shall have to put a dedicated team with two persons for covering the entire range of activities as outlined in the scope of work/deliverables including report preparations. This team will be stationed in Ministry of Tribal Affairs. Ministry of Tribal Affairs shall only provide seating space, furniture & electricity for operation with internet during office hours in Ministry of Tribal Affairs Office. The agency will equip these resources with suitable laptop, smart phone and other gadgets as required to carry out the work as per this tender. The agency shall deploy suitable number of persons in addition to the dedicated team for covering outdoor events / meeting/conferences/ seminars.

4.2. The agency should arrange their own Laptops/Computers, mobiles, camera, equipment’s, etc. The agency should also arrange for required connectivity /Bandwidth for accessing social media, uploading content and live streaming in case of outdoor event.

4.3. The agency shall arrange premises, Laptop, Mobiles and internet etc. All deliverables shall be sent to the Ministry of Tribal Affairs electronically, unless specified.

5. Working Hours

Persons deployed for Ministry of Tribal Affairs will be available in the Ministry of Tribal Affairs office as per office timings; however they will be required to work from their home or company premises even after office hours or on holiday, as and when required. No additional payment will be made for working after office hours.

6. In the event of any dispute or difference arising between parties pertaining to or relating to this agreement, the same shall be referred to arbitration by a sole arbitrator appointed by this Ministry. All proceedings of such arbitration shall be governed by the existing Arbitration Act relating to. The venue of such arbitration shall be Delhi.

7. Termination: The work order can be terminated by the Ministry, if the services are not up to its satisfactory without any prior notice. Ministry also reserve the right to cancel the tender process any time without any prior notice and decision of Ministry will be final.
8. Initially the contact period will be for one year which may be extended further six months after mutual consent.

9. Penalty: In case of work not completed by agency within the given time or work is not satisfactory, a penalty at least @ 20% total cost may be imposed or as the competent authority will decided.

10. Any other terms and conditions will be governed by as per GFR provisions and GOI instructions issued.

Under Secretary to the Govt. of India
Tele:23383728

Copy to:-

Technical Director (NIC) for uploading the tender document on this Ministry’s website and Central Procurement Portal.
## PROFORMA FOR TECHNICAL BID

### ANNEXURE-A

#### Part A-General Information

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the agency</td>
</tr>
</tbody>
</table>
| 2.    | Full Address of Reg. Office  
Telephone No.:  
FAX No.:  
E-Mail Address: |
| 3.    | Full Address of Operating/Branch office in Delhi  
i. Telephone No.:  
ii. FAX No.:  
iii. E-Mail Address: |
<p>| 4.    | Banker of Agency with full address |
| 5.    | Registration No. of the Agency/Firm |
| 6.    | PAN |
| 7.    | GSTIN |
| 8.    | Service Tax paid during the last three financial years. (along with Service tax no.) |
| 9.    | Financial turnover and IT Returns of Agency for the last three financial years |
| 10.   | Details of majors contracts handled in last three years. |
| 11.   | Certificate of satisfactory performance from the organization to whom the service was provided. |</p>
<table>
<thead>
<tr>
<th>12.</th>
<th>Certificate- Not blacklisted etc.</th>
<th>Signature of authorized person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Name:</td>
<td>Seal:</td>
</tr>
<tr>
<td>Place:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Part-B, Agency Profile (70% weightage will be given on part B)**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Criteria</th>
<th>Documentary Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Firm/Agency should be a registered entity with minimum 3 years of existence on the day of the submission of bid.</td>
<td>Certificate of Incorporation / Registration, PAN Card, Service Tax Registration Certificate for the Firm &amp; for all Consortium partners.</td>
</tr>
<tr>
<td>2.</td>
<td>Profile of the bidder:-</td>
<td>Copy should be enclosed</td>
</tr>
<tr>
<td></td>
<td>Experience in Social Media Management for State or Central Government or any PSU or Public Sector Company at least 3 years.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>a. Experience on project wise for State or Central Government The experience outside Govt./PSU may also be considered for evaluation of Technical proposals.</td>
<td>Copy should be enclosed</td>
</tr>
<tr>
<td></td>
<td>b. Experience on project wise for any PSU or Public Sector Company</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The Firm/Agency (all Members put together in the case of a consortium should have an average turnover of INR 25.00 lakh during the last three financial years from the Media Management Services/Media communications Services/Creative Services/Promotional Services</td>
<td>Audited Balance Sheets and Profit &amp; Loss Statements for the last three financial years countersigned by Charted Accountant.</td>
</tr>
<tr>
<td>5.</td>
<td>The Firm/Agency (Any member of the Consortium) must have minimum 10 experienced professionals in the area of Social Media Management.</td>
<td>Self/HR Certification</td>
</tr>
<tr>
<td>6.</td>
<td>The Firm / Agency (All member of the Consortium) should not have been black listed by Central or State Governments &amp; PSUs. Details of any litigation/arbitration cases that firm/agency be presently engaged against Gov.</td>
<td>Self-Certification</td>
</tr>
</tbody>
</table>
DECLARATION

1. I .................................. Son/ Daughter/ Wife of Shri................ and authorized Signatory of the (name of the Agency firm), is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. My/our Agency/firm has not been blacklisted/ debarred/ penalized from participating in tender of any Ministry/ Department of Government of India and Government of India Undertaking in the last two years.

4. The information/documents furnished along with the above application are true and authenticate to the best of my knowledge and belief. I am aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Tenderer duly
Affixed office seal
Name
Address

FINANCIAL BID

To
Section Officer(TRI)
Ministry of Tribal Affairs
Shastri Bhawan,
New Delhi-110001

Subject: - Financial Bid

With reference to your Tender Notice No. 17011/12/2018-TRI/Related(pt.) dated 05.11.2018, I / we quote the rate for above mentioned work as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Webcasting rate Performa</th>
<th>Rs. Rate with all tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Webcasting for @ per 1 to 3 hour @ single location within 20KM from MoTA, Delhi</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Webcasting for @ per 6 hour @ single location within 20KM from MoTA, Delhi</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Webcasting for One Years single location from 20km to 100km from MoTA, Delhi</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Webcasting for One Year@ single location from 100 km to 1000 km from MoTA, Delhi</td>
<td></td>
</tr>
</tbody>
</table>

Note:-

i. The prices shall remain FIRM till entire contract period / completion of the Assignment.

ii. Above quoted price are complete in all respect as per Technical Specifications inclusive of all Central/State/Local taxes & duties, packing, forwarding, transit insurance, loading & unloading, transportation & other charges etc.

iii. Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD/PBG of said bidder.

Signature of the Tenderer duly
Affixed office seal
Name:
Address:

NOTE: In case the prospective Tenderer intends to seek any clarification regarding terms and conditions of the tender, filling / submission of Technical and Financial bid, Tenderer may contact Section Officer(TRI), Ministry of Tribal Affairs, Shastri Bhawan, New Delhi(Tel: 011-22389535 and email-dharmbk.singh@nic.in)
Sir,
Please find above attachment for uploading on Ministry's website.

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Dharm Bir Kumar Singh
Section Officer(TRI)
Ministry of Tribal Affairs
Government of India
Tel:011-23383461
Mob:9990913985