



REQUEST FOR PROPOSAL (RFP)
FOR ENGAGEMENT OF
Agency for Regional Media campaign
FOR
BRAHMAPUTRA AAMANTRAN ABHIYAAN

No. BB/RFP/NGD/BAA/2020-21/1627

DATE: 24.11.2020

ISSUED BY

BRAHMAPUTRA BOARD

Basistha, Guwahati-781029, Assam

Phone: 0361-2306005 or 9101461947 or 8876245808

Email: secy-bbrd@gov.in, neharibboard30@gmail.com

DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Brahmaputra Board (hereinafter referred to as "Board") 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.

The purpose of this RFP is to provide the Bidder(s) with information to assist in the formulation of their Bidding Document. This RFP does not purport to contain all the information each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Board, their employees or advisors to consider the business/ investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice from appropriate sources. The Board, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP.

The Board also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP. The Board may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

The issue of this RFP does not imply that the Board is bound to select a Bidder or to engage the Selected Bidder, as the case may be, for the Press and Media Management Services and the Board reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

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



No. BB/EE/NGD/BAA/2020-21/1627

भारतसरकार, जलशक्तिमंत्रालय
Government of India, Ministry -of Jal Shakti
जलसंसाधन, नदीविकास और गंगा संरक्षण विभाग/
Department of Water Resources, RD & GR
ब्रह्मपुत्र बोर्ड : : Brahmaputra Board
बशिष्ठ: गुवाहाटी-29: Basistha, Guwahati-29



NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Date: 24.11.2020

Brahmaputra Board invites RFP from eligible National-Press & Media Management Agency as specified in this RFP:-

Sr. No.	Name of Work	Earnest Money Deposit	Cost of Bid (Non Refundable)
1	Regional Press & Media Management Services for “Brahmaputra Aamantran Abhiyaan”	NIL In-lieu of EMD, a Bid Securing Declaration Form-I(H) must be submitted	Rs. 500/- (Rupees Five Hundred) only in form of DD/ Bankers Cheque
Estimated Project Cost			Rs. 25.00Lakh (indicative only)
Time of completion of project			60(Sixty) days
Start of Online downloading of bid			24.11.2020 at 1800 hrs
Online Pre Bid Meeting via Cisco Webex Platform (Contact Ph No-0361-2306005/9101461947 or 8876245808)			27.11.2020 at 1100 hrs
Bid submission start date			24.11.2020 at 1800 hrs
Last date for submission of bid			02.12.2020, upto 1500 hrs
Opening of technical Bid			03.12.2020 at 1500 hrs
Presentation by Bidders			04.12.2020 from 1130 hrs
Opening of Financial Bid			07.12.2020 at 1100 hrs
Bid document can be downloaded from https://eprocure.gov.in/epublish/app/ and http://www.brahmaputraboard.gov.in/ Complete Bid documents shall be received in the tender box placed at HQ Office, Brahmaputra Board within stipulated period. Bid documents received after due date shall not be entertained.			

Sd/-

Director-NEHARI, Brahmaputra Board

Copy to:

1. PPS to Chairman, Brahmaputra Board
2. PS to Vice-Chairman, Brahmaputra Board
3. Chief Engineer-I & Chief Engineer-II, Brahmaputra Board
4. All Dy. Chief Engineers and all Superintending Engineers, Brahmaputra Board
5. All Superintending Engineers, Brahmaputra Board
6. Chief Vigilance Officer, Brahmaputra Board
7. Dy. Financial Adviser, Brahmaputra Board
8. All Executive Engineer, B. Board for wide publicity in all office Notice Board
9. IT-Cell for uploading in Website <http://www.brahmaputraboard.gov.in/>

Letter of Request for Proposal(RFP)

Sub: Brahmaputra Board invites RFP from eligible National bidders for engagement of an Agency/Firm for Regional Press and Media Management Services for the **Brahmaputra Aamantran Abhiyaan**

Ref RFP No. BB/EE/NGD/BAA/2020-21/1627 Dt.24.11.2020

Dear All,

Brahmaputra Board requests for Proposal for engagement as Regional Press& Media Management Agency for the **Brahmaputra Aamantran Abhiyaan**

The RFP includes the following Documents:

Section 1 – Introduction

Section 2 - Instructions to Bidders

Section 3 – Scope of Work & Term of Reference

Section 4 - Standard Formats : Technical

Section 5 –Standard Formats : Financial

Please note the last date for submission of your Proposal is 02/12/2020 upto 1500hrs.

**DIRECTOR-NEHARI
Brahmaputra Board
Guwahati, Assam**

SECTION-1 INTRODUCTION

1.1 General

The Brahmaputra river is known as Tsangpo in Tibet, the Siang/Dihang in Arunachal Pradesh and Jamuna in Bangladesh. It drains an area of 5,80,000sq. Km upto its confluence with the Ganga River in Bangladesh. The average annual flow is of the order of 61.4 m ha m and it carries about 735 million MT of suspended sediment load annually. The Brahmaputra in India is among the flood affected river basin in the country. Large-scale damage due to floods and loss of land due to erosion is an annual occurrence.

Brahmaputra Board is a Statutory Body under the Ministry of Jal Shakti Board of Water Resources, River Development & Ganga Rejuvenation, and Government of India. The Brahmaputra Board is mandated for planning of the enormous water resources of the North Eastern Region and related problems and potentials which includes preparation of Master Plan, survey, investigation and preparation of detailed project reports of the multipurpose projects and of the drainage congested areas and anti-erosion schemes giving importance to development and utilization of water resources of the Brahmaputra and Barak valleys for hydropower, navigation, and other beneficial purposes. It started functioning since 11th January, 1982 with headquarters at Guwahati, Assam.

Economy of riverine states depends on sustainable river basin management practices. While the older generation was aware of the **“Living with the River”** concept, younger generation needs to be familiarized with this concept and motivated to adopt it as part of their life style. To draw their attention to sustainable practices for river rejuvenation, a river rafting Expedition named **‘Brahmaputra Amantran Abhiyaan’** is being organized by Brahmaputra Board, tentative scheduled during the period 16th December’2020 to 14th January’2021. The Expedition will be undertaken by a team of Indian Air Force which undertook the successful Expedition in 2019 in river Ganga named **“Ganga Amantran Abhiyaan”**,

The **Brahmaputra Amantran Abhiyaan** Expedition starts from Gelling in Upper Siang District of Arunachal Pradesh and is schedule to conclude at Assameralga in South Salmara Mankachar District of Assam

The intent of the RFP is to engage the services of Agency for Regional Media Campaign through the quality recording & production of audio and video footage in digital format, and planning & organizing media campaign on regional print, regional-electronic and social media(if necessary) for the Brahmaputra Amantran Abhiyaan organized by Brahmaputra Board. The services on the existing setup should start from the 2nd day succeeding the date of issuing work order. The selected agency (hereafter referred to as the “Agency”) must have all the facilities and in-house solution so that the services are operational within the stipulated time frame and kept functional on 24 x 7 basis.

The entire data/footage generated during the award period will be shared with the Brahmaputra Board Authority at least twice a day or as frequently as required by Brahmaputra Board on near real time basis. The entire digital data captured shall also be stored/ archived/backup by the Agency. The Agency will be responsible in case of any damage/loss of any data. During the period of engagement, the Agency will provide any data stored/archived, at the disposal of Brahmaputra Board for any purpose. The Agency will also ensure the seamless transfer and handing over of the services, operations and archived data to Brahmaputra Board via appropriate offline media viz. (CD/DVD/SSD /External Hard disk etc)

1.2 Duration of Engagement

The term/ duration of work order shall be for a period of 60(Sixty) days from the date of award of work and the contract agreement shall be valid until a period of 90(ninety) days.

SECTION-2 INSTRUCTIONS TO BIDDERS

2.1 General Instructions

1. RFP through **TWO TIER** bid system is invited by Brahmaputra Board for engagement of Press and Media Management Agency for “**Brahmaputra Aamantran Abhiyaan**”. Interested National agencies who have suitable experiences, may submit the bids in this regard as per the eligibility laid down in this RFP.
2. The Board intends to engage the services of **1(one)** Press and Media Management Agency for the entire expedition route from Gelling in Upper Siang District of Arunachal Pradesh upto Assamerlga in South Salmara Mankachar District of Assam.
3. The Board will engage a Firm/ Agency, in accordance with the method of selection specified in this RFP. Bidders 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 Board’s decisions are without any appeal whatsoever.
4. The Bidders are invited to submit a Technical Proposal and Financial Proposal to provide Services as Press and Media Management Agency for the Brahmaputra Aamantran Abhiyaan.
5. All Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, bidders are encouraged to visit the Brahmaputra Board office and the sites before submitting a proposal and attend the Pre-bid Meeting, if any. Attending the Pre-Bid Meeting is optional. Bidders should contact the Board’s representative (0361-2306005/ Mob. No-9101461947 or 8876245808) to obtain additional information.
6. The proposal could form the basis for future negotiations and ultimately may lead to contract between the successful bidder and the Board.
7. The cost of preparing the proposal and all subsequent negotiations, if any, with the Board and other experts on tasks and actions directly and indirectly related or presentation of proposal shall be borne by the bidder.
8. Board reserves the right to accept or reject any and / or all the proposals without assigning any reasons thereof.
9. The Board requires the Bidders to provide professional, objective and efficient services at all times and holds the Board’s interests paramount, avoids conflicts with other assignments or its own interests and act without any consideration for future work. The Bidder(s) shall not accept or engage in any assignment that may place it in a position of not being able to carry out the assignment in the best interests of the Board and the said Events.

10. Proposal and Bid means the same in this document and “he” also means to include “she” and vice-versa. Agency, Firm, Company, Bidder means the same, “Board” means-Brahmaputra Board, “Procurement Committee” means “Procurement Committee constituted by Brahmaputra Board for this purpose”. The bidders are requested to add extra lines / sheets, wherever necessary.
11. At any time before the submission of Proposals, the Board may amend the RFP by issuing in writing or by standard electronic means. The addendum shall be sent to all the Bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their Proposals the Board may, if the amendment is substantial, extend the deadline for the submission of Proposals.
12. The Bidder, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Board’s any other right or remedy here-under or in law or otherwise, the Performance Security, shall be forfeited and appropriated by the Board as the mutually agreed pre-estimated compensation and damage payable to the Board for, inter-alia, the time, cost and effort of the Board in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:
 - a) If a Bidder engages in any of the Prohibited Practices specified in this RFP
 - b) If the Bidder is found to have a Conflict of Interest as specified in this RFP
 - c) If the Selected Bidder commits a breach of the Agreement

2.2 Cost of the RFP document

Bidders are required to submit a non refundable fee of INR 500/- (Rupees Five Hundred Only) in the form of Demand Draft/Bankers Cheque drawn on any Nationalized / Scheduled Bank in favour of “Financial Adviser, Brahmaputra Board” payable at Guwahati, Assam which shall be furnished **(offline)** along with the Technical Proposal as cost of RFP document. The RFP Document can be downloaded from the following websites:

- <http://www.brahmaputraboarboard.gov.in/>
- <https://eprocure.gov.in/epublish/app>

2.3 Earnest Money Deposit (EMD)/ Bid Securing Declaration (BSD)

Proposal would need to be accompanied by an “**Bid Securing Declaration Form**” in-lieu of Earnest Money Deposit as per the Format provided in this RFP Ref. **Form-I(H)**

2.4 Performance Security

- 1) Performance Security for an amount equivalent to 3(three)% of the Agreement Value rounded off to the next TEN THOUSAND shall be furnished by the successful bidder before signing of the contract in form of a Bank Guarantee(substantially in the form specified in this RFP document) **or** Fixed Deposit Receipt or Term Deposit Receipt.
- 2) The Performance Security shall be valid upto the stipulated date of completion of the project plus 60(Sixty)days beyond that.
- 3) The Performance Security shall be retained by the Board until the completion of the Events and be released after 60(sixty)days from the date of completion of the Event.
- 4) If the tenure of the Agency is extended, validity of the Bank Guarantee too will correspondingly change
- 5) Performance Security must be submitted within 5(five) days of issue of Work Order.

2.5 Project Completing Period

The time allowed for completing of the Project shall be 60(Sixty) days from the date of issue of order to commence the work

2.6 Due Diligence by Bidders

Bidders are expected to familiarize themselves fully about the local conditions, facilities, infrastructure available at the respective Project sites. Bidders may also like to send queries to the Board for any clarification which shall be given during the Pre Bid Conference to be held on the prescribed date via Video Conference on Cisco Webex Platform. Contact 0361-2306005 or 9101461947 or 8876245808 for details of Pre Bid Online meeting scheduled on 27-Nov-2020.

2.7 Pre-Bid Visit to the Site and Inspection of Data

Prospective Bidders may visit the site and review the available data at any time prior to **Proposal Due Date (PDD)**

2.8 Communications

The Board will endeavor to respond to the queries not later than 2 (two) days prior to the Proposal Due Date. The Board will reply by email preferably by Telephone Contact - 0361-2306005 or 9101461947 or 8876245808

2.9 Clarification And / Or Interpretation of Proposal

After submission of the final Proposal by the Bidders, to the satisfaction of the Board, if clarifications are required or doubt arises as to the interpretation of anything included in the proposal, the Bidder(s) shall, on receipt of written request from the Board, furnish such clarification to the satisfaction of Board without any extra charge.

2.10 Download of RFP document

The RFP Document can be downloaded from the following websites:

- <http://www.brahmaputraboard.gov.in/>
- <https://eprocure.gov.in/epublish/app>

It shall be the Bidders responsibility to gather updated information, if any from the above websites, or Contact - 0361-2306005 or 9101461947 or 8876245808 or visit the Brahmaputra Board (HQ), Office, Basistha Guwahati-781029, Assam during office hours.

2.11 Proposal Validity Period

The proposal shall be valid for acceptance by the Board for a period of 120 days from the **Proposal Due Date (PDD)**, and may be extended for further period as mutually agreed.

2.12 Presentation

The Firm / Company/Agency will have to make a presentation of the Technical Proposal to the Board. The presentation shall cover sufficient detail and understanding of the Event, conceptual design, thematic understanding, quality of visual appeal, overall project management capabilities, proposed organizational structure, work plan, implementation strategy etc. The objective of the presentation is to evaluate the Press and Media Agency regarding their understanding and capability for the Events and get clarifications, if any, as required by the Board. The date and details of presentation is as per this RFP. For exact Schedule, Venue, Mode of Presentation the bidder may contact 0361-2306005/9101461947 or 8876245808.

2.13 Preparation of Proposal

Bidders are requested to submit their proposal in English language and strictly in the formats prescribed in this RFP. The Board will evaluate only those proposals that are received in the specified format and complete in all respects. In preparing their Proposal, Bidders are expected to thoroughly examine the RFP document. Material deficiencies in providing the information requested may result in rejection of a proposal. The bid document must be duly numbered and indexed **with spiral binding**. Each page of the submission shall be initialed/ signed by the Authorized

Representative of the Bidder.

While preparing the Technical Proposal, Bidders must give particular attention to the following:

- a) The team leader proposed must be a full time employee of the firm. It is desirable that the other key staff be either full time employees of the Firm / Agency or have a dedicated full time contract to work on this project.
- b) Bidder is to ensure that the time allocated for the proposed key staff does not conflict with the time allocated or proposed for any other assignment.
- c) The composition of the proposed Team and Task Assignment to individual personnel be clearly stated.
- d) The Bidding Agency should possess good working language of Hindi, English and can be extended to other officially recognized major Indian languages such as Assamese/ local languages or as per requirement of Brahmaputra Board.

2.14 Non-Conforming Bid

Any bid may be construed as a non-conforming bid and ineligible for consideration if it does not comply with the requirements of this RFP.

2.15 Disqualification

The bid is liable to be disqualified in the following cases:

- a) Bid not submitted in accordance with this document.
- b) Bid is received in incomplete form.
- c) Bid is received after due date and time.
- d) Bid is not accompanied by all requisite documents.
- e) Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.

In case the terms and conditions of the contract applicable to this Request For Proposal (s) are not acceptable to any bidder, he should clearly specify any deviation.

2.16 Methodology

The following principles would be followed:

- a) Technical Capability and experience of the agency to deliver the services as required
- b) Concept proposal
- c) Project Cost and Feasibility

Refer Section-3 for detailed Terms, eligibility criteria, method of evaluation & ranking etc

2.17 Working Conduct

The Press and Media Management Agency will work in close association with the Board which is the implementing agency to take this work forward. Close collaboration will be required with other consultants, vendors and implementing partners working on other components in the project.

2.18 Submission of Bids

The sealed envelope (containing Technical & Financial bids shall be submitted physically by dropping in the sealed TENDER BOX placed at the Brahmaputra Board Headquarters, Basistha, Guwahati-781029, Assam

Bidder or his authorized representative may be present at the time of opening of bids. Authorization letter from bidder shall be required in case of representative of bidder who intends to be present at the time of opening of bids.

SECTION-3: SCOPE OF WORK AND TERMS OF REFERENCE

3.1 Brief Description of the Brahmaputra Aamantran Abhiyaan

1. Brahmaputra Aamantran Abhiyan intends to create awareness especially among the young generations of 'Living with the River' concept through a Rafting Expedition Team which will start from Gelling in Upper Siang District of Arunachal Pradesh upto Assameralga in South Salmara Mankachar District of Assam.
2. The Board intends to engage the services of 1(one) Press and Media Management Agency **for the entire expedition route** starting from Gelling in Upper Siang District of Arunachal Pradesh upto Assameralga in South Salmara Mankachar District of Assam.
3. The Rafting team is tentatively scheduled to halt at various camping stations as reflected in **Table-1**.
4. At each station the rafting team will be welcomed by the Brahmaputra Board Officers, Local Administration and local celebrities representing the indigenous culture of the area near the river bank.
5. On the day of arrival of the Rafting Team some public awareness events such as painting competition, debates, cleaning activity, quiz etc involving the public at suitable venue as decided by Brahmaputra Board.
6. The Rafting team on departure will be seen-off with a programme near the river banks.
7. At Major Stations i.e. Pasighat in Arunachal Pradesh, Majuli and Guwahati in Assam, additional programmes along with State/ Central VIP's/VVIP's as Guest is proposed. At such stations the expedition team is tentatively scheduled to halt for **1 (one) day and 2 (two) nights**.
8. At all other stations, the expedition team is tentatively scheduled to **halt only for the night** before resuming the rafting expedition traversing the Brahmaputra River further downstream.
9. The services of the Agency for Regional Media Campaign is required to record Audio, Video, Photography at all the halting /camping sites to capture the event in totality.
10. The Agency shall without condition share all the recordings twice a day or as frequently as required by Brahmaputra Board on near real time basis.
11. Food, Travel, accommodation and transfer of all media related equipments/manpower shall be borne by the Media Agency
12. Detailed Scope of Work is given in the proceeding page in this RFP Document.

TABLE-1

Tentative schedule of the event

DAY	DATE (Year 2020-21)	FROM	TO	State	Remarks	
1	13 Dec	Arrival & night halt at Pasighat		Arunachal Pradesh	<p>The Agency should manage all Audio and Video Recording, Photography, etc of events and programmes site wise in close coordination with the Nodal Officer, District Administration and other project consultants</p> <p>Note: Detail goals & objectives, Scope of Work for this Project may be referred in this RFP.</p>	
2	14 Dec	Pasighat Jengging & halt				
3	15 Dec	Jengging to Tuting / Kopu / Bona & halt				
4	16 Dec	Sort out gear, Drive to Bona, below Gelling. Raft to Tuting & halt				
5	17 Dec	Raft to Pango & halt				
6	18 Dec	Raft to Cherring & halt				
7	19 Dec	Raft to Ramsing/ paradise beach & halt				
8	20 Dec	Ramsing /paradise beach -- Rest Day				
9	21 Dec	Raft to Yembung / Rottung & halt				
10	22 Dec	Raft to Pasighat & halt				
18	23 Dec	Pasighat – Rest Day				
19	24 Dec	Pasighat	Boginadi (Assam)			Assam
10	25 Dec	Boginadi	Dibrugarh			
11	26 Dec	Dibrugarh	Siyalmari			
12	27 Dec	Siyalmari	Gunasing Chuk			
13	28 Dec	Gunasing Chuk	Majuli			
14	29 Dec	Majuli – Rest Day				
15	30 Dec	Majuli	ChayongChapori			
16	31 Dec	ChayongChapori	Bordoloni			
17	01 Jan	Bordoloni	Na-Bazar			
18	02 Jan	Na-Bazar	Tezpur			
19	03 Jan	Tezpur	Barbil Gaon			
20	04 Jan	Barbil Gaon	Algachar			
21	05 Jan	Algachar	Chandrapur			
22	06 Jan	Chandrapur	Guwahati			
23	07 Jan	Guwahati – Rest Day				
24	08 Jan	Guwahati	Bhanganmari			
25	09 Jan	Bhanganmari	Baghbar Gaon			
26	10 Jan	Baghbar Gaon	Chatpara			
27	11 Jan	Chatpara	Aolatoli			
28	12 Jan	Aolatoli	Khodaidhila			
29	13 Jan	Khodaidhila	Assameralga			

3.2 Scope of Work:

1. The services of the Agency is required to record high quality-Audio, HD-video, photography at all the halting /camping/Rafting sites to capture the events and rafting expeditions in **TOTALITY** from beginning to end capturing EVERY moment.
2. Organize Press conferences and media interaction at Pasighat, Majuli, Guwahati or at any other location as decided by Brahmaputra Board.
3. Digital compilation of news, events, various campaigns, outreach activities and community involvement programmes related to the Brahmaputra Aamantran Abhiyaan.
4. The Agency shall widen the reach and awareness of the programme, create engagements among different communities on various forums, about the latest and important events, campaigns, outreach activities in-relation to the Brahmaputra Aamantran Abhiyaan at the regional level only.
5. **Wherever applicable**, the Agency must mark all electronic content (text, photo, video or otherwise) as copyright of the Brahmaputra Board and monitor and report for any unauthorized use.
6. The Agency will be responsible for identifying, and submission of a proposal including managing of **PAID** media activities for Local /Regional/Vernacular Media & Press Agencies for boosting viewership & awareness for the Brahmaputra Aamantran Abhiyaan finalized in consultation with Brahmaputra Board.
7. Identify a list of – credible, socially acceptable regional influencers having large base of followers/subscribers from the society/social media for approval by Brahmaputra Board to invite them to be endorsers for the Brahmaputra Aamantran Abhiyaan. The tentative numbers of Regional Social Media influencers is:
 - At least 2(two)- from Assam and
 - At least 1(one)- from Arunachal Pradesh
 - At least 1(one) – Social Media influencers from North Eastern Region whose blog/vlog/posts/activity is relating to Water/River/Environment
8. Maintain a harmonious rapport and coordinate with digitally influential people having a large follower base.
9. All personnel deployed by the Agency shall at all times present themselves with a specific Agency dress code/outfit along with a photo Identity card issued by the Agency all times for easy identification by all stakeholders for this purpose.

10. The Agency and its staff shall strictly follow all Covid-19 protocols at all the sites.
11. All activities listed under this sub-section are continuous activities until the conclusion of the Brahmaputra Aamantran Abhiyaan. Any publication on any platform including social media/ broadcasting channels, sharing of contents documents related to the Brahmaputra Aamantran Abhiyaan etc. shall be undertaken only after according prior approval of Brahmaputra Board
12. Other anticipated activities but not limited to:
 - Manage and act on all related opportunities.
 - Organize/draft & distribute press releases, media announcements etc.
 - Utilize social media tools to support day to day image building efforts.
13. The agency shall be able to provide 24 x 7 support, on-site assistance for recording, generation, processing, conversion, transfer of all digital data pertaining to the Brahmaputra Aamantran Abhiyaan/ Brahmaputra Board through its in-house staff.
14. The engaged agency is required to get the prior approval of the Board before uploading/publishing/sharing any content on the various social media platforms, print & electronic media or to any individual etc.
15. The Agency shall be fully responsible for negligence, loss of creative content, unauthorized posting on social media platform or any mischievous deeds etc. by its staff. Loss of content on agency's part shall lead to imposition of compensation / penalty as finalized by the Board.
16. Bidders must note that all works are to be carried out without disturbing the day to day work of the facility/site/general public/ Government administration. The Bidder shall take all necessary consent and permissions from the District Administration before commencement of work. Board shall provide necessary help for taking permission from District Administration, if required.
17. No change in the composition of the agency shall be permitted by the Board during the proposal and execution stage.
18. The Agency shall have the ability to convert all types of content (Audio/Video files) from one format to another for the given assignments as and when required by Brahmaputra Board and shall without condition share all contents twice daily or as frequently as required to Brahmaputra Board on real time basis/online. Further the Agency shall also share ALL contents in appropriate offline media such as CD/DVD/Pen-drive/SSD/HDD etc. at suitable period/intervals or at the end of the

Project duration.

19. The Agency shall have a credible contingency plan to effectively handle crisis and emergencies.
20. The content should be free from spams, inappropriate advertisement/visuals, virus, etc.
21. The agency shall ensure that the content and data recorded/ generated shall be in user-friendly compatible formats for easy access through commonly used operating systems in Computers, Mobile Phones, etc.
22. Agency would be responsible for providing storage/backup/recovery facility of content and data created / generated by the Agency for this purpose.
23. The Agency shall be responsible for maintenance and indexation of archives in user friendly electronic formats to facilitate easy retrieval. Brahmaputra Board shall have complete access to the records / data at all times and all records / data shall be the sole property of Brahmaputra Board.
24. The Agency shall handover and should ensure the seamless transfer and handing over of the services, operations and archived records / data to Brahmaputra Board at the end of the Contract period.
25. The Agency shall be responsible in case of any damage/loss of any data. Loss of data on agency's part shall lead to imposition of compensation / penalty as finalized by the Board.
26. The Agency shall work in close association with the Board's officials which is the implementing agency to take the event forward. Close collaboration will be required with other consultants, vendors and implementing partners working on other components in the project.
27. Brahmaputra Board will not be responsible for any incident concerning natural calamity/burglary/theft/fire/material damage/personal accident and public liability at any of the venues of the event. The Agency will have to ensure the insurance aspects connected with the event, even in the cancellation/postponement of the event.
28. Bidder who qualifies shall be responsible for storage, maintenance and safety of all materials that is procured, manufactured or fabricated or collected till end of the contract period.
29. All equipments and software tools used by Agency shall be of standard quality and usage in the media industry. The Board reserves the right to assess the Agency's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of the Board.
30. The Agency has to maintain the quality of work and the work shall be executed/ completed to the entire satisfaction of this Board. If the Agency

does not complete the work within the stipulated time or desired quality, the same may be got done by the Board at the risk & cost of the Agency, without prejudice to any other action that may be taken against the Agency.

31. The Agency shall be liable to pay for any Royalty / license fee or any other fee required to be paid for use of any infrastructure /hardware /software for the development, hosting and maintenance of contents/ Social Media. The Board shall not entertain the request from the Agency for either reimbursement or direct payment to any third party.
32. The selected agency shall not use its name, logo or any other information/publicity on content published on social media platform/ Video production of Brahmaputra Board.

3.3 EVALUATION PROCEDURE, TERMS & CONDITIONS

3.3.1 TWO BID SYSTEM

The proposal is to be submitted in TWO BID SYSTEM i.e. “Technical Bid” and “Financial Bid”

3.3.2 Technical Bid should contain the following -

- (i) Requisite Documents in-order to qualify the minimum eligibility criteria and all necessary documents for the **Technical Scoring(TS)** as mentioned in this RFP (also ref. Checklist Table-7) duly completed, signed & stamped by the bidder, but without indicating the rate quoted.
- (ii) The Bid Securing Declaration in-lieu of Earnest Money Deposit (EMD), as prescribed in format enclosed in this RFP Ref **Form-I(H)**
- (iii) Cost of Bid i.e Rs.500/- (Rupees Five Hundred) only in the form of Demand Draft or Bankers Cheque drawn in favor of the “Financial Adviser, Brahmaputra Board” payable at Guwahati, Assam.

NOTE: Only the Technical Bid shall be opened on the date of opening the Technical Bids. If any financial rate is indicated in the Technical Bid, the proposals of the Bidder will be rejected outright.

3.3.3 Financial Bid should contain the following-

- (i) The financial bid/rate offered by the bidder in the proforma as per Form-II(A). The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all other taxes, **excluding GST**, shall be deemed to be included in the costs shown under different items of the Financial Proposal. GST must be reflected separately as in the format **Form-II(A)** for Financial Proposal .
- (ii) Break-up of the Financial Bid should be submitted. Details of Items, rate, applicable taxes, GST etc., should be separately mentioned as in the format Form-II(B)
- (iii) For evaluation of Financial Score (FS), **only** the amount reflected at FORM-II(A) **exclusive** of GST as in the format enclosed in this RFP will be considered.
- (iv) The, Form II-(B) is a just an illustrative tool to help Brahmaputra Board understand & interpret the proposal of the bidder and is NOT part of any evaluation for financial scoring.

NOTE : Bidders may refer the **Table-7** Checklist for Technical & Financial Bid in this RFP

3.3.4 IMPORTANT TERMS/INSTRUCTIONS

1. Hard copy of both the above mentioned bids should be sealed separately, and must be superscribed as “**Technical Bid**” and “**Financial Bid**” on the respective covers and thereafter be kept in a third cover and sealed again. This third cover should be superscribed with “**Request For Proposal (RFP) for engagement of an Agency for Regional Press & Media Management Services for the Brahmaputra Aamantran Abhiyaan**” as shown below :-

Technical proposal Agency Name : _____	Financial proposal Agency Name : _____
--	--

**Request For Proposal (RFP) for engagement of an Agency for
Regional Press and Media Management Services for the
“Brahmaputra Aamantran Abhiyaan”**

Agency Name _____

2. The sealed envelope containing inside the Hardcopy of Bid -“Technical & Financial” responses/submissions shall be submitted as per the date specified in this RFP, physically by dropping in the TENDER BOX placed at the following address :

**Brahmaputra Board,
Headquarter
Basistha, Guwahati-781029
Assam**

Phone No- 0361-9101461947 or 8876245808/ 2306005

3. All bids are to remain valid for 3(three) months from the date of opening of Technical Bid.
4. Bids received beyond the specified date and time will be treated as rejected. It is the responsibility of the Bidder to confirm that the bids have been received on time and at the proper place within the specified dates.
5. It will be the bidder’s responsibility to check for updated information on the Brahmaputra Board website <http://www.brahmaputraboard.gov.in/> and <https://eprocure.gov.in/epublish/app/> or contact 0361-2306005 or Mobile No. 9101461947 or 8876245808 or visit the Brahmaputra Board(HQ) office Basistha, Guwahati-781029, Assam during Office Hours.
6. The Board reserves the right to waive off any deviations, accept the whole or part thereof or reject any or all bids and to select the Bidder (s) which, in the sole opinion of the Board, best meets its interest.

7. The Board reserves the right to alter/modify the Scope of Work mentioned in this RFP document at any stage of the bidding process.
8. The Board reserves the right to solicit additional information from Bidders to evaluate which bid best meets the need of the event. Additional information may include, but is not limited to, past performance records, lists of available items of work that will be done simultaneously with the project and evaluations by the Board, personnel, or any other pertinent information.
9. Short listing of the agencies will be made on the assessment of the Technical Bid. Thereafter, the qualified agencies would be asked to make Power-Point Presentation before the Procurement Committee. The Board will make its decision based on the ability of the Bidder(s) to meet its specific needs, its technical expertise, as per the presentation made by the bidders on creativity, delivery capabilities, response management to references received from general public/target group, past performance experience, system completeness, quality of work-plan to deliver on the engagement besides cost by giving 70:30 weightage to Technical Bid (inclusive of Creative Presentation) & Financial Bid(exclusive of GST)respectively.
10. The decision of the Brahmaputra Board with regard to engagement of agency will be final and binding.
11. Successful bidder is required to submit an up-front 'Performance Bank Guarantee' (PBG) @3% of the contract value having a validity of up to 4 months from the date of award of the job. The PBG is to be submitted from a scheduled commercial bank within 5(five) days of the Brahmaputra Board work order. In addition to this, in case of delay in completion of work as per schedule, agency will stand to forfeit the Bank Guarantee.
12. During the period of engagement, if for any reason, the contract with the agency is terminated or there is breach of contract leading to termination, the bidder which is second in the selection process (as L2) will be given the option to take over the work at the same terms and conditions and rates of the original contract of RFP. In case the L2 bidder is not willing, bidder L3 will be made the same offer, and so on.
13. The Bid Securing Declaration (in-lieu of EMD) shall ceased to be valid for the un-successful bidder upon award of work to the successful bidder or within 30days after expiry of the bid validity.
14. All information contained in the Request for Proposal (RFP), or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared with any other organization, including potential sub-contractors, without prior written consent from the Brahmaputra Board.
15. The Board reserves the right to either increase or decrease the quantity

of any or all the items which are estimated requirements and therefore open to variation. The Board reserves the right to terminate the contract at any stage of the work by giving 7(seven) days' notice to the agency if it is noticed that the delay occurred in any of the activities covered under the contract cannot be made good and will affect the overall work schedule. The Board shall, in such an eventuality, revoke the Performance Bank Guarantee. The decision of the Board shall be final and binding.

16. In case, the bidder/Agency goes into liquidation or there is a change in business/management, it shall promptly intimate the same to this Board.
17. The agency is responsible for completion of the project to the satisfaction of the Board.
18. Not more than **1(one)** Proposal shall be submitted by 1(one)bidder. If a Bidder submits more than 1(one) bid, together all such bids shall be cancelled and not considered.
19. Bidders shall not tamper/ modify the RFP form/Proposal/Bid. In case, the same is found to be tampered / modified in any manner, the proposals will be completely rejected and Bidders are liable to be disqualified as mention in the Bid Securing Declaration form or may attract other penalties as mention in this RFP.
20. All rates are to be quoted in Indian Rupees only and shall be written in figures and words.
21. The rates quoted in financial bid: Form-II(A) , should SEPERATELY specify GST (Goods & Services Taxes). For the avoidance of doubt, it is clarified that all other taxes, **excluding** GST shall be deemed to be included in the cost shown under different items of the Financial bid. GST must be reflected separately as in the Form II(A) for Financial Proposal.
22. Bidders are required to submit the Details of Items as in the Format Form-II(B). For avoidance of doubt, it is clarified that only Form-I(A) i.e amount quoted by the bidder exclusive of GST shall be considered for evaluation of the Financial Score.
23. The price quoted by the agency should be inclusive of all related activities including scope of work, archival set up, manpower and any-other anticipated activities, equipments etc. The price shall remain valid till the entire contract.
24. Any deviation in rates, prices or terms at any later stage after, acceptance of work order and during validity of the work order without the consent of Brahmaputra Board , shall lead to forfeiture of PBG / liable to action as per the Bid Securing Documents or attract other

penalty clause as mention in this RFP against the said bidder.

25. All the charges / any incidental charges, etc. are to be clearly specified and quantified.
26. In-lieu of Earnest Money Deposit (EMD), a Bid Securing Declaration Form as in the format Form-I(H) in must accompany the Technical Bid in the manner prescribed in this RFP.
27. In case of non-receipt of Bid Securing Declaration, the proposal received will be summarily rejected.
28. The Bids will be opened as per notified date, time & venue. After opening of Technical Bid, the qualified bidder will be intimated by email/Phone. No communication will be entertained by this Board from any bidder/agency regarding the RFP (other than Pre-Bid meeting) as well as regarding the evaluation process (for both- financial and technical bid) and the final award of the contract.
29. If any information or details furnished or withheld by bidders willingly/unwillingly are found to be false at any time during the process of bidding and/or in future, the bid/work allocation of such bidder will be cancelled immediately. For such bids/Agency, the PBG shall stand forfeited, / liable to action as per the Bid Securing Documents or attract other penalty/clause as mention in this RFP.
30. No separate Agency fees will be payable on this expenditure.
31. All the pages of the bid shall have initials of the authorized person as a token of acceptance of all the terms & conditions of this RFP.
32. Sub-letting of contract by the Agency is not allowed either in part or full, after award of work order. If any such matter comes to the Board's notice, the contract will be cancelled. PBG will be forfeited by giving 7(seven) days' notice to the shortlisted agency.
33. No bid may be withdrawn in the interval between the deadline for submission of Bids and expiration of the period of bid validity. Withdrawal of a bid during this interval shall result in to action as per the Bid Securing Documents or attract other penalty/clause as mention in this RFP.
34. The Board reserves the right to reject any or all bids or to cancel/withdraw the Request for Proposal (RFP) or to annul the bidding process at any time prior to Award of Contract, without assigning any reason for such decision. Such decision by the Board shall not be subject to question by any bidder and the Board shall bear no liability whatsoever consequent upon such a decision nor shall it have any obligation to inform the affected bidder or bidders of the grounds for the Board's action.

35. The Proposals submitted by the bidders shall become the property of the Board and participating bidder shall have no right/obligation to ask for return of the same.
36. Canvassing in connection for the Proposal in any shape/way/form is strictly prohibited and Proposal submitted by such bidders who resort to canvassing shall be liable for rejection by the Board.
37. Notifications of Award of Contract will be made in writing by registered post/speed post or by email to the successful bidder by the Board. The notification of award shall mean the allocation of work contract to the successful agency.
38. Failure to accept the work order/non-commencement of work within the 2(two) days shall entail automatic cancellation of the work order and liable to penalty as mention in this RFP.
39. Any dispute(s) or difference(s) arising out of or in connection with the Contract shall, to the extent possible, be settled amicably between the parties.

3.3.5 Arbitration:

- (a) In case of any dispute between the Agency and Board arising out of or in relation to the contract, the dispute shall be governed by the provisions of the Indian Arbitration Act 1996 and subsequent amendments therein.
- (b) **Jurisdiction:** The Gauhati High Courts of will have jurisdiction over all legal disputes under this contract.

3.3.6 Prohibition of conflicting activities

The Bidder nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) During the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement
- (b) After the termination of this Agreement, such other activities as may be specified in the Agreement; or
- (c) At any time, such other activities as have been specified in the RFP as Conflict of Interest.
- (d) The Bidder and its Personnel shall observe the highest standard of ethics and should not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice(collectively the “Prohibited Practices”)

- (e) Notwithstanding anything to the contrary contained in this Agreement, the Board shall be entitled to terminate this Agreement forthwith by a communication in writing to the Bidder, if it determines that the Bidder has directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Processes before or after entering into of this Agreement. In such an event, the Board shall forfeit and appropriate the Performance Security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to the Board towards, inter alia, time, cost and effort the Board, without prejudice to the Board's any other rights or remedy hereunder or in law.
- (f) Without prejudice to the rights of the Board under Clause above and the other rights and remedies which the Board may have under this Agreement, if the Bidder is found by the Board to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices, during the Selection Process or before or after the execution of this Agreement, the Bidder shall not be eligible to participate in any tender or RFP issued during a period of 2 (two) years from the date the Bidder is found by the Board to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

The following terms shall have the meaning hereinafter respectively assigned to them:

(a) **“corrupt practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for removal of doubt, offering of employment or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Board who is or has been associated in any manner, directly or indirectly with the Selection Process or LOA or dealing with matters concerning the Agreement before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Board, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical adviser to the Board in relation to any matter concerning the Project.

(b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process;

(c) **“coercive practice”** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process or the exercise of its rights or

performance of its obligations by the Board under this Agreement;

(d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Board 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

(e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

3.3.7 Disclosure obligation

Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Board, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract. Termination for Material Conflict: The Bidder shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the Agreement. If, in the reasonable judgment of the Board, such conflict poses a material conflict to and with the performance of shortlisted agency/bidder obligations under this Agreement, then the Board may terminate the Agreement immediately

3.3.8 FORCE MAJEURE

The terms and conditions mentioned below shall be subject to Force Majeure which mean and shall include following:

- (i) Any war or hostilities
- (ii) Any riot or civil commotion
- (iii) Any earthquake, flood, tempest, lightning or other natural disaster, impossibility of the use of any Railway, Port, Airport, Shipping services or other means of transport.

Force Majeure shall not include insufficiency of funds or manpower or inability to make payment required for execution of services under this contract. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and clause of such event, and shall similarly give written notice of the restoration of normal as soon as possible

3.3.9 ELIGIBILITY CRITERIA

The bidder must fulfill all the minimum criteria/conditions mentioned in this RFP, as under:-

1. The bidder must have successfully completed at-least 3(three) similar kind of work in North East Region having a project duration of not less than 1 (one) month, during the last 3(three) Financial Years - ending 31st March 2020. Similar kind of projects shall mean- “Projects related to live coverage of event worth publishing in various popular social, print, electronic media for Central or State Government/PSUs/Multi-National Companies”.
2. The Agency should have an average financial annual turnover (gross) of more than Rs. 20 lakhs p.a. (Rupees twenty lakhs only) for each of the last 3(three) Financial Years, ending 31st March 2020.
3. The bidder should not have been blacklisted by any government organization.
4. The bidder is also required to submit following documents:
 - a) Copy of PAN Card, GST Registration Certificate, Certificate of incorporation/registration.
 - b) Completion Certificate including - Copy of Work Order/LoA/Agreement/ performance certificate/ is required to be submitted against work experience.
 - c) Self-declaration (Blacklisting & Conflict of Interest)
 - d) Cost of Bid Rs. 500/- and Bid Securing Declarations Form
 - e) A copy of the Average Annual Turnover of the last 3(three) Financial Year (FY) ending 31st March 2020, duly certified by a Chartered Accountant. If account of F.Y. 2019-20 are not yet audited, then unaudited balance sheet may be submitted.
 - f) Proof of language proficiency documents / certifications / contents.
 - g) Other Documents as mentioned in the Checklist Table-7 or as required and specified in this RFP document.
5. In case any of these documents listed above is not submitted, bid shall stand rejected.

3.3.10 METHOD OF EVALUATION AND AWARD OF WORK

3.3.10(A) General Description : Evaluation Criterion/Selection Criteria

The selection would be based on satisfying the minimum eligibility criteria, a presentation held before the Procurement Committee Members, evaluation of Technical & Financial Bid, with 70% weightage on Technical Bid and thereafter, 30% weightage on Financial Bid.

Shortlisting of the agencies will be made on the assessment of the technical bid submitted by the Bidder for minimum eligibility. Thereafter, the qualified agencies would be asked to make Power-Point Presentation before the Procurement Committee tentatively on 04th December, 2020 for further evaluation and Technical Score (TS) against each bidder. The exact time, place and mode of presentation will be conveyed subsequently. Final selection will be made on the basis of creativity, delivery capabilities, response management, general public/target group references, past satisfactory performance experience, system completeness, Quality of work-plan to deliver on the engagement will be given utmost importance and by giving 70:30 weightage to Technical Bid & Financial Bid respectively.

In respect of the Technical Bids, the Procurement Committee will evaluate the presentation on the criteria mentioned in this RFP Agencies obtaining Technical Score less than 60, will NOT be considered for Financial Evaluation. Further, after Financial Evaluation. Agencies with the Combined Score less than 50 will NOT be considered for RANKING and not allotted the work. Only Agencies that qualify the Minimum eligibility, Minimum Technical Score, Minimum Combined Score will be RANKED and considered for award of the Work. The decision of this Board with regard to selection/engagement of agency will be final and binding.

3.3.10(B) TECHNICAL EVALUATION

TABLE-2

Sr. No	Evaluation Criteria	Max. Marks
1	Media related experience (in Number of Successful Contract) of working and handling print/electronic/ media for at least 3 (three) Central or State Government/PSUs/Multi-National Companies.	30
2	Industry awards and accolades received by the bidder within the last 5 (five) Years ending March 31 st 2020.	5
3	Agency track record of experience in working & co-ordination with Social Media Influencers (Facebook, Instagram, Twitter, You-tube, LinkedIn) during last 3 (three) years	20
4	Presentation on the understanding of the scope of work including the proposed approach & methodology.	45
	a) Creativity and content creation – 15 Marks	
	b) Methodology – 30 Marks	
	TOTAL	100

Note:

- 1) The scoring on technical evaluation will be computed only for those bidders who fulfill the **minimum** eligibility criteria as indicated in this RFP.
- 2) Documentary Proof for the above Evaluation Criteria **(at Sr. No-1, 2, and 3)** must be submitted
- 3) The Presentations of the Agency (at **Sr No 5** above) must be presented separately during the Presentation Meeting whose venue, time and mode will be communicated or contact : 0361-2306005/9101461947 or 8876245808

3.3.10(C) Minimum Technical Score (TS):

Bidders whose Technical Score (TS) is less than 60 will not be considered for Financial Evaluation or for the award of the Work.

3.3.10(D) Financial Evaluation

- a. The financial bids for the technically qualified bidders will then be opened on the notified date and time and reviewed to determine whether the financial bids are in accordance with the RFP requirements.
- b. The financial score of the technically qualified bidders will be calculated, while considering the Financial quote given by each of the Bidders in the Financial Bid FORM-II(A) as follows:

$$\text{Financial Score (FS)} = \frac{\text{Lowest Financial Quote of Bidder}}{\text{Financial Quote of Bidder under consideration}} \times 100$$

➤ FS will be adjusted to 2 decimals

- a. The bid price **will not** include, GST and shall be in Indian Rupees and mentioned separately.
- b. Any conditional bid would be rejected

Note

- (i) The financial bid/rate offered by the bidder should be as per Form-II(A). The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all other taxes, **excluding GST**, shall be deemed to be included in the costs shown under different items of the Financial Proposal. GST must be reflected separately as in the format **Form-II(A)** for Financial Proposal .
- (ii) Break-up of the Financial Bid should be submitted. Details of Items, rate, applicable taxes, GST etc., should be separately mentioned as in the format Form-II(B)
- (iii) For evaluation of Financial Score (FS), **only** the amount reflected at FORM-II(A) **exclusive** of GST as in the format enclosed in this RFP will be considered.
- (iv) The, Form II-(B) is a just an illustrative tool to help Brahmaputra Board understand & interpret the proposal of the bidder and is NOT part of any evaluation for financial scoring.

3.3.10 (E) Combined Score (CS)

The Combined Score will be calculated through Quality cum Cost Based selection (QCBS) method based with the following weight-age:

Technical:70% and Financial:30%

$$\text{Combined Score} = (0.70 \times \text{Technical Score}) + (0.30 \times \text{Financial Score})$$

3.3.10(F) Minimum Combined Score

The **Minimum Combined Score is set at 50**, any Bidder below the Minimum Combined Score will NOT be considered for RANKING and such bidders will not be considered for engagement for the work.

The bidder with the highest Final score shall be treated as the Successful bidder. In the above example, Bidder-4 will be treated as successful bidder.

3.3.10(G) Ranking of Bidders

- Bidders who fully confirm to the above criteria (minimum-eligibility, minimum technical score, minimum combined score as stipulated above will be considered for RANKING.
- The combined scores of the ELIGIBLE BIDDERS shall decide the RANKING. The Selected Bidder will be the first ranked Bidder having the highest final combined score. The second ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws, or fails to comply with the requirements specified in the RFP, as the case maybe.

3.3.10(H) Negotiations

Negotiations will be scheduled with the first ranked bidder. If negotiations do not reach any conclusions with the first ranked bidder, the Board may then invite the second ranked bidder for negotiations.

3.3.10(I) Commencement of Services

The bidder with whom the negotiation is successful shall be issued the LoA. On issue of LoA the bidder shall have to enter into a contract with the Board within 2 (two) days from the date of receipt of such LoA.

3.3.11 Monitoring the Services.

The Board shall be involved to regularly assess the conduct of consultancy services throughout, by the Procurement Committee to continuously monitor the performance of the consultant(s) so that the output of the consultancy is in line with the objective in this RFP.

3.3.12 PAYMENT SCHEDULE AND TIMELINE

The Bidder who successfully qualify, and selected to work on the Project would be paid as per the following terms:-

TABLE-3

Sl. No	Description	Payment as % of Total Contract Value
1	On submission of Inception Plan and after acceptance by Brahmaputra Board against submission of Bank guarantee of equal amount	30%
2	After successful completion of the event duly certified by the Procurement Committee	70%

3.3.13 OTHER TERMS AND CONDITIONS

Each bidder is required to accept the following terms and conditions-

TABLE-4

1.	Earnest Money Deposit (EMD)	In-lieu of EMD the Bidders are required to submit the "Bid Securing Declaration Form" as in the format Form-I(H)
2.	Prices	The Prices should be quoted in Indian Rupees only. In case, taxes, duties etc. are not mentioned separately in Financial bid, Rates shall be considered as being exclusive of taxes.
3	Invoicing	All invoices should be raised in the name of Brahmaputra Board, Guwahati-781029, Assam
4	Commencement of work	Services on the existing setup should start from within 2(two) days of issuing of the Work Order.
5	Performance Bank Guarantee'	The successful bidder is required to submit an up-front 'Performance Bank Guarantee' (PBG) @3% of the contract value having a validity of up to 12 months from the date of award of the job. If the tenure of the agency is extended, validity of the Bank Guarantee too will correspondingly change. The PBG is to be submitted from a scheduled commercial bank within 5(five) days of work order issued by Brahmaputra Board.

6	Disqualification /Termination of Contract	If at any point of time, it is found that the bidder has made a statement which is factually incorrect or if the bidder does not fulfill any of the contractual obligation, the Board may cancel the contract with immediate effect, forfeit the PBG deposited by the bidder and/ or debar the bidder from bidding prospectively for a period as decided by this Board or take any other action as deemed necessary.
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NOTE : Acceptance of offer of Award of Contract by the successful bidder presumes that the above clauses have been accepted by it

3.3.14 LIQUIDATED DAMAGES AND PENALTIES

3.3.14(A) Liquidated Damages for error/variation

In case any error or variation is detected in the work of the Bidder and such error or variation is the result of negligence or lack of due diligence on the part of the Bidder, the consequential damages thereof shall be quantified by the Board in a reasonable manner and recovered from the Bidder by way of deemed liquidated damages, subject to a maximum of 50% (fifty per cent) of the Agreement Value.

3.3.14(B) Liquidated Damages for delay

In case of delay in completion of Services, liquidated damages not exceeding an amount equal to 2% (two per cent) of the Agreement Value per day, subject to a maximum of 25% (twenty five per cent) of the Agreement Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Bidder, suitable extension of time shall be granted.

3.3.14(C) Encashment and appropriation of Performance Security

The Board shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Bidder in the event of breach of this Agreement or for recovery of liquidated damages specified in this **Clause 3.4.14**.

3.3.14(D) Penalty for deficiency in Services

In addition to the liquidated damages not amounting to penalty, as specified in **Clause 3.4.14**, warning may be issued to the Bidder for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Event or on the reputation of the Board, civil, criminal and other penal actions including debarring for a specified period may also be initiated as per policy of the Board and blacklist the Bidder for all future projects. If the performance by the Bidder is unsatisfactory or upto the requirement, suitable penalty or compensation shall be imposed on the Bidder at rates as decided fit by the Board.

APPENDIX-I: TECHNICAL PROPOSAL
FORM-I (A): Letter of Proposal
(On Bidder's Letter Head)

(Date _____ and Reference No _____)

To

The DIRECTOR,

NEHARI

Brahmaputra Board

Sub: Engagement of Regional Press & Media Management Agency for Brahmaputra Aamantran Abhiyaan

Dear Sir,

1. With reference to your RFP Document No _____ dated, I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for engagement as **Regional Press and Media Management Agency** for Brahmaputra Aamantran Abhiyaan. The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of engagement as the **Regional Publicity and Media Management Agency** for the aforesaid Project.
4. I/We shall make available to the Board any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the Brahmaputra Board to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Board or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public Board nor have had any contract terminated by any public Board for breach on our-part.

7. I/We declare that:

(a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Board;

(b) I/We do not have any conflict of interest in accordance with Clause of the RFP Document;

(c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice 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 Brahmaputra Board or any other public sector enterprise or any government, Central or State; and

(d) I/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 will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Press and Media Management Agency, without incurring any liability to the Bidders in accordance with Clause of the RFP document.

9. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory Board which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

11. I/We further certify that no investigation by a Regulatory Board is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.

12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the in connection with the selection of Press and Media Management Agency or in connection with the Selection Process itself in respect of the above mentioned Project.

13. In-lieu of EMD, the Bid securing Document as in format Form I(H) is attached in this proposal, in accordance with the RFP document.
14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the contract for the Project is not awarded to me/us or our proposal is not opened or rejected.
15. I/We agree to keep this offer valid for 120 (one hundred and twenty) days from the Proposal Due Date specified in the RFP.
16. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith. Ref Form I(C).
17. In the event of my/our firm being selected as the Press and Media Management Agency, I/we agree to enter into an Agreement with the Board.
18. I/We have studied RFP and all other documents carefully and also surveyed the Project sites. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Brahmaputra Board or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Contract/Project.
19. The Financial Proposal is being submitted in a separate sealed envelope. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
20. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)Seal.....

TABLE-5: CHECKLIST

CHECKLIST FOR TECHNICAL PROPOSAL ENVELOPE

SI No	DOCUMENT	YES/NO
1	FORM I(A) : Letter of Proposal	
2	FORM I(C) : Power of Attorney	
3	FORM I(D) : Organizational Details & Annual Turnover	
4	FORM I(E) : Organization/ Agency Experience Form	
5	FORM I(F) : Undertaking of Key Personnel Deployment	
6	FORM I(G) : Self Declaration Form	
7	Form(H), Bid Securing Declaration Form in-lieu of EMD	
8	<u>Documentary proof of Working Experience :</u> Completion Certificate including Letter of Agreement or Award of Work, for Press and Media related assignments in the last 3 (three) Financial Years (viz. 2017-18, 2018-19, 2019-20 as on 31 st March 2020.	
9	Average Annual Turnover statements duly certified by Chartered Accountant for the last 3(three) Financial Year ending 31 st March 2020.	
10	PAN card details	
11	GST Registration certificate	
12	Certificates of Registration / Incorporation.	
13	Demand Draft/Bankers Cheque as Cost of Bid Document Rs. 500/-	
14	Industry Awards, and Accolades received by the Bidder	
16	Any other relevant Document(s) (Please Note : Technical proposal shall not contain any financial details)	

CHECKLIST FOR FINANCIAL PROPOSAL ENVELOPE

SI No	DOCUMENT	YES/NO
1	Form II(A) : Financial Proposal	
2	Form II(B) :Details of Items	
3	Any other Document(s) Please Note: Documents should be strictly related only to the Financial Proposal will be enclosed in the Financial Envelope	

APPENDIX-I: TECHNICAL PROPOSAL

FORM-I(B) : Sample Format of Bank Guarantee for Performance Security

To
The DIRECTOR
NEHARI
Brahmaputra
Board

In consideration of _____ acting on behalf of Brahmaputra Board

(hereinafter referred to as "Board"), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s. _____, having its office at _____ (herein after referred as the "Press and Media Management Agency" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Brahmaputra Board 's Agreement no. _____ dated _____ valued at Rs.

_____ (Rupees _____),
(hereinafter referred to as the "Agreement") Regional Press & Media Management Services for "Brahmaputra Aamantran Abhiyaan" and the Regional Press and Media Management Agency having agreed to furnish a Bank Guarantee amounting to Rs. ___/- (RupeesLakhs Only) to the [Board] for performance of the said Agreement. (The Bank Guarantee should be 5% of the Agreement Value rounded off to the next TEN THOUSAND)

1. We, _____ (hereinafter referred to as the "Bank") at the request of the Regional Press and Media Management Agency do hereby undertake to pay to the Brahmaputra Board an amount not exceeding Rs. _____ /-(Rupees lakhs Only) against any loss or damage caused to or suffered or would be caused to or suffered by the Brahmaputra Board by reason of any breach by the said Press and Media Management Agency of any of the terms or conditions contained in the said Agreement.

2. We, _____ (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Brahmaputra Board stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Brahmaputra Board by reason of breach by the said Press and Media Management Agency of any of the terms or conditions contained in the said Agreement or by reason of the Press and Media Management

Agency's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. _____/- (Rupees ___ Lakhs Only).

3. We, _____(indicate the name of Bank) undertake to pay to the [Board] any money so demanded notwithstanding any dispute or disputes raised by the Press and Media Management Agency in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Press and Media Management Agency shall have no claim against us for making such payment.

4. We, (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Brahmaputra Board under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Brahmaputra Board certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Press and Media Management Agency and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

We, (indicate the name of Bank) further agree with the [Board] that the [Authority] shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Press and Media Management Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the Brahmaputra Board against the said Press and Media Management Agency and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Press and Media Management Agency or for any forbearance, act or omission on the part of the Brahmaputra Board or any indulgence by the Brahmaputra Board to the said Press and Media Management Agency or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision,

have the effect of so relieving us.

5. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Press and Media Management Agency(s).

6. We, _____(indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Brahmaputra Board in writing.

7. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. _____/-(Rupees Lakhs) only. The Bank shall be liable to pay the said amount or any part thereof only if the Brahmaputra Board serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before [_____(indicate date falling 180 days after the date of this Guarantee)].

For

Name of Bank: Seal of the Bank:

Dated, theday of, 2020

(Signature,
Name and
Designation of the authorized signatory)

NOTE:

1. The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
2. The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.
3. The Successful Bidder should submit the Bank Guarantee for Performance Security within 5(five) Days from the date of award of the work

APPENDIX-ITECHNICAL PROPOSAL

FORM-I(C): Power of Attorney

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, engage and authorize Mr. / Msson / daughter/ wife of and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the Press and Media Management Agency for “Brahmaputra Aamantran Abhiyaan”, proposed to [be organized by Brahmaputra Board including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the [Board], representing us in all matters before the [Board], signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Brahmaputra Board in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the[Board].

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2020

For (Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized Accepted

(Signature, name, designation and address of the Attorney)

Note:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non- judicial stamp paper of Rs. 100 (Rupees One Hundred) and duly notarized by a notary public. Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

APPENDIX-I TECHNICAL PROPOSAL
FORM I (D) :Organization Details & Annual
Turnover

(a) Organization details:

[Provide here a brief description of the background and organization of your firm / entity and each associate for this Assignment / job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

Your Name (Agency or Individual)_____

Your Address_____

Contact Name_____

Contact Telephone Number(s)_____

E-Mail Address_____

Years in Business_____

(Please attach copy of Certificate of Incorporation)

(b) Turnover:

What was your company's total annual turnover in INR(Rs).(_____Lakhs)
for the last three years?

FY 2019-2020 Rs._____

FY 2018-2019 Rs._____

FY 2017-2018 Rs._____

**Please attach Average Annual Turnover statements for the above FY
duly certified by Chartered Accountant, PAN, CARD, GST
Registration and Certificate of Registration/Incorporation**

APPENDIX-I TECHNICAL PROPOSAL

FORM I (E) :Organization/Agency Experience

[Using the format below, provide information on each Assignment for which your firm, was legally contracted either individually or as a corporate entity or as one of the major partners within an association, for carrying out the Assignment similar to the ones requested under this Assignment:

(1) ELIGIBLE ASSIGNMENT DETAILS:

Sr. No.	Eligible Assignment Name	Financial Year of Eligible Assignments	Name of Client	Value of Eligible Assignment

*****The List may be extended

(2) OTHER ASSIGNMENT DETAILS:

Sr. No.	Other Assignment Name	Year of Other Assignments	Name of Client	Value of Other Assignment

*****The List may be extended

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

(c) Awards:

[Please provide details of awards won by your company, if any. You are requested to of the award certificate along- with the Technical Bid].

Name and Signature of Authorized Signatory

APPENDIX-I TECHNICAL PROPOSAL

**FORM-I(F) :: UNDERTAKING FOR KEY PERSONNEL
DEPLOYMENT**

Sl No	Name of the Key Staff	Assignment / Role	Years of Experience	Email id	Mobile & Whatsapp No

*****The List may be extended ##Attach Documentary Proof of experience

Note : Under any circumstances, change of Key Personnel during the engagement for Brahmaputra Aamantran Abhiyaan will NOT be considered without prior intimation/approval by the Board. Key Personnel Deployed will not be engaged for any other clients and will devote themselves full time for Brahmaputra Aamantran Abhiyaan until completion of the Programme.

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory

APPENDIX-I TECHNICAL PROPOSAL

FORM-I(G) :: DECLARATION

**SELF DECLARATION OF CONFLICTING
ACTIVITIES**

We hereby declare that our firm, is not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Board which shall be binding on us.

Authorized Signatory [In full and initials]

Name:

NON-BLACKLISTING SELF DECLARATION

This is to notify you that our Firm/Company/Organization _____ intends to submit a proposal in response to invitation for RFP No: _____ dated _____ for providing Regional Press & Media Management Services. In accordance with the above we declare that:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
2. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.
3. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Board which shall be binding on us.

Authorized Signatory [In full and initials]

Name:

APPENDIX-I TECHNICAL PROPOSAL

FORM I (H) :: BID SECURING DECLARATION FORM

(To Be provided in the Bidders letter head)

Date: _____ RFP No. _____

To

The Director
NEHARI
Brahmaputra Board

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the bid, my/our Bid during the period of bid validity specified in the form of Bid;
or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

(Signature)

(Name of person signing the bid declaration form with designation)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Seal :

SECTION-5: STANDARD FORMAT FINANCIAL

ANNEXURE-II: FINANCIAL PROPOSAL

FORM-II (A)

Sr. No	Particulars/Items	Quoted Amount in INR. (Exclusive of GST**)	Total Amount of GST** in INR.	Quoted Amount in INR. (Inclusive of GST**)
1	Regional Press and Media Services for Brahmaputra Aamantran Abhiyaan on turn-key basis			
TOTAL COST (in words)				

**GST= Goods & Services Tax

Authorized Signature &
Seal of the Bidder
Date

Note :For the avoidance of doubt, it is clarified that:

- For evaluation of Financial Scoring (FS), **only** the amount reflected at FORM-II(A) exclusive of GST as above will be considered.
- In addition to Form-II(A), the bidder should also submit Details of Items as in the format-**Form II(B)** for the above quoted amount along with this bid.
- **Form II-(B)** is a just an illustrative tool to help Brahmaputra Board understand & interpret the proposal of the bidder.

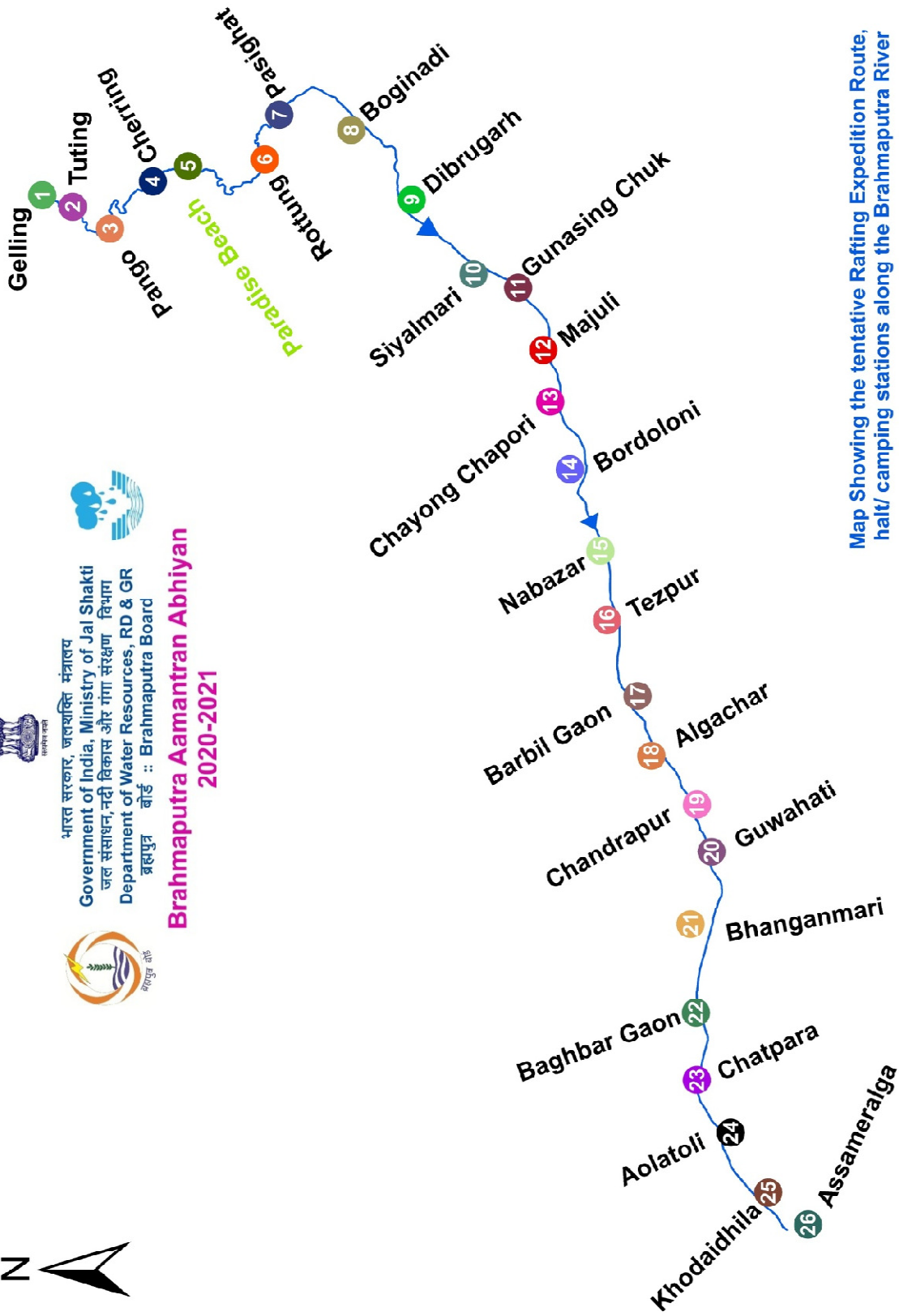


भारत सरकार, जलशक्ति मंत्रालय

Government of India, Ministry of Jal Shakti
जल संसाधन, नदी विकास और गंगा संरक्षण विभाग
Department of Water Resources, RD & GR
ब्रह्मपुत्र बोर्ड :: Brahmaputra Board



Brahmaputra Aamantran Abhijan 2020-2021



Map Showing the tentative Rafting Expedition Route, half/ camping stations along the Brahmaputra River