



RAIPUR MUNICIPAL CORPORATION

Head Office Building, Municipal Corporation, Near Mahila Police Station,
Gandhi Chowk, Kalibadi, Raipur (C.G.) 492001

Tel No: + 91 771-2535780, 90, Fax No.: +91 771-2227395, Website:-
www.nagarnigamraipur.noc.in

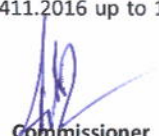
Corrigendum 1

S. No. /RFP/RMC/2016-17, Raipur

Dated: 15/11/2016

With reference to Raipur municipal corporation RFP notice **NIT No. 14/planning /RMC/2016, Raipur Dated: 14/10/2016** published in news papers & uploaded in our website. Date of submission of proposal for the mentioned work has been modified to 21/11/2016 up to 15.00 HRS instead of 15.11.2016 up to 15.00 HRS.

All other terms & conditions shall remain.


Commissioner
Raipur Municipal Corporation

Request for Proposal (RFP) for Selection of Public Relation Agency

Request for Proposal (RFP)

For

Public Relation Agency

REF No.

RAIPUR DATED 18-11-2016

Tender Fees Rs. 5,000/-

EMD : Rs. 1.00 Lac

Last date of purchasing tender document: -	20-11-2016
Last date of tender document submission: -	24-11-2016 before 3:30 PM
Tender document opening date: -	24-11-2016 from 4:00 PM
Technical Presentation Date: -	25-11-2016
Opening of Financial proposals: -	26-11-2016



RAIPUR MUNICIPAL CORPORATION

Gandhi Chowk, Near Mahila Thana, Raipur-492001, Chhattisgarh

Request for Proposal (RFP) for Selection of Public Relation Agency

RAIPUR MUNICIPAL CORPORATION

Gandhi Chowk Near Mahila Thana, Raipur-492001, Chhattisgarh Web :- , Email : smartcity

NIT no. :

Dated

Request for Proposal (RFP) For Selection of Public Relation Agency

Raipur Municipal Corporation invites sealed proposal in prescribed format from qualified and experienced firms for the captioned services through Registered post only . The selected firm shall deploy the required team of personnel at Raipur Municipal Corporation which would provide services for PR Activity, Creative Designing, Content, and Branding etc. for mass communication for Government Welfare Schemes, Programs, Smart City, Mor Raipur Campaign and others.

Tender document can be downloaded from website **www.nagarnigamraipur.nic.in** cost of tender document of Rs. 5,000/- (nonrefundable) shall be given through Demand Draft in favor of Raipur Municipal Corporation, Raipur with technical bid.

Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspapers but shall be published in the above website only. The Commissioner, Raipur Municipal Corporation reserves the right to relax, change the terms and conditions, and select/reject any application without assigning any reason thereof.

PROPOSAL DUE DATE

- (1) Last date of purchasing tender document : - 20-11-2016
- (2) Last date of tender document submission : - 24-11-2016 before 3:30 PM
- (3) Tender document opening date : - 24-11-2016 from 4:00 PM
- (4) Technical Presentation Date : - 25-11-2016
- (5) Opening of Financial proposals : - 26-11-2016

**Commissioner
Raipur Municipal Corporation
Raipur, Chhattisgarh**

Request for Proposal (RFP) for Selection of Public Relation Agency

SECTION - 1

DISCLAIMER

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

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provided interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each part who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

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

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

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

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

SCOPE OF WORK

1. Prepare an effective Public Relations Strategy Plan for Municipal Corporation, Raipur with a vision for the next few years with particular focus on social media tools for Mor Raipur and Smart City Raipur.
2. Engagement with vernacular/regional media on issues of importance to Municipal Corporation, Raipur.
3. Organizing gathering with Media Peoples on various topics time to time.
4. Guiding and Conceptualization on Various events of RMC.
5. Designing and printing of creatives / illustrations on various aspects of MUNICIPAL CORPORATION, Raipur for various events, for release of advertisements, etc.
6. Help in preparation of audio-visual script / content for transmission through electronic media.
7. Designing a strategy to utilize the Social Media tools (Facebook, Twitter, Instagram etc.) and dept. website for greater reach and dissemination of information and also to get feedback.
8. Support in press releases, News articles, messages, write-ups and features for publications in mainline print media in consultation with Municipal Corporation, Raipur.
9. Support in Designing of books, Brochures, Folders, Newsletter, Posters, Advertisements, etc. in consultation with Municipal Corporation, Raipur.
10. Monitor the presence of, and discussions about, brand Municipal Corporation, Raipur in social and political circles.
11. Continuously monitoring and tracking all national and regional newspapers, magazines, TV channels, the inter-web, blogs and other channels of external communication at regular intervals for any news pertaining to MUNICIPAL CORPORATION, Raipur.
12. Report the above findings to the Municipal Corporation, Raipur through an efficient feedback system.

13. Similarly production of online creatives in Rich Text Media is part of the scope of the agency.
14. Preparation of Power Point Presentations / flash / mpeg / etc. in all digital formats for the various roadshows / government presentation.
15. Adaptation / Replication of creatives produced for the print, television, outdoor, online, other media for use, as per the requirement of publications, channels, outdoor sites, websites & portals etc.
16. Preparing and maintaining an inventory of Images, Video and Creatives of the Raipur Municipal Corporation, and doing a monthly delivery of the same.
17. Any other creative work that may be assigned by the Raipur Municipal Corporation from time to time.

SECTION - 2

INVITATION AND SCHEDULE OF BIDDING PROCESS

- 2.1. The firms participating in the bidding process shall be hereof called “Agency/Firm” and the selected firm shall be referred to as Public Relation Agency. The Public Relation Agency shall deploy personnel with specific skills and experiences at RMC offices, Raipur as specified in **Table 1** and provided expert back office support from its head office.
- 2.3. The Public Relation Agency shall deploy the following personnel having required qualifications and experience as below –
The Public Relation Agency shall deploy the team comprising of the following personnel with prior approval of RMC.

TABLE 1 :

Name	Qualification	Experience
PR Coordinator	A Bachelor / Master in Fine Arts or Business Management from recognized university/college.	5 Years
Graphic Designer	A Bachelor’s degree/ Diploma in Graphic Design from a recognized university/college, Well versed in all leading software’s	3 Years

Copy Writer in English	A Bachelor's degree preferably in With minimum 3 year English literature / Social Sciences experience independently From a recognized university / college.	3 Years
Copy Writer in Hindi	A Bachelor's degree preferably in With minimum 3 year Hindiliterature / Social Sciences experience independently From a recognized university / college	3 Years
Social Media Manger	A Bachelor / Master in Computer Science Engineering or Business Management from recognized university/college.	3 Years
Field Photographer	A Bachelor's degree/ Diploma in Photography from a recognized university/college Well versed in all types of camera's.	3 Years

2.4 **Communication**

2.4.1 All Communication including the submission of Proposal should be through Registered post only addressed to :

ATTN. OF:

**The Commissioer
Raipur Municipal Corporation
Head Office Building
Gandhi Chowk , Near Mahila Police Station
Raipur-492001, Chhattisgarh**

2.4.2 The Official Website of the Authority is **www.nagarnigamraipur.nic.in**

2.4.3 All Communications, including the envelops, should contain the following information, to be marked at the top in bold letters:

“Selection of Firm for providing Public Relation Agency (PRA) to RMC”

SECTION - 3

INSTRUCTION TO APPLICANTS

3.1 Bid Process

- I. RMC intends to adopt QCBS stage bidding process selection for this assignment. The Proposal would be evaluated on the basis of the evaluation criteria set out in this RFP document. The Successful Applicant is required to enter into a Consultancy Agreement with RMC and the draft of the same is set out in Appendix J. The fees shall be paid to the by RMC in the manner as set out in the Draft Consultancy Agreement.
- II. At any time prior to the Proposal due date, RMC may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the RFP document by the issuance of Addenda/amendment/corrigendum by uploading the same in its website.
- III. The Proposal shall remain valid for a period not less than 120 days from the Proposal due date (Proposal Validity Period) RMC, reserves the right to reject any proposal, which does not meet this requirement.
- IV. Each Applicant shall submit a maximum of one(I) Proposal for the Assignment in response to this RFP document, Any Applicant, who submits more than one Proposal for the Assignment shall disqualified.

3.2 Minimum Eligibility Criteria

- a) The Agency should have 5 year experience ,in Communication, PR and Creative Support.
- b) The Agency bidding for the project should have minimum average annual turnover of Rs. 1 Crore during the last three financialyear, i.e. 2012-13, 2013-14 and 2014-15 from relevant field of work.
- c) The Agency shall submit copies of the Income Tax returns for the last three years duly certified by the Chartered Accountants and Audited Financial statement for last three year certified by statutory auditor or turnover certificate for last 3 financial year duly certified by a Chartered Accountant.
- d) The Agency should be experienced in managing social media campaigns for any government/Semi govt. department.Work order as a proof should be submitted.
- e) Agency must have proficiency in Hindi and English.
- f) Must have highly qualified, experienced professionals team with minimum of 5 years' experience in Communication and Creative Support.

- g) The Agency should be experienced in handling and organizing government events. Work order as a proof should be submitted.
- h) The Agency should have fully functional office at Raipur city, proof like Commercial license, Rent agreement/sale did, Electricity bill should be submitted.
- i) Relevant Certificates / Documents in support of fulfillment of eligibility criteria must be submitted.

3.3 **Earnest Money Deposit (EMD)**

- I. Proposal should necessarily be accompanied by Ear nest Money Deposit of an amount of Rs. 1,00,000/- (Rs. One Lac Only) in the form of a Demand Draft/FDR in favor of " Commissioner Raipur Municipal Corporation" payable at Raipur , of any Nationalized/scheduled bank.
- II. EMD shall be returned to the unsuccessful Applicants within a period of Two (2) weeks from the date of signing of Consultancy Agreement between RMC Successful Applicant. EMD submitted by the Successful Applicant shall be released without interest after completion of agreement.

3.4 **EMD shall be forfeited in the following cases :**

- I. If any information or document furnished by the Applicant is found to be misleading or untrue in any material respect; and
- II. If the successful Applicant fails to execute the PR Agreement within the time, stipulated in the Letter of Award or an extension thereof provided by RMC.
- III. If during the period of contract the PR agency fails to comply the scope of work .

3.5 **Performance Security**

- I. Work performance will be evaluated every month . In case of unsatisfactory performance staff must be replaced immediately.
- II. The Service Agreement is for a year, which may be extended upto Two terms without any increase in rates .
- III . On non satisfactory performance of the EMD of the PR Agency will be forfeited and shall be blacklisted .

3.6 Clarifications

A prospective Applicant requiring any clarification on the RFP document may notify RMC in writing to the Address as specified in the RFP. The Applicants should send in their queries latest by the 10-11-2016. RMC may, on its own discretion, may forward its responses to all the Applicants, Responses would include a description of the enquiry without identifying its source at its sole discretion.

3.7 Format and Signing of Proposal

The Applicant is required to provide all the information as per this RFP document. RMC shall evaluate only those Proposals that are received within the time and in the required format and are complete in all respects. Each Proposal shall comprise the following:

3.8 Detail of submission:

- (i) Part I Submission
 - a. Covering letter in the format set out in Appendix A
 - b. Details of the Applicant in the format set out in Appendix B
 - c. Power of Attorney as Appendix C, authorizing the signatory of the Proposal to submit the proposal.
 - d. Technical Proposal comprising
 - i. Experience Data sheets in the format set out in Appendix D, with supporting proof
 - ii. Approach and methodology in Appendix E
 - iii. Qualifications and competence of the Team to be placed at RMC and from back office in Appendix F – 1
 - iv. Financial capability of the applicant in Appendix G
 - v. Earnest Money Deposit in the manner described herein
 - vi. Nonrefundable processing fee of Rs. 5,000/- in the form of a Demand Draft in favour of "Commissioner Raipur Municipal Corporation" any Nationalized/scheduled Bank, payable at Raipur.
- (ii) Part II Submission

- a) Financial proposal in the format as set out in Appendix H1 and Appendix H2
- b) The Financial Proposal shall be inclusive of all taxes, surcharges out pocket expenses which may be incurred by the towards travel, documentation and communication except those agreed in the RFP.
- c) However, the Financial Proposal shall not include Service Tax, levied on such services which shall be reimbursed by RMC at then prevailing rate. Income Tax as applicable shall be deducted at source from every payment towards fees. A 5% Security Deposit shall be Deducted from every Bills , That can be given once the time period of the contract is successfully completed .
- (iii) The Applicant shall seal the Part I Submission and the Part II submission separately in two envelopes, duly making the envelopes as “PART-I SUBMISSION” and “PART-II SUBMISSION”. These envelopes shall then be sealed in a single outer envelope.
- (iv) The Applicant shall prepare Part I submission in (I) one original in hard copy and
 - (I) “ORIGINAL” (Hard Copy) and “Soft Copy” respectively. In the event of any discrepancy between the original and the soft copy, the original shall prevail.
 - (v) The original Proposal shall be typed or written in indelible ink and each page shall be initiated by the authorized signatory of the Applicant. All the alterations, omissions, additions, or any other amendments made to the Proposal shall also be initiated by the person(s) signing the Proposal.

3.9 Sealing and Marketing of Proposal

- I. The Applicant shall seal the original and soft copy of the Proposal in separate envelopes, duly marking the envelopes as “ORIGINAL” and “SOFT COPY”. The envelopes shall then be sealed in a single outer envelope.
- II. Each of the envelopes, both outer and inner, must be super scribed with the following information :
 - a. Name and Address of Applicant
 - b. Contact person and phone numbers
 - c. Name of Project : “Selection of Firm for Public Relation Agency to RMC”
- III. All envelopes shall be registered post addressed to :

**The Commissioner
Raipur Municipal Corporation
Head Office Building
Gandhi Chowk , Near Mahila Police Station
Raipur-492001, Chhattisgarh**

IV. If an envelope is not sealed and marked as instructed above, RMC assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and such proposal, may, at the sole discretion of RMC, be rejected.

V. The Applicant is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Applicant's own risk.

VI. It shall be deemed that prior to the submission of the Proposal, the Applicant has :

a. Made a complete and careful examination of terms and conditions / requirements, and other information as set forth in this RFP document;

b. Received all such relevant information as it has requested from RMC; and

c. Made a complete and careful examination of the various aspects of the Projects for which the consultancy services are to be provided.

10 Request for Proposal (RFP) for Selection of Public Relation Agency

d. RMC shall not be liable for any mistake or error or neglect by the Applicant in respect of the above.

3.10 Proposal Due Date

I. Proposal should be submitted before Proposal Due Date as indicated in the Schedule of Bidding process, at the address and in the manner and form as detailed in this RFP document. Proposals submitted by either facsimile transmission or telex will not be accepted.

II. RMC may, at its sole discretion, extend Proposal Due Date by issuing a corrigendum.

3.11 Opening of Proposals and Clarification

I. The officer authorized by Commissioner RMC shall open the Part I Submission of the Proposals on the Proposal due date for the purpose of evaluation.

II. RMC reserves the right to reject any Proposal not submitted on time and/or which does not contain the information/documents as set out in this RFP document.

- III. To facilitate evaluation of Proposals, RMC may, at its sole discretion, seek Clarifications in writing from any Applicant regarding its Proposal.

SECTION - 4

EVALUATION OF TENDER

The Raipur Municipal Corporation will select a firm from those which submit proposals in accordance with the Quality cum Cost based System (QCBS).

(a) Technical Evaluation

Technical bids of only those Firms will be opened who fulfill the minimum eligibility Criteria.

The proposals would be evaluated on the basis of their responsiveness to this tender, applying the evaluation criteria and according to the point system specified hereunder:

I. Experience & Financial capacity of the firm (50 marks)

S.No.	Particulars	Marks
1	<p>Work Experience of Creative designing :</p> <p>Campaigning with</p> <p>(a) 1 Private/Government/Semi Government – 10 marks</p> <p>(b) 2 State Government/ Gol- 10 marks</p> <p>(c) 3 or more State Government/Gol -5 Marks</p> <p>(Work orders, Completion Certificates and spend figure to be submitted)</p>	25 Marks
2	<p>a. Qualification and Experience of the Creative team</p> <p>(i) Graphic Designer, Art work executive - 5 marks</p> <p>(ii) English Copy Writers - 5 marks</p> <p>(iii) Hindi Copy Writers - 5 marks</p>	25 Marks

	(Qualifications certificate & Experience Certificate to be attached) b. (i) State level Event Mangment- 5 marks (5 months for each campaign) (ii) State campaign on Social media design - 5 marks (Work orders, Certificate to be submitted)	
	TOTAL MARKS :-	

ii. Presentation (50 marks)

1. Brief details on any Government campaign done in the part.
2. Credentials of Creative Team identified to work with the Raipur Municipal Corporation/DPR.
3. Creative planning for Mor Raipur Smart Raipur Campaign.

Total Technical Score (St) (from I+II above) - 100 marks

(b) Short-listing of Technical Bids :-

The bidders scoring a minimum of 70% out of 100 marks as enumerated above will be short listed for opening of financial bid.

(c) Opening of Financial Bids :-

The financial evaluation of shortlisted bidders as discussed above will be carried out in the following manner:

(d) Evaluation of the Financial Bid in accordance with the Quality cum Cost based system (QCBS).

(a) For financial evaluation, the total cost of services indicated in the Financial Proposal will be considered, and Raipur Municipal Corporation reserves the right to determine whether the Financial Proposals are complete, unqualified and unconditional and also correct computational errors, if any. In case of discrepancy between words and figures the amount mentioned in words will prevail.

(b) Raipur Municipal Corporation will determine whether the Financial Proposal are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as

final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the Scope of Work within the total quoted price shall be that of the bidder. The Financial Proposal shall be ranked on the basis of the formula :-

$S_f = 100 \times F_m/F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration

(c) Final Ranking of the proposals:-

Proposals will be finally ranked according to their combined Technical score (S_t) and Financial score (S_f), giving 70% weight to the Technical Score and 30% weight to the Financial score.

TOTAL SCORE (S) = $S_f \times T + S_t \times F$

Where S_f is total financial score & S_t is total Technical score .

$T = 0.7$ & $F = 0.3$

The applicant having Highest Total score shall be the Selected PR agency . The agency having second highest shall be kept reserve in case the Highest scoring agency does not involve in the agreement .

* Note : If the agency so selected does not agree for the agreement the EMD of the agency shall be forfeited .

**Commissioner
Raipur Municipal Corporation
Raipur (C.G.)**

Appendix A

Covering Letter

(On the Letterhead of the Applicant)

Date:

To,

The Commissioner

Raipur Municipal Corporation

Gandhi Chowk Near Mahila Police Thana,

Raipur, Chhattisgarh-492001

Subject: - Proposal for the selection of Public Relation Agency to RMC.

Dear Sir,

Being authorized to represent and act on behalf of _____ (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Applicant) for the captioned Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 120 days from the Proposal Due Date.

2. It is hereby agreed confirmed –
 - a. That our firm and the parent companies will not accept the assignment of advising to, and will not involve in debt or equity with or in the rating of; the potential Applicant’s for implementation of any project whatsoever for which the consultancy is/being provided under the assignment.
 - b. That notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal, we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP document provided to us.
 - c. That in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (Name of Applicant)

Duly signed by the Authorized Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

Seal of the Applicant

Appendix B

Details of Applicant

(On the Letterhead of the Applicant)

1. (a) Name of Applicant
- (b) Address of the registered and corporate office(s)
- (c) Date of incorporation and/or commencement of business
- (d) Company Firms Registration no.
- (e) Location of Branches

2. Details of individual(s) who will serve as the point of contract / communication for RMC with the Applicant:
 - i. Name :
 - ii. Designation :
 - iii. Company/Firm :
 - iv. Address :
 - v. Telephone number :
 - vi. E-mail address :
 - vii. Fax number :
 - viii. Mobile number :

Note:

Self-attested copies of following documents shall be enclosed:

- i. PAN CARD
- ii. Certificate of incorporation and commencement of business OR certificate of registration

Signature of the Authorized Signatory

Seal of the Firm/ Company

Appendix C

POWER OF ATTORNEY

(On Stamp paper of relevant value)

Know all men by these presents, We (name and address of the registered office) do hereby constitute, appoint and authorise Mr./Ms. (name and residential address) who is presently employed with us and holding the position ofas our attorney, to do

in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for selection of Public Relation Agency(s) in Raipur. Including signing and submission of all documents and providing information/responses to RMC in all matters in connection with our Proposal for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the ____ Day of _____ 2016

Accepted For _____

_____(Signature)

(Name, Title and Address of the Attorney) (Name and designation of the person(s))

Date:- signing on behalf of the Applicant)

Note:

1. To executed only if the Applicant is a Company or Partnership firm.
2. 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. Copy of such document should be submitted along with the power of Attorney.
3. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and 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 Applicant.

Appendix D

A. Details of Team Leader cum PR Coordinator who would be deployed at Raipur for this Assignment.

(In tabular form only)

Present No Designation in the Applicant's organisation	Graduates	Post Graduates	Certificate courses	Length of Service
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B. Details of the Key personnel's who would provide the Back Office Support for this Assignment.

(In tabular form only)

Present No Designation in the Applicant's organisation	Graduates	Post Graduates	Certificate courses	Length of Service
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1

2

3

4

Signature of the Authorized Signatory

Seal of the firm

Appendix E

Financial Capacity

The information regarding the turnover from consulting services in Last five years should be provided in the format below:

Financial year ended in Turnover in crores of INR

Signature of Authorized Signatory

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

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

Appendix F-1

Format for Financial Proposal (On the Letterhead of the Applicant)

To,
The Commissioner
Raipur Municipal Corporation
Chhotapara.
Raipur, Chhattisgarh-492001
Dear Sir,

Subject: - Selection for Public Relation Agency in Raipur.

We, the undersigned, having gone through this RFP document and Draft Service Agreement and having fully understood the scope of services, as set out in this RFP document, offer to provide the PR services for the above, Our financials Proposal for One year is for the sum of

Indian Rupees(Amount in words and figure). Service tax extra as applicable by govt of India.

2. Our Financial Proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal, i.e.(Date).
3. The Financial Proposal covers remuneration for all the Personnel, accommodation, air fare, equipment, all overheads, out of pocket expenditures, profits, mentioned in the breakup of financial proposals. This Financial Proposal is without any condition.
4. We understand that Income Tax shall be deducted at source by RMC as per applicable laws.
5. We understand that in case of difference in amount quoted in figures and words, the lower value would be considered for evaluation.
6. We undertake that in competing for and, if the award is made to us, in executing the above consultancy services, we will strongly observe the laws against and corruption to force in India namely "Prevention of Corruption Act 1988". We understand that you are not bound to accept any Proposal you receive.
7. This does not include the costs of conducting events (press conferences, events, exhibitions, road shows etc.) and the expenses like transport/stay/food provided to the journalists.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Seal of Firm:

Address:

Appendix G

Draft Service Agreement

THIS AGREEMENT (“Service Agreement”) is made on the ____ this date of _____ 2016 at

Raipur. between “RMC” or the “First Party” which expression shall, unless it be repugnant to the context or meaning thereof, include its administrators, successors and assigns) of One part.

AND

----- firm having its registered office at -----(hereinafter referred to as the “Creative Agency for Communication and Creative Design” or the “Second Party”) which expression shall, unless to be repugnant to the context or meaning thereof, include its administrators, successors and permitted assigns) of the Other Part . The tender documents shall also be the part of this agreement .

RMC and the PR are collectively to as “Parties” and individually as “Part”.

WHEREAS

- A. Raipur Municipal Corporation vide NIT No. _____ dated _____ invited proposals for selection of Public Relation Agencies ()
- B. In response to the request for proposal, several proposals were received and after evaluating the same, the Proposal submitted by the Consultant has been accepted and

Letter of Acceptance No. -----dated -----was issued.

- C. The PR covenants to undertake the Assignment as set forth in the Terms of Reference (As in Appendix I, hereinafter referred to as “the services”) and to perform, fulfil, comply with and observe all and singular provisions, conditions and requirements of this Agreement by deploying dedicated personnel with specified qualification, experience and skill sets.
- D. In consideration thereof, RMC will pay the Consultant fee and will perform,fulfull, comply with and observe all singular provisions, conditions and requirements to the Agreement.
- E. RMC hereby appoints M/s. -----for providing the Communication Support and for Creative Design on the conditions as laid down in the agreement and in the following annexure appended hereto and forming an integral part of this Agreement and the PR accepts the appointment :-

Appendix B Qualifications and competence of the key professional staff

Appendix F1 Fees offered by the PR and accepted by RMC

Appendix I (i) Roles, Responsibilities and Scope of Services of Communication

Support Agency (PR) and

(ii) Minimum Qualifications and Experience of personnel.

(iii) List of Hardwares and softwares to be provided by

Appendix K General Conditions of Contract

NOW THIS AGREEMENT WITNESSES that the parties hereto have caused this contract to be signed in their respective names as on the day and year first above mentioned,

SIGNED, SEALED AND DELIVERED ON T HIS DAY AND YE AR FIRST HEREIN ABOVE MENTIONED

The RMC, Raipur, Chhattisgarh – First Party

By the hands of its authorized signatory

Yours sincerely,

Authorized Signatory of First Party

Name:

Designation:

Address :

chhotapara,

Raipur, Chhattisgarh-492001

In the presence of:

1. _____

2. _____

Name: Name:

Address: Address:

Authorised Signatory of Second Party

Name:

Designation:

Address:

Appendix K

GENERAL CONDITIONS OF CONTRACT

1. RELATIONSHIP BETWEEN THE PARTIES

Nothing contained herein shall be construed as establishing a relation of employer and employee or agent as between RMC and the Agency (PR). The , subject to this Agreement, shall have complete charge of personnel performing the Services. The Consultant shall be fully responsible for the services performed by it or on its behalf hereunder. The Agreement shall commence on the date it is executed by the Parties.

2. RELATIONSHIP BETWEEN THE PARTIES

The duration of the services shall be One years initially which may be extended for further term [Two Years], provided that the services are continued after satisfactory performance.

3. PAYMENT MILESTONES

- (i) Payments to the selected bidder shall be made on **Quarterly basis** upon submission and approval of the creatives on monthly basis and upon submission of monthly editable and freely usable digital achieve of all the material and photographs for that month.
- (ii) Deduction of taxes & 5% SD shall be made at every stage of payment is applicable ;
- (iii) The payment is inclusive of all out pocket expenses incurred by the Agency towards travel, documentation and communication, unless specifically provided for in this document.
- (vi) Upon approval of deliverable by Raipur Municipal Corporation, the Agency shall raise an invoice against Raipur Municipal Corporation.

5. TERMINATION OF THE AGREEMENT

5.1 This Agreement shall be effective on the date hereof and shall continue in full force until completion of the Services or terminated earlier as per the Clause (i), (ii) & (iii) below:

- i. RMC shall have right to review the performance of the and if RMC is not desirous of continuation of the services of the on ground of unsatisfactory performance or breach of any term or condition of the contract it may terminate the agreement by giving notice of 30 days and by providing reasonable opportunity to be heard. If RMC terminates the Agreement as a result of a default of the PR, the PR shall be liable for the extra costs reasonably incurred by RMC in obtaining completion of that part of the Services which remained incomplete, as on the date of termination.

- ii. On non compliance of any of the contract conditions , the RMC can terminate the PR agency , forfeit its EMD & SD also blacklist the PR agency .
- iii. RMC terminates the agreement, not as a result of any default by the PR, then RMC shall compensate the PR for the services performed till the date of termination but no other claim on any ground shall be allowed.
- iv. The communication of termination of this Agreement shall be by means of written notice (“Termination Notice”)

6. RESPONSIBILITIES

The PR shall :

- a. Provide the Services as set out in Appendix I
- b. Exercise the degree of skill, care and diligence normally exercised by members of the profession performing services of a similar nature;
- c. Be bound to comply with any written direction of RMC to vary the scope sequence or timing of the Services; and
- d. Use all reasonable efforts to inform itself of RMC requirements for the deliverables for which purpose the Consultant shall consult RMC throughout the performance of the Services.

7. CONFIDENTIALLY AND PUBLICITY

The Consultant shall treat the details of the output of the assignment and the Services as confidential and for the Consultants own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to RMC or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous consent in writing of RMC.

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8. OTHER CONDITIONS

- 8.1 In the event, any service by any of the experts of the PR Agency’s organization, Agency shall provide such services on mutually agreed terms and conditions.
- 8.2 In the event RMC desires the Agency to perform additional services which are not within the Terms of Reference, the Agency shall agree to perform such additional services on such renegotiated modified and new terms and conditions as may be mutually agreed by the Parties.

- 8.3 RMC shall provide the Agency documents/ information / reports as may be required by the Agency to enable it to provide the Services. RMC undertakes and agrees to furnish to the Agency from time to time such other documents/reports/information in its possession and/or knowledge as it may consider relevant to perform the Services, as and when such information is received by/available with the RMC.
- 8.4 In the event RMC is not satisfied with performance of any of the personnel deployed, RMC shall write to the Agency to substitute such personnel within 30 days with personnel, acceptable to RMC with equal or higher qualification and experience.
- 8.5 In the event RMC does not have the requirement of one or more personnel deployed, RMC shall intimate the same to the PR in writing. The Consultant shall withdraw such personnel within a period of 45 days from the date of receipt of such intimation. The Monthly fee shall be paid as per actual deployment.
- 8.6 RMC shall have the right to instruct the Consultant to deploy additional experts as part of the . The Agency shall deploy such experts, acceptable to RMC, within 30 days of receipt of such instruction of RMC, at mutually agreed terms & conditions and fees.
- 8.7 All intellectual property conceived, originated, devised, developed or created by the Agency, its agents, specifically for the purpose of rendering the Services, shall vest with RMC unless otherwise agreed, between RMC and the Agency. RMC as sole beneficial owner shall be entitled to use such intellectual property for the purpose of the Project.
- 8.8 Unless otherwise agreed, RMC shall have the copyright on all the designs, artwork, reports, documents, maps and any etc., authorised prepared or generated during the course of the services to be provided by the Agency.
- 8.9 No personnel of can be changed/ substituted by the Consultant, except in the case of leaving of a personnel by resignation from the parent organisation. In such case such personnel will be required to be substituted by personnel of equal or higher qualification and experience within 30 days from the date of notice of resignation of such personnel. Monthly fee shall be paid as per actual deployment at a given time.

10. **COMPLIANCE WITH LAWS**

The Agency shall take the due care that all its documents comply with all relevant laws and statutory regulations and ordinances, guidelines in force which includes all laws in force and effect as of the date hereof and which may be promulgated or brought into 30

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force and effect hereinafter in India including judgements, decrees, injunctions, writs of or orders of any court of record, as may be in force and effect during the subsistence of this Agreement applicable to the Agency.

11. **GOVERNING LAW AND JURISDICTION**

This Agreement shall be governed by the laws of India. The Courts at Raipur shall have jurisdiction over all matters arising out of or relation to this Agreement.

12. **DISPUTE RESOLUTION**

12.1 **Amicable Resolution**

Any dispute, difference or controversy of whatever nature between the Parties, howsoever arising under, out of or in relation to this Agreement (the “Dispute”) shall in the first instance be attempted to be resolved amicably through discussions between the Parties.

13. **SEVERABILITY**

In the event that any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect.

14. **MODIFICATION**

Modification of the terms and conditions of the Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties.

15. **NOTICES**

Unless otherwise stated notices to be given under this Agreement including but not limited to a notice of waiver of any term, breach of any term of this Agreement and termination of this Agreement, shall be in writing and shall be given by hand delivery, recognized courier, mail, telex or facsimile transmission and delivered or transmitted to the Parties at their respective addresses mentioned hereinabove,

16. **TRANSFER OR ASSIGNMENT**

No Party may assign its interests in the Agreement without the prior written consent of the other Party. Unless specifically stated to the contrary, in any written consent to an assignment, no assignment shall release or discharge the assignor from any obligation under this Agreement.

**Commissioner
Raipur Municipal Corporation
Raipur (C.G.)**