

RFP No: 137

Date: 19.02.2024



**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**SELECTION OF AGENCY FOR MANAGEMENT OF SOCIAL MEDIA PLATFORMS AND**  
**FURNISHING OF ALLIED SERVICES TO DMF, JAJPUR**

**Issuer:**

**Collector and Managing Trustee,**  
District Mineral Foundation, Jajpur  
Government of Odisha  
Phone: 0674-222227  
Email: [dmfjajpur@gmail.com](mailto:dmfjajpur@gmail.com)

**Address for Communication & Submission of Documents**

**Collector and Managing Trustee,**  
District Mineral Foundation (DMF), Jajpur,  
First Floor, DMF Cell, Collectorate Building,  
Jajpur, Odisha, PIN - 755001  
Email: [dmfjajpur@gmail.com](mailto:dmfjajpur@gmail.com)

## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as 'tender') document provided to the Bidders, by the District Mineral Foundation, Jajpur, hereinafter referred to as DMF or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: **"Selection of an agency for Management of Social Media Platforms & furnishing of Allied Services to DMF, Jajpur"**. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the DMF, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. DMF, Jajpur 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 tender document.

DMF, Jajpur may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

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**DATA SHEET**

Sl. No.	Particulars	Details
1	Name of the Client	Collector & Managing Trustee, DMF, Jajpur
2	Method of Selection	Quality cum Cost Based Selection (QCBS) (Two Cover System)
3	Date of Issue of Request for Proposal (RFP)	21 <sup>st</sup> February 2024
4	Proposal Due Date	29 <sup>th</sup> February 2024 (by 05.00 PM)
5	Date of opening of Technical Proposal	1 <sup>st</sup> March 2024 (at 11.00 AM)
6	Date of opening of Financial Proposal	1 <sup>st</sup> March 2024 (at 11.30 AM)
7	Technical Presentation	1 <sup>st</sup> March 2024 (at 12.00 PM)
8	Letter of Award	To be intimated to the selected Agency
9	Start Date	To be intimated to the selected Agency
10	Bid Processing Fee (Non-Refundable)	<b>Rs.5,000/- (Rupees Five Thousand only)</b> remitted through demand draft drawn in favour of "Collector & Managing Trustee, DMF, Jajpur" payable at Jajpur Town
11	Earnest Money Deposit (EMD) (Refundable)	<b>Rs.30,000/- (Rupees Thirty Thousand only)</b> in shape of TDR/FD/Postal deposit duly pledged in favour of "Collector & Managing Trustee, DMF, Jajpur" from any nationalized scheduled bank/Post office.
13	Contact Details	Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, First Floor, DMF Cell, Collectorate Building, Jajpur - 755001 Email: <a href="mailto:dmfjajpur@gmail.com">dmfjajpur@gmail.com</a>
14	Mode of Submission	Speed Post / Registered Post (India post)

**Note:**

1. The Client reserves the right to change any schedule. Please visit the website [www.jajpur.nic.in](http://www.jajpur.nic.in) regularly for the same.
2. Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed/Registered Post. Proposals that are received after the deadline will not be considered.
3. In case, it is not possible to open the financial proposals on the bid opening day, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

SECTION - 1

RFP No:

Date:

**Letter of Invitation**

**Collector and Managing Trustee,**  
District Mineral Foundation (DMF), Jajpur  
Government of Odisha

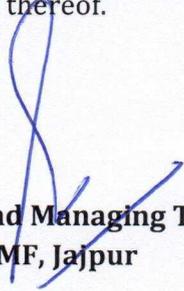
**Address:**

Collector and Managing Trustee,  
District Mineral Foundation (DMF), Jajpur  
First Floor, DMF Cell, Collectorate Building, Jajpur-755001  
Email: [-dmfjajpur@gmail.com](mailto:-dmfjajpur@gmail.com)

**Subject: Selection of an agency for "Management of Social Media Platforms & furnishing of Allied Services to DMF, Jajpur"**

1. Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, Govt. of Odisha (The Client) invites sealed proposal from eligible bidders under the process for "**Selection of an agency for Management of Social Media Platforms & furnishing of Allied Services to DMF, Jajpur**". More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. The proposal completed in all respect as specified in the RFP Document must be accompanied by a non-refundable Bid Processing Fee of Rs. 5,000/- (Rupees Five Thousand only) drawn in favour of "District Mineral Foundation, Jajpur", from any nationalized/scheduled commercial bank and payable at Jajpur, Odisha.
3. The proposal must be delivered at the specified address as per the Data Sheet by Speed post/ Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of the proposal through any other mode will be rejected.
4. The last date and time for submission of the proposal complete in all respects is **Dt.29.02.2024** till 5 PM and the date of opening of the technical proposal is **Dt.01.03.2024** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

5. This RFP includes the following sections:
- a. Letter of Invitation [**Section - 1**]
  - b. Information to the Bidder [**Section - 2**]
  - c. Terms of Reference [**Section - 3**]
  - d. Technical Proposal Submission Forms [**Section - 4**]
  - e. Financial Proposal Submission Forms [**Section - 5**]
  - f. Annexure-I [Bid Submission Checklist and any other relevant project related material needs to be provided]
6. While all information/data given in the RFP are accurate within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.



**Collector and Managing Trustee  
DMF, Jajpur**

## SECTION:2

### 1. Information to the Bidder Pre-Qualification Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce copies of the required supportive documents/information as part of their technical proposal, failing which the proposals will be rejected.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	Bidder/vendor should be an organization registered under: a. Companies Act 2013, b. Societies' Registration Act 1860, c. Indian Trust Act 1882, d. Indian Partnership Act 1932, e. Limited Liability Partnership Act 2008, f. A sole proprietorship or sole trader registered under GST act 2017.	Copy of - Certificate of incorporation/ Registration Certificate/ Partnership Deed/ Certificate registration u/s 12A along with PAN Card, GST Registration Certificate (Form GST REG-06)
2	Operation	The Agency should have been in operation for the past three years as on 31.01.2024 and filed ITRs for the last three FYs (i.e., 2020-21, 2021-22 & 2022-23)	Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods
3	Financial Capacity	The Agency should have an average annual turnover from similar assignments in management of social media or providing allied services should be of Rs. 30 Lakhs (Rupees Thirty Lakhs) for the last three FYs (i.e., 2020-21, 2021-22 & 2022-23)	Financial Details of the bidder (TECH - 3) along with copies of last three FY's Audited Financial Statement duly signed by a Chartered Accountant in practice
4	Consortium	No Consortium/JVs/associations/sub-contracting shall be allowed under this project	Declaration of submitting as independent agency from the Authorized Signatory
5	Blacklisting	The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory on the Letter Head

6	Experience	Must have experience in handling social media/ Public Relation Projects of similar nature any Central/ State Government/ Public Sector Undertakings/ Reputed NGOs/INGOs.	Copies of Relevant Work Orders/Sanction Orders / MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof
7	Manpower	The Firm/ Agency should have 10 numbers of experienced workmen professionals on its payrolls as permanent employees	Proof of Documents
8	Authorized Representative	A Power of Attorney in the name of the person signing the proposal	Original Notarized Copy of the Power of Attorney on Rs. 100 Non-Judicial Stamp Paper.
9	Cost of Tender paper	The Agency should furnish a tender fee of <b>Rs.5,000/- (Rupees Five Thousand Only)</b> , in the form of Demand Draft in favour of District Mineral Foundation, Jajpur payable at Jajpur	Original Instrument
10	Earnest Money Deposit (EMD)	The agency should furnish EMD of <b>Rs.30,000/- (Rupees Thirty Thousand Only)</b> in the shape of TDR/FD/Postal deposit duly pledged in favour of "Collector & Managing Trustee, DMF, Jajpur" from any nationalized scheduled bank/Post office.	Original Instrument

## 2. Documents/Formats needs to be submitted for TECHNICAL PROPOSAL:

The bidder / vendor has to furnish the following documents duly signed in for their Technical Proposal:

- Filled in Bid Submission Check List in Original.
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration/Deed
- Copy of PAN/TAN.
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of Audited financial statements by the CA for the last three financial Years FY 2020-21, 2021-22 & 2022-23.
- General Details of the Bidder (TECH – 2).
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- List of completed project of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.

- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on a Rs.100 non-judicial stamp paper.
- Self-Declaration regarding Conflict of Interest (TECH - 6).
- Duly filled in Technical Proposal Form TECH – 7 to 9.

***Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed.***

### **3. Bid Processing Fee:**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.5,000/- (Rupees Five Thousand Only)** Remitting as shown in the Data Sheet.

### **4. Earnest Money Deposit (EMD):**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.30,000 (Rupees Thirty Thousand Only)** remitting as shown in the Data Sheet.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract without interest thereon. The EMD of the successful bidder will be released without interest after the contract agreement with DMF upon submission of Security deposit in the form of Performance Bank Guarantee (PBG) as 3% of Annual Contract value.

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
  - i. provide any clarifications to the Client
  - ii. agrees to the decisions of the contract negotiation meeting
  - iii. sign the contract within the prescribed time period
  - iv. Any other circumstance which holds the interest of the Client during the overall selection process.

### **5. Validity of the Proposal:**

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

## 6. Pre -Proposal Queries / Pre-Proposal Meeting:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to the **District Mineral Foundation (DMF) Cell, Jajpur, First Floor, Collectorate Building, Jajpur-755001, Email: dmfjajpur@gmail.com** as per the time limit prescribed. Clarifications to the above will be uploaded in the website/ clarified through email to the respective bidders for the purpose of preparation of the proposal. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

## 7. Preparation & Submission of Proposal:

### 7.1 Preparation of Proposal

You are requested to submit your proposal through **Speed Post/Registered Post** (India post) as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith (refer Section: 2, 3 & 4 for Part-1 and refer Section:5 for Part-2) in 2 separate covers. The two parts shall be:

**Part 1: Fee/ Pre-Qualification/ Technical Proposal and  
Part 2: Financial Proposal.**

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay /any consequence in receiving of the proposal.

### 7.2 The procedure for submission of the proposal is described below:

#### i) **Technical Proposal:**

The envelope containing Hard Copy of Technical Proposal (Section: 2, 3, & 4) which is uploaded in electronic form in the web portal along with proof of Remittance of Bid Processing Fee and EMD shall be sealed and superscripted as "**Technical Proposal - <Proposed Project Name>**" and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal. **The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.**

#### ii) **Financial Proposal:**

- The Bidder shall quote his rates on prescribed format already provided in the RFP. Further the bidder shall have to submit the filled in formats attached in **Section 5** in PDF format in second packet of **Cover-2**.
- The rate offered to remain fixed for the whole contract period or for the extended agreed period.
- The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST.
- Bidder shall express the price of their services in the Local currency (Indian Rupees).

iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

***Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have***

***to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.***

#### **8. Opening of the proposal:**

- (i) Opening of Proposals will be done as per the schedule date and time.
- (ii) The **TECHNICAL PROPOSAL** received as mentioned in point no. **7.2 (i)** on within the time mentioned in the data sheet will be opened in the initial stage by the Client in presence of the bidder's authorized representatives at the location, date and time specified in the Data Sheet.
- (iii) The Client will constitute a Tender Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- (iv) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- (v) The **FINANCIAL PROPOSAL 7.2. (ii)** only of the technically qualified bidders will be opened on the date mentioned in the data sheet after completion of technical evaluation stage.

#### **9. Evaluation of Proposal:**

A three-stage evaluation process will be conducted as explained below for evaluation of the proposals:

**TECHNICAL EVALUATION (1<sup>st</sup> Stage):** Technical evaluation of the proposals will be done to determine whether the proposal complies to the prescribed eligibility condition and whether the requisite documents/information have been properly furnished by the bidder or not. Submission of the following documents/information will be verified:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH - 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)
- Copies of Financial Statements for the last three financial years (FY 2020-21, 2021-22 & 2022-23)
- General Details of the Bidder (TECH - 2)
- Financial Details of the bidder (TECH - 3) along with all the supportive documents as applicable duly signed and certified as per the instruction
- Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder
- List of completed assignments of similar nature (Past Experience Details, TECH - 5) along with copies of contracts/work orders/completion certificate from previous Clients

- Self-Declaration on Conflict of Interest (TECH - 6)
- Duly filled in Technical Proposal Forms (TECH - 7 to 11)
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder

**\* Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the Client's authority.**

All bids will primarily be evaluated on the basis of Prequalification Criteria- Cum- Technical Bid. The Committee will carry out a detailed evaluation of the Proposals. Only those bidders who qualify all Prequalification & Technical criteria, are eligible for Financial Bid

**FINANCIAL EVALUATION (2<sup>nd</sup> Stage):** The financial proposals of the bidders qualifying the Technical Evaluation only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Copies of work orders/agreement/ completion certificates must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters.

**10. Evaluation Process:**

**Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:**

Sl. No.	Evaluation Criteria	Supporting Form	Max. Score
1	<p>Prior experience of implementing and managing projects in Central/ State Government/ Public Sector Undertaking/ Reputed NGOs/INGOs handling social media/ Public Relation Projects of similar nature:</p> <ul style="list-style-type: none"> <li>• More than 5 years: 10 Marks</li> <li>• 3 to 5 Years: 5 Marks</li> <li>• Less than 3 Years: 0 Marks</li> </ul>		10
2	<p>Within last 5 years from the date of Bid submission, Firms/ Agency must have successfully completed/ in progress 5 separate projects in Central/ State Government/ Public Sector Undertaking/ Reputed NGOs/INGOs handling social media/ Public Relation Projects of similar nature: 5 Marks</p> <ul style="list-style-type: none"> <li>• Each additional projects: 1 mark (Maximum up to 5 Marks)</li> </ul>		10

3	The Firm/ Agency must have 10 experienced workman professionals on its payrolls as permanent employees: 5 Marks  • Each additional professionals: 1 mark (Maximum up to 5 Marks)		10
4	The Firm/ Agency should have audited annual average turnover of Rs. 30 Lakhs (Thirty Lakhs) in the last three financial years (i.e. 2020-21, 2021-22 and 2022-23): 5 Marks  • Each additional Rs.5 Lakhs average turnover: 1 Mark (Maximum up to 5 Marks)		10
5	Approach, Methodology and Work Plan (Submission & Presentation)		20
6	Financial Bid		40
<b>Total Marks</b>			<b>100</b>

**\* Only bidders who secure above 60% marks in the technical evaluation will be considered for further evaluation.**

### **Evaluation of Financial Proposal**

Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain a minimum 60% marks in Technical Evaluation) shall be opened.

The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 70 (T): 30 (F).

Financial score (F)	$(\text{Lowest price quote} / \text{Price quote of the bidder}) * 100$
Cumulative score (C)	$\{60 * (T) + 40 * (F)\} / 100$

**The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.**

**Quality cum Cost-Based Selection (QCBS)** method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders' representatives. The bidder, according to the evaluation criteria shall be adjudged as the L1 bidder and shall be called for further process leading to the award of the contract. Only fixed price financial bids indicating total price for all the deliverables and services specified in this RFP document will be considered. In case of a Tie of the bid price for L1, both the bidders shall be called for further negotiation, then whose ever price becomes L1 will be awarded the contract.

The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. The Tender Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.

**11. Performance Bank Guarantee: (PBG) of contract value:**

Within 15 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish Security deposit in the form of a Performance Bank Guarantee amounting to **3% of Annual Contract value** from a nationalized/scheduled commercial bank in favor of “**District Mineral Foundation, Jajpur**”, as per the format at Annexure- II, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a period of 3 months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**12. Contract Negotiation:**

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed, if any and availability of proposed professionals etc.

**13. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for 1 years from the date of effectiveness of the contract. Based on successful completion of 1<sup>st</sup> year the tenure of the contract may be extended with same terms and conditions of the proposal. *Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.*

**14. Conflict of Interest:**

Conflict of interest exists in the event of:

- Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
- Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

**15. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**16. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**17. Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

**18. Cost of bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

**19. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of District Session Court, Jajpur only.

**20. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder

liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

**21. Confidentiality:**

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

**22. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website <https://jajpur.nic.in>. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

**23. Client's right to accept any proposal, and to reject any or all proposal/s**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/selection/evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

**24. Copyright, Patents and Other Proprietary Rights:**

**Collector & Managing Trustee, DMF, Jajpur-755001**, Odisha, shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

**25. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which

prevents or delays the execution of the order by the agency If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

#### **26. Settlement of Disputes:**

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Jajpur, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. District Collector cum Chairperson and Managing Trustee, District Mineral Foundation, Jajpur Government of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

#### **27. Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
- Proposal is received in incomplete form; Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents/information A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer and if the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices & any other condition/situation which holds the paramount interest of the Client during the overall section process.

## SECTION: 3

### **TERMS OF REFERENCE (ToR)**

District Mineral Foundation (DMF) registered under Trust Act, is an Independent Trust constituted under the active supervision of Planning & Convergence Department, Govt. of Odisha. The main objective of DMF, Jajpur is the overall development and welfare of the mining affected areas / people of the district which includes strengthening the existing Government flagship programmes and to bridge the gaps. Numerous developmental projects have been under different sectors like Drinking Water, Health Care, Environment, Social Security, Physical Infrastructure, Education, Livelihood, Sanitation, Irrigation, Welfare of Women & Children, etc. are allocated and taken up through the Government Implementing Agencies. The purpose is to extend the benefits for the overall development of the people of mining affected areas as well as of the district.

For overviewing the impact of such projects, IEC plays a major role for reaching to mind of the beneficiaries and communicating the benefits of different schemes. With the emerging of social media and acceptance of the social media in rural areas, this platform will be effective for smooth communication of the outline of DMF as well as of District Administration, Jajpur.

For this purpose, DMF, Jajpur intends to engage an agency for “**Management of Social Media Platforms and furnishing of Allied Services to DMF, Jajpur**” in order to explore the opportunity in social media platform for disseminating the information on different activities for wide publication to the denizen and others.

#### **Objectives:**

- i. To create brand imagery for DMF, Jajpur on popular social media platforms.
- ii. To widen DMF, Jajpur reach among different communities on social media and online platforms.
- iii. To disseminate information on different projects taken up by DMF, Jajpur for the beneficiaries of mining affected areas as well as of the entire district using the different templates, Newsfeed, Success Story, Videos, Flash Message etc.
- iv. To create engagement between DMF, Jajpur and people via positive conversations.
- v. To communicate with citizens via online platforms about new policies, initiatives, Govt. / District prospective on different projects and opportunities for the people particularly for the mining affected beneficiaries & also for the other non-affected areas of the district.
- vi. To raise awareness about the latest and important events/ Govt. functions.
- vii. To create a simple and user-friendly system for exchanging ideas and feedback online to reach to the administration.
- viii. To allay apprehensions, misconceptions if any, prevailing amongst general public/ beneficiaries by addressing their grievances.

#### **Duration of Appointment:**

The term/duration of engagement shall be initially for a period of 01 year, which may further extendable by another one year on depending on the performance of the selected agency and approval of the competent Authority. Decision of authority of DMF in this regard is final & binding on the Agency.

**Terms of Reference:**

Given below are the lists of proposed Social Media Activities that the DMF, Jajpur desires the Agency to execute. However, DMF is not obliged to employ all activities mentioned below and the DMF has the discretion to change the scope of activities without having any commercial implication. The scope of work includes but is not limited to the following:

**a) Strategy Formulation**

The Agency will formulate a result oriented comprehensive social media promotion strategy.

**b) Creation and Management of Social Media Platforms**

- i. The agency shall create and subsequently maintain the official WhatsApp, Face book Page, X (Twitter) Profile, You Tube Channel and Instagram including any other social media platform of DMF, Jajpur during the course of contract and hence set up a complete social media networking management system and manage the same by deploying requisite number of persons (min 1 person) with requisite qualifications and skill sets.
- ii. The Agency would develop and upload on various social media platforms, creative content or adapt the already available creative content of different schemes, success stories and guidelines. The content includes but not limited to banners, videos, info graphics, graphics etc.
- iii. The activities listed under this sub-section will have to be executed at periodic intervals, the frequency of which will be decided by the DMF, Jajpur.
- iv. Social Media Account will be verified /authenticated by the agency as per the norms of respective platforms.

**c) Dissemination of messages through Social Media Platforms**

- i. The Agency would be responsible for enhancing reach of messages such as Scheme Benefits, Innovations, Initiatives and 5T and other activities on various social media platforms through non-paid media so that the content would reach to the last mile on internet domain in real time basis particularly to the rural masses.
- ii. The content will be initially drafted in two languages (English & Odia) and extended to other Indian languages as per need.
- iii. Regularly upload posts on chosen social media platforms.
- iv. Regularly post original blog/articles related to work, milestones, and achievements (Success Story) etc. of schemes and institution as a whole.
- v. While creating content, platform limitations should be given due care (e.g. 140-character limitation on X/Twitter, image guidelines on Face book/Instagram etc.)
- vi. Compilation and coordination of news, events and community involvement postings within social media.
- vii. Select and upload images that increase curiosity and engagement amongst people/beneficiaries.

- viii. Design creative piece in accordance with campaigns and adapt them to platforms.
- ix. Curate topics on relevant (#) Hash tags on digital platform.
- x. All activities listed under this sub-section are continuous activities and will be executed at the intimation of DMG, Jajpur from time-to-time.

**d) Conversation Management**

- i. Setup monitoring services as per the requirement.
- ii. Monitoring to be done using proper tracking mechanism to track conversations relating to DMF Schemes.
- iii. To tap existing or initiate newer conversations on regular basis such as call to the beneficiaries on random basis to the feedback of the beneficiaries.
- iv. Redress the grievances received on social media with help of concerned departments of District. Revert to the user/ complainer on the resolve of the issue/ grievance.
- v. Run (#) Hashtag based discussions frequently with Twitter/Face book users, frequently.

**e) Response Management**

- i. The agency shall provide accurate, complete, polite, and prompt feedback mechanism to users via social media platforms. The agency shall gather inputs from users and respond back to their requests, queries, suggestions etc. and also pass on to authorized officials of DMF on regular basis.
- ii. User interaction would initially be done in Odiya and English only to be extended to other languages subsequently on need-based basis.
- iii. The agency would also moderate the sites to avoid spam, advertisements and inappropriate content.
- iv. The agency is also expected to track social media networks for relevant and related key words, and respond to them in a big way to initiate positive conversations on social media sites.

**f) Monitoring and Reporting**

- i. Tracking conversations, links and blogs about DMF and issues / topics relating thereto.
- ii. Tracking sentiments - Positive, Neutral or Negative.
- iii. Useeffectivethird-partytrackingtoolstotracktheprogressofeachnetwork.
- iv. Reporting any discrepancy in sentiments.
- v. Channelizing and drafting a plan to work out and neutralize negative sentiment.
- vi. Submit 'Effectiveness Analysis Reports' to DMF on a weekly or monthly basis, as required.
- vii. The agency would employ requisite analytical and software tools, as required.

**g) Documentation & IEC Development**

- i. Services of the Agency will also be used for creation and development of documentation like audio visuals, script development and designing of success stories and best practices, etc.

- ii. To address the same agency may have to make videos of 2 minutes / 5 minutes /10 minutes audio visuals of the DMF projects.
  - iii. The agency must have their own equipment and resources. The agency has to provide the soft copy of the above stated photos / video clips to DMF as well as to be kept in the archive for record.
  - iv. Agency has to quote the prices taking all the above services into account which must include all ancillary and out of pocket expenses.
- h)** The agency shall ensure that the content and activities on social media platforms do not restrict accessibility of the platform on various mobile devices and different browsers.
- i)** The agency must mark all electronic content (text, photo, video or otherwise) as copy right, wherever applicable; and monitor and report unauthorized use.
- j) Archival Set Up**  
Agency would be responsible for storage of content and data by means of online /offline archival support. The archived content should be available to be made available to DMF, Jajpur.

Other anticipated activities but not limited to:

- i. Manage and act on all related opportunities.
- ii. Distribute press releases, media announcements to online media.
- iii. Conduct personal follow up on outreach via-email.
- iv. Utilize social media tools to support day today image building efforts.
- v. Means and methods of Social Media Audit.

**k) Responsibilities**

<b>Daily Responsibilities</b>	<b>Weekly Responsibilities</b>	<b>Monthly Responsibilities</b>
<ul style="list-style-type: none"> <li>• Maintaining the goodwill of the institution.</li> <li>• Respond to any/all engagements from follower base</li> <li>• Sharing our quality content socially</li> <li>• Regular posting on social media accounts:</li> <li>• Use local/native video/ scheme videos</li> <li>• Experiment posting</li> <li>• Mix up posts Types</li> <li>• Test post Length</li> <li>• Include @Tags of other pages</li> <li>• Repost popular post.</li> <li>• Pre-self-target audience</li> <li>• Drive traffic from other sources</li> <li>• Embed posts&amp; on your blog</li> </ul> <p>Monitor for Keywords: Follow Back &amp; Connect with one new person/ beneficiaries.</p>	<ul style="list-style-type: none"> <li>• 6-12 Engaging Twitter posts per week</li> <li>• 5-8 Face book Actions</li> <li>• Share at least five relevant articles</li> <li>• Run non- paid campaigns for required post</li> <li>• Creation, development and uploading of Audio Visuals in Social Media Platforms as per direction</li> <li>• Check out stats</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 YouTube videos per month</li> <li>• Analytics Reports Design &amp; change banners on social media accounts</li> <li>• Increase followers &amp; subscribers on social media accounts</li> <li>• Create channels like: YouTube</li> <li>• Goal-Setting &amp; Come up with new experiments Create more channels and expand our video in other channels</li> <li>• Design Newsletter / Boucher / Leaflets &amp; share with targeted audience</li> <li>• Creation, development and uploading of Audio Visuals in Social Media Platforms as per direction</li> <li>• Monthly Analytics Reports</li> </ul>

**SECTION - 4**  
**Technical Proposal Submission Forms**  
**TECH -1**  
**COVERING LETTER**  
**(ON BIDDER'S LETTER HEAD)**

*[Location, Date]*

**To**

**Collector & Managing Trustee,  
DMF, Jajpur – 755001**

**Subject: Selection of an agency for Management of Social Media Platforms & furnishing of Allied Services to DMF, Jajpur**

**Dear Sir,**

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**TECH -2**

**Bidder's Organization (General Details)**

<b>Sl. No.</b>	<b>Description</b>	<b>Full Details</b>
<b>1</b>	<b>Name of the Bidder / Vendor</b>	
<b>2</b>	<b>Address for communication:</b> Tel: Fax: Email Id:	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id:	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>5</b>	<b>Local office in Odisha</b> <b>If yes, please furnish contact details</b>	Yes / No
<b>6</b>	<b>Bid Processing Fee Details</b> Amount: DD / No.: Date: Name of the Bank:	
<b>7</b>	<b>EMD Details</b> Amount: TDR/FD/Postal Deposit No.: Date: Name of the Bank:	
<b>8</b>	PAN Number	
<b>9</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>10</b>	ISO/ISI number	
<b>11</b>	Willing to carry out project as per the scope of work of the RFP	<b>YES</b>
<b>12</b>	Willing to accept all the terms and conditions as specified in the RFP	<b>YES</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH - 3**

**Bidder Organization (Financial Details)**

<b>Financial Information in INR</b>				
Details	FY_____	FY_____	FY_____	Average
<b>Turnover (in Rs.)</b>				
<p><b><i>Supporting Documents:</i></b></p> <p>Audited certified financial statements for the last &lt;Nos&gt; FYs (<b>to be decided accordingly</b>) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><b><i>Filled in information in this format must have to be jointly sealed and certified by a Chartered Accountant (CA) in practice and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b></p>				

\_\_\_\_\_

***Signature and Seal of the Company Auditor with Date in original***

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

***[NB: No Scanned Signature will be entertained]***

**TECH - 4**

**FORMAT FOR POWER OF ATTORNEY**

**(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)**

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of  
(Name of the Organisation) in witness whereof certify that **<Name of person>** is  
authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation  
of the person>** of the company acting for and on behalf of the company under the  
authority conferred by the **<Notification/ Authority order no.>** Dated **<date of  
reference>** has signed this Power of attorney at **<place>** on this day of  
**<day><month>, <year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the  
attorney given below are hereby certified.

**Name of the Authorized Representative:**

\_\_\_\_\_

**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

**TECH - 5**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (List of <Nos> completed/ongoing project only of similar nature\*\* during last 5 years)**

<b>Assignment Name:</b>	
<b>Area of operation:</b>	
<b>Name of Client:</b>	
<b>Address of Client:</b>	
<b>Project Start Date:</b>	
<b>Project Completion Date:</b>	
<b>Professionals provided by your firm/entity:</b>	
<b>Narrative Description of Project (in 100 words):</b>	
<b>Description of Actual Services Provided by Your Staff (in 100 words):</b>	
<b>Nature of supporting document provided</b>	

**Authorized Signatory [In full and initials]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

**TECH - 6**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION  
THEREOF**

***Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.***

If no, please certify,

**IN BIDDER' S LETTER HEAD**

I, hereby declare that our firm / company as an Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

**Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_**

**Communication Address of the Bidder: \_\_\_\_\_**

## TECH -7

### **DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]*

#### **A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

#### **B. Description of Approach and Methodology:**

- Review existing and proposed framework information matrix
- Highlight any challenges anticipated in delivering the expected outputs
- Approaches to overcome the challenges and meet the requirements of the assignment.
- Review Stakeholders Engagement/involvement
- Establishing system for Implementation Effectiveness
- Monitoring & Evaluation mechanism of programs and interventions for better outcomes
- Check Validity and Reliability of results/outcome
- Dissemination of results to Policy Makers and other audiences Any other issues mentioned in the ToR

#### **C. Methodology to be adopted:**

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach.

#### **D. Staffing and Study Management Plan:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub- activities.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

***NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-10.***

**TECH - 8**

**Format of Curriculum Vitae (CV) for existing Key Professionals of the agency**

**1. Proposed Position:**

*[For each position of key professional separate form Tech B-6 will be prepared]*

**2. Name of Firm:**

**3. Name of Staff:**

**4. Date of Birth:**

**5. Years with Firm:**

**6. Nationality:**

**7. Education:**

*[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*

**8. Membership in Professional Associations:**

**9. Other Trainings:**

**10. Countries of Work Experience:**

**11. Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**12. Employment Record:**

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last five years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

<b>From [Year]</b>	<b>To [Year]</b>
<b>Employer Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned</b>	

**13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

*[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the task listed under point 12.]*

<b><i>Name of the Project</i></b>	
<b><i>Year</i></b>	
<b><i>Location</i></b>	
<b><i>Name of the Client</i></b>	
<b><i>Project Feature</i></b>	
<b><i>Position Held</i></b>	
<b><i>Activities Performed</i></b>	

**I. Certification:**

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.*

**II. Date:**

***Signature of Key Professional with Date*** \_\_\_\_\_

***Authorized Signatory [In full and initials]:*** \_\_\_\_\_

***Name and Designation with Date and Seal:*** \_\_\_\_\_

***NB: CV writeup restricted to 2 pages only with quality information relevant to the key professional requirements. The CVs needs to be jointly signed by the proposed/existing professionals and the authorized representative of the Bidder.***

**TECH - 9**

**PERFORMANCE BANK GUARANTEE FORMAT**

**To,**

**The Collector & Managing Trustee  
District Mineral Foundation  
Trust, Jajpur, Odisha, PIN- 755002**

WHEREAS ..... (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP no..... dated ..... to undertake the service (description of services) (herein after called "the contract"). AND WHEREAS it has been stipulated by ..... (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a nationalized/scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the ..... day of ....., Our branch at ..... (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our ..... branch a written claim or demand and received by us at our ..... branch on or before Dt ..... otherwise, bank shall be discharged of all liabilities under this guarantee thereafter.

**(Signature of the authorized officer of the Bank) .....**  
**Name and designation of the officer .....**  
Seal, name & address of the Bank & Branch

**Section 5: Financial Forms**

**FIN 1: Covering Letter (Financial Bid)**

*(On Bidder's Letter Head)*

[Location, Date]

**To,  
The Collector & Managing Trustee  
District Mineral Foundation, Jajpur, Odisha,  
PIN- 755001**

**Dear Sir,**

We, the undersigned, offer to provide services for the assignment '**Selection of an agency for Management of Social Media Platforms & furnishing of Allied Services to DMF, Jajpur**' in accordance with your Request for Proposal (RFP) dated \_\_\_\_\_ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of services for [Insert title of project] in accordance with your Request for Proposal No..... Dated..... Our attached Financial Proposal is for the sum of Rs..... [Insert amount(s) in words and figures\*].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <Nos.> days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_  
**Name of the Agency with full Address:** \_\_\_\_\_

\*Amount must match with the one indicated in Fin-2.

**FIN 2: Summary of Financial Proposal**  
(on Bidders Letterhead)

**(To be sealed, signed and stamped in separate envelope)**

**Name of the Bidder:** \_\_\_\_\_

Sl. No.	Description of Item	Price Quoted Per Month Including All Charges (Excluding GST)	
		Rupees in Figure	Rupees In Words
A	<b>Management of social media:</b> Undertaking of entire scope of work as per the Term of Reference (Section-3) of RFP except point no. G (ii) (Price Quoted including all Charges and excluding of GST)		
B	<b>Documentation &amp; IEC Development:</b> Making of Audio Visuals	Price Quoted Per Unit of Video Including All Charges (Excluding GST)	
		Rupees in Figure	Rupees In Words
B1	<b>For 02 Minutes Video</b>		
B2	<b>Above 02 &amp; below 5 Minutes Video</b>		
B3	<b>Above 5 &amp; below 10 Minutes Video</b>		
B4	<b>Above 10 minutes Video</b>		

**Note:**

The quoted rate shall be inclusive of salary, wages, TA/DA, logistic, etc. to personnel deployed for the assignment by the agency / bidder and training to be impacted by the bidder/ agency to DMF Cell. We fully accept the proposed cost with reference to the RFP. The proposed cost per month shall be binding upon us subject to the modification resulting from contract negotiations, if any, up to expiry of the validity period of the Proposal. GST shall be paid extra as applicable from time to time.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**ANNEXURE-I**  
**BID SUBMISSION CHECKLIST**

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
1	Filled in Bid Submission Check List <b>(ANNEXURE I)</b>		
2	Covering Letter <b>(TECH -1)</b>		
3	Bid Processing Fee of Rs..... /- in form of DD		
4	EMD of Rs..... /- in shape of Demand Draft/Pay Order		
5	Copy of Certificate of Incorporation /Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last <b>3 FYs (2020-21,21-22 &amp; 22-23)</b>		
9	General Details of the Bidder <b>(TECH - 2)</b>		
10	Financial details of the bidder <b>(TECH - 3)</b> along with all the supportive documents such as audited copies of Profit - Loss Statement and Balance Sheet for the last <b>3 FYs (2020-21,21-22 &amp; 22-23)</b>		
11	Power of Attorney <b>(TECH - 4)</b> in favor of the person signing the bid on behalf of the bidder.		
12	List of completed/ongoing assignments of similar nature (Past Experience Details) <b>(TECH- 5)</b> along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest <b>(TECH - 6)</b>		
14	Description of Approach, Methodology & Work Plan <b>(TECH - 7)</b>		
15	CV of Key Professionals <b>(TECH - 8)</b>		
16	Performance Bank Guarantee Format <b>(TECH - 9)</b>		
<b>FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)</b>			
17	Covering Letter <b>(FIN-1)</b>		
18	Summary of Financial Proposal <b>(FIN-2)</b>		

**Undertaking:**

- *All the information has been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**\*\*End of Document\*\***