

Request for Proposal (RFP)
for
Selection of an Agency for Managing the Social Media Platforms of
PRANAM Commission.

RFP No. PNM. 2/2020/272 dated 01/08/2022



Office of the Chief Commissioner
PRANAM Commission

G.A.D Building (2nd Floor), Panbazar, Guwahati-781001

Website: pranam.assam.gov.in

Email: pranamcommission@gmail.com

Schedule of RFP Process

PRANAM Commission invites proposals for “**Request for Proposal (RFP) Selection of firms/ agencies for Managing Social Media Platforms of PRANAM Commission.**”

Sealed quotations are hereby invited affixing non-refundable court fee stamp of Rs.8.25/- (Rupees Eight & Twenty-Five Paise) only from reputed firms / agencies **for Managing Social Media Platforms of PRANAM Commission** and are advised to download from the website & study the RFP document carefully and must satisfy all eligibility conditions stated in Clause 5 of this document in this regard from website. The hardcopy of the Tender is to be collected from the O/o the PRANAM Commission, Assam.

Table 1
Important Dates and Information

1	Office of issue	Office of the Chief Commissioner, PRANAM Commission, G.A.D Building, Panbazar, Guwahati-1.
2	Date of publishing	02/08/2022
3	Last date and time of receiving queries to be sent to email to the official email id: pranamcommission@gmail.com or physical copy to the office of PRANAM Commission, Assam Format for sending queries attached in Annexure-VIII	10/08/2022 03:00 PM
4	Last date and time for submission of bids	22/08/2022 11:00 AM
5	Date and time for technical bid opening	22/08/2022 02:00 PM
6	Power Point Presentation & Evaluation of technical bid.	23/08/2022 11:00 AM
7	Date and time for financial bid opening	24/08/2022 12:00 PM

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1. INTRODUCTION

- 1.1. PRANAM Commission has decided to enhance its Social Media presence and expand its digital reach in promoting the PRANAM ACT, 2017 in a holistic manner.
- 1.2. Accordingly, PRANAM Commission, invites application from reputed and experienced Multimedia Content Development / Social media management agencies (hereinafter referred to as “Agency”) to appoint for a period of one (1) year (hereinafter referred to as “contract duration”) which is extendable up to two (2) years depending on satisfactory performance to be assured by a Committee formed by PRANAM Commission.
- 1.3. The engagement will be aimed towards promoting awareness about the PRANAM ACT in social media.

2. SCOPE OF WORK

The activities to be undertaken would include the following (but not limited to):

- 2.1. The purpose of the Tender is to invite interested organizations with proven credentials to bid as content providers - text, image, video, animation, creatives, etc. for PRANAM Commission’s Social Media presence, which includes Facebook, Twitter, YouTube, Instagram and any other social media platform relevant to engaging in a positive manner with the citizens.
 - Make the platform multilingual (Assamese, Bengali, English) --- as the content will have the potential of much more engagement and interaction by the users of this page. Stories are to be done in multilingual format so that quite a satisfactory engagement as compared to the other stories can be achieved.
 - Change the cover periodically – The cover image needs to be visually attractive as well as relevant to give either a holistic image of PRANAM Commission’s activities or can pertain to any specific incident/ cause/ awareness, etc.
 - Issue Advisories: Text, artwork, creatives and short videos on public awareness, across the entire spectrum of PRANAM Commission are to be uploaded periodically.
 - Issue Updates: Can be given in a colorful banner. This will help them to be visually more attractive and catch the attention of readers. Creative templates on updates are to be provided as and when required. Necessary creatives should be done after getting the relevant inputs.
 - Present success stories: This could be a combination of text, photographs, creatives and short videos (social platform-friendly).
 - Showcase special achievements of PRANAM Commission.
 - Create interfaces, including for feedback on different Social Media Platforms, for public interface as well as run them.
- 2.2. The Agency shall be responsible to develop content including text, picture, infographic, blogs, articles, audio-visuals, ensure live streaming of events on social media channels, translations, etc. as and when required, with impeccable spelling and grammar.

3. DELIVERABLES

At the beginning of the month, based on the scope of work, the selected agency in consultation with PRANAM Commission shall prepare a list of deliverables to be completed during the month. The agency will be required to work on those deliverables. In case of any change/delay, the agency will inform PRANAM Commission and submit alternate strategy / deadline for completion.

Monthly report shall be submitted in both hard and soft copy after incorporating changes, if any, suggested by PRANAM Commission. The report shall include detailed data and analysis for all activities and way forward.

The agency has to submit all the credentials, user name, password, user rights, etc. of social media pages to PRANAM Commission in all respect before claiming payment.

4. PAYMENT TERMS

- 4.1. Monthly bills shall be submitted in duplicate to the Registrar, PRANAM COMMISSION for necessary payment by the office.
- 4.2. No advance shall be made to the Agency on any account.
- 4.3. Monthly payment of bills is subject to receipt of funds from the Govt. of Assam.

5. MINIMUM ELIGIBILITY CRITERIA

To be eligible for pre-qualification and short-listing for evaluation of Technical and Financial Bid, the agency shall fulfil the following eligibility conditions.

- 5.1. The agency should be a registered firm. The company/agency must be registered with appropriate regulatory authorities for all applicable statutory duties/taxes. The agency must submit valid documentary proof of: Trade License / Certificate of Incorporation, Address at Guwahati, 15-digit valid GSTIN number, Tax registration number, Income Tax registration/PAN number.
- 5.2. The agency shall commit that the key personnel to be employed for the project have sufficient experience in similar type of work and that once assigned to the project will not be moved out of it, except for reasons beyond the control of the agency. Self-certification must be produced.
- 5.3. The agency should have expertise in the Social Media or related fields for implementing the project. Provide relevant proof.
- 5.4. Agency should have strong expertise in social media using different platforms like Facebook, Twitter, YouTube, Instagram and others. Provide e-portfolio.
- 5.5. The agency shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency. Declaration to be submitted in this regard by the authorized signatory of the agency as per Annexure-IV.
- 5.6. The duration of initial contract would be for one year extendable up to two years depending on satisfactory performance. The agency must be equipped enough to sustain their service for the period without any break or impediments.
- 5.7. Agency should have sufficient arrangement for content writing on any issues in the mentioned three languages, i.e., Assamese, English and Bengali. Declaration to be submitted in this regard by the authorized signatory of the agency as per Annexure-X.

6. **BID EVALUATION CRITERIA (QCBS)**

The technical bids will be evaluated by a Technical Evaluation Committee (TEC) constituted by PRANAM Commission.

- 6.1. In respect of selection of bid, Quality and Cost Based Selection (QCBS) method will be followed.
- 6.2. To ensure bidder's eligibility and technical capabilities as per the tender terms and condition. The Technical Evaluation Committee may call for additional information from the bidders and/or visit the bidder's premises. In such a case the bidder concerned has to supply the information within the stipulated time given by the Technical Evaluation Committee, failing which the bid can be rejected. No representation of any kind would be entertained from the bidder in this regard.
- 6.3. Technical evaluation will be done on the basis of different aspects as per ANNEXURE-IX. The bidder securing minimum 70% marks in the technical evaluation will be considered as technically qualified and the financial bid of only these agencies will be opened. Financial evaluation will carry 30% marks. The total score of technical and financial evaluation will determine the outcome of the job.
- 6.4. PRANAM Commission reserves the right to accept or reject any or whole of the Tender without assigning any reason thereof and does not bind himself/herself to accept the lowest or any other rates.

7. **BID PROCESSING FEE**

The non-refundable tender fees of **Rs.500.00 (Rupees Five Hundred only)** should be submitted in the form of DD in favour of **Registrar, PRANAM Commission, Assam** payable at Guwahati at the time of collection of tender papers from the office of the Chief Commissioner, PRANAM Commission, Assam, GAD Building, Panbazar, Guwahati-781001. Assam.

8. **EMD (EARNEST MONEY DEPOSIT)**

A refundable EMD/ Bid Security of ₹5000 (rupees five thousand) only in the form of Demand Draft in favour of "**Registrar, PRANAM Commission.**", payable at **Guwahati**, validity of 225 days from the date of submission is to be attached along with the Technical Bid.

Proposal without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying in PRANAM Commission is allowed. Unsuccessful Agencies' EMD will be discharged/returned within 30 days from the date of execution of the agreement between PRANAM Commission and the preferred Agency. No interest will be paid on EMD. The EMD of the successful Agency shall be returned immediately upon execution of the agreement with PRANAM Commission. The EMD shall be forfeited in the following cases:

- a) If an Agency withdraws its bid during the period of validity of the Bid.
- b) In case of a successful Agency, if the Agency fails within the specified time limit to sign the agreement.
- c) In case of a successful Agency, if the Agency fails within the specified time limit to furnish the required performance security.

9. **FORCE MAJEURE**

For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of the PRANAM Commission. The term "Force Majeure" as implied herein shall mean an act of God, War, Civil riots, fire, floods directly affecting the performance of the contract, and

Acts and Regulations of the Government. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy-two hours of the alleged beginning and ending thereof intimate the other party giving full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by force majeure conditions lasting for more than 2 (two) months, the Organization shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required.

10. TERMINATION OF CONTRACT

- 10.1** PRANAM Commission reserves the right to terminate the agreement in case of deficiency in services or poor performance of the agency for any subsequent month/ quarter/ year. For this, the PRANAM Commission shall intimate the agency in the quarterly review meeting of the corresponding year. In this respect, the view of PRANAM Commission about the performance is final and binding.
- 10.2** PRANAM Commission reserves the right to drop or remove any or all scope of work deemed not suitable with or in line with the objectives for this Commission which may necessitate termination of contract. However, in such a scenario PRANAM Commission shall provide a maximum time period of 3 months to the agency to terminate the contract and complete all the requisite formalities and responsibilities assigned.

11. VALIDITY OF BID

Proposal shall remain valid for 180 (One Hundred and Eighty) days from the last date of submission. A proposal valid for a shorter period shall be rejected as non-responsive.

12. DISPUTES

All legal disputes are subject to the jurisdiction of Courts in Guwahati only.

13. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this invitation document, PRANAM Commission reserves the right to accept or reject any proposal and to annul this selection process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

PRANAM Commission reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the Agency does not submit in time any information or clarification asked for.

14. COPYRIGHTS, PATENTS AND OTHER PROPRIETARY RIGHTS

PRANAM Commission shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents, audio visuals 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. The Agency shall take all necessary steps to submit them to PRANAM Commission in compliance with the requirements of the contract.

The Agency has to submit all the credentials, user name, password, user right, etc. of social media pages to PRANAM Commission in all respects before claiming payment.

15. **SUBMISSION OF PROPOSAL – PACKING, SEALING AND MARKING**

Bidders will have to submit their technical and financial bids separately in two envelopes. The technical bid should be marked as "**Technical Bid**" and financial bid should be marked as "**Financial Bid**". Both the envelopes should be put in an envelope sealed and superscripted as "**MANAGEMENT OF SOCIAL MEDIA PLATFORMS ON THE ACTIVITIES OF PRANAM COMMISSION, ASSAM**" addressing the Registrar, PRANAM Commission, GAD Building, Panbazar, Guwahati-781001. Assam.

16. **DOCUMENTS TO ACCOMPANY THE PROPOSAL**

The Agency must submit the following particulars / documents along with the Technical proposal failing which the proposal may be treated as non-responsive:

- (a) Covering Letter and Details of Agency as per **Annexure I and II**, respectively
- (b) Bid Processing Fee
- (c) Earnest Money Deposit
- (d) Trade License / Certificate of Incorporation, Address at Guwahati, 15 digit valid GSTIN number, Tax registration number, Income Tax registration/PAN number.
- (e) Self-certification of the key personnel to be employed for the project must be produced.
- (f) Agency shall submit a declaration of having sufficient arrangement for content writing on any issues in Assamese, English and Bengali as per Annexure-X.
- (g) All relevant documents with respect to eligibility criteria.
- (h) All pages of the tender document shall be signed by the authorised signatory who generally signs the bids.
- (i) The Agency should not be blacklisted by any PSU/Government Institution/ Private Agency. A self-declaration of non-blacklisting on the letter head shall be submitted as per **Annexure IV**.
- (j) The Agency shall submit an Undertaking on correctness of details / information shared in the proposal as per **Annexure V**

Note: ***The Agency must submit a detailed Index Page with Page Number clearly mentioned on each Document as required by this RFP without which the bid shall be considered non-responsive***

Financial Proposal

- a. Bidder should fill up rates both in figures and words in the Financial Part.
- b. In preparing the Financial Proposal, consultants are expected to take into account the requirements and condition outlined in the RFP document. The Financial Proposal should follow Standard Forms. The Financial Proposal should clearly include, all taxes (GST) imposed under the applicable law.
- c. All payments will be paid in Indian National Rupee (INR) and the client will make payment after deducting taxes as applicable as per laws in India.

- d. The proposal must remain valid for at least 180 days after the submission date. During this period, the Consultant is expected to keep available the professional staff proposed for the assignment. Client will make its best effort to complete negotiations within the period prescribed in the RFP.
- e. Conditional offer or the proposal not furnished in the format attached shall be considered non-responsive and is liable to be rejected.

The Agency must submit the Financial Proposal as per format provided in **Annexure VII** in separate envelope.

17. LANGUAGE

The Proposal and all communications in relation to or concerning the selection process shall be in English language and strictly in the formats provided in this invitation document.

18. LATE SUBMISSION

Proposal received after the deadline for submission prescribed by PRANAM Commission will not be entertained and be rejected.

19. CONSORTIUM/ JOINT VENTURE

Agencies are NOT allowed to form consortium/Joint Venture for participating in the bid.

20. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

No modifications to the Proposals shall be allowed once it is received by PRANAM commission.

21. PERFORMANCE SECURITY

The successful bidder shall be required to deposit an amount of Rs.10,000/- (Rupees ten thousand) only within 1 week of conveying the office intention for accepting the bid as performance Security in form of Bank Guarantee from any Nationalised Bank till the expiry of the Contract. Performance Security will be released after completion of bidder's performance obligations under the Contract.

If the bidder fails or neglects any of his obligations under the contract it shall be lawful for the office to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

Registrar
PRANAM Commission, Assam
GAD Building, Panbazar, Ghy-781001

ANNEXURE-I: COVER LETTER

(On the Letterhead of the Agency)

To,

Date: _____

.....
.....
.....
.....

Sub: Selection of an Agency for Management of Social Media Platforms for PRANAM Commission.

1. With reference to your RFP document, dated/..../ , I/we, having examined the RFP Documents and understood their contents, hereby submit my / our proposal for the subject RFP. The Proposal is unconditional and unqualified.
2. I acknowledge that the PRANAM Commission will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Agency, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Agency for the design and execution of the aforesaid Project.
4. I shall make available to the PRANAM Commission any additional information it may find necessary or require supplementing or authenticate the Proposal.
5. I acknowledge the right of the PRANAM Commission to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial, PRANAM Commission or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public, PRANAM Commission nor have had any contract terminated by any public PRANAM Commission for breach on our part.
7. I declare that:
 - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the PRANAM Commission; and
 - (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the PRANAM Commission or any other public sector enterprise or any government, Central or State; and
 - (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice; and
 - (d) the undertakings given by us along with the Proposal in response to the subject RFP and information mentioned for the evaluation of the bid capacity were true and correct as on the date of making the Proposal and are also true and correct as on the Proposal Due Date and

I shall continue to abide by them.

8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any bid that you may receive nor to invite the Agencies to bid for the Project, without incurring any liability to the Agencies, in accordance with the RFP document.

9. I certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority or PRANAM Commission which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the PRANAM Commission of the same immediately.

11. I further acknowledge and agree that in the project such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the PRANAM Commission being liable to us in any manner whatsoever.

12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the PRANAM Commission in connection with the selection of the Agency, or in connection with the Bidding Process itself, in respect of the subject RFP and the terms and implementation thereof.

13. In the project of my/ our being declared as the Selected Agency, I / we agree to enter into an Agreement in accordance with the draft that has been provided to me / us by the PRANAM Commission. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

14. I have studied all the Bidding Documents carefully and also surveyed the website and social media engagement of PRANAM Commission We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the PRANAM Commission or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.

15. I offer the Earnest Money Deposit to the PRANAM Commission in accordance with the RFP Document.

16. The documents accompanying the Technical Proposal, as specified in the RFP, have been submitted in separate files.

17. I agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project is not awarded to me or our Proposal is not opened or rejected.

18. The Financial Proposal has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the website along with social media and all the conditions that may affect the implementation cost.

19. I agree and undertake to abide by all the terms and conditions of the RFP document.

20. I shall keep this offer valid for 180 (One Hundred Eighty) days from the Proposal Due Date specified in the RFP.

21. I hereby certify that we have not changed any quantity as mentioned in the financial figures and confirm that if any discrepancy arrives at any time, the decision of PRANAM Commission will be considered as final.

22. I hereby submit our Proposal and quote an amount as indicated in Financial Proposal for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:
Place:
Name & seal of Agency

**(Signature, name, and designation
of the Authorised signatory)**

ANNEXURE-II: DETAILS OF AGENCY

(On the Letter Head of the Agency)

- (a) **Name of the Agency:**
- (b) **Incorporation (i.e., Company, Partnership or Proprietorship)**
- (c) **Registered Office Address with telephone, fax, website and email:**
- (d) **Date of Incorporation (Please attach copy of certificate of incorporation or CA certificate confirming the date):**
- (e) **Name of the contact Person (Authorised Person signing POA):**
- (f) **Designation:**
- (g) **Mobile Number & Telephone Number**
- (h) **E-mail Address:**
- (i) **Fax Number:**
- (j) **GST Registration number:**
- (k) **Pan Card:**
- (l) **Average Annual Turnover:**

**Duly signed by the Authorised Signatory of the
Agency (Name, Title and Address of the
Authorised Signatory)**

ANNEXURE-III: POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

Know all men by these presents, We(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms (name),.....son / daughter / wife of and presently residing at....., who is (presently employed with us and holding the position of... .., as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the “**Selection of an Agency for managing Social Media Platforms for PRANAM Commission**”.

(Project) proposed to be developed by the including but not limited to signing and submission of all Bids / Proposals, bids and other documents and writings, participate in pre-bids / pre-proposal and other conferences and providing information / responses to PRANAM Commission, presenting us in all matters before PRANAM Commission, signing and execution of all contracts including the Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with PRANAM Commission in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and / or till the completion of the project.

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

IN WITNESS WHEREOF WE, _____, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON _ _ THIS DAY OF , 20

For

..... Accepted

_____ (signature) (Name, Title and Address) of the Attorney

Note:

ANNEXURE-IV DECLARATION ON NON-BLACKLISTING

(On the Letter Head of the Agency)

I/We Proprietor/ Partner(s)/ Director(s)/ authorized signatory of M/s.....
..... hereby certified that, I/we M/s
.....

..... have not blacklisted or debarred by any Ministry/ Departments of Central/ State Government, International bodies like United Nations, World Bank or any other organization / Funding Agencies as on date.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected / cancelled by PRANAM Commission and EMD/PBG shall be forfeited.

In addition to the above PRANAM Commission will not be responsible to pay the bills for any completed / partially completed work.

Duly signed by the Authorised Signatory of the Agency (Name, Title and Address of the Authorised Signatory)

ANNEXURE-V UNDERTAKING

(On the Letter Head of the Agency)

Date:

To,

.....

.....

.....

Ref: Selection of an Agency for Management of Social Media Platforms for PRANAM Commission.

Dear Sir,

We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by PRANAM Commission. Our Proposal is consistent with all requirements of submission as stated in the RFP or in any of the subsequent communication issued by the PRANAM Commission.

We would be solely responsible for any errors or omissions in our Proposal.

We hereby declare that we have read and understood the rules governing the development of project as given above, examined and understood and satisfied ourselves regarding the content of the various agreements, declarations and deeds to be executed and do hereby undertake to execute them when called upon to do so, and commit in unequivocal terms, in letter and spirit, that the project shall be implemented as per the comprehensive stipulations and requirements that have been spelt out by the PRANAM Commission, in this RFP and Bidding Documents including adherence to the areas / capacities / specifications / regulations as have been detailed by the PRANAM Commission in this regard.

We also commit to abide by the decision of PRANAM Commission on all matters relating to the implementation of the Project and thereafter, the Operations and Maintenance of the Projects.

Duly signed by the Authorised Signatory of the Bidder (Name, Title and Address of the Authorised Signatory)

ANNEXURE-VI FINANCIAL DETAILS OF AGENCY

Name of the Agency:

S l.	Particulars	FY 2018-19	FY 2019-20	FY 2020-21
1.	Turnover (in INR Crore)			
2.	Average Annual Turnover for last 3 years (in INR Crore)			

Note:

1. Attach certified copies of Annual Audited Balance Sheets, P & L statement, and IT Returns Certificate for the 3 years.
2. The above data must be submitted by Agency, duly certified by either Statutory Auditor or Chartered Accountant.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorised Signatory)

(with seal & registration no.)

Place:

Date:

ANNEXURE-VII FINANCIAL PROPOSAL

(Financial Bid should be submitted as per Clause No.17)

To,

.....

.....

.....

Ref: Selection of an Agency for Management of Social Media Platforms for PRANAM Commission.

We, the undersigned, offer to provide the services of Managing of Social Media Platforms for PRANAM Commission in accordance with the subject RFP in accordance with your Request for Proposal dated **01/08/2022**, our Financial Proposal as per details mentioned below:

Financial Bid for 2 years

Sl.No.	Deliverable	Unit	Amount	Taxes	Total Amount (INR)
1	Social Media Management (including day to day deliverables as per scope of work & SEO)	Monthly			

The Note: The above quote shall be **inclusive** of applicable GST

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid in accordance with the proposal validity mentioned in the subject RFP from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (*Name of Agency*)

Duly signed by the Authorised Signatory of the Agency

(Name, Title and Address of the Authorised Signatory)

ANNEXURE-VIII BID QUERY FORMAT

Interested parties shall submit their queries in the following format

Sl. No	Clause No. as per RFP	Query from the Bidder/Agency	Suggestion (if any)

Note:

Agencies shall submit their query or modification in soft copy to pranamcommission@gmail.com on or before due date.

**Duly signed by the Authorised Signatory of the
Bidder (Name, Title and Address of the
Authorised Signatory)**

ANNEXURE-IX

EVALUATION SHEET FOR TECHNICAL PROPOSALS

NAME OF FIRM/ AGENCY:

Sl. No.	Evaluation Criteria	Maximum marks
1.	Past experience (Managing the Social Media Platforms): i. 10 years and above = 15 marks ii. 7 years to <10 years = 10 marks iii. 2years to <7 years = 5 marks	15
2.	Number of Managing the Social Media Platforms in Government/Semi-Government Department/ Public Sector Undertakings (PSUs)/ Multi-National Companies in the last 5 years: i. 10 nos and above = 20 marks ii. 7 nos. to < 10 nos = 15 marks iii. 2nos to < 7 nos. = 10 marks	20
3.	Annual Turnover i. 1 Crore and above = 15 marks ii. 50 Lacs to < 1 crore = 10 marks iii. 10 Lacs to < 50 Lacs = 5 marks	15
4.	Power point Presentation regarding Strategies, Ideas, Concepts and few sample creative for Pranam Commission	50
	Total Marks	100

ANNEXURE-X (DECLARATION FOR LANGUAGE TRANSLATOR)

Name of the Agency:

Sl. No	Language Translator	Availability	
		Yes	No
1.	English		
2.	Assamese		
3.	Bengali		

Place:

Date:

Duly signed by the Authorised Signatory of the Bidder (Name, Title and Address of the Authorised Signatory)