



**Bihar State Panchayat Resource Institute**  
बिहार राज्य पंचायत संसाधन संस्था  
Panchayati Raj Department, Government of Bihar



## ***REQUEST FOR EMPANELMENT***

***Of***

***Agencies for providing Multi Media Creative  
Services and I.E.C activities.***

***Issued by:***

***Bihar State Panchayat Resource Institute,  
Panchayati Raj Department (PRD), Government of  
Bihar***

***Contact Us:***

4<sup>th</sup> Floor, New Secretariate, Vikash Bhawan,  
Patna – 800015, Tel: 0612-2219175  
Email:- [info.bgsys@bihar.gov.in](mailto:info.bgsys@bihar.gov.in),  
Website: [www.bgsys.bihar.gov.in](http://www.bgsys.bihar.gov.in) &  
<https://state.bihar.gov.in/biharprd/CitizenHome.html>

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### Disclaimer

All information contained in this Request for Empanelment (RFE) provided / clarified is in good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this RFE document, the interested firm shall satisfy itself that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFE document is complete in all respects and firms submitting their bids are satisfied that the RFE document is complete in all respects.

**Bihar State Panchayat Resource Institute (BSPRI)** reserves the right to reject any or all of the applications submitted in response to this RFE document at any stage without assigning any reasons whatsoever. **Bihar State Panchayat Resource Institute** also reserves the right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFE. **Bihar State Panchayat Resource Institute** reserves the right to change/ modify/ amend any or all of the provisions of this RFE document without assigning any reason. Any such change would be communicated to the bidders by posting it on the website of **Bihar State Panchayat Resource Institute (BSPRI)**

Neither **Bihar State Panchayat Resource Institute** nor its employees and associates will have any liability to any prospective respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFE document, any matter deemed to form part of this RFE document, the award of the Assignment, the information and any other information supplied by or on behalf of **Bihar State Panchayat Resource Institute** or their employees and Bidder or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of RFE process is confidential to **Bihar State Panchayat Resource Institute** and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

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## Bihar State Panchayat Resource Institute

बिहार राज्य पंचायत संसाधन संस्था

Panchayati Raj Department, Government of Bihar

4<sup>th</sup> Floor, New Secretariat, Vikas Bhawan, Patna – 800015 Tel: 0612-2219175

Email: - info.bgsys@bihar.gov.in, Website: www.bgsys.bihar.gov.in &

<https://state.bihar.gov.in/biharprd/CitizenHome.html>



Reference No: BGSYS/Communication/IEC/1157/2024/1303

Dated: 20/05/2025

### Request for Empanelment Notice

“Empanelment of Agencies for providing Multi Media Creative Services and I.E.C activities.”

Bihar State Panchayat Resource Institute invites online proposals from suitable agencies for Empanelment of Agencies for providing Multi Media Creative Services and I.E.C activities.

For detail scope of work and other terms and conditions, please refer the RFE document available at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) , <https://bgsys.bihar.gov.in> and <https://state.bihar.gov.in/biharprd/CitizenHome.html>

**Tender Processing fee of Rs. 590** Document fees of **Rs 10,000** (Non-refundable) and EMD of **Rs 100,000** (One Lakh Only) refundable, needs to be submitted through online mode through <https://eproc2.bihar.gov.in> portal and Hard copy.

An interested agency who qualifies as per the criteria mentioned in the RFE document may submit their proposals online only through the e-tendering Portal latest by **24/06/2025 till 3:00 pm**.

  
(CEO cum Project Director)  
BSPRI, Panchayati Raj Department

## Empanelment of Agencies for providing Multi Media Creative Services and I.E.C activities.

### 2. Fact Sheet

S/N	Particulars	Description
1.	Nature of Work	Empanelment of Agencies for providing Multi-Media Creative Services and I.E.C activities.
2.	Proposals Invited by	The CEO – Cum - Project Director Bihar State Panchayat Resource Institute
3.	Date of issue of RFE document	19/05/2025
4.	Pre-Bid (offline) date and time	28/05/2025, 03:00 PM
5.	Pre-Bid meeting place	BSPRI office, 4 <sup>th</sup> Floor, New Secretariate, Vikash Bhawan, Patna – 800015
6.	Last Date for Submission of Bids online	24/06/2025 till 3:00 PM through eproc2 portal
7.	Last Date for Submission of Bids Hard copy (Offline)	24/06/2025 till 3:00 pm at Bihar State Panchayat Resource Institute, Panchayati Raj Department, 4 <sup>th</sup> Floor, New Secretariat, Vikash Bhawan, Patna – 800015
8.	Date of Opening of Technical Bids Both (online and offline)	24/06/2025 at 4:00 pm at the Office of BSPRI, Panchayati Raj Department, 4 <sup>th</sup> Floor, New Secretariate, Vikash Bhawan, Patna – 800015, if extend, notify through mail.
9.	Date of Opening of Financial Bids	It will be communicated to the empanelled bidders via email on an as-and-when-required basis, along with the Scope of Work (SoW).
10.	Websites for downloading RFE Document, Corrigendum's, Addendums, etc.	<a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> <a href="https://state.bihar.gov.in/biharprd/CitizenHome.html">https://state.bihar.gov.in/biharprd/CitizenHome.html</a> <a href="https://bgsys.bihar.gov.in">https://bgsys.bihar.gov.in</a>
11.	Tender Processing Fee (Non-Refundable)	Rs. 590 (Rupees Five Hundred Ninety Only) to be paid online.
12.	Cost of RFE Document (Non-Refundable)	Rs. 10,000 (Ten Thousand Only) To be paid online through e-procurement portal.
13.	Earnest Money Deposit (EMD)	Rs. 1,00,000 (Rupees one lakh Only) To be paid online through <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> portal.
14.	Validity of Proposal	Proposals must remain valid for 180 days from the Bid submission date.
15.	Performance Guarantee Value	Rs. 10,00,000 (Rupees Ten Lakh Only) or 5% of the total contract amount (whichever is higher and shall be provided from time to time).
16.	Performance Guarantee validity period	3 Months beyond the Project/Contract period
17.	Selection Process	Minimum Qualifying marks 75 for empanelment
18.	Project Duration	3 years + 2 or more years extendable, 1 year at a time

#### Notes:

1. Bihar State Panchayat Resource Institute reserves the right to change any schedule of bidding process.
2. The mode of submission for the bid is online through the e-procurement portal ([www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)). A physical submission (hard copy of the entire technical bid) must also be submitted by the due date. If both the online submission and the hard copy of the entire bid are not received by the due date and time, the proposal may be cancelled.
3. Any future Corrigendum/Information shall be posted only on e-Procurement portal of Bihar and PRD website. Bidders are advised to keep visiting the e-Procurement portal/PRD website for further updates.



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### 3. Background Information

Bihar State Panchayat Resource Institute (BSPRI) invites Request for Empanelment (RFE) for Empanelment of Agencies for providing Multi Media Creative Services and I.E.C activities, through an open competitive selection process in accordance with the procedure set out here in the RFE document.

Panchayati Raj is being implemented in Bihar State with unambiguous policy and intention to see that community at large may participate in strengthening Panchayati raj and in the development journey of government.

In pursuance of the provisions made in the 73rd Constitution (Amendment) Act, 1992, the Bihar Panchayat Raj Act, 2006 has been enacted, which provides for establishment of Gram Panchayat at village level, Panchayat Samiti at Block level and Zila Parishad at District level. At present, 8057 Gram Panchayats, 533 Panchayat Samitis and 38 Zila Parishads are functional in the State. Gram Panchayats are divided into wards, which are approximately 1.15 lacs in number. In addition to establishment of three-tier Panchayats, a Gram Kachahri has also been established at each Gram Panchayat for dispensation of justice at the doorsteps of rural populace.

The Government of Bihar, as part of its vision of decentralization, is committed to endow the Panchayats with such powers and authority as may be necessary to enable them to function as vibrant units of local self-government and be converted into empowered, inclusive, transparent and accountable entities.

#### BSPRI (SPRC & DPRC)

offices at Divisional and District level were organized in the following manner – Bihar State Panchayat Resource Institute (SPRC-State Panchayat Resource Centre located in Patna district & DPRC-District Panchayat Resource Centre located in all 38-districts head quarter of Bihar) an autonomous body under the Department of Panchayati Raj, Government of Bihar.

SPRC & DPRC is committed towards strengthening of Panchayati Raj Institutions (PRIs) as a part of its vision on decentralization

### 4. Instruction to Bidders

#### General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFE may wish to consult their own legal advisers in relation to this RFE.
- b) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFE documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFE document with full understanding of its implications.
- c) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
  - i. Include all documentation specified in this RFE;
  - ii. Follow the format of this RFE and
  - iii. Respond to each element in the order as set out in this RFE.
  - iv. Comply with all requirements as set out within this RFE.

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### RFE Documents

The Tender document is available and downloadable on following websites:

- a) <https://eproc2.bihar.gov.in>
- b) <https://state.bihar.gov.in/biharprd/CitizenHome.html>
- c) <https://bgsys.bihar.gov.in>

Non-transferable & non-refundable Processing cost, tender fees & bid security (refundable) of the amount as mentioned in the Fact Sheet must be paid online at e- procurement portal ([www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)).

### 5. Queries & Clarifications

- a) The Bidders will have to ensure that their queries should reach the point of contact (Nodal Officer) as per **Annexure-1** in Excel format & in writing at [spm.proc.bgsys@bihar.gov.in](mailto:spm.proc.bgsys@bihar.gov.in) by email on or before the date and time mentioned in the fact sheet. Only queries/clarifications submitted in written will be considered with authorization letter, participation in physically or by email, both the case.
- b) BSPRI shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the BSPRI.

### Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The BSPRI will endeavour to provide timely response to all queries. However, BSPRI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does BSPRI undertake to answer all the queries that have been posed by these Bidders.
- b) At any time prior to the last date for receipt of bids, BSPRI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFE Document by a corrigendum.
- c) The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the <https://eproc2.bihar.gov.in> and PRD website. All future correspondence/corrigendum shall be published on same website.
- d) Any such corrigendum shall be deemed to be incorporated into this RFE.
- e) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, the BSPRI may, at its discretion, extend the last date for the receipt of Proposals.

### 6. Key instructions to the bidder

#### Right to Terminate the Process

- a) BSPRI may terminate the RFE process at any time/stage and without assigning any reason. BSPRI makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFE does not constitute an offer by the BSPRI. The Bidder's participation in this process may result BSPRI selecting the Bidder to engage towards execution of the subsequent contract.

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#### **Earnest Money Deposit (EMD)/ Bid Security**

- a) The bidder shall submit Earnest Money Deposit (EMD) of the amount as mentioned in the Fact Sheet, which shall be deposited online during the submission of the tender on e-Procurement portal.
- b) Unsuccessful bidder's EMD will be released as promptly as possible, but not later than 120 days after the award of the contract to the successful bidder.
- c) The successful bidder's EMD will be released upon submission of Performance Bank Guarantee.
- d) The EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
- e) Proposals not accompanied with the EMD or containing EMD with infirmity (ies) (relating to the amount or validity period etc.), mentioned above, shall be summarily rejected.
- f) The EMD may be forfeited in the event of:
  - A Bidder withdrawing its bid during the period of bid validity.
  - A successful Bidder fails to sign the subsequent contract in accordance with this RFE.
  - The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFE.
  - A Proposal contains deviations (except when provided in conformity with the RFE) conditional offers and partial offers.

#### **Submission of Proposals**

Bidders should submit their responses as per the procedure specified in the e-Procurement portal (<https://eproc2.bihar.gov.in>) being used for this purpose. The items to be uploaded on the portal would include all the related documents mentioned in this RFE, such as:

- Tender Fee & Tender Processing Fee
- EMD
- Pre-qualification response
- Additional certifications/documents. Power of Attorney, CA certificates and turnover etc.

***However, each of the above documents must be uploaded in the format specified for this purpose and as per the specified folder structure in the e-Procurement portal. Same needs to be physically submitted as per the shared timeline.***

The bidder is responsible for registration on the e-procurement portal (<https://eproc2.bihar.gov.in>) at their own cost. The bidders are advised to go through the e-procurement guidelines and instructions, as provided on the e-procurement website, and in case of any difficulty related to e-procurement process, may contact the helpline desk: - Email Id: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in) Toll Free Number: 1800 572 6571.

#### **E- Procurement HELP DESK Address:**

Mjunction services limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna - 800 014, Bihar

Bidders may visit the link "Vendor Info" at [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).

The bidder must ensure that the bid is digitally signed by the Authorized Signatory of the bidding firm and has been duly submitted within the submission timelines. The user department will in no case be responsible if the bid is not submitted online within the specified timelines.

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## Empanelment of Agencies for providing Multi Media Creative Services and I.E.C activities.

All the pages of the Proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.

### Bidder's authorised signatory

A Proposal should be accompanied by an appropriate board resolution or power of attorney in the name of an authorised signatory of the Bidder stating that he is authorised to execute documents and to undertake any activity associated with the Bidder's Proposal. A copy of the same should be uploaded under the relevant section/folder on the e-Procurement portal. Furthermore, the bid must also be submitted online after being digitally signed by an authorized representative of the bidding entity.

### Proposal opening

The Proposals submitted up to the deadlines will be opened at the scheduled time & date as specified in the RFE, by the Nodal Officer or any other officer authorized by the BSPRI, in the presence of the Bidder's representatives who may be present at the time of opening.

The representatives of the Bidders are advised to carry an identity card and a letter of authority from the Bidding entity to identify their bona-fides for attending the opening of the Proposal.

### Proposal validity

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of the Proposal.

## 7. Scope of Work

BSPRI, intends to do different Multimedia creative services and I.E.C Outreach activities to aware the citizens and dissemination of the achievement by the Department in the interest of the citizen and government,

The Scope of work and the Deliverables are detailed out below, but not limited to the following deliverables:

### (a) PR and Outreach

- i. Develop a comprehensive branding strategy for BSPRI, including media campaigns in international, national and regional media outlets as may be required.
- ii. Suggest and facilitate the engagement of celebrities and influencers to promote the knowledge and awareness of BSPRI schemes / programmes to the prospective beneficiaries and general public at mass.
- iii. Conduct sustained PR campaigns through conventional channels, such as news pieces, op-eds, leadership opinions and bytes, facilitating the participation of BSPRI in panel discussions, events, and news coverage, among others.
- iv. Engage with BSPRI stakeholders to gather bytes and comments and feature them prominently on leading TV channels and other modes of Media.





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**(b) Social Media - Paid Marketing Management**

- i. Manage paid search marketing, such as PPC and display ads, to increase web traffic.
- ii. Optimize paid search campaigns.
- iii. Manage search budget and bids.
- iv. Manage paid search competition among industry partners.
- v. Identify opportunities for paid search marketing.

**(c) Content Marketing**

- i. Develop and execute a comprehensive digital PR strategy highlighting BSPRI's impact and work across various digital channels.
- ii. Create and propagate blogs to showcase BSPRI's thought leadership in quality and engage with audiences on relevant topics.
- iii. Plan and execute vlogs and podcasts to disseminate BSPRI's message and engage with target audiences.
- iv. Develop and execute drip e-mail campaigns to nurture leads and drive conversions.
- v. Create and propagate newsletters and white papers to showcase BSPRI's impact and work and establish thought leadership in the quality space.

**(d) Event Support**

- i) Ideate, execute and support various events throughout the year. The events could be national and regional.
- ii) The support may include but is not limited to strategizing themes, venue scouting, arranging transport, caterers, local permissions, etc.
- iii) Ideate and Design various collateral like banners, backdrops, and standees, as may be needed for the event
- iv) Provide media and technical support as may be required for the event.

**(e) Branding**

- i) Revise BSPRI's branding language, including logos, as advised and approved by BSPRI, to ensure alignment with the Department's values and goals.
- ii) Develop creative visualization and brand imagery, including a brand manifesto, purpose, belief, and core communication as per the BSPRI guidelines.
- iii) Define an overarching communications strategy for BSPRI schemes / programmes and ensure that key features, benefits and achievements are communicated to the media and interactive agencies of record

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**(f) Advertising on Electronic Media (Radio & Television), Print Media and Out of Home**

- i. Develop and execute a multimedia advertising plan for BSPRI, including media buying and launch.
- ii. Track implementation and ensure compliance.
- iii. Optimize media and creative elements, manage all media spending and issue a monthly spending summary to BSPRI.

**(g) For TV,**

- i. Provide conceptual/developmental work, revisions based on feedback, and internal presentations for approval by BSPRI senior management.
- ii. Plan TV spots according to media/property-wise target audience, provide maximum reach concerning budget spends.
- iii. Identify unique media properties for best exposure based on the final brand budget.

**(h) For radio,**

- i. Provide conceptual/developmental work, revisions based on feedback, and internal presentations for approval by BSPRI senior management.
- ii. Plan Radio spots according to media/ property-wise target audience, provide maximum reach concerning budget spends.
- iii. Identify special media properties for best exposure based on the final brand budget.

**(i) For print,**

- i. Conceptualize and execute a robust advertising campaign & training material, identifying national, regional, and vernacular newspapers, magazines, and other print media to publish ads.
- ii. Ideate and design print advertisements suitable to the messaging and occasion.

**(j) For out-of-home advertising,**

- i. Identify high-visibility OOH sites in relevant cities and locations.
- ii. Ideate, conceptualize and execute engaging OOH campaigns under the budget approved by BSPRI and maintain and upkeep advertising collaterals.

**(k) Activation:**

- i. Design the activation plan to maximize the potential of various offline mediums to create a deeper connection between BSPRI and its target audience.
- ii. Conceptualize and execute various campaigns tailored to meet the specific requirements of BSPRI and capitalize on the key festival and tentpole events to amplify the impact of these campaigns.
- iii. Identify touchpoints such as retail spaces, malls, corporates, van campaigns, and other hotspots relevant to BSPRI's target audience to ensure maximum reach and penetration
- iv. Particular emphasis shall be placed on educational institutions such as schools and colleges, as these institutions serve as a critical platform to engage and educate future



decision-makers about the concept of Quality.

v. Take ownership of the end-to-end planning and execution of all campaigns, ensuring that all aspects of the campaign are well-coordinated and aligned with BSPRI's overall communication strategy.

#### (l) Mobile Van Activation

The Mobile Van Campaign is aimed at connecting with the rural communities at Panchayat level villages engaging them around the various beneficial schemes of the Government of Bihar. Vans will also engage with the community Panchayati Raj members and other important stake holders to spread overall awareness

#### (m) Miscellaneous

i. Coordination with other agencies to ensure an integrated marketing approach and strategy for BSPRI.

ii. Study and analyze the markets and audiences for the organization, as well as the key stakeholders. iii Any other work which BSPRI assigns to Multi Media Agency in case of requirement.

iii. Any activities which will required to create awareness in the society, like Nukkad Naatak, wall Painting, Street activities etc.

iv. Any other IEC activities.

## 8. Criteria for evaluation

### Pre-qualification (PQ) criteria

The bidder must possess the requisite experience, strength and capability necessary to meet the requirements as described in the RFE documents. The invitation to proposal is open to all bidders who qualify the eligibility criteria as given below:

Sr. No	Basic Requirements	Description	Documents Required
1.	Legal Entity (Consortium allowed)	The Agency/Consortium must be a registered entity in India under the Indian Companies Act, and may be a proprietorship, registered society, private limited company, LLP, or public limited company. In case of a consortium, all consortium partners must be registered entities and part of the project.	Certificates of incorporation / Registration Certificates. Relevant Supporting Documents to be attached. Consortium Pan Card (If applied).
2.	Turnover	The bidder (Lead partner) should have specific minimum Average turnover from Multimedia services and I.E.C activities during the last three financial years 2021-22, 2022-23 & 2023-24 as mentioned below: <b>INR 25 crore.</b>	CA Certificate clearly indicating the relevant turnover of multi-media creative services & I.E.C activities.
3.	Technical Capability/ Experience	The bidder must have relevant experience of executing the work as per the scope of the work, should have <b>at least three</b>	Related work orders / contracts for ongoing or completed projects along



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		<b>works order each value not less than 5 crores</b> with any State / Central Government / PSU's / Private Sector / Government Agencies / Corporate organization in India. (Details must be furnished in Annexure-6). This can be either one or have worked with all.	with Payment Receipts / Completion certificate from the clients (any or all partner of Consortium jointly and individually)
4.	Certification	Bidder should be ISO 9001:2015 certified. (Lead partner)	Copy of Certificate.
5.	Manpower Strength	Bidder must have <b>50 Technical employees</b> on firm's pay role as on date (Any partner of consortium)	ESI and PF certificate last 3 months including self-attested on bidder letter head certified by the HR Head.
6.	Statutory Registrations	The bidder must have a valid GST Number and PAN Card in India (All partner of consortium).	Copy of valid certificate
7.	Black listing / Terminations	The agency should have not been blacklisted or FIR by any Central or State Government department or Corporation or Board/ PSU/ Semi-Government organization as on date of publication of RFE (All partner of consortium).	Affidavit on Rs. 1000 notarized stamp paper that the bidder is not under blacklisting in any Govt. BSPRI as on date of tender publication. If any participating agency under blacklisting/FIR/ debarred/ banned in any government organization in India, they, are suo-moto disqualified in technical bid.
8.	Office in Bihar State	The Participants must have operational office in Bihar or else Self-certificate to establish office within 15 days in Patna from the date of the award of the contract (lead Partner).	Rent Agreement /GST Certificate /valid proof in the name of organization /Proprietor
9.	GST and PAN	The Participants Should be registered with Bihar GST and PAN (lead Partner)	Copy of GST and PAN

*H. Jacks*

# Empanelment of Agencies for providing Multi Media Creative Services and I.E.C activities.

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## Technical Qualification Criteria

Technical score as per the technical criteria mentioned below.

Sr. No	Parameter - Stage I	Maximum Score	Supporting Document
1.	Average turnover during the last three financial year. (Lead partner) (2021-22, 2022-23 & 2023-24.)  Rs. 25 Crore – 50 Crore - 05 marks. Above Rs. 50 Crore - 75 Crore - 10 marks. Above Rs. 75 Crore .... - 15 marks.	15	CA Certificate Copy clearly indicating the relevant turnover.
2.	The Bidder (Any or all partner of consortium) must have executed project / work order of above <b>05 crore</b> of similar nature with any State / Central Government / PSU's / Govt. / Private sector agencies) in India in last 5 yrs. only.  1 - 2 projects/WO ..... 5 Marks 3 - 4 Projects/WO .....10 Marks 5 or more Projects/WO .....15 Marks	15	Related work orders / contracts for ongoing or completed projects.  In case of ongoing project, it should be in existence for more than 06 months, preceding the submission date.
3.	The Bidder (Any or all partner of consortium) must have executed project / work order of similar nature with any State / Central Government / PSU's /Govt. / Private Sector agencies) in India.  Single project 05 crore..... 5 Marks Single project 05 to 7.5 crore ..... 10 Marks Single project above 7.5 crore .....15 Marks	15	Related work orders / contracts for ongoing or completed projects.  In case of ongoing project, it should be in existence for more than 06 months, preceding the submission date.
4.	Technical employee (any partner of consortium - individual partner can clam) (Creative / Designer / Strategist / O&M) on firm's pay role as on date 50 manpower – 5 marks 51 to 100 manpower – 10 marks More than 100 manpower -15 marks	15	Last 3-month ESI and PF Challan.
5.	Empanelled with DAVP/NFDC/Bihar IPRD in any categories (Lead partner).	10	Relevant certificate issued by the respective authority
6.	Company Director or any Board member or a Proprietor/Partner have Mass Communication/ PGDM/ Degree in Direction/ Advertising & Public Relations (ADPR)/ Journalism/Event Management/Mass Media from any Central/State Government recognized Institute or University (any partner of consortium). Like IIMC/Jamia/FTII/NIFT/SRFTI	5	Relevant Certificate/marksheet must be attached
7.	A detailed Company / consortium PPT Presentation to be submitted online & offline (pen drive) with the tender document	25	Qualified bidders will be informed via a proper medium along with the

*Signature*



## Empanelment of Agencies for providing Multi Media Creative Services and I.E.C activities.

	<p>The presentation shall be evaluated on following parameters: (5 marks each point)</p> <ol style="list-style-type: none"> <li>Company Profile/Scratch Video presentation by the agency</li> <li>Approach &amp; Methodology Understanding of the BSPRI &amp; Panchayati Raj Department Needs</li> <li>Similar Project Experience &amp; Deliverables Timeline</li> <li>5 Reasons why the agency should be empaneled with BSPRI.</li> <li>Awards/Appreciation letter by any client and project details.</li> <li>Strength and weakness of the agency and its consortium.</li> <li>Infrastructure facilities: The bidder should have own warehouse and other equipment's Like Van, Tent age, sufficient space/office and other.</li> </ol>		<p>requisite/detailed works required for Presentation Upload scan copy of presentation in eproc2 portal and submit offline through <b>(pen drive)</b> with the tender document).</p>
	<b>Total</b>	<b>100</b>	

Bidders who qualify in PQ will be entitled for Technical Evaluation and those bidders who will qualify in Technical Qualification, will be empanelled. Date of Presentation will be communicated to the bidders separately (if found necessary).

### Bid Evaluation

The bid evaluation process comprises of the following two steps:

Step I – Pre-Qualification (PQ) criteria - evaluation

Step II – Technical Qualification criteria - evaluation.

### (Technical bid evaluation)

Bidders, whose bids are responsive, based on eligibility on minimum qualification criteria as in Pre-Qualification and achieve **75 marks** in would be considered as technically qualified for the Empanelment.

### Award of Contract Post Empanelment

BSPRI will float the further limited tender with all the empanelled agencies or circulate the SoW of the required work as & when required with the detail SoW, Selection process (QCBS/L1) and other format during the work and will be given maximum 7 days of time to submit the financial proposal.

If the Project will be L1 selection method, then based on lowest price bids, item wise L1 rates shall be decided. All Eligible bidders shall then be offered to match their rates with the L1 item wise rates, bidders agreeing to work at L1 rates or Project Director will decide the final selection method.





**Empanelment Duration: -**

Empanelled for a period of 3 years which can be extended as per the need & mutual agreement for up to next two years or more, one year at a time.

**9. Assignment of Job**

- a. BSPRI will be free to assign the job to any of the empanelled agencies on its own discretion according to the need of the work and depending upon their technical and financial capacity.
- b. When a job assigned to an enlisted agency, they will be required to produce a Presentation as per the given theme and requirement given by the BSPRI and obtain prior approval from the competent authority of the BSPRI, creative is being made for Proof of such approval must be submitted.
- c. Payment will be made only for creative, which have been finally approved by the competent authority of BSPRI, who has assigned the job or upon whose request the job has been assigned by BSPRI.
- d. The creatives shall have to be produced in a certain time frame and in desired quality. Failure to do so may result in forfeiting of Performance Security Deposit in full or part as decided by the BSPRI.

**10. General Terms and Conditions of Tender & Contract**

Proposers should read these conditions carefully and comply strictly while sending their bids. The proposer shall be deemed to have carefully examined the conditions of the services to be rendered. If the proposer has any doubts as to the meaning of any portion of these conditions, he shall, before submitting the Bid and signing the contract refer the same to the BSPRI and get clarifications.

**10.1 Contract Documents**

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

**10.2 Governing Law**

The Contract shall be governed by and interpreted in accordance with the laws of the Bihar State.

**10.3 Selected Proposer's Responsibilities**

The selected agency shall deliver services included in the scope of work in accordance with the provisions of bidding document and/ or contract.

**10.4 Recoveries from selected agency**

- a) Recovery of liquidated damages or penalties shall be made ordinarily from bills (i.e. upto 10% of Invoice).
- b) The BSPRI shall withhold amount to the extent of shortcomings of the delivery of services unless these are completed as per the satisfaction of the BSPRI. In case of failure to withhold the amount, it shall be recovered from his dues and performance security deposit available with BSPRI.
- c) The balance, if any, shall be demanded from the selected agency and when recovery is not possible, the BSPRI shall take recourse to law in force.

**10.5 Taxes & Duties**

- a) GST, if applicable, shall be paid by the BSPRI separately on prevailing rates. All other taxes, duties, license fee and levies shall be including in the bid price.
- b) TDS, if applicable for any tax, shall be done as per law in force at the time of execution of the contract.
- c) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected proposer in India, the BSPRI shall use its best efforts to enable the successful/ selected proposer to benefit from any such tax savings to the maximum allowable extent.

#### 10.6 Copyright

The copyright in all materials containing data and information furnished to the BSPRI by the selected agency herein shall remain vested with the BSPRI, or, if they are furnished to the BSPRI directly or through the selected agency by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

#### 10.7 Confidential Information

The RFE contains information proprietary to BSPRI. BSPRI requires the recipients of this RFE to maintain its contents in the same confidence as their own confidential information and refrain from reproducing it in whole or in part without the written permission of BSPRI. BSPRI will not return the bids/responses to the RFE received. The information provided by the bidder(s) will be held in confidence and will be used for the sole purpose of evaluation of bids.

#### 10.8 Notices

- a) Any notice or other document which may be given by either Party under this Agreement or under the SLA shall be given in writing in person or by pre-paid recorded delivery post, email or by facsimile transmission.
- b) In relation to a notice given under this Agreement, any such notice or other document shall be addressed to the other Party's principal or registered office address as set out below:

To,  
The CEO CUM PROJECT DIRECTOR,  
Bihar State Panchayat Resource Institute,  
Panchayati Raj Department, 4<sup>th</sup> Floor, New Secretariat,  
Vikash Bhawan, Patna – 800015

In relation to a notice given under the MSA / SLA, a Party shall specify the Parties' address for service of notices, any such notice to be copied to the Parties at the addresses set out in this Clause.

Any such notice or other document shall be deemed to have been given to the other Party (or, if relevant, its relevant associated company) when delivered (if delivered in person) if delivered between the hours of 9.00 am and 5.00 pm at the address of the other Party set forth above or if sent by fax, provided the copy fax is accompanied by a confirmation of transmission, or on the next working day thereafter if delivered outside such hours, and 7 days from the date of posting (if by letter).

Either Party to this Agreement or to the SLA may change its address, telephone number, facsimile number and nominated contact for notification purposes by giving the other reasonable prior written notice of the new information and its effective date.

### 11. Liquidated Damages

Time is the essence of the Agreement and the delivery dates are binding on the Implementation Agency. In the event of delay or any gross negligence in implementation of the work, for causes solely attributable to the Implementation Agency, in meeting the deliverables, the Client shall be entitled at its option to recover from the Implementation Agency as agreed, liquidated damages, a sum of 0.5% of the value of the deliverable which suffered delay or gross negligence for each completed week or part thereof subject to a limit of 10% of the total contract value. This right to claim any liquidated damages shall be without prejudice to other rights and remedies available to Client under the contract and law.

### 12. Termination

#### 29.1 Termination for Default

BSPRI may, without prejudice to any other remedy for breach of contract, by written 30 days' notice of default sent to the Successful Bidder, terminate the Contract in whole or part.



If the Successful Bidder fails to deliver any or all of the systems within the period(s) specified in the Contract, or within any extension thereof granted by the BSPRI pursuant to conditions of contract clause or if the Successful Bidder fails to perform any other obligation(s) under the Contract.

In the event that BSPRI terminates the Contract in whole or in part, pursuant to the conditions of contract clause, it may procure, upon such terms and in such manner, as it deems appropriate, systems or services similar to those undelivered, and the Successful Bidder shall be liable to pay BSPRI for any excess costs for such similar systems or services. However, the Successful Bidder shall continue the performance of the Contract to the extent not terminated.

#### 29.2 Termination for Insolvency

BSPRI may at any time terminate the Contract by giving a written notice of at least 30 days to the selected proposer, if the selected proposer becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected proposer, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to BSPRI.

#### 29.3 Termination for Convenience

BSPRI, by 30days' written notice sent to the Successful Bidder may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for BSPRI's convenience, the extent to which performance of the Successful Bidder under the Contract is terminated, and the date upon which such termination becomes effective. However, any undisputed payment to the invoices of the task accomplished by successful bidder would be paid by BSPRI.

#### 29.4 Settlement of Disputes

If any dispute of any kind whatsoever arises between BSPRI and the successful bidder in connection with or arising out of the contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation. If still unresolved then the dispute would be resolved as per Arbitration and Conciliation Act, 1996 or any amendments thereof. Arbitration proceedings and the award shall be made in English language. The place of arbitration shall be Patna and all legal disputes are subject to the jurisdiction of courts at Patna and following are agreed:

- a) The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The arbitrator may award to the Party that substantially prevails on merit, its costs and reasonable expenses (including reasonable fees for counsel)
- b) When any dispute is under arbitration, except for matters under dispute, the Parties shall continue this Agreement.

### 13. Exit Management

The Implementation Agency shall provide the BSPRI or its nominated agency with a recommended exit management plan ("Exit Management Plan") which shall deal with at least the following aspects of exit management in relation to the MSA as a whole and in relation to the Project Implementation, and the Operation and Management SLA.

- a) A detailed program of the transfer process that could be used in conjunction with a Replacement Implementation Agency including details of the means to be used to ensure continuing provision of the services throughout the transfer process or until the cessation of the services and of the management structure to be used during the transfer;
- b) plans for the communication with such of the Implementation Agency's sub-contractors, staff, suppliers, customers and any related third party as are necessary to avoid any material detrimental impact on the BSPRI's operations as a result of undertaking the transfer;





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- c) (if applicable) proposed arrangements for the segregation of the Implementation Agency's networks from the networks employed by BSPRI and identification of specific security tasks necessary at termination;
- d) Plans for provision of contingent support to BSPRI, and Replacement Implementation Agency for a reasonable period after transfer.

The Implementation Agency shall re-draft the Exit Management Plan annually thereafter to ensure that it is kept relevant and up to date.

Each Exit Management Plan shall be presented by the Implementation Agency to and approved by the BSPRI or its nominated agencies.

The terms of payment as stated in the Terms of Payment Schedule include the costs of the Implementation Agency complying with its obligations under this Schedule.

In the event of termination or expiry of MSA, and Project Implementation, each Party shall comply with the Exit Management Plan.

During the exit management period, the Implementation Agency shall use its best efforts to deliver the services.

Payments during the Exit Management period shall be made in accordance with the Terms of Payment Schedule.

This Exit Management plan shall be furnished in writing to the BSPRI or its nominated agencies within 90 days from the Effective Date of this Agreement

### 32.1 Other conditions

- a) The Successful bidder must deploy the resource at Patna within 15 days after the issuance of LOI or Work order to execute the work.
- b) The Successful bidder shall bear the expenses regarding delivery of services.
- c) The Successful bidder shall not under any circumstances revise the rates already approved for services. Any request for an increase in the rates will not be entertained under any circumstances during the contract period.
- d) The Successful bidder shall execute the whole work in strict accordance with guidelines of BSPRI.
- e) BSPRI shall have power to make any alterations in or additions to the original scope of work. The Successful bidder(s) shall be bound to carry out the work in accordance with any instructions in this connection, which may be given to by BSPRI. Such alterations shall not invalidate the contract, and any additional work which the bidder may be directed to do in the manner specified above as part of the work shall be carried out by the bidder on the same conditions in all respects on which he agreed to do the main work and at the same rates as specified by BSPRI.
- f) Any publicity by the bidder in which the name of the BSPRI is to be used should be done only with the explicit written permission of the BSPRI.

## 14. Payment Terms

- a) The payments to the Agency shall be made only for creatives/Video/other IEC material, which have been finally approved/delivered by the competent authority of BSPRI in INR in accordance with the provisions of this RFE.
- b) The payment will be based on rates finalized for the award of contract to the successful Firm.
- c) The GST would be paid at the prevalent rates on actual.
- d) All payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the applicable Acts & Laws.
- e) No Interest shall be paid on delayed payments.

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- f) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected proposer in India, the BSPRI shall use its best efforts to enable the successful/ selected proposer to benefit from any such tax savings to the maximum allowable extent.

15. Annexure

1: Pre-Bid Queries format

{To be filled by the bidder in Excel only}

Name of the Company/Firm:

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

Query / Clarification Sought:

Sr. No	RFE Page No.	RFE Clause No.	Clause Details	Query/ Suggestion/ Clarification

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX). Queries not submitted in the prescribed format will not be considered/ responded at all by BSPRI.

Pre-Proposals queries should be sent at the e-mail address ([spm.proc.BSPRI@bihar.gov.in](mailto:spm.proc.BSPRI@bihar.gov.in)) / submit hard copy on Prebid date, mentioned in the RFE.

*40 bids*

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**Empanelment of Agencies for providing Multi Media Creative Services and I.E.C activities.**

**2: Covering Letter**

{To be submitted on the letter head of the bidder}

To,  
**The CEO CUM PROJECT DIRECTOR**  
**Bihar State Panchayat Resource Institute**  
Panchayati Raj Department, 4<sup>th</sup> Floor, New Secretariate,  
Vikas Bhawan, Patna – 800015

Dear Sir/Madam,

We, the undersigned, offer for **Empanelment of Agencies for providing Multi Media Creative Services and I.E.C activities.** in accordance with your RFE and our Proposal. "We are here by submitting our Proposal as per the requirements mentioned in the RFE.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the BSPRI.
- b) We meet the eligibility requirements as stated in this RFE, and we confirm our understanding of our obligation to abide by the policy in regard to corrupt and fraudulent practices.
- c) Our Proposal is binding upon us and subject to any modifications/ amendments BSPRI made before the date of submission.
- d) Our Firm /Company do not face any sanction or any pending disciplinary action from any authority against our Firm /Company.
- e) We understand that the BSPRI is not bound to accept any Proposal that the BSPRI receives.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Firm/ Company's name):

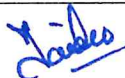
In the capacity of:

Address:

Contact information (phone and e-mail):

Date & Time: \_\_\_\_\_

Place: \_\_\_\_\_





**3: Firm/ Company Information**

Following are the particulars of our organization:

S. No.	Description	Details (To be filled by the bidder)
1	Name of the bidder	
2	Registered Headquarters Address	
3	Phone No. and email ID	
4	Bihar Office Address/ or declaration	
5	Phone No. and email ID	
6	Web Site Address (if any)	
7	Details of Firm's Registration (Please enclose copy of the registration document)	
8	Name of Registration Authority	
9	Registration Number and Year of Registration	
10	Goods and Service Tax (GST) Registration No.	
11	Permanent Account Number (PAN)	
12	Any other....	
13	Any other....	

Note: Separate sheets may be attached wherever necessary

*Handwritten signature*

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5: Contact Details of officials for correspondence during bid process:

<<On letterhead of Company>>

Details	Authorised Signatory	Secondary Contact
Name		
Designation		
Company Address		
Phone		
Mobile		
Fax		
E-mail		

6: Previous Work Details:

<<On letterhead of Company>>

S. No	Description of work/activities	Subject	Department	Work Order Date

*P. Jaiswal*

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## 16. Financial Bid Format (Sample)

{To be submitted by the proposer as per the format available on Eproc2 Tenders Portal}

{To be used on the time of SoW}

To,

Date:

**The CEO cum PROJECT DIRECTOR**

BSPRI, Panchayati Raj Department,

Panchayati Raj Department, 4<sup>th</sup> Floor, New Secretariate,

Vikash Bhawan, Patna – 800015

Sub: Financial Bid for empanelment of agencies for providing Multi Media Creative Services and I.E.C activities.

Ref: NIT dated: \_\_\_\_\_

Dear Sir,

We, the undersigned proposer, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to work as mentioned in the Scope of the work, Service Level Standards & in conformity with the said bidding document for the same.

We submit herewith the Financial Bid (fees) for the assignment proposed by BSPRI:

Bidder's Name		
S. No	Package 1	Cost
1	Package 1	Lumpsum Amount

### Terms & Conditions: -

1. The above quoted fee includes all duties, levies, taxes except GST, which shall be payable extra as per the prevailing rates.
2. NIL Value quoted against any value above shall lead to rejection of bid.
3. The Payment for the aforesaid quoted value shall be paid in accordance with Payment Terms.

We agree to all the terms & conditions as mentioned above & in the bidding document and submit that we have not submitted any deviations in this regard.

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Firm/ Company's name):

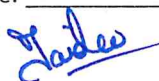
In the capacity of:

Address:

Contact information (phone and e-mail):

Date & Time: \_\_\_\_\_

Place: \_\_\_\_\_





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17. Format of Bank Guarantee for Performance Security

Issuing Bank: [insert: Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: [insert: Name and Address of Bidder]

Date: \_\_\_\_\_ PERFORMANCE GUARANTEE No.: \_\_\_\_\_

To:

The CEO cum PROJECT DIRECTOR,

BSPRI, Panchayati Raj Department, Panchayati Raj Department, 4<sup>th</sup> Floor, New Secretariate,  
Vikash Bhawan, Patna – 800015

Ref: RFP Notification no <xxxx> dated <dd/mm/yy>

1. Against contract vide Advance Acceptance of the Tender No. \_\_\_\_\_ Dated \_\_\_\_\_ covering RFE - **Request for Empanelment of agencies for providing Multi Media Creative Services and I.E.C activities.**, Panchayati Raj Department (hereinafter called the said 'contract') entered into between BSPRI, (hereinafter called the Purchaser) and M/s. \_\_\_\_\_, a Company incorporated under the Companies Act, 1956/2013 and having its Registered Office at .....(hereinafter called the Bidder) this is to certify that at the request of the Bidder we (name of the Bank / Branch ..... ) a body corporate constituted under the Banking Companies [Acquisition and Transfer of Undertakings] Act, 1970 and having its, Registered Office at ..... and a branch office at ..... are holding in trust in favor of the Purchaser, an amount \_\_\_\_\_ of Rs.....(Rupees .....only) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Bidder of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether by any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Bidder and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.

2. We (Name of the Bank /Branch) ..... further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said contract by the Bidder i.e. Till \_\_\_\_\_ hereinafter called the said date and that if any claim accrues or arises against us \_\_\_\_\_(Name of the Bank /Branch) by virtue of this guarantee before the said date, the same shall be enforceable against us .....(Name of the Bank/Branch) notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us .....(Name of the Bank/Branch) by the Purchaser before the said date. Payment under this guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we..... (Name of the Bank /Branch) undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.

4. We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Bidder in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present bond being absolute and unequivocal.

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5. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Bidder shall have no claim against us for making such payment.

6. We .....(Name of the Bank / Branch) further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the said Bidder and to forebear or enforce any of the terms and conditions relating to the said contract and we, .....(Name of the Bank / Branch) shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Bidder or for any forbearance by the Purchaser to the said Bidder or for any forbearance and or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under this guarantee.

7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder.

Notwithstanding anything contained herein:

i) Our liability under this Bank Guarantee shall not exceed of Rs..... (Rupees in words only).

ii). The Bank Guarantee shall be valid up to .....; and;

iii) We..... (Name of the Bank / Branch) are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ##.....

iv) Bank Account Details of BSPRI:

Account Holder Name: Bihar Gram Swaraj Yojna Society (BPSP)

Account No.-0352101039713

IFS Code: CNRB0000352

Bank Name: Canara Bank

Bank Branch: South Gandhi maidan, Patna-800001

v) GST No. of BSPRI- 10PTNB03728E1D6

Authorized Signatory of the Bank

Full name/designation/ Address of the official and date

WITNESS NO. 1

Signature

Full name/designation/ Address

WITNESS NO. 2

Signature

Full name/designation/ Address



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18. Self-Declaration

{To be submitted on the letter head of the bidder}

To,  
The CEO cum PROJECT DIRECTOR,  
BSPRI, Panchayati Raj Department  
Panchayati Raj Department, 4<sup>th</sup> Floor, New Secretariate,  
Vikash Bhawan, Patna – 800015

Date:

In response to the RFE dated \_\_\_\_\_ for empanelment of agencies for providing Multi Media Creative Services and I.E.C activities, as an Owner/ Partner/ Director/ Auth. Sign. of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding,

- a) Possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the BSPRI;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- e) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the Tender Process, or not have been otherwise disqualified pursuant to debarment proceedings;
- f) Does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- g) Will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by BSPRI, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Firm/ Company's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Date & Time: \_\_\_\_\_

Place: \_\_\_\_\_

