

Disclaimer

The information contained in this tender document (hereinafter referred to as the “**Tender**”) or/ and any information pertaining to the aforesaid subject matter subsequently provided to the applicants/bidders in any form by National Financial Reporting Authority (hereinafter referred to as “**NFRA**” or “**Authority**”) shall be subject to the terms and conditions to which such information is provided herein and any other terms and conditions as may be prescribed by NFRA.

The purpose of this Tender is to provide all bidders with the information that may be useful to them in the formulation of their proposals/ bids (hereinafter referred to as “**Bid(s)**”) in response to this Tender. The statements and facts contained herein, which reflect various assumptions and assessments arrived at by NFRA do not purport to contain all/exhaustive information on the aforesaid subject matter that each applicant may require for the purposes of submitting their Bids.

Each bidder should, conduct its own due diligence, investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, and information contained in this Tender and shall obtain independent advice from appropriate sources at its own cost.

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

NFRA also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance by any applicant/bidder upon the statements contained in this Tender.

NFRA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Tender, from time to time till the opening of the Bids.

The Tender does not imply that NFRA is bound to select a bidder or to appoint the successful bidder, as the case may be, and NFRA reserves the right to reject all or any of the Bids without assigning any reason at any time whatsoever.

The bidder shall bear any and all costs associated with or relating to the preparation & submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NFRA or any other costs incurred in connection with or relating to their Bid. All such costs and expenses shall remain with the bidder and NFRA shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by the bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bid selection process as contained herein.

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TENDER NOTICE FOR MEDIA MONITORING SERVICES
FOR NATIONAL FINANCIAL REPORTING AUTHORITY

THROUGH ADVERTISED TENDER

NOTICE

TENDER NO. Media/01/2024

DUE DATE: 12-June-2024

Dear Sir / Madam(s),

Sub: Tender for providing media monitoring services for National Financial Reporting Authority.

I. Introduction

The National Financial Reporting Authority (NFRA) was **constituted** on 01st October, 2018 by the Government of India under **Sub Section (1) of section 132 of the Companies Act, 2013**.

Functions and Duties of NFRA

As per **Sub Section (2) of Section 132 of the Companies Act, 2013**, the duties of the NFRA are to:

- Recommend accounting and auditing policies and standards to be adopted by companies for approval by the Central Government.
- Monitor and enforce compliance with accounting standards and auditing standards.
- Oversee the quality of service of the professions associated with ensuring compliance with such standards and suggest measures for improvement in the quality of service.
- Perform such other functions and duties as may be necessary or incidental to the aforesaid functions and duties.

In furtherance of the above, NFRA hereby invites bids in two bid format for providing media monitoring services (as detailed below) from eligible bidders (hereinafter referred to as **“Bidder(s)”**.

SECTION I – Schedule of RFP

I. Summary of Bidding Information

1	No. and Name of the Tender	TENDER NO: Media/01/2024 Dt 21.May.2024 <u>Tender for providing media monitoring services for National Financial Reporting Authority.</u>
2	Date Issued	21-May-2024 The Tender can be downloaded on free of cost basis from NFRA's website https://nfra.gov.in/
3	Last date of receipt of queries from the prospective Bidders, if any.	26-May-2024 at 1200 hrs
4	Pre-bid meeting date/time and venue	28-May-2024 at 1200 hrs 7 th Floor , Hindustan Times Building , K G Marg , New Delhi
5	Last date/ time for submission Bids (“Due Date/Time”)	12-June-2024 days at 1200 hrs
6	Time and Date of Opening of Bids	(i) Technical Bid – 13 June 2024 at 1200 hrs (ii) Commercial Bid – Date will be intimated subsequently after opening of the Technical Bids.
7	Extension of Due Date/Time	The Due Date/Time of submission of Bid and date/time of opening of Bids may be extended at any time, at the sole discretion of NFRA and shall be displayed on NFRA's website. No separate press advertisement will be issued by NFRA regarding extension of Tender opening date & Due Date/Time. Bidders are therefore advised to keep checking NFRA's website.
8	Earnest Money Deposit (EMD)	Rs. 17000
9	Address of Communication for any clarifications.	To Secretary National Financial Reporting Authority 7 th – 8 th Floor , Hindustan Times House 18-20 Kasturba Gandhi Marg , New Delhi – 110001 India , Contact no. 011-23350013

The Authority reserves the right to change the above dates and times.

SECTION II – INSTRUCTIONS TO BIDDERS

<p>General Instructions</p>	<ul style="list-style-type: none"> • In connection with the works indicated in the Notice Inviting Tender, National Financial Reporting Authority (NFRA), hereinafter referred to as the “Employer”, This tender is for selection of contractor for the work as “HIRING OF MEDIA MONITORING SERVICES FOR NFRA” • “Day” means a calendar day • “Week” means a period of seven days • “Month” means calendar month • All the provisions of this RFP shall be binding on every bidder responding to this RFP. • The Authority will select one single entity from all the bids received in accordance with the process of selection as detailed in this RFP. • The Authority is not bound to accept any or all the bids, and reserves the right to annul the bidding process at any time, without assigning any reason and shall not be incurring any liability to the bidders.
<p>Only One Bid</p>	<ul style="list-style-type: none"> • A bidder shall submit only one bid. If a bidder submits more than one bid, all bids of that bidder shall be disqualified and rejected.
<p>Earnest Money Deposit (EMD)</p>	<ul style="list-style-type: none"> • Bidders who wish to bid for this RFP need to pay an Earnest Money Deposit (EMD) of Rs.17000/- (Rupees Seventeen Thousand only) for participating in this RFP. The EMD shall be in Indian Rupees and shall be in the form of Bankers Cheque or Demand Draft from any of the Nationalized/Scheduled Bank in favour of “National Financial Reporting Authority , New Delhi” and payable at New Delhi. <p>If the L1 bidder refuses the work awarded as per Scope of Work under this RFP, the EMD amount of the L1 bidder shall stand forfeited.</p> <ul style="list-style-type: none"> • Actual Bankers Cheques/ Demand Draft for the EMD and Tender Fee must be submitted at the Address as mentioned before the Technical Bid Opening Date & Time with name of the bidder and contact details clearly mentioned at the back.
<p>Clarification and Amendment of RFP Document</p>	<ul style="list-style-type: none"> • Bidders may request clarification with reference to the RFP document during the Pre-Bid Meetings per the ‘Schedule for RFP’. • The Authority may amend the RFP at any time before the submission of bids, by issuing an addendum/ corrigendum on the website. This may not be individually communicated to the prospective bidders and shall be binding on all.
<p>Right to Accept or Reject the Bid/s</p>	<ul style="list-style-type: none"> • The Authority reserves the right to accept or reject any bid/s and to annul the RFP process and reject all such bids at any time prior to award of work, without assigning any reason and thereby will not incur any liability or obligation to bidder/s to inform the grounds for such decision.

Submission, Receipt, and Opening of Bids	<ul style="list-style-type: none"> • Packet -1(Technical Bid) : • Prospective bidder agencies shall submit their signed (along with their seal) technical bid in the format as mentioned in the Annexure-A. • Packet-2 (Financial Bid) containing Schedule of price bid in the format prescribed in Annexure-B. • All the pages of bid being submitted must be signed and sequentially numbered by the bid, irrespective of nature of content of the documents. All the mentioned documents should be in PDF format. • Incomplete bids will be summarily rejected. • Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for HIRING OF MEDIA MONITORING SERVICES FOR NFRA". Bids received in any manner other than as prescribed above shall be liable to be rejected summarily.
Opening of Financial Bids & Evaluation	<ul style="list-style-type: none"> • Opening of financial bid and its evaluation would be done as per provisions. • Representatives of the shortlisted bidders make it convenient to be present on the date and time specified.

SECTION III- Eligibility Criteria (Pre-Qualification)

Bidder Agencies must conform to the minimum eligibility criteria as described below and shall submit all relevant documents in support of their eligibility claims, failing which the bid would be summarily rejected:

1. The media resource Agency must have its contact office in Delhi/NCR region and necessary network/infrastructure setup/staffing to accomplish effective media tracking and Reporting on daily basis.
2. A partnership Agency must submit the partnership agreement along with the details of its partner/s.
3. The Agency must have an average annual turnover of above Rs. 20 Lakh during the last three financial years each, ending with FY 2022-23. Copies of audited (by a Chartered Accountant) financial statements for last 3 financial years, ending with FY 2022-23, must be submitted , evidencing the turnover.
4. Evidence of at least three years of experience in the field of media tracking for any Ministry or Department of the Government of India or Government of India PSU/Authority.
5. The Agency must have successfully executed/completed at least three work orders of similar nature in the past three financial years and the current financial year i.e 2023-24

up to the date of publication of this RFP, of a minimum value of Rs. 4.25 Lakh each. Copies of contracts/work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services along with names, addresses and contact details of clients shall be provided with the bid for verification.

6. The Agency should not have been blacklisted by or to work with any Ministry or Department of the Government of India or Government of India PSU/Authority.

Section IV - Bidding procedure: -

1. Submission of Bids

The bids should be submitted in two envelopes duly sealed and clearly mentioning Part – 1 (Technical Bid) and Part – 2 (Financial Bid). These shall then be enclosed in another envelope bearing the Label showing “Tender for Media Monitoring Service for NFRA” and should be addressed or handed over to -

**To
Secretary
National Financial Reporting Authority
7th – 8th Floor , Hindustan Times House
18-20 Kasturba Gandhi Marg , New Delhi – 110001
India , Contact no. 011-23350013**

Bids received after the appointed date and time will not be considered under any circumstance . No further correspondence in this regard will be accepted.

2. Opening of bids –

The bidder is at liberty to be present at the opening of the bids either himself or through not more than one authorized representative. The authorized representative attending the opening of the bids on behalf of the bidder should bring with him a letter of authority from the bidder and proof of identification.

3. Rejection of Bids:

The Bids will be rejected on the following grounds:

- The Authority reserves all rights to reject any bids including those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Authority in this regard will be final and binding.
- Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work will prejudice the bidder’s quotation.

- NFRA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - suspend and/or cancel the Bidding process and/or amend and/or supplement the Bidding process or modify the dates or other terms and conditions relating thereto;
 - consult with any Bidder in order to receive clarification or further information;
 - retain any information and/ or evidence submitted to the NFRA by, on behalf of, and/ or in relation to any Bidder; and/ or
 - independently verify, disqualify, reject and/or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- NFRA reserves the right to reject/not consider at its sole prerogative, the Bids of such Bidders (including sister concerns, holding companies, subsidiaries or companies with common management personnel) who have been involved in any litigation with NFRA or who have involved in violation of statutory requirements whilst on contract with NFRA in the past or have been blacklisted/ debarred by any PSU, Govt. bodies.
- The Bidder shall not be eligible to quote, if their company/firm has been issued with a letter for irregularities, show cause notice or their contract has been terminated by NFRA or any other PSU, Govt. Department / Undertakings, during the past 10 years from the date of issuance of this Tender.
- It shall be deemed that by submitting the Bid, the Bidder agrees and releases NFRA, its employees, agents and advisers, from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection with the Bidding process and waives, to the fullest extent permitted by applicable laws, any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.
- The above list is only illustrative and there can be other relevant grounds of rejection of Bids.

4. Note

- In case of withdrawal of the Bid, the Bidder is required to submit a withdrawal letter addressed to Secretary, NFRA and the same shall be submitted at the address mentioned above, not later than the date/time of opening of Bids. The cover containing the Bidder's withdrawal letter shall carry the superscription of the word "**Withdrawal of Tender No. Media/01/2024 Dt 21-May-2024 for Providing Media Monitoring Services for National Financial Reporting Authority.**". A copy of the said withdrawal notice shall also be sent by e-mail on agm2-nfra@nfra.gov.in
- No Bid shall be withdrawn after the date/time of opening of Bids. Withdrawal of a Bid after the date/time of opening of Bids shall result in the Bidder's forfeiture of their EMD.

5. LITIGATION HISTORY

The Bidder should provide accurate information about any litigation or arbitration resulting from contracts completed or ongoing under its execution in the past since the time it has been in business since its incorporation under the Technical Bid. A consistent history of awards against the Bidder may result in rejection of the Bid. Suppression of any information

or material in this regard would be construed as a fundamental breach and NFRA reserves its right to take appropriate action including cancellation of the Bid, forfeiting of EMD, termination of the Contract, blacklisting the Bidder, as may be deemed fit and proper by NFRA, at any time, without giving any notice to the Bidder in this regard.

6. AMENDMENTS / CLARIFICATIONS

Amendments, corrigendum, clarifications if any, and any extensions of the due date of opening of the Bids, as per the requirements of NFRA, will be intimated by hosting the notice on NFRA's website only (i.e. [•]). No separate NIT (Notice Inviting Tender) would be published in newspapers/print media. It is the Bidder's responsibility to visit the said website regularly for the aforesaid updates/extensions as applicable.

Section V - Scope of Work

1. DEFINITIONS

"NFRA" or "Authority" as used in the Tender shall mean National Financial Reporting Authority.

- The "Bidder" and/or "Service Provider" as used in the Tender shall mean the bidder who has signed the Tender and submitted a bid in response to the Tender.
- The "Successful Bidder" / "Contractor" shall mean the Bidder who has been adjudged as the L-1 Bidder and has been awarded the Contract by NFRA.
- The term "Contract" shall mean the agreement entered into between NFRA and the Successful Bidder, confirming its acceptance of the Tender, on the terms and conditions mentioned herein.
- The term "Services" shall mean the services to be provided by the Successful Bidder as mentioned in this Tender.
- The term "L-1 Bidder" means Bidder with lowest quote.

2. General Requirements

The Contractor (i.e "the selected bidder") will provide the Media Monitoring Services to the Authority as per the scope defined herein below:-

- The Contractor will conduct a nation-wide comprehensive search from but not limited to Print Media (National editions) and Local Newspapers/ Magazines), Broadcast Media (TV), Electronic Media including Blogs and present a daily update in soft copies of all relevant news reports and contents relating to the Authority. The reports shall be classified under National Media – Print , Regional Media- Print , Electronic media and Social media.

- The Contractor should provide update on electronic clips on a daily basis through email that would allow the user to browse clippings by headline, date of publication for the purpose of archival. An online archival mechanism of all coverages (print, electronic and digital) shall be maintained by the contractor with search option on contractor's server space. The contractor shall provide access of the same to the employer through single user ID and password.
- The compilation of clippings to be provided as and when required by the Employer within two hours.
- Electronic Media Monitoring: The Contractor shall cover all news items from e-papers, websites and TV channels across India and abroad.
- Online Media Monitoring The Contractor shall provide the coverage of online media monitoring on a daily basis to the employer.

3. News to be covered -

- All news pertaining to NFRA , its activities and Personnel
- ICAI /ICWAI/ICSI News
- Accounting Standards news.
- Accounting frauds & Investigations.
- Rules and Regulations relating to accounting.
- SEBI guidelines & news related to company.
- MCA News related to statutory requirements.
- Supreme Court / High Court/ NCLAT related news of Companies
- CCI related news of mergers/demergers/debarment
- International news related to Audit & Accounting orders.
- RBI / IMF news related to policies and estimates.
- International Audit regulatory news.
- Other National/International regulatory news.

4. Coverage -

The update must be a detailed report covering the entire gamut of media that will include but not limited to, as per specifications of this Authority , as under:

- Print: At least 100 important National, local and vernacular dailies in English, Hindi & regional languages covering 50 major cities, and having circulation of at least 50,000 copies per day as per DAVP/BOC records.
- At least 50 important News and other Business magazines and Journals - weekly, fortnightly, monthly& bi-monthly issues.
- Electronic: at least 30 important National and Regional TV Business news channels.

- Digital/Online/social media: at least 25 important Online news & magazines, Facebook, Twitter, blogs, micro-sites, social network sites, LinkedIn etc. which will not be limited to e-paper of the dailies.
- Agency should also note that the authority reserves the right to make any changes in the list provided, of any or all of the aforesaid media, as and when deemed necessary. Please note that no extra charges will be paid for the same.
- The Agency is required to submit the following reports through email and official group posts.

S. No.	Activity Report	Delivery Time
1.	Update Report on Print Media along with list of news and publications	Daily by 0900 hrs.
2.	Update on Electronic Media along with list of news and Channels	Daily by 1100 hrs.
3.	Update on Outstation news (Outside Delhi)	Daily by 1100 hrs.
4.	Final Report including National & Regional updates and web news	Daily by 1200 hrs.

The daily update report will be sent to the email addresses of the officials of NFRA .(as per the list provided by the Authority from time to time). The reports shall be periodically copied to the designated cloud space provided by NFRA or to the Hard disk device provided by NFRA. The folders shall be chronologically arranged with sub-folders for each category of news.

5. Term of the Proposed Contract

The Period of Contract shall be for two years from the date of execution of the Contract (the “**Contract Period**”). NFRA reserves the right to extend the same for further period of [•] ([•]) years in its sole discretion on same terms and conditions.

Section VI - GENERAL TERM & CONDITIONS

1. General terms and Conditions

The general terms and conditions of this Agreement shall be subject to the general Applicable Laws and any other instruments having the force of law in India, as issued and in force from time to time, besides the following terms and conditions:

This Agreement, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws of India.

The effective date of the Agreement on which it comes into force shall be the date of signing of this Agreement. Unless terminated earlier, the Agreement will be for a term of two year from the effective date of this Agreement and may be extended on the satisfactory performance for a further period of one year at a time but not more than twice on mutual agreement on the same terms and conditions. During the period of such extensions, the terms and conditions of the Agreement will not be changed.

The Agency will not be paid any advance for any assigned work under any circumstances.

Any communication required or permitted to be given or made pursuant to this Agreement shall be in writing and in English language. Any such notice, request or consent shall be deemed to have been given or made when delivered in person/by e-mail to such an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the Agreement.

In case it comes to the notice of the Subscriber that any news reports/media clippings regarding the organization and its related activities have not been reported on the due day to the Subscriber or reported late/missed any news. The Agency will be penalized for such faults as per the following parameters:

- First fault: warning and 2% of the monthly charges for services.
- Second fault: warning and 4% of the monthly charges for services.
- Third fault: Cancellation of the contract.

Disputes between the Agency and NFRA ,shall be settled in accordance with the terms mentioned therein including by way of arbitration through a sole arbitrator appointed by mutual agreement between the parties.

The Agency shall adhere and complete all the assignments in accordance with Scope of Services and terms & conditions stipulated in this Agreement.

The Agency shall not assign or transfer any of their rights or obligations under this Agreement to any other Agency/Sub-Agency, without prior written consent and permission of the Subscriber.

Except with the prior written consent of the Authority, the Agency shall neither at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Agency make public any such information gathered in the course of, or as a result of, the Services.

This Agreement may be terminated by either Party by giving 30 days notice in writing to the other Party explaining the reason of termination. Agency will transfer all data to NFRA on termination.

The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under this Agreement in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

2. PERFORMANCE SECURITY DEPOSIT

The agency will have to deposit Performance Security Deposit of an amount of 5% of the annual contract value in the form of Bank Guarantee issued by Nationalized /Schedules Bank in the name of the agency and hypothecated to the "Secretary , NFRA". The PSD should remain valid for a period of 90 days beyond the concluding date of agreement. In case of further extension of the contract period beyond the initial term, PSD will have to be renewed accordingly.

3. FORCE MAJEURE

For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

Force Majeure shall not include any event which is caused by the negligence or intentional action of a Party or agents or employees, nor any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Agreement, and avoid or overcome in the carrying out of its obligations hereunder.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

If a Force Majeure situation arises, the Agency shall promptly notify to the Subscriber in writing, of such conditions and the cause thereof. Unless otherwise directed by the Subscriber inwriting, the Agency shall continue to perform its obligations under the Terms & Conditions as reasonably as practical, and shall seek all reasonable alternative means for due performance not prejudiced by the Force Majeure event carrying out of its obligations hereunder.

4. TERMS OF PAYMENT

The payments to the Agency against its proper pre-receipt bills will be subject to the following terms and conditions:

Payments will be made on Monthly basis on presentation of pre-receipt bills raised by the agency not before the 1st day of every succeeding month.

Payments to the Agency shall be made electronically only to its Bank account. For this purpose, while forwarding bills, the Agency shall have to give its account details, banker's details, including IFSC Code, etc.

Payment will be made strictly as per approved rates of the Contract Agreement.

Payments will be made after deduction of due taxes at source and other levies, if any.

1.

5. Notices:

Any notice to be sent by NFRA to the Successful Bidder or vice versa, pursuant to the Contract, shall be sent in writing to the address specified for that purpose in the Contract.

6. Third Party Benefit:

Nothing herein expressed or implied is intended, nor shall it be construed, to confer upon or give to any third party any right, remedy or claim under or by reason of the Contract or any part thereof.

7. Expenses:

The Successful Bidder and NFRA shall bear their own respective costs and expenses (including legal expenses) associated with the preparation, negotiation and execution of the Contract and any other relevant documents.

8. Severability:

If any clause, section or provision of the Contract is found to be invalid, illegal or unenforceable, by the provisions of the applicable law, such invalidity, illegality or unenforceability shall not render the remaining clauses, sections or provisions hereof invalid, illegal or unenforceable. In such a case, the Successful Bidder and NFRA shall amend this Contract as appropriate, seeking to achieve the minimum extent necessary to make this Contract, legal valid and enforceable.

9. Amendment:

No amendment, modification, variation or waiver of any provision of this Contract shall be binding or effective unless the same has been made in writing and signed by a duly authorised representative of each of the Successful Bidder and NFRA.

10. Governing Law:

The Tender / Contract shall be governed by, construed and enforced in accordance with the laws of India.

11. Jurisdiction:

Any dispute arising out of or in connection with the Tender / Contract shall be subject to the exclusive jurisdiction of the Courts of Delhi only.

Technical Bid

Tender Form for providing social media monitoring services

Name & address of the bidder:-

(In capital letters)

Contact number:-

Details of pay instruments:-

S.No	Name of Bank	Instrument No.	Date	Amount	In Favour of	Valid for

List of Documents:-

S. No.	Particulars Enclosed	Yes/No
1	EMD of Rs.17000/- (Scanned photocopy of Bankers Cheque /Demand Draft has to be submitted with Technical Bid)	
2	Name &Registered Address of Agency	
3	Contact office of Agency in Delhi/NCR	
4	Document in support of nature of Agency (whether it is Proprietorship Agency, Partnership Agency or Company)	
5	Certificate of Registration & Copy of PAN Card	
6	Brief Organizational & Management profile	
7	Audited (by a Chartered Accountant) financial statements for the last 3 financial years, ending with FY 2022-23	
8	Manpower Available (Please also separately indicate the number of employees / Professional proposed to be engaged for this project)	
9	A summary/gist of a sample periodic/daily Media Tracking Report submitted to any Ministry or Department of Government of India or Government of India PSU/Authority	
10	Copies of contracts/work orders and documentary evidence of successful execution/completion in support of Past Experience of Similar Services along with names, addresses and contact details of clients.	

11	Experience certificate of satisfactory completion by the client department (GoI, PSU, Authority, Autonomous Body etc.) on their letterhead for successful completion of Work Orders in the field of Media Monitoring	
12	Undertaking	

NOTE

- (I) **All the above documents shall be signed (along with firm's seal) and thereafter scanned and uploaded by the bidder.**
- (II) **Actual Bankers Cheques/Demand Drafts should be submitted to the authority before the Technical Bid opening Date & Time as mentioned in , with name of the Bidder and Contact details clearly mentioned at the back.**

- I/we declare that I/my representative have decided to provide the Media Monitoring Service as per Scope of Work attached with tender and am/are interested to provide the said services.
- The consolidated price should be inclusive of all charges viz technical, subscription fees and human resource or any other expenses etc.
- I/we have gone through the terms and conditions given in the tender document and agree with the same. I/we understand that in the event of non-compliance of the terms and conditions of the tender, my/our Bid Security Money shall be forfeited by NFRA. I hereby also declare that the firm is a registered Company/Agency/Organisation and is authorised/competent to provide the Media Monitoring Service.
- Note: Technical offer should include facilities, equipment and manpower available with the party, concept paper on how the work is planned to be executed and relevant experience (including certificates, if any) in media monitoring.

(Signature of the Bidder)

Stamp

Date

Financial Bid

Tender Form for providing Media Monitoring Service

Name & address of the bidder: - (in capital letters)

Contact number: -

Details of pay instruments: -

Amount:-

I/we declare that I/we have decided to provide the Media Monitoring service on daily basis 7 days a week i.e. including weekends/holidays as per Scope of Work attached. My/our consolidated per month offer to provide the service at all inclusive cost, is given below:-

	Amount in Rs. (Figures)	Amount in Rs. (In Words)
Quote Price (For 24 Months)		
GST		
Total		

(Signature of the Bidder)

Stamp

- If there is any difference between the amount in words and figures, the lower amount will be treated as valid. If the bidder is not willing to accept the amount so fixed in the above manner then the earnest money deposited shall be forfeited.

DECLARATION

We hereby declare that the details furnished by us in response to this RFP are true and correct to the best of our knowledge and belief and we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false, untrue, misleading, or misrepresenting, we are aware that this bid and agreement (if signed) will be liable to be declared void at any point of time.

We also certify that we have not been blacklisted by or to work with any Ministry or Department of the Government of India or Government of India PSU/Authority.

Yours sincerely,
Authorized Signature [In full as well as initials]:
Name and Title/Designation
Of the Authorized Signatory:

Name of the Agency/Firm:

Address:

Seal of the agency/firm:

***(This declaration should be printed on the letterhead of the Company/Firm)**