



## CENTER FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)

1212 (A), Sishu Bhawan Square, Unit – 1, Bhubaneswar, Odisha,

Telephone No. : 0674- 2598150/51

### TENDERCALL NOTICE

No.CMGI/PCU/SM - SMC/2017/ 1113, Dated. 22/08/2017

Sealed Tenders are invited, from eligible and experienced manpower service providers for **“Providing Project Assistant and Social Media Advisor (Communication Specialist) for the Social Media Cell and other purposes”** for a period of one year. The contract can be extended based on the performance of the service provider. The tender specification may be obtained online from the CMGI website ([www.cmgi.org](http://www.cmgi.org)). The tender along with the cost of the tender papers in shape of Bank Draft only shall be submitted in CMGI, Bhubaneswar on or before **13/09/2017 by 2.00 PM** in conformity with tender specification No. **CMGI/PCU/SM - SMC/2017/ 1113** Tender shall be furnished in two parts i.e.

- Part A – General and Technical Proposal and
- Part B – Commercial Proposal in separate sealed envelopes

Part-A containing General and Technical Proposal will be opened on 3.00 PM\_\_\_\_\_/XX/2017 **at 3 PM** at the CMGI Conference hall in the presence of the Tender Evaluation Committee. The Financial Bids of those agencies shall be considered for evaluation whose general and technical bids shall get qualified. The tenders received in incomplete form or after the scheduled date & time shall be summarily rejected. The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

<b>SCHEDULE</b>	
Period of availability of tender document in website <a href="http://www.cmgi.org.in">www.cmgi.org.in</a>	<b>13.09.2017</b>
Last Date For Submission of Tender:	<b>13.09.2017, 2.00 PM</b>
Opening of General Bid & Technical Bid	<b>13.09.2017, 3.00 PM</b>
Opening of Commercial Bid	<b>13.09.2017, 4.00 PM</b>

#### **Amendment of the Tender :**

In case of any discrepancy between the Press Advertisement, other detailed provisions of the tender document and the updated version on the web (up to **6.00 P.M. on 8<sup>th</sup> Septembder 2017**), the web-version will prevail. At any time prior to **6.00 P.M. on 8<sup>th</sup> Septembder 2017**, the CMGI reserves the right to add / modify / delete any portion of this document by issuance of an addendum/ corrigendum, which would be published on the web site [cmgi.org.in](http://cmgi.org.in) and will be binding on the tenderers.

Procurement Officer (CMGI)

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**SECTION I**  
**ELIGIBILITY CRITERIA**

The Companies/ organizations / Agency/firms must fulfill the following minimum eligibility criteria to be eligible for submission of their tenders:

- 1) The Bidder should be a company; registered under the Indian Companies Act 1956 or Partnership firm registered under Indian Partnership Act or a proprietary concern registered in Odisha and should be at least three five years old.
- 2) The word “company” here includes registered company, partnership firm or proprietary concern.
- 3) The Bidder should produce copy of Certificate of Registration towards evidence of operation of the Companies/Organization for last five years.
- 4) The bidder must have a local office at Bhubaneswar (Proof to be submitted) .
- 5) The address of the firm’s Country Office and Local Office (s) in Orissa. (Along with Telephone/ Mobile/Fax/E-mail/Web address).
- 6) The Bidder should produce copy of PAN Card of the Companies organizations / Agency/firms.
- 7) The Bidder should have an average annual turnover of at least ₹1 Crore during the last Three Financial years (2013-14, 2014-15,2015-16).
- 8) The bidder should have Provident Fund Registration Certificate .
- 9) The bidder should have filed Provident Fund latest Return i.e. Till March, 2017.
- 10) The bidder should have ESI Registration Certificate .
- 11) The bidder should have filed ESI Return i.e. Till March, 2017.
- 12) The bidder should have GST Registration Certificate .
- 13) The bidder should have filed GST Return i.e. Till July, 2017
- 14) Should have executed at least 10 (Ten) work orders of providing manpower services to any Government (State/Central/PSU) Organization out of which at least one work order should be on providing services of **“Skilled/Highly Skilled/Technical (Engineers) Manpower”** to any Government (State/Central/PSU) Organization.
- 15) The bidder should not have been blacklisted by any Govt. of India / State Govt. A self-declaration certificate to that effect should be enclosed.
- 16) Performance Security : If selected, the selected agency should submit the Performance Security of Rs.5,00,000/- (Rupees Five Lakhs) in the form of Bank Guarantee drawn from a Schedule Bank favoring, the Executive Director, CMGI having validity of 1 (one) year.
- 17) The bidder must submit documentary evidence of the above clauses towards proof of fulfilling the eligibility criteria as mention above.

## **Section II**

### **Instructions and information for submission of Tenders**

Eligible Agency/Firms are required to submit their tenders in sealed envelopes as per the instructions given at Clause 7–FORMAT AND SIGNING OF TENDERS and Clause 8-SEALING AND MARKING OF TENDERS and must submit before the deadline given at Clause 9 – DEADLINE FOR SUBMISSION OF TENDERS of this Section.

The Sealed envelope (s) must be delivered at the address mentioned in the clause 8 of section II, within the last date and time for submission of Tenders: **On or before Dt. 13.09.2017 up to 2.00 PM.**

The tenderers are required to furnish an amount of Rs.50,000/- (Rupees fifty thousand only) towards the **earnest money deposited (EMD)** along with the documents relating to the General & Technical proposal failing which their tender shall be treated as non-responsive. The EMD of bidders not selected for issue of work order(s) will be returned within one month of finalization of the work order.

Performance Security : The selected agency should submit the Performance Security of Performance Security of Rs.5,00,000/- (Rupees Five Lakhs) in the form of Bank Guarantee drawn from a Schedule Bank favoring, the Executive Director, CMGI having validity of 1 (one) year. The selected agency has to submit the Performance Security within 10 days of receipt of the Letter of Acceptance (LoA), then only the Work Order will be issued in its favour. Otherwise the L2 bidder will be invited to take up the work in L1 price. If L2 bidders fails then the offer will go to the L3 bidder and so on.

## PART-A

### (GENERAL & TECHNICAL BID/PROPOSAL)

The General & Technical Proposal should consist of the following documents:

- 1) Tender fee of Rs.5,000/- (rupees Five thousand) only in form of DD drawn in favour of the Executive Director, CMGI.
- 2) Earnest Money Deposit (EMD) of Rs.50,000/- (rupees Fifty thousand) only in form of DD drawn in favour of the Executive Director, CMGI.
- 3) The firm should be in operation for a period of at least 5 (five) years. The Bidder should produce copy of Certificate of Registration from Competent Authority towards evidence of operation of the Agency/Companies for last five years.
- 4) The bidder must have a local office at Bhubaneswar (Proof to be submitted).
- 5) The address of the firm's Country Office and Local Office (s) in Orissa. (Along with Telephone/ Mobile/Fax/E-mail/Web address).
- 6) The Bidder should produce copy of PAN Card of the Companies organizations / Agency/firms.
- 7) Tender Submission Form-- (Format T1)
- 8) Detailed Information of the Company – (Format T2)
- 9) Photocopy of the statutory audit report Profit and loss L & Balance Sheets for the financial years (2013-14, 2014-15, 2015-16)
- 10) Human Resource Details - (Format T4)
- 11) Proof of Past Experience of executing at least 10 (Ten) work orders of providing manpower services to any Government (State/Central/PSU) Organization out of which at least one work order should be on providing services of **“Skilled/Highly Skilled Manpower”** to any Government (State/Central/PSU) Organization (Format T5)
- 12) The bidder should produce copy of Provident Fund Registration Certificate .
- 13) The bidder should produce copy of Provident Fund latest Return i.e. Till March, 2017.
- 14) The bidder should produce copy of ESI Registration Certificate .
- 15) The bidder should produce copy of latest ESI Return i.e. Till March, 2017.
- 16) The bidder should produce GST Registration Certificate .
- 17) The bidder should produce copy of GST Return i.e. Till July, 2017
- 18) Proof of Past Experience of executing at least 10 (Ten) work orders providing manpower services to any Government (State/Central/PSU) Organization out of which at least one work order should be on providing services of **“Skilled/Highly Skilled/Technical (Engineers) Manpower”** to any Government (State/Central/PSU) Organization. (Format T5).
- 19) The bidder should not have been blacklisted by any Govt. of India / State Govt. A self-declaration certificate to that effect should be enclosed.
- 20) Performance Security : If selected, the selected agency should submit the Performance Security of Rs.5,00,000/- (Rupees Five Lakhs) in the form of Bank Guarantee drawn from a Schedule Bank favoring, the Executive Director, CMGI having validity of 1 (one) year.
- 21) The bidder must submit documentary evidence of the above clauses towards proof of fulfilling the General & Technical Proposal as mention above.

**PART B:**

**Commercial Proposal**

The Commercial Proposal should consist of the following documents:

- Commercial Proposal submission from on the letterhead of the firm **(Format F1)**
- Price Format **(Format F2)**
- **Period of Validity of Tenders** : The prices quoted must indicate all applicable taxes including GST and must be valid till 31<sup>st</sup> March, 2020. A Tender valid for a shorter period will be rejected by CMGI as being non-responsive. During the period of validity of Tenders, the rates quoted shall not change.

**General Information**

- **Schedule of Tender Opening**  
The tenders received by CMGI within the deadline for submission of tenders will be opened at the CMGI office .
- The General & Technical Proposals shall be opened in the presence of the tender/ their duly authorized representatives (who choose to attend the tender opening) **at 13.09.2017 at 3.00 PM.**

The Commercial Proposals of only those tenders who meet the eligibility criteria (Section II) will be opened in the presence of the tendered/their duly authorized representatives (who choose to attend the tender opening).

- **Formats and signing of Tenders**

- a. The Tender shall be neatly typed and shall be signed, by an authorized signatory on behalf of the firm. All page of the Tender, except for un-amended printed literature, shall be initialed by the person or persons signing the Tender.
- b. The Tender shall contain no interlineations, erasures or overwriting. In order to correct made by the firm all correction shall be done & initialed by the authorized signatory after striking out the original words/ figures completely.

- **Sealing and Marking of Tenders**

The firm shall seal & mark the Tender as follows:

- **The Firm shall seal & mark various parts of the Proposal as follows:**

General and Technical proposal in 2 copies (1 original +1 copy) in one envelope super-scribed with words **General & Technical Proposal for “Providing Project Assistant and Social Media Advisor (Communication Specialist) for the Social Media Cell and other purposes on Contractual Basis” DO NOT OPEN BEFORE 3 P.M on 13.09.2017**” This envelop will also contain the Cost of Tender Document of **Rs.5000/-** (+ GST) and **EMD of Rs.50,000.00** in another small envelop inside it. Commercial Proposal in one envelope super scribed with words **”Commercial Proposal for “Providing Project Assistant and Communication Specialist for the Social Media Cell and other purposes on Contractual Basis ”.**

All two envelopes (General and technical and commercial) shall be sealed in a covering envelope super scribed with words **“Providing Project Assistant and Communication Specialist for the Social Media Cell and other purposes on Contractual Basis ”. Tender Enquiry No. CMGI/PCU/SM - SMC/20171113, Dated.22.08/2017 and & “ DO NOT OPEN BEFORE 3 P.M. on \_\_\_\_\_.XX.2017” .**

Every envelope and forwarding letter of various parts of the proposal shall be **addressed** as mentioned below:

**To,  
The Procurement Officer,  
Centre for Modernizing Government Initiative (CMGI),  
1212 (A), Sishu Bhawan Square, Unit – 1, Bhubaneswar, Odisha,  
Telephone No. : 0674- 2598150/51**

- Proposals sent through Telex/ Telegrams/Fax/Email shall not be acceptable.
- If the envelopes are not sealed as per para below and marked as required above, CMGI shall assume no responsibility for the Proposal’s misplacement or premature opening
- **The envelope shall be sealed by signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures.**

The envelope shall be properly sealed and carry the name address of the firm.

#### **Deadline for Submission of Tenders :**

Tenders will be received by the **Centre for Modernizing Government Initiative (CMGI), 1212 (A), Sishu Bhawan Square, Unit – 1, Bhubaneswar, Odisha, Telephone No. : 0674-2598150/51**

#### **Late Tenders :**

Any Tender received by CMGI after the deadline for submission of Tenders, shall be returned unopened.

## **SCOPE OF WORK & RESPONSIBILITIES**

The scope of work involves empanelment of manpower service provider(s) for outsourcing of services of “ **Project Assistant and Social Media Advisor (Communication Specialist) for the Social Media Cell and other purposes** ”

Social Media is used as a platform by people to offer their views and opinion on any issue. This offers an opportunity to the government to gather public opinion and societal trends. Social Media potentially gives “voice to all”, immediate outreach and literally 24X7 engagement. It offers a unique opportunity for policy makers and administrators to engage with all stakeholders especially citizens in real time. It promotes good governance in following ways.

- **Quick dissemination and collection of relevant information.**  
Social media provides easy publication and rapid spread of information. By doing so it creates transparency that can strengthen citizen goodwill towards Government. Embedding information relating to Government in social media provides citizens immediate access to Government policies and schemes.
- **Saves time and resources**  
By spreading information on social media platforms which are almost free, valuable resources and time can be saved.
- **Creates new ways of working.**  
Online collaboration across government departments and with citizens could bring more efficiency in the way government operates and develops policy.

### **Objectives of Social Media Cell of CMGI :**

Various Government departments in the state have already started utilizing social media platforms to connect with the common people. It has been observed that there is a urgent need to further strengthen the process of use of social media both to communicate to the public about the programme and policies on day today basis and to receive feedback on the functioning of the Government and to respond to the needs and expectations of the people on good governance as quickly as possible.

The social media cell will be setup in view to help departments and agencies to make use of social media platforms to engage more meaningfully with their citizens and various stakeholders.

Taking into account the above noted purpose a social media cell is being setup in CMGI.

The objectives of social media cell are as follows:

- Identification of social media platforms for departments to start social networking with citizens

- Reviewing Department Websites, Facebook pages and Twitter accounts content and formulate plans to keep them up to date on regular basis.
- Develop standard operating procedures for Departments using the social media, develop and impart training programs for departments and handholding if needed.
- Generating awareness among citizens about Government services and other beneficial programs run for social cause through posting on facebook and twitter.
- Providing quick and reliable responses to feedback/concerns raised by citizens on social media platforms

**Communication Strategies:**

1. Social media Cell will open accounts for Government departments on their request. The social media cell (SMC) will act as an advisory body to all the 40 departments of the CMGI for handling Social Media. The SMC will prepare standard operating procedure (SOP) for different departments to provide guidance on handling social media.
2. It will conduct review and create checkpoints. Social Media cell will make sure departments should post information regularly on social platforms. Ideally, none of the sites will be left more than a week or two without new content.
3. All important updates available on Department websites should also be updated on social media sites and linked

**Team Roles and Responsibilities:**

The Social media Cell team will consist of the Nodal Officer of General Administration & Public Grievance (GA & PG) Department, who shall govern the overall cells functioning, Software Engineer, CMGI and Project Assistant(s) who shall report to Software Engineer. The Social Media Cell team will work under Software Engineer to be assisted by the Project Assistant(s). A part time Social Media Advisor (Communication Specialist) would be engaged to suggest the Team/ Departments for using Social Media in the best effective way. The team will report to Project Coordinator and work under his guidance on regular basis.

**Project Assistant:**

- Review contents of assigned Department websites and provide reports on daily and weekly basis
- Posting content on assigned Department pages and twitter accounts on regular basis
- Use standard text and graphic methods for developing good social media content
- Create social media accounts, or update any existing accounts/pages as needed (i.e. improved images and descriptions).
- As social media demands 24\*7 interactions, active responsiveness to monitor and respond to posts, queries and tweets.

**Communication Specialist (Social Media Advisor : Part time)**

- The Social Media Advisor will help the Team for preparing the Standard Operating Procedure



- Prepare need based Social Media Cell and Department specific Training Document on Social Media.
- Work as a Resource Person for Capacity Building of the staff of different department.
- Prepare content/ IEC materials for different Government Programmes and schemes, especially on ORTPS.

**Team Roles and Responsibilities:**

The Social media Cell team will consists of Project Coordinator CMGI, who shall govern the overall cells functioning, Software Engineer, CMGI and 5 Project Assistants who shall report to Software Engineer. The Social Media Cell team will work under Software Engineer to be assisted by the Project Assistants. A part time Social Media Advisor would be engaged to suggest the Team/ Departments for using Social Media in the best effective way. The team will report to Project Coordinator and work under his guidance on regular basis.

**Project Assistant:**

- Review contents of assigned Department websites and provide reports on daily and weekly basis
- Posting content on assigned Department pages and twitter accounts on regular basis
- Use standard text and graphic methods for developing good social media content
- Create social media accounts, or update any existing accounts/pages as needed (i.e. improved images and descriptions).
- As social media demands 24\*7 interactions, active responsiveness to monitor and respond to posts, queries and tweets.

**Software Engineer:**

- Create an overall plan for initial and on-going social media activities and responsibilities for the project assistants.
- Formulize strategy for reviewing content regularly on department websites and take appropriate steps for improvisation of content presentation on websites.
- Coordinate regular department visits for meetings, trainings, handholding, reviews and other project purposes as needed.
- Plan Social Media Campaigns for departments on need basis and execute it
- Define guidelines for Content Creation and Social Media Monitoring for the team to follow

**Social Media Advisor ( Part time):**

- The Social Media Advisor will help the Team for preparing the Standard Operating Procedure
- Prepare need based Social Media Cell and Department specific Training Document on Social Media.

- Work as a Resource Person for Capacity Building of the staff of different department.
- Prepare content/ IEC materials for different Government Programmes and schemes, especially on ORTPS.

**Project Coordinator:**

- The Project Coordinator will oversee the overall functioning of the Social Media Cell and serve as a single point for communication
- Set and review short term and long goals of the Social Media Cell

**SKILL SET OF PERSONNELS**

Sl. No.	Designation	Academic Background/ Eligibility	Experience
2	Project Assistant	B. Tech in Computer Science / ETC/ EEE/ MCA	Experience in Software Development/Social Media will have added advantage
2	Communication Specialist *	Master's Degree in Mass Communications , PGDCA. Persons having higher qualifications will be preferred	<ul style="list-style-type: none"> <li>• Minimum Five Years' experience in content writing, Social Media and e-Governance</li> </ul>

**\* Please Note : Communication Specialist \* : The engagement of Communication specialist will be on call basis (as and when required). Therefore, the bidders are requested to be bid for one day charges towards the consultancy charges of the Communication Specialist.**

**1. TIMING & WORKING HOURS**

Working hours for the engaged Consultants will be usually 10.00 AM to 5.30 PM (with 30 minutes break) in all the working days except Sundays and National Holidays.

**2. FACILITIES AND INPUTS TO BE PROVIDED BY CMGI**

Facilities: working space, required furniture, required Software application and database for the Consultants shall be provided by CMGI.

**SECTION –IV**  
**TERMS AND CONDITIONS**

**1. General Conditions for Providing Services**

The companies/organizations/agency/Firm shall deploy **Project Assistant and Communication Specialist.**

- a) The agency/Firm shall be responsible for any damage to equipment, properly of the work space and third party liabilities caused by acts on part of its personnel at the workspace premises.
- b) CMGI stands absolved for any liability on account of death or injury sustained by the agency/ firms personnel deployed during the performance of the Social Media Work.
- c) The agency/Firm should not assign or sublet the work or any part to any other party in any form.
- d) The agency/Firm will provide only qualified persons who have the required knowledge and skill for carrying out the work.
- e) Any other terms & conditions, mutually agreed to prior to finalization of the work order shall be binding on the agency/firm.
- f) The selected Agency/Firm shall not, without CMGI prior written consent, disclose the Contract, or any provision thereof, or any specification, plan sample of information furnished by or on behalf CMGI in connection therewith, to any person other than a person employed by the firm in the Performance of the assigned work. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be Necessary for purposes of such performance.
- g) The company shall not outsource the contact to any other Associate/ franchisee/ third party under any circumstances. If so happens then CMGI shall impose sanctions which shall include termination of the Contract for default and debarring for future.
- h) The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
- i) The persons deployed by the Manpower Service Provider should have good police

records and no criminal case should be pending against them.

- j) The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the District. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

## **2. Payment Terms**

2.a. No payment shall be made for partial work done. 100% payment will be made after at each successive month by CMGI.

Payments shall be subject to deductions of any amount for which the Agency/company is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of any applicable GST as per the prevailing income-tax laws.

Payments shall be made in Indian Rupees.

If for any reason if CMGI is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event CMGI shall identify the particular services with which it is dissatisfied together with the reason for such dissatisfaction, and payment of the amount outstanding queries.

Should CMGI determine after paying for a particular service that the service has not been completed satisfactorily, CMGI may recover, or withhold from further payments, an amount not exceeding that previously charged for that services until the unsatisfactory service is remedied to its satisfaction.

2.b. **Monthly Remuneration to the Consultants** : The agency has to ensure that the Consultants get their due Consultancy fees/remuneration (of the month worked) on or before 7<sup>th</sup> of next month, i.e., a consultant having worked for the month of April 2018 should get her/his consultancy fee/remuneration on or before 7<sup>th</sup> May 2018. There should not be any deviation in the above understanding. This is to be noted that CMGI would issue the attendance sheet mentioning the nos of days worked for the said month in order to process the exact remuneration amount. Release of remuneration/payment to the Consultants should not be subject to release of due payment to the concerned agency/vendor.

## **3. Forfeiture of EMD**

EMD made by the firm may be forfeited under the following circumstances:

If the Firm withdraws the proposal before the expiry of the validity period . During the evaluation process, if a Firm indulges in any such activity as would jeopardize the process, the decision of

CMGI regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If the Firm violates any of the provisions of the terms and conditions of the proposal.

In the case of a successful Firm fails to

- (a) Accept the work order along with the term & conditions.
- (b) Furnish performance security
- (c) Violates any of conditions of this proposal or indulges in any such activities as would jeopardize the work.

#### **4. Performance Security**

The Successful Firm shall be required to make a security Deposit towards Performance Guarantee in the form of a Bank Guarantee of Rs. 5,00,000/- value favoring "the Executive Director, CMGI, payable at Bhubaneswar.

The EMD deposited by the Successful Firm shall be converted into security deposit. The balance amount of Security Deposit is to be submitted by the firm at the time of signing of contract. This Security Deposit shall be held for due performance as per obligation arising out of the acceptance of the Contract. The deposit shall be refunded upon successful execution of the work order to the full satisfaction of the concerned authority.

#### **5. Compensation for Termination of Contract**

If the Firm fails to carry out the work or submit/give the deliverables within the stipulated period or any extension thereof, as may be allowed by CMGI, without any valid reasons acceptable to CMGI, CMGI may terminate the work order forthwith, and the decision of CMGI on the matter shall be final and binding on the firm. Upon termination of the work order, CMGI shall be at liberty to get the work done at the risk and expense of the firm through any other agency, and to recover from the firm compensation or damages.

#### **6. Force Majeure**

This clause shall mean and be limited to the following in the execution of the work order placed by the CMGI.

- a) War/hostilities
- b) Riot or civil commotion
- c) Earth Quake, Flood, Tempest, Lightning or other natural physical disaster

The Company/agency shall inform the CMGI in writing the beginning and the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, the CMGI reserves the right to cancel the work order without any obligation to compensate the firm in any manner for whatsoever reason, subject to the provision of clause mentioned.

**7. Arbitration**

CMGI and the Agency/Firm shall make every effort to resolve amicably by direct negotiation any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve the matter will be referred to the Executive Director, CMGI, whose decision will be final and binding on both parties. The arbitration proceedings if any shall be held in Bhubaneswar.

**8. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

**Format-T 1**

(To be furnished in the General & Technical Proposal)

**TENDER SUBMISSION FORM**

(On the letterhead of the firm)

(Location: Date)

To,

The Executive Director,  
CMGI,  
Bhubaneswar

**Re: Tender Enquiry No. CMGI/PCU/SM - SMC/2017/ 1113.**

Dear Sir,

We, the undersigned, offer to provide the necessary services for **“Providing Project Assistant and Communication Specialist”**. We are hereby submitting our Proposal, which includes this General & Technical Proposal, and a commercial Proposal sealed under a separate envelope. We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentation contained in it may lead to our disqualification.

Our Proposal shall be binding upon us for a period up to 31st March 2020, subject to the modifications resulting from Contract negotiations you may subsequently carry out with us to accept our tender. If we are assigned the work during the period of validity of the Proposal, we undertake to carry our same as per the terms and conditions of this tender document.

**We also hereby declare that my company has not been debarred/ black listed by any Government / Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.**

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signatory (In Full and initials)\_\_\_\_\_

Name and Title of Signatory : \_\_\_\_\_

Name of Firm:

Address: \_\_\_\_\_  
\_\_\_\_\_

## **Format-T 2**

(To be furnished in the General & Technical Proposal)

### **TENDER SUBMISSION FORM**

Name of the Agency/Company	
Year Established	a) Incorporated as, b) in year, c) at Furnish the copy of the certificate of Incorporation/Registration certificate)
Registered Office Address	
Office Address in Bhubaneswar/Cuttack	
Name of the top executive and authorized signatory	
Designation	
Telephone Numbers	
Fax Numbers	
E-mail :	
Mobile No.	
Service Tax No. with up to date clearances certificate Furnish the copy of the certificate of Incorporation/Registration certificate)	
Updated EPF Registration No with proof of return with up to date clearances certificate. Furnish the copy of the certificate of Incorporation/Registration certificate)	
Updated ESI Registration No	
Income Tax No. (PAN)	
No. of data entry operators available with the firm	
No. of Years of proven experience of providing similar Services Names of Govt. Dep't. /Govt. Offices/PSUs whom similar services has been rendered. furnish Completion Certificate / work order copies)	
Certifications (ISO 9001:2000, if any)	
Recognized/empanelled by national and state level nodal agencies or any other Govt. Offices or Corporation	

Authorized Signatory [In full and initials] :

Name and Title of Signatory :

Name of firm :

Address :



**FORMAT T 3**

(To be furnished in the General & Technical Proposal)

**Average annual turnover during the last 3 financial years**

Sl. No	Financial Year	Annual Turnover (Rs.)
1	2013-14	
2	2014-15	
3	2015-16	
	Average Annual turnover for the financial years	

Note: Please furnish the photocopies of the statutory audit reports / Annual reports for the last three financial years along with auditors certified copy towards turnover statement in support of the figures mentioned above.

Authorized Signatory [In full and initials]:-----

Name and Title of Signatory:-----.

Name of firm :-----

Address:-----

**FORMAT T 4**

(To be furnished in the General & Technical Proposal)

**Resources details**

(Please furnish the details of the personnel available with the firm)

**The firms are to furnish the following information on their current strength of the personnel.**

(Use separate sheet of paper if the space provided is not sufficient)

Sl. No	Name of the Personnel	Qualification	Years of Experience

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

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**FORMAT T 5**

**(To be furnished in the General & Technical Proposal)**

The bidder should have executed at least one work order of supplying Managerial and Pedagogy Consultants to Government Organizations.

**Past Experience in supplying Manpower to Government Organizations.**

Name of Assignment	Name/ address of employer	Date of award of assignments	Date of completion of assignment	Value of the assignment

Note: Please furnish **the Completion certificate/ work Order Copies** of the works executed (for Govt. Departments/Govt. Offices/PSUs) in support of the information mentioned above.

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

Name and Title of Signatory : \_\_\_\_\_

Name of Firm : \_\_\_\_\_

Address : \_\_\_\_\_

**Format-F1**

(To be furnished in the commercial proposal)

**COMMERCIAL PROPOSAL SUBMISSION FORM**

**(On the letterhead of the firm)**

[Location, Date]

To,

The Executive Director,  
CMGI, Bhubaneswar

**Re: Tender Enquiry No CMGI/PCU/SM - SMC/2017/ 1113**

Dear Sir,

We, the undersigned, offer to provide the services for **“Project Assistant and Communication Specialist for the Social Media Cell and other purposes”** in accordance with your Tender referenced above and our General & Technical Proposal.

Our Commercial Proposal shall be binding upon us for a period up to 31st March 2020, subject to the modification resulting from Contract negotiations you may subsequently carry out with us to accept our proposal.

We understand you are not bound to accept and Proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]:

\_\_\_\_\_

Name and Title of Signatory:

\_\_\_\_\_

Name of Firm:

\_\_\_\_\_

Address:

\_\_\_\_\_

## **FORMAT F2 (FINANCIAL BID)**

(On the letterhead of the firm)

### **For Project Assistant and Communication Specialist for Social Media Cell and other purposes**

1. Name of tendering Manpower Service Provider:
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc. :

Sl. No.	Manpower Type	Monthly Rate per person						
		* Take Home Remuneration	EPF	ESI	Other statutory dues if any	Service charge	GST	Total per person
1.	<b>Project Assistant</b>	Rs.15,000/-						

Sl. No.	Manpower Type	Daily Rate (For 7 Hours) per person			
		Per Day - Per Person (7 Hours) Remuneration	Service charge	GST	Total per person
1.	<b>Communication Specialist</b>	To be quoted by the agency (Per Day)	To be quoted by the agency (Per Day)		

\* Minimum take home remunerations of the above Consultants are as follows;

Sl. No.	Manpower Type	Minimum Take Home Remuneration
1.	<b>Project Assistant</b>	Rs. 15,000/- (Per Month)
2.	<b>Communication Specialist (Social Media Advisor)</b>	To be quoted by the agency (Per Day)

Date:

Signature of authorized person

Place :

Full Name : Seal :

### **Notes:**

1. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower.
2. Service Charge should not be quoted less than 2% of the gross billing amount per person per month otherwise the bid shall be rejected.
3. Every month the agency should deposit the ESI and EPF contribution and produce the subsequent proof. Deposit of the entire ESI and EPF contribution shall be the responsibility of the selected agency.
4. The work order can be divided amongst the bidders based on the L1 Price.
5. The firm should not collect/claim any Deposit / Donation/ Fee from the staffs (District Programme Manager / Social Worker).
6. The firm should engage the Project Assistant/ Communication Specialist and clear their monthly fees of last month on or before 7<sup>th</sup> of next month.