

REQUEST FOR PROPOSAL
(RFP)

Request for Proposals (RFP) invited for strengthening of New Media Wing (NMW) by providing solutions, software, and services

RFP Ref No: BECIL/ Strengthening of New Media Wing/MIB/01/2018-19 Dated: 06.12.2018



Broadcast Engineering Consultants India Limited
(A Government of India Enterprise)
(A Mini Ratna Company)

Head Office: 14-B Ring Road, IP Estate, New Delhi- 110002
Tel: 011 23378823 Fax: 011 23379885

Corporate Office: BECIL BHAWAN, C-56-A/17, Sector-62, Noida-201
301
Tel: 0120 4177850 Fax: 0120 4177879

E-mail: itprojects@becil.com Web: www.becil.com

Invitation to Bid (ITB) / Request for Proposal

Request for Proposals (RFP) invited for strengthening of New Media Wing (NMW) by providing solutions, software, and services.

- 1) BECIL, a Public Sector Enterprise, under the Ministry of Information and Broadcasting, on behalf of the Ministry of Information and Broadcasting, Government of India invites proposals from eligible bidders/Agencies for the above mentioned project. BECIL has been engaged by the Ministry of Information and Broadcasting to undertake the bid process management and execute the project and functioning, operationalization and maintenance of the social media communication hub (hereinafter referred to as **“Project”**).
- 2) Bidding will be conducted through the Two Envelope Competitive Bidding procedures specified in the GFR Procurement Manual/BECIL Purchase procedure, and are open to all eligible Bidder/Agency as defined in this ITB.
- 3) Interested eligible Bidder/Agency may obtain further information through **e-mail ID : itprojects@becil.com**.
- 4) Qualification requirements are specified in the ITB
- 5) Bids must be delivered as specified in the Instructions to Bidder/Agency of this ITB (please read this part carefully). Late bids will be rejected.

ITB for Services to Social Media Hub

Summary

Section I. General Information & Instructions to Bidder/Agency

This Section provides information to help Bidder/Agency prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts. Section I contains provisions that are to be complied without modification.

Section II. Technical System Requirement

This Section includes Generic and Technical requirements of the project, List of Software and Technical Specifications of the Software to be procured.

Section III. Enclosure

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SECTION I

GENERAL INFORMATION & INSTRUCTIONS TO BIDDERS

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A. RFP SCHEDULE AND CRITICAL DATES

The RFP tentative schedule and critical dates are shown below:

	EVENT	DATE
1	RFP reference No.- and Date	BECIL/ Strengthening of New Media Wing /MIB/01/2018-19 Dated 06 th DECEMBER 2018
2	Issue of RFP documents to Prospective Bidders	06 th DECEMBER 2018
3.	Pre Bid Meeting	14 th DECEMBER 2018 at 15:00Hrs
4.	Venue for Pre Bid Meeting	BECIL BHAWAN, C-56- A/17, Sector -62, Noida 201 301,Uttar Pradesh
5.	Submission of Proposals/bids	27 th DECEMBER 2018 up to 13:00 hrs
6.	Venue for Submission and Opening of Bids	BECIL BHAWAN, C-56- A/17, Sector -62, Noida 201 301,Uttar Pradesh
7.	Opening of Technical Bids	27 th DECEMBER 2018 up to 15:00 hrs
8.	Technical evaluation of bids	To be intimated
9.	Presentation of proposed software by technically qualified Bidders	To be intimated
10.	Opening of Financial Bid	To be intimated
11.	Commercial Bid evaluation	To be intimated
12.	Award of Purchase Order	To be intimated

BECIL reserves the right to amend the RFP tentative schedule and critical dates.

**ADDRESS: BECIL BHAWAN,
C-56- A/17, Sector -62,**

Noida 201 307

Tel. No. 0120 - 4177850

Till 27th December 2018 up to 13:00 hrs

The tender document can also be downloaded from our website www.becil.com

No tender document will be issued after the last date as mentioned above.

B. INTENT OF THE REQUEST FOR PROPOSAL

In order to strengthen the capabilities of the New Media Wing (NMW) which addresses the communication and dissemination requirements of the Government on social media platforms, it is proposed to select an agency for provision of digital communications solutions, software, and services towards an upgrade integrated digital communication strategies of the Government of India.

The selected Bidder will be responsible for function, operation and maintenance of this project under the supervision of Indian Information Services Officers.

The selected Bidder must have all the facility and solution, so that the project must be made operational within the stipulated time frame and is to keep it functional thereafter.

All requirements such as essential equipment/ hardware, software, networking including bandwidth required for the services should be recommended by the selected Bidder. The approved set of requirements by New Media Wing will be procured by the relevant PSU of the Ministry.

The proposed solution, software and services must be in accordance with all provisions of IT Act, 2000. Furthermore, no private data in any form should be accessed/stored/archived under this setup.

C. PROCEDURE AND TERMS & CONDITIONS

1. The proposal is to be submitted in **TWO BID SYSTEM** with **separate Technical and Financial bid** under separate sealed covers.

2. TWO BID SYSTEM

All bidders are required to submit their offer in two covers as under:-

2.1 **Technical Bid** should contain the following:-

- (i) Tender documents along with Bill of Material duly completed, signed & stamped but WITHOUT INDICATING THE RATE QUOTED.
- (ii) The technical details of the software offered along with the supporting original technical literature, Leaflets, Brochure etc. in duplicate.

2.2 **Financial bid** should contain the following:-

- (i) Details of rate, taxes, duties, discount, if any, quoted by the bidder.
These details should be submitted on their letter head.
- (ii) Delivery period / schedule

Both the above mentioned bids should be sealed separately and thereafter be kept in a third cover and sealed again.

This cover should be superscripted with “Request for Proposals (RFP) invited for “strengthening of New Media Wing (NMW) by providing solutions, software, and services” against tender enquiry no. BECIL/ Strengthening of New Media Wing /MIB/01/2018-19 Dated 06th DECEMBER 2018 **and should reach us on or before 27th DECEMBER 2018 up to 13:00 hrs**

The composite bid i.e. rate indicated in the Technical bid openly in tender will be ignored.

Only the first cover i.e. Technical bid shall be opened on the date of opening the Technical bids mentioned in Section- A above.

The words “TECHNICAL BID” should be written clearly and prominently on the First cover along with tender no. and date of opening. Similarly, the words “FINANCIAL BID” should be written clearly and prominently on the second cover along with Tender No. and date of opening of Technical bid.

3. Bid Responses must be addressed to and submitted at the following address:

**The Chairman & Managing Director
Broadcast Engineering Consultants India Ltd,**

C-56 A/17, Sector -62, Noida 201 307

Tel: 0120-4177850, Fax: 0120-4177879

4. The Bids, both technical and the financial, should reach the office of BECIL, on the above address, not later than **27TH DECEMBER 2018 up to 13:00 hrs. Bids received beyond the specified date and time will be treated as rejected.** It is the responsibility of the Bidder to confirm that the bids have been received on time & at the proper place within the specified dates. Facsimile and electronic replies are not acceptable.
5. All bids are to remain valid for **Six months** from the date of opening of Technical Bid.
6. BECIL reserves the right to solicit additional information from Bidders to evaluate which bid best meets the need of the Project. Additional information may include, but is not limited to, past performance records, lists of available items of work that will be done simultaneously with the project, on-site visit and evaluations by BECIL personnel, or any other pertinent information. It will be Bidders; responsibility to check for updated information on BECIL's web site www.becil.com.
7. **Clarification regarding contents of the RFP:** At any time prior to the deadline for submission of bids, the BECIL may for any reason, whether on its own initiative or in response to the clarification request by a prospective bidders, modify the bid document. Such modification/ amendment in the bid document/ RFP at any time prior to the deadline for submission of bid will be uploaded as "corrigendum". Such amendment/modifications shall be binding on all the prospective bidders. BECIL at its discretion may extend the deadline for the submission of bids if the bid document undergoes changes during the bidding period in order to give prospective bidder time to take into the consideration the amendments while preparing their bids. A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the BECIL in writing about the clarifications sought not later than 10(ten) days prior to the date of opening of the Bids. (BECIL implies name of the office)
8. Clarification should be submitted in writing to the RFP Coordinator addressed to

Asstt. General Manager
Broadcast Engineering Consultants India Ltd,
C-56 A/17, Sector -62, Noida 201 307
Tel: 0120-4177850 Fax: 0120-4177879
E-mail: itprojects@becil.com

9. **Modification and Withdrawal of Bids** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the BECIL prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax/e-mail but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the customer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the customer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. The BECIL also reserves the right to call for additional information from the bidders. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
12. BECIL will make its decision based on the ability of the Bidder(s) to meet our specific needs, technical expertise of the Bidder(s), delivery capabilities, customer references, past satisfactory performance experience, system completeness (which is a must) besides cost.
13. BECIL reserves the right to waive off any deviations, accept the whole or part thereof or reject any or all bids and to select the Bidder(s) which, in the sole opinion of the Project In-charge, best meets the project's interest. BECIL also reserves the right to negotiate with potential bidders so that its best interest to fulfill the need of project is served.
14. All information contained in this RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared with any other organization, including potential sub-contractors, without prior written consent from BECIL.

15. BECIL reserves the right to either increase or decrease the quantity of any or all the items included in suggestive bill of material which are estimated requirements and therefore open to variation.
16. BECIL reserves the right to alter/modify the scope of work mentioned in this RFP document at any stage of the bidding process and contract.
17. BECIL reserves the right to terminate the contract at any stage of the work by giving 7 days notice if it is noticed that the delay occurred in any of the activities covered under the contract cannot be made good and will affect the overall work schedule. BECIL shall, in such an eventuality, revoke the Performance Bank Guarantee of the bidder. The decision of CMD, BECIL shall be final and binding.
18. In case the Bidder Company goes into liquidation or change in business/management, it will be intimated to BECIL & company will fulfill its commitment in case order is awarded to them.
19. The RFP is issued for “RFP for strengthening of New Media Wing (NMW) by providing solutions, software, and services, Ministry of Information and Broadcasting, Government of India.” ***The bidder is responsible for completeness of the project.***

20. Penalty for use of Undue influence:

The contractor/supplier undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the customer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Contractor/Supplier or any one employed by him or acting on his behalf (whether with or without the knowledge of the contractor) or the commission of any offers by the contractor or anyone employed by him or acting on his behalf, as defined in chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the customer to cancel the contract and all or any other contracts with the contractor and recover from the contractor the amount of any loss arising from such cancellation. A decision of the customer or his nominee to the effect that a breach of the

undertaking had been committed shall be final and binding on the Contractor. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the contractor towards any officer/employee of the customer or to any other person in a position to influence any officer/employee of the customer for showing any favour in relation to this or any other contract shall render the contractor to such liability/penalty as the customer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund the amounts paid by the customer.

21. Indemnification:

Contractor agrees to indemnify BECIL from any and all claims, demands, losses, cause of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of or relating to the work of Contractor including the works as got done by Contractor through Sub-Contractor(s), *if so appointed by the Contractor. BECIL shall have no role in engaging of sub-contractors by the Contractors and Contractor alone shall be responsible to such Sub-Contractors.*

22. Arbitration:

Any dispute or difference or claim arising out of or in relation to this contract, including the construction, validity, performance or breach thereof, ***shall be settled or decided by any other person to be nominated by CMD, BECIL.*** Arbitration shall be conducted as per Arbitration & Conciliation Act, 1996. The seat of the arbitration shall be at New Delhi and shall be the English language.

23. Jurisdiction

This Agreement shall be construed, interpreted and applied in accordance with, and shall be governed by, the laws applicable in India. The courts at Delhi shall have the exclusive jurisdiction to entertain any matter arising out of or in relation to this Agreement.

24. Conflict of Interest. Bidder/Vendor/Contractor represents and warrants the following:

1 No Conflict of Interest: that Contractor has any business, professional, personal, or other interest into the representation of other

clients that would conflict in any manner or degree with the performance of its obligations under this Agreement.

2 Termination for Material Conflict. If, in the reasonable judgment of the Company, such conflict poses a material conflict to and with the performance of Contractor's obligations under this Agreement, then the Company may terminate the Agreement immediately upon written notice to Contractor;

25. Termination of Contract:

The customer shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) The delivery of the services is delayed for causes not attributed to Force Majeure for more than 15 days after the scheduled date of signing of contract.
- (b) The contractor is declared bankrupt or becomes insolvent.
- (c) The delivery of services is delayed due to causes of Force Majeure by more than 01 month provided Force Majeure clauses are included in contract.
- (d) The customer has noticed that contractor has utilized the services of any agent in getting this contract and paid any commission to such individual/company etc.

26. Statutory Duties & Taxes:

- (a) Any change in any duty/tax upward/downward as a result of any statutory variation taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the contractor. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the customer by the contractor. All such adjustments shall include all reliefs, exemptions, Rebates, concession etc. if any obtained by the contractor.
- (b) If it is desired by the Bidder to ask for the GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the

Bidder are inclusive of GST and no liability will be developed upon the Customer.

- (c) On the Bids quoting GST, the rate and the nature of GST applicable at the time of supply should be shown separately. GST will be paid to the Contractor at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of services is legally liable to GST and the same is payable as per the terms of the contract.

27. Period of Contract:

The contract would be for one year from the effective date of contract. Please note that Contract can be cancelled unilaterally by the customer/buyer in case services are not received as per quality and standard specified in the RFP and contract within the contracted period. The customer/buyer reserves the right to exercise the option clause and repeat order clause as per text given in this RFP.

28. Option clause:

The contract will have an Option Clause, wherein the customer can exercise an option to procure an additional of the original contract in accordance with the same rate, terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the customer to exercise this option or not.

29. Repeat Order Clause:

The contract will have a Repeat Order Clause, wherein the customer can order up to same number under the present contract within currency of the contract at the same rate, terms & conditions of the contract. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the customer to place the Repeat Order or not.

- 30.** Data/content generated (i.e. graphics, video, reports etc.) by the engaged agency during contract period with MIB/BECIL, shall not be misused or shared with any third party.

D. ELIGIBILITY CRITERIA

1. EMD Amount of Rs. **10,00,0000/- (Rupees Ten Lakh only)** should be paid only in form of Demand Draft/Bank Guarantee(BG) in favour of **Broadcast Engineering Consultants India Limited, New Delhi. (No other mode of payment will be accepted)**. Bids submitted without EMD will be treated as rejected.
2. **The bidder should be registered company in India under Indian Company Act, 2013.** A copy of registration (Company registration) should be submitted.
3. A Bidder may be an individual legal entity or as a consortium of more than two and less than five legal entities incorporated under the laws of India
4. The bidder shall have **in-house software development capability** and facility in India, with a valid **ISO 9001 or 27001**. Documentary proof should be submitted.
5. The Bidder must have direct presence in India with experienced manpower and software for integrated communication solutions. Documentary proof should be submitted.
6. The bidder must be engaged in similar kind of work as mentioned under heading “Scope of Work” in India; **During last 3 years, Bidder/Agency must have successfully completed at least one similar kind of project (as mentioned in Scope of Work) of value more than or equal to Rs. 1 Cr. with Govt. and/or corporate clients in India**
(or)
two similar kind of projects (as mentioned in Scope of Work) of more than or equal Rs. 50 lakh. with Govt. and/or corporate clients in India.

(Copy of work order/ performance certificate should be submitted)
7. **List of clientele of the firm, along with contact details of clients** for whom the bidder have completed similar kind of project (Copies of work orders from the clients must be enclosed),

8. **The Bidder should have annual average turnover of at least Rs. 5 Cr. p.a.** each for the last three financial years' i.e. for FY **2015-16, 2016-17, 2017-18**. (Submit Proof: Annual Audited balance Sheet).
9. **The Bidder should not have been blacklisted** by any government organization. Self-declaration to that effect should be submitted undertaking on a non judicial stamp paper of Rs 100/- certified by Notary along with the technical bid.
10. The bidder is required to submit following documents:
a) Copy of PAN
b) Copy of GST registration
c) Copy of Audited balance sheet for the financial Year 2015-16, 2016-17, 2017-18 clearing indication profit and loss statement.
 And in case any document is not submitted, bid shall stand rejected.
11. A separate **point by point compliance statement** of Scope of Work and Specifications including Bill of Material (BOM) duly signed & stamped by bidder in respect to all points laid down in the Scope of Work (SoW) & specifications for all the equipment/item(s) must be submitted.
12. The bidder should provide Vender Information with name, address, website and contact details. Format is provided in **“Appendix 3”** of this RFP.
13. The Bidder should provide the Technical/Operational Literature/Manual of the exact System/item/software which has been quoted by the bidder. Technical/Operational Literature/Manual of similar type of item(s)/equipment(s) or same series item(s)/equipment(s) will NOT be considered.
14. All bidders must strictly quote the product as per Serial Number/Heading/ Sub Heading given in BOM of RFP.

E. COMMERCIAL TERMS AND CONDITIONS

Each bidder is required to accept the following terms and conditions:-

1.	Earnest Money	:	Each bidder is required to submit Earnest Money Deposit (EMD) of Rs. 10,00,000/- (Rupees Ten Lakh
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	Deposit	<p>only) in the form of Demand draft from scheduled bank in favor of “Broadcast Engineering Consultants India Limited payable at New Delhi” or Bank Guarantee from any of the Public Sector Banks or a private Sector Bank authorized to conduct government business as per Appendix-5. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization and Micro and Small Enterprises (MSEs) as defined in MSEs Procurement Policy issued by Department of MSME as per Rule 170 of GFR-2017. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender</p> <p>EMD will not be accepted in any other form. Bid without EMD will not be accepted. No interest is payable on EMD amount.</p> <p>Beneficiary Details:</p> <p>Beneficiary Name : Broadcast Engineering Consultants India Limited Address: 14-B, Ring Road, Indraprastha Estate, New Delhi-110002</p> <p>IFSC Code is - CORP0000371</p>
2.	Prices	<p>: The Prices should be quoted in Indian Rupees only and prices should be FOR destination at site (MIB/ BECIL’s Stores at 14-B, Ring Road, I.P. Estate, New Delhi -110002.</p> <p>The prices should be quoted exclusive of taxes and all</p>

			<p>applicable taxes should strictly be mentioned as per format given in Table 2 at Point G of Section I of this RFP.</p> <p>In case, taxes are not mentioned in Financial bid, Rates shall be considered inclusive of taxes.</p>
3.	Payment Terms	:	<p>A) SETUP OF SOFTWARE AND SOLUTIONS:</p> <p>50% payment will be released after successful supply, installation, testing, commissioning of all required software at the New Media Wing, based on completion certificate and acceptance certificate issued by the New Media Wing.</p> <p>Balance 50% payment will be released after 180 days of successful running of complete systems along with all software at the New Media Wing.</p> <p>B.) SERVICES</p> <p>Payment will be released on monthly basis within 30 days from the date of submission of invoice to BECIL, including manpower services and/or any operational expense such as translation, stock multimedia, data acquisition/processing, etc. fees. The agency should submit monthly invoices with clear indication & full description of professional fee and applicable taxes, duties, etc. separate (if any) along with certification of separate monthly report for each month duly verified/certified by NMW, MIB.</p>
4.	Consignee	:	<p>The equipment/Software/item should be consigned to Ministry of Information & Broadcasting C/o Project Manager, BECIL, New Delhi.</p>
5.	Invoicing	:	<p>All Tax invoices should be raised in the name of “Broadcast Engineering Consultants India Limited, 14-B, Ring Road, I.P. Estate, New Delhi -110002” For NEW MEDIA WING, Ministry of Information and Broadcasting, Govt. of India, New Delhi</p> <p>BECIL GST: 07AAACB2575L1ZK</p> <p>Note: Along with Invoice, EWAY BILL, and a copy of</p>

			Undertaking & Certificate duly filled, signed and stamped has to be submitted to BECIL as per format enclosed.
6.	Delivery schedule and Commissioning	:	<p>Delivery schedule and Commissioning :</p> <p>I. The software/material/equipment shall be supplied, installed, tested (as per Client requirement) within 2 weeks from the date of issue of Work order.</p> <p>II. Customization of software as per client requirement and GO Live of project within 6 weeks from the date of issue of work order.</p> <p>III. Services on the Setup/System should start from the date of installation of software.</p>
7.	Guarantee/Warranty	:	The entire setup including Hardware (if any) & Software shall be under guarantee/warranty for period of 12 months from date of Installation, Testing & Commissioning.
8.	Performance Bank Guarantee	:	<p>The successful bidder shall have to furnish a Security Deposit cum Performance Bank Guarantee (PBG)(As per format in Appendix-6) within 2 weeks of release of W.O. in favor of Broadcast Engineering Consultants India Ltd, 14-B, Ring Road IP Estate, New Delhi – 110002 for an amount equal to 10% of value quoted under Heading (D.) Bill of Material , S.N. (A) Social Media Analytics Software & Tool – 1 Year License and it will valid till beyond 3 months of warranty/guarantee period.</p> <p>Beneficiary Details:</p> <p>Beneficiary Name : Broadcast Engineering Consultants India Limited Address: 14-B, Ring Road, Indraprastha Estate, New Delhi-110002</p> <p>IFSC Code is - CORP0000371</p>
9.	Technical/Operational Manual	:	Two print copies of Technical Manual / Operation Manual and one CD version of the same have to be supplied with the equipment. One set of test certificate of each equipment has to be enclosed with shipment and one copy sent to BECIL.

			All software in original with perpetual license certificate has to be provided wherever possible.
10.	Liquidated damages (LD)	:	If there is delay in the supply, installation or commissioning of the equipment/items/Software, supplier will be liable to pay LD @ 0.5 % (1/2%) of the order value per week of delay or a part thereof, upto a maximum amount of 5% of order value, after which the order is liable to be cancel.
11.	Penalty Clause		In case of unsatisfactory services/work/accuracy of software as per technical specification mentioned in work order/RFP, the supplier/vendor will have to pay a penalty on pro-rata basis up to 5% of the total work order value for services/work/proposed software or part thereof.
12.	Special Terms and Conditions	1 . 2 .	1. BECIL reserves the right to reject/cancel/terminate work order awarded to bidder in case of unsatisfactory customization of software as per the requirement of Ministry of I&B and BECIL will not release any payment to the bidder/Bidder/vendor in this particular case. 2. BECIL reserves the right to reject/terminate/cancel the bid of the bidder in case of providing wrong/hidden information during submission of bid.
13.	Taxes	:	Taxes as applicable.
14.	Compliance Statement	:	A point by point compliance statement duly signed & stamp by bidder in respect to all points laid down in the Scope of Work and Bill of Material & specifications must be submitted.
15.	SLA Agreement		An SLA agreement will be signed with the selected Bidder at the time of award of work order.

Table 1

COMPLIANCE STATEMENT PERFORMA

Sr. No.	Sr. No. of Specification	Description of Specification	Page number of Specifications in RFP	Compliance (Yes/No)	Deviation ,if any, to the specification	Optional Items ,if any, required for the completeness of system	Features in the offered product in addition to BECIL specs

F. BIDDERS S REQUIREMENT

Bidders are required to complete the BIDDER information forms provided at Appendix 3.

1. Warranty / Guarantee

1.1 Bidder/ System Integrator must provide details and nature of guarantee for deliverables/ services of complete system they are willing to commit.

2. Additional information

Bidders should provide the following additional information.

- 2.1 A copy of the latest / last annual report of the company and wherever applicable of the key principals. This is required, amongst other things, to understand the financial strengths, growth rate etc. of System Integrator (S.I.)s.
- 2.2 List with details (including name of client) of similar work executed in India and abroad.
- 2.3 Particulars of the partners or related / inter-linked company in India for sales, installation / commissioning and support (for Bidder/Agency OR, principals with whom you have a tie-up (in the case of integrators).
- 2.4 Any other detailed information of relevance (such as market shares etc.) with supporting documents or references.

3. Functional Workflow Diagram

Bidder must provide complete functional workflow diagram (specifically as per the BOM of this RFP.

G. PROPOSAL RESPONSE FORMAT

All the bidders are requested to use the same or similar format as given below while submitting the commercial bids. The proposal must be submitted strictly in the following fashion as in Table 2.

1. The proposal shall be submitted in the same envelope at the same time, in two distinct parts: a Technical Proposal and a Commercial Proposal.

2. Proposals are to be prepared on standard 8-1/2" x 11" A4 size paper. Foldouts containing charts, spreadsheets, and oversize exhibits are permissible. The pages should be placed in a binder with tabs separating the sections of the proposal. Manuals and other reference documentation may be bound separately. All responses, as well as any reference materials presented must be written in English.
3. Proposals must respond to the RFP requirements by restating the number and text of the requirement in sequence and writing the response immediately after the requirement statement.
4. Figures and tables must be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing text. Pages must be numbered consecutively within each section of the proposal, showing proposal section and page number.
5. Proposals shall be based only on the items contained in this RFP and its standard required accessories. The RFP includes official response to pre-proposal conference questions, addenda, and any other material published by the BECIL pursuant to the RFP. The bidder is to disregard any previous draft materials and any oral representations it may have received. All responses to the requirements in Sections (list appropriate section) of this RFP must clearly state whether the proposal will satisfy the referenced requirements, and the manner in which the requirement will be satisfied.
6. A point by point compliance statement duly signed by bidder in respect to all points laid down in the BOM & specifications for all the equipment/item(s) must be submitted.

TABLE-2

S.No	Description	Qty.	Make	Model	Unit Price In INR	Taxes	Total Price In INR

Grand Total			
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H. METHOD OF EVALUATION AND AWARD

Evaluation Criterion

The tender will be awarded to the bidder with the highest score in the evaluation as detailed below on the basis of Quality cum Cost Based Selection Method. The award criterion will be “the most economically viable & technologically feasible” tender that includes the requested services.

The evaluation will be based on Four-Step process :

- Step-1: Technical Evaluation,
- Step-2: Capability Evaluation (Vendor Presentation/Demo)
- Step-3: Financial Evaluation, and
- Step-4: Combined Final Evaluation

Following sub-sections provide more details on these various evaluation steps.

1. Technical Evaluation (PART-A)

“Following evaluation parameters will be used for Technical Evaluation, and will be applied on all the Technical Proposals:

S. N.	Parameter	Ma x mar k	Criteria
1	Successful deployment of digital communication/integrated communication setup during last three financial year i.e. FY 2015-16, 2016-17, 2017-18	15	<p>If work order(s) of value above or equal to 10 Cr, then-15 marks</p> <p>If work order(s) of value above or equal to 5 Cr and up to 10 Cr in single or multiple projects, then-10 marks</p> <p>If work order(s) of value above 1 Cr and up to 5 Cr in single or multiple</p>

			projects, then- 05 marks
2	Annual Turnover	15	Turnover of 15 Cr or more -15 marks Turnover of 10 Cr or more -10 marks Turnover of 5 Cr or more -05 marks
	Total Marks	30	

The above values/sub-scores together will make up the bidder's Technical Score in PART A. BECIL/NMW will utilize grading scale for each of the above parameters to arrive at this score.

Note: Only the Bids equal & above **20 Technical Score in PART -A will be considered** and called for next level Presentation/Demo.”

2. Capability Evaluation (Vendor Presentation) (PART-B)

Following evaluation method will be used for Capability Evaluation of the Vendors. Above qualified/shortlisted Vendor(s) who secured Technical Score equal and above **20 Points** will be asked to make presentations &/or demo at NMW/BECIL to showcase their experience and execution capability, where the Bidder/Agency is required to address queries/questions/approaches/issues/etc. with respect to the project/technical proposal and its execution.

Further the Bidders would be required to demonstrate the efficacy of the analytical tool at a live test case on trending topics of choice related to Government. During this session, up to 70 Technical/Capability Points would be allocated separately for the Presentation/Demo, and these points will make up the based on proposed software feature. Points will be awarded as per below parameters:

Capability Evaluation (Vendor Presentation)			
S.N	Parameter	Max Marks	Notes
1	Presentation on strategic approach towards integrated set up	15	
2	Presentation on model of archival set up	15	
3	<p>Social Media Software live demo</p> <p>a. Real time publically available data capture speed</p> <p>b. Integrated view of multiple social media platforms (Facebook, YouTube, Twitter, including Google Analytics integration, etc.,)</p> <p>c. PDF reports, Live Dashboards, Mobile friendly live HTML reports, language based filters</p> <p>d. Quickness in response in initiating a query.</p> <p>e. User interface and representation of Statistics</p>	30	
4	Suitability to Indian languages	10	
	TOTAL	70	

Note:

Marks will be awarded on the basis of relative performance of each bidder.

The summation of Technical Score in PART-A + Technical Score in PART-B will become Total Technical Score of the Bidder/Vendor.

Bidders who secure a Total Technical Score equal and above 60 will be considered for the next level evaluation of Financial Bid.

Note: BECIL/NMW will NOT bear any expenses incurred by the Vendors for the presentations/ demos. The venue for the Presentation/Demo will be intimated to the qualifying vendor(s) prior to this event.

3. Financial Evaluation

Following evaluation method will be used for Commercial/Financial Proposals.

Out of the above qualified Technical Bids with Total Technical Score equal and above 60, The bidder with lowest qualifying financial bid (L1) will be awarded 100% Financial score (amongst the bidders which did not get disqualified on the basis of the below note).

Financial Scores for other than L1 bidders will be evaluated using the following formula:

Total Financial Score of a Bidder = (Financial Bid of L1/Financial Bid of the Bidder) * 100

This Total Financial Score for each qualified vendor will further be used to calculate the Total Final Score as described in the **Combined Final Evaluation** sub-section below.

Note: Financial Bids that are less than 30% of the median-price will be disqualified, where the median-price is computed by adding all Financial Bid values of ALL the financial qualified bidders and dividing the same by the number of bidders.

4. Combined Final Evaluation

Combined final evaluation as under, will be used to obtain Total Final Score and to select and declare the winner.

With the above obtained Total Technical Score, and Total Financial Score, the Total Final Score will be calculated as per the formula below:

Total Final Score = Total Technical Score * 0.7 + Total Financial Score * 0.3

The Bidder with the **Highest Total Final Score (H1)** would be the Winner.

Note: If there is a tie, then the bidder with the Highest Total Technical Score would be the winner.

SECTION II

TECHNICAL SYSTEM REQUIREMENT

➤ CONTENTS

- A. SCOPE OF WORK**
- B. GENERIC CONDITIONS**
- C. TECHNICAL CONDITIONS**
- D. BILL OF MATERIAL**
- E. TECHNICAL SPECIFICATIONS**

A.) SCOPE OF WORK

New Media Wing requires software, hardware and services at its office in New Delhi with an objective of strengthening its capabilities of disseminating information on policies and programmes of the Government of India through integrated communication services and solutions.

The setup should include capabilities to understand citizen views expressed publicly in print, television, online and social media platforms. These capabilities shall not only help identify areas/ issues that concern citizens but also help the Government in improving its communication system with regard to addressing citizens' concerns, creating awareness about various government initiatives, schemes and other important campaigns.

Broad features required for this setup is are as below.

1. Should have an integrated communication solution to include all digital public platforms (social media and online media) making use of existing infrastructure and resources of the Ministry of Information and Broadcasting, wherever possible.
2. Should possess capabilities to study multiple public platforms in order to facilitate creating a comprehensive view of various focus areas of the government.
3. Should have the relevant expertise and capability to provide communication insights to the Ministry of Information and Broadcasting on how to improve government's communication and to create citizen engaging content for various media and social media campaigns. Also, it should provide feedback on various government schemes and suggest steps for its improvement.
4. Customized technologies and solutions, and the software and manpower with proven track record to design graphics and other formats of content for publishing through social media platforms, as well as for other integrated communication requirements of the NMW.

5. Such a system should provide for a comprehensive feedback reporting system to understand various aspects of traditional and social media communication; and help formulate strategies for betterment of the integrated communication of the NMW.
6. The setup should be real-time and have multi-language capabilities.
7. The integrated dashboard should act as a communication channel between Ministries/ Media Units of I & B and New Media Wing.

Specific requirements

1. Integrated Dashboard and Archival set up

The integrated dashboard should have the following features.

- I a. should be cloud based.
 - b. Access through login id and password.
 - c. To be hosted at NIC server.
 - d. To be integrated with NIC email.
- II) The system should have an archival set up where reports generated by New Media Wing can be stored after necessary classification.

The integrated dashboard should work as an extension of an archival set up that has reports and other information generated by New Media Wing. Bidder/Agency would be responsible for storage of all reports and creatives of New Media Wing in the archival set up based in New Media Wing. This set-up should have Main and Backup Storage / archival.

2. Social Media Analytical Tool

In order to ensure that Government's engagement with people becomes more interactive and purposeful, it intends to put in place a

technological platform with tools to evaluate various aspects of social media communication and World Wide Web, especially to understand the impact of various social media campaigns of Government and to improve the reach of such campaigns. Broad features required for such tool are as below.

1. Understanding of trends, topics, hashtags relevant to the Government related activities.
2. Analysis of social media campaigns run by the Government.
3. Understanding of Social Media Sentiments, with indicators (topic) wise conversations and other references on the World Wide Web.
4. Customization of dashboard by creating Graphical User Interface (GUI) which will enable a comprehensive and user-friendly interaction on various social media platforms through a single interface.
5. Statistical representation of data after analyzing publicly available social media data and other references on World Wide Web and generating reports in various formats like graphs, charts etc.

3. Human resource:

The successful bidder would have to hire human resource as detailed below.

a) Social Media Executives for analysis A team of Social Media Executives of 40 professionals & domain experts in social media analytics with experience in handling social media analytics and listening tools and proficient in Hindi and English languages are to be stationed under Ministry of Information & Broadcasting which can be scaled up as per the requirement of the Ministry.

- i. The above team would be responsible for the following tasks:
 - a. Generation of reports on the basis of analysis as per instructions of the Ministry. The team should be competent to work with the software quoted / provided.

b. Understanding social media content and help handles of I & B Ministry and other Government handles to respond, create and upload relevant data and information.

ii. The team shall prepare reports in different formats as desired by MIB.

iii. The team of 40* Social Media Executive would be working in shifts 24X7.

(*The number is scalable)

b) **Content Developer Team:** A team of Social Media Executives for developing content comprising 25 professionals proficient in an Indian language apart from English, 5 graphic designers and a team to manage video content and live stream from YouTube account of Ministry.

B. GENERIC CONDITIONS

This RFP is for a system that will meet the following basic requirements:-

1. A reliable, redundant system providing an overall system up time should be of highest order as per industrial standards.
2. The quotation should clearly indicate the different components of the total charges.
3. Easy and Economic System Upgradable & Scalable in nature.
4. Use of industry standard hardware and interfaces.
5. Local (or within state wise) support services during the period of hiring.
6. Interoperate with other equipment and technology in future.
7. Model of the equipment should not be more than 3 year old.
8. All software applications should be of latest version at the time of award of Work Order.
9. Bidder should ensure that data (content) should be secured.

10. Pages of Technical Specification, Terms and Conditions and Schedule of Rates should be signed by the authorized signatory as a token of your acceptance
11. The equipments/material provided by the Bidder/Agency should not be an **End of Life type**.
12. Hardware and Software to be compatible with IPv4 as well as IPv6 protocol.

C.) TECHNICAL CONDITIONS

1. Proposed Bill of Material of the system configuration is listed in the Appendix '1'.
2. Proposal should be for a complete system. Incomplete or part component will not be considered.
3. Appendix '2' contains the technical specification for listed equipment/ system or required Software, Tool features.
4. Each equipment/software must be accompanied with operational / technical manual.
5. The electrical load of each equipment is to be specified.
6. Bidder/Agency should submit the detailed system Workflow diagram, Block Schematic, Layout Plan (LOP) etc. for equipments and power supply system along with Technical bid.
7. Bidder/Agency should also submit the PERT Chart indicating the schedule for the commissioning of the project with the terms & conditions as stipulated in the delivery schedule in the SECTION -I, Point E, Clause No. 6.
8. Cross reference in reference of supporting documents should be given with proper page number and volume number.

D. BILL OF MATERIAL

Appendix -1

Bill of Material/ Deliverables

S.N.	Description	Make / Model	Qty.
A.	Social Media Analytics Software & Tools - 1 Year License (The data/reports or any information generated using the tool should be available with the Ministry even after the period of license/contract)		
1.)	Social Media Analytical Tool and other related Software & Tools – (1 Year License) as per Scope of Work and technical specifications. a.) Integrated Dashboard b.) Social Media Analytical Tool c.) Archival Setup d.) Customization of Software/Tools and required hardware for the project. e.) Installation, Testing, commissioning, of system Facility including Software's.		1 lot
B.	Services & support		
1.)	Social Media Executives: Charges for 40 Social Media Executives (SMEs) services who are professionals & domain experts in social media analytics		40 nos.
2.)	Content Developer Team: Charges for Content Developer Team		30 nos.
3)	Charges of team for managing You Tube		1 lot

SECTION III

ENCLOSURES

CONTENT

- A. BIDDER/AGENCY INFORMATION FORMAT**
- B. CUSTOMER REFERENCE FORMAT**
- C. ENCLOSURES**

Appendix- 3

A. BIDDER/AGENCY INFORMATION

Short Responses can be placed within the cells provided in the tables below. Additional Information can be attached as appendices, but should be explicitly referenced from within the appropriate cells.

BIDDER/AGENCY INFORMATION FORM

GENERAL INFORMATION

BIDDER/AGENCY Name	
Corporate Office	
Address	
Web	
E-mail	
Telephone	
Fax	

COMMERCIAL INFORMATION

PAN	
GST	

PRIMARY BIDDER/AGENCY CONTACT OR SALES REPRESENTATIVE

Name and Title	
Address	
E-mail	
Telephone/Mobile	
Fax	

PERSON(S) AUTHORIZED TO NEGOTIATE AND MAKE COMMITMENT

Name and Title	
Address	
E-mail	
Telephone/Mobile	
Fax	

DESIGNATED TECHNICAL CONTACT FOR RESPONSE CLARIFICATION AND QUESTIONS

Name and Title	
Address	
E-mail	
Telephone/Mobile	
Fax	

	INFORMATION ITEM	BIDDER/AGENCYRESPONSE
--	-------------------------	------------------------------

1.	Date your company was incorporated	
2.	<p>Number of people employed by your company and how many are in the following areas:</p> <ul style="list-style-type: none"> -Pre-Sales and Marketing -Research and Development -Post-Sales Support -Technical Support -Training and Consulting -Management -other 	
3.	Company's sales revenues for the last three fiscal years.	
4.	<p>Number of implementations conducted for customers in the last three Financial years. Group these implementations by numbers of end-users, dollar cost of engagements, and scope of engagements.</p>	
5.	Indicate your agreement not to share the contents of this RFP with any other organization, including potential subcontractors, without written permission from the RFP coordinator.	
6.	Optionally, provide any additional background information about your	

	company that the BECIL would find useful in its deliberations.	
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B. CUSTOMERS REFERENCES:

Provide at least three references with comparable network size and complexity for whom you have provided similar implementation and / or integration services . Please use this format for your response.

	ITEM	BIDDER/AGENCYRESPONSE
	REFERENCE 1	
	Company / Institution Name Address Scope of Project Dates of Engagement Contact Name and Title E-mail Telephone	
	REFERENCE 2	
	Company / Institution Name Address Scope of Project Dates of Engagement Contact Name and Title E-mail Telephone	
	REFERENCE 3	
	Company / Institution Name Address Scope of Project Dates of Engagement Contact Name and Title E-mail	

Telephone	
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Appendix-5

BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

(on Rs 100 Non Judicial Stamp Paper)

Bank Guarantee No. -----

Ref.

To

Broadcast Engineering Consultants India Limited

14B IP Estate , Ring Road

New Delhi.

Dear Sir,

Whereas The Broadcast Engineering Consultants India Limited, New Delhi (hereinafter called the "tenderer/Purchaser") include all its successors, administrators, executors and assignees has invited bids dated for _____ vide Tender reference No.

KNOW ALL MEN by these presents that We M/s _____ (hereinafter called the "Bidder") and include all its successors, administrators executors and assignees having Head Office/ Registered office at _____ have submitted a quotation Reference No. _____ and Bidder having agree to furnish as a conditions precedent for participation in tender as unconditional and irrevocable bank guarantee of Rs _____ (Rupees _____ only) for the due performance of Bidder's obligations as contained in the terms of the Notice inviting tender and other terms and conditions contained in the tender Documents supplied by the BECIL specially :

The Conditions of obligations are-

- i) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.

ii) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.

a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.

b) Fails or refuses to accept/execute the contract.

2. Therefore, we _____ (indicate the name of Bank) under the laws of _____ having head/registered office at (hereinafter referred to as the "Bank") which expression shall, unless repugnant to the context or BECIL thereof, include all its successors, administrators and executors hereby issue irrevocable and unconditional bank guarantee and undertake to pay immediately on first demand in writing Rupees all money to the extent of Rs _____ (Rupees _____ only) at any time immediately on such demand without any demur, reservations, recourse, contest or protest and/ or without any reference to the Bidder and any such demand made by the BECIL on the bank shall be conclusive and binding notwithstanding any difference between the BECIL and the Bidder or any dispute pending before any court/arbitrator or any other matter whatsoever. We also agree to give that Guarantee herein the BECIL in writing. This guarantee shall not be determined/discharged/affected by the liquidation, winding up, dissolution or insolvency of the Bidder and will remain valid, binding and operative against the bank.

3) We _____ (Bank name) further agree that this guarantee shall not be affected by any change in our constitution, in the constitution of the BECIL or that of the Bidder. We _____ (Bank name) also undertake not to revoke, in any case, this Guarantee during its currency.

4) The bank agree with the BECIL that the BECIL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms of the tender or get extension of the validity period from time to time. We shall not be relieved from our liability by reason of any such variation or extension of the validity period or for any forbearance, act of omission and commission on the part of the BECIL or any indulgence shown by the BECIL to the said Bidder or by any such matter or thing

whatsoever which under the law relating to sureties, would, but for this provision, have the effect of so relieving us.

5) This guarantee will remain in force upto _____ and any demand in respect thereof should reach the Bank not later than _____.

6) Notwithstanding anything contained herein above.

(i) Our liability under this guarantee shall not exceed Rs. _____/- (Rupees _____ Only)

(ii) This Guarantee shall be valid up to and including _____ and

(iii) We are liable to pay the guaranteed amount or any part there of under this Bank Guarantee only and only if you have served upon us a written claim of demand on or before expiry of this guarantee i.e. _____, .

Dated the day _____(year)

PERFORMANCE BANK GUARANTEE FORMAT

(on Rs 100 Non Judicial Stamp Paper)

No.....

Dated:.....

The Chairman & Managing Director,
Broadcast Engineering Consultants India Limited,
14-B, I.P.Estate, Ring Road,
New Delhi

1. Against purchase order no. _____
dated _____ for _____ (hereinafter
called the said contract) entered into between Broadcast Engineering
Consultants India Ltd. (BECIL), 14-B, Ring Road, I.P. Estate, New Delhi (_____
herewith called the Purchaser) and
_____(hereinafter called the
supplier), this is to certify that at the request of the supplier we
_____ (hereinafter referred to as the
Bank), do as primary obligor and not merely as surety, hereby
irrevocably unconditionally and absolutely undertake against any loss or
damage caused to or suffered or would be caused to or suffered by the
Purchaser by reason of any failure of the supplier to perform or omission
or negligence to perform any part of his/their obligation, viz. the
performance of the contract till warranty period, to the satisfaction of the
purchaser in term of the contract.

2. We _____ do hereby
undertake to pay the amount due and payable under this guarantee
without any demur merely on a demand from the Purchaser stating that
the amount claimed is due by way of loss or damage caused to or would
be caused to or suffered by the Purchaser by reason of any breach by
the said supplier (s) or any of the terms and conditions contained in the
said contract or by reason of the supplier(s) failure or omission or

negligence to perform the said contract till warranty period or any part thereof. Any such damage made on the bank shall be conclusive as regards the amount due and payable by the bank upon this guarantee, which shall not be considered as satisfied by any intermediate payment or satisfaction of any part of or obligation hereunder. However, our liability under this guarantee shall be restricted to an amount not exceeding _____

3. We undertake to pay to the Purchaser any amount so demanded by the Purchaser, notwithstanding:

- (i) Any dispute or difference between the Purchaser or the supplier or any other person or between the supplier or any person or any suit or proceeding pending before any court or tribunal or arbitrator relating thereto, or
- (ii) The invalidity, irregularity or unenforceability of the contract or
- (iii) Any other circumstances which might otherwise constitute discharge of this guarantee including any act or omission or commission on the part of the Purchaser to enforce the obligation by the Purchaser or any other person for any reason whatsoever.

4. We _____ further agree that the Guarantee herein contained shall be contained one and remain in full force and effect during the period that would be taken for the performance of the said agreement till warranty period and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said agreement till warranty period have been fully paid and its claims satisfied or discharged or till BECIL certifies that the terms and conditions of the said agreement till warranty period have been fully and properly carried out by the said supplier and accordingly discharge this guarantee.

5. We _____ hereby agree and undertake that any claim which the bank may have against the supplier shall be subject and subordinate to the prior payment and performance in full of all the obligations of the bank hereunder and the Bank will not, without prior written consent of the Purchaser, exercise any legal rights or remedies of any kind in respect of any such payment

or performance so long as the obligations of the Bank hereunder remaining owing and outstanding regardless of the insolvency liquidation or bankruptcy of the supplier or otherwise howsoever. We will not counter claim or set off against its liabilities to the Purchaser with it.

6. We _____ further agree with Purchaser that the Purchaser shall have the fullest liberty without or consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said suppliers from time to time or to postpone from any time or from time to time and of powers exercisable by the Purchaser against the said suppliers and forbearor enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said suppliers or for any forbearance, act or omission on the part of the Purchaser or any indulgence by the Purchaser to the said suppliers or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
7. This guarantee will not be discharged due to the change in the constitution of the Bank or the supplier
8. We _____ - lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Purchaser in writing.
9. Notwithstanding anything contained herein above.
- i. Our liability under this guarantee shall not exceed _____)
 - ii. This guarantee shall be valid up to and including _____; and
 - iii. We are liable to pay the guaranteed amount or any part there of under this Bank Guarantee only and only if you have served upon us a written claim of demand on or before expiry of this guarantee.

Dated the..... date of.....

C. CHECK LIST

A. Please ensure that following documents have been enclosed along with the bid proposal.

1. EMD as Bank draft or BG for Rs. 10, 00,000/- towards Earnest money deposit.
2. Documentary proof along with the completion certificate of the project executed successfully related to installation & commissioning of setup.
3. The copy of certificate of incorporation, PAN No., GST should be enclosed.
4. ISO certificate, CMMI level certificate
5. A separate point by point compliance statement duly signed & stamp by Bidder/Agency in respect to all points laid down in the Bill of Material & specifications for all the equipment/item(s) must be submitted.
6. A copy of the audited balance sheet for last three year of the company.
7. Particulars of the partners or related / inter-linked company in India for sales, installation / commissioning and support (for Bidder/Agency) OR, principals with whom you have a tie-up (in the case of integrators).
8. Separate list of items recommended by Bidder/Agency, which in the opinion of the Bidder/Agency have been left out.
9. Detailed bill of material duly filled, signed & stamped in giving the offered material / equipment etc strictly as per the bill of material included in the tender document.
10. Full technical details of the offered Software.
11. BOM must be strictly quoted as per serial No./Heading/Subheading given in RFP
12. Schematic work flow diagram and Block Diagram must be provided

13. Duly signed and stamped compliance statement item wise with respect to BOM & technical specifications highlighting deviation, if any.

14. **No cost details are to be included in the technical bid under any circumstances.** The signed and stamped copies of the technical bid containing requisite documents are to be sealed in separate envelope and marked appropriately.

15. The financial bid shall contain exactly similar offered bill of material included in the technical bid but with full details on the rates, total cost. Only one copy of financial bid duly signed and stamped is to be sealed in a separate envelope and marked accordingly.

16. Both technical & financial bids in respective sealed envelopes are to be further sealed in an envelope and should be superscripted at the top as:

“Request for Proposals (RFP) invited for strengthening of New Media Wing (NMW) by providing solutions, software, and services .” against tender enquiry no. BECIL/ Strengthening of New Media Wing /MIB/01/2018-19 Dated 06th DECEMBER 2018, so as to reach BECIL on or before 13:00 Hrs on 27TH DECEMBER 2018.

17. The tender has to be addressed to

**The Chairman & Managing Director
Broadcast Engineering Consultants India Ltd,
C-56 A/17, Sector -62, Noida 201 307
Tel: 0120-4177850
Fax: 0120-4177879**

and the delivery of the same must be ensured at this office before **13:00 hours on 27th DECEMBER 2018.**