

**LIMITED TENDER DOCUMENT**  
**FOR FINALIZING MEDIA AGENCY**  
**FOR HERITAGE INDIA QUIZ 2017**



**CENTRAL BOARD OF SECONDARY EDUCATION**

"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI



## CENTRAL BOARD OF SECONDARY EDUCATION

Under MHRD, Govt of India

Preet Vihar, Delhi

### TENDER NOTICE

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CBSE invites sealed tenders from **Reputed Media Agencies** for producing and telecasting the Semi-Finals and Final Round of the Heritage India Quiz 2017 organized by CBSE in the form of five episodes on channel which has coverage of national level. Students in standards IX to XII studying in CBSE affiliated Schools are eligible to participate in *CBSE Heritage India Quiz 2017*.

**Tender Document:** The Agency intending to bid for the above job shall submit their sealed tenders in two bids i.e, Technical Bid and Financial Bid. Both the Bids must be kept in two separate envelopes superscribed as "Technical Bid – Tender for Media Agency" and "Financial Bid – Tender for Media Agency". Both the bids must be kept in one big single envelop superscribed as "Comprehensive Bid – Tender for Media Agency". The Tender Document can be downloaded from [CBSE website www.cbse.nic.in](http://www.cbse.nic.in) or [CPP Portal](#). Tender Document can also be sent through Speed Post/ Courier. The Tender document received after the due date and time will be summarily rejected and no request in this connection will be entertained.

- Tender Fee** – Rs. 1,000/- (Rupees One Thousand) in the shape of Demand Draft favouring Secretary, CBSE payable at Delhi.
- Earnest Money Deposit** – Rs. 20,000/- in the shape of a Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any Commercial Bank favouring "The Secretary CBSE payable at Delhi" or through Electronic Fund Transfer in CBSE A/c No. 91471010000016, IFSC Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi
- In case of any query/ clarification, please contact Dr. Pragya Verma, Deputy Director at 011- 23220158 or email at [pragya.cbse@gmail.com](mailto:pragya.cbse@gmail.com) or [ddiecbse@gmail.com](mailto:ddiecbse@gmail.com).

### IMPORTANT DATE & TIME

Last date for submission of the Tender Document	<b>23.10.2017</b> by 02:30 pm.
Date of opening of the Tender	<b>23.10.2017</b> at 03:00 PM in the presence of the tenderers, who may like to be present.

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## **INSTRUCTION TO BIDDERS**

1. **Submission of Tender:** Tender shall contain the following:
  - a) Quotation Part – I - Technical Bid in 'Proforma 'A' is attached which shall be enclosed in a separate sealed envelope and superscribed "Technical Bid – Tender for Media Agency".
  - b) Quotation Part – II - Financial Bid in 'Proforma 'B' which shall be enclosed in a separate sealed envelope and superscribed "Financial Bid -Tender for Media Agency".

The two sealed envelopes referred to above containing (a) Technical Bid and (b) Financial Bid should be enclosed in a single sealed envelope superscribed "Comprehensive Bid – Tender for Media Agency" and shall be addressed to the Secretary, CBSE, "Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi – 110092.

2. The sealed Tender should reach CBSE on or before **02:30 p.m. on 23.10.2017**. The Bids received after the said time and date will not be considered under any circumstance whatsoever and the Department will not be responsible for any delay in the receipt of the Tender through any mode.
3. The Tenders submitted by Fax/E-mail or any other manner, other than the above specified, will not be considered and no correspondence will be entertained in this regard.
4. **Technical Bid Opening:** On the basis of the technical parameters given in Proforma 'A', the Technical Bids will be evaluated and short-listed.
5. **Financial Bid Opening:** The Commercial Bids of only those Agencies/ Organisations who have been short-listed as above will be opened. Financial Bids, which are not as per Proforma B or incomplete in any respect, shall be rejected summarily.
6. **Instructions for filling up Proforma A and B:** The Tender should be submitted strictly as per the Proforma 'A' and 'B' of the Tender Document. Proforma should be **either typed or written legibly in English** and signed on every page by the bidder. Alterations, if any, in the Tender should be **attested properly** by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. **Over-writing/ Cutting** in the Tender may render the Tender as invalid at the discretion of the Department. A certificate of acceptance of terms and conditions enclosed as Annexure 1 should be submitted along with Proforma 'A'.
7. **Bidder's Requirements:** The Agency will do the work of production/shooting of 04 Semi-Finals and 01 Final episode. The Agency will also telecast the 05 episodes on national coverage channel on television.
8. **Bids Validity:** The Bids shall be valid for a period of 90 days beyond the closing date of tender.
9. **Performance Security Deposit/ Bank Guarantee:** The successful bidders shall submit performance security deposit in the form of Demand draft / FDR of Nationalized/scheduled commercial bank in the favour of "Secretary, CBSE, Delhi" of an amount equivalent to 10% of contract value valid for 60 days beyond the completion of all contractual obligations of supplier. The performance security be deposited within 15 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.
10. The Semi-Finals and Finals will be conducted as per the below information:-
  - I – Semi Finals – conducted at Delhi – 20 teams, 02 from each region.
  - II – Finals - Conducted at Delhi – 04 Teams.

**Qualifying/ Eligibility Requirements for Bidding**  
**(To be supported by documentary evidences)**

1. The agency should possess at least 03 years experience in the field of developing and implementation of school based quiz competitions/ media strategies.
2. Annual Turnover of not less than Rs. 30 Lakhs during the last 03 Financial Years.
3. The Agency should have the experience of working for Central/State Government/ PSU/ Autonomous Bodies under Central or State Governments/ Private or Govt Universities. It should have executed at least 02 such projects on quiz programme for school students. It should have executed at least 02 such projects on quiz programme for school students.
4. The Agency should not have been blacklisted by any Central/State govt/Public Sector Undertaking/ Autonomous Bodies under Central and State Govt of India.
5. The Agency should adequate staff strength to meet the technical requirement for the entire assignment and experts having experience and professional qualification. The agency should furnish the complete details of the experts along with an undertaking from the core team of their availability throughout the assignment period.
6. The Agency should have the resources to develop, implement and telecast the quiz programme on a channel which has national level coverage quality, coordination and value addition functions to the project.
7. The Agency should be having an office or branch office in Delhi/NCR with infrastructure and manpower/ creative personnel.
8. The Agency must furnish a self attested copy of the PAN NO. & TIN No and GST Registration No of the firm.
9. The Agency/ Bidders must enclose a List of organizations to which such work has been performed by the firm.
10. All the pages of the Tender document along with all relevant attached documents must be signed/ attested by the tenderer.

## **GENERAL TERMS AND CONDITIONS**

1. **Advance Payment:** No advance payment shall be made for the job of conducting the said quiz.
2. **Acceptance of Terms and Conditions:** The Agency/ Organisation should **specifically mention** that all the terms and conditions described above are acceptable to them. The Board reserves the right to accept/reject any/all the tenders.
3. **Incomplete Tenders:** The tenders, which do not contain all the information called for, are **liable to be rejected**.
4. **Price Escalation Clause:** All the prices quoted by the bidder shall be in Indian Rupees and shall be final and binding on them and **not subject to any price escalation** at any later date.
5. **Trade/Cash Discounts:** All trade or cash discounts offered by the Agency/ Organisation should be clearly indicated in the tender offer itself. Such discounts offered at a later date shall not be considered for evaluation of tender.
6. **Contract Termination/Splitting/Rejection Clause:** CBSE reserves the right to terminate the contract, split orders, accept or reject any quotation, alter any or all of the terms and conditions any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to. The decision of the Board in respect of evaluation of bids and/or award of contract shall be final.
7. **Authorised Officer:** The Secretary, CBSE shall be the authorized officer with regard to the contract. The decision of the authorized officer shall be final and binding on the Agency/ Organisation.
8. **Jurisdiction of Courts in case of dispute:** All matters and disputes arising from, relating to or concerning the contract shall be subject to the jurisdiction of the Delhi only.
9. **Exclusion of Tender Offers:** Any attempt to negotiate directly or indirectly on the part of Tenderer with any official of the Board to influence the acceptance of Tenders by any means shall render his/ her tender liable for exclusion from consideration and may lead to blacklisting of the Agency/ Organisation by the Bank.
10. **Period of Engagement:** The agency will be engaged for a period of three years.
11. The Earnest Money of the unsuccessful bidder shall be refunded without any interest. The Earnest Money of the successful bidder shall be returned on receipt of performance security deposit, which is subject to refund without interest after execution of the work order. The performance security shall be as per contract value in the light of GFR Rule 171. However, if the Tenderer fails to accept the work order, EMD shall be forfeited.
12. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms/ tenderers who are registered with the Central Purchase Organization or the concerned Ministry or Department or Start ups as recognized by Department of Industrial Policy and Promotion (DIPP) are exempted from depositing EMD. However, the performance security shall be obtained from the successful bidder irrespective of their registration status etc.
13. If a Force Majeure situation arises, the firm/ agency will promptly notify this office in writing of such condition and the cause thereof. Unless otherwise directed by this office in writing, the firm/ agency shall continue to perform its obligations under the Tender/ Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

14. In case of non-performance/ non-satisfactory performance of the aforesaid assignment, a penalty of 5% to 10% of the awarded work value shall be imposed or any further penalty as per the discretion of the Secretary, CBSE.
15. No advance payment will be made to the Agency. The payment will be done in phased manner on receipt of bill/invoice after the successful conduct of Semi-Final and Final Round. 50% payment shall be released after successfully conducting the Semi-Finals and rest 50% shall be released after finishing the Final Round.
16. Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
17. The Board reserves the right to accept or reject any or all the tenders without assigning any reason.

All the terms & conditions stated under Clause No. 1 to 17 are accepted to me/us.

Date: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Seal/Stamp/Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. : \_\_\_\_\_

## **SCOPE/ NATURE OF WORK**

The Quiz Agency will perform the following work:-

1. The Agency will be responsible for the production and set-up for shooting the Semi-Finals and Final Rounds.
2. The Agency will make arrangements Lighting, Sound, Camera and other technical requirements
3. The Agency will ensure editing and packaging of 05 episodes along with one promo.
4. The Agency will ensure Telecast/ airing of Semi-Finals and Final rounds in form of 05 episodes at the channel of the media network which has national level coverage.

**Quotation Part 1 : Technical Bid**

- a) Name of the Agency/ Organisation :
- b) Agency/ Organisation details as follows –  
Addresses of all Offices/Branches of the Agency:  
Contact nos. of all Offices/Branches of the Agency:  
Website:  
List of employees at all the branches/ offices:
- c) Highlights of work conducted (with an emphasis on working on inter-school quizzes):
- d) Clients/ Brands the Agency has worked for in the last 03 years (with contact details of the concerned persons in the respective organizations) :
- e) The above mentioned experience details should be given at school/ inter-school level, zonal/ regional level and state level for a corporate / organisation at all India level:
- f) Annual Turnover of Last 03 Financial Years:-

<b>Financial Year</b>	<b>Turn-over (In Rs. lakhs)</b>
2014-15	
2015-16	
2016-17	

- g) Quizzes/ shows covered/ conducted (with the maximum number of shows conducted at a time for a particular client):
- h) Experience in conducting Quiz Services i.e. at multiple locations/ cities:

CBSE reserves the right to verify the information provided against all the above details by the tendering agency.

**Signature and Seal of the Bidder**

**Certificate of Acceptance**

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our Agency/ Organisation, namely, .....do hereby unconditionally accept all the Term and Conditions mentioned on Page No. 6-7 from point 1 to 17 of the Tender Document.”

**Signature & Seal of Authorised Signatory of Agency/Organisation**

**Date:**

**Place:**

**Quotation Part 2 – Financial Bid**

The Agency must quote their rates in the prescribed format:-

Rates for Shooting 05 Episodes with complete set up (per episode)	Total Cost of carrying the Project