



**RAJASTHAN STATE INDUSTRIAL  
DEVELOPMENT & INVESTMENT  
CORPORATION LIMITED  
JAIPUR**

**BID DOCUMENTS FOR  
OPEN COMPETITIVE BIDDING**

**FOR SELECTION OF AGENCY FOR  
CREATIVE AND COMMUNICATION DESIGN**

**OFFICE OF THE  
ADVISOR (A&M)  
RIICO LIMITED, TILAK MARG  
C-SCHEME, JAIPUR  
Phone Nos. : 0141-2227751/4593201  
E-mail-riico@riico.co.in, URL-[www.riico.co.in](http://www.riico.co.in)**

**OFFICE OF THE ADVISOR (A&M),  
RIICO LTD., Udyog Bhawan, Tilak Marg, Jaipur**

No:-GM(PR)/2022/12

Date :

**NOTICE INVITING BID**

RIICO invites online post qualification competitive bid for " **Selection of Agency for Creative and Communication Design**" from experienced agencies/bidders. The bid shall only be submitted through online bidding system of [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) the interested bidders shall have to be enrolled/registered with portal of [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) for participating in the bidding process.

The schedule of dates is as follows: -

S.No.	Schedule	Date	Time
1.	Publishing date	<b>04.03.2025</b>	11.00 AM
2.	Document Download Start Date	<b>04.03.2025</b>	11.30 AM
3.	Document Download End Date	<b>24.03.2025</b>	03.00 PM
4.	Pre bid meeting	<b>07.03.2025</b>	04:00 PM
5.	EMD Deposit Last Date	<b>24.03.2025</b>	05.00 PM
6.	Bid Submission Start Date	<b>04.03.2025</b>	01.00 PM
7.	Bid Submission End Date	<b>24.03.2025</b>	05.00 PM
8.	Date of submission of proof of Bid Fee, RISL processing fee & EMD	<b>25.03.2025</b>	upto 02.00 PM
9.	Opening of Technical Bid	<b>25.03.2025</b>	04.00 PM
10.	Opening of Financial Bid of the Technically Qualified Bidder	Will intimate later on	

**Detail of bid:**

(Rs. In lacs)

Name of work	Approx. value	Earnest Money	Bid Fee & processing fee	Period of completion
<b>Selection of Agency for Creative and Communication Design</b>	1.50 Crore	3,00,000/-	Rs. 2000/- + 18% GST Total Rs. 2360/- as <b>Bid Fee</b> & Rs. 2000/- RISL <b>processing fee</b>	12 Months (Extendable by 6 months)

## General Terms & conditions:

1. Bid shall be submitted online only through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)
2. No physical/offline bid shall be accepted.
3. The Bid Fee, Processing Fee and Earnest Money shall only be accepted through Electronic Mode of payment like RTGS/NEFT/Inter Bank Transfer. The details of bank account for payment of Bid fee and Processing Fee through Electronic Mode of payment are as under:-

**Account Name** : **Rajasthan State Industrial Development & Investment Corporation Limited.**  
**Account No** : **678605600172**  
**IFSC Code** : **ICIC0006786**  
**Name of Bank & Branch** : **ICICI Bank, Udyog Bhawan, Tilak Marg, Jaipur**

4. Bidder should specifically mention UTR No. (Unit Transaction Reference) in their bid and shall also furnish self-attested copy of bank statement towards proof of payment of Bid Fee, EMD and processing Fee of RISL within stipulated period.
5. The completion period of the work shall be twelve months (expandable by 6 months).
6. The Corporation reserves right to cancel the Bid without assigning any reason to the Bidder or anyone else.
7. Conditional Bid and casual letters sent by the contractors will not be accepted.
8. Any representation after opening of bids shall be ignored. These parties may be debarred from bidding in future for a specific period. Their earnest money in such cases will stand forfeited.
9. Bidder are requested to read the instruction in the Bid Document before submitting the Bid/Bid online.
10. The above terms & conditions of the bid may also be seen on RIICO Website:[www.riico.co.in](http://www.riico.co.in) along with BID invitation notice.
11. A pre-bid meeting shall be held on the date and time in the schedule of Bidding Process to clarify and discuss any provisions or requirements related to this document. All interested parties can participate in the Pre-bid Meeting.

**Advisor (A&M)**  
**RIICO Ltd., Jaipur**

**PART – I**  
**RIICO LTD., JAIPUR**  
**BID FORM**

**Subject: - Bid for " Selection of Agency for Creative and Communication Design"**

1. Name and full postal address of the firm submitting the bid: -

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_ E-Mail \_\_\_\_\_

2. Address to: -Advisor (A&M), (Bidding Authority), RIICO

3. Reference of the Bid Notice: -

4. Last Date for submitting bid online through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) : -----

5.-----Earnest Money, Bid Fee and RISL processing fee shall be paid (separately) in the form of RTGS/NEFT/Bank Transfer of Scheduled Bank drawn in favour of RIICO Ltd. Payable at Jaipur. The proof of RTGS/NEFT/Bank Transfer for EMD, Bid Fee, RISL Processing Fee is to be deposited in the office of **Manager (GAD), RIICO Ltd., Jaipur from 01:00 PM on 04.03.2025 to 02:00 PM on 25.03.2025 or through e-mail at [gadcell@riico.co.in](mailto:gadcell@riico.co.in) upto 02:00 PM on 25.03.2025**. Scanned copy of the RTGS/NEFT/Bank Transfer for Earnest money, Bid Fee and Processing Fee is to be submitted online through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) in specified period.

6. We agree to abide by all the terms and conditions mentioned in the above referred bid notice, issued by the Bidding Authority, and also the terms and conditions of the said Bid form (For Technical and Financial Part) given in the attached sheets, all pages of which are signed by us in token of acceptance of the Terms and Conditions mentioned therein.

7. The information required for Technical part is filled in the attached performs, and relevant documents with regard to eligibility are also attached herewith.

8. **The Financial part of the bid is to be submitted online through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) specified BoQ, which shall be opened after evaluation of technical bid that shall be opened on 25.03.2025 at 04:00 pm. Date of opening of financial bid shall be notified on [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) .**

9. PAN and GST No. of Bidder are also submitted. If these certificates are not provided, the bid shall not be considered.

Date:

Signature of the Bidder(s)  
Along with the stamp of the  
firm/ company

## **TERMS AND CONDITIONS OF THE BID**

Bidder should read these conditions and the complete Bid document for Technical part and financial part carefully and comply strictly while sending their bids.

1. Online Bids through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) are hereby invited for "**Selection of Agency for Creative and Communication Design**" at Udyog Bhawan, RIICO Jaipur costing APPROX. Rs. 1.5 Cr..
2. Bid document can be downloaded from the web site **www.eproc.rajasthan.gov.in** from **04.03.2025** (11:30 A.M.)24.03.2025 (03.00 P.M.)
3. Bids can be submitted through ONLINE Mode only. Bids in Physical form shall not be accepted. Bid submission start date shall be 04.03.2025 (from 1:00 P.M.) and Bid submission end date shall be 24.03.2025 up to 5:00 P.M.)
4. The Bidding authority/committee reserves the right to finalize the bid in the interest of the Corporation and such decision shall be final and binding on the Bidders.
5. Earnest Money, Bid Fee and RISL processing fee shall be paid (separately) in the form of RTGS/NEFT/Bank Transfer of Scheduled Bank drawn in favour of RIICO Ltd. Payable at Jaipur.  
The proof of RTGS/NEFT/Bank Transfer for EMD, Bid Fee, RISL Processing Fee is to be deposited in the office of **Manager (GAD), RIICO Ltd., Jaipur** from **01:00 PM on 04.03.2025 to 02:00 PM on 25.03.2025** or through e-mail at **gadcell@riico.co.in upto 02:00 PM on 25.03.2025**.  
Scanned copy of the RTGS/NEFT/Bank Transfer for Earnest money, Bid Fee and Processing Fee is to be submitted online through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) in specified period.
6. The Corporation reserves the right to accept any Bid not necessarily the lowest Bid and reject any Bid without assigning any reason thereof. Orders can be placed for the whole or part of the quantity bid for at the discretion of the corporation. **Corporation also reserves right to cancel the procurement at any point of time without assigning any reason.**
7. The Bidder shall not assign or sublet his bid or any part thereof to any other agency.
8. **All the enclosed documents, Proforma's, annexures, certificates etc. should be digitally signed by the Bidder & must be submitted online at [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)**
9. **Bidders are required to submit the following information in the prescribed proforma's as enclosed along with the necessary documents with. The Bidder shall submit: -**
  - a) History & descriptive note indicating overall performance of the firm in Performa "D".
  - b) A self-certificate regarding the correctness of the information, documents, certificates etc. in the Performa "E".
  - c) Details in Performa "G".

**10. FORCE MAJEURE**

Neither party shall be liable to the other for any delay or failure in the performance of any of its duties and obligations under this agreement to the extent that such delay or failure is caused due to a Force Majeure event. The party having any such cause shall promptly notify to the other party in writing of the nature of such cause and the expected delay. Force Majeure event include fire, earthquake, flood, epidemic, riot, civil disturbance, war, civil commotion, illness, act of any sovereign including but not limited to war, invasion, acts of god or other act which are beyond the control of any Party, or for any other reason which cannot reasonably be forecast or provided against, and which cannot be predicted by men of ordinary prudence.

**11. QUALIFICATION/ ELIGIBILITY CRITERIA :**

- 1) A bidder participating in the procurement process shall possess the following minimum qualification/ eligibility criteria.

<b>S. No</b>	<b>Particular</b>	<b>Details</b>	<b>Enclosures to be submitted</b>	<b>Annexure no.- For Reference</b>
1	Legal Entity	A Proprietorship firm duly registered, a company registered in India under the Companies Act 1956 or a Partnership Firm registered under Indian Partnership Act, 1932 and operating for the last 10 years in Designing of Communication Material which includes Publication design, advertising design, Web/multimedia-design, Event design, Social media management & promotion, Audio-visual/films production, etc. as on March 31, 2024.	Incorporation / Registration Certificate Certification by Authorized signatory on letter head regarding the years in Designing of Communication Material	

2	Experience of communication materials Designed by the bidder	<p><b>Experience in designing the following communication materials for any Govt. body in last 10 years</b></p> <p>Logo: 2 designs mandatory, with priority to investment/destination mktg.</p> <p>Brochure/booklets/publications: 2 designs mandatory, with priority to investment/destination mktg.</p> <p>Outdoor/Event Space Design: 2 designs mandatory, priority to investment/ destination mktg.</p> <p>Social media handles: 2 handles mandatory with priority to investment/ destination mktg.</p> <p>Documentary/Short Films/AVs - Any 2 mandatory with priority to investment/destination mktg. (Work order and design executed to be uploaded)</p>	Work order and design executed to be provided.	
3	Financial Capacity/strength	The firm should have a minimum average annual turnover of Rs.3 crore in the last 3 financial years (2021-22, 2022-23, 2023-24) from communication design activities (excluding revenue from media releases, printing, fabrication, trading of goods, etc.)	Certificate from statutory auditor / audited financial statements for the three previous financial years with CA's Registration Number / Seal.	
4	Team Requirement	Specific team members required, including Project Managers (1 no), Graphic Designers (2 no), Copywriters (1no), Social Media Experts (1no), Web Designers (1no), Web Developers (1 no), and Video Editors (1 no).	Self-declaration by the firm detailing team members, including name, age, qualifications, date of joining, and experience.	

5	Jaipur Site	An office in Jaipur with adequate infrastructure and manpower.	Registration Certificate or related document.	
6	Debarring	The bidder should not be blacklisted by any central or state government or its agency, organization, PSUs etc.	Self-certification. False declarations will result in RFP security forfeiture, disqualification and Debarring.	

## 12. Minimum Key Personnel Requirement

S No	Designation	Number of Resources (all full time)	Qualification Requirement	Annexure no.- For Reference
1	<b>Project Manager/Client Servicing Executive:</b> Project Manager/Client Relationship Manager will be responsible for overseeing the development and execution of all creative campaigns and materials.	1	MBA in Marketing or equivalent with up to 5 years of experience in leading creative teams.	
2	<b>Graphic Designer:</b> The graphic Designer/illustrator will design and produce promotional materials, both in print and digital formats, such as brochures, posters, flyers, social media, panels, etc.	2	Degree/Diploma in Visual Arts/Graphic Design with 3 years of experience in a creative agency.	
3	<b>Video Editor:</b> The video Editor will be responsible for editing and post production of all video content required for creative and social media campaigns and materials.	1	Degree/Diploma in Multimedia/Video Editing with 3 years of experience in video editing and post-production.	
4	<b>Social Media Expert:</b> The Social Media Expert/Manager will be responsible for the development of social media content strategy including Content ideation, creation and distribution to achieve social media goals and	1	Diploma/Graduate/ Postgraduate in Mass Communication or MBA in Marketing with 3 years of experience in social media.	



	objectives.			
5	<b>Website Designer:</b> The person will be responsible for website design and UI/UX design and meet required quality standards.	1	Degree/Diploma in Visual Arts/Applied Arts with 5 years of experience in managing website development projects.	
6	<b>Website Developer:</b> The person will be responsible for website development/coding/programming and meet required quality standards.	1	Degree/Diploma in Computer Science/Applications with 5 years of experience in coding and managing website development projects.	

### 13. Technical Evaluation: 100 marks

S.N.	Heading	Criteria for point allotment	Max. Points	Annexure no.- For Reference
1	Turnover	Average Annual turnover from Design and communication works (excluding revenue from media releases, printing, production, trading of goods, etc.) in last three financial years (2021-22, 2022-23, 2023-24) <ul style="list-style-type: none"> <li>• 3 Cr. to 5 Cr. - 7 marks</li> <li>• 5 Cr &amp; above - 10 marks</li> </ul> Enclose Certificate from statutory auditor /audited financial statements for the three previous financial years with CA's Registration Number / Seal.)	10	
2	Years of Operation	Duration of operations in design and communication services in India. Up to 7 years: 6 marks Additional 1 mark per year above 7 years (up to max 4 marks). Requires incorporation certificate and proof of establishment.	10	
3	Experience of communication materials Designed by the firm	<b>Experience in designing the following communication materials for any Govt. body in last 10 years</b> Logo: 2 designs mandatory, out of which if one design is related to investment/destination mktg.: 5 marks else 2.5 marks  Brochure/booklets/ publications: 2 designs mandatory, out of which if one design is related to investment/destination mktg.: 5 marks else 2.5 marks	25	(Work order and design executed to be uploaded)

		<p>Outdoor/Event Space Design: 2 designs mandatory, out of which if one design is related to investment/ destination mktg.: 5 marks else 2.5 marks</p> <p>Social media handles: 2 handles mandatory out of which if one design is related to investment/ destination mktg.: 5 marks else 2.5 marks</p> <p>Documentary/Short Films/AVs – Any 2 mandatory out of which if one design is related to investment/destination mktg.: 5 marks else 2.5 marks</p>		
4	Industrial/ Investment Promotion Experience	<p>Design promotional materials for government/ PSUs/ industry associations (minimum 2 projects of ₹5 Lakhs each in the last 10 years)</p> <p>2 assignments: 5 marks, 3 assignments: 10 marks, 4 assignments: 15 marks, more than 4 assignments: 20 marks.</p>	20	(Work order to be uploaded)
5	International Event Design Experience	<p>1 project worth ₹10 Lakhs in the last 10 years- 5 marks</p> <p>Requires work orders as proof.</p>	5	(Work order to be uploaded)
<b>Total Marks</b>			<b>70</b>	

**13(i) Technical Presentation (30 marks)**

S.N.	Criteria for point allotment	Max. Points
1	<p>Presentation on:</p> <ul style="list-style-type: none"> <li>• Experience of the firm in designing communication material</li> <li>• Past work (including logo, brochures/publications, AVs, Social Media pages, websites etc. designed for Government)</li> </ul>	20
2	<p>Development of the following designs:</p> <ul style="list-style-type: none"> <li>• 2 Logo options for India Stone Mart 2026</li> <li>• Cover page options for <ul style="list-style-type: none"> <li>○ RIICO Direct Land Allotment brochure</li> <li>○ RIICO Annual Report</li> </ul> </li> <li>• Social media creatives - e-auction and India Stone Mart 2026 - total 4 creatives</li> </ul>	10

<b>Total</b>	<b>30</b>
<b>Grand Total</b>	<b>100 Marks</b>

In addition to the provisions regarding the qualifications of the Bidders as set out above:-

- a. The procuring entity may require a Bidder(s), who was pre-qualified, to demonstrate its qualifications again in accordance with the same criteria used to pre-qualify such Bidder(s). The procuring entity shall disqualify any Bidder(s) that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each Bidder(s) requested to demonstrate its qualifications again as to whether or not the Bidder(s) has done so to the satisfaction of the procuring entity.
- b. Successful Bidder in Technical bid shall require to make a presentation before the constituted committee about experience as described above for Creative and Communication Design, social media etc.
- c. Services shall be made available at the office: RIICO, Udyog Bhawan, Tilak Marg, Jaipur-302001 or at departments or location specified as per the requirement.

#### 14. Scope of Work

S. No.	Item Description
1	<b>SECTION A: PRINT MATERIAL (Per item)</b> Content editing, Design and Layout, digital artwork of (excluding third party costs like photo sourcing, photography, etc.):
2	Flyer/Handout/Leaflet (1-2 sides)
3	Folder
3.1	Cover (1 side)
3.2	Per side
3.3	Design of Folder with Pocket
4	Publication Design (Brochure/Book/Booklet/Report etc.)
4.1	Cover design (2 pages)
4.2	Per inner page design
4.3	Rework/Updation/Revision in the existing publication in terms of content and layout, and digital artwork (Per page)
4.4	Language adapt (Hindi/English) of brochure/booklet (Per page)
4.5	Foreign Language adapt of brochure/booklet (Per page)
5	Diary/Notepad design
5.1	Cover (2 surfaces)
5.2	Inner (per surface/page)
5.3	Theme (per surface/page)

6	Lapel Pin (Per design)
7	Calendar
7.1	Theme/Cover design (Per design)
7.2	Inner (per surface/page)
7.3	Envelope or case design for Calendar (Per design)
8	Carry Bag design (Per design)
9	Plastic Card/Badge design (Per design)
10	Certificate design (Per design)
11	Direct Mailer
11.1	Flat/2-Dimensional (per page)
11.2	3-Dimensional concept & design (excluding production)
12	Greeting Card/Invitation Card
12.1	Flat/2-Dimensional (per page)
12.2	3-Dimensional concept & design (excluding production)
13	Lanyard Design (Master)
13.1	Adaptation
14	Identity Card/Delegate Card (Master)
14.1	Adaptation (per adaptation)
15	Branded Giveaway Design (Mug, Tshirt, etc.) – per Design
16	Memento Design (Per design)
17	Poster design (Per design)
18	Voucher/ticket/coupon / Sticker design (Per design)
19	Gift Tag (per design)
20	Wrapping Paper design (Per design)
21	Box Design (Per design)
22	Customized/Commissioned Illustration (per item)
23	Info-Graphic Design (per item)
24	Personalization/Customization of print collateral (% of original design)
25	<b>SECTION B: EXHIBITION/STALL/PAVILION/ EVENT/CONFERENCE DESIGN</b>
26	Theme & layout for Exhibition Booth (Per design)
27	Design & digital artwork of panel (per panel)
28	Wall Treatment (with images and/or graphics)
29	Layout for Raw Space (Per design)
30	Backdrop for Events (Per design)
31	3D installation design (Per design)
32	Event Stage setting & backdrop structure design (Per design)
33	Electronic Backdrop with motion/animation
34	Electronic Backdrop Static
35	Slides for Watchout (per slide)
36	Audio Visual content for Ultra-wide/Watchout/more than 4K with script, animation, background music, without voice over using text, images and/or videos (rate per 30 sec)

37	Audio Visual content for Ultra-wide/Watchout/ more than 4K with script, animation, background music, with voice over using text, images and/or videos (rate per 30 sec)
38	<b>SECTION C: VISUAL IDENTITY/ LOGO</b>
39	Logo for Permanent Use including multiple application guidelines (Per design)
40	Logo for Special Purpose Use (conference, event, etc.) (Per design)
41	Namestyle Unit only without graphic for special purpose use (Per design)
42	Adaptation of logo into any other Collateral (per adaptation)
43	Mascot design
44	Master illustration (Per design)
45	Other poses/renderings (Per design)
46	Design of letter head (Per design)
47	Design of envelope (Per design)
48	eMail Signature design (Per design)
49	<b>SECTION D: DESIGN FOR MASS MEDIA (excluding Photography)</b>
50	Design of Daily Press/Magazine Creative (per creative)
50.1	Quarter Page
50.2	Half Page
50.3	Full Page
51	Language/ Size adaptation of existing/ approved mass media creative (per creative)
52	Updation/Revision in text of existing/ approved mass media creative (per creative)
53	Conversion of existing/ approved colour mass media creative into black & white (per creative)
54	Adaptation of approved/existing mass media creative for digital media (delivered as .jpeg sequence/pdf) (Per design)
55	Advertorial (content, layout and digital artwork) for:
55.1	Magazine (per page)
55.2	Newspaper: Quarter page
55.3	Newspaper: Half page
55.4	Newspaper: Full page
55.5	Language adapt of existing/ approved advertorial (per advertorial)
56	Creative for digital media (Static)
57	<b>SECTION E: OUT-OF-HOME: Design and digital artwork (excluding special photography)</b>
58	Banner/Kiosk/Bus Panel design (Per design)
59	Hoarding / Unipole / Gantry design / Tower (Per design)
60	Bus Shelter (all surfaces) (Per design)
61	Vehicle Design:
61.1	Each Surface (Per design)
61.2	Complete vehicle surface design (Per design)
62	Signage design (Per design)

63	Stand-alone Panel design (Per design)
64	Resizing/updation of existing out-of-home creative without any content changes (per adaptation)
65	<b>SECTION F: INTERACTIVE MEDIA DEVELOPMENT</b>
66	Development of linear Power Point Slide Presentation/Slide Show including content, design of all template screens, and slide transitions (per slide) Deliverable in .pptx/.ppsx/.pdf format
67	Finishing of linear Power Point Slide Presentation/Slide Show (text slides provided by client) including design of templates such as title slide, running slide, new section slide, concluding slide, and slide transitions (per slide)
68	Design of Home Page/ Screen for Interactive / Touch-screen Presentation (Per design)
69	Development of Inner Pages/Screens for Interactive / Touch-screen Presentation including content and design (per screen)
70	Design of new link to existing Interactive / Touch Screen Presentation including design of new (static) pages (per link)
71	Updation in Existing Interactive Presentation / Touch Screen in terms of static text, images, etc. without affecting the basic design or structure (rate per revised link)
72	Electronic Direct Mailer design in HTML format (Per design)
73	Revision/updation/Language adapt in Electronic Direct Mailer in content (Per design)
74	<b>SECTION G: SOCIAL MEDIA MANAGEMENT</b>
75	Creating Profile page (if needed) for Social networking sites (Facebook, LinkedIn, X, Instagram, etc.) and maintaining the pages on a monthly basis. Content development for 10-12 static posts per month to include text/visual-based content; 2 micro videos/reels per month of <60 sec duration using existing footage with RIICO. Posting of existing documentary/videos on youtube. [Rate per platform/ per month].
75.1	Run and manage Digital Advertising on platforms like Google, Facebook, Instagram, LinkedIn and X [Rate per platform/ per month].
76	Whatsapp Channel - Setup and configuration, existing content sharing (Mobile no. to be provided by RIICO)
77	<b>SECTION H: BULK EMAILING SERVICES</b>
78	Sending of bulk emailers to existing database with the Department or generated through digital campaigns (excluding design of Emailer) (for every 1000 emails) Task includes: <ul style="list-style-type: none"> <li>• Sorting Data and conversion into compatible format</li> <li>• Add attachments in .jpeg, .pdf, .ppt, .swf, .zip, etc.</li> <li>• 'Unsubscribe' Feature</li> <li>• Tracking feature</li> <li>• Email Reports</li> </ul>
79	<b>SECTION I: WEBSITE DESIGN &amp; DEVELOPMENT</b> (Design of Responsive Website in accordance with all guidelines and standards of DoIT&C, Rajasthan)

80	Design of complete Responsive website including need assessment, planning of structure, features & functionalities, nomenclature of links, content development in English/Hindi, design of Home page and all GUIs (front-end and back-end/admin section pages) using CSS, DIV based, Web 2.0 techniques, CMS, etc. with multiple browser compatibility (excluding domain name registration, hosting, server space and programming cost. These will be paid at actual on submitting invoice.) - Rate Per Page/Rate per Link
81	Addition of new pages/links to the website (rate per page/link)
82	Updation in existing pages/links of the website (rate per page/link)
83	Design of Splash Page/Landing page in HTML format excluding form using image/ text/ graphics for promotion (per page)
84	Design of Splash Page/Landing page in HTML format including form with DB using image/ text/ graphics for promotion (per page)
85	Design of Home Page only, including need assessment, planning of structure & quick-links, features & functionalities, nomenclature of links and content in English/Hindi
86	In JPEG/PSD format (Per design)
87	In HTML format (Per design)
88	Design of front-end web pages (per page)
89	In JPEG/PSD format (Per design)
90	In HTML format (Per design)
91	Programming/Development for website in ASPX/PHP format including forms, database development, other functionalities, testing and following procedures for quality assurance (Rate per page/rate per link)
92	Annual Website Maintenance (per website per month) (Content for updation will be provided by the Department) excluding: • Redesign of site • Script/application - adding, editing, removing or installing any new scripts, application or software to the existing website
93	Design of static web-banner with image/text/graphics for promotion (per banner)
94	Design of static Pop-up creative with image/text/graphics (per creative)
95	Website Updation
96	Addition of new link to existing website including design of new pages (per page)
97	Removal of links/pages from existing website (per page removed)
98	Updation in text, images, banner, etc. of existing Website without affecting the basic design or structure (Rate per revised link)

99	Insertion of video in existing website excluding video conversion, editing, compression charges (Rate per video)
100	Writing data on Pendrive (excluding the cost of pendrive)
101	<b>SECTION J: PROFESSIONAL PHOTOGRAPHY</b> including camera & photographer's fee (excluding cost of models, props and special lighting) excluding the cost of travel & accommodation
102	Photography for event/ conference/workshop coverage:
102.1	Half Day (upto 8 hours)
102.2	Full Day (upto 4 hours)
103	Creative Photography assignment charges for print & electronic mediums including special lights, if required (per day)
104	Professional Video Shoot (4K format) for event/ conference/ workshop coverage including camera & tripod charges & cameraman's fee, excluding the cost of media
104.1	Half Day (upto 8 hours)
104.2	Full Day (upto 4 hours)
105	Professional Video Shoot in above 4K format for event/ conference/ workshop coverage including camera & tripod charges & cameraman's fee, excluding the cost of media
105.1	Half Day (upto 8 hours)
105.2	Full Day (upto 4 hours)
106	Video Shoot for Interview/Byte (4K format) capturing including camera & tripod charges & cameraman's fee, lapel mic but excluding the cost of media (per day)
107	Creative video shoot in 4K format including recce, camera, tripod charges & cameraman's fee, Director's fee, crew charges excluding the cost of media (per day)
108	Creative video shoot in above 4K format including recce, camera, tripod charges & cameraman's fee, Director's fee, crew charges excluding the cost of media (per day)
109	Video Shoot with Drone in 4K format (per day)
110	<p><b>SECTION K: AUDIO/VIDEO PRODUCTION IN HIGH QUALITY -</b>  Consolidated rate includes charges for script/storyboard, location recce, travel outside Jaipur up to 200 kilometers, artists, video shoot in Full HD format, editing, 2-D animation of text and graphics, titling/sub-titling/text, music, voiceover artist fee, mastering and studio charges.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> <li>• Reimbursement at actual for journey beyond 200 km: Journey would be undertaken by rail (First Class/AC-2T) or by road or by air (if needed; economy class). The agency will have to submit supporting documents i.e. used tickets or bill for hiring vehicles etc. to support its claim.</li> <li>• Endorsements: Rates do not include endorsement fee or arrangement fee for endorsement made by top personality (artist/singer/ celebrity)</li> <li>• Payment of Royalties: Payment of royalty/credit for copyright purposes to any public/private organization or person for using any input in production would be the responsibility of the agency</li> </ul>



110	Video Spot/TVC (Master Version)
110.1	Upto 30 seconds
110.2	Above 30 seconds upto 60 seconds
110.3	Above 60 seconds (rate per 60 second)
111	Video Spot Language Version of existing Video Spot/TVC
111.1	Upto 30 seconds
111.2	Above 30 seconds upto 60 seconds
111.3	Above 60 seconds (rate per 60 second)
111.4	Re-voice over charges
112	Re-editing charges
113	Documentaries/Short Films (Master Version-HD)
113.1	2 minutes upto 5 minutes
113.2	Above 5 minutes upto 15 minutes
113.3	Above 15 minutes upto 30 minutes
113.A	Documentaries/Short Films (Master Version- 4 K)
113.A 1	2 minutes upto 5 minutes
113.A 2	Above 5 minutes upto 15 minutes
113.A 3	Above 15 minutes upto 30 minutes
113.B	Documentaries/Short Films (Master Version- Above 4K)
113.B1	2 minutes upto 5 minutes
113.B2	Above 5 minutes upto 15 minutes
114	Documentaries/Short Films Language Version of existing documentary/short film (Master Version- HD)
114.1	2 minutes upto 5 minutes
114.2	Above 5 minutes upto 15 minutes
114.3	Above 15 minutes upto 30 minutes
114.A	Documentaries/Short Films (Master Version- 4 K)
114.A 1	2 minutes upto 5 minutes
114.A 2	Above 5 minutes upto 15 minutes
114.A 3	Above 15 minutes upto 30 minutes
114.B	Documentaries/Short Films (Master Version- Above 4K)
114.B1	2 minutes upto 5 minutes
114.B2	Above 5 minutes upto 15 minutes
115	Re-voiceover Charges
116	Re-editing Charges
117	Radio Spot: Consolidated Rates for radio spot with script (with words and/or music)
117.1	Duration upto 30 sec

117.2	Duration 31 to 60 sec
117.3	Duration above 60 sec (per 30 sec)
118	Re-recording of voice-over and finishing of Radio Spot. These charges would be admissible if script is changed after production is carried out as per the approved script.
118.1	Duration up to 30 sec
118.2	Duration 31 to 60 sec
118.3	Duration above 60 sec (per 30 sec)
119	Radio Jingle/Song/Signature Tune: Radio creative which is partially or fully music-based, with original music composition
119.1	Upto to 60 sec
119.2	Duration above 60 sec (per 30 sec)
120	Re-recording of Jingle/Song/ Signature Tune: These charges would be admissible if script is changed after production is carried out as per the approved script and artists have to be called again for recording.
120.1	Upto to 60 sec
120.2	Duration above 60 sec (per 30 sec)
121	2D Animation clip/AV using still images, background music, text/graphic 2D animation, without voice over in Full HD format (Rate per 60 sec)
122	2D Animation clip/AV using still images, background music, text/graphic 2D animation, with voice over in Full HD format (Rate per 60 sec)
123	Conversion of .avi or .mpg or mp4 to .mov format (rate per minute of video clip)
124	<b>SECTION L: SEO (SEARCH ENGINE OPTIMIZATION) for upto 25 keywords</b>
125	Onpage Optimization (Rate per month) including: <ul style="list-style-type: none"> <li>• Meta Tag Optimization</li> <li>• Title Tag Optimization</li> <li>• Code Optimization &amp; Modifications</li> <li>• Broken Link Check</li> <li>• Alt Tag Optimization</li> <li>• URL Mode Rewrite</li> <li>• XML Sitemap + Rss Feed</li> <li>• Content Optimization</li> </ul>
126	Offpage Optimization (Rate per month): <ul style="list-style-type: none"> <li>• Google Analytics &amp; Webmaster Account Setup</li> <li>• Website Submissions to Search Engines (Google, Bing &amp; Yahoo)</li> <li>• Manual Directory Submission</li> <li>• Manual Article Submission</li> <li>• Press-Release Submission</li> <li>• Blogs Promotion</li> <li>• Article Submission</li> <li>• Social Book Marking (SBM)</li> </ul>
127	Cost per extra set of 5 Keywords (over and above 25 keywords)
128	<b>SECTION M: MOBILE APP UI/UX</b>
129	Designing of App screens (rate per screen)
130	Adaptation of designs in multiple screen sizes as per device & orientation (rate per screen)

## 15. Bid Evaluation:

RIICO will examine the bids in two phases:

### Phase 1: Technical bid Evaluation

All bids will go through an evaluation against the Eligibility Criteria as mentioned in this bid. Bidders will qualify for financial bid if they obtain at least 70 marks out of 100 marks in Technical Bid Evaluation.

### Phase 2: Financial bid Evaluation

The financial bids of the bidders qualifying Phase1 (Technical) of evaluation shall be opened in the presence of the representatives of the qualified bidders in technical bid.

### Evaluation of the bids:

- i. The firm will be selected as per **Quality and Cost Based Selection (QCBS)** procedure. Weighting of technical score to financial score will be 70:30 and shall be ranked from highest to the lowest on the basis of their technical score (ST).
- ii. In the second stage, the financial evaluation will be carried out as per the Each Proposal will be assigned a financial score (SF)
- iii. The lowest financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:
- iv.  $SF = 100 \times FM/F$  (F= amount of Financial Proposal)
- v. Combined and financial evaluation: Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:
- vi.  $S = ST \times Tw + SF \times Fw$

Note: Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

The Selected Applicant shall be the first ranked Applicant (having the highest combined score). The second ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in RFP.

The bidder scoring Maximum Total marks would be recommended for selection and will be called for negotiations. During negotiations the consultant must be prepared to furnish the detail cost breakup and other clarifications on the proposal submitted by them, as may be required to adjudge the reasonability of his financial proposal. If the negotiations with this consultant are successful, the award will be made to him. If negotiations fail, and if it is concluded with this consultant, the consultant with second highest score may be invited for negotiations. This process may be repeated until an agreed contract is concluded.

## 16. Recoveries, Penalty Clause and Liquidated Damages

- a) Recoveries of liquidated damages, short supply, rejected articles shall ordinarily be made from bills. Amount may also be withheld to the extent of short supply, rejected articles and in case of failure in satisfactory replacement by the bidder along with amount of liquidated damages shall be recovered from his dues and security deposit available with the Corporation. In case recovery is not possible

recourse will be taken under the prevalent law/Act in force.

- a) Penalties: Any delays in delivery from the time schedule finalised by RIICO for items listed in the Scope of Work and the work order or underperformance would invite a penalty to be imposed upon the bidder as per the provisions of GF&AR, RTPP Act & Rules including forfeiture of Security Deposit. Serious lapse in responsibilities may also lead to blacklisting of the bidder, as may be deemed fit by the Corporation.
- b) The time specified for delivery in the bid form shall be deemed to be the essence of the contract and the successful bidder shall provide services within the period on receipt of the bidder order from the Corporation.
- c) Liquidated damages: In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentage of value :-

(a) Delay up to one fourth period of the prescribed delivery period	2½%
(b) Delay exceeding one fourth but not exceeding half of the prescribed period	5%
(c) Delay exceeding half but not exceeding three fourth of the prescribed period	7½%
(d) Delay exceeding three fourth of the prescribed period	10%

Fraction of a day in reckoning period of delay in services shall be eliminated if it is less than half a day.

- d) The maximum amount of liquidated damages shall be 10%.
- e) If the bidder requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- f) Delivery period may be extended with or without liquidated damages if the delay in the services of goods/services is on account of hindrances beyond the control of the bidder.
- g) If the services are not provided as per work order and terms and conditions of contract, then penalty will be imposed on bidder by the Corporation. The penalty will be decided by the Corporation. The penalty amount will be deducted from due payment of the bidder.

**17. (1) Undertaking and Performance Security:**

- i. **Successful bidder will have to execute contract agreement & submit an undertaking (on non-judicial stamp paper of Rs. 500/- within a period of 15 days of receipt of order.**
- ii. **The Corporation will issue a letter of award to the approved bidder after approval/acceptance of the bid. The approved bidder would be required to deposit 5% of the work order amount as Performance Security within a period of 15 days of receipt of order.**

- iii. No Interest will be paid by the corporation on Performance Security.
- iv. The forms of Performance Security shall be only be accepted through Electronic mode of payment like RTGS/NEFT/Inter Bank Transfer.
- v. The Performance Security will be refunded after the rate contract is over/ services have been rendered satisfactorily during the period and no amount is recoverable under the penal clause. If the bidder fails to deposit the required security or to execute the agreement within the specified period such a failure will be treated as a breach of the terms of conditions of the Bid. The bidder failure to execute the agreement and to deposit security within the specified period shall also result in cancellation of contract.

**14 (2) Forfeiture of Security Deposit:**

- (i) Security amount in full or part may be forfeited in the following cases: -
  - (a) When any terms and conditions of the contract broken.
  - (b) When the bidder fails to provide Creative and Communication Design services satisfactorily for the applicable period.
  - (c) When an undertaking is not submitted within prescribed period.
- (ii) Notice of two weeks' time will be given in case of forfeiture of security deposit. The decision of the Corporation in this regard shall be final.

**14 (3) The expenses of completing and stamping the undertaking shall be paid by the bidder.**

- (i) Any change in the constitution of the firm etc., shall be notified forth with by the contractor in writing to the bidding authority and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- (ii) No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the corporation a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient in discharge for any of the purpose of the contract.

**15 Payment Terms :**

- a) The agency will submit **monthly bills** clearly mentioning the actual payments made to various social media forums along with its creative and design charges and all supporting documents
- b) Tax, as directed/amended by Central Excise Department of Government of India, wherever applicable, shall be charged extra over and above the rates accepted & approved and shall be payable by the Client to the Agency.
- c) The agency would provide the details of its registration with Central Excise Department, Govt. of India and that the agency would be responsible for any

lapse in deposition of the amount received for RIICO

- d) TDS would be deducted on all the payments as per rule by the client. The agency is bound to provide PAN number to the client. The agency is entitled to seek details of such deductions made.
- e) The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- f) All remittance charges will be borne by the supplier/ selected bidder.
- g) In case of disputed items, the disputed amount shall be withheld and will be paid only after settlement of the dispute.
- h) Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments.

16 Remittance Charges on payment made to the firms shall be borne by the bidder.

17 Validity: Bids shall be valid for a period of three months from the date of opening of financial bid.

### **18 Inspection:**

- (a) Duly authorized representative of RIICO shall at all reasonable time have access to the bidder premises and shall have the power at all reasonable time to inspect and examine the creative and designing studio etc.
- (b) The bidder shall furnish complete address of the premises of his office, design studio where inspection can be made together.
- (c) Name, mobile number, email and address of the person who is to be contacted for the purpose.

19 Period of Contract : The rates quoted by the Bidder shall be valid for one year from date of issuance of work order/acceptance of order by bidder. Further extension 6 months shall be made as per requirement. RIICO shall be free to place as many orders as required in the rates approved by it in this period.

20 Bidders must make their own arrangements to obtain any licenses, if necessary.

### **21 Termination:**

RIICO may terminate the Contract of the bidder in case of the occurrence of any of the events specified below:

- a. If the bidder becomes insolvent or goes into compulsory liquidation.
- b. If the bidder, in the judgment of RIICO, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- c. If the bidder submits to the RIICO a false statement which has a material effect on the rights, obligations or interests of RIICO.
- d. If the bidder places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to RIICO.
- e. If the bidder fails to provide the quality services as envisaged under this Contract. Reasons for the same would be recorded in writing. In case of such an occurrence RIICO shall give a written advance notice before terminating the Contract of the bidder.

- 22 The Corporation reserves the right to accept any bid not necessarily the lowest, reject any bid without assigning any reasons and accept bid for all or anyone or more of the articles for which bidder has been given or distribute items of stores to more than one firm/ supplier.
- 23 If any dispute arises out of the contract with regard to maintenance, the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Managing Director, RIICO Ltd., who will appoint a senior officer of the corporation as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final & binding on the bidder.
- 24 All legal proceedings, if necessity arises to institute may by any of the parties (Corporation or Bidder) shall have to be lodged in courts situated in Jaipur (Rajasthan) only and not elsewhere.

**Advisor (A&M)**

CERTIFICATE

I/We have carefully read, understood and accepted all the above terms & conditions. No additional conditions will be imposed by us. No conditions of the bid will be altered / changed.

Date:

Signature of the Bidder (S)  
Along with the stamp of the  
firm/ company. Also address of  
the Local office with phone/  
Fax numbers



FOR REFERENCE ONLY. BIDDER ARE NOT TO UPLOAD THIS FORMAT IN TECHNICAL BID

**PART - II**  
**RIICO LTD., JAIPUR**  
**BID FORM**  
**Financial Bid Format**

**1. Bid for “Selection of Agency for Creative and Communication Design”**

S. No.	Item Description	Unit	Price Quoted (Incl. GST) per Unit
1	<b>SECTION A: PRINT MATERIAL (Per item)</b> Content editing, Design and Layout, digital artwork of (excluding third party costs like photo sourcing, photography, etc.):		
2	Flyer/Handout/Leaflet (1-2 sides)	Per item	
3	Folder	Per item	
3.1	Cover (1 side)	Per item	
3.2	Per side	Per item	
3.3	Design of Folder with Pocket	Per item	
4	Publication Design (Brochure/Book/Booklet/Report etc.)	Per item	
4.1	Cover design (2 pages)	Per item	
4.2	Per inner page design	Per item	
4.3	Rework/Updation/Revision in the existing publication in terms of content and layout, and digital artwork (Per page)	Per item	
4.4	Language adapt (Hindi/English) of brochure/booklet (Per page)	Per item	
4.5	Foreign Language adapt of brochure/booklet (Per page)	Per item	
5	Diary/Notepad design	Per item	
5.1	Cover (2 surfaces)	Per item	
5.2	Inner (per surface/page)	Per item	
5.3	Theme (per surface/page)	Per item	
6	Lapel Pin (Per design)	Per item	
7	Calendar	Per item	
7.1	Theme/Cover design (Per design)	Per item	
7.2	Inner (per surface/page)	Per item	
7.3	Envelope or case design for Calendar (Per design)	Per item	
8	Carry Bag design (Per design)	Per item	
9	Plastic Card/Badge design (Per design)	Per item	
10	Certificate design (Per design)	Per item	
11	Direct Mailer	Per item	
11.1	Flat/2-Dimensional (per page)	Per item	
11.2	3-Dimensional concept & design (excluding production)	Per item	
12	Greeting Card/Invitation Card	Per item	

12.1	Flat/2-Dimensional (per page)	Per item	
12.2	3-Dimensional concept & design (excluding production)	Per item	
13	Lanyard Design (Master)	Per item	
13.1	Adaptation	Per item	
14	Identity Card/Delegate Card (Master)	Per item	
14.1	Adaptation (per adaptation)	Per item	
15	Branded Giveaway Design (Mug, T-shirt, etc.) – per Design	Per item	
16	Memento Design (Per design)	Per item	
17	Poster design (Per design)	Per item	
18	Voucher/ticket/coupon / Sticker design (Per design)	Per item	
19	Gift Tag (per design)	Per item	
20	Wrapping Paper design (Per design)	Per item	
21	Box Design (Per design)	Per item	
22	Customized/Commissioned Illustration (per item)	Per item	
23	Info-Graphic Design (per item)	Per item	
24	Personalization/Customization of print collateral (% of original design)	Per item	
25	<b>SECTION B: EXHIBITION/STALL/PAVILION/ EVENT/CONFERENCE DESIGN</b>		
26	Theme & layout for Exhibition Booth (Per design)	Per design	
27	Design & digital artwork of panel (per panel)	per panel	
28	Wall Treatment (with images and/or graphics)	Per Item	
29	Layout for Raw Space (Per design)	Per design	
30	Backdrop for Events (Per design)	Per design	
31	3D installation design (Per design)	Per design	
32	Event Stage setting & backdrop structure design (Per design)	Per design	
33	Electronic Backdrop with motion/animation	Per Item	
34	Electronic Backdrop Static	Per Item	
35	Slides for Watchout (per slide)	per slide	
36	Audio Visual content for Ultra-wide/Watchout/more than 4K with script, animation, background music, without voice over using text, images and/or videos (rate per 30 sec)	Per Item	
37	Audio Visual content for Ultra-wide/Watchout/more than 4K with script, animation, background music, with voice over using text, images and/or videos (rate per 30 sec)	Per Item	
38	<b>SECTION C: VISUAL IDENTITY/ LOGO</b>		
39	Logo for Permanent Use including multiple application guidelines (Per design)	Per design	
40	Logo for Special Purpose Use (conference, event, etc.) (Per design)	Per design	
41	Namestyle Unit only without graphic for special	Per design	

	purpose use (Per design)		
42	Adaptation of logo into any other Collateral (per adaptation)	per adaptation)	
43	Mascot design	Per design	
44	Master illustration (Per design)	Per design	
45	Other poses/renderings (Per design)	Per design	
46	Design of letter head (Per design)	Per design	
47	Design of envelope (Per design)	Per design	
48	eMail Signature design (Per design)	Per design	
49	<b>SECTION D: DESIGN FOR MASS MEDIA (excluding Photography)</b>		
50	Design of Daily Press/Magazine Creative (per creative)	per creative	
50.1	Quarter Page	Per item	
50.2	Half Page	Per item	
50.3	Full Page	Per item	
51	Language/ Size adaptation of existing/ approved mass media creative (per creative)	per creative	
52	Updation/Revision in text of existing/ approved mass media creative (per creative)	per creative	
53	Conversion of existing/ approved colour mass media creative into black & white (per creative)	per creative	
54	Adaptation of approved/existing mass media creative for digital media (delivered as .jpeg sequence/pdf) (Per design)	Per design	
55	Advertorial (content, layout and digital artwork) for:		
55.1	Magazine (per page)	Per item	
55.2	Newspaper: Quarter page	Per item	
55.3	Newspaper: Half page	Per item	
55.4	Newspaper: Full page	Per item	
55.5	Language adapt of existing/ approved advertorial (per advertorial)	per advertorial	
56	Creative for digital media (Static)	Per Item	
57	<b>SECTION E: OUT-OF-HOME: Design and digital artwork (excluding special photography)</b>		
58	Banner/Kiosk/Bus Panel design (Per design)	Per design	
59	Hoarding / Unipole / Gantry design / Tower (Per design)	Per design	
60	Bus Shelter (all surfaces) (Per design)	Per design	
61	Vehicle Design:		
61.1	Each Surface (Per design)	Per design	
61.2	Complete vehicle surface design (Per design)	Per design	
62	Signage design (Per design)	Per design	
63	Stand-alone Panel design (Per design)	Per design	

64	Resizing/updation of existing out-of-home creative without any content changes (per adaptation)	per adaptation	
65	<b>SECTION F: INTERACTIVE MEDIA DEVELOPMENT</b>		
66	Development of linear Power Point Slide Presentation/Slide Show including content, design of all template screens, and slide transitions (per slide) Deliverable in .pptx/.ppsx/.pdf format	Per item	
67	Finishing of linear Power Point Slide Presentation/Slide Show (text slides provided by client) including design of templates such as title slide, running slide, new section slide, concluding slide, and slide transitions (per slide)	Per item	
68	Design of Home Page/ Screen for Interactive / Touch-screen Presentation (Per design)	Per item	
69	Development of Inner Pages/Screens for Interactive / Touch-screen Presentation including content and design (per screen)	Per item	
70	Design of new link to existing Interactive / Touch Screen Presentation including design of new (static) pages (per link)	Per item	
71	Updation in Existing Interactive Presentation / Touch Screen in terms of static text, images, etc. without affecting the basic design or structure (rate per revised link)	Per item	
72	Electronic Direct Mailer design in HTML format (Per design)	Per item	
73	Revision/updation/Language adapt in Electronic Direct Mailer in content (Per design)	Per item	
74	<b>SECTION G: SOCIAL MEDIA MANAGEMENT</b>		
75	Creating Profile page (if needed) for Social networking sites (Facebook, LinkedIn, X, Instagram, etc.) and maintaining the pages on a monthly basis. Content development for 10-12 static posts per month to include text/visual-based content; 2 micro videos/reels per month of <60 sec duration using existing footage with RIICO. Posting of existing documentary/videos on youtube. [Rate per platform/ per month].	per platform/ per month	
75.1	Run and manage Digital Advertising on platforms like Google, Facebook, Instagram and LinkedIn and X [Rate per platform/ per month].	per platform/ per month	
76	Whatsapp Channel - Setup and configuration, existing content sharing (Mobile no. to be provided by RIICO)	per platform/ per month	
77	<b>SECTION H: BULK EMAILING SERVICES</b>		
78	Sending of bulk emailers to existing database with the Department or generated through digital	per 1000 emails	

	campaigns (excluding design of Emailer) (for every 1000 emails) Task includes: <ul style="list-style-type: none"> <li>• Sorting Data and conversion into compatible format</li> <li>• Add attachments in .jpeg, .pdf, .ppt, .swf, .zip, etc.</li> <li>• ‘Unsubscribe’ Feature</li> <li>• Tracking feature</li> <li>• Email Reports</li> </ul>		
79	<b>SECTION I: WEBSITE DESIGN &amp; DEVELOPMENT</b> (Design of Responsive Website in accordance with all guidelines and standards of DoIT&C, Rajasthan)	Per item	
80	Design of complete Responsive website including need assessment, planning of structure, features & functionalities, nomenclature of links, content development in English/Hindi, design of Home page and all GUIs (front-end and back- end/admin section pages) using CSS, DIV based, Web 2.0 techniques, CMS, etc. with multiple browser compatibility (excluding domain name registration, hosting, server space and programming cost. These will be paid at actual on submitting invoice.) - Rate Per Page/Rate per Link	Per Page/Link	
81	Addition of new pages/links to the website (rate per page/link)	Per Page/Link	
82	Updation in existing pages/links of the website (rate per page/link)	Per Page/Link	
83	Design of Splash Page/Landing page in HTML format excluding form using image/ text/ graphics for promotion (per page)	Rate Per Page	
84	Design of Splash Page/Landing page in HTML format including form with DB using image/ text/ graphics for promotion (per page)	Rate Per Page	
85	Design of Home Page only, including need assessment, planning of structure & quick-links, features & functionalities, nomenclature of links and content in English/Hindi		
85(a)	In JPEG/PSD format (Per design)	Per item	
85(b)	In HTML format (Per design)	Per item	
86	Design of front-end web pages (per page)		
86(a)	In JPEG/PSD format (Per design)	Per item	
86(b)	In HTML format (Per design)	Per item	
87	Programming/Development for website in ASPX/PHP format including forms, database development, other functionalities, testing and following procedures for quality assurance (Rate per page/rate per link)	Rate per page/rate per link	
88	Annual Website Maintenance (per website per	per	

	month) (Content for updation will be provided by the Department) excluding: <ul style="list-style-type: none"> <li>• Redesign of site</li> <li>• Script/application - adding, editing, removing or installing any new scripts, application or software to the existing website</li> </ul>	website per month	
89	Design of static web-banner with image/text/graphics for promotion (per banner)	Per item	
90	Design of static Pop-up creative with image/text/graphics (per creative)	Per item	
91	Website Updation		
91(a)	Addition of new link to existing website including design of new pages (per page)	Per item	
91(b)	Removal of links/pages from existing website (per page removed)	Per item	
91(c)	Updation in text, images, banner, etc. of existing Website without affecting the basic design or structure (Rate per revised link)	Per revised link	
91(d)	Insertion of video in existing website excluding video conversion, editing, compression charges (Rate per video)	Per video	
92	Writing data on Pen drive (excluding the cost of Pen drive)	Per item	
93	<b>SECTION J: PROFESSIONAL PHOTOGRAPHY</b> including camera & photographer's fee (excluding cost of models, props and special lighting) excluding the cost of travel & accommodation		
94	Photography for event/ conference/workshop coverage:		
94.1	Half Day (upto 4 hours)	per half day	
94.2	Full Day (upto 8 hours)	Per day	
95	Creative Photography assignment charges for print & electronic mediums including special lights, if required (per day)	Per day	
96	Professional Video Shoot (4K format) for event/ conference/ workshop coverage including camera & tripod charges & cameraman's fee, excluding the cost of media		
96.1	Half Day (upto 4 hours)	per half day	
96.2	Full Day (upto 8 hours)	Per day	
97	Professional Video Shoot in above 4K format for event/ conference/ workshop coverage including camera & tripod charges & cameraman's fee, excluding the cost of media		
97.1	Half Day (upto 4 hours)	per half	

		day	
97.2	Full Day (upto 8 hours)	per day	
98	Video Shoot for Interview/Byte (4K format) capturing including camera & tripod charges & cameraman's fee, lapel mic but excluding the cost of media (per day)	per day	
99	Creative video shoot in 4K format including recce, camera, tripod charges & cameraman's fee, Director's fee, crew charges excluding the cost of media (per day)	per day	
100	Creative video shoot in above 4K format including recce, camera, tripod charges & cameraman's fee, Director's fee, crew charges excluding the cost of media (per day)	per day	
101	Video Shoot with Drone in 4K format (per day)	per day	
102	<p><b>SECTION K: AUDIO/VIDEO PRODUCTION IN HIGH QUALITY</b> - Consolidated rate includes charges for script/storyboard, location recce, travel outside Jaipur upto 200 kilometers, artists, video shoot in Full HD format, editing, 2-D animation of text and graphics, titling/sub-titling/text, music, voiceover artist fee, mastering and studio charges.</p> <p>Exclusions:</p> <ul style="list-style-type: none"> <li>• Reimbursement at actual for journey beyond 200 km: Journey would be undertaken by rail (First Class/AC-2T) or by road or by air (if needed; economy class). The agency will have to submit supporting documents i.e. used tickets or bill for hiring vehicles etc. to support its claim.</li> <li>• Endorsements: Rates do not include endorsement fee or arrangement fee for endorsement made by top personality (artist/singer/ celebrity)</li> <li>• Payment of Royalties: Payment of royalty/credit for copyright purposes to any public/private organization or person for using any input in production would be the responsibility of the agency</li> </ul>		
103	Video Spot/TVC (Master Version)		
103.1	Upto 30 seconds	Per item	
103.2	Above 30 seconds upto 60 seconds	Per item	
103.3	Above 60 seconds (rate per 60 second)	Per item	
104	Video Spot Language Version of existing Video Spot/TVC		
104.1	Upto 30 seconds	Per item	
104.2	Above 30 seconds upto 60 seconds	Per item	
104.3	Above 60 seconds (rate per 60 second)	Per item	

104.4	Re-voice over charges	Per item	
105	Re-editing charges	Per item	
106	Documentaries/Short Films (Master Version-HD)		
106.1	From 2 minutes upto 5 minutes	Per item	
106.2	Above 5 minutes upto 15 minutes	Per item	
106.3	Above 15 minutes upto 30 minutes	Per item	
106.A	Documentaries/Short Films (Master Version- 4 K)		
106.A1	From 2 minutes upto 5 minutes	Per item	
106.A2	Above 5 minutes upto 15 minutes	Per item	
106.A3	Above 15 minutes upto 30 minutes	Per item	
106.B	Documentaries/Short Films (Master Version- Above 4K)		
106.B1	2 minutes upto 5 minutes	Per item	
106.B2	Above 5 minutes upto 15 minutes	Per item	
107	Documentaries/Short Films Language Version of existing documentary/short film (Master Version-HD)		
107.1	2 minutes upto 5 minutes	Per item	
107.2	Above 5 minutes upto 15 minutes	Per item	
107.3	Above 15 minutes upto 30 minutes	Per item	
107.A	Documentaries/Short Films (Master Version- 4 K)		
107.A1	2 minutes upto 5 minutes	Per item	
107.A2	Above 5 minutes upto 15 minutes	Per item	
107.A3	Above 15 minutes upto 30 minutes	Per item	
107.B	Documentaries/Short Films (Master Version- Above 4K)		
107.B1	2 minutes upto 5 minutes	Per item	
107.B2	Above 5 minutes upto 15 minutes	Per item	
108	Re-voiceover Charges	Per item	
109	Re-editing Charges	Per item	
110	Radio Spot: Consolidated Rates for radio spot with script (with words and/or music)		
110.1	Duration upto 30 sec	Per item	
110.2	Duration 31 to 60 sec	Per item	
110.3	Duration above 60 sec (per 30 sec)	Per item	
111	Re-recording of voice-over and finishing of Radio Spot. These charges would be admissible if script is changed after production is carried out as per the approved script.		
111.1	Duration upto 30 sec	Per item	
111.2	Duration 31 to 60 sec	Per item	
111.3	Duration above 60 sec (per 30 sec)	Per item	
112	Radio Jingle/Song/Signature Tune: Radio creative		



	which is partially or fully music-based, with original music composition		
112.1	Upto to 60 sec	Per item	
112.2	Duration above 60 sec (per 30 sec)	Per item	
113	Re-recording of Jingle/Song/ Signature Tune: These charges would be admissible if script is changed after production is carried out as per the approved script and artists have to be called again for recording.		
113.1	Upto to 60 sec	Per item	
113.2	Duration above 60 sec (per 30 sec)	Per item	
114	2D Animation clip/AV using still images, background music, text/graphic 2D animation, without voice over in Full HD format (Rate per 60 sec)	per 60 sec	
115	2D Animation clip/AV using still images, background music, text/graphic 2D animation, with voice over in Full HD format (Rate per 60 sec)	per 60 sec	
116	Conversion of .avi or .mpg or mp4 to .mov format (rate per minute of video clip)	per 60 sec	
117	<b>SECTION L: SEO (SEARCH ENGINE OPTIMIZATION) for upto 25 keywords</b>		
118	Onpage Optimization (Rate per month) including: <ul style="list-style-type: none"> <li>• Meta Tag Optimization</li> <li>• Title Tag Optimization</li> <li>• Code Optimization &amp; Modifications</li> <li>• Broken Link Check</li> <li>• Alt Tag Optimization</li> <li>• URL Mode Rewrite</li> <li>• XML Sitemap + Rss Feed</li> <li>• Content Optimization</li> </ul>	per month	
119	Offpage Optimization (Rate per month): <ul style="list-style-type: none"> <li>• Google Analytics &amp; Webmaster Account Setup</li> <li>• Website Submissions to Search Engines (Google, Bing &amp; Yahoo)</li> <li>• Manual Directory Submission</li> <li>• Manual Article Submission</li> <li>• Press-Release Submission</li> <li>• Blogs Promotion</li> <li>• Article Submission</li> <li>• Social Book Marking (SBM)</li> </ul>	per month	
120	Cost per extra set of 5 Keywords (over and above 25 keywords)	per extra set of 5 Keywords	
121	<b>SECTION M: MOBILE APP UI/UX</b>		
122	Designing of App screens (rate per screen)	per screen	
123	Adaptation of designs in multiple screen sizes as per device & orientation (rate per screen)	per screen	

	<b>Total quoted rate/cost</b>		
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**Bidders are not to quote their rate in this format. Bidder are to quote in the BoQ of this instant tender in [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)**

## **Undertaking**

**(To be executed on a Non-judicial stamp paper of Rs. 500/-)**

This deed of undertaking is executed at Jaipur on this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by M/S \_\_\_\_\_, R/o at \_\_\_\_\_ which shall be deemed to include his heirs, successors, executors and administrators.

Whereas the RIICO has invited bids for **“Selection of Agency for Creative and Communication Design”** and on accepting our bid, order No. \_\_\_\_\_ dated \_\_\_\_\_ has been issued to us.

Whereas under the terms & conditions of the bid, we have to furnish an undertaking to provide services of creative and communication designs as mentioned in the document, accordingly we hereby undertake as follows: -

- (1) That we undertake to follow the terms & conditions of bid and other instructions issued by RIICO from time to time in this regard.
- (2) That we shall not impose any additional terms & conditions during contract Period.
- (3) That in case of dispute with regard to terms & conditions of the bid, the decision of Managing Director shall be final and acceptable to us.
- (4) That at any stage, if any information, statements, certificates, documents etc., submitted by us, are found false, incorrect, incomplete etc., then our bid/ order shall be treated as cancelled with immediate effect and our earnest money/security money/due payment shall stand forfeited.
- (5) That the payment schedule mentioned in the work Order/Bid is hereby accepted by us.

**Signature & Official seal of the Bidder**

**Note: 1. No other form of undertaking shall be accepted**

## SELF-DECLARATION

## Annexure-II

To,  
Advisor (A&M),  
RIICO Limited,  
Udyog Bhwan, Tilak Marg, Jaipur

In response to the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for {Project Title}, as an Owner/ Partner/ Director/ Auth. Sign.of \_\_\_\_\_, I/  
We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding,: -

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

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

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

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

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

**PROFORMA 'D'**

**History & Descriptive note on the firm**

1. Name of the Company/ Firm :
  
2. Date of Establishment/ formation of the Company/ Firm :
  
3. Name of the Chief Executive Officer (CEO) :
  
4. Experience of the CEO :
  
5. Turnover of the Company (as on 31.3.2024) (Rs. in Lacs) :
  
6. Major Activities of the Company/ Firm (Specify services related to creative & communication design) :
  
7. List of major Customers along with assignments carried out for them :
  
8. Remarks :

Signature of the bidder(s)  
along with the stamp of the  
firm/ company

**Note:-** No other separate sheet shall be accepted, use photo copy of this sheet, if required.

**PROFORMA 'E'**

**(On official stationery)**

Date: , 2025

**CERTIFICATE**

I/ We hereby declare that all the information made in various Proforma's of the bid documents, in certificates, annexures, documents etc. are true & complete. At any stage during the bid contract, if any information, statement, certificate etc. is found false, incomplete etc. then my/our bid shall be treated cancelled with immediate effect, and earnest/security money shall stands forfeited.

“Signature & Seal of the Bidder”

**Note:** No other format of certificate shall be accepted.

**PROFORMA 'G'**

**Check list for submission of Technical bid**

Sr. No.	Conditions	Enclosed Yes/ No	Remarks
1.	Earnest Money in the form of bid security form		
2.	GST Registration Number		
3.	PAN No.		
4.	Proforma 'D'		
5.	Proforma 'E'		
6.	Balance sheets of the Firm/ Company for the last Three years (2021-22, 2022-23 and 2023-24)		

Signature of the bidder(s)  
along with the stamp of the  
firm/ company

**PROFORMA 'H'**

**Details of key personnels**

Sr No	Name of person	Qualification	Experience (in years)	Working with bidder since	Areas of expertise
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Name of the Bidder: -  
Authorized Signatory:-  
Seal of the Organization:-  
Date:-  
Place:-



**Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall –

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

**Conflict of Interest:-** The Bidder participating in a bidding process must not have a Conflict of Interest.

Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
  - a. have controlling partners/ shareholders in common; or
  - b. receive or have received any direct or indirect subsidy from any of them; or
  - c. have the same legal representative for purposes of the Bid; or
  - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
  - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
  - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

**Declaration by the Bidder regarding Qualifications Declaration by the Bidder**

In relation to my/our Bid submitted to ..... for procurement of .....  
in response to their Notice Inviting Bids No..... Dated... ..I/we hereby declare under  
Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition; Date: Signature of bidder Place:  
Name : Designation: Address:

### Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Financial Advisor, RIICO, Udyog Bhawan, Jaipur. The designation and address of the Second Appellate Authority is Managing Director, RIICO, Udyog Bhawan, Jaipur.

**(1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings: Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.
- (4) Appeal not to lie in certain cases No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-
- (a) determination of need of procurement;
  - (b) provisions limiting participation of Bidders in the Bid process;
  - (c) the decision of whether or not to enter into negotiations;
  - (d) cancellation of a procurement process;
  - (e) applicability of the provisions of confidentiality.

**(5) Form of Appeal**

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.

- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
  - (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.
- (6) **Fee for filing appeal**
- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be nonrefundable.
  - (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.
- (7) Procedure for disposal of appeal
- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
  - (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,
    - (i) hear all the parties to appeal present before him; and
    - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
  - (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
  - (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

**FORM No. 1**  
[See rule 83]  
**Memorandum of Appeal under the Rajasthan Transparency  
in Public Procurement Act, 2012**

Appeal No .....of ..... Before the .....  
(First / Second Appellate Authority)

1. Particulars of appellant:

- (i) Name of the appellant:
- (ii) Official address, if any:
- (iii) Residential address: 2

2. Name and address of the respondent(s):

- (i)
- (ii)
- (iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal: .....  
.....

(Supported by an affidavit)

7. Prayer: .....  
.....

Place .....

Date .....

Appellant's Signature

**Additional Conditions of Contract**

1. Correction of arithmetical errors Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:
  - i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
  - ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

**2. Procuring Entity's Right to Vary Quantities**

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (ii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50 % of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

**3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.