

Rural Non Farm Development Agency (RUDA)

IIIrd Floor, B-Block, Yojna Bhawan, Tilak Marg, C-Scheme Jaipur, Rajasthan

UBN NO -----

E-Notice Inviting EOI for Empanelment

Bids are invited for empanelment for year 2019-20 and 2020-21 from renowned, reputed and experienced firms for the following works:-

| S. No. | Work | Last date and time for Electronic submission of Bids | Estimated app. cost | Earnest Money | Processing Fee | Cost of tender document |
|--------|---|--|---------------------|-----------------|----------------|-------------------------|
| 1 | Event Management Service | 25-09-2019 6.00 PM | Rs. 50.00 Lacs | Rs 1.00 Lacs | Rs. 1000/- | Rs. 1000/- |
| 2 | Media, Communication, Advertising and Promotional Film Production service | 25-09-2019 6.00 PM | Rs. 10.00 Lacs | Rs 20,000/- | Rs. 500/- | Rs. 500/- |
| 3 | Designing Printing and Publishing Services | 25-09-2019 6.00 PM | Rs. 05.00 Lacs | Rs. 10,000/- | Rs. 500/- | Rs. 250/- |

Complete Bidding Documents may be seen at or downloaded from the Sate Public Procurement Portal <http://sppp.rajasthan.gov.in> or e-procurement portal <http://eproc.rajasthan.gov.in> and our website www.ruda.rajasthan.gov.in



Executive Director

NIB for Publication on State Public Procurement Portal

Government of Rajasthan

Rural Non Farm Development Agency (RUDA)

IIIrd Floor, B-Block, Yojna Bhawan, Tilak Marg, C-Scheme, Jaipur, Rajasthan-302005
(Phone: +91-141-2228512 e-mail : rudaraj@rajasthan.gov.in)

UBN NO.----- NIB NO.03/2019-20

E-Notice Inviting EOI for Empanelment

1- Single Stage One-Envelope unconditional bids are invited electronically by Rural Non-Farm Development Agency (RUDA) which organizes different events like National Expos, Craft Bazaars, Fairs, Exhibitions, Conferences, Business Meets, Road Shows, Fashion Shows etc. time to time, for empanelment for year 2019-20 and 2020-21 from renowned, reputed and experienced firms for the following works. Brief particulars of procurement are given below:-

| S. No. | Work | Last date and time for Electronic submission of Bids | Estimated Cost (Rs. in Lacs) | Earnest Money (In Rs.) | Processing Fee for e-procurement (In Rs.) | Cost of tender Document (In Rs.) |
|--------|--|--|------------------------------|------------------------|---|----------------------------------|
| 1- | Designing Printing and Publishing Services | 25.09.2019 6.00 PM | 05.00 | 10,000/- | 500/- | 250/- |

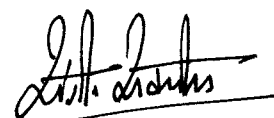
2- The complete bidding document containing instructions to bidders and bid data evaluation and qualification criteria, bidding forms, conditions of contract of contract forms etc. may be seen at or downloaded from the website of State Public Procurement Portal <http://sppp.rajasthan.gov.in> or e-procurement portal <http://eproc.rajasthan.gov.in> or our website www.ruda.rajasthan.gov.in.

3- Bid are to be submitted online in electronic format on website <http://eproc.rajasthan.gov.in>. Bidders who wish to participate in this bid will have to register on <http://eproc.rajasthan.gov.in> to participate in online bid. Bidder will have to procure Digital Signature Certificate (Type II or Type III) as per Information Technology Act, 2000, using which they can sign their electronic bids. Bids submitted manually shall not be accepted.

4- Though Bids/proposals **are to be submitted online in electronic format only up to 6.00 PM on September 25, 2019** on website <http://eproc.rajasthan.gov.in>, the DD for bid document fee, E-bid processing fee & bid security (EMD) should be submitted in the office of Chairman & Managing Director, Rural Non-farm Development Agency (RUDA), III Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur 302005 **up to 1.00 PM on September 26, 2019**. The scanned copy of DD of bid document fee, E-bid processing fee & bid security (EMD) should necessarily be uploaded along with the online bid

5- Before submitting the bid electronically, it should be ensured that all the bid documents including conditions of the tender are digitally signed by the bidder.

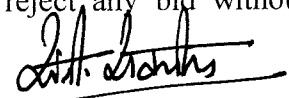
- 6- The instruments of payment of fee of Rupees 250/- of the bidding document and the amount of bid security of Rupees 10,000/- (Rupees Ten Thousand) must be in the form of two separate bank demand drafts/bankers cheques, of a Scheduled Bank in India, drawn in favour of Rural Non Farm Development Agency and payable at Jaipur. Bid security could be deposited in the form of bank guarantee issued by a Scheduled Bank in India in the specified format. The electronic bid processing fee of Rupees 500/- must be paid by another separate bank demand draft/bankers cheque of a Scheduled Bank in India, drawn in favour of MD, RISL, payable at Jaipur. All these three instruments of payment must be submitted in a sealed cover personally or through post by the bidder to the office of Chairman & Managing Director, Rural Non-Farm Development Agency, III Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur 302005 **up to 1.00 PM by September 26, 2019**. The instruments of payments received after this date and time shall not be entertained for bidding purpose and treated as cancelled. Bids received without (1) Bid document fee (2) E-procuring fee and (3) Bid security or EMD shall be summarily rejected.
- 7- Bids received until the due date and time shall be opened at **4.00 PM on September 26, 2019** in the office of Chairman & Managing Director, Rural Non-Farm Development Agency, III Floor, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur 302005 in the presence of Bidders or their authorized representatives, who wish to be present.
- 8- The Rural Non-Farm Development Agency is not bound to accept the successful bid and reserves the right to accept or reject any bid or to annul the bidding process and reject all the bids, at any stage without assigning any reason there for and without incurring any liability to the affected Bidder/Bidders and/or any obligation to inform the affected Bidder or Bidders of the grounds for its action
- 9-The provisions of Rajasthan Transparency in Public Procurement (RTPP) Act, 2012 and RTPP Rules, 2013 made thereunder, shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document and the RTPP Act/Rules, the latter shall prevail.



(Sanjeev Saxena)
Executive Director

General Conditions

- 1- Empanelment will be done on the basis of criteria enumerated in the prescribed format of this EOI.
- 2- The bidder shall have to submit information regarding professional competence and organizational set-up along with earnest money. The empanelment will be done on the basis of the professional competence and status of the firm.
- 3- Bidders should have minimum experience of five years in the field of Designing Printing and Publishing Services and should have an annual turnover of at least Rs. 5.00 lacs.
- 4- The bidder has to furnish an undertaking that the organization has not been blacklisted in the past by any Government/Private organization. Furnishing incorrect information by bidders will render their bid liable for forfeiture of earnest money deposit. The EMD of unsuccessful bidders will be returned after finalization of the EOI. No interest will be paid on EMD.
- 5- Duration of empanelment will be up to closure of financial year 2020-21 *i.e. up to March 31, 2021*.
- 6- The agency should preferably have past experience of handling similar works for State/Central Government, reputed private companies etc.
- 7- The agency should be able to demonstrate similar works done in the past through brochures/photographs/CDs etc., and should be fully equipped with computers and all kinds of communication facilities like fax, mobile telephone and e-mail etc.
- 8- The applicant firm should furnish the details regarding organizing conferences/ Business meets/Exhibitions/Fairs/Fetes/product launches/road shows etc. at State/ National level.
- 9- The tenure of empanelment can be extended up to one year after expiry of empanelment period, subject to agreement by both the parties.
- 10- The Bidder must enclose Audited Annual Reports (financial statements, Balance Sheets, Profit and Loss Account, notes to accounts etc.) of preceding 3 years (up to 2018-2019 shall be preferred) duly certified by a Chartered Accountant/Statutory Auditors in support of the financial details.
- 11- Bidders have to submit proofs of their GST registration and the Permanent Account Number (PAN) of Income Tax.
- 12- Applications should be submitted in the prescribed form only.
- 13- The CMD, RUDA, Jaipur reserves the right to accept or reject any bid without assigning any reason therefor.


(Sanjeev Saxena)

Executive Director

PRE- QUALIFICATION APPLICATION FORM

**EMPANELMENT OF: Designing, Printing & Publishing
Service providers**

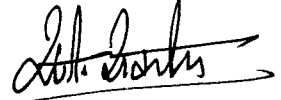
For the year (2019-2020, 2020-2021)

| S.No | Information Desired | Information submitted by the Applicant |
|------|---|--|
| 1- | Name of the Applicant firm | |
| 2- | Address of the firm | |
| 3- | Telephone No. a) Telephone b) Mobile c) Fax | |
| 4- | E-mail ID if any | |
| 5- | Date of Establishment | |
| 6- | Details of Branches with addresses and contact details (telephone & mobile numbers, e-mail etc.) | |
| 7- | Type of firm (Proprietorship, partnership or company registered under Companies Act) | |
| 8- | PAN No. (Enclose copy) | |
| 9- | GST Registration No. (Enclose copy) | |
| 10- | Professional setup a) Machinery b) Staff c) Editorial Staff d) Designers e) Others (Enclose list) | |
| 11- | Experience details (Enclose copies of minimum 5 years of similar work) | |
| 12- | Details of Turnover (minimum Rs. 5.00 lacs per year) in preceding 3 years, up to 2018-2019 shall be preferred (Enclose attested copies of Balance Sheets, P & L Accounts duly certified by Statutory Auditors/Chartered Accountant) | |
| 13- | Awards of Excellence in the field | |
| 14- | Details of earnest money of Rs.10,000 | |
| 15- | Any other information | |
| 16- | Details of Tender Fee of Rs.250/- | |
| 17- | Details of Processing Fee of Rs. | |

[Handwritten signature]

| | | |
|-----|--|--|
| | 500/- | |
| 18- | Details of Samples/Brochures/ CDs, if any | |
| 19- | Undertaking regarding Black listing | |

Note : Please upload document in the sequence mentioned in pre qualification application form.



Signature of Tenderer