

# Rural Non Farm Development Agency (RUDA)

IIIrd Floor, Yojana Bhawan, Tilak Marg, Jaipur.

Cost: Rs. 500/- only,

## TENDER NOTICE FOR TECHNICAL BIDS

### EMPANELMENT OF : Media Communication, Advertising and Promotional Film Production Services

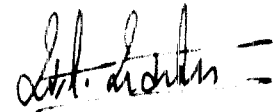
Expressions of Interest are invited from reputed Media Management Firms for the empanelment of : **Media Communication, Advertising and Promotional Film Production service** for the financial years 2017-18, 2018-19 for organizing different events like Mela's, Exhibitions, Conferences, Business Meets, Road Shows, Fashion Shows etc. at different locations in the state and country.

Tender must be accompanied by a demand draft of Rs. 500/- (Non Refundable) in favor of Rural Non Farm Development Agency payable at Jaipur towards the cost of tender. The tender may also be obtained from **website of State Public Procurement Portal <http://sppp.rajasthan.gov.in>** or **e-procurement portal <http://eproc.rajasthan.gov.in>** or RUDA office by paying cash or DD towards cost of tender documents. Offers may be submitted to RUDA's office on all working days during office hours and should reach this office on or before 08.11.2017 upto 1.00 pm. The tender received after this date and time shall deemed to be treated as cancelled and shall not be considered for bidding purpose.

### General Conditions:

- 1- Empanelment will be done on the basis of criteria enumerated in this EOI & the prescribed format.
- 2- The tenderer 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- the bidders should have **minimum experience of five years** in the field of Media Management works and having an annual turnover of at least Rs. 10 lacs.
- 4- The bidder has to furnish an **undertaking that the** organization has not been blacklisted in the past by any Govt. Private organisation.
- 5- Earnest money lump sum 20,000/- (thousand) will have to be enclosed, by DD only drawn in favour of Rural Non-Farm Development Agency at Jaipur without which no tender will be accepted.
- 6- The EOIs sent by post and received on time will be accepted but the EOI received after due date and time will be rejected.
- 7- Duration of empanelment will be up to closure of financial year 2018-19 i.e. up to 31-3-2019.

- 8- The agency should preferably have past experience of handling similar works for state/central government, reputed private companies.
- 9- The agency should be able to **demonstrate job samples**, and should be fully equipped with computers and all kinds of communication facilities like fax, mobile telephone and e-mail etc.
- 10-The applicant firm should furnish the details regarding organizing conference/Business meets/Exhibitions/Melas/Fete's/mobile road show-canter/van-promotions/stationed road show/demo booths/products launches/celebrations of events/ media shows etc. at state/national level.
- 11-The tenure of empanelment can be extended upto one year after expiry of empanelment period, if both parties agreed mutually
- 12-Preceding three years balance sheets duly certified by the CA must be enclosed with Tender proposals.
- 13-Applications should be submitted in the prescribed form only.
- 14-The CMD, RUDA, Jaipur reserves the right to accept or reject any tender without assigning any reasons thereof.



(Sanjeev Saxena)  
Executive Director,

## PRE- QUALIFICATION APPLICATION FORM

**EMPANELMENT OF : Media Communication, Advertising**

**For the year (2017-2018, 2018-2019)**

<u>S.No</u>	<u>Information Desired</u>	<u>Information submitted by the Applicant</u>
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 including addresses telephonic contact no.	
7-	Type of firm (Proprietorship, partnership or company registered under company 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 minimum 5 years of similar work)	
12-	Details of Turnover during last 3 years (Enclosed attested copies of balance sheet, P & L Account duly verified by CA with turnover 50 lac/year)	
13-	Awards of Excellence in the field	
14-	Details of earnest money one lac	
15-	Any other information	
16-	Details of Tender Fees	
17-	Details of Processing Fees	
18-	Details of Samples	
19-	Undertaking about Black listing	

Signature of Tenderer