. No.	Topic	Page No.
a.	Instruction to Bidders	02
b.	Tender Notice	
C.	Tender Fee, Earnest Money Deposit and	03
	Performance Security Deposit and	04
d.	Bidder criteria & Documents	05
e.	Scope of Work	06-09
f.	Terms and Conditions	10-13
g.h.i.	Negotiation, Penalty Clause & payment Clause	
i	Bid Opening Process	14
k		15
	Tecnical Bid	16-17
l.	Self declesation form	18
m.	Financial Bid	
1		19-20

A. INSTRUCTIONS TO THE BIDDERS

- 1) Please go through the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted and the number of documents including the names and content of each of the documents that need to be submitted. Any deviations -from these may lead to rejection of the bid.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Tender document/schedule.
- 3) Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on BSER website http://rajeduboard.raiasthan.gov.in & http://eproc.rajasthan.gov.in and http://spp.rajasthan.gov.in will be considered as part of the Tender document.

NIT NO. BSER/AJMER/EVENT/2018

DATED:

TENDER NOTICE

Sealed Tenders are Invited for providing sponsorship services for Education work shop at Board of Secondary Education Rajasthan , Ajmer

Tender document can be downloaded from Websites or purchased physically form BOSER, Ajmer	http://sppp.rajasthan.gov.in	
Period of sale of Tender document	http://rajeduboard.rajasthan.gov.in Start date: 25-06-2018	
Estimated project Cost as commission/ fees to be paid to approved firm	End Date: 30-06-2018 Rs. 7.00 Lacs (Seven Lacs only)	
Cost of Tender Document	Rs. 400 (Rs. Four Hundred only) Cash/Banker Cheque/Demand Draft in favour of Secretary, Board of Secondary	
Bid Security Amount	Education, Ajmer payable at Ajmer Rs. 14,000/- (Fourteen Thousand only) Cash, Bank Guarantee by Scheduled Commercial Bank/Nationalised Bank/Banker Cheque/ Demand Draft in favour of " Secretary, Board of Secondary Education, Ajmer payable at Ajmer	
RISL Processing Fee	Rs. 500/- (Five Hundred only) in BankPer Cheque/ Demand Draft in favou of "MD, RISL" payable at Jaipur	
Pre-Bid Meeting date & time	26.06.2018 at 11.00 AM	
Manner, of Start/end date for the submission of Bids	Start date: 25-06-2018 from 011.00 AM End Date: 30-06-2018 upto 01.00 PM	
and RISL Processing fees in office	Upto 30.06.2018 at 01.00 PM	
Date and Time of opening of Technical Bids	30.06.2018 at 03.00 PM	

Secretary Board of Secondary Education, Rajasthan, Ajmer

B. DEPOSIT OF TENDER FEE AND EARNEST MONEY

- 1) The tender fee (non-refundable and non-adjustable) of Rs. 400 (Rs. Four Hundred) is to be submitted in the form of Cash/Banker Cheque/ Demand Draft in favour of "Secretary, Board of Secondary Education, Ajmer" Payable at Ajmer
- 2) Earnest money deposit (EMD) of Rs. 14,000/- only (Rupees Fourteen Thousand Only) is to be submitted as cash Bank Guarantee by Nationalized Bank/ Scheduled Commercial Bank/Banker Cheque/Demand Draft in Favour of "Secretary, Board of Secondary Education, Ajmer" Payable at Ajmer
- 3) RISL Fees of Rs. 500/ Only(Rs. Five hundred only) through Banker Cheque /Demand Draft in favour of MD, RISL" Payble at Jaipur.
- 4) Bids without RISL fee, tender fee and EMD shall be rejected.
- 5) In the case of those Bidders who fail to qualify the eligibility criteria and Whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded to them without any interest from date of finalization of bid.

C. PERFORMANCE SECURITY DEPOSIT BANK GUARANTEE

The successful bidder shall submit an unconditional and irrevocable performance security as under:-

- 1. Demand Draft/Banker Cheque By Nationalised Bank/Scheduled Commercial Bank
- 2. National Saving Certificate/NSS
- 3. Fixed Deposit Receipt. (FDR)
- 4. Bank Guarantee issued by Nationalised Bank/Scheduled Commercial Bank.

in favour of "Secretary, Board of Secondary Education, Ajmer" of an amount equivalent to 5% of contract value (2% may be adjusted in Bid Security amount and rest 3 % value will be deposited) at his own expense within 7 working days from the date of issue of Work Order of the Contract failing which the work order stands cancelled and EMD shall be forfeited.

D. The Bidder should satisfy the following criteria:

- (i) Form of organization, whether partnership or limited liabilities partnership or proprietorship or Limited Company must be clearly mentioned in the tender. If partnership firm, the names & addresses of the partners and if Limited Co., the names and addresses of the Directors and Registration Number may be expressly stated.
- (ii) The Bidder's turnover in last all three Financial Years i.e. (2014-15, 2015-16 and 2016-17) Shall be at least 50 lacks per annum each Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant.
- (iii) Copies of Registration certificate of GST / Pan Card must also be enclosed. Tax at source will be deducted at the rate applicable at the time of payment.
- (iv) Bidder Should have executed at least three projects of sponsorship generation work in Government aided Organization/ Public Service Commission/ PSU/ Central/state Govt in last 5 years till 31-12-2017 and at least 3 such projects for Educational Institutions, whether Govt. or Private.
- (v) The bidder should not have been debarred/ blacklisted by any Organization/ Board/ Council/University/Commission and any Government/Government undertaking/ organization in the last five years
- (vi) The bidder should have its own in house capabilities and shall not sub-let or outsource the work.

3. Documents:

- i) Documentary evidence duly certified by Authorized Signatory must be provided in support. The required work order/completion certificate of above mentioned eligibility criteria must be enclosed.
- ii) Copy of registered partnership deed in case the firm is in partnership or Limited liabilities partnership/ Copy of shop Establishment certificate in case of Proprietorship and Memorandum of articles in case the firm is Private Limited / Public Limited Company along with copy of registration.
- iii) The bidder has to undertake that the firm/individual State has not been blacklisted from participation in tender anywhere in Central/state govt. Depts. /Central Govt. PSUs /Consumer Society approved by Central Govt
- iv) PAN Card & Bank Account number & a copy of Registration of GST.

E. Details of Scope of Work

Scope Document for Providing Sponsorship Services for Education Workshop

Secretary, Board of Secondary Education Rajasthan, Ajmer proposes to invite Technical and Financial Bids from the authorized sponsorship service providers for Education Workshop at, Board of Secondary Education, Raj. with Digital Media Kit, Social Media Management and Optimization, Creation of website.

The Brief

The Board of Secondary Education, Raj is planning an 'Education Event (Name of Event)' on 3rd, 4th and 5th of August 2018. This is a national level event likely to be attended by Education Ministers of various states, Chairmen of Boards, experts from education field and who's who from education domain.

The agenda and opportunity of this three day event is such that it needs to be communicated effectively and efficiently to its relevant constituency. The scope can be categorized as follows:

Pre Event Tasks

During the Event and

Post Event

Today, digital medium is the most effective and efficient medium and has wide reach. It is faster and multiplier through network. It is proposed to use digital medium and leverage from its presence and penetration across India while creating huge awareness for the event and build a digital brand property for it.

Scope of Work

As the scope of work with three components viz. Pre Event, During the Event and Post Event tasks, following are the consideration for the build-up of the event and later on expand its reach across India.

i. Digital Media Kit and Presentation in PPT format:

A digital media kit is required as first step of communication with the constituency of this event that will include various departments across state governments, education experts, participants, sponsors and partners of the event:

- The media kit needs to be developed with relevant info, designed and presented in easy to understand format and call to action
- The format should be such that it is easy to share and easy to understand.
- The media kit will be developed in Power Point, PDF and Multi-media Movie format so that it can be distributed through Email, Social Media, WhatsApp and any other digital channel of communication
- The media kit be a starting point of conversation with sponsors. It will have details of various sponsorship opportunities presented in a simple yet elegant manner
- A digital presentation is also needed highlighting USPs of the event and it could be used for creating hype and interest among Target Audience

ii. Social Media Management & Optimization:

- Create social media handles for the Education Event. This would include Facebook, LinkedIn, Instagram and Twitter
- Managing Social Media handles with regular posts, updates and highlights of event. This will be Pre event, during the event and post event
- Adopting communication objectives of the event for social media handles and thereby following integrated approach of media communication using strength of each of these mediums

- Regular posts about planning, scheduling, analyzing through analytics and expanding its reach to relevant target audience
- Creatives, text as per event brief/objective and formatting as per social media handle specifications

iii. Website of the Event:

- A responsive one pager website of the event is proposed that should have all relevant information about the event along with agenda for all three days
- The website page will be created in such a manner that delegates can register for the event or anyone interested in reach out to organizing committee should find it easy to approach
- The website should be one stop shop with all the information including Name of the Event, Chief Guest, Date/Timings, Agenda for 3 days laid out in proper format, Enquiry form, Sponsorship form and some information about City and Dos/Don'ts etc.
- A responsive website can be accessed through any smart device and compatible with all browsers

iv. Digital PR:

- Pre and Post event, digital PR is required to expand the reach of the event and communicate to the relevant audience about this initiative
- Digital PR is a way forward to build the hype of the event and create interest among its constituents
- It will also deliver value to sponsors of the event and event partners

v. Social Media Marketing/Promotion:

It is proposed that a srnall portion of budget should be allocated for Social Media Promotion through Paid advertising:

- Campaigns on Social Media like Facebook, Instagram, LinkedIn, You Tube etc.
- Newsfeed ads, VDO ads, Boosting of Events promotion and social media relevant posts
- Social Media Marketing/Promotion would expand the reach of the event and will also deliver value to sponsors.

vi Process & Timelines:

- A. Upon receiving of the approval the approved firm will share list of information required to start with the work
- B. Approved firm team will discuss objective and some of the benchmarks to be achieved for the event
- C. Approved firm will share key-metrics report post event Approved firm will also participate in review meeting before and after the event
- D. Upon approval of digital promotion costing proposal by competent authority, promotion will commence Approved firm will work on digital media-Mix planning, buying, scheduling and its implementation as per the approved proposal.
- E. Approved firm will set-up Google and other Social Media accounts and manage it, if not there already.
- F. After the approval of the digital promotional campaign, it may take 24 hrs to 48 hrs for Google and other platforms to commence the activity.

F. GENERAL TERMS AND CONDITIONS

- 1- Tender should be submitted in physical tender form
- 2- Tenderers are advised to read all the terms and conditions of Tender form carefully. Their specification size, make, substance etc. of the paper before submitting the offer (Bid).
- 3- In case of any doubt as to the meaning of any part of terms and conditions including specification etc. the tenderer shall, before submitting the tender, refer to the secretary of the Board to seek clarification there of upto before entreating rates.
- 4- Represention(s) whatsoever received after the prescribed date and time of opening of tenders will not be entertained. Direct or indirect canvassing on the part of the tenderers or their representatives will disqualify their tender.
- 5- Bidders can download the tender document from the website http://board.nic.in and 300.10/
- 6- Tender submitted by experienced Event Management Firms will only be considered
- 7- The tenders document must be signed by the proprietor(s) of the tendering firm or his/their authorized representatives. In the latter case, there will have to be a certificate from the proprietor (s) that he/they will be responsible for the commitment made by the authorized representatives.
- 8- Bidder have to submit technical bid as per General terms & condition in which tenderer should scan and upload tender form part 'A' by filling all required information and also upload the scan copy of desired documents or tender form in physical form purchased from Board office
- 9- Technical Bid & Financial Bid (priced tender form) is required to be submitted physically.
 - 1- Document mentioned in general terms & conditions are to be submitted physically at Board's office and as well as upload the same copy online also within time limit mentioned in the tender.

Signature and seal of the tenderer

2- Only document related to tender as mentioned in General terms & condition are required to be submitted physically with in time limit as mentioned with the technicalFinancial Bid.

- 10- The TECHNICAL. BID of all the bidders will be opened on dated 30-6-2018 at 03.00 P.M. in the presence of bidders/authorize representaltives of the bidders who may choose to attend the opening of bids in the office of Board, of Secondary Education Rajasthan, AJMER.
- 11- The PRICE BID of only those bidders will be opened whose Technical Bids are found to be in accordance with the terms and condition of the tender.
- 12- The tenderer should invariably submit his tender in two portions as under
 - (a) Technical Bid. Bidder should enclose copy of document related to technical hid as per General terms & condition
 - (b) Financial Bid. To be submitted in separate envelop

13- Technical Parameter

- (1) Tenderer shall be experienced in the field of event management for last 5 years
- (2) Tenderer firm having Digital Media Kit and Social Media Management and Optimization
- (3) Tenderer firm must have a website
- (4) Firm should have experience of Social Media Marketing / Promotion

14- TECHNICAL BID.

- (1) Submit following details
 - Duly filled Tender form part 'A' (technical bid Format)
 - Tenderer should furnish all the details regarding nature of constitution including names addresses of the partner/ proprietors/ Directors related to their firm. Tenderer should also fill specific details of form part 'A' and attach all documents required in Tender Enquiry.
 - Experience Certificate for last 3 years work of event works
 - PAN No.
 - · GST No.
 - Acknowlwdgement from Ministry of Information and Broadcasting Government of India regarding permission of event management if required.
 - Annexure 'C' decleration by the Bidder regarding qualification.
- (2) Should also submit following documents
 - Demand Draft Rs 500 for processing fee in favour of MD, RISL Jaipur, Payable at Jaipur
 - Demand Draft Rs 400 if not paid in cash for tender fee in favour of Secretary, Board of Secondary Education Payable at Ajmer
 - Cash Or DD for Rs. 14,000/- as easnest money in the name of SEC. BOSER, Ajmer Payable at Ajmer.

In absence of these above mentioned document, certificates and other required information the tender may be rejected and the financial bid of such tenderer will not be opened.

- 15- All required document must be submitted along with Technical bid as an annexure of technical bid format part 'A' and this technical bid format part 'A' is required to be submite technical bid by filling all desired information. Tender Form part- 'A' with all required documents in absence of these, tender is lable to be rejected. No document will be accepted after opening of technical Bid.
- 16- FINANCIAL BID.
- (i) The rates should be quoted in 'Financial Bid' only.
- (ii) Rate for sponsorship of event's commission / fee payable to the tenderer shall be mentioned. The commission / fee shall be paid on the value of sponsorship generated by the firm.
- (iii) Rates quoted are excluding GST. Please mention GST separately if required
- (iv) Not any other cost for any job like media kit, website or any other work shall be payable. These all job work are included in the proposed commission fee.

Signature and seal of the tenderer

- (v) It is required to submit rate of commission / fee in percentage of value of sponsorship generated including all charges.
- (vi) If within the duration of supply Govt. duties and taxes etc. Increase or decrease, the supplier will be entitled to charge the amount so increased from the Board or will be liable to reimburse the amount so decreased to the Board as the case may be on production of government order and' supporting documents as demanded by the Board.
- Note: The tender shall be rejected if the rates are not quoted in the required format and as per the required specification in the tender form or if any of the conditions mentioned above are not fulfilled.
- 17- The Board of Secondary Education Rajasthan. AJMER reserves the right to change time & date of opening the technical and 'Financial Bids'.

- 18-The validity of tenders should be for a period of twelve (12) months from the date of contract.
- 19- The Board of Secondary Education Rajasthan. AJMER reserves the right to accept either the tender in full or part or divide the quantity amongst one or more tenderers without assigning any reasons.
- 20- Amendment of Bidding Document:
- (a) At any time prior to the deadline for submission of Bids the purchaser may amend the Bidding Documents by issuing amendment.
- (b) The amendment will be notified by mail to the all prospective Bidders who have download or purchase the Bid document. The amendment will be binding on all the Bidders.
- 21- The decision of Secretary, Board of Secondary Education, Rajasthan, AJMER in respect of the acceptance/ rejection of the technical/Financial Bids shall be final & will be binding to the tenders canvassing in any form will result into rejection of the tender.
- 22- All provisions of Rajasthan Transparency in public procurement Act 2012 and Rajasthan Transparency and public procurement Rules 2013 with amendment will be applicable.
- 23 Conditional tenders are liable to be rejected. The Board reseves the right to accept or reject any of all tenders without assigning any reasons. Disputes, arising if any shall be subjected to the Jurisdiction of AJMER Court only.

Date.

Place

Name and Signature of the Tenderer

With seal of the firm

Signature and seal of the tenderer

G. NEGOTIATION

Negotiation will be done as per Govt. rules.

H. PENALTY CLAUSE

- 1 The time schedule has to be strictly adhered to as the event work is highly time bound. In case of failure at the part of _the agency or on part of equipment failures & the agency in not able to provide event shall be liable for penalty @ Rs. One Lac.
- 2 In case if the BOSER is of the view that the work has not been satisfactorily and professionally performed by the Firm, the BOSER shall in addition to forfeiture of performance security and EMD shall be entitled to terminate the agreement without giving any notice.
- 3 All disputes in this connection shall be settled in jurisdiction at Ajmer.
- 4 The BOSER also reserves the right to cancel/modify / relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.

I. PAYMENT CLAUSE

- 1. No advance payment shall be made under any circumstances to the successful bidder.
- 2. Rate quoted by the bidder shall be. inclusive of all taxes except GST, incidental cost of service provider including transportation, handling, and installation
- 3. No extra costs shall be paid by the "Secretary, Board of Secondary Education, Ajmer" on any additional account to the successful bidder.
- 4. The payment of commission/fees will be made as earliest as possible after completion of event, after verification of Bank Account ----- payment received from sponsored institutions through event provider firm.
- 5. Performance bank guarantee needs to be submitted by successful firm before signing of agreement between "Secretary, Board of Secondary Education, Ajmer" and successful bidder.
- 6. All Payment shall be subject to deduction of applicable TDS.

J. BID OPENING PROCESS

- 1) Technical bids of only those bidders, whose Tender Fee, RISL Fees and EMD instruments are found to be in order, shall be opened on the specified date and time of opening of Technical Bid in the presence of the representatives of the bidders who choose to remain present at Board Office.
- 2) The financial Bids of only those Bidders short listed from the Technical Bids shall be opened in the presence of their representatives on a specified date and time, to be intimated to the eligible Bidders on the date informed by BSER via email
- 3) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid whether technical and financial, till final decision in this regard has been conveyed to the successful bidder(s). However, Committee of the BSER or office can make any enquiry / seek clarification from the bidder, which the bidders must furnish within the stipulated time or else the bid would be evaluated on the basis of papers/documents submitted by the Bidder. No separate representation would be entertained in this regard by the Board.

ANNEXURE -1

K. TECHNICAL BID

1	Name and address of the Firm / Company with contact details				
	Contact details of the Person authorized to make commun		Email	Email	
	Name	liake comm	nunication with	BSER	
	Designation				
	Phone / Mobile	+			
	Fax				
	Email ID				
2	Company /Firm Details				
	Type of Company (PSU, Pub. Ltd /Pvt. Ltd/LLP/ Proprietorship/any other)				
	company/ Firm Registration No. & Date of registration				
	Year of incorporation / establishment				
	PAN No. (Copy to be enclosed)				
	GST Registration (Copy to be enclosed)				
	Others				
3	Financial Information				
	Balance Sheet	2014-15	2015-16	2046.1-	
a	Gross annual turnover	201113	2013-16	2016-17	
b	Profit/loss				
4	Proposed (tentative) manpower to be deployed by the bidder				
5	Project/work completed - Govt sponsored	Work 1	TAY-1 O		
a	Name of project / work	WOIKI	Work 2	Work 3	
)	Name of client				
2 .	Years of Execution of the project				
t	Project Value				
9	Remark, if any				
5.	Educational Projects	Work 1	1,,,		
	, , , , , , , , , , , , , , , , , , , ,	WOLK I	Work 2	Work 3	

(Copy of work completion is to be enclosed)

- 7. Detail of Tender Fee, RISL Fees and Earnest Money Deposit (Scanned Copy Attached)
 Note: Following must be attached with technical bid
 - 1. Copy of PAN Card of the Firm
 - Copy of Certificate of GST Registration No.
 - 3. Copy of Balance sheet of 2014-15, 2015-16 and 2016-17.
 - 4. Document of contract executed for executing similar work for Central/ State Government Offices/PSUs/Autonomous organizations of Government.
 - All documents to support technical eligibility must be enclosed duly certified by Authorized signatory.
 - 6. Any other certificate as per Technical Requirement mentioned above.

L.	FORWARDING LETTER (SELF DECLARATION FORM)
	(To be submitted on Bidder's letter head)
То	Date
The Secret Board of Se Ajmer - 30	econdary Education Rajasthan, Aimer
Ref: Tender	r Notice Nodated
Sir/Madam	
our proposa having unbl	th reference to above mentioned tender for providing sponsorship services for work shop at Board of Secondary Education Rajasthan, Ajmer. We hereby submit all along with the necessary documents and we hereby declare that our company is lemished past record and was not under a declaration of ineligibility for corrupt and practices issued by Government of India or any State Government /PSU/Board in the india.
	agree to abide by all the terms and conditions as mentioned in the tender document. To noted that the Board reserves the right to consider / reject any or all bids without y reason thereof.
Date:	
	Authorized Signatory:
	Name:
	Designation:
	Place:
	Contact No:
	Email:
	Company Seal and Signature

BOARD OF SECONDARY EDUCATION, RAJASTHAN, AJMER Financial Bid

M. Sponsorship for Event:

Tenderer Firm will make an effort to generate sponsorships for the event. The terms proposed are as follows:

No.	Jo	bb Work Description	Commission/fee(INR) Payable to firm (Rate Shall be Quoted in % of the value of		
1	Sponsorship generated for the event		sponsorship generated)		
2-	Th	e cost of following job work	Cost (INR)		
	Α.	Digital Media Kit & Presentation			
6	B.	Social Media Management & Optimization			
	C.	Website of the Event including Hosting			
	D.	Digital. PR			
	E.	Social Media Marketing/Paid Promotion			

Note:- 1- If sponsorship is generated by the approved firm then, as soon as the sponsor makes the payment to BOSER, the Approved firm will raise its invoice and get paid after the completion of the event.

2-If sponsorship is generated, by any other means than by above approved firm, commission shall not be paid on this sponsorship.

3- GST, extra (as applicable)Currently GST @ 18%

Terms & Condition:

Commencement of work as per this proposal will start immediately after agreement by the approved firm

The scope of the work once finalized by client will be the deliverables from Approved firm

Website content, pictures etc. will be provided by the approved firm and will be finalized by BOSER

For any promotion for Search Engine Marketing, the cost of such promotion would be included in above rates. All such deliverables are subject to acceptance and approval of respective Publishers / networks and approved firm will guarantee it.

Approved firm understands that scope of work may change or new modules may be added depending upon requirement in the future. The same will be incorporated afted discussions. The cost for such work will be included in the above rate.

Govt. taxes are extra, as applicable.

Jurisdiction: Ajmer