



Software Technology Parks of India

(An Autonomous Society under the Govt. of India, Ministry of Electronics and Information Technology)

1st Floor, Plate – B, Office Block 1, East Kidwai Nagar,
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Request for Proposal (RFP) for Engagement of Public Relations (PR) Agency

Software Technology Parks of India (STPI) invites bids for engagement of “Public Relations Agency”. STPI is primarily looking for the bidders having existing experience in the areas as mentioned in the tender document.

1.	RFP No. & Date	File No. STPI/HQ/PDC/04/2022-23/31 Date: 21.07.2022
2.	Scope of work/job	Request for Proposal (RFP) for Public Relations (PR) Agency
3.	Mode of Tendering	e-Tender(online)on URL https://eprocure.gov.in/eprocure/app In Two-Bid System as follows: a) Technical Bid b) Financial Bid
4.	Issue of RFP document	The bidder can download RFP document from http://www.stpi.in and https://eprocure.gov.in .
5.	EMD	Rs. 70,000/- through RTGS/NEFT
6.	Bank detail for RTGS/NEFT	Account No. : 1098101101244 IFS Code : CNRB0001098 Bank Name : Canara Bank

		Bank Address : Parliament Street, Delhi
7.	Start date & Time for submission of proposal	21.07.2022, at 15.00 Hrs.
8.	Pre-Bid Meeting	28.07.2022at 11.00 Hrs. at STPI-HQ, New Delhi
9.	Last date & Time for submission of proposal	11.08.2022at 15.00 Hrs.
10.	Date & Time for opening of proposal	12.08.2022, at 16.00 Hrs.
11.	Validity of proposal	90 Days from the last date of submission of proposal

Interested Firms/ Companies may submit their online proposal on URL <https://eprocure.gov.in/eprocure/app> as per timeline mentioned above.

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1 Background

Software Technology Parks of India (STPI) was established and registered as an autonomous society under the Societies Registration Act 1860, under the then Department of Electronics (the present Ministry of Electronics & Information Technology), Government of India on 5th June, 1991 with an objective to implement Software Technology Park (STP) and Electronics Hardware Technology Park (EHTP) schemes, set up and manage infrastructure facilities and provide other services like technology assessment and professional training.

The objectives of the Software Technology Parks of India are:

- a) To promote the development and export of software and software services including ITes/ BioIT.
- b) To provide statutory and other promotional services to the exporters by implementing STP/ EHTP schemes and such other schemes which may be formulated and entrusted by the Government from time to time.
- c) To provide data communication services including value-added services to IT/ITes related industries.
- d) To promote micro, small, and medium entrepreneurs by creating conducive environment for entrepreneurship in the field of IT/ITes.

STPI is mandated to carry out the projects and schemes formulated by MeitY from time to time for growth of IT/ITES industry and tech start-up ecosystem in the country. Some of the major Schemes and programmes under STPI and their objectives are as below:

Centre of Entrepreneurship (CoEs)

STPI is establishing Centre of Entrepreneurship (CoEs) for building India's leadership in the innovation, R&D, start-ups, product/IP creation in the field of emerging technologies like IoT, Blockchain, Artificial Intelligence (AI), Machine Learning (ML), Computer Vision, Robotics, Robotics Process Automation (RPA), Augmented & Virtual Reality, Animation & Visual effect, Data Science & Analytics for various domains like Gaming, FinTech, Agritech, MedTech, Autonomous Connected Electric & Shared(ACES) Mobility, ESDM, Cyber Security, Industry 4.0, Drone, Efficiency Augmentation, etc. technology areas across the country in a collaborative manner. Till date, STPI has launched such 20 Centres of Entrepreneurship (CoEs).

Data Communication and other Value-Added Services

One of the STPI's remarkable contributions to the software-exporting sector is provision of High-Speed Data Communication (HSDC) services. STPI has been the pioneer as Data Communication Service Provider in India since 1993. STPI is having a Unified License for Category-A Internet Service Provider (ISP). STPI caters to the Data Communication needs of the quality conscious Indian IT industry, academia, Govt. organisations etc. by providing SoftLINK Services through SoftNET, the state-of-the-art HSDC network, designed and developed by STPI. The services are available across India to industry, academia, Govt. organisations etc. at competitive prices.

Data Centre Services

With the increased expectations from citizens for online services and the number of automation projects being launched by the government and private as well as corporate clients, the Data Centre requirements are growing exponentially. To fulfil the industry need, STPI has been creating the strategic infrastructure to facilitate high availability, quick scalability, efficient management & optimized utilization of resources. STPI has already set up five state-of-the-art Tier-III compliant Data Centres at Chennai, Bengaluru, Mohali, Bhubaneswar and Vijayawada with a total area of around 50,000 sq. ft. and rack capacity of 550. These Data Centres are catering to the need of Government organizations/institutions/industries and other agencies alike.

Project Management and Consultancy (PMC) Services

Over the years, STPI technology services have grown significantly both in terms of volume as well as in service portfolio. Today, STPI has entire spectrum of Communication & IT, Project Management & Consultancy Services and IT Security Audit Services in its bouquet, serving a wide variety of clientele including Government, IT Departments, Industry & Academia as well as overseas Government organisations. STPI's strong domain knowledge, technology capability and process knowledge have enabled it to devise better strategies to create custom made solutions to meet client requirements. These solutions have resulted in optimising organisations resources and meeting the expectations. Over the decades, STPI has supported many Government organisations by providing project management and consultancy services.

BPO Promotion Schemes - Creating IT Jobs

For balanced regional growth and to disperse the BPO/ITeS industry in smaller towns, MeitY launched India BPO Promotion Scheme (IBPS) and North East BPO Promotion Scheme (NEBPS) under Digital India Initiative. The objectives of the schemes are to create job opportunities for the local youths of smaller towns by setting up of BPO/ITeS operations and also to attract investment in the respective regions for all round development. STPI is the nodal agency for implementation of both the schemes. The BPO schemes provide financial support up to 1 lakh per seat in the form of Viability Gap Funding to eligible companies.

Modified Electronics Manufacturing Clusters Scheme/ EMC 2.0

The EMC 2.0 scheme was notified on 1st April 2020 with an implementation period of 8 years (i.e., upto March 2028). The scheme is open for receipt of applications till 31st March 2023. The objective of the EMC 2.0 scheme is to create a comprehensive supply chain/ecosystem for strengthening electronics manufacturing base, attract Anchor Units to set up production along with their supply chain, build world class plug-n-play infrastructure and reduce the infrastructure & logistics cost.

Next Generation Incubation Scheme (NGIS)

Ministry of Electronics & Information Technology, Govt. of India has approved Next Generation Incubation Scheme (NGIS) under Champion Sector Services Scheme. STPI is implementing NGIS

which is a comprehensive incubation scheme with a vision to drive the rise of India as a Software Product Nation so as to make India a global player in development, production and supply of innovative, efficient and secure software products. The aim of NGIS is to provide vibrant software product ecosystem in Tier-II and Tier-III cities to complement the robust IT industry for continued growth, new employment and to enhance its competitiveness. NGIS has been launched from 12 STPI locations (Agartala, Bhillai, Bhopal, Bhubaneswar, Dehradun, Guwahati, Jaipur, Lucknow, Prayagraj, Mohali, Patna and Vijayawada). NGIS shall support estimated 300 startups/Entrepreneurs/SMEs in the field of IT/ITeS/ ESDM and generate 50+ patent/IPRs from them. NGIS has a duration of 3 years at total budgetary outlay of 95 crore.

2 Scope of Work for Public Relations (PR) Agency

STPI has been implementing various schemes across the country. Public relations can be an important tool for building an industry presence and for established businesses, the practice can help to further their reach and reformulate the aims and targets of a new product or services. To achieve the same, STPI invites sealed bid from reputed PR companies.

The objective of the PR strategy would be to enhance awareness and disseminate information regarding the various policies, activities and achievements of schemes within the ambit of STPI. With this overarching objective, the indicative lists of activities to be undertaken are as follows:

Sl. No.	Activity	Scope of Work	Deliverables / year
1	Planning and Programming	Development and submission of annual strategy plus outreach calendar including quarterly plan and Strategic Counsel on media engagement.	Annual & Quarterly
2	Media Outreach – National	Identification and coordination of media engagements with national level publications (Mainline, financials, magazines, online portals, trade media, and electronic news channels)	Total 24. Out of this minimum 12 should be in Mainline + financials.
3	Authored Articles	Develop content and coordinate publishing of a contributory article/op-ed by the STPI. The target media would be mainline, financials, magazines, online portals etc.	Total 8 - mainline, financials & magazines-06 and online-02
4	Media Outreach – State	Identification and coordination of media engagements with state level publications (mainline, financials, magazines, online portals, trade media, and electronic news channels)	12 (Media coverage of one single event will be counted as one)
5	Press Releases	Writing the first draft of the press releases of all STPI events, making changes, and finalizing in discussion with the STPI, preparing media list and distributing to the media, media follow-up for coverage and sharing coverage.	12
6	Media Monitoring and Monthly Report	The agency will provide monthly report highlighting the task accomplished and tasks plan for subsequent month along with relevant information in a template agreed with STPI.	Monthly

3 Terms & Conditions for PR Agency

Agency will be initially engaged for a period of One year (1 year).

Subject to the satisfactory performance of the agency, contract can be mutually extended multiple times on same terms and conditions, however, overall period of the contract can't be more than 3 years.

The performance of the Agency will be evaluated periodically. If the Agency's services do not meet the STPI's expectations, the STPI will have the right to terminate the contract of the Agency by giving at least 30 days' notice in writing to the Agency without any obligation or without assigning any reasons to anyone and the STPI shall not be held liable for any losses or damages caused by such action.

PR agency will submit its working report on monthly basis.

The agency should be fully equipped with trained and skilled PR professionals.

A dedicated professional PR team shall be assigned exclusively to handle the STPI account. The team shall be headed by a senior professional preferably holding a Master's Degree / PG Diploma in Mass Communication/ Media or Journalism with at least 7 years' experience working in a PR Firm (hereinafter called 'PR officer').

As and when required by STPI, PR team will work from STPI offices for short durations.

4 Invitation for Bids

STPI invites technical cum financial proposal from eligible bidders to perform Public Relations (PR) services. Interested bidders are expected to examine the tender document carefully. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.

4.1 Eligibility Criteria

Following criteria is mandatory for the agency / bidder to be eligible for bidding:

- The PR agency should have at least 3 years of experience in the field of Public Relations or Corporate Communications.
- The bidding agency / bidder should be a company registered under the Companies Act, 1956/2013 or Partnership Act 1932 or Limited Liability Partnership Act 2008 since last 3 years as on 31st March 2022.
- The bidder should have an annual turnover (from PR activities) of not less than INR 2 Crore in each of the Last Three Financial Years (i.e., 2019-20, 2020-21 & 2021-22).
- As on date of submission of the proposal, the bidder should not have been blacklisted by any Government entity (Central or State Government or PSU) in India or is under a declaration of ineligibility for fraudulent or corrupt practices by any Government entity (Central or State Government or PSU) in India.

4.2 Clarification regarding Tender Document

A prospective Bidder requiring any clarification about the Tender Document may request STPI in writing at email pavitra@stpi.in. The clarification and queries must be submitted in the following format:

Sl. No.	Section, Clause, Page No.	Clause description	Queries/clarification

STPI may, for any reason, carry out amendment(s) in the RFP document. Further in this regard,

- The RFP and corrigenda, if any, shall be hosted on www.stpi.in and eprocure.gov.in.
- STPI at its discretion may extend the last date for the receipt of Bids.
- STPI reserves the right to reject/cancel any bid or all bids or the RFP without

assigning any reason thereof.

4.3 Amendment of Bids

Bids once submitted cannot be amended by the bidder. However, in case of some administrative exigencies, STPI may decide to take fresh bids from all the bidders before opening of the Technical and Commercial Bids.

4.4 Language of Bid & Correspondence

All the bid documents submitted should be in English and the correspondence between the Bidder & STPI will be in English language.

4.5 Period of validity of Bids

The bids shall remain valid for 90 days after the last date of Bid submission. A bid valid for a shorter period may be rejected by STPI. During the period of validity of Bids, the rates quoted shall not change. In exceptional circumstances, STPI may ask for extension of the period of validity. STPI's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

4.6 Submission of the Bid

- The bid shall be submitted in Two Bid System (Part A : “TECHNICAL BID” and Part B : “FINANCIAL BID”) indicating the name of the Bidder.
- Technical Bid should include documents as mentioned in Appendix B, C and E.
- The bid should be signed by an authorized signatory on each page of the bid document including enclosures.
- The bid must be submitted online at CPP eProcurement Portal (<https://eprocure.gov.in/eprocure/app>) using English language and international numerals.
- The complete Bid must be received by STPI through specified means not later than due date & time.
- The Bid shall contain no interlineations, erasures, or overwriting. Corrections, if any, shall be done & initialled by the authorized signatory after striking out the original words / figures completely.

- Written correspondence, if any, should be addressed to (with clear reference to the RFP in subject):

The Chief Administrative Officer
Software Technology Parks of India,
Plate – B, 1st Floor Block 1, East Kidwai Nagar
New Delhi -110023

4.7 Deadline for Submission of Bids

The online bids should be submitted before the due date and time on CPP eProcurement Portal. STPI may, at its discretion, extend this deadline.

4.8 Late Bids

Any bid received by STPI after the deadline for submission of bids prescribed by STPI, will be rejected.

4.9 Opening of Bids and evaluation

The online Bids shall be opened at the scheduled date & time. Changes, if any, shall be notified through above mentioned websites. Bids shall be opened in STPI office in the presence of representatives of the Bidders who may choose to attend the proceedings. The representatives of Bidders will sign a register in evidence of their presence.

To assist in the examination, evaluation and comparison of Bids, STPI may at its discretion ask the Bidder for a clarification regarding its bid. The clarification shall be given in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted.

STPI's determination of technical qualification shall be based on objective evaluation of the contents of the Bid itself and not on any extrinsic evidence. However, while determining the technical qualification of various Bidders, STPI may waive off any minor infirmity, which does not constitute a material deviation. The decision of STPI in this regard shall be final.

4.10 Financial Bids

The bidders are required to complete their Financial Bid in the format given at Appendix-D and upload on the respective section (separate from Technical Bid) while submitting online bid. Financial Bids of only technically qualified bidders will be opened.

4.11 Ranking of Bidders

- a. **Technical proposals will be allotted weightages of 70% while the financial proposals will be allotted weightages of 30%.**
- b. Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.
- c. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. **The minimum qualifying marks for technical proposal will be 70.**
- d. Based on the combined weighted score for quality and cost, the bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc.
- e. Contract will be awarded to one with highest combined marks that is ranked H-1.
- f. The following procedure will be followed. As an example, let say in response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee awarded them 75, 80 and 90 marks respectively. The minimum qualifying marks were 70 therefore all were found technically suitable, and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The financial evaluation committee examined the financial proposals and evaluated the quoted prices as under:
 - A Rs.1200.
 - B Rs.1000.
 - C Rs.1100.

Using the formula LEC / EC , where LEC stands for Lowest Evaluated Cost and EC stands for Evaluated Cost, the committee gave them the following points for financial proposals:

- A: $1000 / 1200 = 83.3$ points
- B: $1000 / 1000 = 100$ points
- C: $1000 / 1100 = 91.1$ points

Based on technical and financial score, the final score will be as under:

#	Company	Technical Score	Cost Quoted	Financial Score	Total Score
1	A	75	1200	83.33	77.5 ($75 \times .7 + 83.3 \times .3$)
2	B	80	1000	100	86 ($80 \times .7 + 100 \times .3$)
3	C	90	1100	91.1	90.3 ($90 \times .7 + 91.1 \times .3$)

Proposal C will be H-1 at the evaluated cost of Rs.1100, therefore, declared as winner and recommended for approval, to the competent authority.

Note: The score given by the Evaluation Committee will stand final and no representation in this regard will be entertained and STPI's decision will be final and binding on all the bidders.

4.12 Negotiations

No Negotiations are permitted. STPI shall evaluate the bids & award the work without any negotiations.

4.13 STPI's Right to accept any Bid and to reject any or all Bids

Notwithstanding anything else contained to contrary in this Tender Document, STPI reserves the right to accept or reject any Bid or to annul the bidding process fully or partially or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

4.14 Notification of Award

STPI will notify the successful Bidder in writing that it has been selected as a successful bidder for award of work.

The liability of the successful bidder to perform the services will commence from the date of this notification.

4.15 Corrupt or fraudulent Practices

STPI requires that the Bidders under this tender observe the highest standards of ethics during the tender and execution of such contracts. In pursuance of this policy, STPI defines the terms set forth as follows:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and “fraudulent practice” means a misrepresentation of facts in order to influence a tender process or execution of a contract to the detriment of STPI, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of the free and open competition;

STPI will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

STPI will declare a Bidder ineligible, either indefinitely or for a stated period, to be awarded a contract if it at any time determines that the Bidder has engaged in corrupt and fraudulent

practices in competing for, or in executing, a contract.

4.16 Performance Security

Within 5 days of notification of award of the work, the successful bidder shall furnish Performance Security to STPI @ 10% of the total value of quoted bid by way of irrevocable and unconditional Bank Guarantee from a reputed Nationalized Bank in favour of Software Technology Parks of India. This Bank Guarantee must be valid for minimum 15 months duration to cover the risk of STPI which may be extended further as per requirement of STPI. The proceeds of the Performance Security shall be payable to STPI as compensation for any loss resulting from the successful bidder's failure to compete its obligations under the terms and conditions of the work. The Performance Security will be discharged by STPI and returned to the successful bidder not later than 60 days following the date of completion of the successful bidder's performance related obligations under the terms & conditions of the work.

4.17 Payment Schedule

- a. The fixed annual fee quoted by the bidder and Services Tax or any other government taxes imposed subsequent to the award will be paid on a quarterly basis.
- b. Payment will be on submission of monthly working report duly verified by the concerned STPI officer and on production of invoice.
- c. No advance payment shall be made to the Agency.
- d. All logistic expenses (pre-approved from STPI) like Airfare, Hotel, transport etc. will be arranged by STPI, in case required.

4.18 Confidentiality

Any information pertaining to STPI, or any other agency involved in the project that comes to the knowledge of the Bidders in connection with this contract will be deemed to be confidential and the bidders will be fully responsible for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to do so. The bidders shall ensure due secrecy of information and data not intended for public distribution.

4.19 Ownership of Documents

All documents and reports prepared or obtained by the bidder in performing the services shall become and remain the property of STPI, and the bidder shall, not later than upon termination or expiration of the Contract, deliver all such documents to STPI along-with a detailed inventory thereof.

4.20 Liquidated Damages

Delivery of services shall be made by the successful bidder in accordance with the time

schedule agreed with STPI. However, STPI may relax this time limit in force majeure conditions. In case of delay in performance for reasons attributable to the successful bidder, such liquidated damages shall be imposed @ 1% of financial quote per week of delay (up to a maximum of 10%).

4.21 Termination for Default

- a. STPI may without prejudice to any other remedy for breach of terms and conditions, including forfeiture of Performance Security by written notice of default sent to the successful bidder, terminate the work / task in whole or in part after sending a notice to the agency in this regard if:
 - The Agency fails to deliver or complete the job assigned in the terms and conditions within the stipulated time.
 - The Agency fails to deliver satisfactory performance.
 - The Agency fails to perform any other obligations under the terms and conditions.
- b. STPI reserve rights to terminate the contract at any point of time without providing any reason.

4.22 Arbitration

Any disputes which may arise out of this RFP document shall be referred to a sole arbitrator appointed and selected by parties mutually. Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any other subsequent modifications or enactments thereof. The venue for Arbitration proceedings shall be New Delhi, India. The Arbitration shall be conducted in English Language and the award shall be binding upon all Parties.

4.23 Legal Jurisdiction

All legal disputes are subject to the jurisdiction of New Delhi courts only.

4.24 Force Majeure

If, at any time, during the continuance of the work contract, the performance in whole or in any part by either party of obligation under the work contract shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this work contract nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the work

contract shall, however, be resumed as soon as practicable after such eventuality has come to an end.

4.25 Completeness of Tender Offer:

The Bidder is expected to examine all instructions, forms, terms, conditions, and deliverables in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Bidder's risk and may result in rejection of its Bid. The Bid is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein or if asked for in the Forms / Performa in the tender are not fully furnished.

4.26 Pre-bid Meeting

- a. The prospective bidders may raise their queries, if any, during the pre-bid meeting.
- b. In respect of interpretation/clarification on any matter relating to this RFP document, the decision of STPI will be final

4.27 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid and STPI will in no case be responsible or liable for these costs, whether the Bid is finally accepted or not.

4.28 Third Party Claims

The bidder (the "Indemnifying Party") undertakes to indemnify STPI (the "Indemnified Party") from all losses, claims for damages on account of bodily injury, death and damage to real property, tangible/ intangible personal property.

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Appendix A - Technical Evaluation Parameters

A detailed evaluation of the bids shall be carried out to determine whether the bidders are competent enough and whether the bidder's Proposal technically qualifies to the requirements set forth in the Tender. Bids received would be assigned scores based on the parameters defined in the table below:

#	Criteria	Supporting Documentation	Technical Scoring Criteria	Max Marks
1	Approach, Methodology & Strategy to execute this contract.	NA	<ul style="list-style-type: none"> Presented in the form of a Presentation 	30 marks
2	Technical Presentation	NA	Technical Presentation - Overall understanding of the PR activities for STPI Overall understanding of the requirement	30 marks
3	Branch Offices: A minimum of 3 branch offices in India. This includes the head/corporate office.	Branch offices on the letterhead of the bidder signed by Authorized signatory with the bidder's seal and stamp.	3 branch offices having at least one in Delhi/ NCR: 5 marks - 1 mark for each additional branch office above 3 branch offices: 5 marks	10 marks
4	The PR agency should have successfully executed PR projects in last three financial years for Govt organizations/PSU or with IT\Telecom Associations.	Scanned copies of completion certificate(s) or any other proof.	Per project 2 marks, max 10 marks	10 marks
5	The PR agency should be executing at least two (2) ongoing PR management projects for Govt organizations/PSU or with IT\Telecom Associations.	Scanned copies of work orders or any other proof.	0 Project: 0 marks 1 Project: 5 marks >= 2 Project: 10 marks	10 marks

6	Resources: The Bidder should have at least 25 full-time qualified professionals as on bid submission date.	Self-Certificate on the letterhead of the bidder signed by Authorized signatory with the bidder's seal and stamp.	<ul style="list-style-type: none"> Below 25 professionals: 0 mark Above 24 professionals but less than 50: 5 marks 50 or above professionals: 10 marks 	10 Marks
Total				100 marks

Note:

1. Eligibility criteria for the agency / bidder is mentioned in section 4 under para 4.1 of the document.
2. Bidder would need to score Minimum Technical Score of 70 marks to be considered for Financial Bid opening process.

Appendix B - Declaration regarding T&C in RFP Document**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS
CONTAINED IN THE RFP DOCUMENT**

To

The Chief Administrative Officer
Software Technology Parks of India,
Plate – B, 1st Floor Block 1, East Kidwai Nagar
New Delhi -110023

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document ----- dated -----regarding “Public Relations Agency”.

I declare that all the Terms & Conditions of this Tender Document are acceptable to me. I further certify that I am an authorized signatory and competent to make this declaration.

Yours truly,

Date:

Signature:

Place:

Name:

Designation:

Seal:

Appendix C - Declaration regarding not been Blacklisted

DECLARATION

We declare and confirm that

- (i) we have not been blacklisted or deregistered by any central/ state government department or public sector undertaking and none of our works had ever been terminated by client after award of contract, during last three years; and
- (ii) no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract.

We acknowledge the right of the STPI, if STPI finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded, to declare the Contract to be null and void.

We also declare that the data provided by STPI will be used only for this purpose only and it will not be shared / accessed to any person/ institution/ firm/ company/ corporation/ body etc. without the written consent of the STPI. We acknowledge the right of the STPI, if STPI finds to the contrary, STPI is entitled to claim appropriate compensation from us and the decision of STPI in this regard shall be final.

Authorized Signatory with Seal

Appendix D - Financial Bid Form**Financial Bid Form**

#	Description	Cost for an year (in INR)
1.	Cost of Tender	
		In figures:
		In words:

- The costs mentioned are exclusive of taxes, if any.
- In case of any discrepancies, the cost mentioned in words to be considered for evaluation.

Date:

Signature:

Place:

Name:

Designation:

Seal:

Appendix E - Professional Bid Form**Professional Bid Form**

#	Item	Details
1.	Name	
2.	Mailing Address	
3.	Telephone and Fax numbers	
4.	Name of the CEO/MD	
5.	Brief Description of capabilities related to the scope of work along with company profile	
6.	Scanned copy of proof of online payment of tender fees & EMD along with UTR number	
7.	PAN (Scanned copy)	
8.	GST number (Scanned copy)	
9.	Certificate of Registration or Incorporation of company	Registration No.
10.	Turn Over: FY 2019-2020 FY 2020-2021 FY 2021-2022 (Scanned Copy of Balance sheet/ CA certified statement indicating the turnover of the company/ firm for last Financial Years)	Rs.----- Rs.----- Rs. -----
11.	All the documents required as part of technical bid	Name of the document along with page number

Date:

Signature:

Place:

Name:

Designation:

Seal: