

MEGHALAYA AIDS CONTROL SOCIETY

Ideal Lodge, Oakland Road, Shillong -793001 (Meghalaya)
Phone No – 0364 -2223140

No.PD/MACS/MEGH-ICON/380/2012-13/04

Dated: 04th April 2013

CALL FOR EXPRESSION OF INTEREST

Expressions of interest are invited on behalf of The Project Director, Meghalaya AIDS Control Society, from reputed Event Management Agencies for production & implementation of Multi-Media Campaign –“**Red Ribbon Superstar**” for HIV & AIDS in the state of Meghalaya. This Multi-media Campaign aims to capitalize on the popularity of local entertainment avenues to target the youth of the state especially between the age group of 15 to 29 years under the following components of Information, Education & Communication (IEC) under the National AIDS Control Programme Phase - IV.

Complete information can be had from the IEC Section, Meghalaya AIDS Control Society, Shillong -793001 on all working days during the office hours. Pl note that EOI's with inadequate information or those received after the closing date will not be considered

The last date & time for receipt: 12:00 PM of 22nd April 2013

The date & time for opening presentation of: 1:00 PM of 22nd April 2013

Pre-Bid meeting: 1:00 PM of 18th April 2013

The undersigned reserves the right to accept or reject any of the bids. MACS reserve the right to terminate the services of any agency at any point of time without assigning any reason whatsoever.

Project Director,
Meghalaya AIDS control Society,
Shillong

Memo No.PD/MACS/ MEGH-ICON/380/2012-13/05-07

Dated:4th April 2013

Copy to:-

1. Notice Board
2. The Director, Information & Public Relations, Meghalaya, Shillong for favour of information.
3. State Information Officer, Meghalaya State Unit of NIC, 104, Secretariat Building, Shillong-793001, Tel:2225501,2241813 E-mail: sio-megh@nic.in : For kindly upload details in the relevant section of website of Government of Meghalaya/ Government Tenders.

Project Director,
Meghalaya AIDS control Society,
Shillong

SECTION I: GENERAL TERMS & CONDITIONS

1. Offers should be based in 2 bid systems –
 - i) Technical and commercial bid. (Sealed Envelope-A) The first envelope marked 'Techno-Commercial' must be sealed with sealing wax and should contain the technical & commercial details.
 - ii) Price Bid (Sealed Envelope- B) The second envelope marked 'Financial Proposal' must also be sealed with sealing wax and should contain the detailed price offer for the Services. Both the sealed envelopes should again be placed in a sealed cover, which will be received in the office of the undersigned.

ELIGIBLE CRITERIA:-

- The Tenderers quoting as authorized representative of the manufacturer shall have 3 (Three) years of experience in the related work and should obtain documents from principals/manufacturer fulfilling the requirements in taking full responsibility of technical support, service and organizational support.
2. Please note that no counter proposal is acceptable to us and conditional / late quotations are liable to be rejected.
 3. The quotationer should submit the Earnest Money Deposit of **Rs 36,000/-**(Rupees Thirty Six Thousand only) as EMD in the form of DD/BC drawn on any nationalized bank, pledge in favour of the Project Director, Meghalaya AIDS Control Society payable at Shillong along with the quotations.
 4. No work will be allotted to Non-tribal bidder, contractors, Suppliers, firms cooperative societies etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
 5. The tenderer should submit attested copies of Income Tax Clearance & return Certificate, Service Tax Registration Certificate & PAN Card.
 6. Bidders/Tenderers have to agree to all the terms and conditions, stipulated in the tender document, in this connection including delivery penalty etc.
 7. Bidders/tenderer shall undertake to sign the rate contract agreement within 7 (seven) days from the issue of the letter of Award, failing which EMD/security deposit may be forfeited.
 8. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that there is no vigilance/CBI case pending against the firm/supplier.
 9. Tender document is to be duly signed & sealed on all the pages as a token of having accepted all the terms and conditions (no thumb impression is to be affixed).
 10. In case the Bidders/ tenderer furnish false information their tenders/ bids will be rejected and their security deposit/EMD will stand forfeited.
 11. At any time prior to the date of submission of bid, Project Director, Meghalaya AIDS Control Society, Shillong, may, for any reason, whether at his /her own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders/tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Project Director, Meghalaya AIDS Control Society, Shillong,, may at his discretion, extend the date and time for submission of bids.
 12. Meghalaya AIDS Control Society reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
 13. The tenders shall remain valid for acceptance for a period of 360 days (Three Hundred Sixty days) after the date of tender opening prescribed in the document.
 14. The earnest money of the successful tenderer and the unsuccessful tenderers will be returned to them without any interest, whatsoever.
 15. Tender sent by fax/telex/cable/electronically shall be ignored.
 16. Bidders may quote the rate in Indian rupees only.

Within seven (7) days from date of the issue of notification of award by the purchaser, the supplier, shall furnish performance security to the purchaser for an amount equal to five percent (5%) of the total value of the contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations. In case the agency fails to deposit the performance security work order shall be cancelled.

17. Earnest Money Deposit (EMD) will be refunded after receiving the Performance Security from the successful bidder.
18. Settlement of disputes - Project Director, Meghalaya AIDS Control Society or his authorized representative shall be the final authority in all disputes and decision will be binding
19. Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until completion of the work.

SECTION II: SPECIAL TERMS & CONDITIONS

Background

The Office of The Project Director Meghalaya AIDS Control Society, Shillong has been implementing various activities & services in order to halt & reverse the epidemic of HIV/AIDS under the direction & guidance of the National AIDS Control Programme.

Scope of work of the Agency

Planning & implementation of district level music competitions culminating into a state level mega event in consultation with NACO,NERO & MACS to attract & promote the youth to participate in the event.

- Auditions and short listings of contestants (date, time, location) in all the 7 districts.
- Identification and finalization of audience profile in all the 7 districts.
- Identification of location for events (district & state) in all the 7 districts.
- Date, time & duration of events in all the 7 districts.
- Permissions
- Logistics
- Other important component
- Prizes
- Identification of panel of experts
- Celebrity tie-ups (if any)
- Media partnerships
- Partnerships with music companies

Keeping the following in mind MACS is inviting qualified agencies to submit EOI for the activities mentioned above:

Note: The agency shall not employ any sub-contractor for the contract awarded under this EOI.

Publicity in all the 7 districts

Preparation of Action plan for publicity which may include tie-ups with media houses (TV/Radio/Print and any other popular media in the state) Tie-ups with NACOs mid media campaign for on ground mobilization. The agency should have a state wide reach including rural areas in Meghalaya.

Deliverables - to be presented (Hard & Soft copy)

1. Proposal
2. Operational plan
3. Events Schedule
4. Publicity Creative's
5. Event Reports & follow ups
6. Annexure-A

Settlement of disputes

Project Director, Meghalaya AIDS Control Society or his authorized representative shall be the final authority in all disputes and decision will be binding

PENALTY

For delayed completion of the work or failure of completion of the work - performance security will be forfeited.

No advance payment will be made.

In the event of the date specified for bid receipt and opening being declared as a Closed holiday for MSACS, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

EVALUATION OF QUOTATIONS

- The committee constituted for this proposal will examine the documents/credentials submitted by the firm. The firms will also require to give a detailed presentation on the proposed work plan, methodology and approach in response to the suggested terms of reference which will be followed by an interview (if shortlisted after the presentation & Techno-commercial evaluation) with the committee constituted for this proposal.
- The purchaser shall evaluate and compare the quotations determined to be substantially responsive and confirm to the terms and conditions.
- If the firm is considered unqualified after the presentation & Techno-commercial evaluation, the Financial proposal will be returned unopened.

Project Director,
Meghalaya AIDS control Society,
Shillong

Format for Expression of Interest (EOI)
(To be submitted on the agencies letter head)

Date _____

To,
Project Director
Meghalaya AIDS Control Society,
Oakland, Shillong-793001

Sub - Submission of EOI for _____ (Indicate service)

Ref -Advertisement in the _____ Dt. _____ for inviting EOI

Madam,

With reference to the advertisement published in _____ Dt. _____, we hereby submit Expression of Interest below

1. Name & Address of the Firm _____
2. Status of the Firm _____
(Specify whether proprietary concern, partnership firm, or company and attach copy of registration certificate)
3. Experience in the area for which EOI is submitted (provide full details of past experience with certificates from the clients.)
4. Any recognition and awards for campaigns, films etc can be mentioned.
5. Additional services which will be provided by the agency.

We hereby declare that our firm has not been disqualified or blacklisted by any Government Organization, Department and PSU for indulging in fraudulent activities or corruption.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature with seal: _____

Name & Title of Signatory: _____

**ASSIGNMENTS OF SIMILAR NATURE OF WORKS SUCCESSFULLY
COMPLETED**

1. Brief Description of the Firm/Organization
2. Outline of experiences on assignments of similar nature.

Sl No.	Name of Assignment	Name of Project	Owner or sponsoring authority	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed

Note: Please enclose soft copies of all mentioned works.

No-Conviction Certificate
(To be submitted on the agencies letter head)

This is to certify that ----- (Name of the organization), having registered office at -----
(Address of the registered office) has neither been black-listed nor issued a warning for its performance for any
work undertaken by them for a Central or State Government, PSU or any other Governmental agency.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

**LETTER OF ACCEPTANCE
CUM NOTICE TO PROCEED WITH WORK**
(To be submitted on the agencies letter head)

Dated:

To: _____

Dear Sir/Madam,

This is to notify you that your quotation dated _____ for execution of the
_____ for the contract price of Rupees
_____ (Amount in words & figures), is hereby accepted by us.

You are hereby requested to furnish performance security for an amount of Rs
_____ (equivalent to 5% of the contract price) within 10 days of the receipt of the letter.
The performance security in the form of Bank guarantee or a bank draft in favour of The Project Director,
Meghalaya AIDS Control Society, Shillong shall be valid upto sixty days after date of completion of contractual
obligations. Failure to furnish the Performance Security will entail cancellation of the award of contract.

Yours faithfully,

Authorize signature with seal

Full name & title of signatory