



# कार्यालय नगर पालिक निगम, रायपुर

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## Tender Notice

NIT NO: 445/Elect./RMC/2020

RAIPUR DATED: 29/02/2021

Raipur Municipal Corporation invites tender in two envelope system for selection of agency to design, supply, installation, commissioning with operation & maintenance of LED screen/wall near budha talab on PPP mode for 07 years, RMC Raipur. EMD amount: 2.00 Lacs, Last date of submission of tender by speed post is 17/03/2021, 17.00hrs. The RFP documents can be downloaded online from the website <https://nagarnigamraipur.nic.in>. Amendment/ modification in application, if any, will be uploaded only on the website.

Executive Engineer  
Raipur Municipal Corporation

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

## **Raipur Municipal Corporation**



### **Request for Proposal**

#### **Volume - I**

#### **Instruction to Bidders**

**“Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years” February 2021**

**RFP No: 445/ RMC/2021 Dated 24.02.2021**

**Nagar Nigam Head Office, Near Mahila Police Thana,  
White House, Gandhi Chowk, Raipur - 492001 (Chhattisgarh)**

Applicant's Seal & Sign: \_\_\_\_\_

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

**Disclaimer**

The information contained in this Request for Qualification cum Proposal document (the “RFP”) or subsequently provided to Bidder(s), in the documentary form by or on behalf of the Authority or any of its employees, or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their offers pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents, especially in RFP, Draft Contract Agreement and Schedules, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this bidding document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the bidding document and any assessment, assumption, statement or information contained therein or deemed to form part of this document or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this document.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

**Acronyms**

RFP	Request for Proposal
Gol	Government of India
MoHUA	Ministry of Housing and Urban Affairs
GoCG	Government of Chhattisgarh
H1	Highest Bidder based on QCBS
RMC	Raipur Municipal Corporation
RSCL	Raipur Smart City Limited
RDA	Raipur Development Authority
CA	Chartered Accountant
Authority	Raipur Municipal Corporation and/or Raipur Municipal Corporation
RDP	Raipur Development Plan
SCP	Smart City Proposal

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

**RAIPUR MUNICIPAL CORPORATION**  
**RAIPUR**

RMC invites Request for Proposal (RFP) for Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years . The proposal is to be submitted offline in hardcopy only. Agency may submit their proposal on or before the date of submission mentioned in the schedule of RFP at the following address:

Room Number:415  
Raipur Municipal Corporation,  
Nagar Nigam Head Office, White House,  
Near Mahila Police Thana, Chotapara  
Raipur - 492001 (Chhattisgarh)

Detail scope of work are provided in the Terms of Reference of this Request for Proposal (RFP). The detailed RFP with Annexure(s) may be obtained from website <http://nagarnigamraipur.nic.in/>

Applicant's Seal & Sign: \_\_\_\_\_

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

**RFP Data Sheet and Time Schedule**

1.	<b>Name of the project</b>	Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years
2.	<b>Tender issued by</b>	Raipur Municipal Corporation (RMC)
3.	<b>Mode of Bidding</b>	Offline: through hardcopy submission. Hard copies are to be submitted by speed/registered post only at the below mentioned address.
4.	<b>Contract Period</b>	For a period of 7 (Seven) years
5.	<b>Cost of RFP Documents</b>	INR. Rs. 5,900 (Indian Rupees Five Thousand Nine Hundred Only) (including 18% of GST) non-refundable, to be paid in form of Demand Draft drawn in favour of "Commissioner", Raipur Municipal Corporation, payable at Raipur.
6.	<b>Earnest Money Deposit/ Bid Security</b>	INR. 2,00,000 (Indian Rupees Two Lakhs only) to be paid in form of Demand Draft or FDR only.
7.	<b>Last Date of receiving Pre-Bid queries (Online Only)</b>	06/03 / 2021, 05.00 PM, on dc_rmc@rediffmail.com
8.	<b>Date of Pre-bid meeting</b>	08 / 03 / 2021 at 12:00 PM at Conference Hall, 3rd Floor, Raipur Municipal Corporation, Nagar Palik Nigam, White House, Raipur Chhattisgarh - 492001
9.	<b>Last date and time of Submission of bid (Hard Copy)</b>	Up to 5:30 P.M. on or before 17 / 03 / 2021
10.	<b>Last date and time of Submission of hard copy documents</b>	Up to 5:30 P.M. on or before 17 / 03 / 2021 through Speed Post or registered post only.
11.	<b>Opening of Technical Bid</b>	at 12:00 P.M. on 18 / 03 / 2021
12.	<b>Opening of Financial Bid</b>	Time & Date will be announced only after evaluation of Technical Bid.
13.	<b>Place of obtaining RFP Documents</b>	The tender can be downloaded from RMC Website: <a href="http://nagarnigamraipur.nic.in/">http://nagarnigamraipur.nic.in/</a>
14.	<b>Address for Correspondence</b>	Commissioner Raipur Municipal Corporation Nagar Nigam Head Office, Near Mahila Police Thana, Gandhi Chowk, Raipur - 492001 (Chhattisgarh) Email: dcr_mc@rediffmail.com;
15.	<b>Selection Process</b>	Selection will be based on Quality and Cost Based Selection

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

Applicant's Seal & Sign: \_\_\_\_\_



Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

**Annexure A: Bid Data Sheet (BDS) and Instructions to Agency**

1.	Name of the Client: <b>Raipur Municipal Corporation (RMC), Raipur</b>
2.	Title of RFP: <b>“Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation &amp; Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years”</b>
3.	Method of selection: <b>Quality and Cost Based Selection (QCBS)</b>
4.	Applicant will have to submit their proposals in One single envelope, enclosing 2 different envelopes of Technical Proposal and Financial Proposal. The submission would be made in hardcopies only by registered/Speed Post.
5.	Client Representative: <b>Executive Engineer(Electrical)</b> Raipur Municipal Corporation, Nagar Nigam Head Office, White House, Raipur Chhattisgarh - 492001
6.	Proposals must remain <b>valid for 180 days</b> after the submission date indicated in this Bid Data Sheet.
7.	The Agency is required to include with its Proposal written confirmation of authorization to sign on behalf of the Agency: <b>Yes</b>
8.	Joint Ventures or Consortia are permissible: <b>No</b>
9.	<p>Bidders Eligibility Criteria: <b>Applicable</b></p> <p>a. The Applicant firm must be a company registered under the act of 1956/2013 / Partnership firm/ Limited Liability Partnership (LLP) firm / private Limited and to be in existence for the last three years; can participate.</p> <p>b. Agency shall have minimum average annual turnover of <b>Rs 3 Crores (Indian Rupees Three Crores Only) during the last 3 (Three) Financial Years from the bid due date ((FY 2016-17, FY 2017-18 and FY 2018-19) or (FY 2017-18, FY 2018-19 and 2019-20))</b> prior to the date of publishing of this RFP.</p> <p>Agency must ensure that evidence of eligibility criteria of turnover in the form of audited financial statements for the last three financial years together with the Auditors’ Report must be enclosed with their Technical proposal.</p> <p>c. The bidder must have successful completed work of similar nature i.e supply, installation, commission of outdoor display units /Led screens (ODDU’S) for any kind of government agencies/PSU’s/departments etc.</p> <p>d. The bidder should have a business establishment license.</p> <p>e. Bidder should have a class A registered Electrical license of CG state or any other government body of similar work must be required.</p> <p>f. An undertaking of engagement of “class A” or equivalent electrical contractor on 100 non-judicial stamp paper and duly notarized.</p> <p>g. An undertaking of dealership certificated from OEM should be submitted in case of Dealer.</p>

	<p><b>Additional Documents required:</b></p> <ul style="list-style-type: none"> <li>• Undertaking on the Bidder has not been blacklisted by any Government department/Public Sector Undertaking in the last three years. Same may be submitted affidavit on Rs. 100 Stamp Paper.</li> <li>• Undertaking on the Bidder has never failed to complete any work awarded to it by any public authority/entity in last three years. Same may be submitted on the Company's Letterhead with Authorized signatory &amp; seal.</li> <li>• Undertaking on the Bidder has not suffered bankruptcy/insolvency in the last three years. Same may be submitted on the Company's Letterhead with Authorized signatory &amp; seal.</li> </ul> <p><b>Note:</b> Necessary documentation (like Work Order/ Work Completion certificate/ evaluation report/ license/ photo documentation/ satisfactory work certification etc.) needs to be attached as proof.</p> <p>In the case/s above, wherever there is a proof required for ensuring certain number, like "xx number of ODDU's etc", Bidder must submit Client certificate showing successful completion of such project/s. In case of ongoing project, a Performance certificate needs to be submitted which has a proof fulfilment of these Technical Eligibility criteria. Such Certificate/s should be issued/certified/signed by at least Officer of a government if it is government work</p>
3.	The Agency must submit original copy of the Technical Proposal and Financial Quote by registered/Speed Post.
4.	Hard copy of Technical Proposal & Financial Proposal is to be submitted in separate sealed envelopes and then enclosed in a single sealed envelope.
5.	<p>Technical Proposals should be clearly marked <b>"TECHNICAL PROPOSAL" FOR REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY TO DESIGN, SUPPLY, INSTALLATION, COMMISSIONING WITH OPERATION &amp; MAINTENANCE OF LED SCREEN NEAR BUDHA TALAB ON PPP MODE FOR 7 (SEVEN) YEARS – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'</b>.</p> <p>Envelope of Technical Proposal includes Cost of RFP Document, EMD/Bid Security and other documents as mentioned in this RFP.</p> <p>Financial Proposal should be clearly marked <b>"FINANCIAL PROPOSAL" FOR REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY TO DESIGN, SUPPLY, INSTALLATION, COMMISSIONING WITH OPERATION &amp; MAINTENANCE OF LED SCREEN NEAR BUDHA TALAB ON PPP MODE FOR 7 (SEVEN) YEARS – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'</b>.</p> <p>Envelope of Financial Proposal include only Annexure C (which includes Fin 1 &amp; Fin 2) of this RFP.</p> <p>Both envelopes of Technical Proposal and Financial Proposal should kept in one big envelope and clearly marked as <b>"BID DOCUMENT" FOR REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY TO DESIGN, SUPPLY, INSTALLATION, COMMISSIONING WITH OPERATION &amp; MAINTENANCE OF LED SCREEN NEAR BUDHA TALAB ON PPP MODE FOR 7 (SEVEN) YEARS – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'</b>.</p> <p><b>All envelopes should have clearly marked</b>  I.RFP Number;  II. Deadline for Submission; and</p>

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

	III. Name & Address of the Agency IV. Address for submission of Proposals as specified in the Bid Data Sheet.
6.	A Bid Security must be submitted: <b>Yes</b> ,
7.	If Yes, the amount of the Bid Security is <b>Rs. 2,00,000 (Indian Rupees Two Lakhs Only)</b>
8.	<b>A Performance Security</b> in the form of Bank Guarantee/FDR is to be submitted by the selected Agency upon signing of Contract: <b>No</b>
9.	
10.	Proposals must be submitted before application due date i.e. : PM on . .2021
11.	<b>Address for submission of Proposals:</b> <b>Commissioner</b> <b>Room No 415</b> Raipur Municipal Corporation, Nagar Nigam Head Office, White House, Raipur Chhattisgarh – 492001 Email: dcrmc@grediffmail.com;
12.	Expected date for public opening of Technical Proposals: at 12:00 P.M. on / /2021
13.	Expected date for public opening of Financial Proposals (if Applicable): <b>[To be Notified]</b>
14.	Expected date for commencement of project duration: <b>maximum 30 Days from issues of LoA</b>
15.	Evaluation of the proposal will be based on the eligibility criteria mentioned in this RFP.

**Note:** In order for your bid to be considered “Responsive” you must fulfil all conditions listed in Items No 5, 6, 8, 9, 10, 11, 12, 13,14 and 17 in the above table where applicable.

#### Technical Evaluation Criteria for Evaluation of Technical Proposal of responsive Agency

S.N.	Particulars	Marks
1	Bidder Profile	20
2	Project Experience	20
3	Partnership and Marketing Tie-ups	30
4	Net Worth	30
	Total	100

#### Detailed Technical Evaluation Criteria

S.N.	Particulars	Marks	Supporting Documents
1	Minimum Average Annual Turnover during the last 3 (Three) Financial Years from the bid due date ((FY 2016-17, FY 2017-18 and FY 2018-19) or (FY 2017-18, FY 2018-19 and 2019-20))  <ul style="list-style-type: none"> <li>• Rs. 3 Crores to Rs. 5 Crores – 10 Marks</li> <li>• Rs. 5 Crores to Rs. 10 Crores – 15 Marks</li> </ul>	20	Audited financial statements for the last 3 years certificate from chartered account on turnover details over the last 3 years

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	<ul style="list-style-type: none"> <li>Above Rs. 10 Crores - 20 Marks</li> </ul>		
2	<p><b>Project experience in installing &amp; commissioning of similar kinds of projects</b></p> <p>The bidder should have complete similar nature of work tendered by any central/state government organizations/PSU's Marks shall be allotted as given below:</p> <p>With Similar work(s) with One work order of similar kind in any govt body in PPP mode = 15 marks &amp;</p> <p>With project of similar kind = 5 Marks.</p>	15	Copy of completion certificate/work order/any other document in support of successful completion of job along with reference of person under whom job was executed.
3	<p><b>Project experience in operation &amp; maintenance</b></p> <p>Experience in operating &amp; maintenance (O&amp;M) in any one project</p>	5	Document proof successful completion and satisfactory performance of O&M done by the installed agency authorized by authority not below the rank of executive engineer has to be provided.
4	If a bidder has a contract with an advertising company or a Brand having an agreement for a period of at least 2 years or over = 30 marks	30	Document proof of marketing tie-ups and documents/agreements of partnerships with advertising agencies should be provided
5	<p>Bidder should have a solvency certificate from a bank for value of over 3 crores =15 marks</p> <p>Proof of bank certificate showing that fund availability of minimum 50 Lakhs in account. = 15 Marks</p>	30	<p>1)Bank solvency certificate</p> <p>2) certificates from bank showing the fund availability in bank</p>

To qualify for the financial proposal evaluation, the Agency's Technical Proposal needs to maintain minimum standard as below:

- Bidders scoring less than 70% score under Technical Bid evaluation process will be disqualified from participating in the financial bid evaluation. (Their financial bid will not be opened)
- Among Bidders who score higher than 70% score will be considered for the financial evaluation stage.
- Financial Bids of only those bidders who have obtained 70 or above marks in the bid evaluation process will be opened.
- Financial Bid will have (a) Implementation and O&M stage. In these cases, year-wise offer has to be made in financial bid

**Combined and final evaluation:**

- Proposals of the post qualified bidder(s) during the process of evaluation of the technical bid will finally be ranked according to the total score (Technical Score + Financial Score).
- The Financial Proposal with the Highest Annual License Fee will receive the maximum score of 100 marks.
- Formula for determining the financial scores:  $S_f = 100 \times F / F_m$ . In which  $S_f$  is the financial score of respective Agency.  $F_m$  is the highest price.  $F$  is the price quoted by the respective Agency. The weightage given to the technical and financial proposals are  $T = 0.30$  and  $P = 0.70$  Combined total score (S) =  $(St \times 0.3) + (Sf \times 0.7)$
- The successful bidder shall be the first ranked bidder (whose total score is the highest). The second ranked bidder shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws or fails to comply with the requirements specified hereinabove.
- The highest ranked Agency based on the cumulative technical and financial evaluation ranking will be invited for negotiations.

**Instructions to Agency**

<b>1. Introduction</b>	1.1 The Agency is invited to submit a Technical Proposal and a Financial Proposal, as specified in the Bid Data Sheet. The Proposal shall be the basis for contract negotiations and ultimately for a signed Contract with the selected Agency.
	1.2 The Agency shall bear all costs associated with the preparation and Submission of its Proposal and contract negotiation.
	1.3 The Client is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Agency.
<b>Eligible Agency</b>	1.4 An Agency may be a natural person, private/ govt. entity as Partnership, Proprietary, or a Company incorporated under Indian Companies Act 1956/2013, which is eligible as per the eligibility criteria specified in the Bid Data Sheet.
	1.5 Government-owned enterprises in India may participate as a bidder only if they can establish that they: a) are legally and financially autonomous, b) operate under commercial law, and c) are not dependent agencies of RMC, RMC, UD&HD, GoCG, MoUD, Gol.
	1.6 A firm or individual declared ineligible by the Government of India or GoCG or RMC or RDA or its departments and subsidiaries shall be ineligible to provide consulting services under RMC
	1.7 Agency shall provide such evidence of their continued eligibility satisfactory to the Client, as the Client shall reasonably request
<b>Disclosure</b>	1.8 Agency have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Agency or termination of its Contract.
	1.9 Agency must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Agency, including but not limited to appointment of any officer such as a receiver in relation to the Agency's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
	1.10 Agency's must disclose if they have been convicted of or are the subject of any

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	<p>proceedings relating to:</p> <p>a) a criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct;</p> <p>b) corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with UD&amp; HD, RMC or any other donor of development funding, or any contracting authority;</p> <p>c) Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions</p>
<b>Anticorruption</b>	1.11 A recommendation for award of Contract will be rejected if it is determined that the recommended Agency has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases RMC will declare the Agency ineligible, either indefinitely or for a stated period of time and Agency will be blacklisted.
<b>Only one Proposal</b>	1.12 Agency may only submit one proposal. If an Agency submits or participates in more than one proposal, such proposals shall be disqualified. This also prohibits the inclusion of an individual expert, in more than one proposal.
<b>2. Clarification of RFP Documents</b>	2.1 Agency may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Bid Data Sheet. Any request for clarification must be sent in writing, including by email as mentioned in Bid Data Sheet, to the Client's Representative whose address is provided in the Bid Data Sheet. The Client will respond by standard electronic means within the period specified in the Bid Data Sheet. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.
<b>Amendment in RFP Documents</b>	2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum through <a href="https://nagarnigamraipur.nic.in">https://nagarnigamraipur.nic.in</a> website.
<b>Amendment in RFP Documents</b>	2.3 Any addendum will be sent to all Agency who have purchased the RFP Document and will be binding on them. Agency shall acknowledge receipt of all amendments in writing, including by standard electronic means, in order to remain eligible.
<b>Amendment in RFP Documents</b>	2.4 To give Agency reasonable time in which to take an addendum into account in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of the Proposals, pursuant to Clause 5.32 and 5.33
<b>3. Preparation of Proposals Language of proposals</b>	3.1 The Proposal and all related correspondence exchanged between the Agency and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English (if the Language is other than Hindi), in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.
<b>Cost of Bidding</b>	3.2 The Agency shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process
<b>5. Instructions for submission of Proposal</b>	5.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Bid Data Sheet and accompanying documents
	5.2 Proposals must be submitted on or before the deadline specified in the Bid Data Sheet to RFP.
<b>Documents</b>	5.3 Agency should submit hardcopy of Technical Proposal and Financial Proposal as

<b>comprising Proposal</b>	specified in the RFP.
	5.4 The Financial Proposals for all qualifying Technical Proposals will be opened in public at a date and time specified in the Bid Data Sheet.
<b>Technical Proposal (Annexure B)</b>	<p>5.5 The Technical Proposal shall contain the following:</p> <p><b>Section 1:</b> Covering Letter, (Form Tech 1); followed by Written confirmation authorizing the signatory of the Proposal to commit the Agency;</p> <p><b>Section 2:</b> Experience/ Capacity of Firm to undertake tasks including Legal Status of the firm, Firm's Registrations, Goods and Service Tax and Income Tax Registration, Certificate of Financial Capability (in Form Tech 5), Audited Balance sheets with Auditors Reports for last three years,</p> <p><b>Section 3:</b> Project detail sheets (PDS) outlining previous experience of the firm in similar projects for each type of category mentioned in Bid Data Sheet completed during the last Three years (in prescribed format) (Form Tech 2); Each PDS shall be followed by its respective documentary proof.</p> <p><b>Section 4:</b> Technical Response including general approach, methodology, work plan, and qualifications to ToR, including charts and diagrams;</p> <p><b>Section 5:</b> Matters not appropriate in any other section. This includes:</p> <ul style="list-style-type: none"> <li>• Empanelment's and Registrations of Agency etc.;</li> <li>• Disclosure/Declaration of conflict of interest, if any.</li> <li>• Original Copy of the RFP purchased from the Client duly signed by Authorized Signatory as token of acceptance of all the Conditions under the RFP.</li> <li>• Any other relevant detail bidder may seem necessary.</li> </ul> <p>Section 5 should not include any promotional material, brochures, etc.</p> <p><b>An authorized representative of the Agency shall initial all pages of the Technical Proposal.</b></p> <p>Any Technical Proposal not prepared in format above and information not provided as per Form Tech-1 to Tech-5 shall be liable to be rejected.</p>
	5.6 No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Bid Data Sheet; non-confirmation will result in automatic disqualification of the Agency's Proposal.
<b>Financial Proposal (Annexure C)</b>	5.7 The Financial Proposal shall be submitted in separate envelope as mentioned above in this RFP.
	5.8 An authorized representative of the Agency shall initial all pages of the Financial Proposal
	5.9 All activities and items described in your Technical Proposal must be priced. For non-material omissions, any activities or items described in the Technical Proposal but not priced shall be assumed included in the prices of other activities or items
<b>Submission instructions</b>	5.10 Agency are expected to carefully review the contract provisions attached in the RFP for preparation of their Technical and Financial Proposals
	5.11 The Agency shall submit both Technical and Financial Proposals using the appropriate submission sheets provided in Annexure B: Technical Proposal Submission Forms and Annexure C: Financial Proposal Submission Forms. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested
	5.12 Agencies are required to submit their Technical Proposal and Financial in hard copy, as specified in the Bid Data Sheet. The number of hard copies to be submitted

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

	is specified in the Bid Data Sheet.
<b>Taxes</b>	5.13 The Agency may be subject to taxes (such as: fringe benefit tax, value added or sales tax, service tax, duties, etc) on amounts payable by the Client under the Contract. If the Agency is subject to payment of any national or local taxes such amounts of taxes shall be excluded from the Financial Proposal as they will not be evaluated. The Agency will be paid Service Tax as applicable time to time over and above fees quoted.
<b>Proposal prices</b>	5.14 All prices should be valid for the duration specified in the Bid Data Sheet.
	5.15 All prices quoted should be inclusive of the price structure if specified in the Bid Data Sheet
	5.16 Annual License Fee quoted by the Agency shall be fixed during the Contract period and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet or Standard Contract Document.
<b>Currency of Proposal</b>	5.17 Proposal prices shall be quoted in Indian Rupees as specified in Bid Data Sheet
<b>Proposal validity</b>	5.18 Proposals shall remain valid for the period specified in the Bid Data Sheet commencing with the deadline for submission of Technical and Financial Proposals as prescribed by the Client.
	5.19 A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by the Client
	5.20 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Agency to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Agency may refuse the request. A Agency granting the request shall not be required or permitted to modify its Proposal.
	5.21 Annual License Fee will be quoted by Agency for 1 <sup>st</sup> year. Same will be increase by 5% on previous Annual License Fee for 2 <sup>nd</sup> year and so on till the end of the contract period.
<b>Format and Signing of Proposals</b>	5.22 These instructions should be read in conjunction with information specific to the assignment contained in the Letter of Invitation, Bid Data Sheet, Annexure D – Terms of Reference, Annexure E – Standard Contract Documents and other accompanying documents.
	5.23 Bid Security in proper original instrument (along with the DD of document purchase fee, if applicable) shall be placed in an envelope clearly marked 'BID SECURITY'
	5.24 Deleted
	5.25 Deleted
	5.26 These three envelopes should be sealed separately. 1 <sup>st</sup> envelope, having Original Bid Security as per the RFP and cost of RFP Document and complete Technical Proposal. 2 <sup>nd</sup> envelope having complete Financial Proposal. 3 <sup>rd</sup> envelope having 1 <sup>st</sup> and 2 <sup>nd</sup> envelope inside it. All 3 envelopes marked respectively and sealed as per Clause 5.30. Incomplete proposal will be liable to rejected by Authority and no explanation will be provided by the Authority for the same.
	5.27 The Technical Proposals shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Agency. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. All pages of the Proposal, except for not amended printed



	literature, shall be signed or initialled by the person signing the Proposal.
	5.28 Any inter lineation, erasures, or overwriting shall be valid only if signed or initialled by the person signing the Proposal.
	5.29 Deleted
<b>Sealing and marking of Proposals</b>	<p>5.30 The Technical Proposals should be clearly marked <b>“TECHNICAL PROPOSAL” FOR REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY TO DESIGN, SUPPLY, INSTALLATION, COMMISSIONING WITH OPERATION &amp; MAINTENANCE OF LED SCREEN NEAR BUDHA TALAB ON PPP MODE FOR 7 (SEVEN) YEARS – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE’.</b></p> <p>Envelope of Technical Proposal includes Cost of RFP Document, EMD/Bid Security and other documents (Completed Technical Proposal) as mentioned in this RFP.</p> <p>Financial Proposal should be clearly marked <b>“FINANCIAL PROPOSAL” FOR REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY TO DESIGN, SUPPLY, INSTALLATION, COMMISSIONING WITH OPERATION &amp; MAINTENANCE OF LED SCREEN NEAR BUDHA TALAB ON PPP MODE FOR 7 (SEVEN) YEARS – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE’.</b></p> <p>Envelope of Financial Proposal includes only Form 8 of this RFP.</p> <p>Both envelopes of Technical Proposal and Financial Proposal should kept in one big envelope and clearly marked as <b>“BID DOCUMENT” FOR REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY TO DESIGN, SUPPLY, INSTALLATION, COMMISSIONING WITH OPERATION &amp; MAINTENANCE OF LED SCREEN NEAR BUDHA TALAB ON PPP MODE FOR 7 (SEVEN) YEARS – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE’.</b></p> <p><b>All envelopes should have clearly marked</b>  I.RFP Number;  II. Deadline for Submission; and  III. Name &amp; Address of the Agency  IV. Address for submission of Proposals as specified in the Bid Data Sheet.</p>
	5.31 If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes.
	5.32 Proposals must be submitted to the address specified on the Bid Data Sheet and delivered on or before the time specified in the Bid Data Sheet.
<b>Deadline for submission of Proposals</b>	5.33 The Client may, at its discretion, extend the Bid Due date by amending the RFP in accordance with Clause 2.2, in which case all rights and obligations of the Client and Agency subject to the previous deadline shall thereafter be subject to the deadline as extended.
	5.34 From the time the Proposals are opened to the time the Contract is awarded, the Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Agency to influence the Client in the examination, evaluation and ranking of Proposals, and recommendation for award of Contract, may result in the rejection of the Proposal
<b>Late Proposals</b>	5.35 The Client will not consider any Proposal that arrives after the deadline prescribed by the Client for submission of Proposals in the Bid Data Sheet. Any Proposal received after the respective deadline for submission shall be declared late, rejected, and returned unopened to the Agency.
<b>Withdrawal Proposals</b>	5.36 A Agency may withdraw its Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by an authorized representative, and

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	<p>including a copy of the authorization document. The Withdrawal Notice must be:</p> <p>a) submitted in accordance with Clause 5.30 and the respective envelopes shall be clearly marked 'WITHDRAWAL'; and</p> <p>b) Received by the Client prior to the deadline prescribed by the Client for submission of Proposals.</p>
	<p>5.37 Proposals that are withdrawn in accordance with Clause 5.36 shall be returned unopened to the Agency.</p>
	<p>5.38 No Proposal shall be withdrawn in the interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified in the Bid Data Sheet or any extension thereof, except in the case of a request by the Client to extend the Proposal validity.</p>
<b>6. Opening Proposals</b>	<p>6.1 The Client will open Technical Proposals at the address, date and time specified in the Bid Data Sheet</p>
<b>Opening of Technical Proposals</b>	<p>6.2 First, envelopes marked 'WITHDRAWAL' will be opened, read out, and recorded, and the envelope containing the corresponding Technical and Financial Proposals will not be opened, and will be returned unopened to the Agency. No Proposal shall be withdrawn unless the corresponding Withdrawal Notice contains a valid authorization to request withdrawal and is read out and recorded at the opening of Technical Proposals</p>
	<p>6.3 All remaining envelopes holding the Bid Security and cost of RFP Document shall be opened one at a time, and the following read out and recorded:</p> <p>I. The name of the Agency; and</p> <p>II. Any other details as the Client may consider appropriate.</p> <p>Proposal whose Bid Security and Cost of RFP Document are not found in order and Proposal received late in accordance with Clause 5.35 shall be summarily rejected at this stage and will not be considered for opening of technical proposal.</p>
	<p>6.4 Only Technical Proposals of those Agencies whose Bid Security and Cost of RFP Document are found in order shall be opened and recorded at Proposal opening shall be considered for evaluation. No Proposal shall be rejected at the opening of Technical Proposals.</p>
	<p>6.5 The Client shall prepare a record of the opening of Technical Proposals that shall include the name of Agency and indicate whether there is a withdrawal. The Agency' representatives who are present will be requested to sign the record. The omission of a Agency's signature on the record shall not invalidate the contents or effect of the record. A copy of the record will be distributed to all Agency in writing or through standard electronic means.</p>
	<p>6.6 Technical Proposals which are rewarded the minimum qualifying marks according to the evaluation criteria provided in Clause 7.7 and 7.8 below shall qualify for opening of Financial Proposals.</p>
<b>Opening of Financial Proposals</b>	<p>6.7 The Financial Proposals of all non-qualifying Agency will not be opened</p>
	<p>6.8 All Agencies with qualifying Technical Proposals shall be informed in writing, or through standard electronic means, of the date and place for public opening of their Financial Proposals. Agency's attendance at the opening of Financial Proposals is optional.</p>
	<p>6.9 At the public opening of Financial Proposals, the Financial Proposals of all qualifying Technical Proposals shall be opened one at a time by the Client and the</p>

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	<p>following read out and recorded:</p> <ul style="list-style-type: none"> <li>i. the name of the Agency;</li> <li>ii. Annual License Fee quoted by Agency; and</li> <li>iii. Any other details the Client may consider appropriate.</li> </ul>
	<p>6.10 Only Financial Proposals read out and recorded at the opening of Financial Proposals shall be considered for evaluation. No Proposal shall be rejected at the Financial Proposal opening.</p>
	<p>6.11 The Client will prepare a record of the opening of Financial Proposals. The Agency's representatives who are present will be requested to sign the record. The omission of an Agency's signature on the record shall not invalidate the contents or effect of the record. A copy of the record shall be distributed to all Agencies in writing or through standard electronic means.</p>
	<p>6.12 All Financial Proposals shall be scrutinized for any non-conformity, and modifications, if any, shall be made in accordance with Clause 7.5.</p>
<b>7. Evaluation of Proposals</b>	<p>7.1 Information relating to the examination, evaluation, comparison, and post qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Agency or any other persons not officially concerned with such processes until information on Contract award is communicated to all Agency.</p>
<b>Undue influence</b>	<p>7.2 Any attempt by a Agency to influence the Client in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its Proposal.</p>
<b>Clarification of Proposals</b>	<p>7.3 To assist in the examination, evaluation, comparison and post qualification of Proposals, the Client may, at its discretion, ask any Agency for a clarification of its Proposal. Any clarification submitted by a Agency that is not in response to a request by the Client shall not be considered. The Client's request for clarification, and the response, shall be in writing. No change in the prices or substance of the Proposal shall be sought, offered, or permitted, after the opening of Financial Proposals.</p>
<b>Non-conformities, Errors and omissions</b>	<p>7.4 The Client may waive any non-conformity or omission in a technically qualifying Proposal that does not constitute a material deviation.</p>
	<p>7.5 The Client will correct arithmetical/typo errors during evaluation of Financial Proposals on the following basis:</p> <ul style="list-style-type: none"> <li>a. if there is a discrepancy between words and figures, the amount in words shall prevail.</li> </ul>
	<p>7.6 If the winning Agency does not accept the correction of errors, its Proposal shall be disqualified</p>
<b>Evaluation of Technical Proposals</b>	<p>7.7 The evaluation committee shall evaluate the Technical Proposals on the basis of pre-set criteria as outlined in the Bid Data Sheet.</p>
<b>Qualification of Technical Proposals</b>	<p>7.8 After the technical evaluation is completed, the Client shall notify, in writing, Agency whose Technical Proposals are qualified based on this RFP, indicating the date, time, and location for opening of Financial Proposals.</p>
<b>Evaluation of Financial Proposals</b>	<p>7.9 Deleted</p>
	<p>7.10 The highest ranked Agency based on the QCBS basis as mentioned in this RFP.</p>

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

	Same will be invited for negotiations, if required.
<b>Conditional Bids</b>	7.11 Conditional Bid shall be liable to be rejected.
<b>Client's right to accept any Proposal, and to reject any or all Proposals</b>	7.12 The Client reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to the Agency.
<b>8. Award of Contract</b>	8.1 Prior to the expiration of the Proposal validity period, the Client shall notify the successful Agency(s), in writing, that its Proposal has been accepted. At the same time, the Client shall notify all other Agency of the results of the bidding.
<b>Notification</b>	8.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
<b>Negotiations</b>	8.3 The successful Agency will be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.
	8.4 The successful Agency will confirm in writing its participation in negotiations and ability to adhere to its Technical and Financial Proposals within five (5) days of receiving the notice in accordance with Clause 8.3.
	8.5 Negotiation will include both technical and financial negotiation, depending on the needs of the Client.
<b>Availability of manpower</b>	8.6 The Agency shall confirm the availability of all required manpower as indicated in its Proposal.
	8.7 Deleted
	8.8 Failure to meet either of these requirements may result in disqualification.
<b>Signing Contract</b>	8.9 Promptly after notification, the Client shall send to the successful Agency the License Agreement (draft attached in this RFP)
	8.10 Pursuant to negotiations, the successful Agency shall sign, date, and return the License Agreement, along with necessary supporting documents, to the Client.
	8.11 All formalities of negotiation and signing of contract will be completed within twenty-five (25) days of notification of award.
<b>Start date</b>	8.12 The Agency is expected to commence the Services on the date and at the location specified in the Bid Data Sheet.

## Annexure B: Technical Proposal Submission Forms

*(To be forwarded on the letter head of the Bidder)*

### Tech 1: Covering Letter

*[Location, Date]*

To,

Applicant's Seal & Sign: \_\_\_\_\_

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

Commissioner,  
Raipur Municipal Corporation (RMC),  
Nagar Nigam Head Office, White House,  
Raipur Chhattisgarh – 492001  
Email: drcmc@rediffmail.com  
Website: <https://nagarnigamraipur.nic.in>

**Subject: - Technical Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years**

Dear Sir / Madam

With reference to your RFP Document dated ....., I/we, having examined RFP documents and all other relevant documents and understood their contents, hereby submit our Proposal/ Bid for " **Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years**". This proposal is unconditional and unqualified.

1. I/We acknowledge that RMC will be relying on the information provided in the Proposal/ Bid and the documents accompanying the Bid for the aforesaid purpose and I/we certify that all information provided in the Proposal/ Bid and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. I/We shall make available to RMC any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
3. I/We acknowledge the right of RMC to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project/assignment or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
5. I/We declare that:
  - a) I/We have examined and have no reservations to the RFP Documents, including any Addendum which may be issued by RMC;
  - b) I/We do not have any conflict of interest in accordance with the terms set forth in this RFP document;
  - c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in this RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with RMC or any other public sector enterprise or any government, Central or State; and
  - d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this RFP document, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I/We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders in accordance with the RFP document.
7. I/We declare that I/we, are/is not a Member of a/any other applicant applying for Selection as a Public Relation Agency.

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

8. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
9. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any Department of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
10. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.
11. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by RMC [and/ or the Government of India/Chhattisgarh] in connection with the selection of Public Relation Agency or in connection with the selection process itself in respect of the above mentioned Assignment.
12. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, I/we shall have any claim or right of whatsoever nature if the Assignment is not awarded to me/us or our proposal is not opened or rejected.
13. I/We agree to keep this offer valid for six months from the Proposal Due Date specified in the RFP.
14. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith in format provided at Tech - 8.
15. In the event of my/our firm being selected as the Public Relation Agency, I/we agree to enter into the Consultancy Agreement with RMC for the said Assignment in such manner as set out in the RFP Document.
16. I/We have studied RFP and all other documents carefully and also surveyed the Assignment. We understand that except to the extent as expressly set forth in the Consultancy Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by RMC or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Assignment.
17. The Financial Proposal is being submitted in separate envelope as per the instruction given in this RFP. This Technical Proposal read with the Financial Proposal shall constitute the Application made in response to the RFP and shall be binding on us.
18. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.
19. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.
20. I/We agree and understand that this Proposal is subject to the provisions of the RFP documents. In no case, I/We shall have any claim or right of whatsoever nature if the Assignment is not awarded to me/us or our Bid is not opened.
21. I/We agree and undertake to abide by all the terms and conditions of the RFP document.
22. We are liable for all the obligations under the RFP documents till the completion of the Assignment/ Services in accordance with the terms of the RFP documents.

In witness thereof, I/we submit this Bid/ Proposal under and in accordance with the terms of the RFP document

Yours faithfully,

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

Applicant's Seal & Sign: \_\_\_\_\_

**Tech 2: Details of the Agency**

S. No.	Particulars	Details
1.	Name of the Agency	
2.	Registration No. (Please attach documentary evidence)	
3.	Date of Incorporation/ Registration	
4.	Registered Address with contact, fax, email and web address	
5.	GST Registration Number Please attach documentary evidence	
6.	Income Tax Registration Number (PAN) Please attach documentary evidence	
7.	Details of other branches (If Any)	
8.	Name and Contact of Authorized Signatory  (authorization letter to be attached)	
9.	Has the applicant or any constituent partner in case of partnership firm ever abandoned the awarded work before its completion. If so, give name of the project and reason for abandonment.	
10.	Has the applicant or any partnership firm, ever been debarred/blacklisted for tendering in any organization at any time? If so, give details.	
11.	Has the applicant or any constituent partner in case of partnership firm ever been convicted by Court of law. If so, give details	
12.	In which field of Civil engineering construction, you claim specialization and interest.	
13.	Mention the details, if case if the applicant is a Start-up company	
14.	Any other information considered necessary but not asked for.	

**Tech 3: STATEMENT SHOWING THE SIMILAR WORKS COMPLETED IN THE LAST FINANCIAL Three YEARS.**



Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

S.NO	Name of Department /Client with Address	Name of work	Date of award Of contract	Target date of completion of work as per contract and date of completion of work if completed		Reasons for delay in completion of work	Remarks
				TargetDate	CompletionDate		
1	2	3	4	5A	5b	6	7

Note: - (1) Attested Copies of Work Order and Completion Certificates issued by Authority/client shall be attached.  
 (2) It is mandatory to furnish details in this format only.

Signature of the Contractor

Applicant's Seal & Sign: \_\_\_\_\_

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

**Tech 4: Project Detail Sheet (PDS)**

(Separate sheet for Each Project)

<b>Category: <i>[insert similar assignment category as specified under Eligibility and evaluation criteria mentioned in Bid Data Sheet]</i></b>	
<b>Assignment Name:</b>	<b>Value of the contract (in current INR):</b>
<b>Name of City/ Cities/Country:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	<b>Total No of staff-months of the assignment:</b>
<b>Address of client:</b>	
<b>Start date (month/year):</b>	<b>Completion date (month/year):</b>
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff in the assignment:</b>	

*Note: In support of the information, copies of workorders/completion certificate issued by clients must be enclosed and properly referenced with page no. Project not fulfilling the criteria in particular category will not be evaluated. Documentary evidence shall follow particular PDS. Information not provided in PDS above will not be considered for evaluation.*

Applicant's Seal & Sign: \_\_\_\_\_

**Tech 5: Financial Capability of Agency**

Name of Agency/Firm	Annual Turnover (from consultancy business)			
	FY 2016-17 / FY 2017-18	FY 2017-18 / FY 2018-19	FY 2018-19 / FY 2019-20	Average Turnover

**Certificate from the Chartered Accountant**

This is to certify that \_\_\_\_\_ has received the payments shown above against the respective years on account of professional fees.

Name of the Audit Firm:

Seal of the Audit firm

Date:

Signature:

Name:

Designation:

**Note: Attach Audited Balance sheets with Auditors Reports for last three years (FY 2016-17, FY 2017-18, FY 2018-19) or (FY 2017-18, FY 2018-19, FY 2019-20) as Documentary evidence in Support.**

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**Tech 6: Approach and Methodology**

(To be covered in maximum 8 nos. of A4 pages)

This includes the following pointers:

- 6.1 Innovative Comments on ToR;
- 6.2 Work Program/Detailed Timeline/ Manpower;
- 6.3 Methodology, Concepts, Work plan and Innovativeness.

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

**Tech 7: Statement of Legal Capacity**

*(To be forwarded on the letter head of the Bidder)*

Ref.

Date:

To,

**The Commissioner,**  
Raipur Municipal Corporation (RMC),  
Nagar Nigam Head Office, White House,  
Raipur Chhattisgarh – 492001  
Email: dcrmc@rediffmail.com  
Website: <https://nagarnigamraipur.nic.in>

Dear Sir,

**Sub: Request for Proposal (RFP) for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years**

I/We hereby confirm that we, the Bidder, satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that ..... (Insert individual's name) will act as our Authorized Representative on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of.....

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

**Tech 8: Power of Attorney**

*(On a Stamp Paper of Rs. 100/-)*

Know all men by these presents, we, ..... (name of Bidder and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr / Ms..... son/daughter/wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the **"Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years"** including but not limited to signing and submission of all applications, proposals/bids and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to RMC, representing us in all matters before RMC, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with RMC in all matters in connection with or relating to or arising out of our Proposal for the said Assignment and/or upon award thereof to us till the entering into of the Agreement with RMC.

AND GENERALLY to act as our Attorney or agent in relation to the Proposal for **"Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years"** and on our behalf to execute and do all instruments, acts, deeds, matters and things in relation to the said Proposal or any incidental or ancillary activity, as fully and effectually in all respects as we could do if personally present.

AND We hereby for ourselves, our heirs, executors and administrators, ratify and confirm and agree to ratify and confirm all acts, deeds and things whatsoever lawfully done or caused to be done by our said Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 2021

For .....

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted

Applicant's Seal & Sign: \_\_\_\_\_

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

.....  
(Signature, name, designation and address of the Attorney)

*Notes:*

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (one hundred) and duly notarized by a notary public.*

*Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

*For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, Bidders from countries that have signed the Hague Legislation Convention, 1961 need not get their Power of Attorney legalized by the Indian Embassy if it carries a conforming Appostille certificate.*

***(You can print the Power of Attorney on a stamp paper of the same value of your country and then get legalised by the Indian Embassy.)***

**Tech 9: Format for Anti Collusion Certificate**

***(ON A STAMP PAPER OF RS. 100/-)***

**Request for Proposal (RFP) for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years**

***Anti-Collusion Certificate***

Applicant's Seal & Sign: \_\_\_\_\_

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

We hereby certify and confirm that in the preparation and submission of this RFP, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive, restrictive or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this RFP.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2021

Name of the Bidder

\_\_\_\_\_  
Signature of the Authorised Person

\_\_\_\_\_  
Name of the Authorised Person

Applicant's Seal & Sign: \_\_\_\_\_



Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

**Annexure C: Financial Proposal Submission Forms**

**Fin 1: Covering Letter**

[Location, Date]

To,

**The Commissioner,**  
Raipur Municipal Corporation (RMC),  
Nagar Nigam Head Office, White House,  
Raipur Chhattisgarh – 492001  
Email: ceo.RMC@gmail.com  
Website: <https://nagarnigamraipur.nic.in>

**Subject: - Financial Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years**

Dear Sir

We, the undersigned, offer to provide the Consulting Services for Selection of Public Relation Agency for Raipur Municipal Corporation (RMC) and/or Raipur Municipal Corporation (RMC) in accordance with your Request for Proposal dated [insert date]. We are hereby submitting our Financial Proposal.

We confirm that we accept the Conditions of Contract provided in the Request for Proposal.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal (180 Days from Proposal Due Date PDD) i.e., [insert date].

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

Yours faithfully,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm:

Address:

Contact No:

E-mail id:

Applicant's Seal & Sign: \_\_\_\_\_

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

**Fin 2: Financial Proposal Quote**

**Project Title:** Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

Sl. No.	Head	*Amount in Indian Rupees per month (excluding GST)
1	Annual License Fee	
(quoted Amount in words)		

**\*GST will be paid extra to Authority**

**Please Note:**

1. Financial Proposals are to be submitted in Separate envelope as mentioned in this RFP.
2. The Agency is required to quote fees in Lump sum Quote. The fees quoted shall be inclusive of all taxes, but exclusive of GST.
5. The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their proposals.
6. GST as applicable shall be payable separately to Authority.
7. Clarifications and Amendments if any to this RFP will be uploaded on website <https://nagarnigamraipur.nic.in>

Applicant's Seal & Sign: \_\_\_\_\_

#### **Annexure D: Terms of reference**

### **Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years**

#### **1. Background**

In this era of ultra-connectivity there is a growing demand for cities to become smarter, more efficient and more innovative, there is a requirement to transform the urban landscape into hyper connected smart capes that empower communication to fuel peoples neighborhoods, communities and lives “RMC” is committed to implement sustainable models which serves public good as well as economic and commercially viable projects,

Which adopting technologies in all possible means. Usage of outdoor led screen units at various key area in the city will support this process of urbanization and hence we invite bidders to propose through PPP model with RMC

Therefore, Raipur Municipal Corporation (RMC) intends to Select of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

#### **2. Objective**

Construction, build and operation of outdoor led screen Display units at (location Near Budha Talab) in the city where display helps adding beauty to the city, helps to generate revenue to RMC while serving needs of travelers and visitors of the city.

Considering the project economic viability initially constructed and use of led screens in key areas of city 1 LED screen of 6 Mtrs X 3 Mtrs shall be installed.

#### **3. Benefits and outcomes of the project**

This project serves mutual benefits of the state and stakeholders as follows:

- Generates standard and hassle-free revenue without any commercial investment to stockholder and governance
- Will Adds a beauty and values memorable value time to the visitors and travelers of the state from various corners of the world.
- Helps in building eco-friendly advertising solutions
- Helps in Passing of key information in case of emergencies by state governances.
- Become model to implement similar plans in building smart cities and make in India.
- Raipur as smart city will have an advanced and sustainable solution of Led screens.
- Project to be executed in Public Private Partnership (PPP) mode will be a revenue sharing model.
- Plays an important role in improvement of living standard and public safety, job creation, infrastructure redevelopment, increased revenue etc.

#### **4. Project Scope and modalities.**

- 6 Mtrs X 3Mtrs LED screen units (one side) to be placed with required solid bases (civil, prefab. etc) These led screens must be integrated and operated through specifically developed software programs

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

- The capital investment required for the project, advertising revenue generated, and technical maintenance must be taken care of bidder with its trusted partners and stakeholders.
- Project completion time 3 months from the date of work order.
- With the experience and expertise Bidders shall sell space and time to advertisers and screens their products or services at agreed time and space which includes static and dynamic content
- Install a separate electricity meter (sub-meter) and cover the electricity charges.
- Project shall be completely funded by Bidders and outcome fund generated over advertisements will be shared between bidder and RMC as a revenue sharing mode.

#### **5. Project Structure and RESPONSIBILITY's OF RMC & Bidder.**

The project designed under the PPP revenue sharing mode, where the bidder incurs all the capital and operating cost and sells the advertising space to advertise. The bidder shall share Revenue as per Financial Offer and terms as mentioned below.

#### **6. Heads of Terms of proposed PPP**

- Only assistance to be provided by RMC shall be dedicated power line with stipulated space assignment.
- Installation cost, cost of maintenance and Marketing shall take care by Bidders for the wholesome period of 07 years.
- Once the contract period is ended the asset created under project will be transferred to RMC and No extension will be given after the completion of the project (i.e. 07 Years) at any situation .
- Project shall be completely funded by Agency.
- Dedicated place to install the led screens in the city will be provided by RMC.
- Capital Expenditure, Construction, Operation and Marketing risks are completely/shall be borne by Bidders.
- The Successful Bidder has to take NOC from Traffic Department or any department before agreement and also submit the Structure stability certificate of wall/unipole from any registered Structure engineer.
- The successful Bidder has to submit indemnity bond in 50 rupees Non judicial stamp paper in appropriate format before agreement.
- The successful bidder has to deposit 30 % of the quoted price of the first year within 15 days from the date of LOA (Notice for rate approval) to signing the contract agreement. In case of Non-Performance the EMD amount will be forfeited by commissioner Municipal corporation Raipur and the blacklisting of agency will be done a per rule. Balance 70 % will be deposited after two months from successful installation and commissioning of the LED wall.
- The assured Annual License Fee for next 6 year starting from 2nd year will be deposited 60 days before due date.
- If the assured Annual License Fee will not be deposited in time the interest rate at the rate of 1 % per month will be applicable in due amount. The interest amount will be calculated from the due date.
- If the agency or successful bidder will fail to pay the due amount after three months of the due date then contract will be terminated and EMD will be forfeited by commissioner Municipal corporation Raipur and the blacklisting of agency will be done a per rule

#### **7. Scope of Work**

#### **MINIMUM TECHNICAL SPECIFICATIONS:**

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

- Screen cabinet material should be a make of iron kind.
- The constitution makes of led screen chip should be of Nation star /Equivalent type.
- Led screen size should not be less than 6 mtrsX3mtrs as mentioned in RFP
- Pixel pith should not be less than 4mm in the over area of the screen & brightness should not below 6500cd/m2
- Screen module weight should be capable to handle and should be limited and not exceed more than 0.33kg/pc
- screen pixel density should be minimum of 62500 dots/m2 and controlling system is of Linsn type
- Cabinet weight should be limited and should not exceed more than 40kg & module size should not be less than 256mmX128mm
- Led screen minimum viewing distance should cover an area of >= 4 meters it should not less than this.
- Led screen viewing angle should cover both horizontal and vertical angles viewing area when we look at a screen.
- Screen should be run on input voltage of AC 220V/50HZ or AC 110V/60HZ only.
- Screen should be of ip rating of IP65 & screen weight should not exceed more than 50kg/m2
- Led display power consumption should not exceed a minimum/ average rating of <=1000 W/m2
- Screen should run even on power source of type of g energy with bis type system
- Led Screen type should be IP rated kind of IP65 and screen should support source compatibility (with video processor) as AV, DVI, HMDI, SDI, S\_video. DP etc..
- Life span of the screen should be at least of >=100,000 hours for reliability life run.
- The Agency has arranged the funds from internal sources and will have enough funds in Indian currency for execution of the works.
- The Agency, at the Agency's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering this contract. The costs of visiting the Site shall be at the Agency own expense.
- The Agency shall complete the work within 3 months from the date of work order / Letter of Award. Agency has to execute the work in coincide with construction.

**8. Payment to Authority by Agency:**

- The Agency agrees and at all times during the pendency of the agreement from the Effective Date of the said project and site remains with the Agency and shall be bound to pay the following fee and charges each year which shall collectively be referred to as “Annual License Fee”.
- The Agency shall pay Annual License Fee to the Authority for said project.
- The Agency shall pay the Annual License Fee each year to the Authority till the sustenance of the Contract as per the conditions mentioned in this agreement.
- The Annual License Fee shall be paid annually to the Authority in the following manner;

Payment	Payment Schedule
First Year’s Annual License fee:	The successful bidder has to deposit 30 % of the quoted price of the first year within 15 days from the date of LOA (Notice for rate approval) to signing the contract agreement. In case of Non-Performance the EMD amount will be forfeited by Commissioner Municipal Corporation Raipur and the blacklisting of agency will be done a per rule. Balance 70 % will be deposited after two

Request for Proposal for Selection of Agency to Design, Supply, Installation, Commissioning with Operation & Maintenance of LED screen near Budha talab on PPP mode for 7 (seven) years

	months from successful installation and commissioning of the LED wall.
Second Year's Annual License fee	Before 60 days of completion of one year from Effective date. 2 <sup>nd</sup> year's Annual License Fee shall be increased at the rate of 5% (Five percent) on the 1 <sup>st</sup> year's Annual License Fee.
Third Year's Annual License fee	Before 60 days of completion of one-year payment of Second Year's Annual fee. 3 <sup>rd</sup> year's Annual License Fee shall be increased at the rate of 5% (Five percent) on the 2 <sup>nd</sup> year's Annual License Fee.
Fourth Year's Annual License fee	Before 60 days of completion of one-year payment of Third Year's Annual fee. 4 <sup>th</sup> year's Annual License Fee shall be increased at the rate of 5% (Five percent) on the 3 <sup>rd</sup> year's Annual License Fee.
Fifth Year's Annual License fee	Before 60 days of completion of one-year payment of Fourth Year's Annual fee. 5 <sup>th</sup> year's Annual License Fee shall be increased at the rate of 5% (Five percent) on the 4 <sup>th</sup> year's Annual License Fee.
Sixth Year's Annual License fee	Before 60 days of completion of one-year payment of Fifth Year's Annual fee. 6 <sup>th</sup> year's Annual License Fee shall be increased at the rate of 5% (Five percent) on the 5 <sup>th</sup> year's Annual License Fee.
Seventh Year's Annual License fee	Before 60 days of completion of one-year payment of Sixth Year's Annual fee. 7 <sup>th</sup> year's Annual License Fee shall be increased at the rate of 5% (Five percent) on the 6 <sup>th</sup> year's Annual License Fee.

- The 1st payment of Annual License Fee will start from the signing of Agreement. Annual License Fee shall be increased at the rate of 5% (Five percent) each year, over the previous year Annual License Fee paid.
- The instalment due to be paid by the Agency to the authority shall be paid in advance in first 60 (Sixty) days of Due date. Failing to pay the Annual Fee by the due date shall attract penalty calculated at the rate of 1 % (One percent) of the Annual License Fee due per month of delay provided that in the event the delay is not more than 30 (thirty) days from the Due date.
- The agreement stands terminated in case the Agency fails to pay the Annual License Fee within 90 (Ninety) days from the due date. In such an event EMD will be forfeited by commissioner Municipal corporation Raipur and the blacklisting of agency will be done a per rule .
- The Agency shall make all payment in Indian Currency by Crossed Account Payee Cheque/Demand Draft in favour of Commissioner, Raipur Municipal Corporation, Raipur. Or as directed by RMC time to time.