

GOVERNMENT OF TRIPURA
Department of Information & Cultural Affairs (ICA)

File No. 65 (22) – ICA / Advt / 2022 / P-II

**Notice Inviting Tenders for Selection of Agency to produce
Audio-visual content on initiatives of State Government and to
carry outreach campaign through its Social Media Platforms.**

BID Schedule and Address

Sl. No	Description	Timeline
1	Name of Project	Selection of Agency to produce Audio-visual content on initiatives of State Government and to carry outreach campaign through it's Social Media Platforms
2	Tender Reference Number	File No. 65 (22) – ICA / Advt / 2022 / P-II
3	Date of publishing the tender	Date:12.03.2025 Time: 16:00 hrs
4	Last date for receiving Bidder's Pre-bid clarifications via mail at icadirector.tripura@gmail.com	Date:27.03.2025 Time: 17:00 hrs
5	Date and Time for Pre-bid Meeting (virtually) if any	Date: 13.03.2025 Time: 12:00hrs
6	Online bid Submission start date and time	Date: 14.03.2025 Time: 10:00hrs
7	Last date and time for Bid Submission though Online submission only through https://tripuratenders.gov.in	Date: 27.03.2025 Time: 16:00 hrs
8	Date and Time of Technical Bid Opening (if Possible)	Date: 27.03.2025 Time: 17:00hrs
9	Date and time of Financial Bid Opening	Technically qualified bidders will be notified through e-tender portal
10	Name and Address for communication	Director, Directorate of Information & Cultural Affairs, Gandhighat, Agartala, West Tripura, 799001 icadirector.tripura@gmail.com
11	Bid Validity Period	365 days from the date of opening of the Technical Bids
12	Tender fee	Nil
13	Estimated Cost	Rs.35.0Lakh
14	Earnest Money Deposit (EMD)	Rs.70,000(Rupees Seventy Thousand)

PRESS NOTICE INVITING e-TENDER**e-PNIT No:65 (22) – ICA / Advt. / 2022 / P-II****dated: 12/03 /2025**

The Director, Information and Cultural Affairs, Government of Tripura, invites online tender for the following work-

Name of the Work: Selection of Agency to produce Audio-visual content on initiatives of State Government and to carry outreach campaign through it's Social Media Platforms.

Estimated Cost: Rs.35,00,000 (Rupees Thirty-Five Lakh),

EMD: Rs.70,000 (Rupees Seventy Thousand)

Last Date & Time for online bidding: 27.03.2025 upto 4.00 PM

All details of the tender may kindly be seen at <https://tripuratenders.gov.in> or <https://ica.tripura.gov.in>

Director,
Information & Cultural Affairs

Engagement of Agency to produce Audio-visual content on initiatives of State Government and to carry outreach campaign through it's Social Media Platforms.

Introduction: The Information and Cultural Affairs Department is the nodal department under the Government of Tripura to widely publicize Government schemes, time to time aware the people on vision of Government, coverage of Government campaigns, initiatives with providing feedback of residents on various programmes. In this regard, it is found extremely necessary to engage recognized, reputed agency for making wide publicity thorough it's Social Media Platforms.

1. Scope of Work: The selected Agency must adhere the following-

- a) Production of 15 Minutes Audio-video content on monthly basis highlighting initiatives and achievements on policies of the Government and mass publicity through it's Social Media Platforms. The programme will have 5 segments
First segment will highlight major issues based on development work introduced by State Govt.;
Second segment is on awareness;
Third segment there will be opinion of people
Forth segment there will be the views of the Chief Minister on such feedback;
Fifth Segment will keep focus on welfare activities of State.
- b) Must prepare a social media communication strategy for effective dissemination of all the activities highlighting the initiatives and achievements etc. of Government of Tripura on all social media channels or any other new platform
- c) The social media management will consist of creation, posting and driving of innovative outreach campaigns. The agency needs to provide a detailed plan of campaign ideas & timing.
- d) Repackaging of the content (videos and photographs) into suitable formats (video packages and others).
- e) The agency would be responsible for storage of content and data by means of Online/Offline archival support including cloud-based servers (online). The archival system should have back up storage with long term retention.
- f) The agency shall have the responsibility for ensuring that all content featured /published on the basis of this assignment is free of legal encumbrances including copyright issues.
- g) The Agency shall be responsible for open an office locally and arrange supportive onsite / offsite manpower as and when necessary for time bound activities without any further financial assistance.
- h) The Agency shall be responsible for Increase social media engagement by 70% over 12 months.

2. Submission of Tenders: Two bid (Technical & Financial system).

- (i) Technical and Financial bids should be submitted online separately.
- (ii) **Technical Bid** should be submitted online in the prescribed format.
- (iii) **Financial Bid** containing price bid should be submitted online separately.
- (iv) Bid is to be submitted in online mode only.
- (v) Tenders received after prescribed closing date & time shall not be accepted under any circumstances.
- (vi) Bids received in the prescribed format shall only be considered.

3. Validity of bids

Bids should be kept valid for acceptance by Department of ICA, Government of Tripura for a period of 365 days after the tender opening date.

4.Tender Value: Rs.35,00,000 (Rupees Thirty-Five Lakh),

5.Performance Security: Successful bidder shall be required to furnish a Performance Security for an amount equivalent to 5 % of the total contract value in the form of Bank Guarantee from any Commercial Indian Bank (Having Branch at Agartala) with a validity of the whole contract period and 60 days beyond the date of completion of the contract period.

6.Earnest Money Deposit (EMD):

- (i) Rs.70,000(rupees seventy Thousand) only as EMD must be paid electronically using (only) the online payment facility provided in the portal. Its non- payment will lead to disqualification of the bidder.
- (ii) Bids received without EMD shall be summarily rejected except for the agencies permissible for exemption of EMD under any rule/guideline in force.
- (iii) EMD of tendering firms who submit the online tender but withdraw the same before expiry of the tender validity date shall be forfeited.
- (iv) EMD of the successful bidder shall be released only after submission of Performance Security (5% of the Contract value) of specific amount as decided by the Tendering authority.
- (v) EMD of the bidders who fail to honour the bid in prescribed time limit shall stand forfeited.
- (vi) No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or at any circumstances.
- (vii) EMD will be returned to unsuccessful bidders as per Government

7. Penalty Clause:

- (i) The agency has to complete the job assigned / as listed in the Key Deliverables section in Scope of work, within the joint agreement time and if the job is not completed within the stipulated time, a penalty Rs.50,000(Rupees Fifty Thousand) of the contract value for any uncompleted job as per the key deliverables per week of delay will be imposed on the agency.
- (ii) Any unexcused delay by the successful bidder in maintaining its contractual obligations towards performance of execution shall render the successful bidder liable to sanctions.
- (iii) The decision to impose penalties by the Tender Inviting Authority will be final and shall be binding on all bidders participating in the Bid.

8. Service Level Agreement:

The successful bidder shall sign a contract/agreement with ICA Department, Government of Tripura as per terms conditions, penalty etc. as specified in this NIT. The format of agreement will be provided after finalization of successful bidder. The contract also shall include non-disclosure agreement.

9. Termination:

- a) The Client Department would have the right to terminate the agreement by giving a notice of fifteen (15) days before the expiry of the term, in case the work performance is not found upto the standard, or in case there is any violation of the terms and conditions of the agreement or rules & regulations or if there is any incident of indiscipline on the part of the service provider or his staff. The decision of the client department in this regard would be final and binding on the service provider.
- b) In case the service provider fails to execute the works within one (1) month from the date of the stipulated period including extension of seven days, or fail to carry out any of its obligations, Service Level Agreement (SLA) may be terminated by giving a notice of thirty (30) days.

10. Payment Terms

- (i) Payment shall be made within 3(three) months after analyzing the work completion reports as submitted by the agency at end of the month.
- (ii) Tax Deduction at Source (TDS): TDS shall be deducted from each bill/invoice (as applicable) as per rules in respect of Income Tax & other Taxes etc.
- (iii) The documents required for processing of payments are: -
 - a) Invoice.
 - b) Certificate of completed work, for which the invoice has been raised, from the authority designated to oversee the progress/execution of the contract duly certified by the authorized officer from the ICA Department, Government of Tripura.

11. Key Performance Indicator (KPI): Key performance of the agency will be analyzed on the basis of viewers and impression count.

12. Eligibility, Essential Competencies & Details to be furnished in the Technical Bid

- a) Agency must have at least 5 million followers in its popular Social Media Platforms, for example, Facebook, Twitter, YouTube and Instagram, these 4 social media platforms together should have 5 million followers/subscribers. And in support of this requisite valid proofs to be attached.
- b) At least 03 (three) Work Orders along with the Work Completion Certificate where possible with proof of actual implementation from Government Department/PSUs must be submitted for the last 03 (three) consecutive financial years.

- c) Minimum average annual turnover of the agency for last 3 (three) consecutive years should be Rs.1.40 Cr.
 - d) Agency must have its own infrastructure including studio to carry out day to day coverage in its social media platforms. Detailed particulars in this regard to be attached with.
 - e) Agency should enclose brief organizational profile including background, availability of resource and experience of the agency. Agency should have skilled staff having knowledge of this similar work. Necessary Document must be submitted.
 - f) The agency should be income tax assesses for last three years. Copies of Income tax returns for last 3 years and PAN/TAN Card should be enclosed in online submission.
 - g) All documents/ proof should be attached and submitted online as per Annexure-III of this instant document.
 - h) Clarify Content Ownership: Only the department owns all the content and only the department will have full rights to use the content. The agency will not be able to use the contents for its own interests in any way.
- o In case of Proposal being submitted by Consortiums, bidder need to comply to these clauses:
- ✓ There shall be a maximum of 3 (Three) Members in the Consortium, including the Lead Member of the Consortium, at the time of submission of Proposal.
 - ✓ Subject to the provisions of clause above, the Proposal should contain the information required for each member of the Consortium.
 - ✓ Members of the Consortium shall nominate one member as the Lead Member (the "Lead Member"), who on behalf of the Consortium, shall have the authority to conduct all business for and on behalf of, any and all the Members of the Consortium during the RFP process and in the event the Consortium is awarded the Project, during signing of the agreement.
 - ✓ The Lead Member of the Consortium must meet the 60% capacity of financial and technical requirements specified in RFP.
 - ✓ No change in composition of the Consortium shall be allowed between the Proposal Due Date and the date of issue of Letter of Award.
 - ✓ The Proposal must contain a 'legally enforceable agreement specifically executed in regard to the instant bid' on stamp paper of Rs. 100/- (Rupees One Hundred Only), entered into between the Consortium Members. Each Member of the Consortium shall duly sign the 'legally enforceable agreement specifically executed in regard to the instant bid' making each of the Consortium Members, liable for their respective roles and commitments relating to the technical and financial requirements of the project. In the absence of such a document, the Proposal shall not be considered for evaluation and will be rejected. The 'legally enforceable agreement specifically executed in regard to the instant bid' entered between the members of the Consortium must be specific to the Project and

should fulfil the above requirements, failing which the Proposal shall be considered as non-responsive. The 'legally enforceable agreement specifically executed in regard to the instant bid' shall not be amended without the explicit approval of the ICA Department, Govt. of Tripura. The 'legally enforceable agreement specifically executed in regard to the instant bid' shall, inter alia,

- clearly outline the roles and responsibilities of each member at each stage;
- provide details of the minimum equity stake to be held by each member;
- Include a statement to the effect that all members of the Consortium shall be liable jointly and severally for execution of the Project in accordance with the terms of the Agreement.

13. Technical evaluation criteria and point system

The Technical evaluation criterion and points system for the evaluation of technical proposals shall be as follows:

Sl.	Parameters	Total Points	Distribution criteria of points
1	Bidder profile and credentials highlighting the strength and past works, Registered office, trade license	10	
2	Average annual turnover of the agency for last three consecutive years i.e. 2021-22, 2022-23 and 2023-24	20	<ul style="list-style-type: none"> • Rs. 1.40 Cr to 5 Cr : 05 • Rs. 5 Cr to 10 Cr : 07 • Rs. 10 Cr to 12 Cr. : 09 • Rs. 12 Cr to 15 Cr. : 15 • More than Rs. 15 Cr : 20
3	Working experience in Govt. Department / PSU on similar nature of works	20	<ul style="list-style-type: none"> • From 01 to 03 years : 05 • 03 to 05 years : 10 • 05 to 10 Years a : 15 • More than 10 years : 20
4	Work Orders with proof actual implementation from Government Departments /PSUs in last 3 (three) years i.e. 2021-22, 2022-23 and 2023-24 on IEC/Content Development activities	20	<ul style="list-style-type: none"> • 3 work orders of Rs.50 Lakhs to 2Cr : 05 • 3 work orders of Rs.2 Cr to 5 Cr: 10 • 3 work orders more than Rs.5 Cr : 20
5	Key Experts: Details & proof of service facilities. Details of inhouse maintenance capability to be furnished	10	
6	POWER POINT PRESENTATION Presentation on plan about wide publicity of the programme, Content Development, Content authentication and dissemination through it's Social Media platforms	20	
	Total=	100	

The minimum technical Score required for qualifying for the Financial Bid is 70 **Points**. The financial proposals for bidders whose technical score are less than 70 points will be rejected by the committee.

14. After qualifying in Technical Evaluation criteria, the Financial Evaluation will be in the L1-L2 basis

15. Other Important documents (OID)to be kept in “My Document” folder of Bidder

Sl. No.	Name of the Documents
1	Copy of Registration Certificate with Registrar of Companies, PAN/ TAN Card, GST number, latest Sales Tax/VAT/GST Clearance Certificate, ITR returns for the last three years, Balance sheets for last consecutive three years in support of annual turnover.
2	Brief profile and credentials highlighting the strength and past works, Registered office, trade license
3	Details of work experience Working experience in Govt. Department / PSU on similar nature of works
4.	Work Orders with proof actual implementation from Government Departments /PSUs in last 3 (three) years i.e. 2021-22, 2022-23 and 2023-24 on IEC/Content Development activities

16. Contract period

- (i) The successful bidder shall sign a contract/agreement with I &CA, Government of Tripura as per terms conditions specified in this NIT. The format of agreement will be provided after finalization of successful bidder. The contract also shall include non-disclosure agreement.
- (ii) The total period of the contract will be 365 days from the date of commencement of contract. However, this period can be extended/ shortened at the discretion of the Department.

17. Applicable law

The contract shall be interpreted in accordance with the laws of Union of India/ State Government. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Tripura only and will be settled accordingly.

18. Disputes &Arbitration

- (i) All disputes arising out of execution of the contract shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 30day, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
- (ii) Sole Arbitrator shall be appointed by Secretary, ICA Department, Government of Tripura within 30 days of notice regarding appointment of Arbitrator.

- (iii) The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.
- (iv) Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.
- (v) The seat of Arbitration and language shall be specified as Agartala and English respectively.

19. General terms and conditions

- a) Bidder shall treat the tender specifications and contents there of as confidential.
- b) The rates should be quoted inclusive of the cost of Services, Manpower cost, Transportation, Printing of Questionnaires and report generation and also inclusive of charges of GST/VAT and other taxes/charges as applicable.
- c) The bidder and his staff must abide by various rules, regulations and instructions of ICA Department, Government of Tripura as prevalent/issued from time to time.
- d) ICA Department, Government of Tripura would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not found up to the standard, or in case there is any violation of the terms and conditions of the contract or ICA Department, Government of Tripura rules & regulations, or if there is any incident of indiscipline on the part of the Contractor or his staff. The decision of the ICA Department, Government of Tripura in this regard would be final and binding on the Contractor.
- e) Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
- f) ICA Department, Government of Tripura reserves the right to reject the whole tender/ partially tendering process at any time without assigning any reason.
- g) The contractor shall not divulge any information that is made known to him or he may come across during execution of the contract to any person not authorized to receive such information.
- h) All information, document, photos and data coming in the possession of agencies as a result of the execution of the job shall all at time remain the property of ICA Department, Government of Tripura. The agency shall not make or allow to make an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed by the ICA Department, Government of Tripura.
- i) The agency shall also ensure complete confidentiality of the information and data provided to carrying out the job.

- j) After the end of the contract period, the successful bidder must handover all data/ information as received from the Department as well as soft copies/videos as prepared under the contract agreement.
 - k) The ICA Department, Government of Tripura will have no liability regarding transportation, boarding and lodging of agency and their staff.
 - l) The agency shall be responsible to make payment to the Manpower deployed.
 - m) There shall be no relationship of employer-employee between the ICA Department, Government of Tripura and Staff deployed by the Agency and they should be governed by the Agency.
 - n) Working hours and days will be as per the norms followed at ICA Department, Government of Tripura.
 - o) Bidder shall provide the backup of support manpower in case of non-availability of any of the resource manpower deployed at the site.
 - p) Under no circumstances the agency shall appoint any 3rd party or sub-lease/sub-let the contract.
 - q) The rate quoted shall remain same during the period of contract.
- aa) The agency shall provide backend support from their office.
- bb) The bidder shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to personnel deployed at the site. The Department of ICA shall have no liability in this regard.

Director
Information & Cultural Affairs

ANNEXURE-I**File No. 65 (22) – ICA / Advt. / 2022 / P-II dated 12/03/2025****1. Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the Government of Tripura e-Procurement portal [https://tripuratenders.gov.in.](https://tripuratenders.gov.in), using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement portal of Government of Tripura, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Portal. More information useful for submitting online bids on the e-Procurement Portal may be obtained at: [https://tripuratenders.gov.in.](https://tripuratenders.gov.in)

1.1 REGISTRATION

1. Bidders are required to enroll on the e-Procurement portal of the Government of Tripura (URL: [https://tripuratenders.gov.in.](https://tripuratenders.gov.in)) by clicking on the link "Online Bidder Enrollment" on the e-Procurement portal of Government of Tripura which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Procurement portal of Government of Tripura.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificated with signing key usage) issued by any Certifying Authority recognized by the competent authority with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to other which may lead to misuse.
6. Bidder than logs on to the site through the secured long-in by entering their user ID/password and the password of the DSC.

1.2 PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents /schedule and generally, they can be in PDF /XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the

“My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

1.3 SUBMISSION OF BIDS

- a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
- c) Bidder has to select the payment option as “online” to pay the EMD as applicable and enter details of the instrument as per portal.
- d) Bidder should prepare the IMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in their tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- e) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has given as a standard BOQ format with the tender documents, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it only online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f) The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit crypton technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

1.4 ASSISTANCE TO BIDDERS

Any queries relating to the tender documents and the terms and conditions

contained therein should be addressed to the Tender inviting Authority through the e-mail address indicated in the tender before the pre-bid meeting.

- 1.5 There shall be no exemptions for bidders (EMD) who are registered with any MSME/SSI units of States or any Union Territories of India.
- 1.6 **Power of Attorney:** Power of attorney if given to authorize signatory for signing the Contract Agreement shall be made in an INDIA NON-JUDICIAL STAMP OF Rs.100.00 (Rupees one Hundred) only.
- 1.7 **Transfer of Bid Documents:** The Bidding Documents are meant for the exclusive purpose of bidding against this specification and shall not be transferred to any other party or reproduced or used otherwise for any purpose other than for which they are specifically issued
- 1.8 **Formation of Bid Evaluation Committee (BEC):**
 - a) The Authority shall constitute a Bid Evaluation Committee comprising technical experts, members from different relevant fields of expertise for evaluation of Tenders in accordance with the procedure laid down for the purpose in relevant sections of the Tender documents.
 - b) The members of BEC shall be provided all related information inter alia the final drafts of the Tender Documents, Subsequent Amendments thereto and the clarifications provided to the Bidders if any.
 - c) The BEC shall carry out activities required for evaluation leading to the identification of Successful Bidder.

2. Clause related to protection of ICA's interests:

- a) In case the bidder withdraws the bid before opening the financial bid: For feature of EMD- Nil.
- b) In case the bidder withdraws the bid after opening of financial bid but before finalization, if any: Forfeiture of EMD - 25% of EMD.
- c) In case the bidder withdraws the bid after opening of financial bid/finalization but before award of contract (AOC): Forfeiture of EMD - 50% of EMD.
- d) In case the bidder fails to sign award of contract (AOC) depositing security money within stipulated period: Forfeiture of EMD - 100% of EMD.
- e) In case the bidder fails to execute the work within stipulated period including extension if any: 1% of contract value /Tender value forfeited on delay per week subject to 10% maximum upto 15 days.
- f) In case the bidder fails to execute the work within one month from the date of stipulated period including extension, if any, Award of Contract (AOC) will be terminated.
- g) If Contractor executes the work partially, above arrangement will be invoked on pro-rata basis.

3. Extraneous Conditions:

Inclusion of any extraneous terms & conditions that contradicts/modifies the Tender terms & conditions will lead for summary rejection of the Tender. Incomplete Tender will summarily be rejected. The contractor shall not sublet or assign / transfer the said contract to any other person or persons. During submission of bids, no external clauses and conditions shall be submitted by the bidder in any form whatsoever, and he should stick to the conditions of the Bid Document only.

ANNEXURE-II**TENDER ACCEPTANCE LETTER**

Date:

To
The Director,
Information and Cultural Affairs
Government of Tripura
Gandhighat, Agartala, West Tripura

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference **No. 65 (22) – ICA / Advt / 2022 / P-II** dated 12/03/2025

Name of the Tender/Work: Selection of Agency to produce Audio-visual content on initiatives of State Government and to carry outreach campaign through it's Social Media Platforms

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above-mentioned Tender/ Work "from the website namely <https://tripura.tenders.gov.in>. E-Procurement Portal of Government of Tripura as per your advertisement given in the above-mentioned website
2. I/We hereby certify that I/ we have read the entire terms and conditions of the tender documents from page No.1to27 (including all documents like annexure (s). schedule(s) etc.) which form part of the contract agreement and I/We shall abide by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization on the website too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

ANNEXURE-III**DECLARATION IN FORM OF AFFIDAVIT BY THE JUDICIAL MAGISTRATE
(1st CLASS)/NOTARY IN NON-JUDICIAL STAMP PAPER@Rs.100/-**

I/We.....S/O/D/O/W/
 O.....Occupation.....
 having my/our office at.....
do declare that I /We have
 carefully read all the terms & conditions of tender of the, Information & Cultural
 Affairs Department, Govt. of Tripura for the work
 ofI will abide with all the terms & condition set forth in the
 tender Reference no.....

I/We do hereby declare I/We have not been convicted by any court of Law nor
 I/We are derecognized /black listed by any State Govt. /Union Territory/ Govt. of
 India/Govt. organization for supply of Not of Standard Quality (NSQ) items/part-
 supply/non-supply. I/We also declare that all documents uploaded by us are valid.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money
 Deposit and or Security Deposit and blacklist me/us for a period of 3 years, if any
 information furnished by us proved to be false at the time of inspection/verification
 and not complying with the Tender terms & condition.

I/We further declare that I/ We possess valid license /
 bearing no.Valid upto.....I/We do
 hereby declare that I / we will supply the as per the terms &
 condition& specifications of the tender document.

Signature of the bidder:

Seal:

Date: