

Request for Proposal from PR agencies for Karnataka Digital Economy Mission

Single Stage – Single Envelope Procedure

RFP Identification No:

KDEM/RFP/02/ 2022

TENDER SEARCH CODE: KDEM-2022-TN000002

The last date for submission of RFP is

10 December 2022

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1. IMPORTANT DATES AND INFORMATION REGARDING COMMUNICATIONS

RFP No.	<i>KDEM/RFP/02/ 2022</i>
Mode of RFP submission	Application to be submitted through KDEM's E-Tender Portal https://www.bharat-electronictender.com / mail to gm.admin@karnatakadigital.in
Date of issue of RFP Document	21 November 2022
Last date for receipt of queries	30 November 2022
Time & Date of Pre-Bid meeting	
Last date for submission of RFP Document	10 December 2022
Address of KDEM	Karnataka Digital Economy Mission KEONICS- K- WINGS, 27 th Main Rd, 1 st Sector HSR Layout Behind HSR Police Station Bengaluru 560102
Announcement of Qualifying Applicants	To be communicated later
Nodal person from KDEM for this EoI	Commander Mahima Marin (Retd) General Manager, KDEM Email: gm.admin@karnatakadigital.in
Validity of Bids	30 days from the last date of submission of bids

2. Disclaimer

The information contained in this Request for Proposal (“RFP”) document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of the Karnataka Digital Economy Mission (KDEM) or any of their employees or advisors (collectively referred to as “KDEM Representatives”), is provided to the Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by KDEM Representatives to any other party. The purpose of this RFP document is to provide interested parties with information to assist the formulation of their Proposal.

This RFP document does not purport to contain all the information each Bidder may require. Certain Bidders may have a better knowledge of the proposed assignment and project than others. Each Bidder should conduct its own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources.

KDEM Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document and concerned with any matter deemed to form part of the RFP Document, the award of the assignment, the information and any other information supplied by or on behalf of KDEM or otherwise arising in any way from the selection process.

The prospective Bidder will be responsible for all obligations to its staff, their payments, complying with the labour laws, minimum wages Act and any other Act relevant for the working of the Bidder’s staff. Under no circumstances, KDEM will be responsible for any non-compliance with statutory requirements of the bidder’s staff.

KDEM may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document from time-to-time, after intimating the same to the Bidders.

KDEM reserves the right to accept or reject any or all proposals without giving any reasons. The bidding process shall be governed by the laws of India and courts at the State of Karnataka will have jurisdiction over the matter concerning and arising out of RFP document.

3. LETTER OF INVITATION

Karnataka Digital Economy Mission is a Section 8 organization designed to function as the knowledge bridge between the Government of Karnataka and industry with a view of accelerating the growth and investments of the IT, BT and S&T sectors in Karnataka.

In this context, KDEM intends to invite Request for Proposal (RFP) from interested agencies to provide public relations and related consulting services to KDEM.

The detailed scope of services is provided in the RFP. Bidders are requested to submit the duly completed proposals in response to the RFP on or before **10 December 2022.**

Yours faithfully,

For Karnataka Digital Economy Mission

General Manager, Administration

4. BACKGROUND

4.1 About Karnataka Digital Economy Mission (KDEM)

The Karnataka Digital Economy Mission (KDEM) has been established by Govt of Karnataka with the support of the industry associations. It will function as the knowledge bridge between the Government of Karnataka and industry with a view of accelerating the growth and investments of the IT, ESDM and S&T sectors in Karnataka with a focus on the following core verticals:-

- (a) IT Products & Services, BPM and GCC Promotion
- (b) Innovation & Start-ups
- (c) ESDM (Electronics Systems design and Manufacturing)
- (d) Beyond Bengaluru
- (e) Talent Accelerator

5. Instructions to Bidders

5.1 Purpose of the RFP

KDEM invites Request for Proposal (RFP) from interested agencies to provide public relations and related consulting services to KDEM.

Agency shall provide to Client the services on a non- exclusive basis as set forth in Scope of Work as detailed in the form of Exhibit A attached hereto (each, a "Scope of Work" or an "SOW"). KDEM will select an Agency in accordance with the method of selection indicated in this RFP. The detailed description of the objectives, scope of services, deliverables and other requirements relating to this Agency are specified in this RFP. In case an applicant possesses the requisite experience and capabilities required for undertaking the proposed Scope of Work, it may participate in the Selection Process in response to this Request for Proposal. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained elsewhere in this RFP.

5.2 Period of Engagement

The services of the Agency to KDEM will be for one year with effect from the date of selection of the agency, extendable for another year on mutually agreed terms and conditions.

5.3 Cancellation of Appointment

The period of appointment is subject to cancellation of appointment due to any of the reasons mentioned hereunder or in case Bidder fails to meet the bidding requirements as indicated in this RFP.

- If the successful bidder is found to have submitted false particulars / fake documents for securing panelment or for the award of assignment.

- In case any Bidder submits multiple proposals or if common interests are found in two or more Bidders, the Bids are likely to be disqualified, unless additional proposals/Bids are withdrawn immediately upon conflict of interest.
- The successful bidder's performance on the job will be constantly monitored for quality, commitment to delivery period mentioned in contract with the Utility, adherence to the guidelines, Statutory regulations, Conduct / Discipline etc., while executing jobs. Any deviations from stated conditions can lead to appropriate deterrent action as deemed fit by KDEM.
- If the successful bidder refuses to execute the job at the agreed scope/quoted rates, after KDEM issues the letter of intent (LoI), KDEM can take suitable actions.

5.4 Language of Proposal

Applicants are to submit a Proposal in the English language.

5.5 Financial Proposal

In preparing the Financial Proposal, applicants are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow Standard Forms included in the RFP. Financial Proposal shall include the costs associated with the Assignment, including (a) remuneration for the task (b) reimbursables such as subsistence (per diem, housing), transportation (national and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), insurance, printing of documents, surveys; if it is a major component of the assignment and all applicable taxes.

Agency shall express the price of their services in Indian Rupees. The price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, the price quoted in words shall be considered for the purpose of bid evaluation. The validity of this bid is 30 days. KDEM will make its best efforts to complete negotiations within this period.

5.6 Technical Presentation. In preparing the Technical Presentation, applicants are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal. The presentation shall not include any financial information.

5.7 Number of Copies of RFP

By electronic bidding/email.

5.8 Eligible Bidders

The Eligibility criteria is mentioned in the section 6.2 of the document.

5.9 Mode of Submission of RFP

Bidder shall prepare the electronic copy for the e-BIDS (in pdf format) and upload the e-BIDS on e-Tender Portal <https://www.bharat-electronictender.com> through the bidder's Digital Signature Certificate (DSC) or as an email to gm.admin@karnatakadigital.in .

5.10 Conflict of Interest

KDEM considers a conflict of interest to be a situation in which a party has interests that could improperly influence KDEM's performance under the Scheme of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited corrupt practice.

5.11 Subcontracting

The successful bidder shall not be permitted to sub-contract any part of its obligations under the Contract with the utilities.

5.12 Corrigendum

Should KDEM deems it necessary to amend the RFP Document, it shall do so by uploading the corrigendum on the website. At any time prior to the deadline for submission of the RFP, KDEM may amend the RFP Document by issuing corrigenda. In order to provide prospective Bidders reasonable time to take the amendment into account in preparing their bids, KDEM may, at its discretion, extend the last date for the receipt of RFPs.

5.13 Final decision-making authority

KDEM reserves the right to accept or reject any of the applications/tender(s) without assigning any reasons thereof.

5.14 Cost of preparation of Response to RFP

The Bidder shall bear all costs associated with the preparation and submission of its RFP and KDEM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the RFP process.

5.15 Clarification and amendment to RFP documents

Bidders may request a clarification of any item of the RFP document up 7 days before the Proposal submission date. Any request for clarification must be sent in or electronic mail to

gm.admin@karnatakadigital.in. KDEM will respond by electronic mail and/or upload the response to such requests including an explanation of the query but without identifying the source of inquiry.

At any time before the submission of Proposals, KDEM may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify the RFP documents by amendment. KDEM may at its discretion extend the deadline for the submission of Proposals.

5.16 Performance Security

Performance Security equivalent to 3 (three) percent of the total cost of Financial Proposal shall be furnished from a Nationalized/ Scheduled Commercial Bank, before signing of the contract, in the form of a Bank Guarantee which will be decided post selection and with the approval of the Chairman, KDEM. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the project satisfactorily. Subject to the terms and conditions in the performance Bank Guarantee, at the end of three months, the Performance Bank Guarantee may be discharged/ returned by KDEM upon being satisfied that there has been due performance of obligation.

5.17 Modification and withdrawal of tenders

Tenderers may modify or withdraw their tenders before the deadline prescribed for submission of tenders. No tender shall be allowed to be modified or withdrawn after the deadline for submission of tenders. Tenderers may offer discounts, or modify the prices of their tenders only by submitting tender modifications in accordance with this clause or included in the original tender submission before the deadline prescribed for submission of tender.

5.18 Proposal for evaluation

The agency would be selected based on the Quality and Cost Based Selection (QCBS) method with 70% weightage to Technical Presentation and 30% weightage to Financial Proposal.

As part of the proposal for evaluation of all responsive bids, the financial bids of only those bidders who meet the eligibility criteria prescribed in this RFP would be further evaluated in accordance with the evaluation criteria set out in this document.

5.19 Evaluation Committee

The evaluation committee appointed by KDEM will carry out evaluation of proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria set out in section 6.3.

6 Terms of Reference

6.1 Scope of Work

The scope of work shall include (but shall not be limited to) the following:

As per annexure

6.2 Minimum eligibility criteria:

The minimum eligibility criteria for any bidder to participate in the tender process is described as below:

The agency to provide proof of their earlier works with other companies. The agency should have been operational and carrying out such works at least for three years.

Note:

1. Details and proof of earlier works.
2. The Applicant shall submit certificates of completion/partial completion/ work order for projects from the agency/client with details of project description, project timelines, and status of implementation, approximate project value and role.

6.3 Evaluation criteria

Evaluation of financial proposal (SF) will be as follows:

The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Agency to be compensated and the liability to fulfill its obligations as per the scope of work within the total quoted price shall be that of the Agency.

Financial Proposals quoting the lowest fee FL shall be given a financial score (SF) of 100 points. The financial scores (SF) of other proposals higher than the lowest quote (FM) will be computed as follows:

$$SF = 100 \times FL/F$$

F = amount quoted in the Financial Proposal of the bidder

FL = Lowest quote among all Financial Proposals received from qualified bidders.

Evaluation of Technical Presentation (ST):

Post the pre-qualification stage, the technical presentation will be evaluated on the basis of bidder's experience, their understanding of the scope of services, proposed methodology, and work plan, and the

experience of Key and Sub-Key personnel.

The Bidder with the highest marks will be given a technical score (T H) of 100 points. The technical scores of other bidders will be computed as follows:

$$ST = 100 \times T / TH$$

(T = Technical marks scored by respective bidders as per the Technical Presentation Evaluation criteria)

The approach and methodology shall be in slide format, with a maximum of 10 slides providing details on the understanding of context/objective, proposed methodology, the composition of team and tasks assigned and proposed work plan.

Combined Evaluation:

Proposals of the post qualified Bidders during the process of evaluation will finally be ranked according to their combined score of the financial proposal (SF) and technical presentation (SP)scores.

The weightage given to the financial proposals and technical presentations are 30% and 70% respectively; ie Tw = 0.70, and Fw = 0.30

$$\text{Combined total score (S)} = (ST \times Tw) + (SF \times Fw)$$

Methodology for assigning scores for evaluation (T):

S.No.	Evaluation Criteria	Sub-Criteria	Maximum Marks
1.	Technical Capacity	Experience in similar projects with the Central or State Governments <ul style="list-style-type: none">• 1 Project – 10 marks• Every Additional Project – 10 marks	30
2.	Approach & Methodology	Quality of the approach and methodology submitted as part of the technical presentation including understanding the objective, deliverables and work plan: <ul style="list-style-type: none">• Understanding of context/objective - 10 marks• Proposed methodology/deliverables – 10 marks• Presentation of work plan– 10marks	30
3.	Competence of key staff for the	General team requirement for the Assignment: 1. Team Leader – 10 marks	30

	assignment	2. Subject Matter Expert – 10 marks 3. On-Ground Team – 10 marks	
4.	Financial Capability	Average Annual Turnover of the Applicant for the last 3 financial years: <ul style="list-style-type: none"> • INR 50-100 Crores – 5 marks • > INR 100 Crores – 10 marks 	10
	Total Marks		100

6.4 Selection

The Selected Bidder shall be the Bidder having the highest score. The second 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.

6.5 Requirement of Staff

S.No.	Position	No. of Resources
1.	Team Leader	1
2.	Subject Matter Expert	1
3.	On-Ground Team	1

Note: In addition, if the agency feels the requirement for additional staff, it is to be considered.

6.6 Deliverables, Timelines and Payment Terms – As per Enclosure I

Scope of Work for **Karnataka Digital Economy Mission pvt. Ltd.**

KEY DELIVERABLES

Duration of the contract: 12 months

Media Strategy :-

Evaluate the brand perception and brand position by media.
Targeted brand positioning.
Design the strategy.

Media Strategy & Outreach Both electronic and print media National level		
Activity Details		Annual Deliverables
Editorial Meetings	<ul style="list-style-type: none"> Identify media outlets/journalists for RBM's Arrange to meet relevant journalists in key markets Preparation of media-briefing document Focus on national media and coverage * Arrange meets with relevant international media houses and coverage* 	12
Coverage driven media interviews	<ul style="list-style-type: none"> Identifying key journalists and editors across target markets in Print/Online/Electronic media Finalizing the agenda and fixing the meetings Preparation of media briefing documents Meetings with industry bloggers 	24
Press conference / briefings/round tables Nimma Karnataka - Press Conference - Media roundtables - Events support	<ul style="list-style-type: none"> Preparation of all press collaterals Inviting media & coordination Press release dissemination and follow-ups, submitting event report, and subsequent coverage updates 	12 (Depending on business requirements)
Participation in industry stories/Investment Promotion Testimonial Policy recommendations Industry feedback, inputs	<ul style="list-style-type: none"> Regularly tracking of industry features, identifying relevant opportunities for participation Prepare draft responses to the query, in consultation with client Submission of responses and co-ordination with the journalist Response to industry stories Response to government stories, policy etc 	10 And On-going

Media Strategy & Outreach
Both electronic and print media
National level

Activity Details	Annual Deliverables	
Press release	<ul style="list-style-type: none"> Identify the information/topic in consultation with client Develop press release basis the brief shared Disseminate the press release amongst identified media in target cities Coordination for media -interactions Follow up for coverage and submit coverage report 	24
Authored articles	<ul style="list-style-type: none"> Identifying relevant opportunities for participation Agency to draft articles in consultation with client's team / leader Submission of responses and co-ordinate with the journalist to get the final story out 	12
Award opportunities, speaker platforms and industry events	<ul style="list-style-type: none"> Identify relevant opportunities/platforms for participation. Organize and coordinate participation opportunity, including preparation of briefing document, talking points, award entries etc. 3 national awards 3 international awards 	Min 10
Media Familiarization Trip	<ul style="list-style-type: none"> Identify key Media journalist for FAM trips* Organize FAM trips for national media from key national markets * 	once every quarter Min of 10-12 media houses
Domain specific media round tables Industry specific investors meet	<ul style="list-style-type: none"> Identify relevant industry associations Organize and coordinate, including preparation of briefing document, talking points, award entries etc. National media, editor level 	1 every quarter in target market
Engage with national think tanks (influencers)	<ul style="list-style-type: none"> Identify relevant national influencers for KDEM Position KDEM and its work in different geographies Finalize content for influencer engagement Activity planning, duration of engagement 	4 think tanks 6 influencers decided in consu
Thought Leadership	<ul style="list-style-type: none"> Identify events, speaking opportunities & awards for KDEM & officials Organize and coordinate, including preparation of briefing document, talking points, award entries etc. 	15
Daily media monitor	<ul style="list-style-type: none"> Daily media summary as a newsletter to be shared with the team covering all KDEM verticals 	Daily

Media Strategy & Outreach
Both electronic and print media
National level

Activity Details	Annual Deliverables
Quarterly reports	<ul style="list-style-type: none"> • Media reports to be submitted – template to be mutually discussed • Assist in KDEM annual reports as relevant <p style="text-align: right;">4</p>

***Key media**

National	Electronic	Trade magazines	Online	Regional
Hindu	Times	India Today	YourStory	Dinakaran
Times of India	Wion	Outlook	Inc42	Udayavani
Deccan Herald	CNBC	EFY		Vijaya Karnataka
Economic Times	DD	Entrepreneur		Vijayavani
Indian Express	NDTV	Business Today		Prajavani
Mint	Zee	Business World		
Business Standard	BCC	Business India		
Hindustan Times	Discovery	Forbes		
		Fortune		

Annexures

FORM I- SUBMISSION FORM

From: <Bidder>

To: General Manager, Administration
Karnataka Digital Economy Mission
KEONICS- K- WINGS, 27th Main Rd, 1st Sector
HSR Layout
Behind HSR Police Station
Bengaluru 560102

Sir/Madam,

Subject: Selection of **Agency to assist in evaluating Karnataka Digital Ecosystem**

I/we _____ (Applicant/Lead Applicant) herewith enclose proposal for appointment of my/our firm **to assist in evaluating Karnataka Digital Ecosystem**. I/We, on behalf of Applicant / Lead Applicant and other Consortium members (details of the Applicant/ All Consortium members attached) hereby accept and abide by the scope & terms and conditions of RFP document.

We also hereby agree and undertake as under: Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects.

We hereby certify and confirm that in the preparation and submission of our Proposal, 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.

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

FORM II- FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

We (name of the Applicant/lead Applicant and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms (name),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 "Attorney") 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 application for RFP and submission of our bid for the Project proposed or being developed by the..... (the "Client") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-proposal and other conferences and providing information/ responses to Client, representing us in all matters before Client, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with Client in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into the Agreement with Client.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of 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 2.....

For
(Signature, name, designation, and address)

Witnesses:

1.

(Notarized)

Accepted

To be submitted in original.
.....

(Signature)

(Name, Title, and Address of the Attorney)

FORM III- FORMAT FOR SUBMISSION OF INFORMATION TOWARDS ELIGIBILITY CRITERIA

(To be filled, signed and attached)

DETAILED INFORMATION ABOUT THE BIDDERS

Sl. No.	ITEMS	DETAILS	
i)	Name of the Company		
ii)	Legal Status		
iii)	(a) Postal address of the Registered Office (b) Telephone no.(s) (c) Fax No.(s) (d) Web site, (e) Email		
iv)	(a) Name of the authorized representative (b) Designation and postal address (c) Telephone		
v)	Year of incorporation of the company under the Companies Act		
vi)	Banker's Name and Address		
vii)	Registration Number (under companies Act)		
viii)	Permanent Account Number (PAN) for Income		
ix)	GST details		
x)	Annual turn over the last three completed financial years	Financial Year	Annual TurnOver (Rs. Crore)

Note:

1. In case of a Consortium, all the above details for all the Consortium members shall be required.
2. For the above details, attach supporting documents along with this form:
 - i. Certificate of Incorporation of the company registered in India and Memorandum of Association (MoA) and/or Article of Association (AoA) and/or Gazette Notification
 - ii. Pan Card
 - iii. GST Documents

iv. Annual Turnover (last 3 years) CA audited

FORM IV- FORMAT TO DEMONSTRATE ELIGIBILITY

(To be filled, signed and attached)

Relevant Services Carried Out in the Last Five Financial Years

Sl. No.	Period (From -To)	Name of the Assignment	Name of the Client	Location, Country	A brief description of the job	Date of Completion of Assignment
1						
2						
3						
4						
5						

Signature of Authorized Representative of the bidder

Note:

Documents verifying the claim as per eligibility including the letter of successful completion/ work order from employer shall be provided for all projects listed above. The certificates enclosed as proof should show the project completion year/date clearly.

Form V- FORMAT FOR PROVIDING EXPERIENCE OF THE AGENCY

(for evaluation of Criteria 6.3 (A))

Relevant Services Carried Out in the Last Five Financial Years

(Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.)

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity (Profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months: Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (In Rs/ US\$):
Name of Associated Consultants, if any:		No. of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Note:

1. Certificates of completion/partial completion/ work order for projects from the agency/client with details of project description, project timelines, and status of implementation, approximate project value and role of consultant shall be submitted.
2. Please share the technical presentation too.

Form- VI TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Key Staff

S. No	Name	Proposed Position	Summary of tasks to be performed inthe assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Form VII- FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

(for evaluation of parameters 6.4)

	1. Name			
	2. Position			
	3. Date of Birth			
	4. Education			
5. Employment Record	From	To	Company	Position Held
6. Total Years of Experience				
7. Years of Experience Relevant to the proposed role				
7. Brief Profile				
9. Languages				
10. Work Undertaken that Best Illustrates Capability to Handle the Task Assigned				
Name of Assignment of project: From: To: Location: Client: Main project features: Positions held: Activities performed:				

Certificate:

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Additionally, I also certify that I shall be available for the entire duration of the contract.

Signature of staff member

Form VIII- FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

From: (Name of Firm)

TO: (Address of KDEM)

Sir/Madam,

Subject: Selection of Agency for Karnataka Digital Ecosystem Analysis

We, the undersigned offer to provide the services for the above in accordance with your Request for proposal datedand our proposal (technical and financial proposal) dated _____. We have attached sealed financial proposal. The quoted amount is exclusive of all applicable taxes and inclusive of expenses estimated after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.

Our financial proposal is binding upon us up to expiring of validity period of the proposal, **i.e. date**

We understand that KDEM is not bound to accept this proposal.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Form VIII A- FORMAT FOR FINANCIAL PROPOSAL

Name of Consultancy:			RFP for Selection of Agency for Karnataka Digital Ecosystem Analysis		
<u>S.No</u>	<u>Particulars</u>	<u>Duration</u>	<u>Base Price (INR)</u>	<u>Applicable GST (INR) @ 18%</u>	<u>Total Cost Inclusive of GST (INR)</u>
1.	Total cost of Services for undertaking SoW mentioned in RFP.				

For clarification:

1. *If a prospective Investor submits application for subsidies for both Part A (Capital Investment Subsidy and other one-time subsidies) and Part B (Operational Subsidies), the Bidder shall be required to undertake appraisal of both applications and both Part A and Part B payments shall be made.*
2. *In case of Part B payments, the Quoted Fee under Part B shall be paid in five equated installments against the appraisal reports submitted by the Bidder in each year. In case the prospective investor does not apply for Operational Subsidies for a particular year, the Bidder shall not be required to undertake appraisal in that particular year and payment towards the same shall not be made for that particular year.*

NOTE:

1. It is mandatory for bidders that they should quote the price for Total Cost of Providing the Services.
2. The bidder is expected to provide the cost of all the resources for the entire contract period as stated in the RFP

3. Its KDEM's' sole discretion to award the contract.