



REQUEST FOR PROPOSAL

Selection of Media Tracking Agency for India Post Payments Bank Limited

Date: 31st March, 2017

India Post Payments Bank

Invitation to Bid

India Post Payments Bank Limited invites sealed tender offers for Media Tracking Services in accordance with the scope set out in the tender document. A complete set of tender documents may be purchased by an eligible bidder upon payment of a non-refundable fee, mentioned in the important information regarding bid submission below, by a demand draft / pay order in favor of India Post Payments Bank Limited and payable at Delhi.

Table 1: Procurement Summary Sheet

Name of the company	India Post Payments Bank Limited	
Procurement Reference Number	IPPB/Procur/MT/2017	
Cost of the earnest money deposit	Rs. 50,000 in the form of demand draft/pay order from a scheduled bank in favor of India Post Payments Bank Limited, payable at Delhi.	
Date of issue of the procurement document	Date : 31/03/2017	Time : 1500 hrs
Last date of issue of the procurement document	Date : 21/4/2017	Time : 1500 hrs
Last date for receipt of pre-bid queries	Date : 7/4/2017	Time : 1500 hrs
Date of release of query response to bidders	Date: 12/4/2017	
Last Date and Time for Receipt of Bids	Date : 21/4/2017	Time : 1500 hrs
Date and time for presentation	To be communicated later	
Date and time for opening of technical bid	Date: 21/4/2017	Time: 1600 hrs
Date and time for opening of commercial bid	To be communicated later	
Primary point of contact	Name: Ashwani Kumar Designation: Manager - Procurement Email: ashwani.kumar@ippbonline.in Contact Number: +91 98112 40837	
Place of Opening of Bids	India Post Payments Bank Corporate Office, Malcha Marg Post Office Building, Chanakyapuri, New Delhi- 110021	
Address for Communication	India Post Payments Bank Corporate Office, Malcha Marg Post Office Building, Chanakyapuri, New Delhi- 110021	

**TENDER DOCUMENT FOR MEDIA TRACKING SERVICES FOR INDIA POST PAYMENTS BANK
LIMITED (IPPB)**

1. Sealed bids are invited in separate envelopes for Technical and Financial bid proposals from Agencies that can provide professional services for media tracking on retainership basis
2. Bids must be submitted at the IPPB office in **one envelope** marked as 'Bid for Media Tracking for India Post Payments Bank (IPPB)' containing **three separate sealed envelopes**: 'Technical Bid for Media Tracking for India Post Payments Bank (IPPB)', 'Financial Bid for Media Tracking for India Post Payments Bank (IPPB)', Earnest Money Deposit demand draft of Rs. 50,000/-
3. The sealed envelopes should reach IPPB by **21/04/2017 by 1500 hours** addressed to:

Ashwani Kumar
Manager – Procurement
India Post Payments Bank
Corporate Office, Malcha Marg Post Office Building, Chanakyapuri,
New Delhi- 110021
Ashwani.kumar@ippbonline.in

4. Earnest Money Deposit (EMD): An EMD of Rs. 50,000 (Rupees Fifty Thousand Only) in the form of a demand draft drawn in favour of India Post Payments Bank Limited should be submitted along with the Technical Bid.
5. Proposals not accompanied by EMD will be treated as non-responsive and rejected. No interest shall be payable on the EMD. The EMD of the unsuccessful bidders would be returned within 2 months of the signing of the contract.
6. Bids received after the due date and time and without EMD will not be accepted.
7. Agencies may send one representative each on their behalf to be present at the opening of sealed envelopes on the same day after the submission time is over, i.e. at 1600 **hrs on 21/04/2017**.
8. IPPB reserves the right to cancel this process at any stage and any point of time without assigning any reason thereof.

BID DOCUMENT FOR HIRING OF AGENCY FOR MEDIA TRACKING

1. PURPOSE

To prepare a media tracking report on daily basis and post it online to the IPPB officials as per the list provided by IPPB time to time. The Agency shall also provide Newspaper Clippings/ Clips of Electronic coverage as and when asked for within the specified time limits.

2. SCOPE OF WORK

The Scope of Work would be as follows:

- a. The Agency shall conduct a comprehensive media search on daily basis and develop a report within prescribed time limits in soft copies on appropriate news coverage and contents with regards to IPPB, payments banks, digital payments, digital India and other related issues as per the requirements of IPPB. Hard copies of specific news coverage /clippings/tracks/content must be also provided on demand to IPPB within the time period specified.
- b. The media search shall also cover any new or modified guidelines/ circulars/ notices etc. regarding the banking and payment sector in which IPPB is operating, issued by the Reserve Bank of India (RBI) or other regulatory bodies or by the Government of India and its associated Ministries and Departments.
- c. The summary of daily coverage with regard to print media along with the published clippings should be sent in .jpeg/.pdf format.
- d. The Agency shall provide daily updates on electronic/web/digital/ social media tracks/clips and CD/DVD of the same shall be provided on demand within the specified time.
- e. The update must be a detailed report covering the entire gamut of media that will include but not limited to, as per IPPB's specifications:

i. Print:

- a. At least 125 national, regional and vernaculars dailies (English, Hindi and regional languages).
- b. At least 25 magazines including news magazines: weekly, fortnightly and monthly/bi-monthly issues.

ii. Electronic: 30 National and Regional TV news channels.

iii. Digital/Online/Social media: Online news & magazines, facebook, twitter, blogs, micro sites, social network sites etc.

- e. The above update shall also include updates on competitors (up to 7) as defined by IPPB. Further the Agency shall provide on a monthly basis an analysis of the number

of mentions of IPPB vs. its competitors and the sentiment (positive or negative) of the mention.

- f. The Agency shall also present a quarterly and annual SWOT (Strength, Weaknesses, Opportunities and Threats) analysis report of IPPB based on daily news coverage/updates to enable IPPB to develop necessary media strategies for media management.
- g. The Agency shall submit the following reports by the time specified as below:

Activity Report	Delivery Time
1. Update Report on Print Media along with list of news and publications (IPPB and Competition)	Daily by 9 AM
2. Update on Electronic Media along with list of news and Channel (IPPB and Competition)	Daily by 1 PM
3. Update on Online/Digital & New Media (IPPB and Competition)	Daily by 1 PM
4. Final Report including National & Regional updates and web news (IPPB and Competition)	Daily by 4 PM
5. Monthly analysis on mentions of IPPB vs. competitors and sentiments analysis	First Monday of every month
6. Quarterly SWOT Analysis based on Media reports	First Monday of every Quarter from the date of award of the contract.
7. Annual SWOT Analysis based on Media reports	Second Monday of the 11th month from the date of the award of the contract.

- h. The Agency must provide the translation facility from regional languages to English and Hindi. Translation of news reports/content from regional languages should be provided within one working day from the date of publication of the report in regional media.
- i. The Agency shall provide IPPB a data CD/DVD with the archive of the news reports at the end of the year before the final payment.

3. ELIGIBILITY CRITERIA

Bidder Agencies must conform to the eligibility criteria as described below and shall submit all relevant documents in support of their eligibility claims, failing which the bid may be summarily rejected:

- a. The Agency must have at least one contact office or officer stationed in the Delhi/NCR region and necessary network/infrastructure setup/staffing to accomplish effective Media Tracking and Reporting on daily basis.
- b. The Agency must have an annual turnover of above Rs. 50 lakhs in the last three financial years each ending with FY 2015-16. Copies of audited balance sheets for last 3 financial years attested by the authorized signatory must be submitted as evidence of claim along with the bid.
- c. Evidence of having operated in this industry for the last three years (evidence of Government projects/ clients is desirable)
- d. The Agency must have successfully completed at least three work orders of similar scope in the past two years of the value of Rs. 5 lakhs each.
- e. The Agency shall not have been blacklisted to work with any Ministry or Department of the Government of India.

4. BIDDING PROCESS

Interested parties are requested to review this tender document and submit their comments/ queries in writing via e-mail only, on the tender as per Annexure F of this document and attend the pre-bid meeting as per the date specified in the Invitation to Bid section.

Bids must be submitted at the IPPB office in **one envelope** marked as 'Bid for Media Tracking for India Post Payments Bank (IPPB)' containing **three separate sealed envelopes**: 'Technical Bid for Media Tracking for India Post Payments Bank (IPPB)', 'Financial Bid for Media Tracking for India Post Payments Bank (IPPB)', Earnest Money Deposit demand draft of Rs. 50,000/-. Bidders should ensure that the technical and financial bids are kept separate.

5. EVALUATION OF BIDS

Evaluation of the bid document will be carried out by a Tender Evaluation Committee. Eligible bids will be put through Quality cum Cost Based System (QCBS) method as illustrated in Annexure-D. In QCBS, a weighted composite final score will be calculated on the basis of separate evaluations of the Technical Bid (60% weightage) and the Financial Bid (40% weightage).

6. GENERAL TERMS & CONDITIONS

The general terms and conditions would be as follows:

- a. The successful bidder shall be requested to sign a contract with IPPB. The contract shall be shared after bidding with the successful bidder.
- b. The initial contract with the selected agency will be for one year, extendable on the satisfactory performance for a further period of one year at a time but not more than twice on mutual agreement. During the period of such extensions, the terms and conditions of the contract will not be changed.

- c. The Successful Bidder will have to deposit Performance Security Deposit of Rs.1,00,000 (Rupees One Lakh only) as per the format provided in this document by IPPB in the form of Account Payee Demand Draft or Bank Guarantee issued by a reputed Bank or Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the India Post Payments Bank Limited. Once this Performance Security Deposit is received, the EMD shall be returned to the bidder.
- d. The EMDs of unsuccessful bidders shall be returned within 2 weeks of signing the contract with the successful bidder.
- e. No advance payment will be made to the Agency for any assigned work under any circumstances.
- f. In case it comes to the notice of IPPB that news reports/media clippings regarding the organisation and its related activities have not been reported on the same day to IPPB the Agency will be penalized for such faults as per the following parameters:
 - (i) First fault: warning and 2% of the monthly retainership fee.
 - (ii) Second fault: warning and 4% of the monthly retainership fee.
 - (iii) Third fault: Cancellation of the contract.
- g. Except with the prior written consent of the IPPB, the Agency shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Agency make public any such information gathered in the course of, or as a result of, the Services.
- h. In the event of a dispute between the Agency and the IPPB, the decision of the Chief Operating Officer, IPPB shall be final and binding.
- i. IPPB reserves the right to reject any application at any stage of bidding without assigning any reason whatsoever.

FORMATS FOR BID PROPOSALS

Prospective bidder Agencies shall submit their Technical and Financial proposals in the formats as mentioned in the Annexure A and B and in the Checklist (Annexure-C). Annexure to the RFP are as follows:

1. Technical Bid Format (Annexure-A)
2. Financial Bid Format (Annexure-B)
3. Checklist (Annexure-C)
4. Evaluation Methodology (Annexure-D)
5. Performance Security Deposit (Annexure-E)
6. Pre-bid query format (Annexure – F)
7. Power of Attorney (Annexure – G) – *to be submitted with the technical bid*

TECHNICAL BID FORMAT

1. Every document submitted in support of the bid proposal must be self-attested and signed with seal and shall be numbered.
2. The Check list must be properly fulfilled and signed with seal. Page number shall be marked against each item in the Check list.
3. The following details need to be provided by the bidder

3.1 Profile of the Agency

- 3.1.1 Name and contact details of the Agency.
- 3.1.2 Type of the Agency (proprietorship /partnership or company) with the Agency/company's Registration Certificate.
- 3.1.3 Brief Organizational & Management profile.
- 3.1.4 Network (whether having own office or affiliate offices) in the State Capitals / Metro/Major cities.
- 3.1.5 Infrastructural setup/technical support (number of computers, scanners, broadband facilities, etc. in each of its offices across the country).
- 3.1.6 Manpower Available (number of employees engaged for the project).

3.2 Services Offered

- 3.2.1 Format/sample of daily news update and the assessment reports and SWOT reports.
- 3.2.2 Media Database: Lists of important newspapers, magazines, TV Channels, websites/new media, social media that will be tracked/monitored daily on pan-India basis
 - Print media having a circulation of at least 50,000 (as per DAVP database) or having more than 5 city editions shall be considered as important.
 - Magazines empaneled with DAVP would only be counted.
 - At least 20 TV Channels of national reach and 10 regional Channels shall be listed
 - Social media and online and digital coverage/websites.
- 3.2.3 Number of cities that would be media monitored daily by the Agency.
- 3.2.4 Translation facilities.
- 3.2.5 Availability and periodicity of Archive facility.

3.3 Work Experience

Relevant Experience with summaries of previous projects completed of similar scope of work. At least three work orders of previous assignment of similar scope in the past two years of the value of Rs. 5 lakhs each. Provide self-attested copies of work orders as evidence.

3.3.2. Attested appreciation/experience certificate by the client on their letterhead regarding successful and satisfactory completion of such assignments.

4. The Technical bid will be evaluated on the following three parameters as per the indicated weightage:

S. No	Details	Maximum Marks
1	<p>Profile of the Agency (Name and contact details of the Agency, Type of the Agency (proprietorship /partnership or company) with the Agency/company's Registration Certificate, Brief Organizational & Management profile)</p> <p>1a: Network (whether having own office or affiliate offices) in the State Capitals / Metro/Major cities.</p> <p>1b: Manpower Available (number of full time employees committed to the project and number of man hours proposed)</p>	<p>Total: 10 marks</p> <p>5 marks (<i>1 mark for each for own office, and 0.5 marks for affiliate office</i>)</p> <p>5 marks</p>
2	<p>Services</p> <p>2a: Format/sample of daily news update and the assessment reports and SWOT reports</p> <p>2b: Media Database</p> <p>2c: Number of cities that would be media tracked daily by the Agency.</p> <p>2d: Translation facilities / Number of languages covered</p> <p>2e: Availability and periodicity of archive facility</p> <p>2f: Presentation made to top management of IPPB on the services offered and presentation of the sample report</p>	<p>Total: 70 marks</p> <p>5 marks</p> <p>30 marks (<i>see note 1 below</i>)</p> <p>5 marks</p> <p>10 marks 1 point for each language (Each language mentioned here should have at least 1 publication covered in 2b)</p> <p>5 marks</p> <p>15 marks</p>
3	Work experience	Total: 20 marks

	<p>3a: Relevant Experience with summaries of previous projects completed of similar scope of work. At least three work orders of previous assignment of similar scope in the past two years of the value of Rs. 5 lakhs each. Provide self-attested copies of work orders as evidence</p>	10 marks
	<p>3b: Attested appreciation/ experience certificate by the client on their letterhead regarding successful and satisfactory completion of such assignments. Client references for the same will need to be provided</p>	10 marks

Note 1: Break up of scoring for media data base

Details	Total Marks	Break Up
Print Media	10 marks	<p>5 marks for National newspaper or Business Magazine with a circulation of more than 50,000 or more than 5 city editions</p> <p>5 marks for Regional newspaper or Business Magazine with a circulation of more than 50,000</p> <p><i>125 newspapers (national and regional) and 25 magazines shall be monitored</i></p>
Online Media	10 marks	<p>Online publisher of news/magazines focused on banking and payments or related sectors: 5 marks</p> <p>Social media coverage including facebook, twitter, blogs etc. 5 marks</p>
TV Channels	10 marks	<p>National News channels 6 marks (up to 20 channels)</p> <p>Regional News channels 4 marks (up to 10 channels)</p>

FINANCIAL BID FORMAT

The charges for each component without any conditionality should be indicated clearly in tabular form given below:

Media tracking

S.No.	Items	Monthly rates (in Rs.)
1	Charges for tracking 125 newspaper dailies across major 50 cities and having circulation of at least 50,000 per day (as per DAVP records)	
2	Charges for tracking 25 magazines including News magazines (Weekly, fortnightly, monthly and bimonthly)	
3	Charges for tracking 30 National and regional TV news channels (20 National and 10 Regional)	
4	Charges for tracking 25 websites/digital and online media/ news media: Online news & magazines, facebook, twitter, blogs, micro sites, social network sites, etc.	
5	Charges for SWOT Analysis Media Reports (Quarterly & Annual)	
6	Charges for Archiving facility with periodicity	
7	Charges for CDs (as on demand for Electronic media/Tracks)	
8	Charges for translation (per 100 words), irrespective of languages	
	Total	
	Taxes as applicable	
	Total including taxes	

CHECKLIST

S. No	Particulars Enclosed	Yes/ No	Page no. of bid document
1	EMD of Rs.50,000/- (Demand draft)		
2	Name & registered address of Agency		
3	Contact office of Agency in Delhi/NCR		
4	Document in support of nature of Agency (whether it is proprietorship Agency, partnership Agency or company)		
5	Certificate of Registration		
6	Brief Organizational & Management profile		
7	Audited statements of Turnover of over Rs. 50 lakhs per year in the last 3 financial years		
8	Network available in the State Capitals/ Metro/ Major cities - a. Own Office b. Affiliate Office		
9	Details of Infrastructural Setup/Technical support (number of computers, scanners, broadband facilities, etc.)		
10	Details of Manpower (number of employees engaged)		
11	Details of professionals in support of claim of having translation facility		

12	Availability and periodicity of Archive facility		
13	List of number of cities to be covered		
14	Format/Sample of daily news update and the assessment reports and SWOT reports		
15	List of 125 daily newspapers across 50 cities should be tracked daily having circulation of at least 50,000 as per DAVP records		
16	List of 25 News magazines DAVP empaneled (national and regional)		
17	List of 30 TV news channels tracked nationally and regionally (20 national and 10 regional channels)		
18	List of 25 online/digital websites, micro sites, social network sites, etc.		
19	Three Work Orders of previous similar projects of the value of Rs. 5 lakhs each in the past two years		
20	Appreciation/Experience certificate by the client on their letterhead for successful completion of Work Orders		
21	Soft copy of the complete bid document in .pdf format in a CD/DVD		
22	Power of Attorney for representative of the media tracking company		

EVALUATION METHODOLOGY

Scoring Benchmark

1. A benchmark of 70 marks in evaluation of the Technical bid would be the criteria for opening of the Financial bid. Bidders scoring less than 70 marks in Technical evaluation shall not be considered for opening of the Financial bid and their offer will be disqualified. Financial bids of such disqualified bidders would be returned unopened after the completion of the bid process.
2. The marks/scores will be calculated up to 2 decimal points.

Scoring Methodology:

An Illustrative Example -

Bidder A and Bidder B both submit their technical bids. According to the evaluation criteria, these bids will be evaluated as follows:

Bidder A

Perimeter in Annexure A	Bidder A's scores	Bidder A's total technical score
4.1	10/10	10+55+15=80
4.2	55/70	
4.3	15/20	

Bidder A's score of 80 is above 70 and hence Bidder A is eligible to be considered for financial bid opening

Bidder B

Perimeter in Annexure A	Bidder B's scores	Bidder B's total technical score
4.1	5/10	5+45+10=60
4.2	45/70	
4.3	10/20	

Bidder B's score of 60 is below 70 and hence Bidder B is not eligible to be considered for financial bid opening

Financial Bid Criterion & Weightage

For evaluation of the Financial bid, the lowest bidder will be given a score of 100. The score of other bidders will be proportionately scaled down as per the following formula: $\text{Lowest bidder price/Quoted price of the bidder} \times 100 = \text{Score}$ (up to 2 decimal points).

For example, if the lowest bid price is Rs. 100, the lowest bidder will get a score of 100. If the second lowest bid is Rs. 150, the bidder will get a score of $(100/150) \times 100 = 66.66$. The scores will be calculated up to 2 decimal points.

Calculating the Composite Final Score(s)

The composite final score will be calculated with the Technical and Financial scores as shown in the illustrative example below. The short-listed Agencies will be ranked as L1, L2, etc. (score calculated up to 2 decimal points) based on decreasing order of composite final scores and L1 (highest composite final score) will be declared as the Lowest Bidder.

Illustrative Example:

Bidders A, B and C, say for example, have score 80, 85 and 90 marks respectively in their technical bid and have qualified for consideration of their Financial bids. The Financial bids of these 3 bidders are saying as follows: A= Rs.5 lakhs, B= Rs. 7.5 lakhs and C= Rs. 10 lakhs. The composite final score(s) for A, B and C will be calculated in the following manner:

1	2	3	4	5	6	7	8
Bidder	Technical score	Weighted technical score (Col. 2 x 60%)	Financial bid quote (in Rs. Lakh)	Adjusted financial score (Lowest quote/ bidder's quote) x 100	Weighted financial score (Col.5 x 40%)	Final composite score S= Col. 3+ Col. 6)	Ranking
A	80	48	5	100.00	40	88.00	L1
B	85	51	7.5	66.67	27	78.00	L2
C	90	54	10	50.00	20	74.00	L3

Since bidder A has the highest composite final score ($S=88.00$), it will be declared as L1 i.e. Lowest Bidder. In case the highest composite score is the same for more than one bidder, the bidder with the higher Financial bid score will be awarded the contract.

Performance Security Deposit Format

(on a stamp paper)

(To be stamped in accordance with Stamp Act)

The non-judicial stamp paper should be in the name of issuing Bank

Ref.....

Bank Guarantee No.....

Date.....

To

India Post Payments Bank
Corporate Office, Malcha Marg Post Office Building, Chanakyapuri,
New Delhi- 110021

Dear Sirs,

1. In consideration of the India Post Payments Bank, a scheduled bank registered under Reserve Bank of India Licence No. dated (hereinafter referred to as the 'Bank' or 'Purchaser' which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s..... with its Registered/Head office at

..... (hereinafter referred to as the "Contractor" or "Vendor" or "Service Provider" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Letter of Intent or Purchase Order No..... dated and the same having been acknowledged by the Contractor / Vendor / Service Provider, resulting in a Contract, bearing No..... dated.....valued at.....for..... (scope of Contract) and the Contractor / Vendor / Service Provider having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract not exceeding Rs. (in words & figures).

2. We.....(Name & Address of Bank Branch) having its Head office at (hereinafter referred to as the 'Issuing Bank', which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake

to pay the amounts due and payable under this guarantee without any demur, reservation, context, recourse or protest and/or without any reference to the Contractor merely on a demand from the Owner stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Owner by reason of breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the Contractor(s)' failure to perform the said Agreement. Any such demand made on the Issuing Bank shall be conclusive and binding notwithstanding any difference between the Owner and the Contractor / Vendor / Service Provider or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Owner discharges this guarantee.

3. The Bank / Purchaser shall have the fullest liberty without affecting in any way the liability of the Bank / Purchaser under this guarantee, from time to time to extent the time for performance of the Contract by the Contractor. The Bank / Purchaser shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Bank / Purchaser and the Contractor or any other course or remedy or security available to the Bank / Purchaser. The Issuing Bank shall not be released of its obligations under these presents by any exercise by the Bank / Purchaser of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Bank / Purchaser or any other indulgences shown by the Owner or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Issuing Bank.

4. The Issuing Bank also agrees that the Bank / Purchaser at its option shall be entitled to enforce this Guarantee against the Issuing Bank as a principal debtor, in the first instance without proceeding against the Contractor / Vendor / Service Provider and notwithstanding any security or other guarantee the Bank / Purchaser may have in relation to the Contractor's liabilities.

5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Service Provider(s).

6. Notwithstanding anything contained hereinabove:

(1) Our liability under this guarantee is limited to Rs. (in words & figures). (2) This Bank Guarantee will be valid upto; and

(3) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee

only upon service of a written claim or demand by you on or before

In witness whereof the Issuing Bank, through its authorised officer, has set its hand and stamp on this.....day of.....20.....at.....

WITNESS

.....
(Signature)

.....
(Signature)

.....
(Name)

..... (Name)

.....
Address)

..... (Official
(Designation with Bank Stamp)

Attorney as per
Power of Attorney No..... Dated.....

Pre-bid Queries Format

Sr. No.	Page #	Point / Section #	Clarification point as stated in the tender document	Query of bidder	Suggestions if any
1					
2					
3					
4					
5					
6					
7					
8					
9					

Power of Attorney

(To be submitted on a Rs. 100 Stamp Paper only)

Know all men by these presents, we..... (name of the firm 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 (the "Bidder") 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 pre-qualification and submission of our bid for the ***** Project proposed or being developed by the ***** (the "Authority") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in pre-applications and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with the Authority 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 of the agreement with the Authority.

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

Authorized Signature:

Authorized Signatory Name:

Title of Signatory:

Address:

Witnesses:

1.

2.

Accepted

Attorney's Signature:

Attorney's Name:

Attorney's Title:

Address:

Notes:

1. 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
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant
3. 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.

4. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.