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राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, सी - ब्लॉक, जीपोओ काँप्लेक्स, आई.एन.ए., न्यू दिल्ली - ११००२३ - भारत
 Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023 – INDIA

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File No. G-30011/5/2022-GA

Dated : 23rd May 2022

SUB :TENDER NOTICE FOR PROVIDING NEWS CLIPPINGS FROM ONLINE MEDIA, TELEVISION, ELECTRONIC AND PRINT MEDIA SERVICE TO NATIONAL HUMAN RIGHTS COMMISSION

The NHRC intends to award annual contract for providing News clippings from online media, Television, Electronic and Print Media service to the office of the Commission. Interested parties/firms may please send their quotation along with requisite documents latest by **5:00 PM** on **14th June 2022** in the **Tender Box** installed in Room No. 04 (C.R. Section) at Manav Adhikar Bhawan, C-Block, GPO complex, INA, New Delhi. After last date no quotation shall be entertained. The quotation must be submitted in a sealed envelope superscribed as **“QUOTATION FOR PROVIDING NEWSCLIPPINGS FROM ONLINE MEDIA, TELEVISION, ELECTRONIC AND PRINT MEDIA SERVICE”** addressed to the **Deputy Secretary, NHRC, Manav Adhikar Bhawan, C- Block, INA, New Delhi - 110023**. The details can be downloaded from NHRC website: www.nhrc.nic.in.

2. Bids:-

2.1 (a) Technical Bid (Annexure-I): The technical bid should contain the following :-

- i. **Registration Certificate :-** The bidder firm must be registered for carrying out subject trade/business in Delhi. The certificate of registration is required to be furnished.
- ii. **Copy of proof of Ownership/Rented Building:-** The firm should have its own building or rented building. Address of office and workplace of the firm with telephone number may be mentioned. **A copy of ownership evidence may be furnished** and in case of **rented building**, a copy of rent agreement may be furnished. The duly filled-up tender document containing proper satisfactory documentary evidences should be submitted with the technical bid by the concerned firm **(not together in the name of its sister concern or anything)**.
- iii. **Balance Sheet of last three years** - The Firm must be having the Annual Turnover of **at least 5 lakhs in at least two Financial Year out of last three financial years**. In this regard, the bidder must submit a copy each of balance sheet of last three years.
- iv. **Income Tax Return** - The Firm has to enclose the copies of the Income Tax Returns along with copies of the Audited Final Accounts of the last three Financial Years to establish the clause (ii) above.

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- v. **Bid Security Declaration (BSD)**– The bidder is required to submit a Bid Security Declaration as per the proforma at **Annexure-II**, in lieu of Earnest Money Deposit.
- vi. **Detailed Profile** - The bidder must submit detailed profile of his firm with the Technical Bid.
- vii. **List of Clients** - The list of Central Government Ministries/Departments/other Government Offices/UN bodies/Govt. agencies and autonomous bodies for whom said work has been executed or service has been provided.
- viii. **GST REGISTRATION CERTIFICATES** - The bidder must submit a copy of the GST registration certificate.
- ix. **PAN Number** – The bidder must submit a copy of the PAN Card of the Firm with the Technical Bid.
- x. **Undertaking** - The bidder must submit an undertaking to the effect that the firm has not been black-listed by any of the Government offices.

2 1 (b) The above documents must be kept in **separate sealed cover super-scribed** as '**Technical Bid**'. If the above documents are not submitted by the Bidder with the Technical Bids, that bids will not be considered. The technical bids only shall be opened for evaluation. Based on the technical evaluation, the financial bids of those found qualified as per requirements of the Commission, shall be opened.

3.1(a) Financial Bid(Annexure-III):-

- i. The financial bid should be kept in a **separate sealed cover super-scribed as "Financial Bid"**. The Financial Bid will be opened of only those firms who are found eligible after evaluation/inspection of Technical Bid.
- ii. It may be noted that no escalation at the contracted rate shall be admissible on any reason whatsoever during the period of Contract.

3.1.(b) Both the separate sealed covers containing the Technical Bid and Financial Bid should thereafter be kept in another bigger sealed cover superscribed as "QUOTATION FOR PROVIDING NEWSCLIPPINGS FROM ONLINE MEDIA, TELEVISION, ELECTRONIC AND PRINT MEDIA SERVICE".

4. Terms and Conditions:-

1) Required Experience:

- The Agencies / Firms well established having at least 5 years experience of providing newspaper, magazine etc. clippings in Central Government Ministries/Departments/other Government Offices/UN bodies/Govt. agencies and autonomous bodies are only eligible to take part in the bid process. The agency should also have 5 years experience in qualitative and quantitative analysis of press reports. Proof of experience may be provided.

2) Issues in the News clippings

- The clippings should also focus on the important court judgments, particularly the Supreme Court/High Court orders, which may have a bearing on rights and which are being debated at public platforms.
- The service provider should provide the news clippings of the incidents wherein thereof prima facie indication of inaction, omission or unlawful action of public

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authorities or their negligence such as in the incidents of sexual assault, negligence in health care, police in-action, custody death, torture, SC/ST rights etc.

- The News Clippings should be related to various socio-economic, cultural and political rights within the ambit of right to life, liberty, equality and dignity and covering issues specific to bonded and child labour, women & children's rights, rights of elderly persons, disabled rights, manual scavenging, right to healthcare, issues of fundamental freedoms, human trafficking, domestic violence, human rights violation due to police atrocities, custodial violence and torture, socio-economic disparities, rights of indigenous people, prison reforms, right to education, right to clean environment, right to work, right to equality before law, right to food and nutritional security, rights of LGBTQI+, human rights violation due to displacement on account of either man made or natural calamity, etc.
- The service provider should also be providing news clippings on issues of Rights violation of Indian citizens in other countries, UN bodies etc.

3) Media from which the News clippings are required:

- The service provider must provide news clippings from all the major outstation English and Hindi newspapers from different prominent cities, the state capitals alongwith News clippings from Delhi-NCR newspapers in the morning by 08.00-08.30 AM positively.
- Some outstation newspapers clippings which are left out in the morning of the same date should invariably be provided in the afternoon of the same day or the next day morning under a separate header "Outstation Newspaper Clippings".
- Provide News clippings from important online news portals also along with Print/TV media, which could be easily read and downloaded.
- Provide news clippings regularly from all the important magazine including particularly India Today (English/Hindi), The Week, The Frontline, Outlook(English/Hindi), Business and Political Weekly and Carvans.
- The service provider must provide Editorial comments and articles in newspapers/Magazines having a bearing on human rights issues.

4) Segmentation of News clippings into different bunches:

- Online News clippings with URL links & print media news clippings on NHRC should be in separate bunches.
- Also provide human rights related from news online with URL links & print media should also be provided in separate bunches.
- The bunch of news clippings provided shall invariably be led by clippings wherein the NHRC has been mentioned, Also, stories on a similar issue of human rights published in different Newspapers, Magazines and News websites shall be placed one after the other instead of spreading them in a scattered manner.
- The news clippings shall be legible and in the original font size. The font size shall not be reduced.
- Each page containing news clippings shall bear the NHRC's logo along with the name of the periodical, its date of publication, edition and page number. The agency logo should not be displayed on the page.

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5) How to provide the News clippings:

- The soft copies of the scanned News Clippings shall be e-mailed to the official e-mail accounts of Chairperson, Members and other senior officers including M&C Wing. The same shall also be accessible through the website of the service provider under a dedicated login and password ID.
- The news clippings shall also be provided on the WhatsApp group with URL links, so that printout of the News clippings shall also be possible to be taken out by that time.
- In the end of the each month, the service provider shall handover a CD/DVD of all the news clippings provided by him to the Office of Dy. Director (M&C), NHRC directly on the 2nd day of every month. The top cover of the CD/DVD shall display clear cut the month.

6) Resources requirements

- The service provider should also provide a comprehensive list of Newspapers, Magazine, online news media, TV news media which they monitor for providing inputs and news clippings.
- The service provider should sensitize their staff on the issues on which the NHRC would like to get news clippings as per the list of the key words and issues which will be shared with the proprietor.
- The firm shall depute at least one person as the Customer Relations Executive who shall be responsible for their liaison and business relations with NHRC. The phone number and mobile phone number of such person shall be provided to enable the office to interact with him / her at all times. He / she shall ensure that all complaints relating to the service are promptly attended.
- The Selected proprietor firm shall also share their ideals to add value to the news clippings services and analytics thereof.
- In case of some major NHRC events and intervention events in Delhi, News Clippings related to outstation engagement like open hearing camp sittings of the Commission as well as specific subject as and when required by the Commission, the selected proprietor firm will provide a separate and dedicated bunch of News clippings.

7) The monthly bills of each month must be prepared, checked and presented to the office by the 10th of each succeeding month. For this purpose, it is expected from them to maintain close liaison with the firm's other staff and keep accurate records / registers etc., of the work done for proof of the services provided.

8) Payment will be released only after assessing the overall performance/service rendered by the firm, and subject to the conditions that the firm must ensure and satisfy that the work assigned to the firm has been carried out properly and well in time.

9) The bidder must ensure that he fulfills the entire requirement pertaining to the relevant GST. PAN, etc. as may be applicable for the services that he would be providing to the NHRC.

10) Escalation of rates shall not be accepted on any grounds during the currency of the Contract. Rates once quoted shall be valid for the entire duration of the contract.

11) The contract shall be in force for one year and can be renewed further on mutual

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consent basis for a further period of one year at a time subject to a maximum extension for tree times, subject to the satisfactory performance of the firm.

12) The firm shall not engage the services of any sub-contractor or transfer the contract to any other person.

13) The selected agency shall be responsible for complying with all statutory requirements and obligations. The Contractor has to ensure that it fulfill all the requirements as per laws and regulations applicable to his firm. The commission will not be liable for any violation of laws and regulations on the part of contractor or his firm.

14) The selected agency/contractor shall furnish Performance Guarantee/Security Deposit of Rs.25,000/- (Rs. Twenty five Thousand Only) in the form of FD or Bank Guarantee from a Nationalized Bank which should be valid for the entire duration of the contract. Performance Guarantee/Security Deposit will be forfeited if the firm violates any of the terms and conditions of contract and tender enquiry and if it is found at any time during the contract period that services provided by the firm are poor / deficient/unsatisfactory. The decision of the NHRC in this regard shall be final and binding on the firm. The Performance Guarantee/Security Deposit of the contracted firms shall ordinarily be released within 90 days of the completion of the contract.

15) The Commission reserves the right to terminate the contract at any time without assigning any reason and also to refuse services supplied by the firm without assigning any reasons.

16) It must be mandatory for sending the related clipping by the stipulated time, failing which it will be the discretion of NHRC to accept the copies (Clippings etc.) with penalty as may be considered appropriate or reject without assigning any reason.

17) In case of non-compliance of any of the clause / terms, the Commission will have the right to impose penalty as deemed fit, and employ new firm at the Contractor's risk, and also forfeit the Performance Guarantee/Security Deposit in full or in part.

18) It is the right of the Commission to discontinue / terminate the contract without any liability, in case the service of the agency is found to be unsatisfactory. The decision of the Commission in the matter shall be final and binding.

19) The Commission reserves the right to accept or reject any / all quotations without assigning any reason.

(Sanjay Kumar)

Deputy Secretary

Tel:24663245

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TECHNICAL BID**Annexure- I**

S. N.	Particulars of requirements	Whether enclosed or if any not	Remarks,
1.	Photocopy of registration certificate of the Bidder for carrying out subject trade/business in Delhi.		
2.	Copies of turnover of the firm for the last three Financial Years (Attach Copies of Income Tax Returns along with copies of Final Accounts for the last three Financial Years).		
3.	Undertaking that that firm has its own building or rented building. Address of the office and workplace of the firm with telephone no. may be mentioned. In case of rented building, a copy of rent agreement may be incorporated..		
4.	Bid Security Declaration (BSD) as per Annexure-I		
5.	Detailed Profile of the firm		
6.	List of Clients (Copies of award of Contract)		
7.	Registration of Firm GST etc.		
8.	PAN No.		
9.	Undertaking in r/o not being blacklisted		

10 The terms and conditions laid down in NHRC letter/NIT no. G-30011/5/202-GA dated are **acceptable** to us/our firm.

11 It is certified that our firm **has not been blacklisted** by any Government/Semi Government Department/Office.

**SIGNATURE AND SEAL OF
THE AUTHORIZED SIGNATORY**

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Annexure-II**Bid-Security Declaration**

To
The Deputy Secretary,
National Human Rights Commission,
New Delhi

Reference: Bid No. _____ dt.

I/We , irrevocably declare as under:

- i. I/We understand that, as per Clause 2.1(a) (ii) of Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.
- ii. I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Three years from the date of disqualification as may be notified by you if,
 1. I am /We are in a breach of any of the obligations under the bid conditions,
 2. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any
 3. On acceptance of our bid by NHRC, I/we failed to deposit the prescribed Security Deposit or fail to execute the agreement or fail to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person
signing the Bid-Securing Declaration Form
partners to the Joint Venture that submits the bid

COMMERCIAL- BID**Annexure-III**

S. N.	Particulars of requirements	Rates quoted, excluding GST per month (Rs.)	Remarks, if any
1.	News clippings From Online Media, Television, Electronic And Print Media Service to National Human Rights Commission on daily basis		

SIGNATURE AND SEAL OF
THE AUTHORIZED SIGNATORY