

॥-न्यायस्त्र प्रमाणं स्यात् ॥



## National Law University, Delhi

Sector 14, Dwarka, New Delhi – 110078

### **NOTICE FOR EXPRESSION OF INTEREST (EOI) FOR MEDIA MONITORING AND TRACKING SERVICES**

**DATE OF ISSUE OF EOI: June 3<sup>rd</sup>, 2017**

**LAST DATE FOR RECEIPT OF EOI: June 23<sup>rd</sup>, 2017**

The National Law University, Delhi (hereinafter, the University) invites sealed EOI from reputed registered media monitoring Companies/Agencies/Organisations for media monitoring and news tracking from all the mainlines and regionals in the media universe - both print and online media.

The EOI may kindly be sent to “The Registrar, National Law University, Delhi, Sector-14 Dwarka, 110078” with the words “Attn: Director, Centre on the Death Penalty- EOI for Media Monitoring and News tracking work at the Centre on the Death Penalty” superscripted at the top of the envelope.

#### **Scope of work:**

The work involves media monitoring and media tracking from all the mainlines and regionals in the media universe - both print and online media. News on the issue of death penalty in India needs to be tracked in at least six vernaculars, Hindi, Bengali, Marathi, Kannada, Tamil and Telugu. The work shall be on a rolling basis upto December 2017.

#### **Eligibility**

1. The party should have capacity to track both electronic and print media in vernaculars for a set of keywords provided by the University.
2. The party should have a dedicated team for selection, management and delivery covering the entire range of monitoring skills and technology.
3. At least two years of relevant business experience and should have provided similar services to at least two other reputed clients, including any government clients. The contact details of such clients, like phone number (including mobile

number), email address and postal address with whom already empanelled for media monitoring and news tracking shall be provided.

4. The party should preferably be Delhi-based and should offer these services out of an office located here.
5. The part should have dedicated, digitized monitoring and archiving operation with capability to send tracked media reports in multiple formats on CD ROM, DVD & VCD, via a secure FTP website or through email and in the form of transcripts.
6. The party should have a dedicated online portal archiving the news reports/articles.

### **Documents/ Certificates**

1. Proof of experience for media monitoring /tracking for at least two clients (a copy each of at least two order received during 2 years has to be attached).
2. Audited financial statements for last 2 years.
3. Certificate of registration and incorporation if a firm or company.
4. Declaration regarding blacklisting or otherwise.
5. Attested copy of PAN Card.
6. Copy of CST/ VAT/ TIN Registration Certificates.
7. All types of taxes like VAT etc should be clearly mentioned by the bidders.

### **Terms and Conditions:**

1. Details by the service provider regarding experience (and registration of a firm/company) and the work facilities are to be provided as per the enclosed proforma (**Annexure A&B**) only. Kindly use plain paper for details if the given proforma is insufficient. The offer must be enclosed as per the proforma only. **Annexure B** must be printed on the letterhead of the bidder.
2. Incomplete and unsigned quotations are liable to be rejected.
3. The work would be awarded to the bidder quoting the lowest rate subject to technical bid fulfilment and soundness. After evaluation, the tenderers shortlisted from technical round may be required to give a presentation on their project plans. The financial offers of only the shortlisted bidders who are found to be technically qualified be opened.
4. The successful bidder need to submit an undertaking that the company would be responsible for obtaining the material at its own cost and the University would not be responsible for any dispute arising out between the bidder and the source of

material and that the bidder will conform to the laws/rules/regulations of obtaining the material.

5. An amount of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** will have to be submitted as **Earnest Money Deposit (EMD)**. EMD amount need to be submitted along with the Technical Bid. It will be payable by bank draft in favour of “ **The Registrar, National Law University**”. While the EMD will be refunded to the unsuccessful bidders without any interest after completion of the process, the same will be adjusted in respect of the successful bidder. Any taxes, levies etc. payable by the successful bidder should not be included in the bidding price.
6. The University also reserves the right of accepting the whole or any part of the EOI. The decisions made by the University in these matters shall be final and binding on the service providers.
7. The EOI should be sent to this office in a sealed cover superscripted "The Registrar, National Law University, Delhi, Sector 14, Dwarka, New Delhi -110078" with the words “ Attn: Director, Centre on the Death Penalty”. The EOI should be addressed to the undersigned so as to reach **before 5.00 p.m. on June 23, 2017.**
8. For testing the media monitoring capabilities of the tendering service providers, who are shortlisted after opening and evaluation of the EOI, a presentation of their project plans for the client shall be carried out, if required. This would be one of the criteria for empanelling the service provider. The date for the such presentation would be intimated to the service providers who meet the eligibility criteria once the EOI are opened and evaluated. The presentation may be conducted at the National Law University, Delhi campus in Dwarka, New Delhi. Kindly note, that the University will not provide any conveyance or accommodation allowance and any kind of payment for said presentation.
9. The documents and contents thereof sent for the Media monitoring and news tracking work shall be kept secure and the contents thereof shall be kept confidential and shall not be shared by the service provider with any person working with it who is not integral to the translation or typing services to be undertaken.
10. In the event of the service provider being unable to complete the job or leaving it unfinished or unsatisfactorily concluded for whatever reason, no payment whatsoever will be made to the service provider for that job irrespective of its nature and quantum. The University may also impose a penalty which would

include reduction in the amount payable per word or can remove the service provider from the panel.

11. Failure on part of the service provider to observe the prescribed procedure and any attempt to canvass for the work is liable to lead to disqualification from the panel.
12. The agreement may be terminated at any stage of the work at the discretion of the University without assigning any reason and payment will be made for the work considered satisfactory. The decision of the University in all these matters shall be final and binding.
13. The University also reserves the right to withdraw any part or the whole of it at any stage, even after acceptance of the EOI /finalisation of agreement and assignment of the job/jobs without assigning any reason therefore. The decision of the University in all these matters shall be final and binding.
14. Submission of EOI would imply that the service providers have agreed to abide by the Terms and Conditions set out herein.
15. Any clarifications relating to the terms and conditions of the present EOI shall be addressed to the Director of the Centre on the Death Penalty at [deathpenalty@nludelhi.ac.in](mailto:deathpenalty@nludelhi.ac.in) with the words "Attn: Director, Centre on the Death Penalty" superscribed. Requests for clarifications will be entertained till one week before the date of submission of EOI.
16. Only pre-qualified service providers, who in the opinion of National Law University, Delhi, fulfil, the Criteria upon verification of EOI contents and quality service at units severed by them, will be issued tender document for submission of **FINANCIAL BID**.
17. Terms and conditions in addition to or in place of the existing terms and conditions may be imposed by the University from time to time.

## ANNEXURE-A

### Technical EOI

1. Name of tenderer: \_\_\_\_\_
2. Complete office address of the Tenderer:  
\_\_\_\_\_  
\_\_\_\_\_
3. Contact details of authorized person of Tenderer who has signed the tender
  - (a) Name: \_\_\_\_\_
  - (b) Designation: \_\_\_\_\_
  - (c) Phone (Office): \_\_\_\_\_
  - (d) Mobile No.: \_\_\_\_\_
  - (e) E-mail address: \_\_\_\_\_
4. If a firm, then date of establishment of the firm: \_\_\_\_\_
5. Is your firm registered under any act? If so please specify: \_\_\_\_\_
6. Give details of computers hardware and software equipment's available
  - i) Computer Systems : \_\_\_\_\_
  - ii) Tracking Softwares : \_\_\_\_\_
  - iii) Scanner(s) : \_\_\_\_\_
  - iv) Special Softwares for tracking: \_\_\_\_\_
7. Give details of nature of news alerts:  
\_\_\_\_\_  
\_\_\_\_\_
8. Whether for each print article, an actual scan of how that article was published in the paper of that particular edition shall be sent to the client? \_\_\_\_\_

9. Whether each news alert shall contain details like date, publication name, circulation, edition, AVE, area in sq cms, byline, page name/ number/ type and whether the story carried a picture or not? :

---

---

8. Give details of mode and frequency of news alerts:

---

---

9. Will the news alerts be Smartphone/ BlackBerry friendly for easy access out of office?

---

10. Details of a dedicated portal archiving the news alerts :

---

---

11. Details of translation of regional language news alerts:

---

---

12. Whether all articles with supporting information (and active links) can be auto generated into an Excel file? :

---

---

13. Details of dedicated helpdesk and customer relationship team:

---

---

14. Total number of employees working in firm/ organization with designation:

---

---

---

15. Documents to be enclosed with EOI are as under :

- (a) Duly signed & stamped all pages of EOI documents as a mark of your acceptance.
- (b) Copies of PAN/VAT/TIN
- (c) Undertaking on letter head as per annexure "C"
- (d) Relevant documents in support of experience
- (e ) Audited financial statements

I/ we certify that the information furnished above is true and correct. The terms and Conditions are acceptable to us.

Signature of the Tenderer  
&  
with rubber stamp  
(if a firm)

Date : .....

Place: .....

**Undertaking**

(On Company/Personal letter-head)

To,  
The Registrar,  
National Law University,  
Delhi Sector-14 Dwarka,  
New Delhi-110078

1. The undersigned certifies that I/we have gone through the terms and conditions mentioned above and undertake to comply with them. The rates, quoted by me are valid.
2. That the media monitoring / tracking shall confirm as per the requirements of the institution specified in the technical specification of the bid documents.
3. The conditions herein contained shall form part of and shall be taken as it they are included in the agreement to be entered into are treated as agreement itself with the University.
4. I/We also undertake that I/we have not been blacklisted by any Govt. Organisation/PSU/n Autonomous bodies/local authority for any reason.

Signature of the Tenderer  
&  
with rubber stamp (if a  
firm)

Date: