

**Empanelment of Professional Agency for Creative Content  
Creation I.e. Animation, 3D Visualization, Modelling,  
Graphical Representation / Visualization and Allied Works  
for Ujjain Development Authority (UDA) Ujjain**

**UJJAIN DEVELOPMENT AUTHORITY**

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This EMPANELMENT is not an agreement or an offer by the Client to the prospective Applicants or any other person. The purpose of this EMPANELMENT is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this EMPANELMENT.

This EMPANELMENT includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.

This EMPANELMENT may not be appropriate for all persons, and it is not possible for the Client and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this EMPANELMENT. The assumptions, assessments, statements and information contained in this EMPANELMENT, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EMPANELMENT and obtain independent advice from appropriate sources.

Information provided in this EMPANELMENT to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

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The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this EMPANELMENT.

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The issue of this EMPANELMENT does not imply that the Client is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy Work and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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# Ujjain Development Authority

SYSTEM TENDER NO 26/11 DATE 28-1-2026

## Tender Notice

Ujjain Development Authority (UDA) invites online EMPANELMENT through e-tendering mode from Professional Agency For creative content creation i.e. Animation, 3D Visualization, Modelling, Graphical Representation / Visualization and Allied Works for Ujjain Development Authority (UDA) Ujjain.

The Authority invites bidders to submit their interest in Empanelment of Agencies.

Name of Work	Earnest Money Deposit (EMD)	Cost of Tender Document	ELIGIBILITY CRITERIA
Empanelment with UDA from Professional Agency For creative content creation i.e. Animation, 3D Visualization, Modelling, Graphical Representation / Visualization and Allied Works for Ujjain Development Authority (UDA) Ujjain	3,86,200.00	17,700/-	AS SPECIFIED IN RFP DOCUMENT

1. The EMPANELMENT documents can be purchased online only at [www.mptenders.gov.in](http://www.mptenders.gov.in) as per schedule:
2. Key Dates are available on e-tender website.
3. Amendments to NIT if any would be published on website only, and not in newspapers.
4. UDA reserves the right to cancel the tender at any stage without assigning any reason.

Executive Engineer  
Ujjain development authority, Ujjain

## Guidelines for E-Tender

Instructions regarding e-tendering are as follows: -

- i) For participation in e-tendering module for any department, it is mandatory for prospective bidders to get registration on website [www.mptenders.gov.in](http://www.mptenders.gov.in) by making online registration fees payment.
- ii) Tender documents can be purchased only online and downloaded from website [www.mptenders.gov.in](http://www.mptenders.gov.in) by making online payment for the tender documents fee.
- iii) Service and gateway charges shall be borne by the bidders.
- iv) Bids are required to be signed online using class – III Digital Signature Certificate, Bidders are advised to obtain the same at the earliest. For information regarding issue of Digital Signature Certificate, bidders may visit website [www.mptenders.gov.in](http://www.mptenders.gov.in). Please note that it may take up to 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for any delays in issue of Digital Signature Certificate and in submission of bid thereof. Amendments to RFP, if any, would be published on website only, and not in newspaper.
- v) Bidder must positively complete online e-tendering procedure at [www.mptenders.gov.in](http://www.mptenders.gov.in). Department shall not be responsible for any delay / difficulties /inaccessibility of the downloading facility from the website for any reason whatever.
- vi) Any **partnership firm** submitting the tender with their Digital Signature Certificate should invariably upload the scanned copy of the Authority Letter/POA or Board Resolution which authorizes the signatory of the bid to make the proposal. This shall be up-loaded along with the Proposal online.

### Key Dates for E-Tender

S.No.	Particulars	Date	Time
1.	Publishing Date	28.01.2026	17:30
2.	Document Download/Sale Start Date	28.01.2026	18:00
3.	Seak Clarification Start Date	-	-
4.	Seak Clarification End Date	-	-
5.	Pre-Bid Meeting Date	02.02.2026	12.30
6.	Bid Submission Start Date	04.02.2026	10:30
7.	Bid Submission Closing Date	12.02.2026	17:30
8.	Bid Opening Date	14.02.2026	10:30

## **Instruction to Bidders**

### **1. Introduction**

- 1.1 The bidders are invited to submit their online interest, for Assignment/job named in the Data Sheet at [www.mptenders.gov.in](http://www.mptenders.gov.in).
- 1.2 Bidder shall bear all costs associated with the preparation and submission of their proposals.
- 1.3 The Employer is not bound to accept any or all proposals and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the bidders.

### **2. Clarification and Amendment of RFP Documents**

- 2.1 Bidders may request a clarification on any clause of the RFP documents up to 1 week before the proposal submission date. Any request for clarification must be sent in writing either through mail or by post to the Employer's mail id/address indicated in the Data Sheet. The Employer will respond in writing, and such responses shall be put up on the website where the RFP is posted (including an explanation of the query but without identifying the source of inquiry). Should the Employer deem it necessary to amend the RFP as a result of a clarification, it may do so at its discretion.
- 2.2 At any time before the submission of proposals, the Employer may amend the RFP by issuing an addendum in writing or by standard electronic means.
- 2.3 The addendum shall be posted on the website where the RFP is posted and will be binding on them. To give bidders reasonable time in which to take an amendment into account in their proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of proposal.

### **3. Proposal**

- 3.1 A Bidder shall submit only one proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified.
- 3.2 Pre-qualification/Empanelment does not necessarily mean that a job will be assigned to the Agency.

### **4. Validity of Proposal**

- 4.1 The Data Sheet to bidder indicates how long Bidder's Proposals must remain valid after the submission date. During this period, Bidder shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged.

### **5. Preparation of Proposals**

- 5.1 The Proposal as well as all related correspondence exchanged by the Bidder and the Employer shall be written in English language, unless specified otherwise.
- 5.2 In preparing their Proposal, Bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 5.3 A Presentation needs to be prepared and presented for performing the Assignment/job covering the subjects as technical approach and methodology, work plan, organization and staffing schedule and understanding of TOR.

### **6. Submission, Receipt, and Opening of Proposal**

The bidders is required to submit digitally signed Bid i.e. as per the enclosed checklist with this EMPANELMENT document. The application shall be submitted only ~~as per the enclosed~~

format (s) along with all the Annexure. Self-attested documentary proof (s) in respect of the details furnished in the application form shall be submitted along with the application.

- 6.1 **Pre-Bid Meeting:** A pre proposal meeting will be held at the date and time mentioned in the key dates. Any queries or suggestions from any prospective bidder should be sent in writing to the e mail address of the client representative as mentioned in data sheet before the date of the pre-bid meeting in MS word format. Such queries will be answered and will be uploaded on the website. Such responses may serve to modify certain terms and conditions and such modified terms shall be part of the RFP / Contract.

6.2 **Rejection of Bids**

The proposals submitted in following manner shall be summarily rejected.

- Proposals not submitted by e-tender;
- Proposals not signed by the Authorized signatory;
- Proposals not submitted in line with the RFP clauses and format of submission as directed in the RFP document.
- Proposals which are submitted without RFP fee and EMD in the form specified in RFP;

6.3 **Right to reject any or all Proposals**

Notwithstanding anything contained in this RFP, the UDA reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

6.4 **Proposal Bid opening**

Technical bids of those bidders who have submitted responsive bids in terms of proper submission of EMD and RFP fees and are meeting other criteria for responsiveness shall be opened first and assessed. The Authority shall assign marks only to the bidders meeting eligibility and qualification criteria as provided in the RFP.

6.5 **Proposal Evaluation**

The employer shall form a Evaluation Committee for Selection of Bidder which will carry out the entire evaluation process. Technical proposals significantly deviating from formats specified in this RFP will be considered non-responsive.



### ANNEXURE A: BID DATA SHEET

1 **Name of the Client: Ujjain Development Authority (UDA), Ujjain**

2 Empanelment Validity: 3 years

3 Title of Service is: “Empanelment with UDA from Professional Agency For creative content creation i.e. Animation, 3D Visualization, Modelling, Graphical Representation / Visualization and Allied Works for Ujjain Development Authority (UDA) Ujjain”

A pre-proposal conference will be held – **Yes**

4 Client Representative:

**PHONE :**

**FAX :**

**EMAIL :** udaujjain@gmail.com

WEB: udaujjain.org

*Date: As per key dates Time:*

*As per key Dates*

Venue Address : *As per key Dates*

5 Proposals must remain **valid for 120 days** from the bid submission date indicated in this Bid Data Sheet.

6 The Bidder is required to include with its Proposal written confirmation of authorization / Power of Attorney to sign on behalf of the Bidder (Applicable only for partnership firm) : **Yes**

7 Joint Ventures or Consortia are permissible: **No**

8 **Earnest Money Deposit (EMD)** must be submitted online.

9 Any pre-proposal queries may be sent to UDA .

Bidder/s may also talk to Deepak Bisen AE mobile no-9589286304 for any clarification of RFP documents prior to Bid Submission. All related correspondence exchanged by the Bidder/s would also form part of the Proposal.

10 **Eligibility: All bids must fulfill all the Pre- Qualifications stated below:**

- The firm must possess valid PAN and GST Registration.
- The bidder should have been in the business of providing Architectural- Urban animations, 2D & 3D visualization, graphic designing and allied works in India for at least 05 years or more from the date of opening of the tender. The bidder shall provide a copy of its Certificate of Incorporation (or equivalent Letter of Incorporation) issued by the relevant government authority as proof of legal registration.

- Agency should have own Setup of Machinery and Studio to carry out above work with essential equipment, workstation with xeon & i7, i9 processors, and licensed designing software like Corel Draw/3DsMax/Adobe or equivalent (minimum 5 nos.). The agency must submit bills of these purchased equipment and software.
- Average annual turnover of the firm / company / bidder should be more than Rs. 50 lakh for the last three years
- The bidder should have experience in at least 5 urban design / real estate project simulation work which includes 3D walkthrough / creation of Audio-Video content with voice over work / animation movies / design rendering with 3D views etc for Central / State Government, or PSU's or any Government Entity or reputed private builder / developer.

*Note:*

- The applicant has to submit the annual report/ audited accounts/balance sheet for last 3 financial years duly certified by the Chartered Accountant. Notarized copy of form 26AS shall require if the bidder experience is with private builder / developer.
- The project should be completed project and certificate regarding the same should be issued by an officer not below the rank of Executive Engineer or the Developer in case of Private Housing Works.

Bidder has to mention the details / contact number of client for the purpose of verification of completion certificates in Tech form 3.

11. Evaluation Criteria		
S.N	Criteria	Score
<b>1</b>	<b>Average annual turnover of the Consultant from professional fee from similar nature of work in preceding three financial years</b>	<b>20</b>
I	Equal or more than Rs 50 Lakh but less than Rs 75 Lakh	10
II	Equal or more than Rs 75 Lakh but less than Rs 100 Lakh	15
III	More than Rs 100 Lakh	20
<b>2</b>	<b>Experience of undertaking similar assignments during Last 7 Year from the last date of submission of tender</b>	<b>60</b>
A	Experience relevant to the similar assignment/job <ul style="list-style-type: none"> <li>• 10 Marks for each eligible Project to a maximum of 60 Marks</li> </ul> The project should be completed and certificate regarding same should be issued by an officer not below the rank of Executive Engineer.	60
<b>3</b>	<b>Presentation marks on Approach, Methodology and Work Experience</b>	<b>20</b>
A	Understanding of terms of reference	5
B	Approach and methodology	5
C	Showcasing the past work experience of completed walkthrough, audio-	
	video assignment including voice over etc.	
i	Walkthrough of minimum 3 minutes (1 marks for each assignment)	5

ii	Audio-video movie of minimum 3 minutes each (1marks for each assignment)	5
	<b>Total</b>	<b>100</b>
	<b>Qualifying Technical Marks</b>	<b>70/100</b>

Bidder who will securing 70 marks shall be considered for the empanelment of the job by UDA

## ANNEXURE B: TERMS OF REFERENCE

### Introduction

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UDA, Ujjain, (hereinafter collectively referred to as “UDA” “Authority”) intends to empanel Professional Agency for Animation, 3D Visualization, Modelling, Graphical Representation/Visualization and Allied Works for existing and upcoming projects. UDA proposes development schemes for the city, this development initially required to showcase for citizens and authorities through 3D modeling and animation, also we required a team who can visualize our ideas for the welfare of citizens. For promotion and conduction of various promotional & social events. In this context, UDA intends to invite proposal for the design studios / companies for Design Graphical Representation/Visualization and allied works.

### Scope of Work:

Bidder / agency shall perform all such services and activities which are not specified herein but that might be required for achieving the desire deliverables.

- The selected agency will be required to carry out the digital art work/ infographic designing/ graphic designing/ image work (high resolution images) in the required sizes as per the agreed print media plan.
- Draft strip Ads, Quarter Page Ads, Half Page Ads. The agency needs to resize edit materials as per media plan
- Design and draft content for background designs for the Stage
- Content may be required for T-Shirts, Bags, Caps, Pen Holders, Visiting Card Holders, Paper Weights, Pen Drives, Brochures, Booklets, etc
- The Agency shall identify and set up response mechanism, news desk and content creation for press notes, releases, briefings for spokespeople, etc. across languages

- Creativity in design and efficient graphic design, urban design interpretation, rendering, animation, personalized attention and involvement with specialized professionals as required by UDA.
- Custom made renderings and animations with actual high resolution videos shoots including aerial photography via drone camera to expectations to demonstrate complete details and layout of the finalized area options including layout planning, design, detailing and graphics with the time deadlines.
- The entire visualization and simulation has to be done in GIS enabled software with a simulation time of 10 mins. Or as decided by the UDA
- Agency will be required to transform with existing retentions by showing design transformations, complex interior and exterior of the aforesaid area into graphic representations/ realistic renderings and high resolutions computer animations that are of excellent broadcast quality and international standards.
- Agency has specialized in City development planning, Architectural & Urban Planning visualization with ideally illustrating on drawing basis for different city level development Projects of UDA.
- Agency has to made three dimensional of different upcoming and existing development Projects. Also have specialized in transform with existing retentions by showing design transformations etc.
- Agency has to develop & Design Marketing collaterals, Multimedia and project presentation for different program organize by UDA
- Agency has to develop & Design Audio-visual advertisement and two-dimensional animation clips for different policy and awareness programs of UDA.
- Firm should have the ability to produce three- dimensional animations of projects not yet rendered. The high resolution, three-dimensional animations could include the details of walk-through or fly – through of an area that includes pedestrian and vehicular movement, mixed/overlapped with the actual high-resolution photography/videos. The animation shall be of international standards.
- Above issues are indicative only. Other inputs to make comprehensive animation and graphic designs shall be intimated, will have to be incorporated. Any suggestion given by the state Govt. / department regarding ToR will be integral part of ToR /deliverables. All the changes / suggestion given time to time shall have to be duly altered accordingly as to the satisfaction of the UDA.
- The final submission shall comprise in the form of documentary/ animated movie / virtual tour with VFX effects and voice over in Hindi or English languages of the various strategies finalized.
- Firms should have the capabilities to deliver animations in DVD/CD-ROM/BETA/VHS and other streaming formats which can be further uploaded on all the social media formats.
- All the raw data, 3D visualization models and graphics with the final output shall be the ownership of UDA and the same has to be submitted along with the final submission.
- The consultant will develop coffee table booklet and Brochure for UDA. This coffee table booklet / Brochure will include but not limited to following:
  - Review available coffee table booklets / Brochures of real estate groups / other authorities for benchmarking
  - Proposed concept format for booklet and brochure
  - The Booklet and brochure shall cover but not limited to Brief about UDA, Completed projects, awards and achievements, best practices, Photoshoot of all these above-mentioned projects to adopt in Coffee table book, Details of ongoing projects as given in scope of work above or Any

other relevant things

**UDA will:**

- a. Designate a Nodal Officer responsible for management and coordination of this Assignment
- b. Provide the Agency with necessary authorization to procure information from line departments and carry out surveys,

## **ANNEXURE C: TERMS AND CONDITIONS OF EMPANELMENT**

### **1. Period of Empanelment**

- a. The empanelment of the agency will be for a period of 3 (three) Years from the date of Resolution (Sanction). However, the client reserves the rights to cancel the empanelment of any or all the consultant(s) and request a fresh proposal for empanelment at any time.
- b. The client reserves the right to extend the period of empanelment of consultants for further period depending on the requirement and performance of the consultant. The decision of the client in this regard would be final.
- c. The empanelment of the agency will remain in force for the purpose of completion of all works Allotted during the currency of the empanelment until they have been completed.

### **2. Allotment of Work**

- a. UDA also reserves the right to allot the work to any of the empaneled agency after giving due consideration to the suitability and competence of the agency to handle jobs, with due regard to their proven track record, which shall be reviewed by UDA (Employer), as found necessary, from time to time.
  - b. UDA will give a brief to the agencies and invite Concept note/creatives /Script from the empaneled agencies for specific assignments. UDA reserves the right to award the work to any of the empaneled agencies, based on the merit of their credentials (Ideas, Creatives, execution plan etc), competition through presentation.
  - c. All work products including images, videos and creatives would belong to UDA. Agencies must submit videos in raw and edited format in the specification that is required.
3. UDA will sign an empanelment agreement separately with the agencies. After signing of the agreement, no variation or modification of the terms of the agreement shall be made except by written amendment signed by both the parties.
  4. In case of variation or delay in execution of the assigned work by the agency, UDA will issue an warning to the agency. Further, non-conformity, UDA may impose a requisite penalty as deemed fit (per day/per week) or part thereof of delay (subject to maximum of

- 10% of the project value). If the delay is beyond stipulated timeline, then UDA may annul the project and shall be free to get it done from other agencies. UDA may debar and blacklist the Agencies for applying in its future empanelment also.
5. A separate work order will be given to the selected agency for each project. The selected agency shall not assign the project to any other agencies, in whole or in part, to perform its obligation under the project agreement.
  6. The empaneled advertising agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to UDA's interest. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication.
  7. UDA will de-empanel the empanelment, if the agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. UDA may proposed Government of MP to debar the agency from any government procurements for the period of up to 5 years
    - "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of UDA or any personnel in agreement executions.
    - "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of agreement, to UDA, and includes collusive practice among applicants designed to establish proposal prices at artificially high or non-competitive levels and to deprive UDA of the benefits of free and open competition.
    - "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to.
    - "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of agreement.
    - "Collusive practices" means a scheme or arrangement between two or more applicants with or without the knowledge of the UDA, designed to establish prices at artificial, non-competitive levels
  8. UDA reserves the right to withdraw/ terminate empanelment in any of following circumstances:
    - Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant's organization
    - Information provided to UDA is found to be incorrect.
    - Empanelment conditions are not met within the specified time period;
    - Misleading claims about the empanelment status are made;
    - Clear evidence is received that there is breach of copyright;
  9. The Agency will treat as confidential all data and information about the UDA, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the UDA.
  10. UDA will have right to drop any agency from the empaneled list without assigning any reason whatsoever. UDA also reserves the right to modify the term and conditions of empanelment.
  11. The agency should be able to execute order at short notices and even on holidays.

12. Agency should have resources with proficiency and proof reading facilities in multiple languages.
13. Selection of artwork/creative will be entirely on UDA's discretion. Artwork/creative once selected will be the property of UDA and it can be repeatedly used in different media like print, outdoor, electronic etc without seeking permission from concerned advertising agencies or paying any commission/fees/royalty. The Agency has to provide original soft copy of open file to UDA. The agency cannot use the concept, artwork, picture, film and jingle for other clients once UDA selects it.
14. UDA reserves the right to make necessary modification to the selected artwork, concept, etc.
15. UDA also reserves the right to empanel any other agency or employ any agency outside the list of empaneled agencies, if required.
16. Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving one-month advance notice in writing to the other party.

**17. AGREEMENT EXECUTION: -**

- Issuance of Letter of Award (LOA)

the Letter of Award (LOA) for a particular work shall be issued to the selected agency from among the empanelled agencies, following the prescribed procedure for the allotment of work.

- Execution of Agreement

Within fifteen (15) days from the date of issuance of the LOA, the selected agency shall execute the agreement by submitting an e-stamp paper as per government guidelines and furnishing a Bank Guarantee or Fixed Deposit Receipt (FDR) amounting to 5% of the estimated fee as a Performance Security.

- Return of Performance Guarantee

Upon successful completion of the work, the Performance Security—whether in the form of a Bank Guarantee or FDR—shall be returned to the agency.

- Refund of EMD

Upon submission of a Bank Guarantee or FDR of an equivalent amount to the EMD paid online by the empanelled bidders (valid for a period of three years) to the office, the EMD amount paid through the online portal shall be refunded.

- Forfeiture and Debarment

If the agency fails to execute the agreement within fifteen (15) days after issuance of the LOA, the FDR or Bank Guarantee submitted as EMD shall be forfeited, and the empanelment of the said agency shall be terminated. Thereafter, no work shall be allotted to the agency, and it shall be debarred from participating in any tender of UDA for a period of three (3) years.



## ANNEXURE D: TECHNICAL PROPOSAL SUBMISSION FORMS

### Tech 1: Letter of Proposal

[Location, Date]

To

**The Executive Engineer  
Ujjain Development Authority (UDA)**

Subject: - (*insert RFP title*)

Dear Sir / Madam,

We, the undersigned, offer to provide the services for (*insert RFP title*) in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and a Financial Proposal online under a separate envelope.

We hereby declare that we have read the Terms and Conditions and all information included in the RFP, and abide by the same, and specifically to conditions mentioned.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

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

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Title of Signatory:

Name of Firm/s, Address, Contact No., and E mail id:

**Please enclose the following:**

- 1. Firm Incorporation (Memorandum and Articles of Association signed by Managing Director/ Director or Company Secretary).**
- 2. GST Registration Certificate**
- 3. Signed copy of entire RFP document as proof of acceptance of terms therein.**

## Tech 2: Format for Power of Attorney of Proposer appointing Designated Representative

*(Applicable in case of Proposal not being signed by the person directly authorized by the firm through a board/partners' resolution)*

Know all men by these presents, we, ..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr / Ms. .... son/daughter/wife 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 "Authorized Representative") 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 Proposal for *(insert RFP title)* including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid 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 proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and / or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative 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 Authorized Representative 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 ..... , 2022.

For  
.....

Witnesses:

1. 2.

Notarised

(Signature, name, designation and address)

Accepted

.....  
(Signature, name, designation and address of the Attorney) Bidder / agency

### Tech 3: Project Detail Sheet (PDS)

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/JV, was legally contracted. Also, in case you are bidding as a Consortium, please provide information for both Principal Bidder / agency / Associate Bidder / agency in separate PDS.

<b>PROJECT DETAILS:</b>	
Name	
Category	
Type	
Location	
Value (INR Lakh)	
Name of Client	
Location of client	
Address / Contact Detail of Client	
Project status	
Start Date of Service	
Completion Date	
<b>NARRATIVE DESCRIPTION OF PROJECT:</b>	
<b>ACTUAL DESCRIPTION OF SERVICES PROVIDED:</b>	
<b>COMPLETION CERTIFICATE ATTACHED FOR NUMBER OF PROPERTIES SOLD :</b>	Yes / No

*Note: Attach the certificate from the client as documentary evidence with each Project Detail Sheet. Project without certificate may not be considered for evaluation purpose.*

#### **Form Tech-4: Description of Approach, Methodology and Work Plan for Performing the Assignment/Job**

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Methodology, Approach and Technique
- b) Work Plan, and
- c) Organization and Staffing,

In Technical Approach and Methodology, you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

In Work Plan, you bidder should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A final report, delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.

In Organization and Staffing, the bidder / agency should **propose and justify** the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.

Name of Bidder / agency	Annual Turnover (from similar works)				
				Total	Average

Name of the Audit Firm:

Seal of the audit firm

ICAI Registration No.

Date:

Signature:

Name :

Designation:

Ujjain Development Authority

**Tech 6- No-Blacklisting Declaration (On a Stamp Paper of relevant value)**

I M/s.....(Name of the Proposer), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred by Government of Madhya Pradesh (GoMP) / any other entity of GoMP or blacklisted by any state government or central government / department / Local Government / agency in India or from abroad from participating in providing marketing and branding Services of any kind, either individually or as member of a Consortium as on the \_\_\_\_\_(Proposal submission Date).

We further confirm that we are aware that our application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of the Bidding Process or thereafter during the agreement period. Dated this ..... Day of ....., 20\_\_

Name of the Proposer

Signature of the Authorized person

Name of the Authorized Person

### **Form Tech 7: Undertaking**

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Name of the Proposer

Signature of the Authorized person

Name of the Authorized Person

NB: To be furnished on formal letter head of all Consortium Members

## ANNEXURE E :

**PAYMENT FOR THE WORKS SHALL BE MADE TO THE EMPANELLED AGENCY AS PER THE APPROVED ITEM-WISE RATES GIVEN BELOW IN TABLE.**

	<b>Service Description</b>	<b>Deliverables/ Item/ Duration</b>	<b>UNIT</b>	<b>FIXED RATE</b>
1	Design and Development Conception and Planning for Marketing Collaterals	Newspaper / other media advertisements / general / Pamphlets & Brochures, Flyers & communications, standees, Signage, Bus panels, Banner visual material, Marketing kit for the projects, Branding campaign design, backdrop design etc.	Per Design/page	1000/-
2	Development of Coffee Table books	25 Pager	per book	9000/-
3.	3D Visualization / Walkthrough	Minute	per minute	93000/-
4	Audio-Video Films	Minute	per minute	33500/-
5	3D Rendered Views Exterior (4K)	Day Mode	per view	7000/-
6	3D Rendered Views Exterior (4K)	Night Mode	per view	9500/-
7	3D Rendered Views Interior (4K)	Illuminate Mode	per view	7500/-

Note:

- GST shall be paid extra as per applicable rules of government.

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UJJAIN DEVELOPMENT AUTHORITY,  
Bharatpuri Administrative Zone, Dewas  
Road UJJAIN (M.P.) Pin - 456010

Annexure - F

|| AFFIDAVIT ||  
(On Non Judicial Stamp of Rs. 100/-)

I/We \_\_\_\_\_ who is/ are \_\_\_\_\_  
(status in the firm/ company) and competent for submission of the affidavit on behalf  
of M/S \_\_\_\_\_ (contractor) do solemnly affirm on oath and state that:  
I/We am/are fully satisfied for the correctness of the certificates/records submitted in  
support of the following information in bid documents which are being submitted  
in response to notice inviting e-tender No. \_\_\_\_\_ for  
\_\_\_\_\_ (name of work) dated \_\_\_\_\_ issued by the

Executive Engineer, UDA Ujjain.

I/We am/ are fully responsible for the correctness of following self-certified  
information/ documents and certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
  - a. Term deposit receipt deposited as earnest money, demand draft for cost of bid document and other relevant documents provided by the Bank are authentic.
  - b. Information regarding financial qualification and annual turnover is correct.
  - c. Information regarding various technical qualifications is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

OR

Following close relatives are working in the department:

4. We undertake that we never got black listed in any department

Name \_\_\_\_\_ Post \_\_\_\_\_ Present Posting \_\_\_\_\_

Signature with Seal of the Deponent (bidder)

I/We, \_\_\_\_\_ above deponent do hereby certify that the  
facts mentioned in above paras 1 to 3 are correct to the best of my knowledge and belief.

Verified today \_\_\_\_\_ (dated) at \_\_\_\_\_ (place).

Signature with Seal of the Deponent (bidder)