



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

REQUEST FOR PROPOSAL (RFP)

ENGAGEMENT OF AGENCY FOR PUBLIC RELATIONS SERVICES FOR GLOBAL CONFERENCE OF ACTUARIES (GCA) 2024

RFP REF NO: IAI/RFP/PR AGENCY-GCA 2024/2023-24

Dated: 27th December 2023

Address to:

Vinod Kumar
Deputy Director
Institute of Actuaries of India
2nd Floor, 'F' wing, Tower II
Seawoods Grand Central
Navi Mumbai 400706



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REQUEST FOR PROPOSALS

FOR ENGAGEMENT OF AGENCY FOR PUBLIC RELATIONS SERVICES FOR GCA 2024

RFP Ref No: IAI/RFP/PR AGENCY-GCA 2024/2023-24

Dated: 27.12.2023

Institute of Actuaries of India is a statutory body for the regulation of profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance (MoF). Institute of Actuaries of India invites RFPs for ENGAGEMENT OF AGENCY FOR PUBLIC RELATIONS SERVICES FOR GCA 2024.

Interested Agencies meeting the eligibility criteria as per terms & conditions RFP document may submit their Proposals complete in all respect.

THE IMPORTANT INFORMATION AND SCHEDULE RELATED TO RFP:

Date of Issue/Publishing	:-	27 th December 2023
Last Date and Time for Submissions of Bids	:-	4 th January 2024; 6.00 pm
Date and Time of Opening of Technical Bids	:-	Will be informed later
Date and Time of Opening of Financial Bids	:-	Will be informed later
Last Date and Time for receipt of queries	:-	30 th December 2023
Presentation Date	:-	Will be informed later
No. of Covers (Two Bid System)	:-	02
Bid Validity	:-	30 days (From date of opening of Bids)
Contact detail	:-	Deputy Director 022-62433359 vinod@actuariesindia.org
Location	:-	Institute of Actuaries of India 2nd Floor, 'F' wing, Tower II Seawoods Grand Central Navi Mumbai 400706

Note: The Applicants are requested to read the RFP document carefully and ensure compliance with all specifications/ instructions herein. Non-compliance with specifications/instructions in this document may disqualify the Applicants from selection process.



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1. Background:

- 1.1. IAI is a statutory body established under The Actuaries Act 2006 (35 of 2006) for regulation of profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance (MoF). Actuaries are experts in the field of financial modelling, Risk analysis, Statistics, Investments, Information technology & Data science, and Business. One of the main objectives of IAI is to create awareness, knowledge, education & training of Actuarial Science. The head office of the Institute is located in Mumbai. IAI is the apex body for Actuaries in India & currently involved in many activities for members & non-members.
- 1.2. Actuarial Science is a niche field which holds tremendous opportunities for people who join it. A career in actuarial science offers exceptional prospects, with strong demand for professionals skilled in risk analysis, financial modelling, and data science. Actuaries are sought after in diverse industries, such as insurance, finance, and consulting, and are well-compensated for their expertise, making it a rewarding and financially secure career choice.
- 1.3. IAI has its annual flagship event “Global Conference of Actuaries (GCA)” The GCA organized annually since 1999 is a signature three-day event attracting stakeholders in the Insurance and financial sector, with an evening being devoted to Actuarial Gala Function and Awards (AGFA). IAI wants to hire a PR agency who can work alongside IAI to develop a strategic communication plan and PR presence that aligns with our event GCA 2024.



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2. SCOPE OF WORK

Sr. No	Action	Key Activities for Selected Events
1	Pre-Event	Building Awareness of the Event via digital PR/newspaper articles/articles in magazine- minimum 3
2	Pre-Event	Creating the buzz for an upcoming event- ensure #GCA 2024 trends on social media, Boost SEO and search engine rankings, get GCA website in top 10 ranks , using the previous events highlight/testimonials, Author/By-lined Articles etc
3	Pre-Event	Media Training for Spokesperson
4	Pre-Event	Media Invites
5	Pre-Event	Engaging the Key Media organizations for better outreach of the events and provide availability confirmations
6	Pre-Event	Coverage in form of articles, interviews to be released using print and broadcast media- minimum 3 articles
7	Pre-Event	Finalising the media interaction schedule
8	Pre-Event	Analytics on the PR engagements
9	Pre-Event	Depute a content writer personnel to the attend the complete event. The personnel will be responsible to share the draft press release write up immediately after the event
10	During Event	Managing the Media Persons at the event and facilitate smooth conduct of media interactions
11	During Event	Ensure to provide the draft press release at the end each day of the event to IAI
12	During Event	Press Release (day-wise and consolidated)
13	During Event	Engagement using highlights from the event- ensure #GCA 2024 trends on social media, quotes/anecdotes from the event, interviews of dignitaries from the event, Author/By-lined Articles etc
14	Post Event	Min. 10 articles for the event to be published in any of the top 10 newspapers as per IRS
15	Post Event	Wire Release
16	Post Event	Coverage Tracking
17	Post Event	PR - Event Report (Overall)

3. TERMS AND CONDITIONS OF CONTRACT:

3.1 Period of Contract: The agency/vendor to be onboarded only for GCA 2024.

3.2 Sub-Contracting: The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

3.3 Exit Clause: At any instant contract will be terminated if service of the vendor is not found satisfactory.



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- 3.4** Budget, Duration, and other related factors will be based on the requirement of IAI.
- 3.5** The rates as per award of contract shall remain same throughout the contract period and shall not be changed in any circumstances.
- 3.6** The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.
- 3.7** IAI shall have discretion to give any work to any empanelled agency/vendor selected through RFP process and the other agency/vendor will not have to claim for the work.
- 3.8** IAI reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

4 PAYMENTS TERMS:

- 4.1** The payment will be done after completion of work as assigned. IAI will normally settle the bill within 30 days from the receipt of the bill. However, for delayed payment, the agency/vendor will not charge any penalty or interest to IAI.
- 4.2** The payment under this agreement shall be made on satisfactory completion of job contract services to be certified by Admin Office of IAI, through NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IAI.
- 4.3** Bill to be made in the name of Institute of Actuaries of India. GST No, Pan No and account details should be clearly mentioned on the bill. Parties mutually agree that, vendor will submit E-invoice to the IAI as applicable under the GST laws in India. Further, if the IAI requires any hard copy of the invoice then same shall be provided by the vendor.
- 4.4** The Institute shall pay 50% advance payment on signing of agreement.
- 4.5** The provisions of the Income tax Act, 1961 regarding deduction of tax at source shall apply. IAI shall deduct the withholding tax (TDS) as per the Income Tax Act, 1961. All the parties to the agreements shall have to complete all the compliance applicable to them as per the Taxation laws prevailing in India.
- 4.6** Goods and Service Tax (GST) shall be paid as per the existing GST laws or amendments in the same from time to time applicable in India.

5. FORCE MAJURE:

- 5.1** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/vendor shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 5.2** For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/vendor and not involving the Agency/vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 5.3** If a Force Majeure situation arises, the Agency/vendor shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof.



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Unless otherwise directed by the Institute in writing, the Agency/vendor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5.4 Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.

5.5 The decision of IAI in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

5.6 With mutual consent between the IAI and the Contractor, any other point can be included in the agreement at the time of its execution.

5.7 In case of any disputes on execution of the work during the period of contract, the decision of the Director, IAI shall be binding and final, agreeable in full by both the parties.

6. ARBITRATION CLAUSE:

6.1 In the event of any dispute or difference(s) between the vendee Institute (IAI) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "The Deputy Director, IAI", who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act,1996. The decision of the arbitrator shall be final and binding on both the parties.

6.2 The venue of the arbitration shall be the place from where the order is issued.

6.3 The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.

6.4 Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of IAI.

7. ELIGIBILITY CRITERIA

- 7.1** The agency/vendor should be registered as a Company as per the Companies act. Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this and if it is a partnership agency/vendor, a certified copy of the Partnership Deed.
- 7.2** The Agency/vendor should have PAN Number and GTS Registration.
- 7.3** The agency/vendors should possess the technological and human capabilities required to successfully execute public relations services to the targeted audience.
- 7.4** The agency/vendor must have an average annual turnover minimum Rs. 50 Lakhs or more per annum during the last two financial year i.e., FY 2021-22 and 2022-23. The agency/vendor should also attach a proof certified by a Chartered accountant.
- 7.5** The Agency/vendor should be Renowned agency or individual with experience of similar work in public relations for academic institutions in Govt./State Govt./Govt. Autonomous Institute /large reputed institution / organization preferably at ICAI/IIMs/IITs. Proven record of doing PR for popular brands in the market. Please



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include the list of clients that the agency/vendor has worked for. Evidence of doing public relations for large corporates like BSE 100 / BSE 500 would be an added advantage. WO / Agreement / Experience Certificate / Performance certificate from the clients is to be submitted.

- 7.6** Demonstrated capability comprising of highly adaptable and innovative members working across multiple teams with superb attention to detail and ability to think strategically.
- 7.7** The Agency/vendor should have not been debarred / black listed / terminated / ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of Proposals.

8 PREPARATION OF BIDS:

8.1 POINTS FOR BID PREPARATION

- i. Agency/vendor should consider any corrigendum published on the RFP before submitting their bids.
- ii. Agency/vendor, in advance, should get ready the bid documents to be submitted as indicated in the RFP / schedule
- iii. Each agency/vendor acknowledges and accepts that IAI may, in its sole discretion, apply whatever criteria it deems appropriate in the selection, not limited to those selection criteria set out in this document.
- iv. The bids shall contain no overwriting, except where necessary to correct errors made by the Agency officials and should be authenticated by the official who has signed the bid.
- v. An authorized representative of the Agency/vendor shall authenticate/sign all pages of the original bid proposal. The authorization of such a representative shall be in the form of a letter or in any other form demonstrating that the representative has been duly authorized to sign and submit the proposal and shall be enclosed to the Proposal.
- vi. The signed proposal shall be marked "ORIGINAL". The agencies should adhere to all instructions and submit relevant documents which have been specified in the RFP. Submission of applications without complying with the instructions will result in their rejection. Please submit the signed copies of the Technical Bid (Form) and Financial Bid (Form B) in 2 separate sealed envelopes only which will be used as basis for the legally binding offer. The bids should be accompanied by the documents specified in the Annexures to this RFP.
- vii. The Financial Bid should be quoted and presented in a separate sealed cover. The Financial Bid should not include any conditions attached to it and any such conditional Financial Bid shall be liable for rejection. The Agency/vendor shall express the fee in Indian Rupees only.
- viii. The signed original bid be placed in a sealed envelope clearly marked "TECHNICAL. Similarly, the signed original Financial/Commercial Bid shall be placed in a sealed envelope clearly marked "Financial Bid" followed by the name of the Assignment/job i.e., IAI Public relations. The envelopes containing the Technical Bid and the Financial Bid



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- must be placed in an outer envelope and sealed. This outer envelope shall be superscribed "Proposal for Selection of Agency/vendor for Public relations - IAI"
- ix. The Financial Bid shall contain the documents to be submitted in the standard formats given in FORM B of this RFP Document
 - x. IAI shall not be responsible for misplacement, losing or premature opening, if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a cause for rejection of Proposal and no communication will be entertained in this regard.

8.2 BID SUBMISSION PROCESS:

The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only.

8.2.1 TECHNICAL BID SUBMISSION:

- i. Agency/vendor should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (**As per Annexure-I**) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, without which the RFP will be considered incomplete and hence, summarily rejected.
- ii. The Technical Bid should be accompanied by the relevant documents, duly signed and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the RFP will be considered incomplete and hence, summarily rejected.
- iii. Due date: The RFP has to be submitted on or before the due date. The offers received after the due date and time will not be considered.
- iv. The Technical Bid should be accompanied by a copy of this RFP with each page duly signed by the authorized signatory of the agency/vendors, who has signed the bid, as taken of having read, understood and complied with RFP, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the RFP will not be considered.
- v. The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Agency/vendor's risk and may result in rejection of the bid.
- vi. The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- vii. The signed bid should be placed in a sealed envelope clearly marked "TECHNICAL".
- viii. Any change/corrigendum/extension of closing/ opening dates in respect of this RFP shall be issued through IAI website only and no press notification will be issued in this regard. Agency/vendors are therefore requested to regularly visit IAI website for updates.



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8.2.2 FINANCIAL BID SUBMISSION:

- i. A standard BOQ format has been provided with the RFP to be filled by all the agency/vendors. Agency/vendor to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- ii. The Financial Bid (Price Bid) shall be submitted in IAI Office by the time & date as specified in RFP.
- iii. The financial cover shall contain price bid in the enclosed "Price Bid format" i.e. in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances.
- iv. The Agency/vendor shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tampered/modified in any manner, RFP will be completely rejected.
- v. All duties, taxes and other levies payable by the vendor shall be included in the total price. However, GST will be paid extra as actual.
- vi. Online submission of the bid will not be permitted
- vii. The agency/vendors are required to quote their rates in Indian Rupees (INR) only.
- viii. BIDS SUBMISSION: The bids (complete in all respect) must be submitted to IAI office in two covers i.e., Cover A (Technical Bid) and Cover B (Financial Bid) as explained below:

COVER – A (TECHNICAL BID)		
Sr. No	Document	Content
1.	Technical Bid	Index (As per Annexure-I) indicating the page number of each document submitted
2.		Technical Bid As per Annexure – II
3.		Acceptance of Terms & Conditions of RFP as per Annexure-III.
4.		Copy of Permanent Account Number (PAN) in the name of the agency/vendor, if not proprietorship agency/vendor.
5.		Copy of GST Registration Certificate.
6.		MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure- IV.
7.		Team composition and task assignments staffing form as per Annexure-V
8.		Proof of Income / Turnover to claim the eligibility related to Turn Over.
9.		Self-Declaration about Non Black Listing as per Annexure-VI.
10.		Duly signed and stamped of the entire RFP document along with its addendum/corrigendum, if any
11.		All other documents, as required in terms of the RFP, to claim eligibility.
Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.		



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COVER – B FINANCIAL BID (PRICE-BID)		
12.	Financial Bid	Price Bid in given format BOQ only. (Annexure VIII)

8.3 ASSISTANCE TO AGENCY/VENDORS:

Any queries relating to the RFP and the terms and conditions contained therein should be addressed to the to the relevant contact person indicated in the RFP.

8.4 Bid Validity:

- i. The bids shall remain valid for a period of 30 days from the date of opening of financial bid. In case the Agency/vendor withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Agency/vendor should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original RFP. In case the Agency/vendor withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Agency/vendor should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original RFP.
- ii. The Submission of bids does not entitle any Agency for automatic grant of award.
- iii. Any enquiry after submission of the proposal will not be entertained.

8.5 BIDS OPENING & EVALUATION:

- i. The bids will be opened by a committee duly constituted for this purpose.
- ii. The Technical Proposal will be opened first and evaluated. The Financial Proposal of only those Agencies whose technical bid is found to be technically responsive by the Committee will be opened. The Financial Proposals of ineligible Agencies will not be opened.
- iii. A Separate online meeting for presentation will be conducted through Zoom/Teams/Google Meet or any other platform as decided by IAI, to assess the technical competence of the agency/vendors. The agency/vendors can use this presentation as an opportunity to present their thoughts on how they plan to execute the public relations for GCA 2024.
- iv. The presentation will be evaluated based on the following parameters:
 - ✓ Agency/vendor's Understanding of IAI & GCA 2024
 - ✓ Proposed Public relations plan for GCA 2024
 - ✓ Technical expertise of the agency/vendor
- v. This presentation will be the part of evaluation of technical bids and the date for presentation will be declared later on, after Technical Bids opening. The link of Online meeting for presentation will be shared with only those agency/vendors, whose bid / application would have been received by the closing time and date as indicated in the beginning of this document. Maximum of two representatives per agency/vendor will



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be permitted to attend online meeting for presentation, subject to the submission of valid authorization letter.

9. SELECTION OF SUCCESSFUL AGENCY:

The technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%. Proposals with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. Total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

9.1 TECHNICAL EVALUATION CRITERIA:

The technical evaluation will be for 70 marks and will be based on the following scheme.

TECHNICAL SCORING PATTERN

Sr. No	Particulars	MARKS
1	Experience of company in public relations (Previous PR campaigns of the bidders will be evaluated in terms of quality and originality. An innovative and creative approach will also be considered.)	20
2	Expertise of the key personnel (Please provide the CVs of key personnel that you wish to deploy for the services to be provided)	10
3	Awards and Recognition to the Agency/vendor in the last 5 years (Industry Recognised)	10
4	Quality of Client List and retention of clients.	10
5	Credential and PR Plan Presentation for GCA 2024	20
	TOTAL	70

- i. The agency/vendor with the highest total score (technical + Financial) will be declared as the successful agency/vendor. In case of tie, the agency/vendor having higher financial score will be declared successful.
- ii. Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Proposal shall not be considered.
- iii. IAI reserves the right to negotiate the quoted price with the successful Agency to arrive at the fair and reasonable price.
- iv. IAI is not bound to award contract at the lowest price received in the RFP and reserves the right to decide on fair and reasonable price of the services of the RFP for any counter offer the same to the agency/vendors. All other terms and conditions of the RFP shall remain operative even if a counteroffer rate is offered to the agency/vendors.



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- v. The institute reserves the right to seek clarifications or additional information/ documents from any Agency regarding its technical Proposal. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the Agency does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- vi. In case the day of opening of proposals is declared as a Public Holiday or there is nonfunctioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.
- vii. Any act on the part of the agency/vendor to influence anybody in the institute is liable to rejection of his bid.
- viii. IAI reserves the right to reject any application without assigning any reason.
- ix. IAI reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the RFP without assigning any reason thereof.
- x. The decision of Competent Authority, IAI will be final in all matters relating.

10. AWARD OF CONTRACT:

- i. The Successful Agency/vendor should accept the offer within 2 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- ii. IAI reserves the right to empanel more than one agency through this RFP process or to engage one or more agencies at a time.
- iii. It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

11 OTHER CONDITIONS

11.1 DATA SECURITY AND PREVENTION OF FRAUD

The agency/vendor will undertake that all process and standards are being followed to ensure that the data is secure and is immune to any fraudulent activity.

11.2 CONFIDENTIALITY:

Both parties agree to maintain the confidentiality of all information obtained during the course of this engagement. Any breach of this confidentiality will be subject to legal action.

11.3 INDEMNIFICATION:

The agency agrees to indemnify and hold harmless the Institute from any claims, damages, or legal actions arising out of the agency's negligence, misconduct, or breach of this agreement.

11.4 AMENDMENTS:

Any changes or modifications to this agreement must be in writing and signed by both parties

11.5 WARRANTIES AND REPRESENTATIONS



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The agency represents and warrants that all services provided under this agreement will be of professional quality and free from any defects

11.6 TERMINATION CLAUSE:

The Institute reserves the right to terminate the contract at any point, with a 30-day written notice, in case of unsatisfactory performance or breach of any terms of this agreement by the agency.

**Deputy Director
Institute of Actuaries of India**

Name, Signature and Seal of Authorized Signatory of Agency



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ANNEXURE I

Sr no.	Document	Compliance (Yes / No)	Page No		Remarks
			From	To	
1	Technical Bid As per Annexure - II				
2	Acceptance of Terms & Conditions of RFP as per Annexure-III.				
3	Copy of Permanent Account Number (PAN) in the name of the agency/vendor, if not proprietorship agency/vendor.				
4	Copy of GST Registration Certificate				
5	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure- IV.				
6	Proof of Income / Turnover to claim the eligibility related to Turn Over (CA Certificate)				
7	Team composition and task assignments staffing form (as per Annexure-V)				
8	Proof of Experience: PO/ WO/ Agreement/ Experience Certificate/ Performance certificate from the clients.				
9	Self-Declaration about Non-Black Listing as per Annexure-VI				
10	Description of the methodology and work plan for performing the assignment as per Annexure -VII				
11	Duly signed and stamped of the entire RFP document along with its addendum/corrigendum, if any				
12	All other documents, as required to claim eligibility				
13	Financial Bid as per Annexure VIII				

Place:

Date:

(Signature with stamp of the Agency)



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Statutory body established under an Act of Parliament

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ANNEXURE II

TECHNICAL BID

(To be submitted on the letterhead of the Agency/ Agency/vendor)

TECHNICAL PROPOSAL SUBMISSION FORM

Date.....

To:
The Deputy Director
Institute of Actuaries of India
Unit No. F-206, 2nd Floor,
F Wing, Tower II,
Seawoods Grand Central
Plot No R-1, Sector 40, Nerul Road
Navi Mumbai 400706

Dear Sir,

TECHNICAL PROPOSAL REQUEST FOR PUBLIC RELATIONS SERVICES

We, the undersigned, offer to provide the services for the above mentioned in accordance with your request for proposals dated [insert date]. We are hereby submitting our Technical Proposal, in response to your invitation to us to submit a technical proposal and a financial proposal.

We hereby declare that

- a) All the information and statements made in this Technical Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the IAI.
- b) Our Proposal shall be valid and remain binding upon us for the period of 30 days from the date of RFP/proposal opening.
- c) We have no conflict of interest.
- d) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in India
- e) We undertake to negotiate a Contract on the basis of the technical proposal to carry out the assignment.



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- f) We accept that there will be no substitution of key personnel for reasons which may lead to the termination of Contract negotiations and even the contract itself.
- g) Our Proposal is binding upon us and it is subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the negotiated contract. We understand that IA is not bound to accept any Proposal that it receives.

We remain,

Yours Sincerely,

Authorized Signature



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ANNEXURE III

ACCEPTANCE OF TERMS & CONDITIONS OF RFP (On the letter head of the Agency/ Agency/vendor)

Date:

To

The Deputy Director

Institute of Actuaries of India

Sub: Acceptance of Terms & Conditions of RFP for 'ENGAGEMENT OF AGENCY FOR PUBLIC RELATIONS SERVICES for GCA 2024' vide RFP Ref No: IAI/RFP/PR AGENCY-GCA 2024/2023-24

Dear Sir,

I/We have downloaded / obtained the RFP document(s) for the above mentioned "Work" from the web site(s) namely as per your notice given in the above-mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the RFP documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.

2. The corrigendum(s) issued from time to time by your department/ organization with this RFP has also been taken into consideration, while submitting this acceptance letter.

3. I/We hereby unconditionally accept the terms and conditions of above-mentioned RFP document(s) / corrigendum(s) in its totality / entirely.

4. I / We do hereby declare that our Agency/vendor has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

5. No employee or direct relation of any employee of IAI is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency/vendor / Company.

6. I/We certify that all information and data furnished and attachments submitted with the application by our Agency/vendor / Company are true & correct.

7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our Proposal or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Agency, with Official Seal)



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ANNEXURE IV

(On the letterhead of the Agency duly stamped and signed)

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

The Deputy Director
Institute of Actuaries of India

Sub: Authorization for release of payment / dues from Institute of Actuaries of India through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Agency/vendor/Company/Institute:

2. Address of the Agency/vendor/Company/Institute:

City _____

Pin Code _____

E-Mail ID _____

Mob No: _____

Permanent Account Number _____

Bank Name		Branch Name																					
Branch Place		Branch City																					
PIN Code		Branch Code																					
MICR No.																							
9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)																							
IFS Code:(11 digit alphanumeric code)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																						
Account Type	Saving	Current	Cash Credit																				
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DECLARATION:

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Deputy Director, Institute of Actuaries of India responsible. I also undertake to advise any



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change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Agency/vendor/Company/Institute:

Certified that particulars furnished above are correct as per our records

Bankers Stamp: Date: _____ Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.



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ANNEXURE V

TEAM COMPOSITION AND TASK ASSIGNMENTS STAFFING FORM

Sr. No	Name of Key Personnel	Position	Tasks	Time required for activity
1				
2				
3				
4				
5				
	Name of Non-Key Personnel			
1				
2				
3				
4				
5				
6				



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ANNEXURE VI

SELF-DECLARATION ABOUT NON-BLACK-LISTING (To be submitted on the letterhead of the Agency/ Agency/vendor)

To

The Deputy Director
Institute of Actuaries of India

Date:

Subject: Self Declaration About Non-Black-Listing for ENGAGEMENT OF AGENCY FOR PUBLIC RELATIONS FOR ` 2024 vide RFP Ref No: IAI/RFP/PR AGENCY-GCA 2024/2023-24

Sir,

In response to RFP under reference, I/ We hereby declare that presently our agency/vendor/ agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our Agency/vendor / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of Proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken and the proposal if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the Agency)



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ANNEXURE VII

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Provide a section on Approach, Methodology and Work plan for performing the assignment that should include:

- (a) Technical Approach and Methodology,
 - (b) Work Plan, and
 - (c) Organization and Staffing,
-
- (a) Technical Approach and Methodology. The agency/vendor should explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Agency/vendor should highlight the problems being addressed and their importance and explain the technical approach the agency/vendor would adopt to address them. The agency/vendor should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach.
 - (b) Work Plan. The agency/vendor should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by IAI), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, and ability to translate them into a feasible working plan. A list of the final documents, including reports and tables to be delivered as final output, should be included here.
 - (c) Organization and Staffing. The Agency/vendor should propose the structure and composition of the team. The Agency/vendor should list the main disciplines of the assignment, the key personnel responsible, and proposed technical and support staff. In addition to describing the structure and composition of the Agency/vendor team, the Agency/vendor shall summarize it on the Staffing Form.



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ANNEXURE VIII

(On the letterhead of the Agency duly stamped and signed by authorised person)

Financial Bid

No.	Activity/Particulars	Amount in INR inclusive of applicable taxes
i)		
ii)		

Note:

- 1. All agency/agency/vendors must mention in detail what all work/task will be undertaken under each activity head mentioned in the above table. Without the detailing of each activity the financial bid will not be accepted.**
2. The Agency/vendors are required to quote their rate in Indian rupees only.
3. The rate quoted shall be inclusive of all the charges like Service Charges, Insurances, overheads, profit etc. However, GST will be extra and will be paid as actual.

Place:

Date:

(Signature with stamp of the Agency)