

**REQUEST FOR PROPOSAL FOR MEDIA AGGREGATION,
ANALYSIS AND FEEDBACK SERVICES FOR
PRESS INFORMATION BUREAU**

December, 2018

Press Information Bureau
Ministry of Information & Broadcasting
Government of India
Shastri Bhawan, New Delhi-110001

**PRESS INFORMATION BUREAU
GOVERNMENT OF INDIA**

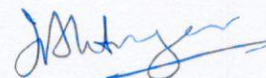
**REQUEST FOR PROPOSAL FOR PROVIDING MEDIA
AGGREGATION, ANALYSIS AND FEEDBACK SERVICES
TO PRESS INFORMATION BUREAU**

Press Information Bureau (PIB) invites Request for Proposal/s from experienced and financially/technically sound service provider/s for Media Aggregation, Analysis and Feedback services regarding news coverage for Ministries/Departments in Print, Electronic, Online and Social media. They can send proposal for any or all of the four service verticals, individually or in combined form. The service provider should have at least three years' experience in the field of media aggregation, analysis and feedback, and should have serviced Ministries/Departments/Autonomous bodies/PSUs of the Central Government/State Government, or Embassies/diplomatic missions in India, or multi-lateral international agencies or large scale Private companies (with at least Rs.1,000 Crore revenue in last financial year). The service provider/s will be fully responsible for providing Media Feedback reports, as per specific requirements detailed in the RFP document, throughout the year including Saturdays/Sundays and gazetted/restricted holidays to the officers of the PIB by only electronic mode.

Terms and Conditions, eligibility conditions and other requirements are displayed/may be downloaded from on the following websites:

www.pib.nic.in & www.eprocure.gov.in

Proposals will be accepted till 1530 hrs on 6th February, 2019



Director (Admn.)
Tele: - 23384717

New Delhi.

Date: 19th December, 2018

**Press Information Bureau
Ministry of Information & Broadcasting
Government of India
Shastri Bhawan
New Delhi-110001

No. 8/8/2018-OAS

Dated: 19th December, 2018

**Request for Proposal for
Media Aggregation, Analysis and Feedback for Press Information Bureau
in New Delhi**

1. On behalf of the President of India, sealed responses to Request for Proposal (RFP) are invited for the office of Press Information Bureau (PIB), Ministry of Information & Broadcasting, Government of India, from reputed, experienced and financially/ technically sound Company/ Firm/ Agency (hereinafter referred to as service provider(s)) having at least three years' experience in the field of media aggregation, analysis and feedback pertaining to Ministries/Departments/Autonomous bodies/ PSUs etc. of the Government of India (*List of departments/ Ministries attached at Annexure--I*), under the following **four categories of work:**

Category of work	Nature of Work
A. Print Media Feedback Reports (e-Press Clippings)	(i) Supply of Press Clippings, along with Index of Headlines, daily latest by 8:00 AM via e-mail or dashboard from selected Newspapers & Magazines for all Government of India departments/ offices (<i>Annexure II & III</i>). (ii) Perception report of PMO and six ministries.
B. Electronic Media Feedback Reports	(i) Supply of two Electronic Media Feedback Reports via e-mail or dashboard for the respective Ministry/ Department from selected National TV Channels/ Agencies: First Report by 10:00AM covering News/TV discussions from preceding 4:00PM to 9:00 AM and 2 nd Report at 5:00PM covering News/ TV discussions from preceding 9:00 AM to 4:00 PM. (<i>List of TV Channels attached at Annexure-IV</i>). (ii) Categorize the relevant electronic media news items into buckets, by providing html links to respective videos, for the coverage on respective Ministry/department.

	<p>(iii) There should be a feed containing Headlines from prominent Hindi and English news channels, on the web portal, mobile application and dashboard, at three hourly intervals at: -</p> <ul style="list-style-type: none"> ➤ 9:00 A.M. ➤ 12:00 Noon ➤ 3:00 P.M. ➤ 6:00 P.M. ➤ 9:00 P.M.
C. Online Media Feedback Reports	<p>(i) Monitor and report coverage for the respective Ministry/Department on all important websites of newspapers, online news sources and blogs daily by 8 AM via e-mail or dashboard along with Press Clippings. <i>(List of Online Media Platforms attached at Annexure—V).</i></p> <p>(ii) Categorize the relevant online news items into buckets, by providing html links of the respective news items, for the respective Ministry/Department as indicated for Press Clippings.</p> <p>(iii) The news items appearing on prominent news portals to be updated on the web portal, mobile application and dashboard in real time basis i.e. as soon as they appear online throughout the day. <i>(Technical Specifications for web portal, mobile application and dashboard are detailed ahead in the document under 'Scope of Work' section)</i></p>
D. Social Media Feedback Reports	<p>(i) Monitor and report coverage for the respective Ministry/ Department on all important Social media platforms. <i>(List of Social Media Platforms attached at Annexure-VI).</i></p> <p>(ii) The agency should be able to provide comprehensive social media analysis reports, using latest analytical tools for social media, by 2:00 PM same day. These reports would focus upon the key issues trending on social media w.r.t. the Minister(s) /Ministry /Department(s) and the positive/ negative posts being done.</p>

	<p>(iii) Twitter Analysis of Ministry/Department Handle and related trending issues:</p> <ol style="list-style-type: none"> 1. Most retweeted content 2. Most replies content 3. Hashtag analysis 4. Followers profile 5. Time/Date analysis of tweets 6. Handle comparisons on one screen <p>(iv) Report on the top 10 trending stories on Twitter every three hours starting from 9:00 A.M. till 9:00 P.M.</p>
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2. The service provider/s will be fully responsible for providing press clippings along with Index of Headlines, and Media Feedback Reports on Electronic, Online and Social Media Coverage. The media feedback reports on Print, Electronic, Online and Social Media, must specially focus on negative news and must be made available to the officers of the PIB throughout the year, including Saturdays/Sundays and gazette /restricted holidays, by electronic mode only.

3. The service provider is also required to provide a 5-8 pages of perception report on fortnightly basis (by 1:00PM on alternate Monday) especially on the negative news for the following offices - PM/PMO, and Ministries of Defense, Finance, Home Affairs, Commerce and Industry, Road Transport and Highways, HRD, in Print, Electronic, Online and Social Media. (In case, separate service providers are selected for each category, perception report from Print media only will be required) The list of the Ministries may undergo revision at the time of finalization of tender, or during the tenure of tender.

4. **Service Provider may apply separately for anyone or more of the four categories of work or in a combined form for all the four categories. Categories of work are i) Press Clippings along with Index of Headlines including fortnightly Perception reports and Feedback Reports (e-Press Clippings) ii) Electronic, iii) Online and iv) Social Media. The Applicants are required to submit separate applications (RFP responses) for each category of work, or jointly for all four categories. Only one application should be sent for each category by the service provider. They may apply for more than one categories. The responses received for providing all the four services together by a bidder will be initially taken up for consideration. If none of such bidders is found suitable by PIB on any grounds then only the bids for individual categories will be taken up in subsequently.**

5. PIB shall engage service provider/s or agency/ies **for three years from the date of signing the agreement.** However, PIB shall retain the right to terminate the contract at any time by giving a notice period of one month without any liability to PIB and without assigning any reason thereof. Also, in case of any default on the quality or time line of the delivery of the services, the same shall entail a financial penalty as determined by the PIB.

6. Details on the services to be provided under each category of work are mentioned in the 'Scope of Work' section in this document.

7. For each category of work or combined work, there will be two-bid quotation system i.e. the bidder has to submit two bids in prescribed formats given in this document: (i) Technical Bid, and (ii) Financial Bid. Interested parties are requested to submit their proposals (Technical as well as Financial) along with an Earnest Money Deposit (EMD) and required documentary proofs etc. under two separate sealed covers as stated below:

A. For Press Clippings along with Index of Headlines, and Perception Reports:

All documents must be submitted properly marked as Technical Bid & Financial Bid and sealed in two separate envelopes, clearly marked over left side corner of envelope (i) "Technical Bid for Press Clipping Contract" and (ii) "Financial Bid for Press Clipping Contract" respectively. Both the sealed envelopes should be kept in a third bigger sealed envelope superscribing "Response to RFP for Press Clipping Service to PIB, New Delhi". The name and contact details of the service provider should be on all the envelopes.

B. For Electronic Media Feedback Reports:

All documents must be submitted properly marked as Technical Bid & Financial Bid and sealed in two separate envelopes, clearly marked over left side corner of envelope (i) "Technical Bid for Electronic Media Feedback Reports Contract." and (ii) "Financial Quotation/ Bid for Electronic Media Feedback Reports Contract" respectively. Both the sealed envelopes should be kept in a third bigger sealed envelope superscribing "Response to RFP for Electronic Media Feedback Reports to PIB, New Delhi". The name and contact details of the service provider should be on all the envelopes.

C. For Online Media Feedback Reports:

All documents must be submitted properly marked as Technical Bid & Financial Bid and sealed in two separate envelopes, clearly marked over left, side corner of envelope (i) "Technical Bid for Online Media Feedback Reports Contract." and (ii) "Financial Quotation/ Bid for Online Media Feedback Reports Contract" respectively. Both the sealed envelopes should be kept in a third bigger sealed envelope superscribing "Response to RFP for Online Media

Feedback Reports to PIB, New Delhi", the name and contact details of the service provider should be on all the envelopes.

D. For Social Media Feedback Reports:

All documents must be submitted properly marked as Technical Bid & Financial Bid and sealed in two separate envelopes, clearly marked over left, side corner of envelope (i) "Technical Bid for Social Media Feedback Reports Contract." and (ii) "Financial Quotation/Bid for Social Media Feedback Reports Contract" respectively. Both the sealed envelopes should be kept in a third bigger sealed envelope superscribing "Response to RFP for Social Media Feedback Reports to PIB, New Delhi". The name and contact details of the service provider should be on all the envelopes.

E. For Media Aggregation, Analysis and Feedback Services in combined form from Print, Electronic media, online media and social media

All documents must be submitted properly marked as Technical Bid & Financial Bid and sealed in two separate envelopes, clearly marked over left, side corner of envelope (i) "Technical Bid for Media Aggregation, Analysis and Feedback Services in combined form from Print, Electronic media, online media and social media" and (ii) "Financial Quotation/ Bid for Media Aggregation, Analysis and Feedback Services in combined form from Print, Electronic media, online media and social media " respectively. Both the sealed envelopes should be kept in a third bigger sealed envelope superscribing "Response to RFP for Media Aggregation, Analysis and Feedback Services in combined form from Print, Electronic media, online media and social media to PIB, New Delhi". The name and contact details of the service provider should be on all the envelopes.

8. Technical bids of the service provider/s for all categories of work must necessarily be accompanied by Earnest Money Deposit (EMD), refundable (without interest), of Rs.1,00,000/- (One Lakh only) for each category of work in the form of Demand Draft, of a scheduled commercial bank drawn in favor of SO, Cash, PIB, failing which the tender shall be rejected summarily.

9. The sealed envelopes should be addressed to

**The Director (Admn.),
Press Information Bureau,
Room No. 103, A-Wing,
Shastri Bhawan, New Delhi-110001**

10. Interested respondents may submit their proposals, complete in all respects along with EMD, in the "**Tender box**" kept at the Reception Office of PIB, Shastri Bhawan, New Delhi latest by 1530 Hrs, 6th February, 2019. No proposal would be accepted after the stipulated date and time under any

circumstances whatsoever. Proposals received after the stated time and date would not be considered and would be returned unopened.

11. The RFP document can be obtained between 10:00 AM and 4:00 PM on all working days i.e. Monday to Friday from Section Officer (OAS), Room No 707A, 'A' Wing, Press Information Bureau, Shastri Bhawan, New Delhi. **The tender document can also be downloaded from the website www.pib.nic.in or www.eprocure.gov.in.**

12. The service provider/s for each category of work will be selected as per the 'Selection Procedure' of this RFP document (**Section IV**).

13. The *Technical Bids* will be opened at 1600 Hrs on 6th February, 2019 in Room No 103, 'A' Wing, Shastri Bhawan New Delhi. The applicant, or his authorized representative may be present, if they so desire, at the time of opening of the Technical Bid. The Technical Evaluation Committee (TEC) will shortlist suppliers initially based on the eligibility criteria mentioned in this document and visit the office premises of the service provider to examine physical, manpower & technical infrastructure set up and personnel employed by service provider/s, which is required for providing timely & efficient services. The TEC will call shortlisted service provider/s to make a presentation before itself. The presentation should focus on mode of delivery of services as expected from service provider (*Details given in Sections 2 & 3 of this document for all categories of work*); User Interface and User Experience on the envisaged Online Portal, Mobile Application and Dashboard for providing services. The notice for short listing of agencies for technical presentation will be intimated individually by email. The Financial Bid of only that respondent/s, which has been found to have qualified technically by the TEC, shall be opened. The Financial Bid/Quotation will be opened under prior intimation of date, time and venue to the technically qualified applicants.

14. **Service Providers/ Applicants may contact the Director (Admn), Press Information Bureau, Room No 103, A-Wing, Shastri Bhawan, New Delhi for any clarification on the RFP before 8th January, 2019 by post or email: "jaideep.bhatnagar17@nic.in".**

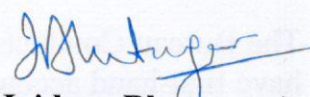
15. No overwriting or cutting is permitted in the Technical & Financial Bid forms. Conditional bids shall not be considered and will be rejected outright.

16. Principal Director General, PIB reserves the right to cancel/reject any or all of the responses to this RFP without assigning any reason thereof. PIB takes no responsibility for delay, loss or non-receipt of response to RFP.

IMPORTANT DATES:

S.No	Activity	Date*
1.	Last date for submission of written queries (email or post only)	8 th January, 2019
2.	Release of responses to Clarifications & Uploading on PIB Website	14 th January, 2019
3.	Date & venue of Pre-Bid meeting	Room no. 103, A Wing, PIB, Shastri Bhawan, New Delhi 17 th January, 2019
4.	Last date for submission of Responses to RFP	6 th February, 2019
5.	Date of opening of Technical Bids/ proposals.	6 th February, 2019
6.	Visit by TEC for evaluation of Physical & technical infrastructure and personnel employed by service providers.	19 th February, 2019
7.	Calling the Respondents service providers for presentation before TEC.	25 th February, 2019
8.	Date of announcement of Technically Qualified Respondents, whose Financial bids will be opened.	This will be notified individually through the stated e-mail Ids.
9.	Date of opening of Financial Bids of Technically qualified service provider/s.	This will be notified individually through the stated e-mail Ids.

**These Tentative dates are subject to change.*


(Jaideep Bhatnagar)
Director (Admn.)
Tele: - 2338 4717

SECTION 1: BACKGROUND

1.1: About PIB:

Press Information Bureau (PIB), a media unit, under the Ministry of Information & Broadcasting, is the *nodal agency* of the Government of India for *disseminating information* on the Government's *policies, programmes and initiatives*.

1.2: What PIB Does:

PIB has two core functions:

- To act as an interface between the Government and the media.
- To provide people's feedback on daily basis to Government on its policies and programmes.

1.3: How PIB Does it:

The information is disseminated in English, Hindi, Urdu and other Indian languages. The Bureau thereby reaches out to newspapers and media organizations in different parts of the country; the Bureau does it through its head office in New Delhi and zonal and regional offices across the country.

PIB does the above by employing a variety of communication vehicles, namely, press releases, press notes, feature articles, backgrounders, photographs, videos, infographics, etc. All these products of PIB are available for the record on the Bureau's website, www.pib.gov.in. PIB reaches out to people through social media as well: Twitter, Facebook, YouTube, Instagram, Talkathon and multi-city Press Conference through Video Conferencing.

In addition to the above activities, PIB organizes Press Conferences, Press Briefings and Interviews of Ministers and senior officials, to sensitize the media and the public on important policy initiatives of the Government.

The Bureau Conducts Press Tours to successful project sites to enable media to have first-hand account of developmental activities going on in the country.

Besides, PIB conducts *Vaartalaps* to spread awareness among people at grassroots level so that they are sufficiently empowered to avail the benefits of Government schemes and programmers.

The Bureau, through its officers, provides feedback to the Ministries/Departments & Constitutional Bodies everyday.

1.4: Purpose

The purpose of this document is to lay down the requirements, deliverables and Key Performance Indicators (KPIs) expected from prospective service providers

for Media Aggregation, Analysis and Feedback on coverage on Print, Electronic, Online and Social Media platforms for Press Information Bureau.

The deliverables and KPIs are laid down separately for each service. A service provider applying for these services should submit bids for each service separately or in combined form for all the services together, as the bidding process for one will be done independent of the other.

1.5: Target Audience

The target audience using the press clippings service along with Index of Headlines, perception reports on negative news and feedback reports on coverage on Print, Electronic, Online and Social Media platforms would be PIB Officers, who are Media and Communication Officers of one or more Ministries of the Government of India.

1.6: Objectives

PIB requires feedback reports on coverage on Print, Electronic, Online and Social Media platforms so that the Government of India is able to:

- Understand how the people receive Government's Flagship schemes and programmes, as reflected in the print, electronic, online and social media.
- Analyze news and provide real time feedback in user-friendly format to help respective Ministries strategize their communication.

SECTION 2: SCOPE OF WORK: Delivering of Media Feedback Reports

Daily media feedback reports would be in the form of a dossier having an Index section clearly delineating Print, Electronic and Online news, with sub sections in each one segregating Hindi, English and Business News. There would be a separate Social media analysis report w.r.t. the Ministry/Department(s), attached with the dossier.

These reports must have a scope for printing of only 'The Headlines' that may be shared on WhatsApp and other social media, with the news items accessible directly by clicking the headlines.

The dashboard for a particular Department must have common tags and keywords across all 4 media (Print, Electronic, Online and Social Media) for standardised analysis. The PIB officer handling the concerned Department should have the editing rights for these keywords for that particular Department.

The order of the press clippings should be such that it starts with the stories of the Minister concerned, followed by the Ministry, its attached and subordinate offices, PSUs and others. Further, the Stories should appear in following order of appearance in the newspaper- On Page 1, Op-ed pages, business pages, followed by other pages. In some particular cases, the preference may be different. The PIB officer should have the right to rearrange the stories in order of preference.

2.1: e-Press Clippings Service:

Requirements for e-Press Clippings along with Index of Headlines:

1. The service provider is required to provide e-Press clippings via an e-mail, link along with Index of Headlines daily by 8:00 AM including weekends and all gazetted /restricted holidays, published in the selected Newspapers & Magazines for all Ministries of Government of India (*List given in Annexures- I & II*).
2. The press clippings for Department, in each bucket, will include all news items, editorials, op-ed page articles and photographs related to Ministers, Ministry and organizations under it.
3. The Press Clippings for every Department/Ministry, in each bucket, should be segregated separately in (a) English Newspapers from Delhi (b) Hindi Newspapers from Delhi (c) Financial Newspapers (d) Outstation newspapers (e) Editorials (f) Op-ed page articles (g) Photographs. Each clipping should have the following identification marks: Name of publication, date of publication, page number, name of correspondent/ columnist, size of clipping.

4. The press clippings set/file for every Department/Ministry, for each bucket, should include Index of Headlines based on the clippings of the day which will be segregated in the same categories as in the case of press clippings stated above in Point 3, (*Format of Index of Headlines in Annexure-IV*)
5. The lists of Ministries/Departments as well as the list of newspapers & magazines to be covered under service are given in *Annexure -I and Annexure – II* respectively. These lists may be subject to change from time to time.
6. The press clippings should be accessible by the users over the Internet, via web portal, mobile application and/or dashboard.
7. The service provider should also have the capability to send the link of its web portal/dashboard by email after uploading Press Clippings along with Index of Headlines, to all the users (PIB officers) for downloading at their ends. List of email addresses of users (PIB officers) shall be given to the selected service provider by the Administration Section of PIB. The addresses may undergo change from time to time.
8. The service provider should have the capability to send emails (as mentioned above) which deal with only those topics which a particular user has asked to be covered for him/her. For Example, a PIB officer covering Ministry of Power needs to be sent e-press clippings along with Index of Headlines concerning Ministry of Power only.
9. The web portal of the service provider should be user-friendly, allowing easy navigation across the press clippings of different dates, from different publications and on different topics.
10. The interface should provide the capability to search for clippings based on various parameters such as date, publication, type (newspaper/magazine/weekly, etc.), publication name, language, whether published on cover page or not, name of the correspondent/ columnist and topic.
11. The press clippings set should be classified into categories (pre-specified by the Department in point 4 above) according to pre-defined criteria, and the clippings within each category sorted according to priority. One such classification would be news items and opinion pieces/editorials. Another would be based on language.
12. It should be possible to search based on the text of the headlines of the press clippings. An index of headlines should be provided.
13. The service provider should provide the capability to download i) individual clippings, ii) clippings on a particular topic on a given day or for a particular time period, and also in general, iii) clippings appearing in the search

results of a search executed by the user. There should be provision to make a dossier by compiling all the selected clippings and e-mailing/sharing on WhatsApp with a pre-defined group of Ministers and Senior Officers of the respective Ministry/Department.

14. The service should have an in-built dashboard where summary reports based on criteria such as date, publication, topic can be generated and downloaded. The objective is to enable PIB to generate daily/monthly report from web portal of service provider giving Ministry/Department wise, details of number of news clippings sent & its timings of electronic dispatch to concerned PIB officer. Information available on service provider portal should enable PIB Administration to know on either daily basis/monthly basis total number of press clippings sent to its officers & delivery timings.

15. The dashboard containing Clippings should indicate the time when last updating was done.

16. Wherever a news item or an article has appeared with a by-line, the name of the writer or the correspondent should be indicated.

17. The caption of the photograph in brief should also be provided.

18. PIB may ask the Service provider to provide clippings concerning a particular topic or event, which may cut across the ministries. Such requests will not be for more than 12 occasions in a year.

19. PIB officer should be able to see the list of publications at any particular time which have already been covered, which are under processing and which will not be available for holiday or whatever reason.

2.2: Electronic Media Feedback Service:

Requirements for Electronic Media Feedback Reports of TV News channels

1. The service provider should provide at least **Two Electronic Media Feedback Reports daily**: First Report by 10:00AM (of the previous day's News Telecast/TV Discussions between 4:00PM to the present day 9:00AM); & Second report at 5:00 PM (of the respective day's News Telecast/TV Discussions between 9:00 AM to 4:00 PM) giving summary of the important news items & News Hour discussions covered in selected TV channels. Timings of Reports is most critical factor (*List of TV News channels is attached at Annexure-IV*). The list may be subject to change from time to time.

2. Relevant electronic media news items will be categorized into buckets by providing html links to videos for the coverage on respective Ministry/Department.
3. There should be a feed from prominent Hindi and English news channels, on the web portal, mobile application and dashboard, regarding the Headlines at every three hourly intervals: -
 - 9:00 A.M.
 - 12:00 Noon
 - 3:00 P.M.
 - 6:00 P.M.
 - 9:00 P.M.
4. The service provider should also have the capability to send the executive summary/Media Feed reports of news telecast by the Electronic Media via e-mail, to those users (PIB officers) needing it. List of email addresses of PIB officers shall be given to the service provider by the Administration Section of PIB.
5. Apart from daily feedback reports, the PIB may also ask service provider to provide News analysis reports on **Special Occasions** (not exceeding 12 such occasions in a year), e.g. General Budget presentation day, Launch of Important Scheme, Observance of a day, mega event/incident etc.

2.3: Online Media Feedback Service:

Requirements for Online Media Feedback Reports:

1. The service provider should have the capability to report coverage for the respective Ministry/Department on all important websites of newspapers, online news sources and blogs, daily by 8 am via e-mail along with Clippings. (*List of Online Media Platforms attached at Annexure—V*).
2. Categorize the relevant online news items into buckets, by providing html links of the respective news items, for the respective Ministry/Department as being done for Press Clippings.
3. The news stories appearing on prominent news portals to be updated on the web portal, mobile application and dashboard in real time basis i.e. as soon as they appear online throughout the day.

2.4: Social Media Feedback Service:

Requirements for Social Media Feedback Reports:

1. The service provider should have the capability to report coverage for the respective Ministry/Department on all important Social media platforms, based on trending of important issues, hashtags related to the Minister/Ministry.
2. The service provider should be able to provide comprehensive social media analysis reports via e-mail, using latest analytical tools for social media, by 2:00 PM every day. These reports, also available on the dashboard and mobile application, would focus upon the key issues trending on social media w.r.t the Minister(s)/Ministry/Department(s) and the positive/negative posts being done. These reports should also be simultaneously updated on the web portal, mobile application and dashboard.
3. The Comprehensive Social Media Analysis report should necessarily include Twitter Analysis of Ministry/Department Handle and related trending issues:
 1. Most retweeted content
 2. Most replies content
 3. Hashtag analysis
 4. Followers profile
 5. Time/Date analysis of tweets
 6. Handle comparisons on one screen
4. Report on the top 10 trending stories on Twitter every three hours starting from 9:00 A.M. till 9:00 P.M.

2.5: Detailed Perception Reports on fortnightly basis:

Requirements for Detailed perception reports on negative news:

1. The service provider is required to provide a 5-8 pages' perception reports every week especially on the negative news for PM/PMO and the following Ministries: Defence, Finance, Home Affairs, Commerce, Road Transport and Highways & HRD.
2. The perception reports should be based on news published in the Print (National and Regional Newspapers), Electronic, Online and Social Media related to above stated Ministries/Departments.
3. The perception reports should be uploaded on its web portal by the service provider **latest by 1:00 PM every alternate Monday.**

4. The web portal of the service provider should have capacity of archiving all the perception reports separately.

2.6: Deliverables

Different **platforms on which this media feedback has to be generated** are described below:

i. Email alerts:

- a) Media Feedback report for a particular Ministry/Department will include e-mailing of a Dossier of all relevant print and online media news items daily, latest by 8:00 AM, categorized in required buckets.
- b) The Dossier regarding the Electronic Media and the Social Media Feedback Reports would be e-mailed in the prescribed format and on the prescribed time, already detailed in this document earlier i.e 2 reports (10:00 AM and 5:00 PM) for Electronic media and 1 report at 2:00 PM for Social media.
- c) Optimization tools for internal team of Ministries/Departments that will help them qualify and generate insights with minimal time expenditure. Eg. Selecting important news items, making dossier, inter alia, and mailing to concerned Ministers and senior officials.

ii. Web Portal:

All news monitored and sent via e-mail, as detailed above, should be available on a password protected web portal. It should offer:

- a) Tools to generate various insights reports on its Dashboard (as listed below)
- b) Create impact analysis on relevant stakeholders for respective Ministry/Department on its dashboard, to give an essence of the coverage.
- c) The portal must be capable of providing notifications in real time.
- d) Limitless archive of analysed data across all mediums.

iii. Mobile Application:

- a) Users should have a secure login on the mobile app and be able to access all features of the online platform.
- b) The mobile app should have a user-customizable push notifications feature on every prominent news on the Ministry, in real time.
- c) The app should also offer a dashboard (characteristics defined below).
- d) The app should facilitate creating dossiers of all/ selected/ categorized print news items in .pdf version and giving html links for electronic, online and social media coverage, in one go for easy and fast viewing.
- e) It should be possible to read and share/post monitored news/articles from within the app by e-mail/Tweet/Retweet/ WhatsApp/ Facebook etc.

- f) Facility to make groups of Ministers and Senior Officers in the app for quick sharing of important news items in individual/dossier format via e-mails/WhatsApp.
- g) The app should support real time sync as well as background sync. The user must be able to see the stored data offline for a period of at least 6 months.
- h) The app should offer the OCR version (raw text) of a printed-paper, if available on the server, for faster viewing of the content.
- i) The app must support screen-reading facility so that any raw text can be read out by the app itself (Text-to-Speech facility for visually impaired persons).
- j) The app should use a suitable notification tone/sound for its different updates.
- k) The app should support fingerprint login for supported mobiles.
- l) The app must support Google Android and iOS platforms.
- m) The app should have a Night Mode and option to enlarge/reduce the size of the text.

iv. Dashboard:

- a) Single interactive online dashboard for Print/Electronic/Online/Social Media, with a capability to search and view content of a particular period across mediums and having 365 day operations
- b) The dashboard should offer process optimization tools allowing users to generate insight reports by

Tagging a news with own qualification – Positive, Negative or Neutral.

Analyse media coverage under different heads as below:

- Tonality of each content piece, across all 4 mediums
- Journalists/Handles/Anchors/Bloggers analysed by event & topic
- Publication/Website/TV Channel wise tonality analysis for each topic
- Personalities across fields impacting each Ministry
- Daily top trend analysis across mediums & topics
- Ministry-wise sentiment/trend analysis for all Ministries across media
- Publication/ Web/ Television contribution across Ministries
- Media coverage analysis of Press Releases from PIB

Reorder/sort news items in the report – on basis of Publication/Author/Published date/ Headline.

Creating dossiers of selected news items of all/ selected/ categorized print news in pdf version and giving html links for electronic, online and social media coverage, in one go for easy and fast viewing.

Capability to Favourite/Share/Email/WhatsApp/Tweet/RT Content & Graph

- c) The dashboard should be password protected and integrated for print, electronic, online and social media news.
- d) The dashboard should indicate the time when the last update was done.
- e) It should be optimized for viewing on handheld/mobile devices.

2.8: Key Performance Indicators (KPIs)

1. Timely delivery most critical (eg: on-time delivery of all feeds and reports)
2. Accuracy and reliability of the service.
3. Exhaustiveness (the service should not miss a news item worthy of being included in the reports)
4. Relevance (the news items included should be relevant to the user).
5. Usability of the reports; user-friendly interface, format and presentation.
6. Ability to tailor the user experience and deliverables according to evolving user requirements.
7. No scope of breakdown of services

2.9: Explanations of Key Terms

- Press clippings: clippings of relevant story items in the given context, which appear in the list of print media publications covered.
- Story Item: a story item can be a news story, feature, photograph or any oilier Hem which appears in a publication which is covered by the service.
- List of print media publications: the list would be provided by the Department. The list will be updated as and when required.
- Relevant story item: The topic shall determine whether a story item is relevant or not. The service should have the capability to determine this and provide only the items relevant to the context in question.
- Topic: The topic will typically mean a Central Government Ministry/ Department. So, news item relevant to the topic would mean news items which contain some matter which is relevant to the particular Ministry/ Department. In addition to Ministries/Departments, the topics could also be any other subject, which is of interest to the Bureau, such as flagship scheme.

SECTION 3: ELIGIBILITY CRITERIA

3.1: General Eligibility

- This invitation to respond to the Bid is open to any registered company & firm who has its registered offices in India. No consortium shall be permitted.
- The interested service provider should have 100% Indian ownership.
- Service provider should be at least 3 years old, as on 21st December, 2018.
- The service provider/s must have at least 3 years of experience in Print, Electronic, Online &/or Social Media monitoring services and must have provided services of e-press clippings/Electronic Media, feedback to Ministries/Departments/Autonomous bodies /PSUs /Embassies and/ or Multilateral institutions such as UNICEF, WHO, UNDP, and Public limited companies with at least Rs.1000 crore turnover (revenue in last year, etc.
- Service provider should have a sound financial status, viz., positive net worth and a turnover of at least Rs.2 Crores over the last 3 financial years.
- The eligible entities must be incorporated or registered under the Indian Companies Act, 1956, The Partnership Act, 1932 or the Registrar of Societies Act.
- The parent company of any subsidiary company, which is seeking qualification on the financial strength of its parent, would have to give a written undertaking that it would bear all financial or contractual liabilities of the subsidiary with regards to this enquiry.
- The parent company of any subsidiary company, which is seeking qualification on the technical strength of its parent, would have to give a written undertaking that its technical, capabilities/ resources would be available to the subsidiary company as and when required by Press Information Bureau.
- It should have its own infrastructure & technical support in Delhi/NCR and presence in major cities/State Capitals across India for rendering services.
- It should have adequate number of qualified staff/personnel required for providing services timely & efficiently.
- It should be able to offer all services required under one roof.

- It should not be blacklisted by any Government Organization, PSUs or Autonomous body.
- It must have its own bank account.
- It must be registered with Income Tax department and have GST and PAN. It must not have been found guilty for evasion of any tax liability.

3.2: Contents of Technical Proposal:

- Covering letter of service provider including Name of the Agency, Complete address (with Tel. No., Fax No.), Names and short CVs of principal officers, ownership and organization structure of the agency.
 - Support information related to points as mentioned under Point 3.1 above of the Respondent including Experience of providing media monitoring services. List of clients and details of work done for Govt. Departments/PSUs/Multilaterals etc. (order copies or client certified work value details)
 - Financial details - Certified copies of Audited Balance Sheets of preceding 3 years (Certification by Chartered Accountant/Auditor is mandatory)
 - Any other supporting information that is relevant.
 - The Technical Bid must be provided in **FORM I** along with covering letter and should be placed in a sealed envelope and super scribed "Technical Bid for Media Aggregation, Analysis and Feedback for Press Information Bureau in New Delhi" along with undertaking & declaration as given in Form III & IV respectively.
- **For Press Clippings along with Index of Headlines & Perception Reports;**

All documents must be submitted properly marked as Technical Bid & Financial Bid and sealed in two separate envelopes, clearly marked over left side corner of envelope (i) "Technical Bid for Press Clipping & Perception Reports Contract" and (ii) "Financial Bid for Press Clipping & Perception Reports Contract", respectively. Both the sealed envelopes should be kept in a third bigger sealed envelope super scribing "Response to RFP for Press Clippings Service to PIB, New Delhi". The name and contact details of the service provider should be on all the envelopes.

➤ **For Electronic Media Feedback Reports:**

All documents must be submitted properly marked as **Technical Bid & Financial Bid** and sealed in two separate envelopes, clearly marked over left side corner of envelope (i) **"Technical Bid For Electronic Media Feedback Reports Contract"** and (ii) **"Financial Quotation/Bid for Electronic Media Feedback Reports Contract"** respectively, Both the sealed envelopes should be kept in a third bigger sealed envelope super scribing **"Response to RFP for Electronic Media Feedback Reports to PIB, New Delhi"**. The name and contact details of the service provider should be on all the envelopes.

➤ **For Online Media Feedback Reports:**

All documents must be submitted properly marked as **Technical Bid & Financial Bid** and sealed in two separate envelopes , clearly marked over left side corner of envelope (i) **"Technical Bid For Online Media Feedback Reports Contract"** and (ii) **"Financial Quotation/Bid for Online Media Feedback Reports Contract"** respectively, Both the sealed envelopes should be kept in a third bigger sealed envelope super scribing **"Response to RFP for Online Media Feedback Reports to PIB, New Delhi"**. The name and contact details of the service provider should be on all the envelopes.

➤ **For Social Media Feedback Reports:**

All documents must be submitted properly marked as **Technical Bid & Financial Bid** and sealed in separate two envelopes, clearly marked over left side corner of envelope (i) **"Technical Bid For Social Media Feedback Reports Contract"** and (ii) **"Financial Quotation/Bid for Social Media Feedback Reports Contract"** respectively, Both the sealed envelopes should be kept in a third bigger sealed envelope super scribing **"Response to RFP for Social Media Feedback Reports to PIB, New Delhi"**. The name and contact details of the service provider should be on all the envelopes.

➤ **For Media Aggregation, Analysis and Feedback Services Reports:**

All documents must be submitted properly marked as **Technical Bid & Financial Bid** and sealed in separate two envelopes, clearly marked over left side corner of envelope (i) **"Technical Bid For Media Aggregation, Analysis and Feedback Services Contract"** and (ii) **"Financial Quotation/Bid for Media Aggregation, Analysis and Feedback Services Contract"** respectively, Both the sealed envelopes should be kept in a third bigger sealed envelope super scribing **"Response to RFP for Media Aggregation, Analysis and Feedback Services to PIB, New Delhi"**. The name and contact details of the service provider should be on all the envelopes.

- **Earnest Money Deposit**

Technical bid/s of the service provider/s must necessarily be accompanied by Earnest Money Deposit (EMD), refundable (without interest), of Rs. 1,00,000/- (One Lakh Only) for each category of work in the form of Demand Draft, of a commercial bank drawn in favor of Section Officer, Cash, PIB, failing which the Response to RFP shall be rejected summarily.

The sealed envelopes should be addressed to

**Press Information Bureau
The Director (Admn.),
Press Information Bureau,
Room No.103, A-Wing,
Shastri Bhawan, New Delhi**

- Interested respondents may submit their proposals complete in all respects along with EMD in the tender box kept at the Reception Office of PIB, Shastri Bhawan, New Delhi latest by 1530Hrs., 6th February, 2019. **No proposal would be accepted after the stipulated date and time under any circumstances whatsoever. Proposals received after the stated time and date would not be considered and would be returned unopened.**
- The Earnest Money of the successful respondent will be returned on receipt of Performance Security Deposit (to be determined later at 5-10% of value of contract) and signing of agreement. The Earnest Money of the remaining respondents shall be returned on finalization of the bidding process. However, the Earnest Money deposited by the respondent shall be forfeited by this Office in the following circumstances: -
 - (1) In case of a respondent, whose proposal has been accepted in Financial Bid fails to furnish Performance Security Deposit within Fifteen days from the date of intimation of award of contract to him; or
 - (2) If false document is submitted with the quotation bid.
 - The PIB reserves the right to accept or reject any or all of the response to RFP without assigning any reason. PIB takes no responsibility for delay, loss, or non-receipt of RFP or any letter sent by post either way.
 - Last Date and Time of Receipt of Response to RFP is 1500 Hrs., 6th February, 2019.
 - Pre Bid: The Pre Bid meeting shall be held on 17th January, 2019.

SECTION 4: SELECTION PROCEDURE

In order to select service provider/s for any or all categories of work namely (1) e-Press Clippings along with Index of Headlines & *perception reports* (2) for Electronic Media Feedback Reports, (3) for Online Media Feedback Reports and (4) for Social Media Feedback Reports, or (5) Combined services for all four categories in a holistic and combined manner, Press Information Bureau will form an Technical Evaluation Committee (TEC) to evaluate the documents/information submitted under Technical & Financial Bids submitted by Respondents for a detailed scrutiny. During evaluation of Bids, Press Information Bureau may, at its discretion, ask the Respondents for clarification of their Bids in writing.

The TEC would shortlist service providers initially based on the eligibility criteria mentioned in this document and a visit to the office premises of the service provider. This would be followed by a presentation to be given by the service provider, which would focus upon the mode of delivery of timely services expected from the service provider (Details of deliverables in Section 2.1) and the credentials and work experience of the respective agencies. The process for selection is as given below-

4.1: Technical Proposal

The Technical Bid must be provided in **FORM I** along with covering letter and should be placed in a sealed envelope and superscribed "**Technical Bid (*specify category of work/ service: Print Media Feedback Reports (e-Press Clippings)/ Electronic Media Feedback Reports/ Online Media Feedback Reports/ Social Media Feedback Reports*)**" for Press Information Bureau in New Delhi".

1. Team Composition

- Please specify & provide details of number of people/team that is proposed to handle this work of Ministries/Departments.
- Please provide the team structure including the team leader including Technical Back-up team.
- Please provide the estimated man hours per day that each member may spend on the providing the timely & efficiently service.

2. Services

➤ Methodology:

- Please provide complete details of the methodology/work processes involved in providing daily service. (Work Flow Chart)

Technology Deployed:

- Please provide in details of the technology deployed.

➤ Implementation Plan

- Please provide detail of implementation *plan* indicating therein number of staff would be deployed in providing the service.

4.2: Technical Evaluation:

The Preliminary scrutiny of the Technical bid/s (**in FORM I**) will be done by the Technical Evaluation Committee (TEC) to determine whether the Bid is complete, whether the documents have been properly signed, and whether the Bid is generally in order to assess the applicants as per General eligibility conditions and shortlist applicants based on the information provided by them. Bids not conforming to such requirements or incomplete or not substantially responsive will be *prima facie* rejected. The list of Qualified / shortlisted service providers after Preliminary Scrutiny will be uploaded on the PIB Website and also be emailed to all applicants.

The shortlisted/Qualified Respondents shall be required to make a presentation to the Technical Evaluation Committee. **The presentation should focus on mode of delivery of timely services expected from service provider (Details of deliverables / requirements / KPIs given in Sections 2 above for all categories of work); Web Portal, Mobile Application and Dashboard envisaged for providing service; Navigation from User's perspective.** The date of the presentation shall be communicated separately to each respondent by email/s. The TEC will also visit service provider/s office/s to examine physical & technical infrastructure set up and personnel employed with sender provider/s which is required for providing timely & efficiently service/s.

4.3: Financial proposal

The financial proposal containing fees of the main item of work shall necessarily be presented in the format given at **FORM II** along with covering letter and should be placed in a sealed envelope and super scribed "**Financial Bid (specify category of work/ service: Print Media Feedback Reports (e-Press Clippings)/ Electronic Media Feedback Reports/ Online Media Feedback Reports/ Social Media Feedback Reports) for Press Information Bureau in New Delhi**".

1. The rate/cost component in the Financial Bid must have breakup for proper evaluation of financial terms.

2. The rates must be mentioned in both words and figures in the Financial Bid for each category of work separately or combined for both categories of work if respondent is submitting response for both categories of work.

3. The CEO/COO/MD of company /firm or his authorized representative may be present at the time of the opening of the Financial Bid.

4. **The rates quoted must be inclusive of all duties & taxes including GST/levies, payable to Central/State Governments, Local Bodies, etc.** The liability of payment of all taxes including Service Taxes will be the sole responsibility of Company/Firm/Service Provider. PIB, Ministry of Information & Broadcasting, Government of India **will not be party to any proceedings /or case including court cases/Departmental action initiated by Income Tax Department/GST Department or any other Department of Government of India/State Governments.**

5. Under no circumstances, charges claimed other than those on the basis of rates quoted in the bid shall be allowed to be included in the bill for payment.

6. Financial Bid shall not have correction, cutting or overwriting and must be submitted as per the prescribed proforma.

4.4: Evaluation of Bids

1. This is a techno-commercial bid with 70-30 weightage given to technical parameters and financial bid respectively. The final score of a bidder will be calculated on the basis of normalization of scores and proportional distribution of technical and financial scores.

2. The parameters for technical evaluation are as follows (Maximum Score mentioned):

- a. Experience overall (5)
- b. Experience with similar projects (5)
- c. Team Strength proposed to handle this task for all the Ministries/Departments (5)
- d. Methodology/work process involved in providing daily service (Work Flow Chart) (5)
- e. Technologies known in web/database development (10)
- f. Quality of Physical and IT infrastructure to enable and maintain such a service (10)
- g. Availability/Usefulness of Mobile App, Online Portal and features available (10)
- h. Availability/ Usefulness of dashboard and features available (10)
- i. Analysis of the requirements quoted in the tender and blueprint of the solution as submitted by the agency during presentation (10)

3. The formula for calculating the Final Score of the Bidder X (Fx) is given below:

$$F_x = 0.7*(T_x/T_1) + 0.3(L_1/L_x)$$

T1= Highest Technical Score of a Bidder

L1= Lowest Financial Bid

Tx= Technical Score for Bidder X

Lx= Financial Bid for Bidder X

(The formula above ensures that the bidder with higher technical score and lower financial bid wins the contract)

4.5: Bid Opening

The Financial bids of only those service providers/applicants will be opened that are declared Technically Qualified by the Technical Evaluation Committee. The date & time of financial bid opening will be intimated to the technically qualified service providers in technical bid evaluation & will be informed individually by email/s. The decision of the Technical Evaluation Committee will be final and binding. PIB reserves the right, to accept or reject a Bid without assigning any reason thereof.

4.6: Award of Contract

Press Information Bureau will sign a Contract Agreement with the service provider/s finalized after the due process is completed. After signing of the Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by the parties.

SECTION 5: GENERAL CONDITIONS

5.1 Penalties

5.1.1 In case of delay in execution of the assigned work (sending the press clippings / Perception Reports on Negative News /Electronic/Online/Social media feedback reports) by the agency/ie beyond an hour or not furnishing the press clippings along with Index of Headlines / Perception Reports on Negative News/ Electronic/Online/Social media feedback reports, will result in non-payment for that day from the bill. In case of regular default/ non-service of assigned work, PIB may impose a penalty of 0.5% of the contract value per week or part thereof of delay (subject to maximum of 10%). If the non-performance is beyond 2 weeks, then PIB may annul the project and shall be free to get it done from other agency/ie at the risk and costs of the appointed agency/ie. PIB may debar and blacklist the Agencies/service providers for applying in its future bidding also.

5.1.2 If any of the service/s performed by the Agency/ie fail to conform to the specifications of the assigned/desirable tasks or in the event of failure of the service/s due to indifferent (such as inadequate interaction with PIB), negligent (such as quality of deliverable not up to the mark), non-supportive attitude (such as non-engagement of adequate resources in the prescribed time frame), of the Agency/ie and PIB decides to abort the contract because of such failure, then a sum up to 50% of the value of the contract shall be recovered from the Agency/ie. This shall be without prejudice to other remedies available under law and this agreement with PIB.

5.2 Performance Bank Guarantee (PBG)

The successful service provider(s) shall at its own expense deposit with PIB, within a week of the date of notice of selection, an unconditional and irrevocable Performance Security Deposit (to be determined later at 5-10% of value of contract), in the form of either a Fixed Deposit or Bank Guarantee from a nationalized bank duly pledged in favor of PIB, within 10 days of intimation of awarding of the contract. The security deposit will be refunded to him after completion of all contractual obligations of the RFP.

SECTION 6: SPECIFIC TERMS AND CONDITIONS OF AGREEMENT

1. PIB shall engage service provider/s or agency/ies for three years from the date of signing the agreement. However, PIB shall retain the right to terminate the contract at any time by giving a notice period of one month without any liability to PIB and without assigning any reason thereof. Also in case of any default on the quality or time line of the delivery of the services, the same shall entails a financial penalty as determined by the PIB.
2. The servicing team of the agency/ service provider must be available to PIB Headquarter, New Delhi as and when required by PIB.
3. PIB will sign an agreement, separately with the agency/ies / service providers regarding e-press clippings & Perception Reports on Negative News and Electronic, Online and Social Media feedback services. After signing of the contract/s, no variation or modification of the terms of the agreement shall be made except by written amendment signed by both the parties.
4. The selected agency(ies) or service provider(s) shall not assign the project to any other agencies, in whole or in part, to perform its obligation under the service contract.
5. In case of delay in execution, of the assigned work by the service provider/s or agency(ies), PIB may impose a penalty of 0.5% of the contract, value per week or part thereof of delay (subject to maximum of 10%). may be imposed by PIB. If the delay is beyond 2 weeks, then PIB may annul the project and shall be free to get it: done from other agency/ies at the risk and costs of the appointed agency/ies. PIB may debar and blacklist the Agencies for applying in its future bidding also.
6. If any of the services performed by the service provider(s) or agency(ies) fail to conform to the specifications of the assigned/desirable tasks or in the event of failure of the services due to indifferent (such as inadequate interaction with PIB), negligent (such as quality of deliverable not up to the mark), non-supportive attitude (such as non-engagement of adequate resources in the prescribed timeframe), of the service provider/s or agency(ies) and PIB decides to abort the contract because of such failure, then a sum up to 50% of the value of the contract shall be recovered from the service provider/s or agency(ies). This shall be without prejudice to other remedies available under law and this agreement with PIB.
7. The successful service provider/s or agency(ies) shall at its own expense deposit with PIB, within a week of the date of notice of selection, an unconditional and irrevocable Performance Security Deposit (to be determined later at 5-10% of value of contract) the form of either a Fixed Deposit or Bank Guarantee from a nationalized bank duly pledged in favour of PIB within 10

days of intimation of awarding of the contract. The security deposit will be refunded to him after completion of all contractual obligations of the tender.

8. Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the "PIB" and "the applicant/service provider". No partnership shall be constituted between PIB and the applicant/service provider by virtue of this contract nor shall either party have powers to make, vary or release contractual obligations on behalf of the other party represent that by virtue of this or any other contract a partnership has been constituted, or that it has any such power. The applicants shall be fully responsible for the services performed by them or on their behalf.

9. The service provider/agency is expected to maintain High level of professional ethics and will not act in any manner, which is detrimental to PIB's interest. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication.

10. PIB will disqualify the agency/ service provider, if the agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. These terms are defined as follows:

(a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of PIB or any personnel in contract, executions.

(b) "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to PIB, and includes collusive practice among applicants designed to establish proposal prices at artificially high or non-competitive levels and to deprive PIB of the benefits of free and open competition.

(c) "Unfair-trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to.

(d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.

(e) "Collusive practices" means a scheme or arrangement between two or more applicants with or without the knowledge of the PIB, designed to establish prices at artificial, non-competitive levels; PIB will reject an application for award, if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices in computing for the contract, in question.

11. Applicable Law would mean the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
12. All disputes between the parties arising out of any clause of the agreement whatsoever, shall be referred to the International Centre for Alternative Dispute Resolution. Plot No. 6, Vasant Kunj, Institutional Area, Phase-11, New Delhi - 110070 and its decision shall be final and binding on both parties.
13. Without prejudice to any other right or remedy it may have, either party may terminate the contract at any time by giving one-month advance notice in writing to the other party.
14. PIB reserves the right to withdraw/ terminate the contract in any of the following circumstances:
- a) Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant's organization;
 - b) Information provided to PIB is found to be incorrect;
 - c) Contract conditions are not met within the specified time period;
 - d) Misleading claims about the contract status are made;
 - e) Clear evidence is received that there is breach of copyright.
15. If the service provider/agency does not execute the contract to the satisfaction of the PIB then the PIB may invoke any or all of the following clauses.
- a) Forfeit the Performance Guarantee/ Security Deposit Amount;
 - b) Terminate the contract.
16. The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties, as applicable, up to the completion of job.
17. All decisions taken by the PIB regarding empanelment shall be final and binding on all concerned parties.
18. The Agency/service provider is responsible for and obliged to conduct all activities as defined in the scope of work in accordance with the Agreement.
19. The Agency/service provider is obliged to work closely with the PIB's officers, act within its own authority and abide by directives issued by the PIB.
20. The Agency/ service provider will abide by the job safety measures prevalent in India and will free the PIB from all demands or responsibilities arising from accidents or loss of life. The Agency/ service provider will pay all indemnities arising from such incidents and will not hold the PIB responsible or obligated.

21. The Agency/ service provider is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.

22. The Agency/ service provider will treat as confidential all data and information about the PIB, 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 PIB.

23. PIB also reserves the right to modify the term and conditions of contract.

24. The agency/ service provider should be able to execute order at short notices and even on holidays.

25. PAYMENT TERMS

a) The service provider shall periodically present bills. All the bills sent to the Director (Admn.), PIB will be verified.

b) Delay in submission of bills will lead to delay in payment for which PIB shall not be responsible.

c) The payment to the service provider will be subject to deduction of TDS as applicable under the rules. It will be the responsibility of the service provider to deposit the mandatory taxes (income tax, GST etc.) to the concerned departments and in case of any processing action initiated against the services provider on account of default, PIB shall not be responsible.

d) PIB reserves the right to recover from the service provider excess payment made/recoverable/any loss to PIB caused by the negligence of the service provider which may come to the notice during audit or any other time.

e) The service provider shall not be allowed any escalation in the cost beyond the terms of the contract during the period of the contract for any reason whatsoever.

f) All efforts will be made to clear the payment on time. However, due to administrative reasons (there may be a delay towards the payment for which the agency will not stop the work at any stage.

SECTION 7: GENERAL TERMS AND CONDITIONS OF AGREEMENT

The following terms and conditions are of a general nature, and are given here only for the information of the applicant.

7.1 Nativity

The organization must be incorporated in India as per details given under Section 3.1.

7.2 Relationship

a) Nothing mentioned herein shall be construed as relationship of master and servant; or of principal and agent as between the "PIB" and the "applicant". No partnership shall be constituted between PIB and the applicant by virtue of this contract nor shall either party have powers to make, vary or release agreement obligations on behalf of the other party or represent that by virtue of this or any other contract a partnership has been constituted, or that it has any such power. The applicants shall be fully responsible for the services performed by them or on their behalf.

b) Neither party shall use the other parties name or any service or proprietary name, mark or logo of the other party for advertising or promotional purpose without first, having obtained the other party's prior written approval.

7.3 Right to rejection and Right to annulment

PIB reserves the right, to reject any request for contract and to annul the process and reject all such requests at any time prior to contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

7.4 Fraud and Corruption

PIB requires that, the service provider/s engaged through this process must observe the highest standards of ethics during the performance and execution of the awarded project(s). The following terms apply in this context:

PIB will reject the application for the contract, if the applicant recommended for contract, has been determined by PIB) to having been engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive.

Those terms are defined as follows:

- (a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of PIB or any personnel during the tenure of empanelment.
- (b) "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, and includes collusive practice among applicants (prior to or after Proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive PIB of the benefits of free and open competition.
- (c) "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to.
- (d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation during the period of contract.
- (e) "Collusive practices" means a scheme or arrangement between two or more applicants with or without the knowledge of the PIB, designed to establish prices at artificial, non-competitive levels;

PIB will reject an application for award, if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices in competing for any assigned service during the contract.

7.5 Confidentiality

Information relating to evaluation of application, and recommendations concerning contract/s shall not be disclosed to the applicants who submitted the applications or to other persons not officially concerned with the process. The undue use by any applicant of confidential information related to the empanelment process may result in the rejection of their application.

7.6 Governing Language

All documents relating to agreement shall be written in English Language.

7.7 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

7.8 Jurisdiction of Courts

All disputes between the parties arising out of any clause of the agreement, whatsoever, shall be referred to the International Centre for Alternative Dispute Resolution, Plot No.6 , Vasant Kunj, Institutional Area, Phase-11, New Delhi - 110070 and its decision shall be final and binding on both parties.

7.9 Frequency of Empanelment

PIB shall engage service provider/s or agency/ie for three years from the date of signing the agreement. However, PIB shall retain the right to terminate the contract at any time by giving a notice period of one month without any liability to PIB and without assigning any reason thereof. Also in case of any default: on the quality or time line of the delivery of the services, the same shall entails a financial, penalty as determined by the PIB.

7.10 Indemnity

The applicants will indemnify PIB against any misuse of PIB Name. For any misuse of PIB name the applicant, themselves will be held responsible. PIB will take necessary legal and other actions for such cases. PIB will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name by the applicant.

7.11 Termination / Withdrawal

a) 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,

b) PIB reserves the right to withdraw/ terminate contract of applicant in any of following circumstances:

- i. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant' organization
- ii. Information provided to PIB is found to be incorrect;
- iii. contract conditions are not met within the specified time period;
- iv. Misleading claims about the contract status arc made;
- v. Clear evidence is received that selected agency has breached copyright: laws/ plagiarized from another source;

c) If the service provider/agency does not: execute the contract to the satisfaction of the PIB then if may invoke any or all of the following clauses.

(i) Forfeit the Performance Guarantee/ Fixed Deposit Amount

(ii) Terminate the contract without any liability of PIB towards the selected agency

7.12 Only one application

An applicant may only submit one proposal on its own for one category. If an applicant submits more than one proposal on its own for any one category, both proposals shall be disqualified.

7.13 Amendment

At any time prior to deadline for submission of applications, PIB may for any reason, modify this document. The amendment document shall be notified through website and such amendments shall be binding on all applicants.

7.14 Disclaimer

(i) This RFP is not an offer by the PIB, but an invitation to receive responses from eligible interested applicants as agencies for the PIB. The PIB will select applicant/s who fulfill the eligibility criteria. No contractual obligation whatsoever shall arise from this process.

(ii) The evaluation shall be strictly based on the information and supporting documents provided by the applicants in the application submitted by them. It is the responsibility of the applicants to provide all supporting documents necessary to fulfill the mandatory eligibility criteria. In case, information required by PIB is not provided by applicant, PIB may choose to proceed with evaluation based on information provided and shall not request the applicant for further information. Hence, responsibility for providing information as required in this form lies solely with applicant,

7.15 Binding Clause

All decisions taken by the PIB regarding this contract shall be final and binding on all concerned parties.

7.16 Service Provider's Integrity

The Agency/ service provider is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

7.17 Service Provider's Obligations

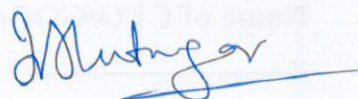
a. The Agency/ service provider is obliged to work closely with the PIB's officers, act within its own authority and abide by directives issued by the PIB.

b. The Agency/ service provider will abide by the job safety measures prevalent in India and will free the PIB from all demands or responsibilities arising from

accidents or loss of life the cause of which is the Agency's negligence or any act of commission or omission of the agency. The Agency will pay all indemnities arising from such incidents and will not hold the PIB responsible or obligated.

c. The Agency/ service provider is responsible for managing the activities of its personnel or subcontracted personnel and will hold itself responsible for any misdemeanor.

d. The Agency / service provider will treat as confidential all data and information about the PIB, obtained in the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the PIB.



Director (Admn.)
Press Information Bureau
Date : 19th December, 2018

FOR :*(specify category of work/ service: Print Media Feedback Reports (e-Press Clippings)/ Electronic Media Feedback Reports/ Online Media Feedback Reports/ Social Media Feedback Reports)* **Reports**

FORMAT OF COVERING LETTER FOR SUBMISSION OF
TECHNICAL
PROPOSAL ON COMPANY/FIRM LETTER HEAD

From:

Name of CEO/COO/MD of Company /Firm

To,
The Director (Admn),
Press Information Bureau (PIB),
Room No. 103, A-Wing,
Shastri Bhawan,
New Delhi

Subject: Selection of Service Provider for providing *(specify category of work/ service)*

Sir/Madam,

I , the undersigned being CEO/COO/MD of the Company /Firm offer to undertake to provide _____ in accordance with your RFP document dated I hereby submit Information relating to Technical Proposal for the same.

I understand you are not bound to accept any proposal you receive.

Yours Sincerely,

Signature
Name of CEO/COO/MD
Address:
Mobile No.
Email address:

FORM I

TECHNICAL BID-PART A

Response to RFP for (specify category of work/ service: Print Media Feedback Reports (e-Press Clippings)/ Electronic Media Feedback Reports/ Online Media Feedback Reports/ Social Media Feedback Reports)

1.	Name of the Company /Firm	
2.	Full Registered postal address (along with PIN code and Telephone numbers)	
3.	Certificate of Incorporation/ Registration	Attach attested copies from Chartered Accountant of Company/Firm
4.	Main Office Address along with Phone No, CEO/COO/MD and his /her mobile landline numbers & email address.	
5.	Names and short CVs of principal officers (CEO/COO/MD), ownership and organization structure of the Company /Firm.	
6.	Brief Details of physical & technical infrastructure installed by Company/ Firm for rendering such services.	
7.	Number of qualified staff/ personnel employed for providing such services. Brief Details must be provided.	
8.	Details of Bank Accounts with Address of the company / firm	Attach Certified copy of account maintained for 2017-18 attested by Chartered Accountant of company/Firm.
9.	Annual Financial turnover	Attach balance sheets of last two years financial years' i.e. 2016-17 and 2017-18 duly certified by chartered accountant of company/ firm.

10.	Details of at least 3 years' experience in the related field:- (use extra sheet if the space is inadequate in the form) (enclose order/letter from the department where earlier worked)		
S.No	From	To	Name and details of the organization along with Telephones Nos. along with value of services provided to each
(i)			
(ii)			
(iii)			
(iv)			
11	Income Tax PAN No./ TIN of the Respondent	Attach an certified copy by chartered accountant of company/firm	
12	Latest income tax Returns	Attach copies certified by Chartered Accountant of company/firm.	
13	GST registration number.	Attach copy of the Registration certificate	
14	Whether the Respondent has clearly and fully Understood terms and conditions of the Document and is prepared and agreeable to all the Terms and Conditions.		
15	Whether the Respondent has been black listed by any organization.	Self-declaration by CEO/COO/MD of Company /Firm to this effect.	
16	Earnest Money	Details of DD	
17	Undertaking & Declaration	As per FORM-III & IV respectively.	

Part B- Technical Bid

1	Team Composition to be deployed for providing timely & efficiently services to the PIB	
A	Please specify details of number of personnel (Unskilled & Skilled) that is proposed to be deployed to provide timely & efficiently to the officers of PIB for <i>(specify the name of the service/ work)</i>	
B	Please provide the estimated man hours per day that each member may spend on the providing <i>(specify the name of the work/ service)</i>	
2	Services : Methodology, Technology Deployed & Implementation Plan	
A	Please provide complete details of the methodology/ work processes involved in providing <i>(specify the name of the service/ work)</i>	Provide a Work Flow Chart.
B	Please provide details of the technology deployed.	
C	If any further information relevant for technical evaluation, which company/Firm may wish to provide.	

FORM II**FINANCIAL BID****Response to RFP for Press Clipping Service along with Index of Headlines to
PIB & Perception reports on negative news**

Sr.No.	Activity /Work	Rates per month inclusive of all duties & taxes payable to central /State Governments, Local bodies etc. (In Rs.)
1	e-Press Clippings along with Index of Headlines of Press Clippings of Ministries/Departments to PIB officers in the prescribed format on daily basis.	
2	Perception Report of 5-8 pages on Negative news to PIB officers <i>on fortnight basis</i> related to news published in print media (National & Regional) of PM/PMO and some key Ministries: Defence, Finance, Commerce, Road Transport and Highways, HRD.	
	Total Amount per month	

(The rate should be mentioned, both, in words and figures)

Signature of CEO/COO/MD of Company/Firm

Name

Date:

Seal

Place:

FORM II

FINANCIAL BID

Response to RFP for Providing Electronic Media Feedback Report to PIB

S.No	Activity /Work	Rates per month inclusive of all duties & taxes payable to central /State Governments, Local bodies etc. (In Rs)
1.	Electronic Media Feedback Reports twice a day to PIB officers in the prescribed format on daily basis in electronic format	
	Total Amount Per month	

(The rate should be mentioned, both, in words and figures)

Signature of CEO/COO/MD of Company/Firm

Name

Date:

Seal

Place:

FORM II

FINANCIAL BID

Response to RFP for providing Online Media Feedback Reports to PIB.

Sr. No.	Activity /Work	Rates per month inclusive of all duties & taxes payable to central /State Governments, Local bodies etc. (In Rs)
1	Online Media Feedback Reports	
	Total Amount per month	

(The rate should be mentioned, both, in words and figures)

Signature of CEO/COO/MD of Company/Firm

Name

Date:

Seal

Place:

FORM II

FINANCIAL BID

Response to RFP for Social Media Feedback Reports

Sr.No.	Activity /Work	Rates per month inclusive of all duties & taxes payable to central /State Governments, Local bodies etc. (In Rs)
1	Social Media Feedback Reports	
	Total Amount per month	

(The rate should be mentioned, both, in words and figures)

Signature of CEO/COO/MD of Company/Firm

Name

Date:

Seal

Place:

For *(specify category of work/ service: Print Media Feedback Reports (e-Press Clippings/ Electronic Media Feedback Reports/ Online Media Feedback Reports/ Social Media Feedback Reports)*

FORM III : UNDERTAKING & ACCEPTANCE on company/firm letter head

Ref. Advertisement published in
.....
..... (Newspaper) on

Subject: Tender for providing *(specify the name of the service)* **to PIB,
New Delhi**

1. I/We have read and fully understood the terms and conditions provided in tender form with the schedule of tender and do hereby convey our acceptance in full.
2. The rates quoted by me/us will be valid for the period of three year from the date of assigning the contract including the extended period if any
3. I/We hereby offer to undertake the entire job as specified in the tender document to the satisfaction of PIB.
4. I/We fully agree to compensate the Government of any loss/damage that may occur to the Government due to non fulfilment of any obligation as per terms and conditions of the contract.
5. Any dispute arising out of this contract, I/We fully agree to abide and bound by the decision of the Pr. Director General (M&C), PIB or through the arbitration process specified in the RFP.
6. I/We agree to tender a Security Deposit of Rs. 1,00,000 /- (Rupees One Lakhs only) by way of FD or Bank Guarantee of any Commercial Bank duly pledged in favour of PIB valid for the period of 60 days beyond the date of completion of all contractual obligations which will stand forfeited in the event of non-fulfilment of the contract.
7. I/We are enclosing a bank draft of Rs. 1,00,000/- (Rupees One Lakh Only) as earnest money.

Signature- of CEO/COO/MD.....

Address of the CEO/COO/MD

Seal of the organization.....

Place.....

Date.....

For (specify category of work/ service: *Print Media Feedback Reports (e-Press Clippings/ Electronic Media Feedback Reports/ Online Media Feedback Reports/ Social Media Feedback Reports)*)

FORM IV
DECLARATION on company/firm letter head

Response to RFP for (specify the name of the service) **to PIB**

I
(Name of the CEO/COO/MD), of (Full office address of the CEO/COO/MD).....
.....

....., do hereby certify that the contents of the above information are true to best of my knowledge. I am well aware of the fact that furnishing false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.

2. I also certify that I have gone through the Terms and Conditions and I have quoted the rates accordingly,

Name

Signature

Seal

Place:

Date:

ANNEXURE-I**LIST OF MINISTRIES/DEPARTMENTS**

S.No	Names of Ministries/Departments
1.	President's Secretariat
2.	Vice President's Secretariat
3.	Prime Minister's Office
4.	Cabinet Secretariat
5.	Department of Space
6.	Department of Atomic Energy
7.	Election Commission of India
8.	Ministry of Agriculture and Farmers Welfare a) Department of Agricultural Research and Education b) Department of Agriculture Cooperation and Farmers' Welfare c) Department of Animal Husbandry, Dairying and Fisheries
9.	Ministry of Ayurveda, Yoga & Naturopathy, Unani, Siddha & Homeopathy (AYUSH)
10.	Ministry of Chemicals & Fertilizers a) Department of Chemicals and Petrochemicals b) Department of Fertilizers c) Department of Pharmaceuticals
11.	Ministry of Civil Aviation
12.	Ministry of Coal
13.	Ministry of Commerce and Industry a) Department of Commerce b) Department of Industrial Policy and Promotion
14.	Ministry of Communications a) Department of Posts b) Department of Telecommunications
15.	Ministry of Consumer Affairs, Food and PDS a) Department of Consumer Affairs b) Department of Food and Public Distribution
16.	Ministry of Corporate Affairs
17.	Ministry of Culture
18.	Ministry of Defence a) Department of Defence b) Department of Defence Production c) Department of Defence Research and Development d) Department of Ex-Serviceman Welfare
19.	Ministry of Development of North Eastern Region
20.	Ministry of Drinking Water and Sanitation
21.	Ministry of Earth Sciences a) India Metrological Department
22.	Ministry of Electronics and Information Technology
23.	Ministry of Environment, Forests & Climate Change
24.	Ministry of External Affairs

25.	Ministry of Finance a) Department of Economic Affairs b) Department of Expenditure c) Department of Financial Services d) Department of Investment and Public Asset Management e) Department of Revenue
26.	Ministry of Food Processing Industries
27.	Ministry of Health & Family Welfare a) Department of Health and Family Welfare b) Department of Health Research
28.	Ministry of Heavy Industries and Public Enterprise a) Department of Heavy Industry b) Department of Public Enterprise
29.	Ministry of Home Affairs
30.	Ministry of Housing and Urban Affairs
31.	Ministry of Human Resource and Development a) Department of Higher Education b) Department of School Education and Literacy
32.	Ministry of Information & Broadcasting
33.	Ministry of Labor & Employment
34.	Ministry of Law & Justice a) Department of Justice b) Department of Legal Affairs c) Legislative Department
35.	Ministry of Micro, Small & Medium Enterprise
36.	Ministry of Mines
37.	Ministry of Minority Affairs
38.	Ministry of New & Renewable Energy
39.	Ministry of Panchayati Raj
40.	Ministry of Parliamentary Affairs
41.	Ministry of Personnel, Public, Grievance & Pensions a) Department of Administrative Reforms and Public Grievances b) Department of Pension and Pensioners Welfare c) Department of Personnel and Training
42.	Ministry of Petroleum & Natural Gas
43.	Ministry of Planning/NITI Aayog
44.	Ministry of Power
45.	Ministry of Railway
46.	Ministry of Road Transport & Highways
47.	Ministry of Rural Development a) Department of Land Resources b) Department of Rural Development
48.	Ministry of Science & Technology a) Department of Biotechnology b) Department of Science & Technology c) Department of Science & Industrial Research

49.	Ministry of Shipping
50.	Ministry of Skill Development and Entrepreneurship
51.	Ministry of Social Justice & Empowerment a) Department of Empowerment of Persons with Disability b) Department of Social Justice & Empowerment
52.	Ministry of Statistics & Programme Implementation
53.	Ministry of Steel
54.	Ministry of Textile
55.	Ministry of Tourism
56.	Ministry of Tribal Affairs
57.	Ministry of Water Resources, River Development and Ganga Rejuvenations
58.	Ministry of Women & Child Development
59.	Ministry of Youth Affairs and Sports a) Department of Sports b) Department of Youth Affairs

LIST OF NEWSPAPERS AND MAGAZINES**A-ENGLISH NEWSPAPERS NATIONAL (Delhi based)**

S.No	English Newspapers
1.	Hindustan Times
2.	Times of India
3.	Indian Express
4.	The Hindu
5.	Asian Age
6.	Pioneer
7.	Mail Today
8.	Millennium Post
9.	The Statesman

B-FINANCIAL NEWSPAPERS

S.No	Financial Newspapers
10.	Economic Times
11.	Financial Express
12.	Business Standard
13.	Financial Chronicle
14.	The Mint
15.	The Hindu Business Line

C- HINDI NEWSPAPERS (Delhi based)

S.No	National Hindi Newspapers
16.	Navbharat Times
17.	Hindustan
18.	Jansatta
19.	Dainik Jagran
20.	Punjab Kesari
21.	Dainik Bhaskar
22.	Amar Ujala
23.	Rashtriya Sahara

D- OUTSTATION HINDI NEWSPAPERS

S.No	State	City	Newspapers
24.	Jammu and Kashmir	Jammu Srinagar	"Excelsior" "The Kashmir Mirror"
25.	Punjab	Jalandhar Jalandhar	"Punjab Kesri" "Dainik Savera Times"
26.	Chandigarh	Chandigarh	"The Tribune"
27.	Himachal Pradesh	Shimla	"Divya Himachal"

28.	Andhra Pradesh	Vijayawada	"Deccan Chronicle"
29.	Assam	Guwahati	"Sentinel" "Assam Tribune"
30.	Bihar	Patna	"Hindustan" "Dainik Jagran"
31.	Chhattisgarh	Raipur	"Haribhumi"
32.	Goa	Panaji	"O-Heraldo"
33.	Gujarat	Ahmedabad	"Times of India"
34.	Haryana	Ambala	"Aaj Samaj"
35.	Jharkhand	Ranchi	"Prabhat Khabar"
36.	Karnataka	Bengaluru	"Times of India" "Deccan Herald"
37.	Kerala	Kochi	"The Hindu", "New Indian Express"
38.	M.P.	Bhopal Indore	"Patrika" "Nai Dunia"
39.	Maharashtra	Mumbai Nagpur	"Times of India" "DNA" "Navbharat"
40.	Meghalaya	Shillong	"Shillong Times"
41.	Odisha	Bhubaneswar	"Times of India"
42.	Rajasthan	Jaipur	"Dainik Bhaskar" "Rajasthan Patrika"
43.	Tamil Nadu	Chennai	"The Hindu" "Times of India"
44.	Telengana	Hyderabad	"Deccan Chronicle", "The Hindu"
45.	U.P.	Agra Lucknow Varanasi	"Amar Ujala" "Jagran" "Jagran"
46.	Uttarakhand	Dehradun	"Amar Ujala"
47.	West Bengal	Kolkata Siliguri.	"Telegraph" "Statesman"

MAGAZINES

S.No	MAGAZINES
48.	India Today
49.	Outlook
50.	Frontline
51.	The Week
52.	Carvan

ANNEXURE-III

PROPOSED FORMAT OF INDEX OF HEADLINES

Dated : ... Month, 2018

Sr.No.	Headline (html, if available)	Name of Publication
		Name of National English Newspapers
		Name of Outstation English Newspapers
		Name of National Hindi Newspapers
		Name of Outstation Hindi Newspapers
		Name of Financial Dailies
		Editorials from English , Hindi & Financial Papers
		Op-ed Page, Articles from English, Hindi & Financial Papers
		Name of websites of newspapers, online news sources and blogs
		Name of TV Channel

ANNEXURE-IV

LIST OF ENGLISH & HINDI NEWS TV CHANNELS

A-ENGLISH TV CHANNELS

S.No	English Channels
1.	Doordarshan News
2.	Times Now
3.	Headlines Today
4.	NDTV 24x7
5.	News X
6.	CNN –IBN
7.	CNBC
8.	ET Now
9.	LSTV
10.	RSTV
11.	India Today TV
12.	BTVI
13.	Republic TV
14.	News Nation

B-HINDI TV CHANNELS

S.No	HINDI TV CHANNELS
15.	Aajtak
16.	Zee News
17.	IBN-7
18.	NDTV-India
19.	ABP News
20.	India TV
21.	News 24
22.	Live India
23.	CNBC Awaaz
24.	Zee Business

LIST OF ONLINE MEDIA PLATFORMS

S.No	Online Media Platform
1.	The Wire
2.	Firstpost
3.	Scroll
4.	Daily O
5.	The Print
6.	The Quint
7.	OpIndia
8.	OneIndia
9.	Free Press Journal
10.	HuffPost India
11.	Swarajyamag
12.	BBC Hindi
13.	Janta ka Reporter
14.	Indiatimes

ANNEXURE-VI

LIST OF SOCIAL MEDIA PLATFORMS

S.NO.	Social Media Platform
1.	Twitter
2.	YouTube
3.	Facebook
4.	Instagram
