

SECTION-I

1. Letter of Invitation

RFP Ref. No. Agri/Inf/Tender-352/Pt-II/20

Dated: 2/02/2024

To,

1. B.P Enterprise, H.N 18, Saheb Tila, Bylane -3, Anowar Hussain Path, Zoo Narengi Road, Guwahati-24
2. Insight Brandcom Pvt Ltd, 4A Royal Arcade, B. Baruah Road, Ulubari, Guwahati-7
3. RA Film Studio, HN.26, Dehal Path, Nalapara, Guwahati-40
4. CMB Production, Santigram Housing Complex, Parley Residency, Jayanagar, Guwahati-22

Dear Mr. / Ms.,

1. We had invited EOI (Ref No Agri/Inf/Tender-352/Pt-II/01 Dated 21.12.2023) for short listing of suitable Consultants/Firms to participate in the RFP process for final selection and engagement of the most suitable amongst them for "Publicity Works under Directorate of Agriculture". As your firm has been short-listed in the EOI stage, you are now invited to submit detailed proposal as per the attached RFP Document.
2. This RFP Document has been addressed to the following shortlisted Consultants:
 - I. B.P Enterprise
 - II. Insight Brandcom Pvt Ltd
 - III. RA Film Studio
 - IV. CMB Production
3. It is not permissible to transfer this invitation to any other firm not shortlisted in the EOI Process.
4. The shortlisted consultants shall submit their proposal in the format as prescribed in the RFP document. The evaluation and selection of the proposals submitted by the consultant shall be done as per the methods and procedures mentioned in this RFP document
5. The RFP includes the following documents:

- Section 1 - Letter of Invitation
Section 2 - Instructions to Consultants and Data Sheet
Section 3 - Technical Proposal (STP) - Standard Forms
Section 4 - Financial Proposal - Standard Forms
Section 5 - Terms of Reference
Section 6 - Standard Form of Contract

6. Please inform us by ~~15~~20/2024 in writing at *Director of Agriculture, Khanapara*, or by E-mail – agriinfoassam1@gmail.com
- (a) that you have received the Letter of Invitation; and
- (b) whether you intend to submit a proposal
7. Details on the proposal's submission date, time and address are provided in Para 20.10 of the ITC.
8. Bidders who seek to appeal against any decision, action or omission regarding this particular procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are as mentioned below:

First Appellate Authority	Second Appellate Authority
Joint Secretary to the Govt. of Assam, Agriculture Department, Khanapara	Smt. Laya Madduri, IAS Secretary to the Govt. of Assam, Finance Department, Dispur-781006

Yours sincerely,



Director of Agriculture, Khanapara
Assam, Guwahati-781022