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|--|--|---|---|
|  | सामग्री प्रबंधन अनुभाग भारतीय प्रौद्योगिकी संस्थान, रूड़की रूड़की-247667, हरिद्वार, उत्तराखण्ड, भारत Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in | Material Management Section Indian Institute of Technology Roorkee-247667(Haridwar) (Uttarakhand) (India) Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in |  |
| | GSTIN-05AAALI0033R4Z2 | | |
| | PAN-AAALI0033R | | |
| | | | |

निविदा पलेख/Tender Document

No. 140000536/MM-7/IITR/2020-21/Empanelment of Advertisin/GS/117

Date of Uploading of Tender -<https://eprocure.gov.in/eprocure/app>

21-Sep-20

Bids under two bid systems (Technical and Commercial) are invited Online at CPP Portal (<https://eprocure.gov.in/eprocure/app>) for the following items.

Manual bids will not be accepted.

वस्तु की तकनीकी विषिष्टताये / Technical Qualification for Service:

| Sr. No | Name of Services | | |
|--|--|------------------|--------------------|
| 1 | Empanelment of Advertising Agency | | |
| (For Detailed Technical Qualification crieteria in addition to below and Please refer Annexure-I) | | | |
| नोट-1: कृपया सेवा का मूल्य एवं कर अलग-अलग दर्शाए। | | | |
| Note-1: Please quote the Rate & Taxes of the service separately as per attached BOQ. | | | |
| Critical Date Sheet | | | |
| 1 | Published Date | 21-Sep-20 | (17:30) HRS |
| 2 | Bid Document Download / Sale Start Date | 21-Sep-20 | (17:50) HRS |
| 3 | Seek Clarification Start Date | 21-Sep-20 | (18:00) HRS |
| 4 | Seek Clarification End Date | 24-Sep-20 | (16:30) HRS |
| 5 | Pre Bid Meeting Date | 25-Sep-20 | (16:00) HRS |
| 6 | Bid Submission Start Date | 28-Sep-20 | (15:00) HRS |
| 7 | Bid Submission End Date | 12-Oct-20 | (15:00) HRS |
| 8 | Bid Opening Date | 13-Oct-20 | (12:00) HRS |

Chapter-1 : Instruction to bidders

- A.** The Tender should be enclosed with proper certifications like Agency Certification, Authorization certificate and/or Proprietary Certificate, as the case may be, in support of your offer as per Annexure.
- B.** बोली का जमा किया जाना / **Submission of Bids:**
The bids should be submitted online in two parts –
(i) The Technical Bid (Annexure-I & III) with EMD, Tender Fee and Tender Acceptance Letter
(ii) The Financial Bid (Annexure-II) & Price Bid in .XLS Format
(Rates in .xls format will only be considered for Financial evaluation.).
- 1 The bids should be on official letter pad preferably with GST & PAN Number of the firm
- 2 The quotations should bear full details and may be duly supported with certificates (as the case may be for comparing correctness).
- 3 The bids / rates / tenders should remain valid for a minimum period of 6 months from the date of opening.
- 4 While quoting / sending rates, the firm shall give an undertaking as per Annexure-III.
- C. विधि निक्षेप एवं निविदा शुल्क/Earnest Money Deposit (EMD) and Tender Fee:**
Please refer Annexure-I
In case the EMD is not received in mentioned account within the aforesaid period i.e. before bid opening date & time, the bid will be out rightly rejected.
- D. निष्पादन बैंक प्रत्याभूति / सुरक्षा जमा राशि Performance Bank Guarantee (PBG) / Security Deposit:**
Please refer Annexure-I

- E. **बोलियों का खोला जाना / Opening of Bids:**
 1 The Technical Bids will be opened online at CPPP Portal (<https://eprocure.gov.in/eprocure/app>)-
Plz refer Critical Date Sheet
 2 The Financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the
 Financial Bid will be communicated to the respective firm later by the system (CPP Portal
 (<https://eprocure.gov.in/eprocure/app>))
 3 Representatives of the firm (s) may be present at the time of openings, if they so desire.

Chapter-2 : Conditions of Contract

- F. **टेका देना/Award of Contract:**
 The final selection of the bidder for the award of the contract will be made on the basis of the lowest commercial bid
 amongst the Technically Qualified Bidders.
- G. **पूर्व-पुरुस्कार निरीक्षण/Pre-Award Inspection:**
 Authorized representative of the Institute shall make the final inspection of firm before award of contract, if required.
- H. **पाबंदी/Termination:**
For detailed please refer annexure-I
- I. **भुगतान की शर्तें/Payment Terms:**
Payment in INR for rendered services:
Please refer Annexure-I
- J. **दंड/ Penalty**
Please refer Annexure-I
- K. **अप्रत्याशित घटना/Force Majeure:**
Please refer Annexure-I
- L. **मध्यस्थता/Arbitration:**
Please refer Annexure-I
- M. **बोली अस्वीकृती के लिए मानदंड/Criteria for bid rejection:**
 1 If technical bid found without the required undertaking (Annexure-III).
 2 Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document.
 If it is found at any stage that any information given in the bids is Incorrect/false then the bid is liable to be
 disqualified/rejected.
 3 Canvassing in any form will result to disqualification.
 4 If "extra, as actual" etc. are mentioned against any of the price components in the bid the bid will be rejected.
 5 If the firm quotes 'NIL' charges / consideration, the bid shall be treated as unresponsive and will not be considered.
 6 If financial bid is found along with technical bid in pdf on CPP Portal, then the bid shall be rejected outrightly.
 7 If any bidder submitting two/multiple bids for the same item of a tender, both/all the bids of that bidder will be
 outrightly rejected.
 8 **In addition to above Please refer Annexure-I**

Chapter-3 : Schedules of requirements (General Terms and Conditions)

- N. **टिप्पणी/ Note:**
 1 **In addition to below Please refer Annexure-I**
 2 Please note that the firms must submit the compliance Statement in an organized and structured manner in respect of
 all the specifications as per Annexure-I with the supporting catalogue/leaflet of the firm. Annexure-I & III have to be
 submitted with Technical Bid and Annexure-II with financial bid to be submitted online at CPP Portal.
 3 It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the
 tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any
 communication in this regard, whatsoever.
 4 The firm is required to give its Bank Account details with IFSC for the purpose of making e-payment.
 5 The Indian Institute of Technology (IIT) Roorkee reserves the right to reject any quotation wholly or partly at any stage
 of tender without assigning any reason.
 6 The decision of the institute in all matters relating to eligibility, acceptance, rejection of the bid will be final and
 binding on the applicants.
 7 The points which are not covered in the tender document, Please refer IITR S&P Rule 2018 & GFR 2017.

- 8 If the bid opening date happens to be a holiday, then the bid will be opened at 3:30 PM of the next working day followed by the holiday.
- 9 Any corrigendum/addendum/errata in respect of the Tender Notice/ Enquiry letter shall be made available CPP Portal (<https://eprocure.gov.in/eprocure/app>). Hence prospective bidders are advised to visit the CPP Portal (<https://eprocure.gov.in/eprocure/app>) regularly.
- 10 Institute will not be responsible for non-receipt of EMD(s) and Tender Fee within the stipulated date due to any postal delay or delay for any other reason in transit.
- 11 Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
- 12 In case the provided services is under the rate contract with GeM, then the Bidder should certify that the rate quoted is not over and above (higher side) the rates under RC with GeM.
- 13 **The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of work order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.**

Chapter-4 : Specifications and allied Technical details

Please refer Annexure- I & III

Chapter-5 : Price Schedule (to be utilized by the bidders for quoting their prices online in .XLS format at CPPP Portal (<https://eprocure.gov.in/eprocure/app>))

Please refer Price Bid in .XLS Format to be submitted online at CPP Portal and Annexure - II to be submitted

Chapter-6 : Contract Form

Will be signed after finalization

Chapter-7 : Other Standard Forms, if any to be utilized by the purchaser and bidders

Tender Acceptance Letter to be provided

***उप कुलसचिव (सामग्री प्रबंधन) / सहायक कुलसचिव ;सामग्री प्रबंधन
Deputy Registrar (MM)/ Assistant Registrar (MM)**

***Document Digitally Signed on <https://eprocure.gov.in/eprocure/app>**

For any Clarification regarding technical query Please Contact below:

**Deputy Registrar,
Administration,
IIT Roorkee**

**Administration,
IIT Roorkee**

**Ph.-01332-28-4822,
Email: dradmn@iitr.ac.in**

उपबंध/UNDERTAKING**(This Undertaking is mandatory and it is to be provided on company letter head duly seal & signed by the authorised person).**

Ref. No. No. 140000536/MM-7/IITR/2020-21/Empanelment of Advertisin/GS/117
Dated:- 21-Sep-20

This is to confirm that all the terms/conditions mentioned in the tender document, along with the details provided in Annexure - I are fully acceptable.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the GeM.

Signature_____

Name_____

Designation_____

Seal of the Firm/Agency

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

- 1 Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
- 2 Bidder should register for the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide only valid and true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id as registered.
- 3 Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4 Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/nCode/eMudra etc. recognized by Controller of Certifying Authorities (CCA) India on eToken/SmartCard, should be registered.
- 5 The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
- 6 Contractor/Bidder may go through the tenders published on the site and download the tender documents/ schedules for the tenders.
- 7 After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
- 8 Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
- 9 Bidder may log in to the site through the secured login by the user id/ password chosen during enrolment/registration and then by submitting the password of the e-Token/Smartcard to access DSC.
- 10 Bidder may select the tender in which he/she is interested in by using the search option and then move it to the 'my tenders' folder.
- 11 From my tender folder, he may select the tender to view all the details uploaded there.
- 12 It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
- 13 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
- 14 The Bidders can update well in advance, the documents such as certificates, annual report details etc., under "My Space option" and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 15 Bidder should submit the Tender Fee/ EMD as specified in the tender. Scanned copy of the same should be uploaded as part of the offer.
- 16 While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
- 17 The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the same.
- 18 The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection. (If applicable)
- 19 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Every act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
- 20 The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.
- 21 If the price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
- 22 The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
- 23 After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.

- 24 The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e- Tender system. The bidders should follow such time during bid submission.
- 25 All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
- 26 Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 27 The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 28 The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 29 For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **0120-4001005** or send an e-mail to – cphp-nic@nic.in.

Tender Acceptance Letter
(To be given on Company Letter Head)

Date:

Sub: Acceptance of Terms & Conditions of Tender Document.

Tender No. 140000536/MM-7/IITR/2020-21/Empanelment of Advertisin/GS/117

Tender description:

Dear Sir,

- 1 I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender DocumentNo.' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).
- 2 I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
- 3 The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
- 4 I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
- 5 In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Tender Document

Tender Document No. 1400000536/MM-7/IITR/2020-21/Empanelment of
Advertisin/GS/117

Dated: 18.09.2020



TECHNICAL QUALIFICATION CRITERIA

For

Empanelment of an Advertising Agency

@

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

BIDDER'S REQUISITE INFORMATION

Please supply the following information alongwith documentary evidence wherever possible. ONLY in this format and each page should be signed with name and seal by the authorised representative of the bidder. However, if the space provided for any entry is insufficient, the information may be given on additional sheets as appendices, and indicate the number of respective appendices attached, at the appropriate place. All appendices must also be signed.

- 1. Name of the Agency :
- 2. Name of the Proprietor :
- 3. Complete Postal Address :
Telephone No. of the Agency :
Mobile No. :
Fax No. of the Agency :
Email identity of the Agency :
Website address, if any :
- 4. Name of the Contact person(s) with address(es) :
Name :
Telephone No. :
Fax No. :
Mobile No. :
- 5. Name, Designation and Address of the person(s) authorised to sign on behalf of the bidding agency (herein after referred to as the bidder).

Sample Signatures of the bidder

Handwritten signatures and dates: "Sangh" with date "15/09/2020", "Bandy" with date "15/9/2020", and another signature "Ajay" with an arrow pointing to the right.

Signature
Name.....
Seal.....

6. (a) Location of the Headquarters of the Agency :

(b) Date of its Establishment:

(c) Total experience (in years) of the Advertising:
Agency for the purpose of empanelment

7. (a) Registration No. :

(b) PAN No. :

(c) GST Registration No. :

8. Is the Agency approved by the INS? :
(If yes, please enclose a certificate
to this effect)

9. Major five Clients for whom the work has been:
done in the last three years, indicating the
contracted amount of the respective clients
with the Agency during each year (Attach a
separate sheet, if necessary)

10. News papers for which the Agency :
is authorized to release advertisements.

11. What facilities does the Agency offer :
to the Central Govt., Autonomous
Institutions in line with those
offered by the DAVP?

12. Does the Agency have similar :
experience in providing advertising
services to any Educational Institute/
University /Government Deptt? If so,
please attach a list with addresses.

13. Does the Agency have some special :
arrangements for publishing
advertisements in different Newspapers
in India? If so, please specify in detail.

14. Any extra information which the :
agency intends to give about itself,
may please be stated here or attached
as an Appendix.

B Singh
15/09/2020

Arul
15/9/2020

Arul

15. Details of Tender fee & Earnest Money Deposited online through NEFT/RTGS:
Transaction No. dated

16. Profile and detailed set-up of the Agency: (Attach also the brochure, booklet etc. of the Company, if available.)

17. Financial Turnover of the Agency for the past three years :
(as assessed by the ITO or Govt. approved Auditors/ Chartered Accountants only)

| Year | Amount (in Crores) |
|-----------|--------------------|
| 2016-2017 | |
| 2017-2018 | |
| 2018-2019 | |

18. Give the details of at least five major contracts exceeding Rs. 50 Lac per annum handled by the bidder (currently in hand or handled in the recent past). Documentary evidence of major contracts handled, must be annexed.

| Sl. No. | Client details with address, Tel., Fax, e-mail | Contract Amount (in Lac per year) | Duration of Contract (Dates) |
|---------|--|-----------------------------------|------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

19. Any other information current / past, as proof of the Agency's professional capability, duly supported with documentary evidence, may be stated here.

Baugh
15/09/2020

Handy
15/9/2020

[Signature]
AME

I _____ (designation) _____ of
(name of the Agency) _____

hereby declare to accept the Terms and Conditions as given in the Tender Document
for the empanelment of an Advertising Agency by the IIT Roorkee.

OFFICIAL SEAL & SIGNATURE OF THE BIDDER _____

NAME OF THE BIDDER _____

DESIGNATION/SEAL OF THE BIDDER _____

ADDRESS _____

DATE: _____ PLACE: _____

B Singh
15/09/2020

Bandy
15/9/2020

N *r/me*

CONTENT OF THE TENDER DOCUMENT

INSTRUCTIONS TO BIDDER

1. GENERAL INFORMATION:

Indian Institute of Technology Roorkee invites the e-Tenders/online bids through electronic tendering system under two bid system from INS approved, highly reputed and well established Advertising Agencies having an annual average financial turnover during the last three financial years, ending 31st March 2019, should be at least Rupees 10 Crores and minimum ten years experience for providing the releasing the advertisements pertaining to Displays, Notices, Tenders and Appointments in various Regional and National News papers for a period of one year, extendable up to two years on year to year basis on satisfactory performance during the first year and subsequent year, if any, of contract.

Tender forms can be downloaded from the CPP Portal (<http://eprocure.gov.in/eprocure/app>) & Institute website www.iitr.ac.in

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/ instructions in this document may disqualify the bidders from the tender exercise. The Institute reserves the right to reject or accept any bid partly or wholly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

2. SCOPE OF SERVICE:

The Agency shall provide the services including media planning for advertisements pertaining to Displays, Notices, Tenders and Appointments in various Regional and National Newspapers as per the applicable rates in respect of the concerned publication. Media planning applicable rates to IIT Roorkee will be as such forwarded by the Agency to IIT Roorkee.

Rajesh Kumar
15/09/2020.
15/9/2020

[Signature]

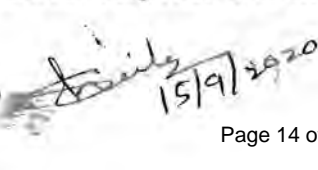
[Signature]

3. BIDDER'S ELIGIBILITY CRITERIA:

The following shall be the minimum eligibility criteria for selection of bidders technically:

1. The agency should be registered with the appropriate authorities of the respective Newspaper for publishing the advertisements.
2. Bidders should submit their tenders with registration certificates, copies of certificates of their past experience of having done the work of this nature along with the list of organizations where such work is/was being carried out.
3. The Bidder should be registered with the Income Tax and Goods and Services Tax. (attach the attested copy of relevant certificates)
4. The bidder should have been in existence for the minimum last 10 years. (attach the copy of relevant certificates, Registration details etc.).
5. The bidder should have implementing/implemented at least five contracts, one must be having annual value of Rs. 50 Lac or more.
6. The Agency/Contractor should have sound financial stability with an average annual turnover of INR 10 Crores in preceding three financial years in similar services. (Copy of audited balance sheets and ITR certificates with matching PAN No. for the last three financial years must be enclosed).
7. Any subletting, third party arrangement to provide the services is not acceptable.
8. The agency should not have been black listed or suspended in the last 5 years by any Govt. /Public Sector Undertaking/ University /Institution /Govt. hospitals etc. A notarized affidavit by the firm that it has never been black-listed must be attached along with the bid, failing which the bid shall be rejected.
9. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
10. Canvassing in connection with the tender, is strictly prohibited and in case of any canvassing is repeated the tenders submitted, will be rejected.
11. Each **Agency/Contractor** shall submit only one Tender for the entire scope of work. **Agency/Contractor** who submits more than one tender or part tender will be treated as non- responsive & liable to be rejected.


15/09/2020


15/9/2020


Arul

Note:- Documents supporting the Minimum Eligibility Criteria should be submitted in the Technical bid only.

3.1 Transfer of BID Documents/BIDS:

Transfer of BID DOCUMENT purchased by one Bidder to another is not permissible. In case the Bidder transfers the BID or modifies/withdraws during the period of validity, EMD shall be forfeited.

3.2 Signing of Contract:

The successful Bidder shall be required to execute a CONTRACT AGREEMENT on a Non Judicial Stamp Paper within 21 (Twenty one) days of the issue of the LETTER OF WORK ORDER. In the event of failure on the part of the successful Bidder to sign the CONTRACT within the above stipulated period, the EMD shall be forfeited and the work order shall be considered as cancelled.

4. DEFINITIONS:

- a) The 'INSTITUTE' shall mean Indian Institute of Technology Roorkee with its premises located at Roorkee, Saharanpur and GNEC Campuses and shall include its authorized representatives, successors and assignees.
- b) The 'CONTRACTOR' shall mean the person or persons, firm, agency or company or corporation or consortium of firms or companies, whose BID has been accepted by the Institute and includes the Contractor's legal representative, his successors and permitted assignees.
- c) The 'BID/TENDER' shall mean the proposal/offer along with supporting documents, submitted by the Bidder for consideration by the Institute.
- d) The "BID/TENDER DOCUMENT" shall mean the documents issued by the Institute to prospective Bidders, containing various terms & conditions, scope of work, other requirements, instructions etc. for the Bidder to prepare their BIDS/TENDER, for submission to the Institute.
- e) The 'LETTER OF ACCEPTANCE OF BID' shall mean an official invitation from the Institute to successful Bidder to the effect that his/their BID has been accepted in accordance with the provisions contained therein.
- f) The 'WORK' shall mean and include all works to be executed, all items and things to be provided/ done and service and activities to be performed by the CONTRACTOR in accordance with the contract.
- g) The 'CONTRACT' shall mean the agreement between the Institute and the CONTRACTOR, duly signed by the parties to the Agreement, through their authorized representatives for the execution of the work included in the BID

Signature
15/09/2020

Signature
15/9/2020

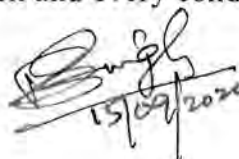
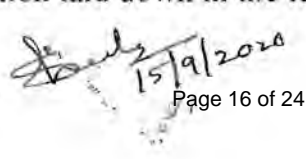
DOCUMENT, LETTER OF ACCEPTANCE of BID, agreed variations to the BID DOCUMENTS if any, SCHEDULE OF RATES and other relevant documents submitted by the Contractor and as accepted by the Institute.

- h) The 'MONTH' shall mean the calendar month according to the christian calendar. 'DAY' unless herein expressly defined otherwise, shall mean Christian calendar day of 24 hours.

5. GENERAL TERMS AND CONDITIONS:

The Institute wishes to award the contract to an advertising agency hereinafter referred to as "Agency" on the following terms and conditions:

- 5.1. Even though the bidders meet the above qualifying criteria, they are subjected to be disqualified, if they have:-
- a. Made misleading or false representations in the forms, statements and attachments submitted as proof of the qualification of the bid and/or
 - b. Record of poor performance such as abandoning the services, not properly completing the contract, inordinate delays in completion of work/job, litigation history or financial failures etc.
- 5.2. The Agency shall not appoint any Sub-agency for the work assigned to him without the written permission of the Institute.
- 5.3. Publication of advertisement to the satisfaction of Institute within time with all possible cost, effective measures, will be the responsibility of the agency.
- 5.4. Joint Tenders shall not be considered.
- 5.5. Conditional or incomplete tenders are liable to be rejected automatically.
- 5.6. The selected Agency will have to pay taxes/income tax on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency, otherwise it shall be deductible from his payments.
- 5.7. For submission of e-tender, bidders are requested to get themselves registered with www.eprocure.gov.in website along with Digital Signature Certificate (DSC) issued by authorized issuing authority under IT Act 2003.
- 5.8. The bidders are required to upload the complete documents only after satisfying each and every condition laid down in the tender document.



- 5.9. The Institute shall have the right to adjust, re-adjust or deduct any of the amounts as aforesaid from the payment to be made to the agency under this contract or out of the security deposits of the agency.
- 5.10. The Financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the Financial Bid will be communicated to the respective firm later by the system (CPP Portal (<https://eprocure.gov.in/eprocure/app>)).

5.11. Tender Fee and Earnest Money Deposit (EMD):

- i. Bidders shall submit Tender Fee (non-refundable) of value of Rs. 5,000/- (Rupees Five Thousand only) online into the account of IIT Roorkee on below mentioned account details with description of complete tender/enquiry number. Tender can be downloaded from the Institute Website or CPPP.
- ii. The Technical Bid should accompany an EMD of value Rs. 50,000/-(Rupees Fifty Thousand only) should be deposited online into the below mentioned account of IIT Roorkee:

Details of IIT Roorkee Bank Account:

Account Name: NON MHRD GOVERNMENT FUND IIT ROORKEE

Account No.: 00000032685865515

Bank Name: STATE BANK OF INDIA

Branch Address: IIT ROORKEE, ROORKEE

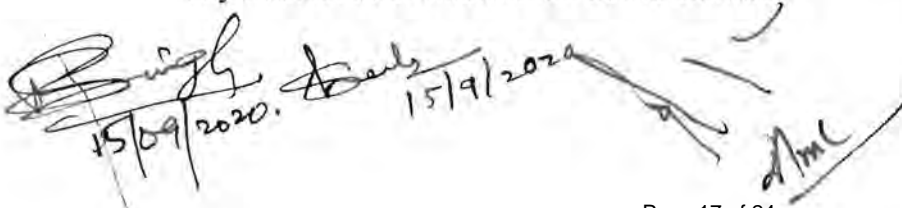
IFSC Code: SBIN0001069

MICR: 247002094

- iii. The Bidder will have to fill Tender fee & EMD details in CPP Portal & provide the tender reference number in the narration/remarks while doing the payment as per quoted items and share the receipt of the same in pdf on CPP Portal (<https://eprocure.gov.in/eprocure/app>). The qualification in Technical bid will be subject to the submission of Tender fee & EMD in above mentioned account within schedule date and time as mentioned in the NIT. IITR shall not be responsible for any delay in submission of Tender fee & EMD.

In case the Tender Fee & EMD are not received in above mentioned account within the aforesaid period, the bid will be out rightly rejected.

- iv. Exemption on submission of Tender Fee & EMD will be given against valid MSME/NSIC certificate under valid category.
- v. The Earnest Money (EMD) shall be refunded to all the unsuccessful firms, without any interest after finalization of the contract.

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- vi. EMD shall be refunded to the successful firms on receipt of PBG/Security Deposit. No interest is payable on the EMD to either the successful firms or the unsuccessful firms.

6. TERMINATION & PENALTY:-

- i. In case the services of the agency are found unsatisfactory, in its absolute discretion, the Institute will have the right to terminate the contract by giving one month's notice to the agency, before the expiry of the contract, without assigning any reason thereof. An appropriate penalty may also be imposed on the agency by the Institute, for any unsatisfactory work or for any other breach of contract.
- ii. Subletting of the contract or any part thereof will lead to summarily cancellation of the contract, and will make the agency liable to punitive action by the Institute, including forfeiture of the security deposit or earnest money deposit.
- iii. That at any stage during the contract period, if it comes to the notice of the Institute that the agency has any foreign links in terms of association of foreign nationals in any capacity or has any foreign funding, their contract with the Institute shall be terminated forthwith, with no financial liability accruing on the part of the Institute.
- iv. If the agency either fails to implement the assigned publication jobs in time or parts thereof or does not adhere to the Standard Operating Procedures for publication of advertisements, to the satisfaction of the Director of the Institute or any Officer nominated by him for this purpose, they shall be penalized by imposing an appropriate penalty.

7. REVISION OF RATE:

In the event of revision of the rate by any Newspaper, the agency may send their request for revision with authentic proof of such revision with respect of each of such Newspaper, which hiked its rate by circular, alongwith the corresponding offered rate in the line of the quoted offered rates given its bid and subsequently accepted finally in the negotiation on the basis of discount offered in each parts of each news papers.

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8. CONTRACT SECURITY DEPOSIT:

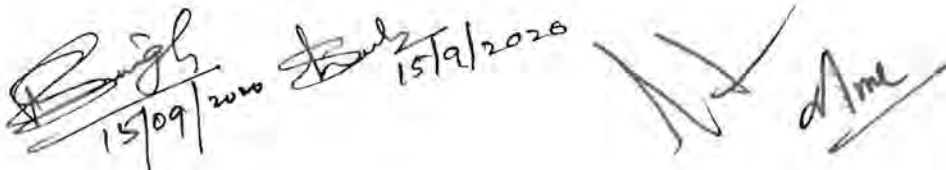
The agency/contractor shall be required to furnish a Performance Guarantee of Rs. 2,50,000/- (Rs. Two Lac Fifty Thousand only) in the form of Bank Guarantee or fixed deposit to valid for a period of sixty days (60) beyond the date of completion of the Contract from any Nationalized Bank, in favour of "The Registrar, IIT Roorkee" within 15 days from the date of issue of the work order. It shall be the guarantee for the faithful and due performance of the contract by the Agency in accordance with the terms and conditions specified in this contract. No interest shall be claimed by the agency on the PBG submitted.

9. DETERMINATION OF RESPONSIVENESS

Determination of responsiveness is described below:

9.1 Examination of Bids and Determination of Responsiveness:

- (i) Prior to detailed evaluation of bids, the Institute will determine whether each bid:-
 - (a) meets the eligibility criteria.
 - (b) has been properly signed and stamped on all pages of the tender document by an authorized signatory.
- (ii) A responsive bid is one that conforms to all the terms, conditions and specifications of the bidding document, without any deviation or reservation. Any deviation or reservation is one (a) which affects in any substantial way the scope, quality or performance of the Works; (b) which limits in any substantial way, the Institute's rights or the bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting responsive bids.
- (iii) If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- (iv) The Institute will evaluate and compare only the bids determined to be responsive.
- (v) The Institute reserves the right to call the bidders for negotiations of rates, if situation arise.

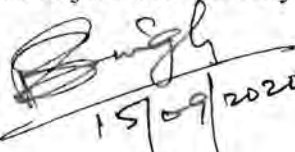
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10. PAYMENT OF AGENCY'S BILL

- a. The bills of the advertisements alongwith the tear sheet/s of the newspaper in which the advertisement has been published, will be presented by the agency within fifteen days from the publication of the advertisement in the newspaper(s) and the payment of the bill shall be made by the Institute via online payment mode within fifteen days of receipt of the bill. The Institute will ensure timely payment due to the agency.
- b. The last payment of the company/agency will be cleared by institute only after obtaining non pendency certificate of any liability against the contract.

11. ARBITRATION:

In the event of any difference or dispute arises out of this work, all effort shall be made by both the parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act 1996, by arbitrators appointed in accordance with the said Act. The arbitration shall give reasoned and speaking award. All disputes are subject to Roorkee jurisdiction only.


15/09/2020


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FINANCIAL BID

For

**Tender for Empanelment of an
Advertising Agency**

@

**INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE**

The job of Advertising Agency to provide the facility for releasing the advertisements in the newspaper is intended to be given by established and reputed Agency on turnkey basis. The bid is required to be submitted on the prescribed format only.

1. Name of the Agency :

2. (a) Postal Address :

Telephone No(s) :

Fax No. :

Email Identity :

(b) Name of Contract persons(s) with address :

Name :

Telephone No(s) :

Fax No. :

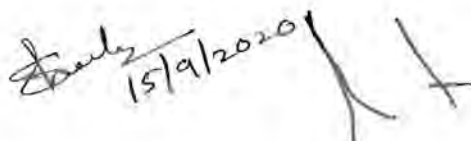
Mobile No. :

3. Location of the Headquarters :
of the Company:

4. Name, Designation and Contact Address with Telephone No. of the person authorized to sign on behalf of and responsible to the Bidding Agency (herein after referred to as the bidder).

5. Sample Signatures of the bidder:


15/09/2020


15/9/2020



Signature

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6. Advertisement rates:

| Sl. No. | Publication | Circulation in lacs | Display Rate (B&W) Rs. per sq.cm. | | Tender Rate (B&W) Rs. per sq.cm. | | Appointments Rate (B&W) Rs. per sq. cm. | |
|---------|--|---------------------|-----------------------------------|----------------|----------------------------------|----------------|---|----------------|
| | | | Card Rate | Offered Rates* | Card Rate | Offered Rates* | Card Rate | Offered Rates* |
| 1. | The Times of India, all Editions (including rest Editions) | | | | | | | |
| 2. | The Times of India, all Editions | | | | | | | |
| 3. | The Times of India, Delhi Edition | | | | | | | |
| 4. | The Navbharat Times, all Editions | | | | | | | |
| 5. | The Navbharat Times, Delhi Edition | | | | | | | |
| 6. | The Hindu, all Editions | | | | | | | |
| 7. | The Hindu Delhi Edition | | | | | | | |
| 8. | The Telegraph (Sunday to Thursday) | | | | | | | |
| | The Telegraph (Friday to Saturday) | | | | | | | |
| 9. | Employment News | | | | | | | |
| 10. | The Hindustan Times, all Editions | | | | | | | |
| 11. | The Hindustan Times, Delhi Edition | | | | | | | |
| 12. | The Indian Express, all Editions | | | | | | | |
| 13. | The New Indian Express, all Editions | | | | | | | |
| 14. | The Indian Express, Delhi Edition | | | | | | | |
| 15. | The Tribune Chandigarh Edition | | | | | | | |
| 16. | Punjab Kesri | | | | | | | |
| 17. | Amar Ujala, All Editions | | | | | | | |
| | Amar Ujala, Dehradun Editions | | | | | | | |
| | Amar Ujala, Delhi Editions | | | | | | | |
| 18. | Dainik Bhaskar, All Editions | | | | | | | |
| 19. | Dainik Bhaskar, Dehradun Editions | | | | | | | |

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|-----|---------------------------------------|--|--|--|--|--|--|--|
| 20. | Rajasthan Patrika | | | | | | | |
| 21. | Dainik Jagran, All Edition | | | | | | | |
| | Dainik Jagran, Dehradun Edition | | | | | | | |
| | Dainik Jagran, Delhi Edition | | | | | | | |
| 22. | The Pioneer, all Editions | | | | | | | |
| 23. | Kalinga Bharati, Kolkata Edition | | | | | | | |
| 24. | Maharashtra Herald, Pune Edition | | | | | | | |
| 25. | Business Standard (English) (All Edn) | | | | | | | |
| 26. | Statesman (All) | | | | | | | |
| 27. | Hindustan (Hindi, Dehradun Edition) | | | | | | | |

* Net saving (in percentage) to Institute by the special/offered rates. A separate appendix in closed cover be provided to indicate such saving against each publication.

- GST or any other tax to be paid to the Government must be clearly spelt out.
- **The rates for advertisement quoted by the Agency should be those which have been approved by the respective Newspapers for Central Government Institutions. A certificate from the respective Newspapers to this effect should also be attached with the Bid.**
- Subsequent Changes in the rates if any should be communicated to the Institute immediately along-with documentary proof.
- Any specific media savings measures in terms of composition, design, layout etc., of the advertisements, which the Agency is in a position to provide to its clients, should be clearly quantified out in the space provided below.

B Singh
15/09/2020
B Singh
15/9/2020

M.
a/ml

**Signature of Bidder/ Agency)
with stamp**