



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

(An Autonomous Institute of the Ministry of Education., Govt. of India)

TENDER DOCUMENT
FOR
PUBLISHING OF ADVERTISEMENT IN NEWSPAPER
FOR IISER ADMISSION

Dr. Homi Bhabha Road, Pashan Pune – 411008.
(www.iiserpune.ac.in)

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TENDER NOTICE

PUBLISHING OF ADVERTISEMENT IN NEWSPAPER FOR IISER ADMISSION **[IISER/PUR/2336/21]**

Indian Institute of Science Education and Research Pune is an autonomous Institute under Ministry of Education, Government of India.

The Director, IISER Pune invites offline bids in single-bid system for Publishing of Advertisement in Newspaper for IISER admission from INS accredited agency with functional office in Pune/PCMC area.

Quotation should be SEALED and mention the ENQUIRY NO: DATE and DUE DATE on the envelope and reach on or before the due date on following mentioned address

Assistant Registrar (Stores & Purchase)

Indian Institute of Science Education and Research (IISER), Pune

Dr. Homi Bhabha Road, Pashan

Pune - 411 008, India

Tel: +91-020-2590 8246 / 8017

Email: purchase@iiserpune.ac.in

Website: www.iiserpune.ac.in

Important Dates of Tender:

Bid Submission Start Date: 01/04/2022 from 18:30 Hrs

Bid Submission Close Date: 18/04/2022 up to 10:00 Hrs.

Opening of Bids: 18/04/2022 at 10:30 Hrs.

ELIGIBILITY CRITERIA AND SPECIFIC TERMS AND CONDITION

- a) Agency / firm / company should have Indian Newspaper Society (INS) accreditation for a period of one year as on closing date of tender. Copy of self-attested accreditation certificate to be submitted to ascertain accreditation status.
- b) Agency / firm / company should have its functional office in Pune / Pimpri Chinchwad area at least for a period of one year as on closing date of the tender.
Attach stated proof/s accordingly, which must establish a fact that it has office in Pune / Pimpri Chinchwad area since last one year as on closing date of the tender.
- c) Discount at DAVP price per sq. cm. to be quoted only.
- d) Within 10 days after placement of work order the successful bidder will have to deposit a 3% Performance Security Deposit of order value in the form of Performance Bank Guarantee (PBG) / DD of any nationalized Bank / Scheduled bank in favor of "Director, IISER Pune". PBG will be returned on successful completion of work.
- e) In case of multiple bidder emerging as Lowest 1 (L1), the contract shall be then awarded to the tenderer amongst L 1 with highest average annual turnover of last three years i.e FY 2018-19, 2019-20 and 2020-21.

TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

- i. Tender Fee and EMD in favor of The “Director, IISER Pune” must be submitted with the Bid.

Agency / firm / company exempted from payment of Tender Fee / EMD must submit requisite documents in support of their claim.

Original Tender Fee & EMD OR photocopies of the Exemption Related Certificates / Documents are also needs to be submitted in a sealed envelope by due date at the following address with covering letter having tender details :

Assistant Registrar (Stores and Purchase)
Indian Institute of Science Education and Research Pune
Dr. Homi Bhabha Road, Pashan
Pune-411008
Tel No: 020 2590 8246 / 8171 / 8017

Tender received without Tender Fee, EMD OR Exemption Related Certificates / Documents as per requirement will be summarily rejected.

EMD and tender fee amount can be deposited in IISER PUNE Bank account through net banking as mentioned below.

Name-Indian Institute of Science Education and Research Pune.

Bank-State Bank of India
Branch-NCL Campus Branch, PUNE 411008
Current A/c No. 30042605732
IFSC-SBIN0003552

- ii. Bid Validity: 30 Days.
- iii. The tender is not transferable under any circumstances.
- iv. Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
- v. Tender in any form other than the prescribed form issued by IISER Pune shall not be considered and will be summarily rejected.
- vi. Earnest Money Deposit (EMD) of Agency / Firm / Company who withdraws tender during the intervening period shall be forfeited.
- vii. Institute may seek confidential feedback from any/all clients of the bidder at any stage before / after opening of Technical/Financial bid and may take decision based on client feedback.
- viii. Conditional bid shall be liable for rejection.

1. The contracting agency/firm/company shall provide services continuously as per the award of contract.
2. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency/firm/company without prior written consent of IISER.
3. The contracting agency/firm/company shall get suitable instructions from the Registrar / Designated Official of IISER and shall provide the services promptly as per requirement.
4. The contracting agency/firm/company shall abide by the rules and regulations of State / Central Government authorities particularly applicable to the business and shall have requisite licenses, sanctions, registration, accreditation which should be valid during the tenure of contract.
5. In case required services are not provided by the contracting agency on time, IISER will be free to get the work done from any other agency from open market and the expenses on this account will be debited to the contracting agency which will be recovered from the performance security deposit etc.
6. The successful agency / firm / company shall assign a designated official who shall be responsible for immediate interaction with IISER designated official so that optimal services could be availed without any disruption. The designated official of the agency / firm / company should be available round the clock on his own direct telephone (office as well as residence & mobile)
7. Payment against Bill shall be made only after satisfactory services to be certified by the concerned IISER official. No interest will be payable on the nonpayment due to delayed submission of bills and non-satisfactory services. No advance payment will be made. The payment will be made by bank transfer within 15 days from the date of receipt of bill.
8. The agency / firm / company shall be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IISER to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
9. The T.D.S. shall be recovered at prevailing rate from the bills in accordance with the provisions of Income Tax Department and a certificate to this effect shall be issued by IISER to the contracting agency.
10. In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISER Pune is

put to any loss / obligation, monitory or otherwise, IISER Pune shall be entitled to get itself reimbursed out of the outstanding bills / performance security deposit to the extent of the loss or obligation in monitory terms.

11. In case of Dispute or difference arising between the IISER Pune and contracting agency relating to any matter arising out of or connected with this contract, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director IISER Pune, if he is unable / unwilling to act, to the sole arbitration or some other person appointed by his willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
12. In case of any dispute, only Pune Court will have jurisdiction.
13. Any divergence from the approved matter of the draft advertisement will earn a penalty of 1%.
14. The Director, IISER Pune reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IISER Pune in this regard shall be final and binding on all.

SCOPE OF WORK

List of News Papers

.No.	Name of the publications	Language
1.	The Hindu (All Editions)	English only
2.	Times of India (All Editions)	English only
3.	Hindustan Times (All Editions)	English only
4.	Indian Express (South) (All Editions)	English only
5.	Indian Express (North) (All Editions)	English only
6.	Deccan Chronicle (All Editions)	English only
7.	Dainik Bhaskar (All Editions)	Hindi only
8.	Divya Bhaskar (All Editions)	Hindi only
9.	Dainik Jagaran (All Editions)	Hindi only
10.	Sakal (All Editions)	Hindi only
11.	Ajit Punjabi (All Editions)	Hindi only
12.	The Tribune (All Editions)	English only
13.	The Telegraph (All Editions)	English only
14.	Anand Bazar Patrika (All Editions)	Hindi only
15.	Mathrubhumi (All Editions)	English only
16.	Vijaya Karnataka (All Editions)	English only
17.	Sakshi (All Editions)	English only
18.	Sambad (All Editions)	English only
19.	Rajasthan Patrika (All Editions)	Hindi only
20.	Assam Tribune (All Editions)	English only
21.	Dinamalar (T.Nagar/Trichy gp) (All Editions)	English only
22.	Dinamalar (Whites Road/Chennai gp) (All Editions)	English only
23.	Daily Hindi Milap (All Editions)	Hindi only
24.	Samaj (All Editions)	English only
25.	Malayala Manorama	English only

- a. **Advertisement size 15 cm (Horizontal) x 20 cm (Vertical)**
- b. **Provide Artwork (Black & White / English or Hindi) of the advertisement contents based on the input received from the Institute officials. As per the requirement, contracting agency will provide multiple options of the art work to be finalized based on the approval of the Institute Officials. This will also include all correction(s) as per the requirement during the process of finalization to publication of the advertisement.**
- c. **Bidder is mandatory to quote for all the 25 newspapers else bid will be rejected out rightly.**

PUBLISHING OF ADVERTISEMENT IN NEWSPAPER FOR IISER ADMISSION

[IISER/PUR/2336/21]

PROFORMA FOR EVALUATION OF ELIGIBILITY / TECHNICAL PERFORMANCE
OF THE TENDERING AGENCY / FIRM / COMPANY

Ref.: Advertisement for Tender published in the _____ dated _____ in connection with publishing of advertisement in newspaper for IISER admission

Sr. No.	Required information	Mention Details (Do not state <u>attached</u> / <u>enclosed</u> / <u>refer attached document</u> etc.). Attach relevant documents and highlight relevant portion of the document.
1.	Name of the agency / firm / company Website	Name : _____ : _____
2.	Address of the agency / firm / company of Pune office (Submit proof - Lease agreement / Electricity Bill/s / Corporation Tax payment Receipt/s). Agency / firm / company should have its functional office in Pune / Pimpri Chinchwad area at least for a period of one year as on closing date of the tender. Attach stated proof/s accordingly which must establish a fact that it has office in Pune / Pimpri Chinchwad area since last one year.	
3.	Details of the Contact Person	Name : _____ Designation : _____ Mobile : _____ Email : _____
4.	Date of establishment of agency / firm / company (Submit proof)	
5.	Legal status - (individual, proprietary, partnership firm, limited company, corporation, etc.-Submit proof)	
6.	The Agency should have Indian Newspaper Society accreditation for the last 3 years. Submit proof.	Submitted / Not Submitted
7.	Statutory details (Photocopies to be submitted): a] Registration number of the firm	

Sr. No.	Required information	Mention Details (Do not state <u>attached</u> / <u>enclosed</u> / <u>refer attached document</u> etc.). Attach relevant documents and highlight relevant portion of the document.
	<p>for the Pune / Pimpri Chinchwad Office. (Issued under Maharashtra Shops and Establishments Act.).</p> <p>b] Registration number issued by Registrar of Companies (if any) -</p> <p>c] PAN</p> <p>d] GST - Registration number.</p>	<p>_____</p> <p>_____</p> <p>_____</p>
8.	<p>Agency / firm / company should have Indian Newspaper Society (INS) accreditation for a period of one year as on closing date of tender.</p> <p>Copy of self attested accreditation certificate to be submitted to ascertain accreditation status.</p>	
9.	<p>Agency / Firm/ Company should have minimum 1 year of experience in providing news paper advertising related services to Central / State - Government Organization / Institute / University.</p> <p>Please submit Work Orders / Agreements / Purchase Orders.</p>	
10.	<p>Agency / firm / company should be a profit-making concern for the last three financial years, with minimum annual turnover of Rs. 10,50,000/- in for each of the last 3 financial years. Turnover Certificate specifically having mention of “Turnover from news paper advertising related services alone” duly certified by the Chartered Accountant only to be submitted.</p> <p>Please do not submit copies of balance sheet / IT returns which shall not be considered.</p>	<p>1] 2018-19 : _____</p> <p>2] 2019-20: _____</p> <p>3] 2020-21 : _____</p>
11.	<p>The tender shall be signed by the sole proprietor / owner and his / her full name and status be indicated below the signature along with official stamp of the agency/firm/company.</p> <p>In case the tender is signed by the person other than the sole proprietor / owner, authorization given by the Executive Body authorizing the officer / partner for signing the tender documents for this tender to</p>	<p>Is tender signed by proprietor / owner? : Yes / No</p> <p>Authorization : Submitted / Not Submitted / Not Applicable since signed by the sole proprietor / owner</p>

Sr. No.	Required information	Mention Details (Do not state <u>attached</u> / <u>enclosed</u> / <u>refer attached document</u> etc.). Attach relevant documents and highlight relevant portion of the document.
	be submitted on letter head.	
12.	Submit affidavit in the prescribed format (Annexure-I) on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate / Notary Public. The agency should neither have been debarred and / or blacklisted by any Central / State Govt. Departments / Universities / Educational Institutions / Organizations etc. nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law.	Submitted / Not Submitted
13.	Submit acceptance certificate (Annexure-II) on a letter head in the prescribed format.	Submitted / Not Submitted
14.	All pages of the tender and draft agreement to be signed.	Yes / No
15.	Tender Fee)Non Refundable(to be submitted in the form of Demand Draft of Nationalized Bank / Scheduled Bank having minimum three months validity.	DD/Pay Order No. _____ dated _____ for Rs. 1180/- (Rupees One Thousand One Hundred Eighty Only) drawn on Nationalized / Scheduled Bank (name _____ of _____ the Bank) _____ in favor of "Director, IISER Pune" payable at Pune (Scan copy to be submitted with Technical Bid)
16.	Earnest Money Deposit (EMD) to be submitted in the form of Demand Draft of Nationalized Bank / Scheduled Bank having minimum three months validity.	DD/Pay Order No. _____ dated _____ for Rs. 70,000/- (Rupees Seventy Thousand Only) drawn on Nationalized / Scheduled Bank (name of the Bank) _____ in favor of "Director, IISER Pune" payable at Pune (Scan copy to be submitted with Technical Bid)

Signature

Name

Designation : _____

Seal of agency/firm/company

FINANCIAL BID

Providing services as per the “Scope of the Work”

Sr.No.	Name of the publications	Language	DAVP Rate per Sqcm.	Size	Total Cost
1.	The Hindu (All Editions)	English only		<u>15cm X 20cm</u>	
2.	Times of India (All Editions)	English only		<u>15cm X 20cm</u>	
3.	Hindustan Times (All Editions)	English only		<u>15cm X 20cm</u>	
4.	Indian Express (South) (All Editions)	English only		<u>15cm X 20cm</u>	
5.	Indian Express (North) (All Editions)	English only		<u>15cm X 20cm</u>	
6.	Deccan Chronicle (All Editions)	English only		<u>15cm X 20cm</u>	
7.	Dainik Bhaskar (All Editions)	Hindi only		<u>15cm X 20cm</u>	
8.	Divya Bhaskar (All Editions)	Hindi only		<u>15cm X 20cm</u>	
9.	Dainik Jagaran (All Editions)	Hindi only		<u>15cm X 20cm</u>	
10.	Sakal (All Editions)	Hindi only		<u>15cm X 20cm</u>	
11.	Ajit Punjabi (All Editions)	Hindi only		<u>15cm X 20cm</u>	
12.	The Tribune (All Editions)	English only		<u>15cm X 20cm</u>	
13.	The Telegraph (All Editions)	English only		<u>15cm X 20cm</u>	
14.	Anand Bazar Patrika (All Editions)	Hindi only		<u>15cm X 20cm</u>	
15.	Mathrubhumi (All Editions)	English only		<u>15cm X 20cm</u>	
16.	Vijaya Karnataka (All Editions)	English only		<u>15cm X 20cm</u>	
17.	Sakshi (All Editions)	English only		<u>15cm X 20cm</u>	
18.	Sambad (All Editions)	English only		<u>15cm X 20cm</u>	
19.	Rajasthan Patrika (All Editions)	Hindi only		<u>15cm X 20cm</u>	
20.	Assam Tribune (All Editions)	English only		<u>15cm X 20cm</u>	
21.	Dinamalar (T.Nagar/Trichy gp) (All Editions)	English only		<u>15cm X 20cm</u>	
22.	Dinamalar (Whites Road/Chennai gp) (All Editions)	English only		<u>15cm X 20cm</u>	
23.	Daily Hindi Milap (All Editions)	Hindi only		<u>15cm X 20cm</u>	
24.	Samaj (All Editions)	English only		<u>15cm X 20cm</u>	
25.	Malayala Manorama	English only		<u>15cm X 20cm</u>	
Total					
GST					
Gross Total					
Discount offered %					
Net Total					

Note: Bidder is mandatory to quote for all the 25 newspapers else bid will be rejected out rightly.

(COVERING LETTER)
(To be submitted with technical bid on letterhead)

The Registrar

Indian Institute of Science Education and Research,
Dr. Homi Bhabha Road,
Pune 411 008

**Subject: Tender for publishing of advertisement in Newspaper for IISER
admission**

Reference: Tender Notice published in Institutes website / CPP Portal dated _____,

Sir,

With respect to the tender notice published in above mentioned Institutes website / CPP Portal, I / We hereby submit my / our tender in a required format.

I / We will adhere to the requirements prescribed by IISER Pune. I / We have carefully gone through the requirements, evaluation criteria, terms and conditions and prescribed formats carefully and I / We accept the same without any alterations/modifications.

Yours Sincerely,

Signature : _____

Name : _____

Designation : _____

Seal of agency/firm/company

ANNEXURE - I

*(To be furnished on non-judicial stamp paper of Rs. 100/- duly attested by a
Magistrate/Notary Public)*
(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name)_____ Contractor /
Partner / Sole Proprietor (strike out which is not applicable of (Firm)
_____ do hereby solemnly affirm and declare that the
individual/firm/company is not black listed by any Government Department /
Autonomous body / Private Organization.

Further, no litigation enquiry is pending and / or initiated by any Government
Department / Autonomous body / Private Organization or Court of Law.

DATE, THE day of 2022

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of
my/our knowledge and belief. No part of it is false and nothing has been kept
concealed there from.

DATE, THE day of , 2022

DEPONENT

ACCEPTANCE CERTIFICATE

(To be submitted along with technical bid on letterhead)

I..... (Designation)..... of

(Name of the Agency / Firm / Company)

have read and understood and hereby accept the terms and conditions of the tender for publishing of advertisement of IISER admission in Newspaper

Signature : _____

Name : _____

Designation : _____

Seal of agency/firm/company

Date:

Place: