



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/A/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: 08/04/2022 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) 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. Copy of the annual turnover certificate duly certified by chartered accountant should be submit along with bid.

TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

- i. Bid Validity: 30 Days.
 - ii. The tender is not transferable under any circumstances.
 - iii. Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
 - iv. Tender in any form other than the prescribed form issued by IISER Pune shall not be considered and will be summarily rejected.
 - v. 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.
 - vi. 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, monetary 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 monetary 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 him 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	Sakshi (All Editions)	English only
2	Assam Tribune (All Editions)	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 artwork 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 both the newspapers else bid will be rejected out rightly.**

PUBLISHING OF ADVERTISEMENT IN NEWSPAPER FOR IISER ADMISSION

[IISER/PUR/2336/A/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.
	for the Pune / Pimpri Chinchwad Office. (Issued under Maharashtra Shops and Establishments Act.). b] Registration number issued by Registrar of Companies (if any) - c] PAN d] GST - Registration number.	_____ _____ _____
8.	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.	
9.	Agency / Firm/ Company should have minimum 1 year of experience in providing news paper advertising related services to Central / State - Government Organization / Institute / University. Please submit Work Orders / Agreements / Purchase Orders.	
10.	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. 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 be submitted on letter head.	Is tender signed by proprietor / owner? : Yes / No Authorization : Submitted / Not Submitted / Not Applicable since signed by the sole proprietor / owner
11.	Submit acceptance certificate (Annexure-II) on a letter head in the prescribed format.	Submitted / Not Submitted
12.	All pages of the tender and draft agreement to be signed.	Yes / No

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.	Sakshi (All Editions)	English only		<u>15cm X 20cm</u>	
2.	Assam Tribune (All Editions)	English only		<u>15cm X 20cm</u>	
Total					
GST					
Gross Total					
Discount offered %					
Net Total					

Note:1) Bidder is mandatory to quote for both the newspapers else bid will be rejected out rightly.

2) Bidder may quote discount on DAVP/commercial rate for the above editions

(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

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: