



HARISH-CHANDRA RESEARCH INSTITUTE

(Department of Atomic Energy, Government of India)

Chhatnag Road, Jhunsi, Allahabad-211 019

Phone: 0532-2274382

Fax: 0532-2569576, 2567444

NOTICE INVITING TENDER (LIMITED) FOR EMPANELMENT OF NEWS PAPER ADVERTISING AGENCIES

TWO BID SYSTEM

Ref NIT(L) No HRI/28/559

Date: 23 May 18

Sealed Tenders are invited on behalf of the Director, Harish-Chandra Research Institute, Department of Atomic Energy, Government of India, Allahabad for empanelment of INS accredited newspaper advertising agencies for recruitment, tenders and other event publicity etc. related advertisements on local/national level. Tender documents are available on the HRI web site (<http://www.hri.res.in/tenders/>). The tender document consists of the following two parts:-

Part-1(A to B)	"TERMS & CONDITIONS" & "TECHNICAL BID" of the tender
Part-2	"FINANCIAL BID" of the tender

The main information is as follows:-

TITLE	Empanelment of Newspaper Advertising Agencies
BID REFERENCE No	HRI/28/559 dated 23 May 18
LAST DATE AND TIME FOR SUBMISSION OF BIDS	22 Jun 18 UPTO 1500HRS
DATE AND TIME OF OPENING OF BIDS	22 Jun 18 At 1600HRS
PLACE OF OPENING OF BIDS	Harish-Chandra Research Institute Chhatnag Road, Jhunsi, Allahabad - 211019
ADDRESS FOR COMMUNICATION	Stores & Purchase Officer Harish-Chandra Research Institute, Chhatnag Road, Jhunsi, Allahabad – 211019 For any communication regarding this tender, kindly mention Bid Reference No (HRI/28/559 dated 23 May 18) on the main envelop of the correspondence
EMD (Earnest Money Deposit)	Rs. 10,000.00

It will be the responsibility of the bidders to check website <http://www.hri.res.in> for any amendment through corrigendum in the tender document. In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.

Please **superscribe the Title (Empanelment of Newspaper Advertising Agencies), NIT number (HRI/28/559 dated 23 May 18)** and date of opening of the Bids (22 Jun 18) on the sealed cover to avoid the Bid being declared invalid. **The Tender, complete in all respects should be submitted up to 1500HRS on 22 Jun 18 which shall be opened on the same day at 1600HRS in presence of parties present at the time of opening of Tender.**

The sealed envelope of the bidders containing Part-1 "Terms & Conditions" and "Technical bid" shall be opened on 22 Jun 18 at 1600HRS. The Part -2 "Financial Bid" of only those parties who qualify in Part -1 will be opened on a later date. The date of opening will be informed to each qualified party separately. The bidders may depute their representative, duly authorized in writing, to attend the opening of bids on the due date and time. Rate and important commercial / technical clauses quoted by the all the Bidders will read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

.....sd.....
(Ravindra Singh)
Registrar



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PART – 1(A)

TERMS & CONDITIONS OF THE EMPANELMENT OF NEWS PAPER ADVERTISING AGENCIES

1. **Last date and time for depositing the Bids:-** 1500HRS 22 Jun 18

The sealed Bids should be submitted/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids:-** The agency/firm/company should submit Technical Bid & Financial Bid in separate sealed Envelopes super scribing "Technical Bid" and "Financial Bid" as the case may be and to be put in single sealed and signed envelope. Write **"Tender for empanelment of newspaper advertising agency" on the outer envelope**. Sealed Bids should be either dropped in the Tender Box **marked as Registrar Harish Chandra Research Institute** or sent by registered post at the address given below so as to reach by the due date and time. Late / Delayed tenders will not be considered. Printed conditions of the vendor submitted with the tender will not be binding on Harish Chandra Research Institute. No responsibility will be taken for postal delay or non-delivery / non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered. Please superscribe the above mentioned Title, NIT number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

Address: Registrar, Harish Chandra Research Institute
Deptt of Atomic Energy, Government of India
Chhatnag Road, Jhunsi, Allahabad-211019

3. **Time and date for opening of Bids:-** 1600HRS 22 Jun 18

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Institute). The tender opening date may be extended in case adequate no of bids are not received to have fair competition and equal level playing field to all the bidders.

4. **Location of the Tender Box:-** Harish Chandra Research Institute Room No 106, Chhatnag Road Jhunsi, Allahabad (UP) Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. **Place of opening of the Bids:-** Conference Hall or any other place of Harish Chandra Research Institute. Place will be intimated by the Reception staff of the institute. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. **Two Bid System:-** Only the Technical Bid would be opened on 22 Jun 18 Time 1600HRS. Date of opening of Financial Bid will be intimated after acceptance of the Technical Bids. Financial Bids of only those firms will be opened, whose Technical Bids are found compliance / suitable after Technical Evaluation is done by the Institute.

7. **Forwarding of Bids:-** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST, PAN etc with complete postal & e-mail address of their office.
8. **Clarification regarding contents of the NIT:-** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Institute in writing about the clarifications sought not later than 07 (Seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the Institute will be sent to all prospective bidders who have received the bidding documents.
9. **Clarification of doubts:-** For further information/clarification in this respect, please contact Administrative Officer, HRI during working hours (Email: amit@hri.res.in Telephone No 0532-2274336). It will be the responsibility of the bidders to check website <http://www.hri.res.in> for any amendment through corrigendum in the NIT (Limited). In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.
10. **Modification and Withdrawal of Bids:-** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Institute prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the Institute not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.
11. **Clarification regarding contents of the Bids:-** During evaluation and comparison of bids, the Institute may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
12. **Rejection of Bids:-** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of Bid. Conditional tenders will be rejected.
13. **Validity of Bids:-** The Bids should remain valid till 90 days from the last date of submission of the Bids. However the Institute may in consent with the bidders increase the validity of bids.
14. **Bid Security/Earnest Money Deposit (EMD):-** Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 10,000.00 (Rupees Ten Thousand only) along with their bids. The EMD may be submitted in the form of Account Payee Demand Draft / Pay Order / Bank Draft / Bank Guarantee issued by any Nationalized Bank / Scheduled Bank. Format of bank guarantee is annexed with this NIT. Account Payee Demand Draft / Pay Order / Bank Draft should be in favour of "Harish-Chandra Research Institute, payable at Allahabad" in a **separate sealed envelope**. No exemption in earnest money shall be given. All tenders submitted without requisite amount of earnest money shall be rejected and their financial bids shall not be opened. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the Purchase Order / contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.
15. **Performance Bank Guarantee:-** The successful bidder/s shall have to submit a Performance Security of Rs. 25,000/- in the form of a Demand Draft/BG drawn on any Nationalized Bank in favour of Director, Harish-Chandra Research Institute, Allahabad payable at Allahabad, on submission of which, the EMD of the successful bidder will be refunded. The Performance Security will be refunded to the empanelled agency after 60 days of the successful completion of the contract.

16. **Scope of the work :-**

- (a) Provide Art work (Color and or Black & White / English and 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.
- (b) Exchange of requirement and information shall be done through email communication. Only in exceptional situation, contracting agency official may be invited at the Institute.
- (c) Publication of advertisement as approved by the Institute in the given newspapers as per the quotation approved by the Institute at DAVP/other rates only.

17. **Eligibility Criteria:-**

- (i) A minimum of five years continuous experience as a fully accredited INS agency.
- (ii) Experience in at least 03 Govt. organization in last 03 Years.
- (iii) A minimum yearly turnover of Rs. 10 lakhs during each of FYs 2015-16, 2016-17 & 2017-18 in a Govt / Autonomous Body / PSU organization.
- (iv) PAN & GSTN number issued in favour of the agency/company.
- (v) The Advertising agency should have registered branch offices in Uttar Pradesh preferably at Allahabad with telephone and Fax.
- (vi) The advertisements to be published on DAVP rates applicable at the time of the release of the advertisements.
- (vii) The advertising agency should never have been blacklisted. Non blacklisting notarized certificate to be enclosed.

18. The award of work is for an aggregate period of 3 years, which will initially be given for a period of one year and reviewed for extension for another year(s) subject to satisfactory performance at the discretion of competent authority of Harish-Chandra Research Institute, Allahabad on the same terms and conditions. The Contract may be further extended for 1+1 years depending upon satisfactory performance.

19. The Indian Newspaper Society (INS) accredited and DAVP empanelled agencies will only be considered while evaluating the bids.

20. The contracting agency/firm/company shall provide services continuously as per the award of contract.

21. 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.

22. The contracting agency/firm/company shall get suitable instructions from the Designated Official of Harish-Chandra Research Institute, Allahabad shall provide the services promptly as per requirement.

23. 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.

24. In case required services are not provided by the contracting agency on time, Harish-Chandra Research Institute, Allahabad 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 dues / pending bills, performance security deposit etc.

25. The successful agency / firm / company shall assign a designated official who shall be responsible for immediate interaction with HRI 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) so as to respond to the call for services in emergent cases. The supervisor should be accessible on Holidays / Sundays also for satisfying Harish-Chandra Research Institute, Allahabad requirements.

26. The contracting agency shall submit its bill along with the copies of the bills of the respective publication and original page of the publication on which the advertisement was appeared within 30 days to the Harish-Chandra Research Institute, Allahabad official through whom the advertisement was given. On total bill of publications, contracting agency will offer the discount as offered in the Financial Bid. The contracting agency offering highest discount/rebate will be selected.

27. Payment against Bill shall be made only after satisfactory services to be certified by the concerned Harish-Chandra Research Institute, Allahabad 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 local crossed cheque / bank transfer within 15 days from the date of receipt of bill. Format of NEFT / RTGS Mandate Form is annexed with this NIT.

28. The agency / firm / company shall be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to Harish-Chandra Research Institute, Allahabad to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

29. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills in accordance with the provisions of Income Tax Department and a certificate to this effect shall be issued by Harish-Chandra Research Institute, Allahabad to the contracting agency.

30. In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof Harish-Chandra Research Institute, Allahabad is put to any loss / obligation, monetary or otherwise, HRI 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.

31. The successful tenderer will have to execute an agreement with Harish-Chandra Research Institute, Allahabad broadly covering scope of work, requirements, terms and conditions of the services to be provided to the HRI on a non-judicial stamp paper of appropriate value, the cost of which will be borne by the successful agency/firm/company.

32. **Arbitration:-** In case of dispute or difference arising between the Harish-Chandra Research Institute, Allahabad 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 Harish-Chandra Research Institute, Allahabad, 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.

33. **Evaluation Criteria: -**

(a) The Lowest Bid will be decided upon the basis of maximum discount offered by the bidder (DAVP/other rates – maximum discount allowed). **Purchase Order shall be placed to technically suitable qualified bidder on the basis of evaluation done at this institute.** The discount offered can't be lowered during obligation / period of contract. In case more than one bidder offers same discount, open negotiation among them shall be done & maximum 3 bidders having same maximum discount shall be empaneled. For selecting three parties offering same discount following sequence shall be adopted:-

- (i) Average turnover of past Three Years i.e. FY- 2015-16, 2016-17 & 2017-18.
- (ii) Total experience of the Company/Agency/Firm (based on the date of inception/incorporation of the bidder's firm).
- (iii) In case of tie after above two cases, lottery shall be drawn.

Decision of Institute in this regard shall be final as stated above. Other bidders offering same discount rates shall also be empanelled. In case any of the empanelled (from earlier maximum 3) withdraws during the contract period, other bidder's (in order of their empanelment/merit) offering same discount from the above empanelment may be awarded contract for the remaining period.

(b) If any selected Agency withdraws before completion of the contract period his performance security shall be forfeited. No selected Agency shall be allowed to change any conditions without consent of the Institute. If they don't agree with the Institute for the same there contract shall be terminated and Performance Guarantee shall be forfeited.

34. The Director, Harish-Chandra Research Institute, Allahabad reserves the right to terminate the contract at any time without assigning any reason by giving one month notice to the contracting agency/firm/company.

35. The Director, Harish-Chandra Research Institute, Allahabad reserves the right to award contract for required services either to one party or more than one party (maximum. 3 as mentioned earlier). He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Director, Harish-Chandra Research Institute, Allahabad in this regard shall be final and binding on all.

36. After opening of bid, the Institute may seek any clarification, document from the bidders.

37. This NIT will be binding to the successful vendor as contract documents. Work Order will be issued to successful vendor with applicability of all terms & conditions of this NIT.

.....sd.....
(Ravindra Singh)
Registrar

DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the NIT document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 37. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:.....

Signature:

(Company Seal)

Address:

Name:

Designation:.....

.....

PART – 1(B)

BIDDER ARE REQUESTED TO PROVIDE THE FOLLOWING INFORMATION AND ATTACH PROOF OF THE SAME FOR ASSESSMENT OF THEIR CREDENTIALS

1.	Name of the Company/Firm/Agency	
2.	Full address of Company/Firm/Agency alongwith Owner's Name Telephone No. Fax No. E-mail address : Website address:	
3.	Local address of Company/Firm/Agency for communication, if any Telephone No. Fax No. E-mail address: Website address:	
4.	(a) Registration Number / Accreditation with INS (Copy to be enclosed) (b) PAN & GSTN No. (Copy to be enclosed)	
5.	Length of experience in advertising field in Years (Please attach proof.)	
6.	No. of Regional offices (List to be enclosed)	
7.	No. of employees working with the firm	
8.	No. of Govt. / Semi Govt. Institutions/PSUs/Autonomous Bodies served during last three years. <i>(Work order along with list with names, designation & Telephone numbers of the authority to be enclosed)</i>	
9.	Value of advertisements done per year/per Govt. Department may be mentioned for the last three years (Attach Balance Sheet/Income Tax return in support there off) (a) 2015-16 (b) 2016-17 & (c) 2017-18	
10.	Copies of Acknowledgement of ITR filed during last three years. (a) 2015-16 (b) 2016-17 & (c) 2017-18	

Signature and seal of the agency/company:

PART – 2

FINANCIAL BID

EMPANELMENT OF NEWS PAPER ADVERTISING AGENCIES AT HARISH-CHANDRA RESEARCH INSTITUTE, JHUNSI, ALLAHABAD

FINANCIAL BID FORMAT

(Bidders are requested to offer their price bid in the following format only)

Guidelines to fill up the Financial Bid Format:

- (a) Cost to include agency commission and all applicable taxes.
- (b) Any additional components including rates shall be mentioned separately.
- (c) Rates shall be valid during the term of empanelment.

SI No.	Description	Discount % on DAVP rates
(i)	Print Media (News Paper advertising) Local & National	_____% Percentage in words: _____ _____

Note:-

- (i) In case there is difference between words and figures offer given in words only shall be considered for comparison. If this is not acceptable to the bidder his bid shall be out rightly rejected.
- (ii) Institute shall bear the liability of GST only as applicable from time to time on the bills payable by the Institute. TDS will be deducted as per the prevailing rate.

Selection Criteria:- As per Para No 33 of the Terms & Conditions of Part-1(A).

Signature:.....

Name of the agency.....

Address.....

Date.....

Seal of agency.....

NEFT / RTGS MANDATE FORM

1. Vendor Details:-

- (a) Name of Firm :
- (b) Name of Contact Person :
- (c) Address :

2. Particulars of Bank Account:-

- (a) Beneficiary Name :
(As in Bank Account)
- (b) Account No. :
- (c) Type of Account :
- (d) IFSC Code :
- (e) MICR Code :
- (f) Name of the Bank :
- (g) Branch Address :

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as participant under the scheme.

Signature of Account Holder

Date:.....

Certified that the particulars furnished above are correct as per our records.

Signature of the authorised
Bank Manager with Rubber Stamp

Date:.....

EMD BANK GUARANTEE FORMAT

Whereas(hereinafter called the "Bidder") has submitted their offer dated.....for the supply of(hereinafter called the "Bid") against the Buyer's NIT No ... datedKNOW ALL MEN by these presents that WEof having our registered office at.....are bound unto..... (hereinafter called the "Buyer) in the sum of..... for which payment will and truly to be made to the said Buyer, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this.....day of.....2018

The conditions of obligations are –

- (1) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
- (2) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
 - (a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 - (b) Fails or refuses to accept/execute the contract.

We undertake to pay the Buyer up to the above amount upon receipt of its first written demand, without the Buyer having to substantiate its demand, provided that in its demand the Buyer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, Name & address of the Bank and address of the Branch

PERFORMANCE BANK GUARANTEE FORMAT

From:
Bank _____

To,
The Director
Harish Chandra Research Institute,
Deptt of Atomic Energy, Government of India
Chhatnag Road, Allahabad

Dear Sir,

1. Whereas you have entered into a contract vide NIT No _____ dated _____ (hereinafter referred to as the said Contract) with M/s _____, hereinafter referred to as the "seller" for supply of goods as per Part-II of the said contract to the said seller and whereas the Seller has undertaken to produce a bank guarantee for (%) of total Contract value amounting to _____ to secure its obligations to the Harish Chandra Research Institute.

We the _____ bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the seller that, in the event that the President of India declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and without demur, all and any sum up to a maximum of _____ Rupees _____ only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Seller, indulgence to the Seller by you, or by any alterations in the obligations of the Seller or by any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of this guarantee be increased.

4. This guarantee shall remain valid for months until all the store, spares and documentation have been supplied according to the contractual obligations under the said contract.

5. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6. This guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s _____.