

**ICAR – INDIAN INSTITUTE OF SOIL SCIENCE
NABI BAGH, BERASIA ROAD, BHOPAL - 462038**

File No. 5-310/2013-14/P&S/IISS/Vol.I

E Tender Notice

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING **TENDER FOR Rate Contract for Advertisement services for publishing of press release, Tender Notice, Walk-in-Interview etc. in the local/national newspaper at ICAR-IISS, BHOPAL-462038.**

The ICAR-IISS invites **online** OPEN TENDER UNDER TWO BIDS (TECHNICAL AND FINANCIAL) through e-tendering from reputed service provider/agencies with adequate experience and financial capability for entering into **Rate Contract for Advertisement services for publishing of press release, Tender Notice, Walk-in-Interview etc. in the local/national newspaper at ICAR-IISS, NABI BAGH, BERASIA ROAD, BHOPAL-462038**
The open tender enquiry document contains the following: -

CRITICAL DATA SHEET	
TENDER NUMBER	F.No. 5-310/2013-14/P&S/IISS/Vol.I
TENDER COST	Nil
DESCRIPTION	Tender for entering into Rate Contract for Advertisement services for publishing of press release, Tender Notice, Walk-in-Interview etc. in the local/national newspaper at ICAR-IISS, NABI BAGH, BERASIA ROAD, BHOPAL-462038.
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE	20/04/2019 at 10:00 AM onward
BID SUBMISSION END DATE	20/05/2019 at 5:00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	22/05/2019 at 3:00 PM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	To be notified later only to those firms who qualify in the technical bid process.
PLACE OF OPENING OF BIDS	ICAR-INDIAN INSTITUTE OF SOIL SCIENCE NABI BAGH, BERASIA ROAD, BHOPAL-462038
BID VALIDITY	120 days from the date of Bid opening
EMD	Rs. 5000/- (Rupees Five Thousand Only) through Demand Draft drawn in favour of <u>“ICAR UNIT- IISS, BHOPAL”</u> .
SUBMISSION OF BIDS	Online bids uploaded on CPP Portal (<u>www.eprocure.gov.in/eprocure/app</u>)
Details of tender	Tender Documents and Notice is also available on ICAR- IISS website <u>www.iiss.nic.in</u>

IMPORTANT NOTES: -

1. Tender Documents can be downloaded from ICAR-IISS website www.iiss.nic.in or from Central/Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e- procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
2. ICAR-IISS reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
3. ICAR-IISS will not be responsible for any delay in enrolment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate (DSC) and upload their quotation well in advance.
4. Any changes / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

NOTE:

1. The Director, ICAR-IISS may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day
2. All communications must be addressed to The Director, ICAR-Indian Institute of Soil Science, Bhopal.

Senior Administrative Officer

General Instructions

E-tender under **two bid system** is invited on behalf of the Director, ICAR-IISS, Bhopal through CPP Portal <https://eprocure.gov.in> on or before due date and time.

General Instructions

1. Tender has to be submitted, through e-tendering, containing the BID.
2. Bid will not be considered, from any tender participants/bidder, in hard copy, by IISS.
3. The bidder can bid for the said R/c and submit **EMD**.

Terms and Conditions

1. Bidders are requested to submit **Earnest Money Deposit** through Registered Post / Speed Post / Courier on or before last due date and time of submission of bid failing which the bids will not be considered. Conditional bids shall not be considered.

(i) EMD

EMD may be submitted in the form of Demand Draft or Bankers' Cheque drawn in favour of "**ICAR UNIT-IISS, BHOPAL**, along with Cover letter at company's letter head) at IISS office **ICAR-IISS**, Nabibagh Berasia Road Bhopal-462038, Scanned File of Demand Draft (EMD) must be uploaded on the portal along with the required documents.

2. The EMD will be refunded **without interest** to the un-successful tenderers for which the tenderers have to make request on the company/firm's letterhead as per enclosed proforma **affixing Re. 1/- Revenue Stamp. It is clarified that no interest on EMD shall be payable.**
3. Tenderers/bidders or their authorized representative may attend the opening of bid on the due date and time.
4. Tenderers/bidders must fill **Price bid (Rate of discount on DAVP approved rate)**. In case of discrepancy in the rates mentioned in figures and in words, the rates quoted in words would prevail.
5. **SPECIAL INSTRUCTION TO TENDERER (SIT)**
(To be signed and submitted with the tender)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/substitute/supplement the corresponding General Instructions to Tenders (GIT). In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

I. SUBMISSION OF TENDERS:

Online bid is to be submitted / uploaded on or before the last due date & time of submission of bid as per tender document.

a) PRE-QUALIFICATION FOR BID

- i) Duly signed tender consisting all tender documents published by the Institute, as a token of acceptance of all sections of this tender documents (GIT, SIT, Tender, its schedule covering specification & Quality Control requirements, etc.) must be signed and uploaded.
- ii) Earnest Money Deposit of Rs. 5000/-.
- iii) All the bidders are requested to **submit EMD** along with Cover letter at firm's letter Head. The letter Head of firm must contain its Contact No., Registration No., GST no. etc.

- iv) While submitting/uploading the tender it may be ensured that all the pages are duly signed with seal of the firm.
- v) **The Tenderer shall quote the prices as per the tender's price bid (Rate of discount on DAVP approved rate).**

b) Evaluation Criteria for L-1 Bidder:

The pre-qualification for bid received in time shall be scrutinized and evaluated by the Competent Committee/Authority with reference to the parameters prescribed in the tender document & Competent Authority.

II. Other Special Terms & Conditions: -

1. The quoted price should include complete taxes, etc. with clear details.
2. Interested bidders may download documents from the CPP Portal <https://eprocure.gov.in> from the date of e-tendering/e-publication of tender.
3. Bids must be submitted online through CPP Portal <https://eprocure.gov.in> on or before due date and time.
4. Online Bids, which will be received on time will be opened in the presence of the bidders/authorized representatives who choose to attend **at the Institute.**
5. In the event of any of the above dates being declared as a holiday/closed day for the purchaser, the bids will be opened on the next working day at the scheduled/appointed time.
6. The Director ICAR-IISS has right to reject/cancel any tender or all tenders without assigning any reason.
7. All submission/correspondence should be against in the designation only & not by name.
8. The tender is also available at the Institute website www.iiss.nic.in.

Any amendment/corrigendum will be available in our web site only.

Senior Administrative Officer

Enclosed:- Tender Documents

Tender Document/Terms & Conditions: -

1. **Field of work:**

- a. The agency should draft, edit the Institute's advertisements, tender notices giving full details using minimum space in news papers.
- b. The agency should ensure publishing advertisement/notice etc. on the valid rates of DAVP. Agency should ensure that there should not be delay in publication in news paper. Agency should consult the Institute once in a month for advertisement work, if any.
- c. Agency should collect the advertisement from this office

2. **Validity**

The rate contract will be valid for the period of one year, or till further communication or termination, whichever is earlier.

3. **Advertisement Rate**

- a. The agency will be paid as per the DAVP approved rates after deduction of **discount offered by the agency**. The agency will enclose an attested copy of DAVP approved & valid rate issued in favour of concerned news papers with each & every bill. The rates quoted should be valid for one year.
- b. No extra amount will be paid except the rates approved by the DAVP (less discount offered by the agency).

4. **Payment**

Payment will be made within a reasonable time i.e. within 30 days for which the agency will submit valid DAVP R/C with news papers. Newspaper cutting and bill in triplicate affixing Rs 1/- crossed revenue stamp. **Since the mode of payment will be e-payment system, hence Bank Account Number, PAN, name of bank with location and IFSC Code Number of Bank should be furnished on the body of the bill.**

5. **Breach of Terms & conditions**

If the services of the agency for insertion of advertisement/other works are not found satisfactory, the Director reserve the right to cancel the order at any stage without assigning any reasons.

6. EMD Rs. 5000/- in the form of DD in favour of **ICAR Unit IISS, Bhopal** should be sent in a sealed cover and the covering envelope should contain **"EMD F.No.5-310/2013-14/P&S/IISS/Vol.I due on 20/05/2019 for R/c of advertisement services"**. The last date of receipt of above EMD is **20/05/2019**. This Institute will not be responsible for any postal/speed post/courier delays.

7. **Security deposit:** Within 21 (twenty-one) days after the issue of notification of award of contract by this Institute, the agency, shall furnish performance security to the institute for an amount of **Rs. 15000/-** In the form of Demand Draft/ Banker's Cheque drawn **in favour of "ICAR UNIT IISS BHOPAL"**.

8. The Institute reserves the right to reject any or all the quotation(s) received without assigning any reason thereof.

9. TDS/Service Tax will be deducted as per GOI rules/rates.

10. The firm should have PAN No. /ST No./GST No. etc.

Senior Administrative Officer

PROFORMA FOR REFUND OF EMD

(To be submitted on the letter head of the firm submitting tender)

To,

The Director,
Indian Institute of Soil Science
Nabibagh, Berasia Road,
Bhopal – 462 038.

Sub: Request for refund of EMD against Tender No. _____ due on __/__/2018.

Sir,

I request you that the EMD deposited by me against tender No. _____ due on __/__/2018 quoted for the items/services as per details given below may kindly be refunded.

Sl. No.	Name of Services	DD No. & date	Amount Rs.

Yours faithfully,

Signature

PRE-RECEIPT

Received Rs.....(Rupeesonly) from Director,
Indian Institute of Soil Science against refund of EMD deposited against tender
No. _____ due on __/__/2018 for R/c of Advertisement services.

Bank details _____

(SIGNATURE)

With affixing Rs.1/- revenue stamp