

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

**GOREGAON (EAST), MUMBAI**

Tender No. IGIDR/Tender/2021/ED/04 Date: 26.02.2021

**TENDER DOCUMENT**

**FOR**

**Publishing of Admission Notice (Year 2021) in News Papers**

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

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Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.  
TELEPHONE: 022 2841 6200/9881070122. FAX: 022 28416399.

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI**

**Notice Inviting Tender**

“NAME OF THE WORK: **Publishing of Admission Notice (Year 2021) in News Papers** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. IGIDR invites sealed bids from vendors/suppliers of repute for the following work:

Name of work	EMD (Rs.)
(1)	(2)
<b>Publishing of Admission Notice (Year 2021) in News Papers</b>	<b>Rs. 2000/-</b>

The tenders being invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

2. Bidder has to submit Earnest Money Deposit of Rs. 2000/- (Rupees Two thousand only) along with the bid.
3. The Tender documents in sealed envelopes each marked as “**Envelope-1: EMD, Envelope-2: Technical & Pre-qualification Bid**” & “**Envelope-3: Financial bid**” respectively. All envelopes shall be submitted together in another sealed envelope superscripted as “**Publishing of Admission Notice in News Papers**”. The bidder should also submit the scan copy of the “Technical & Pre-qualification bid” and EMD details (DD/FDR/BG/UTR) through E-mail to [tender@igidr.ac.in](mailto:tender@igidr.ac.in) with subject “EMD, Technical & Pre-qualification bid” attaching a single zip file or PDF file.
4. Last date of submission of Tender document shall be up to **02:00 PM on 19<sup>th</sup> March, 2021**.
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

**SECTION-A**

*(\*To be submitted on letterhead)*

**Letter of Offer**

Date \_\_\_\_\_

The Registrar,

Indira Gandhi Institute of Development Research,

Gen. A.K. Vaidya Marg, Film city Road,

Goregaon (East), Mumbai- 400065.

Subject: Tender for “**Publishing of Admission Notice (Year 2021) in News Papers**”.

Reference: Tender Advertisement No. IGIDR/Tender/2021/ED/04 dated 26<sup>th</sup> February 2021

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited **NEFT/DD/FDR/BG** of Rupees Five thousand only as an earnest money deposit to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

**Signature**

Name & seal of bidder

**SECTION-B**  
**GENERAL INSTRUCTIONS TO BIDDERS**

Sealed Tender bids in duplicate should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~ **“Publishing of Admission Notice (Year 2021) in News Papers”, Goregaon (E), Mumbai-400065.**

1. Bidder has to submit Earnest Money Deposit of Rs. 2000/- (Rupees Two thousand only) through **NEFT/DD/FDR/BG** to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account no. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The bidders registered under MSME are exempted for submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.
3. EMD, Pre-qualification/Technical bid and financial bid shall be placed in separate sealed envelopes each superscripted as **“Envelope-1: EMD”, “Envelope-2: Pre-Qualification/ Technical Bid” and “Envelope-3: Financial bid”** respectively. All envelopes shall be submitted together in another sealed envelope superscripted as **“Publishing of Admission Notice in News Papers for IFIDR”**. The bidder should also submit the scan copy of the “Technical & Pre-qualification bid” and EMD details (DD/FDR/BG/UTR) through E-mail to [tender@igidr.ac.in](mailto:tender@igidr.ac.in) with subject “EMD, Technical & Pre-qualification bid” attaching a single zip file or PDF file.
4. The bids will be received up **to 2:00 PM on 19<sup>th</sup> March, 2021**. Each copy of the tender document under their stamp and signature. No tender will be accepted after 2:00 PM on **19<sup>th</sup> March, 2021** under any circumstances whatsoever.
5. The envelopes Marked “EMD & Pre-qualification/Technical Bid” shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3:00 PM. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
6. Financial bid of only prequalified and/or technically qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders.
7. Tender bid shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period.

8. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
9. The Tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
10. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
11. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.
12. A tender which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful bidder may be converted into Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.
13. The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
14. Institute reserves the right to sub-divide the work mentioned in the tender, amongst two or more bidders at its own discretion and the successful bidders will have to execute orders for part of the items placed with them at the quoted rates. Institute also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the successful bidder shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self-supporting and relevant.

15. It will not be binding on the Institute that they will publish the advertisement in all the newspapers as mentioned in the tender document and may advertise only in some of the selected newspapers from the list.
16. On receipt of intimation from the IGIDR of the acceptance of his/their tender, the successful vendor/contractor shall be bound to sign the formal Contract and within seven days thereof, the successful vendor/contractor shall sign an agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful bidder.
17. No bidder will be allowed to withdraw after submission of the tender; otherwise the EMD submitted by the bidder would stand forfeited. In case, the successful bidder decline the offer of contract (or refuse to acknowledge or execute the contract within 15 days of award of order), for what so-ever reasons, their EMD will be forfeited.
18. The rates quoted in the bid shall include all charges like material rates, applicable GST, transportation, loading and unloading, any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty or levy whether existing or future, shall be entertained by the Employer.
19. **The intending bidder can obtain any clarifications regarding the tender document, technical scope etc. if any by contacting to Mr. Samir Parab (Administrative Officer) on email [administrativeofficer@igidr.ac.in](mailto:administrativeofficer@igidr.ac.in) or mobile - 8097171963 or from the Estate Department of the Indira Gandhi Institute of Development Research, Goregaon (E), Mumbai-400 065 on any Institute`s working day.**

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder with seal

Date :

**SECTION-C**  
**GENERAL TERMS AND CONDITIONS**

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions.

1. The successful bidder shall provide the services strictly in accordance with scope of work and as per detailed instructions of the Institute's.
2. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
4. **Contract Period:** The contract period shall be initially for 1 year from date of issuance of rate contract which will be further extended for next 2 years depending upon the performance of the bidder on annual basis if performance found satisfactory.
5. **Payment Terms:** The payment shall be released after successful publishing of advertisement in the newspaper as per draft provided by IGIDR and against submission of invoice and other supporting documents.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature with company seal

Date:

**SECTION 'D'**  
**PRE-QUALIFICATION CRITERIA**

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
  1. Copy of Certificate of Incorporation or Certificate of Shop & Establishment Registration.
  2. The Agency should have valid Indian Newspaper Society (INS) accreditation (Attach copy of proof).
  3. The Agency should have minimum experience of **05** years for providing advertising Services to any Central/State Government/Public Sector Undertaking/Autonomous Educational Institutions/any other reputed private organizations. (Work Experience from organizations to be submitted.)
  4. The bidder should have valid PAN, Goods and Service Tax registration (GST) number (Copy to be enclosed).
  5. The agency should have average annual turnover of **Rs 10.00 lakh** in last three consecutive financial years. (The firm/agency must submit C.A certificate or balance sheet for Financial Year 2019-20, 2018-19 & 2017-18).
  6. Either the Registered Office or one of the Branch Offices of the bidder should be located in district/municipal territory of Greater Mumbai.
  7. List of clients along with name & contact number of representatives and copy of certificate of appreciation if any.
  8. The Agency should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. (Copy to be enclosed.)

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Envelope-1) duly stamped and signed by the authorized person of the agency.



• **Information to be furnished by the bidder:**

<b>Sr. No.</b>	<b>Item</b>	<b>Information to be filled by Bidder</b>
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence: Mobile Number: E-Mail address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the firm / company was formed/ incorporated.	
6.	Type of organisation (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
8.	Permanent Account No. (PAN) Valid GST Registration No. GST Registration State Name	
9	License details issued by Indian Newspaper Society.	
10	Annual Turn Over Details	FY2019-20 FY2018-19 FY2017-18

**SECTION-‘E’**  
**TECHNICAL BID**

**PART – A: Technical Specifications:**

The admission notice has to be published in the following newspaper covering the following area:

<b>Publication</b>	<b>Place</b>	<b>Size (cm)</b>	<b>Total Size(Sq.cm)</b>
DINAMALAR	CHENNAI	8w X 9h B/w	72
MEGHLAYA GURDIAN	SHILONG	8w X 9h B/w	72
DAILY EXCELSIOR	JAMMU	8w X 9h B/w	72
THE NEW INDIAN EXPRESS	All Editions	8w X 9h B/w	72
HINDUSTAN TIMES	All Editions	8w X 9h B/w	72
MIZORAM POST	AIZAWAL	8w X 9h B/w	72
DAINIK BHASKAR	All Editions including Raipur, Bilaspur group	8w X 9h B/w	72
PIONEER	RAIPUR & RANCHI	8w X 9h B/w	72
O HERALD	Panji	8w X 9h B/w	72
EMPLOYMENT NEWS	All India	15w X 19hB/w	285

## **PART-B: SCOPE OF WORK**

1. The shortlisted agency must submit artwork to the Institute for the approval. Once the artwork is approved by the Institute the agency shortlisted should proceed with publishing of advertisement in the Newspapers as per the Purchase/work order issued to them on the date as mentioned by the Institute.
2. After publishing of advertisement the agency should immediately submit an e-copy of the advertisement to the IGDIR and later hard copy of the advertisement published along with the payment invoice.
3. The rates quoted will be valid for a period of 06 months.
4. In case any mistake or misprint observed in the published advertisement, the shortlisted agency should republish the advertisement at their own cost.

## SECTION-‘G’

### FINANCIAL BID FOR PRINT MEDIA - Admission Notice advt

Publication	Place	Size (in cm)	Total Size	Rate (Rs) per Sq. cm	Total Cost (Rs)	Discount Amount if any (Rs)	Final Amount after Discount (Rs)	GST %	GST Amt (Rs)	Grand Total (Rs)
DINAMALAR	CHENNAI	8w X 9h B/w	72							
MEGHLAYA GURDIAN	SHILONG	8w X 9h B/w	72							
DAILY EXCELSIOR	JAMMU	8w X 9h B/w	72							
THE NEW INDIAN EXPRESS	All Editions	8w X 9h B/w	72							
HINDUSTAN TIMES	All Editions	8w X 9h B/w	72							
MIZORAM POST	AIZAWAL	8w X 9h B/w	72							
DAINIK BHASKAR	All Editions including Raipur, Bilaspur group	8w X 9h B/w	72							
PIONEER	RAIPUR & RANCHI	8w X 9h B/w	72							
O HERALD	Panji	8w X 9h B/w	72							
EMPLOYMENT NEWS	All India	15w X 19 B/w	285							
<b>Total Amount (Rs)</b>										

\*To be submitted on company letter head duly signed and stamped on it.

**Annexure – A\***

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**UNDERTAKING**

To,  
The Registrar  
Indira Gandhi Institute of Development Research  
Film City Road, Santosh Nagar,  
Goregaon (East),  
Mumbai – 400 065.

We hereby confirm and declare that we, M/s \_\_\_\_\_, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s \_\_\_\_\_

Authorized Signatory

Date:

\*To be submitted on company letter head duly signed and stamped on it.