

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

TENDER DOCUMENT FOR

Publishing of Admission Notice & Recruitment Advertisement
in News Papers

NIT No: IGIDR/ADVT/Admin/Adm Not/2020 Date: 21.01.2020

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

TELEPHONE: 022 2841 6200/519/588. FAX: 022 28416399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

NIT No: IGIDR/ADVT/Admin/Adm Not/2020

Date: 21.01.2020

Notice Inviting Tender

NAME OF THE WORK: "Publishing of Admission Notice & Recruitment Advertisement in the News Papers" for INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065."

1. Institute invites sealed bids from reputed vendors for the following work:

Name of work
"Publishing of Admission Notice & Recruitment Advertisement in the News Papers"

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

2. Bidder has to submit Earnest Money Deposit Rs.20,000/- only along with the bid.
3. The Tender documents in sealed envelopes each marked as "**Envelope-1: EMD**", "**Envelope-2: Pre-Qualification Bid and/or Technical Bid**" and "**Envelope-3: Financial bid**" respectively. All envelopes shall be submitted together in another sealed envelope superscripted as "**Tender for Publishing of Admission Notice & Recruitment Advertisement in the News Papers**".
4. Last date of submission of Tender document shall be up to **11:00 AM on 10.02.2020**
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION-A

LETTER OF OFFER

Date _____

The Registrar,
Indira Gandhi Institute of Development & Research,
Gen. A.K. Vaidya Marg, Filmcity Road,
Goregaon (East), Mumbai 400065.

Subject: Tender for “Publishing of Admission Notice & Recruitment Advertisement in the News Papers” for IGIDR, MUMBAI

Reference: NIT No: IGIDR/ADVT/Admin/Adm Not/2020 Date: 21.01.2020

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 DD/FDR/BG as an earnest money 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 Contracting

Agency/firm/company

SECTION-B

GENERAL INSTRUCTIONS TO TENDERER

Sealed Tender should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065

1. Bidder has to submit Earnest Money Deposit **Rs.20,000/- (Rupees Twenty Thousand Only)** in the form of Demand Draft/ Banker's Cheque/Fixed Deposit Receipt/Bank Guarantee issued by commercial bank drawn in favour of "INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH" payable at Mumbai, should be enclosed in the separate envelope submitted along with Pre-qualification bid envelope. Bank guarantee is also accepted.
2. The Tender documents in sealed envelope, supported by prescribed annexure; EMD, Pre-qualification bid/Technical bid and financial bid shall be placed in separate sealed envelopes each marked as "**Envelope-1: EMD**", "**Envelope-2: Pre-Qualification Bid and/or Technical Bid**" and "**Envelope-3: Financial bid**" respectively. All envelopes shall be submitted together in another sealed envelope superscripted as "**Tender for Publishing of Admission Notice & Recruitment Advertisement in the News Papers**". The bids will be received up to **11:00 AM on 10.02.2020**. Each copy of the tender document under their stamp and signature. No tender will be accepted after due date under any circumstances whatsoever.
3. The envelopes Marked "EMD & Pre-qualification and/or technical Bid" shall be opened by REGISTRAR or his authorized representative in his office on the same day at **11:30 AM**. 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.
4. 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.
5. Tenders shall remain valid for acceptance by the Institute for a period of six months from the date of opening of the tender which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the bid during this period.
6. The bidder must use only the 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.
7. 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.
8. 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.

9. 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.
10. 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 firm who are exempted from submission of EMD, bidders should submit the copy of certificate issued by Micro and Small Enterprises (MSEs).**
11. The Institute does not bind itself to accept the lowest or any tender 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.
12. Institute reserves the right to sub-divide the contract 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 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.
13. On receipt of intimation from the Institute of the acceptance of their tender, the successful vendor/contractor shall be bound to sign the formal purchase order and acknowledge the same within seven days.
14. Tender bid must include in their rates, applicable GST and any other tax and duty or other levy in force levied by the Central Government or any State Government or Local Authority, if applicable
15. The intending bidder can obtain any clarifications regarding the tender document, scope of work etc. if any from the office of the department **Administration & HR, Administrative Officer, Email: samir@igidr.ac.in Tel:28416588/519** 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 :
Date :

Signature of Bidder
With the seal of their company

SECTION 'C'
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 that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidder shall not assign the sub-contract. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
2. The successful bidder shall carry out all the work strictly in accordance with scope of work and as per detailed instructions of the Institute.
3. The successful bidder should submit a draft of the advertisement to be published in the Newspaper to IGIDR and only after their confirmation should publish the same in the news paper on the date as decided by IGIDR. There will be no separate charges paid for the art work or translation if any.
4. In all matters of dispute arising on the work, the matter shall be referred to **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
5. **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.

6. Payment Terms:

100% Payment shall be made after publishing of advertisement in the Newspaper on the date directed by the Institute and after submission of invoice along with supporting documents .

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Signature of Contractor

Date :

With the seal of their company

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. **Copy of Advertisement License issued by Indian News paper Society**
 3. **Copy of proof having Office/branch Office in Mumbai, Navi Mumbai, Thane, district.**
 4. **Copy of GST registration**
 5. **Copy of PAN Card**
 6. **Turnover the company should be minimum of Rs 10.00 lakhs per annum (The firm/agency must submit C.A certificate or balance sheet for Financial Year 2018-19, 2017-18 & 2016-17)**
 7. **The firm/agency should have its existence in the market at least for a minimum period of 05 years.**
 8. **Profile and list of existing clients.**
- **Information to be furnished by the bidder:**

BIDDER'S INFORMATION

Details of Bidders		
1	Registered Name of the Bidder	
2	Registered Address of the Bidder	
3	Name & Designation of the Contact person	
4	Contact Details : Mobile : Office Number: Email Id / FAX No:	

5	Status of the Company (Public Ltd./ Pvt. Ltd.)	
6	Valid GST Registration No.	
7	GST Registration State Name	
8	Details of the Incorporation of the Company	Date:
		Valid Document: Incorporation Certificate
9	Permanent Account No. (PAN)	
10.	License details issued by Indian Newspaper Society.	
11.	Existence of the firm/agency in the market. No of years :- Date of Registration of the Company :-	
12.	Turn Over	Year
		Turn Over
		2018- 2019
		2017- 2018
	2016 - 2017	

Place :

Date:

Signature of Contractor

With the seal of their company

SECTION-‘E’
TECHNICAL SPECIFICATIONS

PART – A The admission notice has to be published in the following news paper covering the following area :

Publication	Place	Size	Total Size
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	Coimbatore, Bangalore, Kochi, Kozhikode, Trivendrum, Hyderabad, Vijaywada, Visakhapatnam, Bhubaneswar, Shimoga, Trichy, Belagavi, Tirupati	8w X 9h B/w	72
HINDUSTAN TIMES	Mumbai, Chandigarh, Delhi & Gurgaon, Lucknow, Patna, Pune	8w X 9h B/w	72
MIZORAM POST	AIZAWAL	8w X 9h B/w	72
DAINIK BHASKAR	Bhopal, Hosangabad, Indore, Khandwa, Gwalior, Sagar, Ujjain, Ratlam, Raipur, Bilaspur, Panipat, Hissar, Rohtak, Jalandhar, Ludhina, Bhatinda, Chandigarh, Delhi, Shimla, Ranchi, Jamshedpur, Dhanbad, Patna, Muzffarpur, Bhagalpur, Jaipur, Jodhpur, Barmer, Bikaner, Udaipur, Banswara, Ajmer, Kota, Sikar, Sriganganagar, Pali, Nagaur, Amritsar, Ambala	8w X 9h B/w	72
PIONEER	RAIPUR & RANCHI	8w X 9h B/w	72
O HERALD	Panji	8w X 9h B/w	72

PART – B

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

Ad Type	Publication	Language	Place	Size & HUE	Total Size
Appointment	Times of India	English	Mumbai	8 X6 CM Colour	48
Appointment	Times of India	English	All Edition	8 X6 CM Colour	48
Appointment	Hindustan Times	English	All Edition	8 X6 CM Colour	48
Appointment	Hindustan Times	English	Mumbai	8 X6 CM Colour	48
Appointment	Hindustan Times+ Hindustan Hindi+Mint	English/Hindi	All Edition	8 X6 CM Colour	48
Appointment	Hindu	English	All Edition	8 X6 CM Colour	48
Appointment	Indian Express + Loksatta + Financial Express	English/Marathi	All Edition	8 X6 CM B/W	48
Appointment	Indian Express + Loksatta + Financial Express	English/Marathi	Mumbai	8 X6 CM B/W	48
Appointment	Hindustan Times + Mint	English	All Edition	8 X6 CM Colour	48
Appointment	Hindustan Times + Mint	English	Mumbai	8 X6 CM Colour	48

****Institute may choose any of the above news paper**

SECTION-‘F’

SCOPE OF WORK

The shortlisted agency must submit artwork to the Institute for their 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.

After publishing of advertisement the agency should immediately submit a e-copy of the advertisement to the IGDIR and later hard copy of the advertisement published along with the payment invoice.

The rates quoted will be valid for a period of 06 months

SECTION-‘G’**PART – A FINANCIAL BID FOR PRINT MEDIA - Admission Notice a**

Publication	Place	Size	To tal Si ze	Rate (Rs)	Total Cost (Rs)	Discount Amount if any (Rs)	Final Amount after Discount (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	Coimbatore, Bangalore, Kochi, Kozhikode, Trivendrum, Hyderabad, Vijaywada, Visakhapatnam, Bhubaneswar, Shimoga, Trichy, Belagavi, Tirupati	8w X 9h B/w	72				
HINDUSTAN TIMES	Mumbai, Chandigarh, Delhi & Gurgaon, Lucknow, Patna, Pune	8w X 9h B/w	72				
MIZORAM POST	AIZAWAL	8w X 9h B/w	72				
DAINIK BHASKAR	Bhopal, Hosangabad, Indore, Khandwa, Gwalior, Sagar, Ujjain, Ratlam, Raipur, Bilaspur, Panipat, Hissar, Rohtak, Jalandhar, Ludhina, Bhatinda, Chandigarh, Delhi, Shimla, Ranchi, Jamshedpur, Dhanbad, Patna, Muzzffarpur, Bhagalpur, Jaipur, Jodhpur, Barmer, Bikaner, Udaipur, Banswara, Ajmer, Kota, Sikar, Sriganganagar, Pali, Nagaur, Amritsar, Ambala	8w X 9h B/w	72				
PIONEER	RAIPUR & RANCHI	8w X 9h B/w	72				
O HERALD	Panji	8w X 9h B/w	72				

PART – B FINANCIAL BID FOR PRINT MEDIA - Recruitment Notice ad

Publication	Place	Size & HUE	Total Size	Rate (Rs)	Total Cost (Rs)	Discount Amount if any (Rs)	Final Amount after Discount (Rs)	GST %	GST Amt (Rs)	Grand Total (Rs)
Times of India	Mumbai	8 X6 CM Colour	48							
Times of India	All Edition	8 X6 CM Colour	48							
Hindustan Times	All Edition	8 X6 CM Colour	48							
Hindustan Times	Mumbai	8 X6 CM Colour	48							
Hindustan Times+ Hindustan Hindi+Mint	All Edition	8 X6 CM Colour	48							
Hindu	All Edition	8 X6 CM Colour	48							
Indian Express + Loksatta + Financial Express	All Edition	8 X6 CM B/W	48							
Indian Express + Loksatta + Financial Express	Mumbai	8 X6 CM B/W	48							
Hindustan Times + Mint	All Edition	8 X6 CM Colour	48							
									Total Amount (Rs)	

****Institute may choose any of the above news paper**

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**

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: