



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

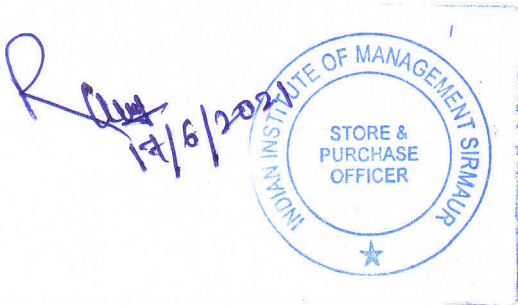
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
(An Autonomous body under the aegis of the Ministry of Education, Govt. of India)

Notice Inviting Tender No.: IIMS/PUR/Newspaper Agencies/04/2021-22, Dated: 17.06.2021

Tender Documents for Empanelment of Newspaper Advertising Agencies for IIM Sirmaur

Stores and Purchase Office
Indian Institute of Management Sirmaur
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in



Signature of Bidder:.....

Date:.....

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Indian Institute of Management Sirmaur
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
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Tender Documents for Empanelment of Newspaper Advertising Agencies for IIM Sirmaur

Tenders are invited from reputed Indian Newspaper Society accredited advertising agencies for empanelment with IIM Sirmaur. Reputed advertising agencies may forward their tender documents for empanelment with the IIM Sirmaur for release of advertisements/tender notices in different National, Regional and Local newspapers. The agencies with 05 years of experience having designing departments and a minimum annual turnover of **Rupees Ten Lakh** are eligible to apply. The tender documents and detailed terms and conditions can only be downloaded from the institute website www.iimsirmaur.ac.in.

Interested agencies may submit their offers on the appropriate application forms of IIM Sirmaur (**Annexure-I**) alongwith a refundable Earnest Money Deposit of **Rs. 10,000/- (Rupees Ten Thousand only)**, refundable without any interest) to be paid only through **Demand Draft drawn in favour of IIM Sirmaur payable at Paonta Sahib, H.P.**

The sealed tenders should be submitted under Single-Bid System with superscription '**Tender for Empanelment of Newspaper Advertising Agencies**' Tender No.: IIMS/PUR/Newspaper Agencies/04/2021-22, Dated: 17.06.2021 and addressed to "**The Purchase Office, Indian Institute of Management, Sirmaur, Distt. Sirmaur, Paonta Sahib – 173025** so as to reach through speed post or courier or by hand on or before 11.00 hours on 15.07.2021. IIM Sirmaur will not be responsible for any postal delay. The submission of the tender can be intimated through email to purchaseoffice@iimsirmaur.ac.in for advance information. The bidders are requested not to submit any document through email, which will result in non-acceptance of the tender.

The received tenders will be opened on 15.07.2021 at 16.00 hours in the Conference Hall of IIM Sirmaur. The successful bidder(s) shall deposit **Rs. 25,000/- (Rupees Twenty Five thousand only)**, refundable without any interest) with the institute as **Security Deposit**. This security deposit will paid only through **Demand Draft in favour of IIM Sirmaur payable at Paonta Sahib, H.P-173025.**

IIM Sirmaur reserves the right to consider or reject any tender without assigning any reason at any stage of tender process.

Canvassing in any form will result in disqualification of the tender.

R. Singh
17/6/2021

Signature of Bidder:.....

Date:.....

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Terms & Conditions

A. Eligibility Criteria:

The agencies meeting the following eligibility criteria would be considered:

1. A minimum of five years continuous experience as a full INS accredited agency without any break.
2. The agency should be a firm / company / registered / incorporated in India.
3. A minimum turnover should be of Rupees Ten Lakh in print media only from past 3 years (i.e. 2018-19, 2019-20 and 2020-21).
4. Shall not charge for designing translation, creative design etc. activities.
5. GST Registration number issued by the Competent Authority in favour of the agency.
6. Creativity in development communication should be of high standard befitting the expectations of the Institution of National Importance.
7. Should arrange to publish the advertisement on discounted rates in maximum newspapers as desired by the Institute.
8. Should be able to publish the advertisement within 24 hours in daily newspapers and within 7- 21 days in employment news.
9. Each page of the tender document should be signed and stamped by the bidder.

B. General Conditions:

1. The bidding agency should have notable background in the advertising market and an exposure of working with Government Institutions.
2. The IIM Sirmaur will enter into the contract initially for a period of one year, extendable to a further period (maximum upto 3 years) depending on the mutual agreement of the IIM Sirmaur and the agency with such modifications as may feel necessary and satisfactory performance.
3. The Indian Newspaper Society (INS) accredited agencies will only be considered while evaluating the bids.
4. Successful bidders shall have to submit a Security deposit of **Rs. 25,000/- (Rupees Twenty Five thousand only)**. This security deposit will submitted only through **Demand Draft in favour of IIM Sirmaur payable at Paonta Sahib, H.P.**

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Date:.....

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5. The Security deposit will be refunded without any interest to the empanelled agency on successful completion of the contract. If any breach in the contract is found during the tenure, the security deposit will be forfeited.
6. IIM Sirmaur shall not make any advance payment to the advertising agency for any of the work assigned. However, the payments shall be released by the IIM Sirmaur against the bills received from the agency after having completed the job on priority basis with in 30-45 days.
7. An Earnest Money Deposit **of Rs. 10,000/- (Rupees Ten Thousand only**, refundable without any interest) to be paid only through **Demand Draft**.
8. Preference may be given to them who are working with IIMs, IITs and NITs, Universities or Educational Institutions.
9. The contract will be awarded to the concerned vendors who will be L-1 for respective newspapers in Grand Total as mentioned at Sr. No. 1 to 14 in the Financial Bid (Annexure-II). However, vendors may be L-1 in more than one cases or all cases.

C. Contract Documents and their interpretations

1. The original agreement shall remain with the Institute while a photocopy thereof may be given to the contractor.
2. The several documents forming the contract are to be taken mutually explanatory to one another and in case of any ambiguities or discrepancies, the interpretations of the same shall be communicated in writing by the Institute through its competent authority to the contractor along-with further directions, if any, and the same shall be deemed to be final and binding and shall not be open to question in any court of law.
3. If any of the conditions of the tender document is altered/changed/added by the firm, the tender will be summarily rejected.
4. The bidder is required to furnish an undertaking / affidavit duly attested by the Competent Authority swearing therein that he has not been blacklisted / disqualified at any time by any Government /authority from participating in the bidding process.
5. **Termination of Contract:** If any of the terms and conditions provided anywhere, in the Tender document/ agreement, or any direction issued is not complied with or the contractor is found to have committed any breach thereof, the contract may be terminated forthwith in addition to the forfeiture of the Security Deposit. The decision of the competent authority of IIM Sirmaur will be final in this regard.

6. Arbitration

In the event of any dispute arising between the Contractor and IIM Sirmaur during the currency

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of the contract or after conclusion thereof, the same shall be settled by Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time or any statutory amendments thereof, or any statute enacted for the replacement thereof and shall be referred to the sole arbitrator, to be appointed by the Director, IIM SIRMAUR whose decision in the matter shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator, the Director, IIM SIRMAUR may appoint a new Arbitrator. The venue of arbitration shall be the office of the arbitrator or a place suitable to IIM SIRMAUR. Unless otherwise specified in the arbitral award, the cost of such arbitration shall be borne by the Contractor and there will be no objection to this by the contractor.

NOTE: The agencies black listed by other government organizations/autonomous bodies will not be considered for empanelment. Tender not received in the prescribed format will be summarily rejected.

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Indian Institute of Management Sirmaur
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

Application for Empanelment of Newspaper Advertising Agencies for IIM Sirmaur

1. Name of the Advertisement Agency:
 - a. Whether Proprietorship /Sole /Partnership/Pvt. Ltd. /Ltd. Co.: _____
 - b. Name of the Director / Incharge/Proprietor: _____
 - c. Name of the contact person: _____
 - d. Mobile No. _____
2. Head Office / Registered Office:
 - a. Complete Address: _____
 - b. Telephone Number: _____
 - c. Fax Number: _____
 - d. Mobile Number: _____
 - e. E-mail Address: _____
3. Year of Incorporation / Establishment (attach proof): _____
4. Registration Number (if any): _____
5. Staff Strength (full time): _____
6. Statutory details (Photocopies to be attached)
 - a. PAN Number _____
 - b. GST Number _____
7. Year in which INS accreditation was given to the agency (attach proof): _____
8. Validity period of INS accreditation: _____
9. Service Tax Registration number in favour of the agency(alongwith documents proof): _____
10. Annual Turnover for the last three years (Photocopies to be attached):

Year	Amount
2018-19	
2019-20	
2020-21	

11. Are you on the panel of any Central funded Technical Institutions/ Universities/ Educational Institutes, If yes, give detail (attach proof): _____
12. Details of EMD (Amount/Bank/DD No./Date): _____

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**PROFORMA FOR FINANCIAL BID FOR EMPANELMENT OF NEWSPAPER
 ADVERTISING AGENCIES FOR IIM SIRMAUR**

1. Name of the organization :
2. Current commercial rate card of the Publication :

Sr. No.	Item / Newspaper	Rates for Employment pages/issues(Rs./Sq.cm)		Rates for Tender (Rs./Sq.cm)	
		Color (A)	B/W (B)	Color (A)	B/W (B)
1. Times of India					
1.1	Times of India (Ascent), All India edition				
1.2	Times of India (Ascent), North India Edition				
1.3	Times of India (All India edition)				
1.4	Times of India, Chandigarh edition				
1.5	Time of India, Delhi NCR + Dehradun edition				
Total					
Grand Total (A+B)					
2. Hindustan Times					
2.1	Hindustan Times (Delhi NCR + North edition)				
2.2	Hindustan Times (Education), Delhi NCR + North edition				
2.3	Hindustan Times (Education), All India edition				
Total					
Grand Total (A+B)					
3. The Hindu					
3.1	The Hindu, Delhi NCR + North edition				
3.2	The Hindu, Himachal edition				
3.3	The Hindu, All India edition				
Total					
Grand Total (A+B)					

Signature of Bidder:.....

Date:.....

R. Singh
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Sr. No.	Item / Newspaper	Rates for Employment pages/issues(Rs./Sq.cm)		Rates for Tender (Rs./Sq.cm)	
		Color (A)	B/W (B)	Color (A)	B/W (B)
4.	The Tribune				
4.1	The Tribune, Delhi NCR + North edition				
4.2	The Tribune, Chandigarh edition				
4.3	The Tribune, H.P. edition				
4.4	The Tribune, All India edition				
Total					
Grand Total (A+B)					
5.	The Statesman				
5.1	The Statesman, All India edition				
5.2	The Statesman, North India edition				
Total					
Grand Total (A+B)					
6.	The Indian Express				
6.1	The Indian Express, All India edition				
6.2	The Indian Express, North India edition				
Total					
Grand Total (A+B)					
7.	Amar Ujala				
7.1	Amar Ujala, Delhi NCR + North edition				
7.2	Amar Ujala, Himachal Pradesh edition				
7.3	Amar Ujala, Sirmaur edition				
7.4	Amar Ujala, All India edition				
Total					
Grand Total (A+B)					
8.	Dainik Bhaskar				
8.1	Dainik Bhaskar, H.P edition				
8.2	Dainik Bhaskar, Chandigarh edition				
8.3	Dainik Bhaskar, All India edition				
8.4	Dainik Bhaskar, Sirmaur edition				
Total					
Grand Total (A+B)					

Raj
17/6/2021

Signature of Bidder:.....

Date:.....

Sr. No.	Item / Newspaper	Rates for Employment pages/issues(Rs./Sq.cm)		Rates for Tender (Rs./Sq.cm)	
		Color (A)	B/W (B)	Color (A)	B/W (B)
9.	Dainik Jagran				
9.1	Dainik Jagran, H.P edition				
9.2	Dainik Jagaran, Delhi + Chandigarh edition				
	Total				
	Grand Total (A+B)				
10.	Punjab Kesari				
10.1	Punjab Kesari, Himachal edition				
10.2	Punjab Kesari, North India edition				
	Total				
	Grand Total (A+B)				
11.	Divya Himachal				
11.1	Divya Himachal, All Himachal edition				
11.2	Divya Himachal, Sirmaur edition				
	Total				
	Grand Total (A+B)				
12.	Him Ujala				
12.1	Him Ujala, Paonta Sahib				
	Total				
	Grand Total (A+B)				
13.	National employment newspaper (Grand Total)				
14.	Name of the Newspapers for which DAVP rates may be provided (you may include other leading newspapers of north India)				

- Note: 1. The tender will be awarded to the concerned vendors who will be L-1 in the respective newspapers as per Sr. No. 1 to 14 above (i.e. L-1 in Grand Total for Sr. No. 1 to Sr. No. 14 respectively).
2. Vendor may be L-1 in more than one newspapers mentioned in the Financial Bid.

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17/6/2021

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