



Government eProcurement System		eProcurement System Government of India	
Tender Details		Date : 06-Oct-2023 12:06 PM	
		 Print	
Basic Details			
Organisation Chain	Indian Institute of Management Sirmaur		
Tender Reference Number	IIMS/PUR/Newspaper Agencies/13/2023-24		
Tender ID	2023_IIMS_774939_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Payment Instruments		Cover Details, No. Of Covers - 2	
Offline	S.No	Instrument Type	
	1	Demand Draft	
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	GST Registration Certificate, PAN Registration Certificate
		.pdf	Copy of INS Accreditation Certificate indicating period of validity, Copy of Registration of Firm
		.pdf	Three Years of Experience as a full INS accredited agency.
		.pdf	Average Annual Turnover of Rupees Thirty Lakhs duly certified by the Chartered Accountant.
		.pdf	Self undertaking about Non-Blacklisted/debarred by any Central/State Govt./Autonomous body/PSU etc.
		.pdf	Each page of the tender document duly signed and stamped and other documents, if any
		.pdf	EMD of Rs. 30,000/- OR MSME Certificate



Government
eProcurement

2	Finance	.xls	Financial Bid BOQ
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Tender Fee Details: [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	30,000	EMD through BG/ST or EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	The Director, IIM Sirmaur	EMD Payable At	Paonta Sahib, District Sirmaur, H.P. 173025

[Click to view modification history](#)

Work /Item(s)


Title	e-Tender Document for Empanelment of Newspaper Advertising Agencies for IIM Sirmaur				
Work Description	e-Tender Document for Empanelment of Newspaper Advertising Agencies for IIM Sirmaur				
Pre Qualification Details	As per tender document				
Independent External Monitor/Remarks	Central Purchase Committee, IIM Sirmaur				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	15,00,000	Product Category	Advertisement Services	Sub category	Advertisement Services
Contract Type	Empanelment	Bid Validity(Days)	90	Period Of Work (Days)	365
Location	IIM Sirmaur, Paonta Sahib, H.P. 173025	Pincode	173025	Pre Bid Meeting Place	IIM Sirmaur, Paonta Sahib, H.P. 173025
Pre Bid Meeting Address	Conference Hall, IIM Sirmaur, Paonta Sahib, H.P. 173025	Pre Bid Meeting Date	13-Oct-2023 03:00 PM	Bid Opening Place	IIM Sirmaur, Paonta Sahib, H.P. 173025
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	06-Oct-2023 03:00 PM	Bid Opening Date	23-Oct-2023 03:00 PM
Document Download / Sale Start Date	06-Oct-2023 03:00 PM	Document Download / Sale End Date	21-Oct-2023 05:00 PM
Clarification Start Date	06-Oct-2023 03:00 PM	Clarification End Date	20-Oct-2023 05:00 PM
Bid Submission Start Date	06-Oct-2023 03:00 PM	Bid Submission End Date	21-Oct-2023 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	e-Tender Document for Empanelment of Newspaper Advertising Agencies for IIM Sirmaur	729.88

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NIT.pdf	e-Tender Document for Empanelment of Newspaper Advertising Agencies for IIM Sirmaur	713.48
	2	BOQ	BOQ_814646.xls	Financial Bid BOQ	277.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	akdas@iimsirmaur.ac.in	Amiya Das	AMIYA KUMAR DAS
2.	gurmeet.kaur@iimsirmaur.ac.in	Gurmeet Kaur	Gurmeet Kaur
3.	ao_personnel@iimsirmaur.ac.in	HUKAM CHAND	Hukam Chand

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	Document Uploaded
Document Name	Note.pdf
Document Size (in KB)	1608.70

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	No
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
Show Bid Details in Public Domain stage	Technical Bid Opening		

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Senior Consultant (Administration)
Address	IIM Sirmaur, Paonta Sahib, H.P. 173025.

Tender Creator Details

Created By	Gurmeet Kaur
Designation	Office Assistant
Created Date	06-Oct-2023 11:52 AM



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

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

Tender No.: IIMS/PUR/Newspaper Agencies/13/2023-24 Dated 06.10.2023

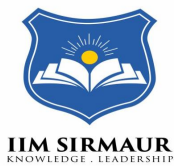
**e-Tender Document for Empanelment of Newspaper Advertising Agencies for IIM
Sirmaur**

Online tendering through CPPP (<https://eprocure.gov.in/eprocure/app>)

Purchase Office
Indian Institute of Management Sirmaur
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025
Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in

Signature of Bidder:.....

Date:.....



INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

(An Institute of National Importance, Ministry of Education, Government of India)
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P. -173025

Notice Inviting e-Tender for Empanelment of Newspaper Advertising Agencies for IIM Sirmaur

Tender No. IIMS/PUR/Newspaper Agencies/13/2023-24 Dated 06.10.2023

Indian Institute of Management Sirmaur invites e-tender (online through CPP Portal) from reputed Indian Newspaper Society accredited advertising agencies for empanelment with IIM Sirmaur. Reputed advertising agencies may submit their tender bids (Technical & Financial) through CPP Portal for releasing of employment advertisements/tender notices etc. in different National, Regional and Local newspapers, initially for a period of two years which may further extendable for one more year subject to satisfactory performance & same terms and conditions of this tender document.

The agencies with overall 03 years of experience in designing, printing & publishing departments with minimum average annual turnover of **Rupees Thirty Lakhs** are eligible to apply. The tender documents and detailed terms and conditions can be downloaded from the institute's website www.iimsirmaur.ac.in & <https://eprocure.gov.in/eprocure/app>.

The schedule and other details of tender are as under: -

Description of Tender	Empanelment of Newspaper Advertising Agencies for IIM Sirmaur	
Period of Contract	Initially for a period of two years which may further extendable for one more year on same rates, terms & conditions.	
Estimated Cost of Service (Yearly)	Rs. 15,00,000/- Approx.	
EMD Value (Rs.)	Rs. 30,000/- (Rupees Thirty Thousand only)	
Tender Publish Date & Time	06.10.2023	03:00 PM
Tender Download Date & Time	06.10.2023	03:00 PM
Pre-bid Meeting Date & Time	Pre-bid meeting will be held online on 13.10.2023 at 03:00 PM. The prospective bidder may submit their request for pre-bid meeting through email to purchaseoffice@iimsirmaur.ac.in with subject line: "Pre-Bid Meeting for Empanelment of Newspaper Advertisement Agencies for IIM Sirmaur" by 13.10.2023 up to 11:00 AM. Online meeting link shall be shared on request by the interested bidders. Any query received after this date & time will not be	

Signature of Bidder:.....

Date:.....

	entertained further. All concerned are requested to keep visiting website regularly for updates in regard to this tender on www.iimsirmaur.ac.in & CPP Portal.	
Bid Submission Start Date & Time	06.10.2023	03:00 PM
Bid Submission Close Date & Time	21.10.2023	05:00 PM
Opening of e-Technical bid	23.10.2023	03:00 PM
Opening of e-Financial bid	Will be intimated later	
Performance Security	Rs. 75,000/- (i.e. 5% of the total estimated value of the yearly service)	
Contact Person	Senior Consultant (Administration), Indian Institute of Management Sirmaur, Rampur Ghat, Paonta Sahib, Sirmaur, H.P. 173025. Email Id:- sc@iimsirmaur.ac.in , purchaseoffice@iimsirmaur.ac.in Contact No. 01704-277321 & 312.	

Interested agencies may submit their bids on the appropriate mode through CPP Portal along with requisite details at **Annexure-I & III** and a refundable (without interest) Earnest Money Deposit of **Rs. 30,000/- (Rupees Thirty Thousand only)** to be paid only through **Demand Draft drawn in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib, H.P.** The scanned copy of Demand Draft must be uploaded along with Technical Bid. **The agencies registered under MSME/NSIC are exempted from submission of EMD.**

The tender consisting of Two-Bid System (Technical & Financial) (separately) so as to be submitted through Central Public Procurement Portal (CPPP) on or before 05:00 hours on 21.10.2023. IIM Sirmaur will not be responsible for any delay for submission of tenders.

Any query with regards to the tender can be asked through email to purchaseoffice@iimsirmaur.ac.in on or before 20.10.2023 up to 05:00 PM. The bidders are requested not to submit any tender documents/bids through email & speed post/courier which will result in non-acceptance of the tender. The bids received through CPPP i.e. Technical & Financial separately will only be considered for further process of evaluation & procurement.

The received tender bids will be opened on the given date & time. Any corrigendum & change of any kind in schedule, terms & conditions, if any, shall be intimated & uploaded on the Institute's website & CPP Portal. Bidders may regularly check with these websites for updates. However, if on the given date, it happens to be a holiday, the same shall be opened on next or working day on the same time at IIM Sirmaur.

Signature of Bidder:.....
Date:.....

The successful bidder(s) shall deposit **Rs. 75,000/- (Rupees Seventy-Five Thousand only)** as **Performance Security** to the institute which will be refundable to the bidder without any interest after successful completion of contract.

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.

Terms & Conditions

A. Eligibility Criteria:

The agencies meeting the following eligibility criteria would be considered: -

1. A minimum three years of experience as a full INS accredited agency in Central/State Govt./Autonomous bodies/Private Educational Institutions of repute etc.
2. The agency should be a registered firm /company incorporated in India.
3. A minimum average annual turnover for last three financial years (i.e. 2020-21, 2021-22 & 2022-23) should be of **Rupees Thirty Lakhs** in print media only.
4. The bidder shall not charge for designing translation, creative design etc. activities.
5. The bidder should have 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 this Institute of National Importance.
7. Should be able to publish the advertisement within 24 hours in respective daily newspapers and within 7- 21 days in employment newspaper.
8. The bidder is required to furnish an undertaking on firm's letter head/ affidavit duly attested by the Competent Authority swearing therein that they have not been debarred/blacklisted by any Central & State Government/Autonomous body/PSU etc. from participating in the bidding process.
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. IIM Sirmaur will enter into the contract initially for a period of two years, further extendable for a period of one more year depending on the, same rates, terms & conditions, mutual agreement and satisfactory performance of the agency.

Signature of Bidder:.....

Date:.....

3. The Indian Newspaper Society (INS) accredited agencies will only be considered while evaluating the bids.
4. Successful bidder(s) shall have to submit a Performance Security deposit of **Rs. 75,000/- (Rupees Seventy-Five Thousand only)** to IIM Sirmaur.
5. The Performance Security deposit will be refunded without any interest to the empaneled 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/invoices received from the agency after having completed the job on priority basis within given date & time.
7. Preference would be given to those bidders who had worked /are working with IIMs, IITs and NITs, CFTIs, Universities or Educational Institutes of repute.
8. The contract will be awarded to those bidders who will be L-1 in the respective individual newspaper's edition as mentioned at Sr. No. 1 to 17 in the Financial Bid BOQ (Annexure-II). However, vendors may be L-1 in more than one cases or all cases.
9. The Institute reserves the right to award the contract to various agencies on L-1 basis in each individual newspaper edition based on the least financial quotes.

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, then their tender bids will summarily be rejected and no queries would be entertained.
4. **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

Signature of Bidder:.....

Date:.....

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.

5. Arbitration

In the event of any dispute arising between the Contractor and IIM Sirmaur during the currency 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 form will be summarily rejected.

Signature of Bidder:.....
Date:.....

Application for Empanelment of Newspaper Advertising Agencies for IIM Sirmaur
(Information to be filled by the bidder)

(Self-attested scanned copies of all supporting document must be attached & uploaded along with the Technical Bid)

1. Name of the Advertisement Agency:
 - a. Whether Proprietorship /Sole /Partnership/Pvt. Ltd. /Ltd. Co.: _____
 - b. Name of the Director / In-charge/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: _____
4. Registration Number (if any): _____
5. Staff Strength (full time): _____
6. Statutory details:
 - a. PAN Number _____
 - b. GST Number _____
7. Year in which INS accreditation was given to the agency: _____
8. Validity period of INS accreditation: _____
9. Service Tax Registration number in favour of the agency (along with documentary proof): _____
10. Annual Turnover for the last three years (Scanned copies to be uploaded):

Financial Years	Amount (In INR)
2020-21	
2021-22	
2022-23	
Average Annual Turnover of above three financial years	

Signature of Bidder:.....
Date:.....

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):

Note: The Bidders ensure to enclose and upload all relevant documents in the Technical bid cover as per requirement of this tender, failing which their bids shall not be considered.

(Authorized Signatory with Office Seal)

Signature of Bidder:.....

Date:.....

PROFORMA FOR FINANCIAL BID BOQ

(To be submitted online in xls. Format on CPP Portal)

Sr. No.	Description of Newspapers	Rate Per One SQCM (Incl. of all taxes & charges)	
		Colour	B/W
Times of India			
1	Times of India (Ascent), All India edition		
2	Times of India (Ascent), North India Edition		
3	Times of India (North India edition)		
Hindustan Times			
4	Hindustan Times (Education), Delhi NCR + North India Edition		
The Hindu			
5	The Hindu, Delhi NCR + North India Edition		
6	The Hindu, All India edition		
The Tribune			
7	The Tribune, Delhi NCR + North India Edition		
The Statesman			
8	The Statesman, North India edition		
The Indian Express			
9	The Indian Express, All India edition		
10	The Indian Express, North India edition		
Amar Ujala			
11	Amar Ujala, Delhi NCR + North India edition		
12	Amar Ujala, Himachal Pradesh edition		
Dainik Bhaskar			
13	Dainik Bhaskar, North India Edition		
Dainik Jagran			
14	Dainik Jagran, North India Edition		
Punjab Kesari			
15	Punjab Kesari, North India edition		
Divya Himachal			
16	Divya Himachal, North India edition		
The Employment Newspaper			
17	Employment Newspaper (All India Edition)		

Notes: -

1. Rates quoted Inclusive of GST & all other charges will be considered for financial evaluation. IIM Sirmaur does not take any responsibility in case of ambiguity on the later stage, if non-inclusion of taxes & charges.

Signature of Bidder:.....

Date:.....

2. **The contract will be awarded to the bidder who will be L-1 in each respective edition of the newspaper i.e. from Sr. No. 1 to 17.**
3. Institute reserve the right to empanel one agency for all newspaper editions and multiple agencies for multiple newspaper editions and for same newspapers.
4. The bidder may be L-1 in more than one newspaper mentioned in Financial Bid.
5. Items given in the .xlsx format Financial Bid BoQ on CPP Portal shall only be considered for quoting rates & evaluation.
6. If the rates of one or more bidder clashes or have been found same for individual edition of the newspaper, then the bidder with highest average annual turnover will be considered as L-1 bidder.
7. Bidders are requested to quote their rates in the **Financial Bid BOQ** provided separately on CPP Portal in Financial Bid cover. Hence, the above table is given just for reference to quote in the BOQ. Bidders who disclose their rates in this above table, their bids shall summarily be rejected.

(Authorized Signatory with Office Seal)

Signature of Bidder:.....
Date:.....

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
CHECKLIST TOWARDS TECHNICAL ELIGIBILITY CRITERIA

Name of the Agency:

Address:

Contact No:

Email Id:

(Self-attested scanned copies of all supporting documents must be attached & uploaded with the technical bid to be filled by the Bidder)

Sl. No.	Particular	Submitted (Yes/No)	Mention page no. (Mandatory)	Remark
01.	EMD of Rs. 30,000/- OR Certificate of MSME/NSIC			
02.	Copy of INS Accreditation Certificate indicating period of validity.			
03.	Copy of GST Certificate			
04.	Copy of PAN Certificate			
05.	Copy of Registration of firm in India			
06.	Copy of three years' experience as a full INS accredited agency in a Central/State Govt./Autonomous Bodies/any private educational institutions of repute etc.			
07.	Duly certified copies of Average Annual Turnover of Rupees Thirty Lakhs in print media only for last 3 years (i.e. 2020-21, 2021-22 & 2022-23) by the Chartered Accountant on his/her letterhead.			
08.	Self-undertaking on firm's letterhead/affidavit duly attested by the Competent Authority swearing therein that they have not been debarred/blacklisted by any Central & State Government/Autonomous body/PSU etc.			
09.	Each page of the tender document must be submitted duly signed and stamped.			

I/We undertake that documents are genuine/authentic and nothing has been cancelled and that, I/We are not debarred by any govt. organization and competent are to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

Note: It is mandatory to fill up the all points of the checklist.

(Authorized Signatory with Seal)

Signature of Bidder:.....

Date:.....

SELF-DECLARATION CERTIFICATE

(On the letterhead of the Firm/Bidder and to be scanned & uploaded along with Technical Bid)

Date: _____

To

Senior Consultant (Administration),
Indian Institute of Management Sirmaur,
Rampur Ghat, Paonta Shaib, Sirmaur,
Himachal Pradesh 173025.

Sub: e-Tender for Empanelment of Newspaper Advertising Agencies at IIM Sirmaur;
e-Tender No.: IIMS/PUR/Newspaper Agencies/13/2023-24 Dated 06.10.2023.

Dear Sir,

With reference to above, I/We are offering our competitive bids for Notice Inviting Tender for Empanelment of Newspaper Advertisement Agencies for IIM Sirmaur. I/We hereby reconfirm and declare that I/we have carefully read, understood and complying the above referred tender document including instructions, terms and conditions and all the contents stated therein.

I/We also confirm that the rates quoted by me/us are inclusive of all taxes, charges & duties etc., applicable as on date and are for IIM Sirmaur.

Date:

Authorized Signatory with seal:

Name:

Place:

Designation:

Contact No:

Email Id:

Signature of Bidder:.....

Date:.....