

Basic Details

Organisation Chain	Council of Scientific and Industrial Research CSIO Chandigarh Purchase-CSIO-CSIR		
Tender Reference Number	Advt. No. Bill/01/2022		
Tender ID	2022_CSIR_675287_1		
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Services	No. of Covers	1
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft
	2	As Per Tender Document

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	Offer for empanelment as advertising agency

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00
Fee Payable To	NA
Fee Payable At	NA
Tender Fee Exemption Allowed	NA

EMD Fee Details

EMD Amount in ₹	25,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Director CSIR-CSIO	EMD Payable At	Chandigarh

Work / Item(s)

Title	Empanelment as advertising agency for newspapers at DAVP rates		
Work Description	NIT for Offers from fully INS accredited Advertising Agencies for empanelment of Advertising agencies for publishing advertisements for publication of advertisements in the national/local newspapers on DAVP rates.		
Pre Qualification Details	Please refer Tender documents.		
Tender Value in ₹	8,00,000	Product Category	Advertisement Services
Contract Type	Empanelment	Bid Validity(Days)	90
Location	CSIO, Chandigarh	Pincode	160030
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA
		Bid Opening Place	CSIO, Chandigarh

Critical Dates

Publish Date	26-Aug-2022 09:00 AM	Bid Opening Date	20-Sep-2022 03:30 PM
Document Download / Sale Start Date	27-Aug-2022 09:00 AM	Document Download / Sale End Date	20-Sep-2022 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	29-Aug-2022 09:00 AM	Bid Submission End Date	20-Sep-2022 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT for Offers from fully INS accredited Advertising Agencies for empanelment of Advertising agencies for publishing advertisements on Charges for publication of advertisements in the national/local newspapers on DAVP rates.	108.82

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NITForEmpanelmentOfAgencies.pdf	Tender document	108.82

Tender Inviting Authority

Name	Controller of Administration
Address	CSIR-Central Scientific Instruments Organisation(CSIO), Sector 30C, Chandigarh-160030

Tender Creator Details

Created By	Mohinder Kumar
Designation	COSP
Created Date	25-Aug-2022 12:08 PM

CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION

Sector-30, Chandigarh-160030

Advt. No. Bill/01/2022

e-NOTICE INVITING TENDER

CSIR-CSIO invites offers from fully INS accredited Advertising Agencies for empanelment of Advertising agencies for publishing advertisements on Charges for publication of advertisements in the national/local newspapers on rates approved by the Directorate of Audio Visual publication (hereinafter call "DAVP") rates. The **hardcopies (physical copy)** of the offers should reach in CSIR-CSIO up to **20/09/2022(Tuesday) till 3.00 P.M.** which will be opened on the same day at 03.30 P.M in the Committee Room of Administrative Block of CSIO in the presence of tenderers or their representatives, if any. Offers received after stipulated date and time shall not be considered.

Estimated Annual value of Work: Rs. 8 lakhs,
EMD amount: Rs. 25,000.00

For more details, please see detailed Advertisement available on: -

CSIO Website : www.csio.res.in

CPP Portal : etenders.gov.in, Tender Ref no. Advt. No. Bill/01/2022

CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
Council of Scientific & Industrial Research
Sector-30, Chandigarh-160030

Advt. No. BILL/01/2022

EMPANELMENT OF ADVERTISING AGENCIES

CSIR-CSIO invites offers in sealed cover superscripting OFFER FOR EMPANELMENT OF ADVERTISING AGENCIES addressed to the Director, CSIR-CSIO, Sector-30, Chandigarh receivable till 20/09/2022 (Tuesday) up to 03.00 P.M. The Advertising Agencies meeting below mentioned criteria may send their offers:

1. Only those advertising agencies are eligible to apply which are fully INS accredited (enclose copy)
2. Experience of handling advertising of Govt. Departments should be minimum of 05 years (enclose copy).
3. Branches of advertising agencies at Chandigarh should be 01 or more (enclose proof)
4. The advertising agencies should never have been blacklisted by Centre/State Govt./Autonomous bodies/PSUs (submit undertaking).
5. EMD of Rs.25,000/- (Rupees Fifteen Thousand only) in the form of Demand Draft drawn in favour of the Director, CSIO payable at Chandigarh is to be attached.
6. Willing to Publish advertisement at DAVP rates applicable at the time of release of advertisements.
7. Fill-in the particulars as per Format along with copies of supporting documents.
8. Empanelment will be done for a period of 02 years and will be extended further for one year on the basis of satisfactory services.

9. Minimum Annual turnover of **Rs.20.00 lakh each year** during last Three years i.e. 2019-20, 2020-21 & 2021-22. A Certificate from the Chartered Accountant to be submitted. There will be no annual turnover clause for MSEs and Startups doing advertising business subject to submission of relevant documents.

The offers will be opened on same day i.e. 20/09/2022(Tuesday) at 03.30 P.M in the Committee Room of Administrative Block of CSIO in the presence of tenderers/representatives, if any. Offers/Tenders received after stipulated date and time shall not be considered.

The Director, CSIO reserves the right to reject any or all the offers without assigning any reasons thereof. The decision of the Director, CSIO will be final and binding in this regard.

INSTRUCTIONS / GUIDELINES FOR TENDERERS

1. The last date and time for receipt of tenders is 20.09.2022 up to 03.00 PM. Tenders received after the due date and time shall not be considered. The tenderer will be responsible for timely submission of the tender documents, complete in all respects.
2. Bids shall be opened at 03.30 PM on 20.09.2022 in the presence of indenting tenderer(s) or their authorized representatives. If any, who may wish to be present at that time.
3. If any information furnished by the agency is found incorrect at a later stage, it will be liable to be debarred from tendering.
4. Advertising Agencies may download the tender documents from the Institute's website: www.csio.res.in and the duly completed tenders may be submitted in hardcopies(physical copy) a **sealed cover**, super scribed **"Tender for Empanelment of Advertising Agencies"** addressed to –

"The Director, CSIR-Central Scientific Instruments Organisation(CSIO), Sector 30C, Chandigarh-160030"

SCOPE OF WORK

- a) To publish advertisements/Tender Notices, etc. in English/Hindi/regional languages in the local newspapers and national newspapers.
- b) To follow instructions of the Institute for choosing the newspapers for publishing advertisements.
- c) To do all work related to advertisement such as spell/grammar checking, composing economical flawless layout etc. and adhere to the timeline of release.
- d) Text of advertisement will be provided by the Institute in electronic format (MS word) and the designing/creative options/artwork should be done by the agency to the satisfaction of the Institute.
- e) To get the layout and proof approved from the Institute before publishing.
- f) Any other job related to advertising agency.

STIPULATED TIME

- a) Stipulated time for release of advertisement in local newspapers: one day
- b) Stipulated time for release of advertisement in national newspapers: Two days
- c) If the advertisement is not published as per the instructions or as per the matter given or the instructions as regards to the newspaper(s) or any such other lapse, the agency will be required to issue a corrigendum/re-advertise, at your own cost and the Institute may also impose a penalty for the lapses in services.

CHARGES AND BILLING

- a) Charges for publication of advertisement in the national/local newspapers shall be on rates approved by the Directorate of Audio Visual Publication (hereinafter called "DAVP").
- b) The bills should be supported with copy of the applicable DAVP rates for the advertisement released.
- c) Bill should be accompanied by the advertisement clipping and DAVP card rate on the date of Advertisement as evidence along with the proof for calculation.
- d) The tax percentage applicable on the net rate should be quoted specifically.
- e) Goods and Services Tax (GST) applicable from time to time may be charged as per Govt. of India rules.
- f) No production cost, collection & delivery charges, service charges and courier shall be levied.
- g) The agency will not be entitled for any charge other than specified hereinabove.

TERMS AND CONDITIONS

- a) The agency shall not increase the charges on any ground whatsoever during the period of Agreement unless DAVP/Ministry of I&B does so.
- b) CSIR-CSIO, Chandigarh shall be free to release advertisements through any one or more of them either by rotation or otherwise as decided by the competent authority. Despite empanelment CSIR-CSIO reserves the right to issue any advertisement directly to the publishing agency without going through any of the empanelled agencies.
- c) The Advertising Agencies will be empanelled initially for a period of **two years** which may be extended further **one year** with mutual consent subject to satisfactory performance.
- d) The Director, CSIR-CSIO reserves the right to terminate the contract if the services are not found satisfactory, by giving one months' notice and if the Agency wants to terminate the contract they will be required to give one month's notice in advance in writing giving reasons thereof.
- e) The agency should **sign all the pages** of the tender documents before submission, as a token of having read & accepted the terms and conditions.
- f) The Advertising agency shall arrange for publication our Institute's advertisements from time to time according to the specific instructions such as name of the newspaper(s), number of insertion(s), specific column(s), date of publication etc. These instructions will be communicated in writing/official email by the designated authority of the Institute from time to time.
- g) The Director, CSIR-CSIO, Chandigarh in public interest reserves right to accept or reject any or all tenders in part or full or to allot parts of the work to different agencies without assigning any reason thereof.

EMPANELMENT CRITERIA

a) The agencies to be empanelment will be decided on the basis of:

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- Turnover of the party for last three years,
- Experience in the relevant field,
- Any other criteria as decided by a special committee formed for this purpose.

SECURITY DEPOSIT

- a) The Successful bidder(s) shall execute an agreement on a non-judicial stamp paper of required value before commencement of contract. The agency shall have to execute the Performance Bank Guarantee of a sum of Rs,50,000/- (Rupees Fifty thousand only) in the form of a Demand Draft/ Bank Guarantee/ Fixed Deposit Receipt of any nationalized / scheduled bank in favour of the Director, CSIR-CSIO, payable at Chandigarh.
- b) The Bank Guarantee/Fixed Deposit Receipt shall remain valid till the expiry of (60) sixty days from the completion of the event under this contract. If need arises, the Contractor shall extend the validity of the Bank Guarantee/Fixed Deposit Receipt for suitable period at his own expenses.
- c) If the Contractor fails to provide the Security Deposit, within the specified period such failure shall constitute a breach of contract and the Institute shall be entitled to cancel the contract and make alternate arrangements for the event from other sources at the risk and expenses of the contractor and recover from the contractor the damages arising from such cancellation. In the event, the agency fails to fulfil any of the obligation under the contract, the CSIR-CSIO shall have the right to encash the Security Deposit.
- d) Upon satisfactory completion of the contract, the original Bank Guarantee/Fixed Deposit Receipt shall be returned to the agency within three months from the date of completion of the contract, on receipt of a request from the agency. No interest shall be payable on security deposit amount till it is retained by Client in terms of Contract.

ARBITRATION

Any dispute, difference or objection with regards to any matter relating to this contract shall be referred to the Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi. The decision of the Arbitrator shall be final and binding on both the parties.

FORMAT

1.	NAME & ADDRESS OF ADVERTISING AGENCY	
2.	GST NUMBER OF AGENCY (ENCLOSE COPY)	
3.	WHETHER FULLY INS ACCREDITED (ENCLOSE COPY)	YES/NO
4.	EXPERIENCE OF GOVT. DEPARTMENTS OF FIVE YEAR (ENCLOSE COPIES)	
5.	NUMBER OF BRANCHES IN INDIA WITH COMPLETE ADDRESS	
6.	NUMBERS OF BRANCHES IN CHANDIGARH WITH COMPLETE ADDRESS AND CONTACT NUMBERS	
7.	TOTAL ANNUAL TURNOVER	
8.	NUMBER OF CSIR LABORATORIES WORKING WITH AT PRESENT (ENCLOSE LIST)	
9.	HAS YOUR AGENCY EVER BEEN BLACKLISTED	
10.	WHETHER CAPABLE TO PUBLISH ADVERTISEMENT AT NATIONAL LEVEL (INCLUDING EMPLOYMENT NEWS)	
11.	TOTAL NUMBER OF EMPLOYEES WORKING AT CHANDIGARH OFFICE	
12.	ITR for FY 2021-22 and PAN Card	
13.	BANK ACCOUNT DETAILS FOR REFUND OF EMD (IF NOT EMPANELLED)	

Documentary evidence of all above criteria need to be submitted.

DECLARATION

I (Head/rep.) solemnly affirm that the particulars given above and also in enclosures are correct and nothing has been concealed. If any information submitted is found to be false or fabricated, this Advertising Agency may be liable to be suspended and debarred from empanelment with CSIR-CSIO.

SIGNATURE OF HEAD OF ADVERTISING AGENCY/
REPRESENTATIVE OR AUTHORISED SIGNATORY
WITH OFFICE SEAL