

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH
INTELLECTUAL DISABILITIES (DIVYANGJAN)
(Formerly National Institute for the Mentally Handicapped)
MANOVIKASNAGAR, SECUNDERABAD – 500 009
Department of Empowerment of Persons with Disabilities (Divyangjan)
Ministry of Social Justice and Empowerment, Govt of India**

TENDER NOTICE

**NOTICE INVITING TENDER
THROUGH E-PROCUREMENT**

**(Tender Notice for annual rate contract of DAVP empanelled agencies who can
provide professional service for publication of advertisement in all leading
Local/National/Regional News papers at NIEPID, Secunderabad)**

The Director, NIEPID Secunderabad invites online bids under Two bid systems from the DAVP empanelled agencies who can provide professional service for publication of advertisement in all leading local/national/regional newspapers as per the terms and conditions given in tender document at NIEPID Secunderabad for a period of one year and can be extended for a further period of one year subject to mutual consent/agreement on the same terms and conditions and rates).

Published Date	24.12.2020	Bid Opening Date	07.01.2021 11:00
Document Download/ Sale Start date	24.12.2020	Document Download/ Sale End date	06.01.2020 11:00
Bid Submission Start Date	24.12.2020	Bid Submission End Date	06.01.2020 11:00

1. The tender form and other details are available on NIEPID website www.niepid.nic.in & CPP Portal. The interested DAVP empanelled agencies may download the tender document from above websites and upload the same after completing in all respects in the www.eprocure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time. Tenders are to be submitted only online through e-procurement portal <http://eprocure.gov.in/eprocure/app>. Click on Tenders by Organization and select National Institute for the Mentally Handicapped.
2. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents. Tenders sent by any other mode will not be accepted.

3. Any changes/modifications in the tender enquiry will be intimated by corrigendum through www.eprocure.gov.in and www.niepid.nic.in only.
4. In case, any holiday is declared by the Government on the day opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
5. The successful firm will be required to deposit the security amount of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Bank Guarantee/Demand Draft which should be valid for over and above 3 months after completion of one year period.

Instructions for Online Bid submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, only using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge. In case of any difficulty, the bidder should contact the tollfree number of CPP Portal. NIEPID will not be responsible for any technical issues arising out of CPP portal.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidder then logs in to the site through the secured log-in by entering their user ID and the password of the DSC /e-Token.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note all the documents which are required as per tender are to be uploaded in technical bid and no price is to be quoted in technical bid. Price is required to be quoted in BOQ format separately in financial bid. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / formats. After opening, if the bid documents are not legible, the bid will liable to be rejected.

General Terms & Conditions

1. **Bids shall be submitted online only at CPPP website:** <https://eprocure.gov.in/eprocure/app>.
2. The complete bidding process is online. Bidders should be in possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
3. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
 - a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - b) The Tenders without Earnest Money will be summarily rejected.
 - c) The bidders who intend to participate in the tender are exempted from payment of tender fee and EMD as per guidelines issued by the Department of Expenditure, Govt. of India. Further, a bid security declaration should be submitted by all the bidders as per the format given below at Annexure IV.

4 Submission of Tender : The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by E-mail/Speed Post shall not be considered. No correspondence will be entertained in this matter.

5 Technical Bid: All the documents are to be scanned and uploaded by the bidder alongwith Technical Bid as per the tender document

6 Validity : The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder (s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

7. In case the tenderer withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

Special Terms and Conditions

1. All the relevant information may be filled and uploaded as in proforma *ANNEXURE-I to III*.
2. List of 03 Government/Semi Govt./Corporation Departments where advertising work was done during the last three years. Proof to be submitted.
3. The Agency should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India.
4. All the advertisements will be published on DAVP rates. A copy of DAVP prescribed rates and a certificate in this regard may be given in all the bills sent by the agency for payment along with cuttings of newspaper. No advance payment will be made in any case.
5. All the payments will be made after publishing the advertisements in local / national / regional newspapers. All the cuttings of the newspapers will be attached alongwith the bill to enable to make the payment.
6. The bidder should have an annual turnover of 50 lakhs. Income tax returns and Annual Turnover of last three years should be submitted alongwith tender.
7. All the advertisements should be collected after giving estimate on DAVP rates personally for urgent action at your end. After awarding the job, the draft advertisement including layout, alongwith Hindi/regional languages version of short & detailed advertisement may be submitted immediately to NIEPID, Secunderabad.
8. All the advertisements sent to you in local/national/regional newspapers (If necessary) should be published immediately as per the date decided by the Institute after receiving the approval otherwise the contract will be cancelled without giving any reason in this regard.
9. The agency should have an impressive background in the advertising market with exposure of working with Central/State Govt. Departments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations copies of the same should be furnished.
10. The contract will be signed initially for a period of one year, extendable for a further period on mutual agreement between NIEPID, Secunderabad and the agency under the same terms and conditions and rates,

11. Invitation to Tender

A media list comprising the suitable newspapers will be prepared keeping in view the need and relevance of advertisement message and the target readers and the advertisements will be released accordingly.

- i. The advertisements will be released through the empanelled advertising agencies on DAVP rates.
- ii. The advertisements on All India basis will be considered and released as per the requirement of the advertisement only on the recommendation of NIEPID Secunderabad.

12. Process for Release of Advertisement

- i. The agency will depute a qualified representative for collecting the matter for advertisement from NIEPID Secunderabad.
- ii. The agency will arrange to get the advertisement published in the desired newspapers and on desired dates, at DAVP rates.
- iii. The agency will release all the advertisements in the minimum possible space as per the set standards/specifications, in the newspapers.
- iv. If the advertisement is misprinted and published wrongly, the concerned agency will arrange to publish corrigendum at its own cost at the earliest. In case the agency fails to get the corrigendum published within the time limit the decision of the NIEPID Secunderabad authorities will be final with regard to payment of bill.
- v. The empanelled agency shall arrange for publicity of Institute activities in the press and electronic media, at no extra cost, if required.
- vi. The Institute reserves the right to release any advertisement directly to the newspaper(s) or through any other advertising agency, which may not be on the Institute's panel.

13. Payment

- i. Payment to the agency will be made after the submission of pre-receipted bills in triplicate, accompanied copies of the published advertisements in the respective newspapers.
- ii. The payment will be made strictly as per the DAVP rates, which are applicable to NIEPID Secunderabad.
- iii. The GST/service tax will be paid extra at the rate determined by Government of India from time to time. The agency will have to deposit the GST/service tax to the concerned Deptt. and submit documentary evidence of such deposit to NIEPID SECUNDERABAD as and when required/demand.
- iv. IT/GST TDS will be deducted as per rules.

14. Penalty

NIEPID Secunderabad will have the sole right to impose penalty for deficiency in services on the following grounds:

- i. If the agency fails to complete the work in the scheduled time-frame, NIEPID Secunderabad will be at liberty to get the work done from other advertising agencies at the risk and cost of the defaulting agency and may also impose penalty on it.

- ii. NIEPID Secunderabad reserves its right to deduct appropriate amount from the bill in case the work undertaken by the agency on behalf of NIEPID Secunderabad is found substandard or unsatisfactory or not as per the specifications given by NIEPID Secunderabad.
- iii. In case of default on the part of advertising agency NIEPID Secunderabad shall reserve the right to forfeit the security deposit either in part or full, besides any other action(s) as deemed fit.
- iv. If the Service provided by the Agency is found to be unsatisfactory or if at any time it is found that the information provided for empanelment is false, the NIEPID Secunderabad reserves the right to remove such agency from the empanelled list along with forfeiture of Security Deposit.
- v. If the service of the advertising agency is not found satisfactory, the office has the right to cancel the contract at any time without giving any reasons.

15. Jurisdiction

All questions / disputes or differences that arise, out of or in connection with the contract if concluded shall be subject to the exclusive jurisdiction of the Court within the local limits of whose jurisdiction the place which the Acceptance of Tender is issued, is situated i.e. Hyderabad.

Only online bid will be accepted on CPP portal www.eprocure.gov.in

The Director, NIEPID, Secunderabad reserves the right to accept or reject any or all tenders without assigning any reason(s) thereof.

16. Financial Bid.

The Bidder is required to quote the percentage of discount offered over and above the DAVP rate in the PDF format as per the format attached.

The L1 will be selected based on the highest discount submitted over and above the DAVP rates

CHECK LIST TO BE UPLOADED WITH TENDER DOCUMENT

Sl No	Specification	To be Marked Yes or No
1	PAN number of the firm (Copy to be attached)	Yes/ No
2	Service Tax Registration/GST/TIN/Sales Tax Certificate (Copy to be attached)	Yes/ No
3	Annual turnover of 50 lakhs in last three years (Attach proof)	Yes/ No
4	List of Government/Semi Govt./corporation Departments where advertising work was done during the last three years	Yes/ No
5	Income Tax Return for last three years 2017-18, 2018-19, 2019-20	Yes/ No
6	The agency should have INS accreditation continuously for 5 years. Documentary evidence should be submitted	Yes/ No
7	Submitted valid DAVP Empanelled Certificate	Yes/ No
8	Annexure-I	Yes/ No
9	Annexure – II	Yes/ No
10	Annexure-III	Yes/ No
11	Annexure-IV	Yes/ No
12	Any Other information if any	Yes/ No

SIGNATURE AND SEAL OF BIDDER

Annexure-I

TENDERER TO FILL UP THIS PAGE
(On the Firm's Letterhead)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/Partner:

(c) Year of Establishment :

2. Office Address of the Firm:
in Secunderabad

3. Telephone/ Mobile No.:

4. Fax No.:

5. E-mail Address:

6. Website address if any:

7. i) GST/VAT Registration No:

i) Service TaxNo:

ii) PAN No:

8. i) Firm's Bank Account No:

ii) Name of Bank &Branch:

iii) IFSC Code No:

9. Name of authorized representative(s):

10. Whether proprietary or partnership Firm or Company:

11. Name and contact details of person for tender :
and work order related information:

12. Number of years of experience (proof to be attached) :

13. Valid DAVP empanelled certificate :

14. Whether DAVP rates are acceptable to :
the company

15. Annual Turnover of 50 Lakhs in last 3 years
(Proof to be submitted)

16. INS Accreditation continuously for 5 years

17. Maximum time to publish the advertisements:
in Local / National / Regional News papers

**Signature of Authorized person of the
Firm/Agency with Seal**

Annexure II

Undertaking by the Firm for Information Furnished in

(On the Firm's Letterhead)

Dated:

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. We understand that in case found any deviation in the above statement at any stage, the company will be black-listed and will not have any deal with the NIEPID Secunderabad in future. I also agree to forfeit my earnest money if I fail to comply with any of the terms and conditions in whole or in part laid down in the tender form.

Stamp & Signature of the Bidder

TENDER ACCEPTANCE LETTER
(To be given on Company Letter head)

Dated:

To

The Director
NIEPID,
Seunderabad

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: _____

Name of Tender /Work: _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned „Tender / Work“ from the web site(s)namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality /entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

BID SECURITY DECLARATION

I Name of the Owner _____, Company/Agency Name _____ are submitting the bids for tender for _____
_____ having tender ID _____ at NIEPID HQ, Secunderabad through e-procurement.

I Name of the Owner _____, Company/Agency Name _____ hereby declare that if I/we withdraw or modify the Bids during the period of validity, or if I/we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids/ request for proposals document, I/we may be suspended for a period of 03 years from being eligible to submit Bids/ Proposals for tenders with NIEPID.

Date :

Signature :

Name :

Place :

Seal & Stamp:

Tender Inviting Authority: Director, NIEPID, Secunderabad

**Name of Work: Publication of advertisement in all leading
Local/National/Regional News papers**

FINANCIAL BID DISCOUNT SHEET

Discount sheet is to be separately attached in PDF format in financial bid

To
The Director,
NIEPID Secunderabad

Dated:

Sir,

I/We wish to submit our Tenders annual rate contract of DAVP empanelled agencies who can provide professional service for publication of advertisement in all leading Local/National/Regional Newspapers at NIEPID Secunderabad on the following rates: -

Ser No	Particulars	Discount Rate (in percentage Only)
01	DAVP Rates for publication of advertisement in local/national/regional News paper	

- No other charges will be made in any case excluding GST/ServiceTax.

Signature and Seal of the Bidder

Name & Address of the Firm _____

Telephone No. _____

Mobile No. _____

Email : _____

Note: Price is not to be quoted here and the price is required to be quoted in financial bid in PDF format only

