



**TENDER FOR CONTRACT FOR EMPANELMENT OF ADVERTISING AGENCY
FOR NEWS PAPER ADVERTISEMENTS**

This tender document contains pages Total 7 pgs.

Tender Fee: Rs.300/-, EMD Amount : Rs.50,000.00

Last date for Sale of Documents: 27/06/2019 till 16.00hrs

Last date for submission: 28/06/2019 till 14.00hrs

Tender opening date & time: on 28/06/2019 till 14.30hrs

Ref: NCB/W-190396/2019-2020 (N)

Tender Notice No.004/2019-2020

Important Instruction: The bids shall be enclosed in an envelope and sealed duly marked "Tender for Contract for Empanelment of Advertising Agency for News Paper Advertisements, Ref. No. NCB/W-190396/2019-2020 (N)"; and addressed and to be mailed to "The Head-Purchase". The bids are liable to be rejected if the sealed envelope is not addressed to "The Head-Purchase" with Tender Ref. No. and Item Description. Offers delivered in person shall be deposited in the Tender Box Labelled as "TENDER BOX FOR PURCHASE TENDER" kept in the Ground Floor, Reception at Administration Building. If the bids are sent through courier or mail, it should reach us by submission Date and Time and NCBS will not be responsible for the delay.

GENERAL TERMS AND CONDITIONS:

1. **Quotation must be submitted giving complete details using enclosed Tender papers.**
2. Each page of the offer should bear the signature, date, name and title of the person signing the offer and a rubber stamp indicating the full name, address, Phone No., Fax No. of the Firms.
3. Bids in sealed envelopes duly superscribed with the Tender Tile No. and due date, shall be addressed to the Head-Purchase, National Centre for Biological Sciences, GKVK, Bellary Road, Bangalore - 65 shall be sent by Post / Courier so as to reach before the prescribed time. The bids shall be dropped in the Tender box kept with NCBS security at the entrance.
4. This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote.
5. Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
6. The total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
7. Bids which do not comply with the above conditions are liable to be rejected.
8. NCBS shall be under no obligation to accept the lowest or any tender received in response to this Tender Notice and shall be entitled to reject **any or** all tenders without assigning any reason whatsoever.
9. The Centre reserves the right to split the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.
10. No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'NIL' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
11. The Tender form should be filled and sealed and to reach NCBS latest by **14.00hrs on 28/06/2019**. The Agency chosen will have to undertake the work within 10 days from the receipt of the Work Order.





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12. The Agency should have **5 years experience** in providing NewsPaper Advertisements for R & D Institutions / Medium / Large Establishment / Public Sector Undertakings / Government Organisations / IT Companies etc. Details to be furnished. The Agency should have executed **one contract of Rs.20Lakh or more or 2 Contracts of Rs.14Lakh or more during the last two financial years.** **Order Copy should be enclosed.**

Bids shall be accompanied by the following, failing which the offers are liable to be rejected:

- (a) Organization Structure
- (b) List of Orders Executed in the last Two Years.
- (c) Accreditation Certificate from INS.
- (d) Performance Certificate from two existing Customers on or after 01/04/2019.
- (e) Annexures A,B,C duly filled in
- (f) The entire Tender Document duly countersigned (as a token of acceptance of all terms and conditions indicated in the documents)
- (g) Demand Draft / Bank Guarantee in lieu for Earnest Money Deposit.
- (h) Solvency Certificate issued by your Banker.
- (i) Service Tax Registration Certificate.

13. All Annexures, attachments to this enquiry shall be read as part and parcel of this enquiry.

14. Deviation (s) indicated in Annexure – C are not automatically accepted; only if such deviation (s) if any indicated by the tenderer has / have been specifically accepted in the Work Order, such deviation are deemed to have been accepted and become part of the Agreement.

15. All the bids shall be in the prescribed annexure forms and bear the Signature, Date, Name and Designation with Company Seal of the person signing the offer and Name and Address of the Firms. The envelope containing the bids shall be superscribed **“Tender for Contract for Empanelment of Advertising Agency for News Paper Advertisements for BLiSc (NCBS, in Stem and C-CAMP), and Reference No. “NCB/W-190396/2019-2020 (N)”**.

16. Bill has to be submitted along with News Papers in which advt. has been published after the release of every advertisement and payment will be released within 15 days from the date of submission of bill. The amount will become payable on submission of your claim and due certification by the Officer-in-Charge of satisfactory services against the claim. The Officer-in-Charge / Accounts Officer is authorised to deduct any amount/s from your claim/security deposit for deficiency in service. All payments will be made after deduction of tax and duty at source as applicable from time to time. The Centre has full right to recover any amount from your bill/claim.

17. Any dispute arising out of the Contract shall be resolved by mutual discussions. The decision of the Director of NCBS shall be final and binding on both the parties.

18. The liquidated damages clause will be applicable at the rate of 1% or actual loss incurred to NCBS, on the bill value in the event of non-fulfillment of contractual obligation or any other reason which are detrimental in the interest and opinion of NCBS.

19. The imposing of liquidated damages or termination of the Contract will be absolutely at the discretion of the Centre Director, NCBS.

20. The rates agreed upon shall remain unchanged until the expiry of the Contract Period or till they are amended by the Centre. The per Sq. Centimeter charges of the publisher shall be as per the Publisher's tariff approved by DAVP.

21. No charges other than what is expressly stated in the Contract will be paid to the Agency or statutory Authority by the Centre on whatsoever account.

22. The current Tender is invited by NCBS. NCBS, inStem and C-CAMP form Bangalore Bioscience Cluster (BLiSc) and situated in NCBS Campus. InStem and C-CAMP may also avail the services from the successful service provider for which separate Work Order / Purchase Order will be issued by the respective Institutes. The successful service provider should honour the rates quoted to NCBS for inStem and C-CAMP Work Order / Purchase Order.





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23. The Agency shall indemnify the Centre against any claim by any authority. In the event the Centre has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this Contract, the Agency only shall pay such claim/damages and even if the Centre is called upon to pay, such damages/penalties shall be recovered from your dues/amount payable.

TENDERS RECEIVED LATE OR AFTER THE DUE DATE WILL NOT BE CONSIDERED. NCBS RESERVES THE RIGHT TO ACCEPT, REJECT ANY OR ALL TENDERS WITHOUT ASSIGNING ANY REASONS THEREOF.

EARNEST MONEY DEPOSIT: Rs.50,000/-. EMD shall be paid in the form of Demand Draft from any Nationalized Bank, drawn in favour of "National Centre for Biological Sciences, Bangalore". If the successful Agency fails to enter into a Contract, the EMD Amount of the successful bidder is liable to be forfeited. The offers are liable to be rejected, if they are not accompanied with EMD in the form specified above. Tenders shall be opened on **28/06/2019 @ 14.30hrs** at NCBS, GKVK, Bellary Road, Bangalore - 65.

DEFINITION OF TERMS:

1. Centre or NCBS means National Centre for Biological Sciences, Tata Institute of Fundamental Research, GKVK, Bellary Road, Bangalore – 560 065.
2. Contractor, Agency, Bidder, Firm means the person to whom the work may be awarded.
3. Work Order, Purchase Order or Order shall mean the Work Order / Contract with associated specifications, Tender Documents, etc. executed between the Centre and the successful Contractor (s) including any other documents agreed between the parties or implied to form part of the Contract.

PERIOD OF CONTRACT:

The Contract with the Centre will be for a period of **2 Years** from the date of issue of Work Order. However, the initial Order will be for 3 months which will be renewed further, if the performance of the Agency is found satisfactory.

For and on behalf of
National Centre for Biological Sciences

Head-Purchase



GKVK, Bellary Road, Bangalore 560 065, India
Phone +91-80-236666342/343/344/345346 . Telefax +91-80-23636662
purchase@ncbs.res.in . www.ncbs.res.in



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ANNEXURE – A
RATE CHART

NCBS/TIFR is a Public funded Research Institute under the Administrative Control of Department of Atomic Energy (DAE), Government of India. Hence the DAVP rates are applicable for NCBS/TIFR.

Sl.No.	Name of the Publication	Zone	Print circulation per day	DAVP rates per Sq. centimeter (Rs.)	No. of days required to publish
1.	Deccan Herald	Karnataka			
2.	The Times of India	Karnataka & All India			
3.	Indian Express	Karnataka & All India			
4.	The Hindu	Karnataka & All India			
5.	Economic Times	All India			
6.	Employment News	All India			
7.	Prajavani	Karnataka			
8.	Kannada Prabha	Karnataka			
9.	Vijaya Karnataka	Karnataka			
10.	Dainik Jagran	All India			
11.	Rajasthan Patrika	All India			

NOTE:

1. For each publication of each zone, please specify the editions covered.
2. We will not pay any charges for preparation of art work, bromide, negatives etc., or any other charges direct or incidental other than the DAVP rates as offered and agreed.
3. Your bill in triplicate along with a copy of the advertisement (3 copies) should be submitted to release the payment.
4. Please specify existing applicable taxes, duties and statutory levies separately, if any. If there is an increase in the statutory levies/duties/taxes, the same will be borne by NCBS. Similarly, if the taxes/duties/levies are reduced, the benefit should be passed on to NCBS.
5. Please submit a copy of latest Rate Chart issued by DAVP for publications for Sl.No.1 to 11 above.
6. Since NCBS is a Public Funded Research Institution, Pl. indicate additional benefits, if any.
7. **IMPORTANT: The Successful Service Provider should have Branch at Bangalore.**





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ANNEXURE - B
SCHEDULE OF EXPERIENCE

Please furnish list of reputed Firms / Offices to whom you have undertaken similar jobs:

Sl. No.	Name of the firm with full address	Period		Contact Person & Phone No.
		From	To	
PLEASE ATTACH XEROX COPIES OF WORK ORDERS / CONTRACTS (State 'NIL' wherever applicable)				
Signature :				
Address:				
Telephone Nos: Office Residence Mobile Nos.				
E-mail ID:				
Seal of the Company:				





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ANNEXURE – C

SCHEDULE OF DEVIATION FROM SPECIFICATIONS/CONDITIONS

All deviations from the specifications/conditions shall be filled in by the bidder in this schedule.

The bidder hereby certifies that the above mentioned are the only deviations from technical specification of this tender. [State NIL if no deviation is envisaged].

Signature of the bidder:	
Name	
Designation	
Name of the Firm:	
Date	
Address & Seal of the company	





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Annexure

Quotation for releasing Advertisement in dailies

Name of the Firm :

NIT No. Gen/02 Dated :

I / We offer a discount of% on DAVP rates.
I We agree to abide by the terms and conditions in the tender.

Signature of the Agency with seal
Address and Tel . No.

Dated:

