



भारत
ICAR

ICAR - CENTRAL INLAND FISHERIES RESEARCH INSTITUTE

Barrackpore, Kolkata-700 120, West Bengal

☎ 2592-1190/1191 Fax: 033-2592-0388, E-mail: director.cifri@icar.gov.in



F.No. SP(Advt.)-79(1)/2019-Adm.II

2nd March, 2022

NOTICE FOR INVITING E-TENDER

The Director, ICAR-CIFRI invites online quotation through e-procurement portal (www.eprocure.gov.in) in 2 (two) Bid system from the registered, eligible and qualified bidders for Rate Contract of Advertising Agency at ICAR-CIFRI, Barrackpore – 700 120 on contract basis. Initially the terms of the contract will be for 1 (one) year.

No bid other than online quotation shall be entertained.

The Schedule of processing of quotation is as follows:

1	Date and Time for issue/publishing	02.03.2022 : 6:45 P.M
2	Document Download start date and time	02.03.2022 : 6:45 P.M
3	Bid submission start date and time	02.03.2022 : 6:45 P.M
4	Bid submission end date and time	15.03.2022 : 3:00 P.M
5	Date and time for opening of Technical Bids	16.03.2022 : 4:00 P.M
6	Address for communication	Joint Director (Admn.)-cum- Registrar, Barrackpore, Kolkata - 700120

JOINT DIRECTOR (ADMN.)-CUM- REGISTRAR

General Terms & Conditions :

1. **TENURE OF CONTRACT** – Initially the tenure of the contract will be for 1(one) year. On the expiry of the contract, the Institute reserves the right to renew the contract on monthly/quarterly/half-yearly basis or for another year subject to satisfactory performance and on the existing terms and conditions and rate if mutually agreed upon.
2. **Technical Bid** – Should contain PDF copies of documents mentioned in **Annexure-I Para 6 No.a to f**. Each page of uploaded documents should be authenticated by the authorized person of the firm along with seal.
4. **Financial Bid : The quotation/Financial Bid must be contained in BoQ.**
5. **Security Deposit : An amount of Rs.20,000.00 (Rupees twenty thousand only)** for the contract is to be deposited by the Selected Agency/Successful Bidder only after receiving a communication from the Institute as a security deposit.
6. **The Firms are required to upload the following documents for qualifying in Technical Bid :**
 - a. **PDF copy of Firm's Name with full address of authorized Office.**
 - b. **PDF copy of registration certificate of the firm.**
 - c. **PDF copy of Indian Newspaper Society (INS) accreditation.**
 - d. **PDF copy of GST Registration.**
 - e. **PDF copies of Rate contract providing such services in Govt. of India/State Govt./ICAR/Other Govt. Organisations and Private Sector Organisations for minimum last three years.**
 - f. **PDF copy of undertaking on the letter head of the firm as per Annexure-II of the Bid Documents.**
7. If any document mentioned above is not uploaded by the Agency, the bid will be rejected.
8. In case of tie, contract will be awarded to the bidder scoring maximum points in technical evaluation.
9. The Advertisement agency should be accredited to Indian Newspaper Society (INS).
10. The tender offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offer.
11. All the advertisement will be published on DAVP rates providing the discount as quoted by the Agency. A certificate in this regard may be given in all the bills sent by the agency for payment alongwith cutting of newspaper. No Advance payment will be made in any case. Bill should be submitted in triplicate along with bank details duly certified by the concerned branch of bank.
12. The Selected Advertising Agency must ensure publicity of various activities/program of this Institute in different Print and Electronic media without any extra cost in form of news etc for it. Otherwise agreement may be cancelled.
13. The rates and prices quoted by the supplier shall remain fixed during the currency of the contract and shall not be changed on any account.

14. All the payment will be made after publishing the advertisement in national/local dailies.
15. No other charges will be made in any case excluding GST.
16. The firm shall arrange translation of each advertisement text from English to "*Raj Bhasha*" and all other regional languages in which the advertisement would be published. No extra charges will be paid for the said work.
17. ICAR-CIFRI will not be responsible for nay dispute with newspaper Agencies.

JOINT DIRECTOR (ADMN.)-CUM-REGISTRAR

TECHNICAL BIDS

Sl.No.	CRITERIA OF EVALUATION	POINTS NEEDED TO QUALIFY
1	PDF copy of Firm's Name with full address of authorized Office	1 point static
2	PDF copy of registration certificate of the firm	1 point static
3	PDF copy of Indian Newspaper Society (INS) accreditation	1 point static
4	PDF copy of valid GST	1 point static
5	PDF copy of rate contract providing such service in Govt. of India/State Govt./ICAR/Other Govt. Organisations and Private Sector Organisations for minimum last three years.	2 points per Govt. Department per year (variable and 1 point for reputed Private Organisation
6	PDF copy of undertaking on the letter head of the firm as per Annexure – II.	1 point static

Annexure-II

(Essential certificate given by the bidder as part of Technical Bid on the letter head of the firm)

**To
The Director,
ICAR-CIFRI, Barrackpore,
Kolkata – 700 120**

Sir,

I/We have read all the particulars regarding the general information and other terms/conditions of the Rate Contract for providing advertising services regarding publishing of advertisement and agree to provide the services as detailed in the Annexure – I.

I/we hereby agree to the Terms and conditions of the Contract as detailed in the tender document.

1. We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
2. We are not blacklisted by any Government Organisation in the field providing such services.
3. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts.
4. We also undertake to publish the programmes/events/occasion organized by ICAR-CIFRI in various print and electronic media.

The offer is made to be valid for acceptance by ICAR within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm)

Stamp/Seal of the firm