

CSIR- CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE

GIJUBHAI BADHEKA MARG, BHAVNAGAR-364002

(website: www.csmcri.res.in)

TENDER NOTICE NO. 1/2024-25/Adm. Dated 31-05-2024

The Director, CSIR-CSMCRI, Bhavnagar invites online bids from registered advertising agencies willing to undertake advertising work of CSIR-CSMCRI, Bhavnagar and its field MARS, Mandapam, Tamil Nadu, on DAVP rates.

CSIR-CSMCRI, Bhavnagar is a constituent unit of Council of Scientific & Industrial Research, which is an Autonomous Body under Ministry of Science & Technology, Government of India. It is a premier R&D Laboratory of international repute in the area of Salt and Marine Chemicals. It invites online bids in two bid format from renowned, experienced, well established and reputed advertising agencies who are either Class 1 or Class 2 supplier as per the Order No. P45021/2/2017-PP BE-II (dated 16th September 2020 issued by DIPP, Ministry of Commerce and Industries, Govt. of India), having three years of experience, for technical and financial bids simultaneously. For application form and other details, kindly visit our website www.csmcri.res.in

The Director, CSIR-CSMCRI reserves the right to accept or reject any or all the prospective tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final and binding.

Note:

1. Tender form, bid documents may be downloaded from the website: <https://etenders.gov.in>
2. Bids must mandatorily be submitted online through Central Public Procurement Portal: <https://etenders.gov.in>
3. Tender ID

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TENDER NOTICE NO. 1/2024-25/Adm. Dated 31/05/2024

The Director, CSIR-CSMCRI, Bhavnagar invites online bids from registered advertising agencies for providing advertising services to CSIR-CSMCRI, Bhavnagar and its field station MARS, Mandapam, Tamil Nadu, on DAVP rates.

CRITICAL DATE SHEET

Tender No.	1/2024-25/Adm.
Publishing Date & Time	31.05.2024 at 06:00 PM
Document Download/Sale Start Date & Time	31.05.2024 at 06:00 PM
Seek Clarification	01.06.2024 (during office hours from 11 AM to 5 PM on working days)
Bid submission Start Date & Time	02.06.2024 at 9 AM
Bid submission End Date & Time	20.06.2024 at 3 PM
Date and Time for Opening of Technical Bids	21.06.2024 at 3 PM
Address for Communication	The Director, CSIR-Central Salt & Marine Chemicals Research Institute, Gijubhai Badheka Marg, Bhavnagar -364002 (Gujarat) Kind Attention: Controller of Administration, CSIR-CSMCRI Email: coa@csmcri.res.in ao@csmcri.res.in Section Officer: sdchauhan@csmcri.res.in

CSIR- CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE

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Online bids in two bid format are invited on behalf of the Director, CSIR-CSMCRI, Bhavnagar from registered advertising agencies for providing advertising services to CSIR-CSMCRI, Bhavnagar and its field station MARS, Mandapam, Tamil Nadu, on DAVP rates.

MANDATORY REQUIREMENTS:

The firms are required to upload the copies of the following documents:

1. The agency should have experience of handling providing advertising services in Central/State/PSU/Autonomous for three years or more as on date of publication of tender. Certificates etc. in this regard may be uploaded. There will be **no experience clause for MSMEs and Start-ups** doing advertising business subject to submission of relevant documents.
2. Minimum Annual turnover of Rs.5.00 lakh each year during last three years i.e. 2021-22, 2022-23 & 2023-24. A Certificate from the Chartered Accountant to be uploaded. There will be **no annual turnover clause for MSMEs and Start-ups** doing advertising business subject to submission of relevant documents.
3. The agency should have Office set-up in Gujarat and an office in Bhavnagar. Registration Certificate for Shops & Establishment from the Prescribed Authority to be uploaded.
4. Award letters of at least three contract jobs each and satisfactory completion certificate of three jobs of the big reputed concerns/ Govt./Autonomous Bodies may be uploaded. (**Not applicable to MSMEs and Start-ups**).
5. Registration with Goods and Service Tax (GST) authority and Registration Certificate of the same to be uploaded.
6. ITR for FY 2023-24 and copy of PAN Card.
7. Declaration of class of supplier as per Order No. P45021/2/2017-PP BE-II (dated 16th September 2020 issued by DIPP, Ministry of Commerce and Industries, Govt. of India as per Annexure IV
8. Land Border Sharing Certificate as per Annexure- V

Documentary evidence of all above criteria need to be uploaded.

How to Apply:

Advertising agencies fulfilling the above conditions may apply as mentioned below:

1. The tender form/bidder documents may be downloaded from the website: <https://etenders.gov.in/eprocure/app>
2. Bids must be mandatorily submitted online through Central Public Procurement Portal: <https://etenders.gov.in/eprocure/app>
3. Tenderers/bidders are requested to regularly visit the website: <https://etenders.gov.in/eprocure/app>. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. Bids without rate in BOQ will be summarily rejected.
5. Manual/Offline bids shall not be accepted under any circumstances.
6. Technical and Financial Bid should be submitted as per format in Annexure I and Annexure VI respectively.
7. The financial bids of only those agencies who pre-qualify in the technical bid will be opened on stipulated date and time to be communicated later.
8. The last date and time of receipt of online tenders is **06.06.2024 at 3 PM**. Tenders received after the due date and time shall not be considered. The bidder will be responsible for timely submission of the tender documents, complete in all respects.
9. The technical bids shall be opened on **07.06.2024 at 4 PM**

INSTRUCTIONS/GUIDELINES FOR BIDDERS

1. Conditional/telegraphic/fax/offline tenders shall not be entertained
2. There will be no clause of experience and turnover for MSE and Start-ups subject to the submission of the relevant documents. Suitable preference shall be given to MSE in terms of Govt. of India's provisions.
3. The Eligibility, Purchase Preference and other conditions as detailed in Public Procurement Policy for Micro and Small and Medium Enterprises, (MSEs) Order, 2012, issued by Ministry of Micro, Small and Medium Enterprises, Office of the Development Commissioner (MSME) dated 23rd March 2012 amended from time to time and Order No. Order No. P45021/2/2017-PP BE-II dated 16th September 2020 issued by DIPP, Ministry of Commerce and Industries, Govt. of India will also be applicable in addition to other conditions mentioned in this tender document. Bidders are required to indicate mandatorily as to whether they are MSEs/Start-up along with their class based on Local Value Addition i.e Class I or Class II bidders.
4. Rates should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten. In case of confusion in the figures and words of the quoted prices, the amount in words shall be treated final.
5. In case the date of receipt or opening of tenders is declared a Govt. holiday then the date of receipt/ opening of the tender will be the next working day at the same time. No separate intimation shall be sent to the bidders in this regard.
6. If any information furnished by the agency is found to be incorrect at a later stage, it will be liable to be debarred from tendering.
7. The bidder has to quote the discount in BOQ in percentages only.
8. While filing the discount rate in the BOQ the bidder should not alter the other columns.
9. **The tenderer offering the highest discount on DAVP rates shall be awarded the contract. In case of similar quotes by the parties, such parties shall be asked to submit revised offer and highest discount offered by the party in its revised offer shall be awarded the contract.**

10. The Director, CSIR- CSMCRI, Bhavnagar 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.

CONTROLLER OF ADMINISTRATION

1. SCOPE OF THE WORK

- a. To publish advertisement / Tender Notice etc. in English/Hindi/regional languages in the local newspapers and national newspapers as per specifications provided by the buyer during selection of filters. DAVP rates can be selected if department/Organization is eligible for the same. The firm shall be required to provide the advertisement services to CSIR-CSMCRI Headquarters as well as Field Station i.e in Bhavnagar as well as in Mandapam, Tamil Nadu
- b. To follow instructions of the Institute for choosing the newspapers for publishing advertisements.
- c. Service provider will be responsible for related work such as spelling correction, grammar checking, composing economically, flawless layout, artwork etc. for the advertisement release and to adhere to the timeline of release.
- d. Service provider shall not divulge any information to third parties regarding content of the advertisement provided by the Institute prior to date of release of advertisement.

2. Services

- a. The agency shall be required to provide excellent & quick services for advertisement release.
- b. Timely release of advertisement of all nature in the local newspapers, national newspapers at DAVP rates.
- c. The Institute may indicate preferred dates for release of advertisements or specific days and the firms shall be required to publish accordingly.
- d. The firm shall arrange to send the draft advertisement along with estimate for the approval of the Institute.
- e. The firm must ensure that the matter of advertisement, as approved, is exactly reproduced in the advertisement appearing in the newspaper(s).
- f. To ensure preparation of economical flawless layout. Approved text/artwork of the advertisement is to be released in minimum space.
- g. To publish advertisement in the local and national newspapers or as directed by the Institute within stipulated time and clipping should be sent to the Institute us immediately.
- h. The firm must ensure that the translation is appropriate and not in any way deviating from the main content on the basis of which translation is rendered.
- i. To collect advertisement matter from the Institute.
- j. To get the layout and proof approved from the Institute.
- k. Any other job related to advertising agency.
- l. The agency will be required to make an economical layout of the matter and get it approved from the Institute before the same is released.

3. Stipulated time

- a. Stipulated time for release of advertisement in local newspapers: **1 day**
- b. Stipulated time for release of advertisement in national newspapers: **2 days**

- c. If the advertisement is not published as per the instruction, or the as per the matter given or the instruction as regards to the newspaper, or any such other lapse, the firm will be required to issue as corrigendum/re-advertise, at its own cost and the Institute may also impose a penalty for the lapses in service.

4. Charge

- a. Charges for publication of advertisement in the national/local newspapers shall be on rates approved by the Directorate of Audio-Visual publication (hereinafter call "DAVP").
- b. The agency may offer special discount on DAVP rates. They may submit their offer along with their tender.
- c. In case of DAVP rates, copies of DAVP rates applicable need to be submitted along with the Invoice.
- d. Goods and Service Tax (GST) applicable from time to time may be charged as per Govt. of India rules.
- e. No production cost, collection & delivery charges, service charges and courier shall be levied by the firm.
- f. In case of size variations in specifications, payment will made on pro-rata basis.
- g. No additional payments will be made for creative designing, adaption, proof-reading and translation related work.
- h. The agency will not be entitled for any charge other than specified herein above.
- i. The successful agency/s has to submit a bills within fifteen day from the date of publication of advertisement. The payment will be released within 30 days of receipt of the bill if the bill is complete in all respect.
- j. Calculation of the charge shall be as follows:

Charges = Size of the advertisement * rate per sq cm (as applicable after considering the discount offered by the firm on DAVP rates) * number of days of the advertisement.

5. Arbitration

- a. In the event of any question/dispute/difference arising under the agreement or in connection with (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.
- b. The award of the arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.
- c. Subject to the aforesaid provisions, the Arbitration & Conciliation Act. 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

6. Terms & Conditions

- a. The contract will be awarded initially for a period of two years which may be extended further period of one year with mutual consent.
- b. The Director, CSIR-CSMCRI reserves the right to terminate the contract if the services are not found satisfactory, by giving 30 days' notice and if the Agency wants to terminate the contract they will be required to give three months' notice in writing giving reasons thereof.
- c. All bids shall remain valid for 90 days after the date of bid opening. A bid valid for a shorter period shall be rejected by CSIR-CSMCRI as non-responsive. In exceptional circumstances CSIR-CSMCRI may request the bidder to extend the period of validity.

- d. In case of any dispute on any matter, the decision of the Director, CSIR-CSMCRI will be final and binding.
- e. In case of lack in promptness, efficiency, feedback, wrong release or mistake in the advertisement draft by the agency, non-timely release of advertisement or any such lapse in services creating inconvenience to the Institute, the Institute may impose a penalty ranging from Rs.500/- to Rs. 5000/-. (to be decided by the Competent Authority of CSIR-CSMCRI depending on the gravity of the lapse/s) If needed the same advertisement or corrigendum may be asked again to be released against at the cost of the advertising agency.

Security Deposit: -

The Successful bidder/bidders shall execute an agreement on a non-judicial stamp paper of required value before commencement of contract. The agency shall execute a Performance Bank Guarantee in the form of a Bank Guarantee / Fixed Deposit Receipt of any nationalized / scheduled bank, a sum of Rs. 15000/- in favour of Director, CSIR-CSMCRI, payable at Bhavnagar.

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 expenses.

If the Contractor fails to provide the Security Deposit, within the 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-CSMCRI shall have the right to encash the Security Deposit.

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.

TECHNICAL BID

(to be given on Company Letter Head)

Notice Inviting Tender No. **1/2024-25/Adm. Dated**

Sl. No	Technical Requirement	Corresponding page number(s) of Technical Bid for reference
1	Name of the Firm/ Agency	
2	Correspondence Address with Phone/Fax/Mobile No./Email ID	
3	Correspondence Address and contact details in Bhavnagar	
4	Registration Certificate of the Firm/ Company	
5	Experience of providing advertising services in Central/ State/ PSU/ Autonomous Organization for three years or more (list of clients with copy of Work Order and satisfactory completion certificate attached) (Not applicable to MSEs/Startups)	Experience Number of Years_____
6	Minimum Annual turnover Rs. 5.00 lakh. Last 3 year's turnover per annum for the year 2021-22, 2022-23 & 2023-24 (Certificate from C.A. should be attached) (Not applicable to MSEs/Startups)	
7	GST Registration Certificate	
8	ITR for FY 2023-24	
9	Permanent Account No. PAN (Self certified copy)	
10	List of current reputed clients (Attached separate sheet)	
11	A self-certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organisation and the same is not applicable as on date.	
12	Undertaking for Agencies registered as Micro/Small Enterprise as per Annexure-II	
13	Proforma for Earnest Money Deposit (Bid Security) Declaration as per Annexure -III	
14	Declaration for class of supplier as per the Order No. P45021/2/2017-PP(BE-II) [dated: 16 Sep 2020 issued by DIPP, Ministry of Commerce and Industries, GoI] as per Annexure-IV	
15	Tender Acceptance Letter as per Annexure- IV	
16	Land Border Sharing Declaration as per Annexure-V	
17	Other relevant details	
18	List of Enclosures	

I/We have gone through the tender terms and conditions and they are acceptable to us.

Signature of Authorized Person of Agency/ Company with Office Seal

Date:

Place:

Undertaking for Agencies registered as Micro/Small Enterprise

- A. I/We, confirm that the provisions of Micro and Small Enterprise are applicable to us and our organisation falls under the definition of the following category:
- (i) [] - Micro Enterprises
 - (ii) [] - Small Enterprises

Please tick in the appropriate option box [] and attach relevant documents / certificates, issued by _____ (District Industries

centres or National Small Industries Corporation or any other Body specified by the Ministry of Micro, Small and Medium Enterprises) as evidence of their applicability of Micro and Small Enterprises.

- B. I/We also undertake to inform the change in this status as aforesaid during the currency of the Contract, if any.

Signature of Authorized Person of Agency/ Company
with Office Seal

Date:

Place:

Proforma for Earnest Money Deposit (Bid Security) Declaration

Whereas, I/we _____(name of agency)
have submitted bids for _____(name of
work)

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- 1) If, after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

or

- 2) If, after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/we shall be suspended for one year and shall not be eligible to bid for tenders from date of issue of suspension order.

Signature of Authorized Person of Agency/Company

with Office Seal

Date:

Place:

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

Date:

To,

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/ organization too has 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/banned/suspended by any CSIR Labs or its constituent units/Govt. Department/Public sector undertaking.
6. I / We do hereby declare that our Firm has is not a consortium.
7. I / We do hereby declare that the quoted prices are the minimum and we have not quoted the same item on lesser rates than those being offered to CSIR-CSMCRI to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later.
8. I / We do hereby declare that as per the Order No. P45021/2/2017-PP(BE-II) dated: 16 Sep 2020 issued by DIPP, Ministry of Commerce and Industries, GoI. We are _____ (Class – I or Class – II)
9. Goods and/or Services quoted by us are Manufactured within India or We fulfill the Conditions for eligibility criteria as Applicable for Land Border Share and has provided Certificate as per appropriate Annexure [Strike out which is not applicable]
10. I / We certify that all information furnished by 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)

Land Border Sharing Declaration

(To be submitted in the bidder's letter head)

In-line with Department of Expenditure's (DoE) Public Procurement Division Order vide
ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020

Tender no

Job:

“I/ we have read the clauses pertaining to Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1, 2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country which shares a land border with India. I/We hereby certify that I/ we the bidder_____is / are

a) Not from such a country and eligible to be considered for this tender.

OR

b) From such country, has been registered with the competent authority and eligible to be considered for this tender. (Evidence of valid registration by the competent authority shall be attached)

For and behalf of _____ (Name of the bidder)

(Signature, date & seal of authorized representative of the bidder)”

FINANCIAL BID

(to be given on Company Letter Head)

Notice Inviting Tender No. **1/2024-25/Adm. Dated 31-05-2024**

1. Bidder is requested to quote the discount on DAVP rates for publication of advertisements in Local and National Newspapers
2. Discount should be mentioned both in figures as well as in words.
3. The bidder has to quote the discount in BOQ in percentages only.
4. While filing the discount rate in the BOQ the bidder should not alter the other columns.
5. **The bidder offering the highest discount on DAVP rates shall be awarded the contract. In case of similar quotes by the parties, such parties shall be asked to submit revised offer and highest discount offered by the party in its revised offer shall be awarded the contract.**

Price Quote: Percentage of Discount offered on DAVP rates: _____