

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
CHHEND, ROURKELA-15

TENDER FOR SELECTION OF ADVERTISING AGENCY

No. BPUT/Estt./VI/304/19/5668

Date: 03.12.2019

Sealed tenders (two bid system) are invited from technically competent and experienced advertising agencies for publication of advertisements of BPUT in various news papers. The details of tender, is available on BPUT website 'www.bput.ac.in'. The University reserves the right to reject any application without assigning any reason. Last Date of submission of bid is **23.12.2019 upto 05.00 PM.** through speed post only.

A. General Information

Name of the work	Estimated Cost	Bid Processing Fee	EMD
Publication of Advertisements of BPUT in various newspapers	Rs.5.00 lakhs	Rs.500/	Rs.10000/-

Last date of submission of bid 23 .12.2019 upto 05.00 PM
Date and time of Opening of Technical Bid 24 .12.2019 at 11.30 AM
Date and time of Opening of Financial Bid 24.12.2019 at 04.30 PM

B. Scope of work

1. The agency shall release the advertisement in print media in English or Odia or both as required by the University
2. The agency will assist University in preparation of advertisement, drawings/ design dealing with newspaper for publication on behalf of University.
3. The agency shall maintain secrecy of information till the same is made public.
4. The agency shall not be paid for generating design, creative option and translation of material from one language to other.
5. The agency shall ensure that the advertisement released in the prescribed news paper with optimum utilization of space or no wastage of space.

C. Important instruction to the bidders

Bidders are advised to go through the tender document carefully before submitting the tender form. It will be presumed that the tenderer/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.

[Handwritten signatures]

The tender should be submitted in the prescribed format only Technical bid and Financial bid

As this is the two bid system, Technical Bid along with requisite documents should be packed in one sealed envelope which will be super scribed as "Technical Bid". The Financial Bid (only the financial bid and no other document) should be in another sealed envelope super scribed as "Financial Bid". These two separate sealed envelopes should be kept in a third single sealed envelope super-scribed as "Tender for Selection of Advertising Agency".

The bidder should take care that no column in the tender should be left blank which would otherwise make the tender liable for rejection. If any column has to be left blank, it should be filled as '**Not Applicable**'. All the pages of the tender document, technical and financial bid are required to be signed by the tenderer or the authorised representative on behalf of the bidder along with seal and date.

The tender should be submitted by speed post only with a forwarding letter addressing to "**The Registrar, Biju Patnaik University of Technology, Odisha, Kalinga Vihar, Chhend, Rourkela-769015**" which should reach BPUT by the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all envelopes in order to facilitate to return of the bids as such wherever necessary.

The tender form is non-transferable.

D. Eligibility Criteria:

1. The applicant should be a legal entity registered in India.
2. The agency should have valid accreditation with the Indian Newspaper Society (INS).
3. The agency should be empanelled with I & PR Department.
4. Minimum three years experience in relevant field out of which at least two contract should be with any Government organization/ PSU / departments/ Government University/ Institution.
5. Minimum average annual turnover of Rs.1crore during last three years with documentary proof for the year 2016-17, 2017-18 and 2018-19 certified by Chartered Accountant.
6. Should have upto date GST Clearance Certificate/ Latest Return file copy of 2018-19.



E. Terms and Conditions:

1. Rates of publication in newspapers and publication will be as per I & PR, rates in force. Selection will be made on the basis of the highest rate of discount on the I & PR Rate.
2. Agency should be able to meet and respond to urgent publication requirements without fail.
3. Agency should not be involved in any litigation that may impact or compromise the delivery of services and in execution of agreement.
4. No advance payment will be made to the advertising agency for any of the work assigned. The payments shall be released by University against the bills received from the agency along with the concerned newspapers or publications copy.
5. The University may empanel more than one Advertising Agency and shall be free to release advertisements through any one or more of them. However, the act of empanelment shall not prohibit University of its right to release advertisement directly without routing them through the empanelled advertising agencies.
6. The EMD of Rs.10000/- of the successful bidders(s) will be converted into security deposit.
7. The EMD of unsuccessful bidders will be returned to them as such after the tender process is over.
8. The University reserves the right to terminate the contract along with forfeiture of EMD/Security, if at any point of time, the services provided by the Agency is found unsatisfactory or if the information provided in the tender, is found be false.
9. University reserves the right to amend, modify, add or delete, accept or reject in part or full, one or all conditions mentioned above without assigning any reason thereof.
10. The University reserves the right to reject any application without assigning any reason.
11. The selected agency will be in contract initially for a period of two year, which may be curtailed/extended by the University basing on performance and requirement of the organization




F. Documents to be submitted for the Tender which form part of the Technical Bid:

1. Forwarding letter from the Agency
2. Tender processing fee of Rs.500/- in shape of DD drawn in the favour of 'Biju Patnaik University of Technology', Payable at Rourkela
3. EMD of Rs 10000/- in shape of DD drawn in the favour of 'Biju Patnaik University of Technology', Payable at Rourkela
4. Duly filled in Technical Bid containing Bidder's Particulars
5. Copy of Company / Firm / Proprietorship Registration Certificate
6. Valid Accreditation certificate of INS
7. I & PR empanelment certificate / letter
8. Copy of PAN card,
9. Copy of GST Registration certificate
10. Audited Balance Sheet for last 3 years (2016-17, 2017-18, 2018-19)
11. Catered Accountant's Certificate showing minimum average annual turnover of Rs.1crore during last three years i.e. 2016-17, 2017-18 and 2018-19.
12. Supporting documents showing minimum three years experience in relevant field out of which at least two contract should be with any Government organization/ PSU / Departments/ Government University or Institution.
13. Copy of the latest return file copy of 2018-19.

A bidder is allowed to submit only one tender. In case of multiple tenders from one bidder, all his tenders shall be rejected. Bids received after the closing date and time mentioned above will not be taken into consideration.

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TECHNICAL BID

Sl	Bidder's Particulars	Detail
1	Name of the Agency	
2	Year of Establishment	
3	Address of Registered Office with email id and telephone number	
4	Address of Office in Odisha (if any) with email id and telephone number	
5	Legal status of Bidder (Company/ Partnership / Proprietorship)	
6	GST Registration Number	
7	Permanent Account Number	
8	Tender Processing fees of Rs.500 (Demand Draft No, Date & Bank Name)	
9	EMD of Rs.10,000, (Demand Draft No, Date & Bank Name)	
10	I & PR Empanelment Certificate / Letter	
11	Accreditation Certificate of INS	
12	Audited Balance Sheet of last 3 years, (2016-17,2017-18 & 2018-19)	
13	Supporting Document, showing last 3 years experience in relevant field	

Signature of authorized person

Full Name & Designation

Seal

1001

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FINANCIAL BID

Name of the Agency: _____

Sl	Name of the news paper	Rate per Column Cm (As per I & PR rate)	Discount offered (in %) (both in figure & word)

- The agency should mention the discount against the news paper in separate row. As many additional rows as required may be drawn below the table given above.
- Taxes/ duties as per Government Rules
- The Financial Bid should be duly signed, sealed and submitted in a separate envelope.
- The rate of discount should be upon I&PR rate and the discount offered should be in percentage.

Signature of authorized person

Full Name & Designation

Seal

  