



Indian Institute of Information Technology Vadodara

Block No. 9, C/o Government Engineering College Campus,
Sector 28, Gandhinagar - 382028, Gujarat.
Contact No.: 079 - 23977 508 | Webpage: www.iiitvadodara.ac.in

No.: IIITV/PUR/EOI/EMPNNL-DAVP/2019-20/04

Date: 12 February 2020

Expression of Interest (EOI) for Empanelment of Media Agencies to publish the Institute's advertisement at DAVP rates.

Dear Bidder,

The Institute intends to empanel media agencies to publish the Institute's advertisement at DAVP rates for a period of one year, which can be extended for one more year on the basis of satisfactory performance at the same terms and conditions.

EOI No.	No. IIITV/PUR/EOI/EMPNNL-DAVP/2019-20/04
Earnest Money Deposit (EMD)	Rs. 25,000.00 (Rupees Twenty Five Thousand Only) in the form of demand draft in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat
Security Deposit	The selected agency has to submit security deposit of Rs. 1,00,000.00 (Rupees One Lakh Only) in the form of demand draft in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat
Pre-Bid Meeting	21 February 2020 at 1500 hrs. at the Institute's Sector 28, Gandhinagar.
Last Date & Time for Seeking Clarification	28 February 2020 up to 1700 hrs. by an email on< registrar@iiitvadodara.ac.in > OR an ink signed copy at the Institute
Closing Date & Time of EOI Submission	06 March 2020 up to 1500 hrs.
Bid Opening Date & Time	06 March 2020 at 1530 hrs.
EOI Validity	120 days from the due date of submission of EOI
Correspondence Address	Office of the Registrar, Indian Institute of Information Technology Vadodara Block No. 09, C/o Government Engineering College Campus, Sector 28, Gandhinagar - 382028, Gujarat

Table 1

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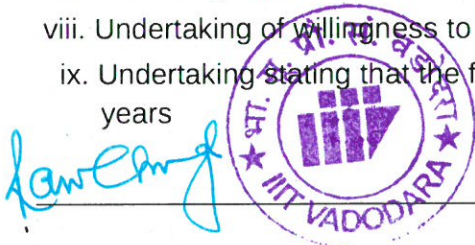


1. Instructions to bidder:-

- (a) The bidder should download the EOI document from the Institute's website at www.iiitvadodara.ac.in and should ensure to submit duly endorsed EOI document. The corrigendum/amendment/correction, if any to this EOI will be published only on the Institute's website.
- (b) The bidder is to submit the technical bid in the prescribed form given at Annexure- I.
- (c) The reputed and experienced bidder who fulfil the eligibility criteria will only be considered for empanelment. The bidder who have vast experience with Govt. Departments / Educational Institutes will be the major criteria for the empanelment.
- (d) The Institute reserves the right to accept or reject any / all EOI without assigning any reason(s) whatsoever.
- (e) Canvassing in any form will be viewed seriously and if any bidder is found to be resorting to such practices, the EOI of such bidder will be rejected.

2. General Terms & Conditions:-

- (a) The agency will be responsible:-
 - i. To ensure complete transparency in the release of advertisement in various newspapers at DAVP rates.
 - ii. The translation work of advertisement in Hindi or regional languages may be carried out by agency through experienced hands only and for that no charge will be paid.
 - iii. The advertisement may be issued on the same day of getting the instruction from the Institute OR is to be released on the stipulated date at a prominent place in the approved newspapers.
 - iv. The agency may submit the bill in duplicate duly pre-receipted along with the valid rate card of DAVP and original paper cutting of newspaper. Only applicable rates will be claimed by the agency.
- (b) The earnest money deposit of Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of demand draft in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat is to be enclosed with the EOI, failing which the EOI will be summarily rejected.
- (c) The earnest money deposit of unsuccessful bidder will be returned without any interest. However the earnest money deposit of successful bidder will be returned upon submission of security deposit.
- (d) Within 10 days of the receipt of the notification of the award of contract from the Institute for empanelment, the successful agency shall furnish security deposit for an amount of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of demand draft in favor of Indian Institute of Information Technology Vadodara payable at Gandhinagar. Failure of which to comply with annulment of the award and forfeiture of the EMD amount.
- (e) The EOI application must be accompanied by the following:-
 - i. Technical bid on the EOI document appearing at Annexure- I duly filled in, signed and stamped
 - ii. A complete list of clients in Govt. / Semi Govt. / Autonomous Bodies / PSUs, Educational and Research Institutions served during last three years with name, address, contact persons, Telephone No. etc.
 - iii. An authority letter in favour of the person signing the tender
 - iv. A list of the regional offices and service centres of the tenderer
 - v. An attested copy of the certificate of registration / incorporation pertaining to the company
 - vi. An attested copy of the INS Accreditation certificate
 - vii. GST Registration Certificate
 - viii. Undertaking of willingness to release advertisement of DAVP rates
 - ix. Undertaking stating that the firm has not been blacklisted by any Govt. / Semi Govt. during last 5 years



(f) The bidder intending to send their offers by post may send the same under registered cover / courier or by hand delivery so as to reach the designated place well before closing time and date. However, the Institute accepts no responsibility for offers received after the due time and date. Also, all envelope should be marked in bold **EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF MEDIA AGENCIES**.

(g) The bid completed in all respect must be dropped in the Office of the Registrar, Indian Institute of Information Technology Vadodara, Block 09, C/o Government Engineering College Campus, Sector 28, Gandhinagar- 382028, Gujarat by due date and time as indicated in Table - 1. The bid received after the scheduled date and time will be rejected. The Institute will not be responsible for any postal delay. **FAX AND EMAIL QUOTATION WILL NOT BE ACCEPTED.**

(h) The EMD of unsuccessful bidder will be returned without any interest within 30 days after awarding the offer.

(i) The EMD of successful bidder will be returned without any interest after submission of security deposit.

(j) The security deposit will be submitted within 15 days from the date of notification of award of contract.

(k) The bidder shall not be permitted to withdraw his offer OR modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after bidding, the aforesaid earnest money deposit amount will be forfeited. **CONDITIONAL TENDER IS LIABLE FOR REJECTION.**

(l) The bidder is at liberty either himself or authorise, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the bidder should bring with him a letter authority from the bidder and proof of identification and will mark his attendance before opening of the tender.

(m) The Institute reserves all rights to reject tender not fulfilling the criterias mentioned in the EOI document, without communicating any reason whatsoever and does not bind itself to accept the specific tender. The decision of the Director of the Institute shall be final and binding.

3. Pre-Qualification Criteria:-

The bidder must fulfil the following criteria:-

(a) The bidder should be fully accredited with INS for the last 02 years.

(b) The average annual turnover should not be less than Rs 1.00 crore for the financial year 2016-17, 2017-18, and 2018-19 OR Rs. 3.00 crore in totality during last 03 financial years.

(c) The agency is required to submit copies of work order along with completion certificate issued by any Ministry, Govt. Departments, Autonomous bodies, PSUs, Govt. Educational and Research Institutes etc during last 3 years. In case agency unable to enclose completion certificate for work orders, can submit an undertaking to this effect besides any certificates / appreciation letters etc. issued by the above Govt. Offices.

(d) During the last 03 years, the agency must have completed atleast two work orders of Rs 1.00 lakh or more issued by any Ministry, Govt. Departments, PSUs, Govt. Educational and Research Institutes etc.

(e) The bidder should have a registered office at any location within the country.

Note: If, the existing empanelled agencies would like to participate in this EOI enquiry, then they have to submit letter of willingness only to continue their empanelment with the Institute. No need to submit EOI document.

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4. Scope & Volume of Work:-

The Institute will issue advertisements for publicity/tender/recruitment issue related jobs at **DAVP rates in leading newspapers** all over India from time to time throughout the year. The advertisement may also be issued in different regional languages. The translation work may also be accomplished by the media agency. The conceptualization, scripting, designing and production of training materials / brochures / annual reports etc.

5. Payment:-

The payment will be made on submission of bill in duplicate and complete in all respects along with proof of advertisement and DAVP rate card through NEFT / RTGS. No advance will be given for executing the work. The counter conditions by the bidder in matters concerning payment of bill shall not be acceptable.

6. Penalty Clause:-

The time schedule and placement in the newspaper for release of advertisement should be strictly adhered by the agency. If advertisement is not made on stipulated dates, penalty will be applied as per the following:

(a) The penalty of Rs. 1000/- per newspaper per day will be charged if the advertisements are delayed beyond stipulated time.

(b) In case of any abnormal irregularity noticed in release of advertisement, size, rates etc., the penalty levied by an independent committee constituted by the Director of the Institute and the decision of the committee will be final and binding.

(c) The security deposit will be liable to be forfeited, if the bidder fails to execute the work allotted to them on time / complete the work satisfactorily.

(d) In case the agency fails to complete the order in part or in whole, as the case may be, the order shall be cancelled and will be given to the next empanelled agency and a penalty as deemed fit by the competent authority shall be imposed on the agency who fails to execute the work order.

7. Arbitration:-

In case of any dispute between the agency and the Institute in relation to the empanelment, the dispute shall be referred to the sole arbitration to be appointed by the Director of the Institute. The award of the said arbitrator shall be binding on both parties.

8. Termination:-

Either party may terminate this agreement by giving a two (02) months' notice in writing to the other party for termination of agreement. However, the Institute without prejudice to any other remedy, reserves the right to terminate the agreement in whole or in part by giving one (01) month notice in writing in case agency fails to discharge its obligation under this agreement without sufficient grounds or found guilty for breach of condition(s) of the agreement, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by the agency.



EOI Form (Technical Bid) for Empanelment of Media Agencies

(To be submitted by the bidder on their letterhead & all columns should be filled).

Year of Incorporation of the agency
(copy to be enclosed) along with the latest registered address of corporate office.

Length of experience in advertising field in years

No. of Regional offices (List to be enclosed)

Registration Number / Accreditation with INS
(Copy to be enclosed)

No. of employees working with the firm

No. of Govt. / Semi Govt. Institutions / PSUs / Autonomous Bodies served during last three years
(Work order along with list with names, designation & telephone numbers of the authority to be enclosed)

Value of advertisement done per year / per Govt. Department may be mentioned for the last three years.

Annual turnover of the agency in crore for the last three years
(Copies of audited balance sheet to be enclosed)
(a) 2016-17
(b) 2017-18
(c) 2017-18

Copies of acknowledgement of ITR filed during last three financial years.

Signature:

Name of the agency:

Address:

Date:

Seal of agency:

Handwritten signature in blue ink



EOI form for empanelment of media agencies
(To be submitted by the bidder on their letterhead)

Letter No.

Dated:

**The Registrar,
Indian Institute of Information Technology Vadodara
Block 09, C/o Government Engineering College Campus
Sector 28, Gandhinagar - 382028,
Gujarat.**

Subject: Sealed EOI for Empanelment of Media Agency-regarding.

Sir,

After having gone through the clauses and terms and conditions of the EOI on the subject cited above, we agree to abide by the terms and conditions, contained in the EOI document. EMD of Rs.25,000/- in the form of demand draft bearing No..... dated.....drawn on (bank) in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar is enclosed.

Further, we agree to release your advertisement at DAVP rate cards at a prominent place and on stipulated dates.

Yours faithfully,

Signature:

Name:

Designation:

Seal of the agency:

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NEFT / RTGS Mandate Form (Attach cancelled cheque copy)

Name of the Firm / Organization	
Permanent Account No (PAN)	
Particulars of Bank Account	
Name of the Bank	
Name of the Branch	
Branch Code	
NEFT / RTGS (IFSC Code)	
Type of Account	
Account No.	

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