



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित  
सैक्टर 81, नॉलेज सिटी, प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306  
**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI**  
(Established by Ministry of Education, Govt. of India)  
Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab  
PAN No. - AAAAI1781K GSTIN - 03AAAAI1781K2ZS

• Phone : +91-172- 2240121 • Fax : +91-172-2240124 • <http://www.iisermohali.ac.in> • Email: [stores@iisermohali.ac.in](mailto:stores@iisermohali.ac.in)

CPPP/Institute Website

IISERM (1610)22/23-Pur

Dated: 23<sup>rd</sup> March 2023

## ई-निविदा सूचना **E-TENDER NOTICE**

निदेशक, आईआईएसईआर मोहाली की ओर से दो बोली प्रणाली में आईआईएसईआर प्रवेश नोटिस 2023 को समाचार पत्रों में जारी करने के लिए तकनीकी विनिर्देश और नीचे दिए गए विवरण और अधिकृत एजेंसी / फर्म / भारतीय समाचार पत्र सोसायटी (कंपनी) से बीओक्यू सूची के अनुसार ऑनलाइन निविदाएं आमंत्रित की जाती हैं। INS) CPPP यानी <https://eprocure.gov.in/eprocure/app> पर मान्यता। निविदा दस्तावेज कृपया ई-प्रोक्योरमेंट पोर्टल की वेबसाइट <https://eprocure.gov.in/eprocure/app> और संस्थान की वेबसाइट [www.iisermohali.ac.in](http://www.iisermohali.ac.in) से डाउनलोड किए जा सकते हैं।

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for the **Release of IISER Admissions Notice 2023 in the newspapers** as per technical specification and details given below and BOQ list from authorized Agency / firm / company having Indian Newspaper Society (INS) accreditation at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in).

Sd/-

सहायक कुलसचिव (क्रय तथा भंडार)  
Assistant Registrar (Stores & Purchase)



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित  
सैक्टर 81, नॉलेज सिटी, प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Education, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K GSTIN – 03AAAAI1781K2ZS

• Phone : +91-172- 2240121 • Fax : +91-172-2240124 • <http://www.iisermohali.ac.in> • Email: [stores@iisermohali.ac.in](mailto:stores@iisermohali.ac.in)

CPPP/Institute Website

## ई-निविदा सूचना / E-TENDER NOTICE

Tender Ref.- IISERM(1610)22/23-Pur

Dated : 23<sup>rd</sup> March 2023

### Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	23 <sup>rd</sup> March 2023	6:00pm
2.	Tender Document download start Date & Time	23 <sup>rd</sup> March 2023	6:00pm
3.	Bid Submission start Date & Time	23 <sup>rd</sup> March 2023	6:00pm
4.	Bid Submission End date and Time	03 <sup>rd</sup> April 2023	Upto 11:00am
5.	Tender opening Date and Time	04 <sup>th</sup> April 2023	At 11:30am

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for following item(s) from the authorized Agency / firm / company having Indian Newspaper Society (INS) accreditation at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website [www.iisermohali.ac.in](http://www.iisermohali.ac.in). Online Tender fee of Rs 590/- (Non-refundable) should be submitted by bidder in favour of IISER Mohali through Online mode in Institute Account (Canara Bank Saving Account Number 4790101001912 and IFSC Code CNRB0004790) and Performance Security Deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only) to be furnished in form of DD/FDR/Bank Guarantee or NEFT. However, scanned copy of the Tender and Security Deposit fee/UTR copy should be uploaded on website along with technical bid. **Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments, the bidders are exempted from payment of Tender Fee as per GOI notifications/GFR (2017) and Ministry of Finance OM No. F.9/4/2020-PPD dated 12 November 2020.**

**Bidders will also be required to execute bond/undertaking Bid Security Declaration Form attached as ANNEXURE-I, in lieu of EMD.**

### ITEM WISE DETAILS

S. No.	Description	Qty. (in units)
1.	<p><b>Release of IISER Admissions Notice 2023 in the newspapers as per list of newspapers, editions are all furnished in additional sheet (attached with financial BOQ). Size: 25x16 cm (Quarter Page)</b></p> <p><b><u>Terms &amp; Conditions:</u></b></p> <ol style="list-style-type: none"><li>1. The Online bids should be submitted directly by the authorized Agency / firm / company should have Indian Newspaper Society (INS) accreditation for a period of one year as on closing date of tender/NIQ. Copy of self-attested accreditation certificate to be submitted to ascertain accreditation status.</li><li>2. The Online bids should be submitted directly by respective newspaper or their publisher agency. The firm/agency also has to provide the latest DAVP rates list for all the newspaper listed in the tender (issued by Directorate of Advertising &amp; Visual Publicity MoI&amp;B GOI, New Delhi and amendments from time to time.</li><li>3. The advertisement should be published in Black and White form under 25cm x 16cm (Quarter Page). <b>The tentative matter to be published is attached as additional sheet in NIT.</b></li><li>4. <b>The advertisement should be in the main edition of the newspaper in first five pages, Not any or as a part of classified or supplementary section.</b></li><li>5. The agency has to quote on DAVP rate only. If DAVP rates not applicable for any edition/newspaper reason may please specify and do not quote against the column of the newspaper in price BOQ.</li><li>6. The selection for award for publication will be on the basis of overall (25 newspapers-L1) lowest quoting agency.</li><li>7. The selected agency has to provide the one copy of each edition/newspaper while submitting the invoice. The invoice will be settled within 30 days positively.</li><li>8. <b>Bidders are required to furnish quote the value in price BOQ after the discount offered. The percentage (%) of discount offered to be mentioned in the online financial bid/BOQ, as per instructions given.</b></li></ol> <p style="text-align: center;">*****</p> <p><b>Note: i) Bidders to furnish an Undertaking in Annexure-II to abide by the above terms/conditions and compliance to publish the above notice in all selected newspapers at DAVP rate.</b></p> <p><b>ii) Bidders are also required to furnish all information of the firm/agency in Annexure-III.</b></p>	As per list

#### A) IMPORTANT NOTES:-

- I. **The online updated Price BOO is in INR format. Bids are invited in INR only against domestic tender.**
- II. **All MSME/NSIC/Startup Units shall be considered as per provisions/rules prescribed by Govt of India.**
- III. **Auto-extension of last date for E-Tenders has been activated by CPP Portal which has participation 2 bids or less.**

**B) SUBMISSION OF TENDER**

- I. All bid/tender documents are to be uploaded online at Central Public Procurement portal i.e. <https://eprocure.gov.in/eprocure/app> only and in the designated cover/ part on the website against tender ID. Tenders/ bids shall be accepted only through online mode and no manual submission of the same shall be entertained. Also upload **Annexure I** (Bid Securing Declaration Form) if registered as **Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments.** Late tenders will not be accepted.
- II. The online bids shall be opened at the office of the Assistant Registrar (S&P), IISER Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. IISER Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.
- III. **The bidder shall upload the tender documents/NIT duly filled in and stamped by the authorized signatory on each and every page along with all necessary Annexures as per NIT alongwith checklist and Annexures. Tender not submitted/uploaded in the prescribed form and as per the tender terms and conditions shall be liable for rejection.**

**Check List of Documents (signed & stamped) to be provided and uploaded by the bidder:**

S. No.	Particulars of Documents	Yes/No	Page No. (As per technical bid)
1.	Tender Notice Document Copy of NIT		
2.	(INS) accreditation Certificate		
3.	Tender Fee, if applicable or Exemption Certificate (NSIC/MSME Certificate)		
4.	Undertaking Bid Security Declaration Form – Annexure-I, Annexures II (Undertaking) and III (on letter head duly signed and sealed)		
5.	Attach Copy of PAN		
6.	Attach Copy of GST		

*\* If checklist is not provided by the bidder alongwith ABOVE DOCUMENTS the bid shall be summarily rejected.*

- IV. Bidders applying against ‘MSME/NSIC Certificate’ issued by appropriate Authority, should ensure that the certificate attached is relevant to the area of service/supply. For example, If the tender is for “supply & installation of Desktop” *the certificate should be issued for activity/area of “Computer supply and services activities etc” otherwise bid will be REJECTED without notice.*

- V. E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

### C) **INSTRUCTIONS**

1. The Online bids should be submitted directly by the authorized Agency / firm / company should have Indian Newspaper Society (INS) accreditation for a period of one year as on closing date of tender/NIQ. Copy of self-attested accreditation certificate to be submitted to ascertain accreditation status.
2. The Online bids should be submitted directly by respective newspaper or their publisher agency. The firm/agency also has to provide the latest DAVP rates list for all the newspaper listed in the tender.
3. **GST as applicable, as per GOI Rules.**
4. The right to reject all or any of the quotation and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali. For any corrigendum and addendum please be checked the website <https://eprocure.gov.in/eprocure/app> and <http://www.iisermohali.ac.in>
5. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.
6. **The firms are requested to provide/upload detailed description and also should enclose Compliance Sheet (in additional sheet) with financial Bid/BOQ.** In the absence of these particulars and documents, the quotation is liable for rejection. Tenders not accompanied by detailed information as required, are liable to be rejected.
7. If any information furnished by the bidder is, at any stage found to be incorrect, false or fabricated, the Institute/purchaser shall have the absolute right to forfeit performance security deposits, in addition to cancellation of contract, forfeiting the PBG and other action in accordance with law, such as black-listing, risk & cost etc.
8. Validity of offer: 30 days.
9. **Performance Security** of Rs. 25,000/- (Rupees Twenty Five Thousand only) is required to be furnished by bidder in form of DD/FDR/Bank Guarantee/NEFT in favour of the Registrar IISER Mohali along with the technical bid (copies of UTR and NEFT to be uploaded).
10. **LIQUIDATED DAMAGES/PENALTY:** Being an educational Institute, time is essence of the order. The date of publication of advertisement should be strictly adhered to , otherwise, this Institute reserves the right impose penalty for non-adherence/compliance, if any. The Liquidated damages @0.5% per week subject to a maximum of 10% of the value of the work order, can be imposed.
11. The right to reject all or any of the quotation and to split up the requirements for itemized L-1 or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali. For any corrigendum and addendum please be checked the website <https://eprocure.gov.in/eprocure/app> and <http://www.iisermohali.ac.in>
12. If the vendor fails to publish the advertisement in any of the quoted newspaper, IISER Mohali reserves the right to forfeit the PBG.
13. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.

-Sd-

सहायक कुलसचिव (क्रय तथा भंडार)  
Assistant Registrar (Stores & Purchase)

**ANNEXURE-I**

**Bid Securing Declaration Form**

Date: \_\_\_\_\_ E-Tender No. \_\_\_\_\_ E-Tender ID \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)  
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)  
Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

PS: *Furnish the above in original stationary/letter head with signed and sealed.*



## **ANNEXURE-II**

### **Undertaking**

I/We M/s \_\_\_\_\_ hereby, give undertaking to publish/insertion of the IISERs Admission Notice 2023 in the 25 selected newspapers at DAVP rate and also confirm to provide the newspaper cuttings along with DAVP rate card. In case of award of order, Institute will not be liable for any deviation in rates after award of contract. Our Agency / firm / company have Indian Newspaper Society (INS) accreditation for a period of one year as on closing date of tender.

Name of firm :

Registration No. :

Authorized Signatory:

Sealed & Signature:



### ANNEXURE-III

#### Information of advertising agency/firm

Sr. No.	Required information	Mention Details
1.	Name of the agency / firm / company Website	Name : :
2.	Details of the Contact Person	Name : Designation : Mobile : Email :
3.	Legal status - (individual, proprietary, partnership firm, limited company, corporation, etc.- Submit proof)	
4.	Agency / firm / company should have Indian Newspaper Society (INS) accreditation for a period of one year as on closing date of tender. Copy of self-attested accreditation certificate to be submitted to ascertain accreditation status.	Submitted / Not Submitted
5.	Statutory details (Photocopies to be submitted ): a] PAN b] GST – Registration number.	

Name of firm :

Authorized Signatory:

Sealed & Signature: