



अखिल भारतीय आयुर्विज्ञान संस्थान नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Address: Plot No. 2, Sector-20, MIHAN, Nagpur– 441108

Email: - procurement@aiimsnagpur.edu.in

Ph No. 0710-3295590

NOTICE INVITING TENDER (NIT)

FOR

EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR AIIMS NAGPUR

TENDER NO. AIIMS-NAG/Advt. Agency/OTE/24-25/09 Dated: 02/01/2025

Critical Date sheet

S. No	Particulars	Date & Time
I.	Published Date	02/01/2025 at 17.00 Hrs
II.	Bid Document Download Start Date	02/01/2025 at 17.05 Hrs
III.	Pre-Bid Meeting (Admin Block, AIIMS Nagpur)	06/01/2025 at 15.00 Hrs
IV.	Bid Submission Start Date	09/01/2025 at 09.00 Hrs
V.	Bid Submission End Date	06/02/2025 at 15.00 Hrs
VI.	Bid Opening Date	07/02/2025 at 15.00 Hrs

Tenders can be downloaded from www.aiimsnagpur.edu.in

For any information, other modifications and/ or corrigendum may kindly visit the above website.

On behalf of All India Institute of Medical Sciences, Nagpur (AIIMS Nagpur), invites electronic online bids (e-Tender) through website of AIIMS, Nagpur www.aiimsnagpur.edu.in (for ref. only) and CPPP web site <https://eprocure.gov.in/eprocure/app> under **Two Bid system (Part I: Techno commercial bid & Part II: Price Bid or BOQ) from reputed, experienced Firms “For Empanelment of Advertising Agency for publication of advertisement for AIIMS Nagpur”**.

Manual bids shall not be accepted.

AIIMS, Nagpur request bidders to quote in line with tender documents uploaded & submit the offer on our e-portal <https://eprocure.gov.in/eprocure/app>.

AIIMS, Nagpur intends to engage an Advertising Agency to release Admission Notice, tenders' notices, recruitments notice etc. in English and vernacular newspapers. Offers are invited from professionally experienced agencies in Prescribed Format to release the advertisement on BOC rates.

AIIMS, Nagpur invites tenders for Empanelment of Advertising Agencies for releasing admission advertisements, tenders notices, recruitments notices etc. in Local/National newspapers and Employment News for AIIMS, Nagpur.

Upload of Tender: Tenderers are advised to download Notice Inviting Tender along with other tender documents and submit the declarations and tender documents along with clear scanned copies of requisite documents to substantiate the claim towards their credentials while the tender shall be submitted online in soft copy on our e-tendering portal.

All interested bidders may submit their bids i.e. techno commercial bid (Part I) & Price Bid (BOQ) (Part II) strictly in the tender format available online on e-portal. No other form of bid shall be accepted and the tender shall be summarily rejected. Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders.

1 Tender documents may be view and downloaded from the website of AIIMS, Nagpur www.aiimsnagpur.edu.in(for reference only) and Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as mentioned.

2 The bid is to be submitted online only on <https://eprocure.gov.in/eprocure/app> up to the last date and time of submission of bids.

1. **SCOPE OF WORK:**

Institute's advertising works ranges from tender advertisements to full-fledged advertisements for student's admissions, recruitment notices etc. They are expected to be released in major newspapers all over the country at short notice.

- (a) Content development for advertisement in English and Hindi.
- (b) Translation of matter from English to Indian languages and vice-versa and proof reading
- (c) Designing of advertisement in English and Hindi
- (d) Release of advertisements in specified newspapers
- (e) Collation of copies of all newspapers which have published the advertisement and supplying that to AIIMS, Nagpur, Maharashtra along with bill

To cater to such requirements, advertising agency is required to have good infrastructure and have adequate experience in the field. These should include creation of artwork, concept, design, editing & release of advertisements in newspapers.

2. **ELIGIBILITY CRITERIA:**

The following are the eligibility criteria for empanelment of advertising agencies. The advertising agency should have: –

- The agency should be able to execute all kinds of advertising assignment.
- Accreditation of Indian Newspaper Society (INS) for Press Advertisement.
- Resources to handle full-fledged multi-lingual publicity campaigns with high standard of creativity in advertising befitting the expectations of a premier professional Institute.
- Proficiency and proof-reading facilities in major Indian languages specially in Marathi, Hindi & English.
- **Minimum 3 (Three) years' experience** in advertising with experience of work undertaken for Government/Public Sector Undertaking/Autonomous Body and Educational Institutes like AIIMS, IITs, IIMs.
- **The total average annual turnover of Rs. 15 Lakh and copies of authenticated balance sheet of last three financial years (i.e. FY 21-22, 22-23 & 23-24) duly certified by CA with UDIN number as mentioned in tender document should be uploaded.**
- The bidder should have not been debarred/black listed/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids.
- The agency should have PAN Number and GST Registration.
- The advertising agency should have adequate infrastructure for timely publication.

3. **EARNEST MONEY DEPOSIT(EMD):**

Earnest Money Deposit (i.e. ₹ 75,000/-) to be deposited in the form of **Insurance Surety Bonds/Demand Draft/ FDR/ Banker's Cheque or BG (including e-Bank Guarantee). In the case of EMD is submitted in the form BG the same need to be essentially linked to SFMS by issuing bank for verification.** Scanned copy to be enclosed with technical bid. It is also clarified that the bids submitted without earnest money will be summarily

rejected. **The Insurance Surety Bonds/Demand Draft/ FDR/Banker's Cheque or BG (including e-Bank Guarantee) may be prepared in the name of "The Director, AIIMS, Nagpur"**. The EMD (Original Insurance Surety Bonds/Demand Draft/ FDR/Banker's Cheque or BG (including e-Bank Guarantee) or any exemption certificate) must reach at Store Office, Ground Floor, Admin Block, Plot No. 2, Sector 20, MIHAN, Nagpur prior to opening of tender.

-No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Nagpur in respect of any previous supply will be entertained.

Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited

- Tenders without Earnest Money will be summarily rejected.

- No claim shall lie against the AIIMS Nagpur in respect of erosion in the value or interest on the amount of EMD.

- If MSME firm (only Micro and Small Enterprises) is registered for above tendered item, then the firm will be exempted for submission of EMD amount. Firm must upload scanned copy of following documents in support of exemption.

a) District Industries Centers (DIC)

b) Khadi and Village Industries Commission (KVIC)

c) Khadi and Village Industries Board

d) Coir Board

e) National Small Industries Corporation (NSIC)

f) Directorate of Handicraft and Handloom

g) Any other body specified by Ministry of MSME (MoMSME)

h) Udyog Aadhaar Acknowledgment/Udyog Aadhaar Memorandum/Udyam issued by MoMSME.

i) Startups firms as recognized by Department of Industrial Policy & Promotion (DIPP) is also exempted for depositing of EMD amount. Valid documents should be uploaded.

- The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.

- EMD should remain valid for a period of 180 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid; he shall also extend the validity of EMD suitably.

LIST OF MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE BID DOCUMENT TO QUALIFY TECHNICALLY:

a) Tender Acceptance Letter as per **Annexure-III**.

b) Brief profile of the advertising agency as per **Annexure-IV**.

c) Agency structure (whether partnership firm/sole proprietor/a limited company etc.).

d) Details of their accreditation with Indian Newspaper Society (INS) along with the date of accreditation (Full Accreditation).

e) Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.

f) Copy of GST Registration Certificate.

g) Bank details as per **Annexure-V**.

h) Valid document in support of Registered/Branch office nearby location at Nagpur, Maharashtra.

i) The total average annual turnover of **Rs. 15 Lakh** and copies of authenticated balance sheet of last three financial years (i.e. FY 21-22, 22-23 & 23-24) duly certified by CA with UDIN number as mentioned in tender document should be uploaded.

j) Self-Declaration about Non Black Listing as per **Annexure-VI**.

- k) List of 3 major clients from Govt. / PSU/ Higher Education Institute / Central Universities / IIT / IIM etc. (as per **Annexure-VII**).
- l) Details of experience in dealing with Govt./ PSU/ Higher Education Institution/ Central University, Autonomous Bodies and professional Institutes like IIMs, IITs. Copy of letter of empanelment along with satisfactory completion certificates from at least two Govt. Depts./ PSUs/ Autonomous Bodies/ reputed commercial organizations towards providing similar services during last 3 years from the lastdate of submission of bid.
- m) Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.
- n) All other documents, as required in terms of the tender, to claim eligibility.

Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.

4. SUBMISSION OF BID:

Both the bids (Technical and Financial) duly signed authorized signatory should be uploaded on CPP Portal <https://eprocure.gov.in/eprocure/app> :

5. BID OPENING & EVALUATION:

- The technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.
- The financial bid of only those bidders whose technical bid is found to be technically responsive by the committee will be opened. The financial bids of ineligible bidders will not be opened.
- **Selection of successful bidder:** Technical Bids will be opened on date/time as per the schedule. financial bid of only bidders who qualify technically will be opened. **After evaluation of bids, the bidder who is technically qualified as well as quotes the highest discounts (H1 bidder) shall be declared as the successful bidder.**

In the event of receiving more than one financial bid quoting the same discount, the final selection of successful bidder shall be made in the following manner:

- a) The one with the highest turnover during the last 3 years put together.
 - Technical bid containing commercial details or revelation of prices in any form or by any reason before opening the financial bid shall not be considered.
 - The Institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
 - The bidders may depute their authorized representatives to remain present during the bid opening process subject to submission of valid authorization letter in the name of the representative to attend the bid opening process.

6. Purchase Preference to Local Suppliers

- In pursuance of Government of India Order No. P-45021/2/2017-B.E.-II dated 16th September 2020 (as amended from time to time) and F. No. Z.28018/67/2017-EPW dated 12th June 2018 purchase preference shall be given to local suppliers in all procurements undertaken in the manner specified hereunder and the procurement shall be made as per terms and conditions contained in the said order.

- **Minimum local content:** The minimum local content shall as per Government of India Order No. P-45021/2/2017-B.E.-II dated 16th September 2020 (as amended from time to time) and F.No. Z.28018/67/2017-EPW dated 12/06/2018, till the Nodal Ministry prescribes a higher or lower percentage.
- **Margin of Purchase Preference:** The margin of purchase preference shall be 20%. The Local supplier whose quoted price falls in the margin of purchase preference desirous of claiming benefit of the Order No. P-45021/2/2017-B.E.-II dated 16th September 2020 shall submit an undertaking within 7 days of opening of financial bid, that he would be ready to supply the product at L1 price. In case of non-receipt of the same, he would not be given purchase preference.
- The bidders are required to submit the following annexure in compliance of public procument (Preference to Make in India) order, 2017: Affidavit of self-certification regarding local content (to be provided on firm's letter head as per **Form - D**).
- **(All other terms & conditions will be as per the Department of Industrial Policy and Promotion (DIPP) order No. P-45021/2/2017-B.E.-II dated 16th September 2020 (as amended from time to time).**

7. AWARD OF CONTRACT:

- **Period of Empanelment:** The empanelment will be initially for a period of one (01) year which may be extended for another one (01) year or more with mutual consent, subject to satisfactory performance.
- The Successful Bidder should accept the offer within 10 days from the date of receipt of “Letter of Award”, failing which the award will be cancelled.
- **Agreement:** The successful bidder will have to execute an agreement on a non- judicial stamp paper worth Rs.100/-. The cost of the stamp duties for the execution of the agreement will be borne by the agency.
- AIIMS Nagpur reserves the right to engage one or more agencies at a time and to cancel the contract at any time without assigning any reason.
- AIIMS Nagpur reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.
- It is clearly understood by the parties that no financial liability of any type is created by issuance of the letter of empanelment.
- The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

8. TERMS OF CONTRACT:

- Text of advertisement will be provided by the Institute in electronic format (MS word) through email and the designing/creative options/artwork should be done by the agency to the satisfaction of the Institute.
- The empaneled agency shall arrange for publication of Institute's advertisement from time to time according to the specific instructions such as name of the newspaper(s), number of insertion(s), specific column(s), date of publication etc. These instructions will be communicated in writing by the Institute from time to time.
- The Agency shall provide the service on 24-hour notice basis to design, translate and release the advertisement. The agency must ensure that the matter of advertisement given is correctly reproduce in

the advertisement appearing in the newspaper.

- AIIMS Nagpur is being a Premier Educational Institute, many of the requirements could be of emergent in nature. The advertising agency has to respond to such requirements at short notice despite holidays/beyond office hours.
- Translation from English to Hindi or vice versa of all Advertisements/ Tender notice to be published in other regional newspaper shall be arranged by the agency and no additional charges for translation of the same will be made.
- Publishing of the advertisement by the advertising agency shall be after approval of advertisement design/artwork. Advertisement is to be published on the specified dates on receipt of Work Order/Confirmation from AIIMS Nagpur.
- All the Advertisements concerning the Institute shall be issued with the prior approval of the AIIMS Nagpur.
- It shall be the responsibility of the agency to ensure that all advertisements of the Institute would be placed prominently and appear in an impressive manner while occupying minimum space without any extra cost.
- AIIMS Nagpur reserves the right to make necessary modification to the selected artwork, concept etc. and the concerned advertising agency will be required to carry out the modifications suggested in the art work.
- **Penalty Clause:** In case of delay in publishing the advertisement beyond 24 hrs. from the schedule time given, the agency would be liable to pay 2% of cost of the advertisement per day per advertisement which may entail cancellation of the order and termination of the empanelment at the sole discretion of the Institute.
- If the advertisement is misprinted or published differently from the approved one, the agency will publish corrigendum/correct advertisement etc. there of at their own cost at the earliest (within a week).
- AIIMS Nagpur shall have discretion to give any work to any empaneled agency selected through tendering process and the other agency will not have to claim for the work.
- The empanelment of an agency shall not mean that the Institute cannot release advertisements directly/through any other agency without routing through the agency empaneled through this tendering process.
- The empaneled Advertising Agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to Institute's interest. agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication. AIIMS Nagpur reserves the right to impose penalty in case of any violation of the above.
- The agency will not be allowed to assign or sublet the empanelment or any part of it to any other vendor/agency in any form. Failure to do so shall result in the termination of empanelment.
- The performance of the agency shall be regularly reviewed on the key parameters of creativity, initiative, competency and response time and participation in the tendering process. In the event that agency fails to meet our requirements, we shall be constrained to terminate the empanelment by serving one month's prior notice.
- If the services of the agency are not found satisfactory, the Executive Director, AIIMS Nagpur shall have the right to cancel the empanelment at any time without assigning any reason and without any financial compensation to the agency.
- The AIIMS Nagpur reserves the right to empanel any other advertising agency or cancel empanelment of any agency without assigning any reason by serving one month's notice even before expiry of the

period of empanelment.

- The institute will have the right to drop any agency from the empaneled list without assigning any reason whatsoever. Institute also reserves the right to modify the Terms and Conditions for empaneled agencies.
- In case of any disputes on execution of the work during the period of contract, the decision of the Executive Director, AIIMS Nagpur shall be binding and final, agreeable in full by both the parties. Any legal disputes shall be subject to Nagpur jurisdiction.

9. PERFORMANCE SECURITY DEPOSIT (PSD): -

The Successful Contractor will be required to furnish **Rs. 1,10,000/-** as a performance security deposit in the form of **Insurance Surety Bonds, Account payee Demand Draft, Fixed Deposit Receipt from a commercial bank, Bank Guarantee (including e-Bank Guarantee)** from a Commercial Bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects duly pledged in the name of the "**The Director, AIIMS Nagpur**" payable at Nagpur within 30 days from the award of contract. **In the case of Security Deposit is submitted in the form BG the same need to be essentially linked to SFMS by issuing bank for verification.** Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited. Performance Security will be discharged after 60 days from the completion of contractor's performance obligations under the contract.

10. PAYMENTS TERMS:

- Payment shall be made within 30 (thirty) days after receipt of the final bill, duly supported by all the newspaper clippings (in original).
- Bill to be made in the name of The Executive Director, AIIMS, Nagpur, Maharashtra.
- No extra payment shall be made for conceptualization, creation, designing and development of Advertisement issued through Newspapers.
- Selection of artwork will be entirely on institute's discretion and AIIMS Nagpur will not pay charges for submission of artwork.
- No advance payment will be made to the empanel agency under any circumstances.
- TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule.

11. GENERAL TERMS & CONDITIONS:

- Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the Tender, will not be considered for empanelment.
- Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm/ Company who resort to canvassing will be liable for rejection without any further reference.

- AIIMS Nagpur reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- AIIMS Nagpur reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- The decision of competent authority, AIIMS Nagpur will be final in all matters relating to the empanelment and binding. AIIMS Nagpur reserves the right to reject any application without assigning any reason.
- Arbitration: In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Executive Director, AIIMS Nagpur and the award of the Sole Arbitrator will be binding on both the parties. Further, any legal dispute arising out of any breach of contract pertaining to this empanelment shall be settled in the court of competent jurisdiction located within the local limits of Maharashtra.

Administrative Officer
AIIMS Nagpur

ANNEXURE-I

Tender for : EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR AIIMS NAGPUR	
Tender Ref. No:	Dated:
Name of the Bidder: Correspondence Address: Tel/Mob No.: Email Id: Contact Person Name: Mobile No (Contact Person):	

Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist otherwise bids will be disqualified

Sl. No.	Particulars	Details/ Compliance (Y/N)	If Submitted, Mention Page No.	Remarks
1.	Tender Acceptance Letter As per Annexure – III			
2.	Brief profile of the Agency/Firm and experience in similar field. (At least 3 years of experience). As per Annexure – IV			
3.	Status of Agency - Propriety/ Partnership/Pvt. Ltd. (attach proof in			
4.	Details of EMD (Original EMD to be sent to AIIMS Nagpur) or MSEs certificate, If EMD exempted			
5.	Valid INS Accreditation Certificate indicating full accreditation by INS			
6.	Copy of Permanent Account Number (PAN)			
7.	Copy of GST Registration Certificate			
8.	Bank Details as per Annexure- V			
9.	Valid document in support of Registered/ Branch office at			
10.	Bidder's Average Annual Turnover Specifically in Advertisement Services (Min. Turnover Rs. 15 Lakh per annum) for last three Financial years. (Copies of P&L Account and Balance Sheet certified by a Chartered Accountant to be attached) duly certified by CA with UDIN number			

Sign and Stamp of Bidder

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	FY 2022-22 Rs FY 2022-23: Rs FY 2023-24: Rs (Audited)			
11.	Self-Declaration About Non Black-Listing (as per Annexure-VI)			
12.	List of 3 major clients from Govt. / PSU/ Higher Education Institute / Central Universities / IIT / IIM etc. (as per Annexure- VII) Letter of empanelment along with satisfactory completion certificate from at least two Govt. Dept/ PSUs/ Autonomous Bodies/ reputed commercial organizations towards providing similar services during last 3 years from the last date of submission of bid.			
13.	Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any			

Declaration

I/we.....(Name of the Authorized Representative of Bidder)
of.....(Name of the bidder) do hereby declare that the entries made here are true to
the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender
document.

Place & Date:

(Name & signature with stamp of the bidder)

Annexure – III**TENDER ACCEPTANCE LETTER
(On the letter head of the Agency)**

To

The Director
All India Institute of Medical Sciences (AIIMS),
Nagpur (Maharashtra)

Date:

Sub: Acceptance of Terms & Conditions of tender for ‘EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR AIIMS, NAGPUR vide Tender Ref. No: Dt.

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned “Tender/Work’ from the website(s) namely as per your notice given in the above mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality /entirely.
4. I/We also keep the offer open for 180 (One Hundred and Eighty) days from the date of opening of bids.
5. No employee or direct relation of any employee of AIIMS, Nagpur is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency /Firm/ Company.
6. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true &correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our empanelment contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Annexure - IV**Brief Profile of the Advertising Agency
(To be submitted on the letterhead of the bidder)**

SL.	Particulars	Remarks
1	Name of the Advertising Agency (In Block Letters)	
2	Registered Office Address (with telephone no. & email address)	
3	Status of the Organization (Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company)	
4	Name of the Directors/ Partner/ Proprietor	
5	Name & address of Chief Executive/Proprietor	
6	Name & Address with telephone no., fax no. and email id of contact person with designation	
7	Website, if any	
8	Year of Incorporation/ Constitution of Agency	
9	Registration No./ Trade License No. (If any)	
10	PAN No.	
11	GST No.	
12	Details of Infrastructure, if any	
13	Details of the cities where Agency/ Firm/Company is having branches	
14	Total number of employees	
15	Annual Business Turnover for last three financial years duly certified by the auditor	FY 2021-22: FY 2022-23: FY 2023-24:
16	Name of the large clients (Banks/ PSUs/ IITs/ IIMs/ Government Organizations/reputed companies)	
17	Details of experience	
18	Credentials	
19	Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation	
20	Any other information	

Verification:

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by AIIMS, Nagpur, if it deems fit.

Signature of authorized signatory

Name:

Seal:

Sign and Stamp of Bidder

Annexure - V**MANDATE FORM FOR BANKING DETAILS**
(On the letter head of the Agency)

Name of the bidder :

Address :

Contact No. :

Email :

1.	Name of the firm / authorized person of the firm as per bank records:	
2.	Bank details of the bidder:	
	a) Bank Name:	
	b) Branch Address:	
	c) Account No.	
	d) Type of Account (Current/Savings)	
	e) MICR No.:	
	f) IFSC Code:	

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder:

Tel/ Mob No.:

SELF-DECLARATION ABOUT NON BLACK-LISTING

(To be submitted on the letterhead of the bidder)

To

The Executive Director
All India Institute of Medical Sciences (AIIMS),
Nagpur, Maharashtra

Subject: Self Declaration about Non Black-Listing for “EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR AIIMS, NAGPUR” vide Tender Ref. No. Dt.

Sir,

In response to tender under reference. I/ we hereby declare that presently our Agency/Firm/ Company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Government Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that our agency/ firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Government Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last three years from the date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our Performance Security may be forfeited in full and the tender if any to the extent may be cancelled.

Yours faithfully,

(Name & Signature with stamp of the bidder)

Financial Bid Format
(To be submitted online in BOO format)

Offered Discount

S. No.	Heads	Discount Offered (in %age up to 2 decimal)
1	Discount offered on the BOC (erstwhile DAVP) card rate of newspaper to release the advertisement in all edition	

Goods & Service Tax (GST) extra as applicable

DECLARATION

1. I/we agree that the decision of AIIMS, Nagpur in selection of advt. agency will be final and binding to me/us.
2. I/we undertake that discount being offered to release advt. shall be valid up to.
3. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

Place/Date:

**(Name, Designation and
Signature of the authorized person
with Seal of the Company)**

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 3) Number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 4) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) The documents being submitted by the bidders would be encrypted using PKI encryption all techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.
