



भा.कृ.अ.सं.- भारतीय कृषि अनुसंधान संस्थान, नई दिल्ली - 110 012

भंडार अनुभाग, निदेशक कार्यालय

ICAR - INDIAN AGRICULTURAL RESEARCH INSTITUTE NEW DELHI-110012

STORE SECTION, DIRECTOR'S OFFICE

Tel No. 011-25842877, Telefax:- 01125842877 Website: <http://www.iari.res.in> Email store@iari.res.in

F.NO. 33-10/2019-20/ST

Dated.10/07/2019

Tender Notice (ID:)

The Director, ICAR-Indian Agricultural Research Institute, New Delhi invites ONLINE Tender for entering into Annual Rate Contract for publication of all types of advertisements of ICAR-IARI, Pusa and its Divisions/Units/Regional Stations on DAVP approved rates from the agencies empanelled with DAVP. Detailed tender document can be downloaded from www.iari.res.in & www.eprocure.gov.in.

EMD	:	Rs.50,000/- (₹Fifty Thousand only)
Date for submission of tender	:	05/08/2019 upto 1100hrs.
Date of opening of tender	:	06/08/2019 at 1100hrs.


Assistant Administrative Officer (Store)

TENDER FOR ENTERING INTO ANNUAL RATE CONTRACT FOR PUBLICATION OF ALL TYPES ADVERTISEMENT OF IARI ON DAVP APPROVED RATES FROM THE AGENCIES EMPANELLED WITH DAVP.

To

**The Assistant Administrative Officer (STORES)
Directorate,
ICAR-Indian Agricultural Research Institute,
New Delhi-110012**

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for Tender for entering into Annual Rate Contract for publication of all types advertisement of ICAR-IARI, Pusa and its Divisions/Units/Regional Stations on DAVP approved rates and agree to provide the services as per DAVP prevailing approved rates of all editions in Hindi and English.
2. I/We agree to hold this offer open till 180 days.
3. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with the instructions and requirement of IARI.
4. Questionnaire duly filled attached.
5. Complete tender documents duly signed attached.

Yours faithfully,

**Signature & Seal of the
Tenderer with Date**

Telephone No.

Fax:

E mail:

Cell:

TENDER DOCUMENT

ICAR- INDIAN AGRICULTURAL RESEARCH INSTITUTE, NEW DELHI-11002 INVITES ONLINE TENDER FOR ENTERING INTO RATE CONTRACT (ARC) FOR PUBLICATION OF ALL TYPES OF ADVERTISEMENT ON DAVP APPROVED RATES FROM EMPANELLED AGENCIES.

INSTRUCTIONS /TERMS & CONDITIONS

1. The following scanned copy of documents should be submitted with online bids:

- i) The Agency should be registered in the panel list of DAVP (Government of India).
- ii) The Agency should also be registered with Indian Newspapers Society (INS).
- iii) The Agency should have the experience of providing advertisement services to Govt./Semi Govt./Boards/Corporation /Autonomous Body for minimum period of 03 years.(ie., from 01.04.2016 onwards)
- iv) The Agency should not have been blacklisted/debarred/suspended by any Central/State Government/Public Sector Undertaking/Institute of Government. of India/Autonomous Body etc, **and a certificate to this effect should be attached with tender.(as per format enclosed)**
- v) The Agency should have full set up / office in New Delhi.
- vi) The Agency should have valid current GST and PAN.
- vii) Scanned copy of EMD.
- viii) List of clients as on date.
- ix) In case of late payment or any type of enquiry the agency will directly contact concerned DDO/Head of the Division/Unit/Regional Station from whom the work order is being placed. No such type of enquiry will be entertained by the Director's office, IARI except the cases related to Director office.

HARDCOPY OF ALL THE DOCUMENTS MAY ALSO BE SUBMITTED IN STORE SECTION, DIRECTOR'S OFFICE, IARI, PUSA CAMPUS, N.DELHI BEFORE DUE DATE.

2. Process for Release of Advertisement

- i.) All the advertisements will be collected by the firm concerned personally and its proof should be confirmed by mail on urgent basis. The advertisement should only be published after confirmation/approval of proof by the concerned Division/Section/Regional Station as per their requirement.
- ii.) The agency will release all the advertisements in the minimum possible space, as per the set standards/specifications, in the newspapers only after our confirmation.
- iii.) The firm shall arrange translation of each advertisement text from English to Hindi where ever required in which the advertisement would be published in Hindi. No extra charges will be paid for the said work.
- iv.) In-case the advertisement is misprinted and published wrongly, the concerned agency will arrange to get published corrigendum to this regard at its own cost at the earliest. If the agency fails to get the corrigendum published within the time limit, the decision for cancellation of the rate contract can be taken by the Director, ICAR-IARI.

3. Agreement of Contract:

- i.) The firm has to sign an agreement in whose favour the tender is awarded immediately on non-judicial stamp paper of Rs.100/-

- ii) The contract will be signed initially for a period of one year, extendable upto a further period of two year depending on the mutual agreement of ICAR-IARI without any change.
4. **Earnest Money :** An amount of ₹ 50,000/- (**₹ Fifty Thousand only**) is to be deposited in the form of Bank Guarantee/Fixed Deposit Receipt(FDR) from any Commercial Bank in favour of "Director, IARI" payable at New Delhi. A scan copy should be attached with the Bid.
5. **Performance Security Deposit**
- i) The successful Tenderer will have to deposit Performance Security Deposit of **2,00,000/- (₹ Two Lakh only)** in the form of Bank Guarantee/Fixed Deposit Receipt(FDR) from any commercial bank in favour of Director, IARI. payable at New Delhi. The expiry of the Bank Guarantee should be at least 02 months beyond the RC period awarded.
- ii) No interest will be paid by this Institute on EMD or Performance Security deposit
6. **Payment :** After publication of advts. the firm will submit a consolidated bill in respect of such Divisions/Units/Dte. **on monthly basis** (except Regional Stations/External Funded Schemes/Projects) in triplicate in the Store Section, Directorate after verification by the concerned Division/Unit in all respect immediately alongwith cutting of newspaper for arranging the timely payment. The bills of IARI Regional Stations and External Funded Schemes/Projects should be submitted to the **concerned** Head/DDO of the Regional Stations and P.I./DDO of the External Funded Schemes/Projects alongwith relevant documents for arranging the payment at their own level.
7. **GST :** GST for providing publication services will be paid extra as applicable and TDS, TDS on GST will be deducted from each bill as per rule.
8. **Penalty:** The Director, ICAR-IARI. will have the sole right to impose penalty for deficiency, if any noticed in services provided by the agency during the rate contract besides cancelling the rate contract and forfeiture of performance security, on his own discretion and without assigning any reason therefore.
9. In any circumstances the Agency will not deny publishing of advt. failing which ₹ 1000/- will be levied as Liquidated damages each case apart from penalty.
10. **Jurisdiction:** - Any conflict arising in relation to rate contract shall be subject to Delhi jurisdiction.
11. **Discount:** Discount, if any must be indicated clearly (both in figures & words).
12. **Validity of Tender:** 180 day from the due date.

The Director, ICAR-Indian Agricultural Research Institute New Delhi reserves the right to accept or reject any or all tenders without assigning any reason(s) thereof.

Assistant Administrative Officer(Store)

Accepted by

(Signature & Seal of Tenderer with Date)

Questionnaire to the Tenderer

1.	Name & Address of the company with contact details(Tel/Fax/E mail/ Cell)	:	
2.	Head Office and Branch Office with contact details	:	
3.	Whether Agency is registered in the panel list of DAVP (Govt. of India)	:	
4.	INS (Indian Newspaper Society) Registration No.	:	
5.	Whether Agency has atleast 3 years experience to provide advt. services to Govt./Semi.Govt./Boards/ Corporation/ Autonomous Body from 01-04-2016	:	
6.	Whether DAVP approved rates are acceptable to the company for publication of ICAR-IARI Advt.	:	
7.	Current/Valid PAN No.	:	
8.	Current/Valid GST No.	:	
9.	List of Clients (as on date) Complete Address/contact Details of concerned official(s)	:	
10.	Please indicate name & full address of your Banker with branch code, IFS code, MICR code, etc.	:	
11.	Discount on DAVP rate, if any	:	
12.	Whether the Agency have full set up/office in New Delhi	:	
13.	Scanned copy of EMD	:	
14.	Any other information	:	

Dated: _____

(Signature & Seal of Tenderer)

To whom it may concern

"It is certified that our firm M/S _____
has not been blacklisted/debarred/suspended for providing services for
advertisements in newspapers by any Central/State Government/Public Sector
Undertaking/Institute of Government of India/Autonomous Body etc. It is further
certified that this statement is true and based on facts. If it is found false at any stage,
I/we shall be liable responsible for the same and action as deemed fit may be taken
against me/our agency.

**Signature & Seal of the
Tenderer with Date**

Telephone No.

Fax:

E mail:

Cell: