



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute, Affiliated to R.G.P.V. Bhopal)

Near Gola Ka Mandir, Gwalior-474005; [www.mitsgwalior.in](http://www.mitsgwalior.in)

## Corrigendum

Corrigendum has been issued in tender for “**Empanelment of Agencies providing Advertising Services**” as on S.No.9 dated 30/08/2022. The eligibility criteria clause no. 1(iv) may be treated as optional.

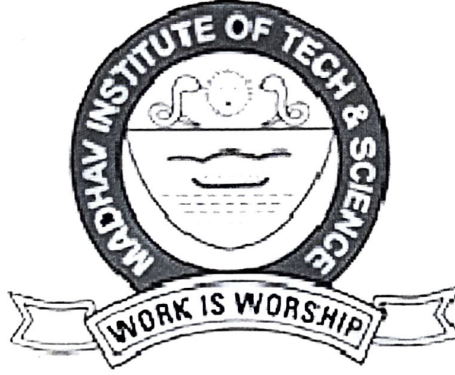
*Gur P.*  
(Director)  
*P.A.* 13.9.22

Serial Number: MITS/2022-23/09      Cost of tender form: Rs 1000/- (Non-refundable)

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**Tender Document  
for**

**Empanelment of Agencies providing Advertising Services**

**Tender August, 2022**

(2022-2023)

**EMD is Rs. 20,000/-**

**The Tender document Contains 10 Pages excluding cover page & Tender notice**



*P. Singh*

*PK*

*[Signature]*



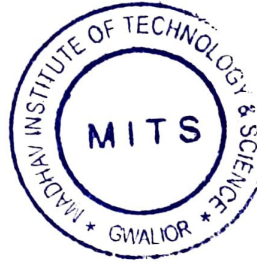
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### TENDER NOTICE

Sealed Tenders are invited by the Madhav Institute of Technology & Science Gwalior, from experienced advertising agencies for the publication of advertisements in newspapers for a period of one year may be extended to two years on satisfactory performance. The term & condition and tender form can be obtained from the office of the undersigned, on or before **20/09/2022** upto **02:00 P.M.** by depositing the cost of tender form in cash **Rs 1000/-** (non refundable) or downloaded from website. The last date for the submission of completed tender form is **20/09/2022** upto **03:00 P.M.** and tenders will be opened on **20/09/2022** at **04:00PM** in the presence of the bidders. Visit the Institute web site [www.mitsgwalior.in](http://www.mitsgwalior.in) for more information.



*[Signature]*  
Director 29.8.22  
*[Signature]* P. Jyoti  
*[Signature]*



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Tender No.: MITS/ 2022-23/09

Date: 29/08/2022

## Notice Inviting Tender

MITS Gwalior invites properly sealed (Packing PVC Tape/ Sealing Wax) tenders in Two- Bid System (Technical and Financial) from experienced advertising agencies for the publication of advertisements in newspapers for a period of one year may be extended on satisfactory performance.

S. No.	Category of Tenders	Earnest Money in Rs	Security deposit in Rs	Cost of Tender form in Rs.
1.	Empanelment of Agencies providing Advertising Services	Rs 20000/- (Rupees Twenty thousand only)	Rs 50000/- (Rupees Fifty Thousand only)	Rs 1000/- (Rupees one Thousand only) Non Refundable

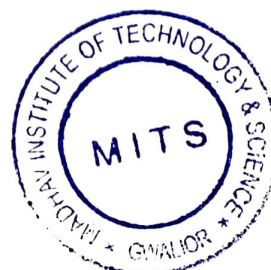
The tender document can be obtained from the office of the undersigned, on or before **20.09.2022 up to 02:00 PM** by depositing the cost of tender from in cash/DD in favour of **Director MITS**, payable at Gwalior (Non-refundable) in the Institute working hours. The last date for submission of completed tender is **20.09.2022 up to 03:00PM** and tenders will be opened on **20.09.2022 at 04:00PM** in the presence of the bidders or their representatives. The tender documents can be downloaded from the institute website [www.mitsgwalior.in](http://www.mitsgwalior.in). The tenders directly downloaded from the website must be attached with a draft/pay order in favour of the **Director, MITS Gwalior** payable at Gwalior for the tender document cost.

**Submission of completed tender:** --Tender shall be submitted in two bid system. All documents along with signed tender are to be kept in duly sealed **one envelope marked as Technical bid**. Second envelope duly sealed shall have **only financial bid marked as Financial bid**. Both envelopes shall be superscribed and be kept into a duly sealed third envelope. Third envelope must be addressed to the Director MITS Gwalior and clearly written as **"Empanelment of Agencies providing Advertising Services"**.

**Period of Contract:** One year from date of agreement and further extension of two years may be given, based on review of performance (yearly wise) which is at the discretion of the Institute.

(Director)

Madhav Institute Technology and Science  
Racecourse Road , near Gole ka Mandir Gwalior





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## “Tenders for Empanelment of Agencies providing Advertising Services”

### Tender Terms & Condition

#### (Section - I)

#### 1. ELIGIBILITY CRITERIA:

- (i) The Agency should have experience of providing advertising services for last ten years. Company Incorporation Certificate/ Certificate of Registration of the firm (copy to be enclosed)
- (ii) The Agency should have registered office in Gwalior for last 5 years. Copy of Shop & Establishment of last 5 years to be enclosed.
- (iii) The Agency should have the experience for last 10 years providing advertisement services to any Central/ State Government/ Public Sector Undertaking/ Grant in Aid Education Institute/ Autonomous Educational Institute. (Work Experience from organizations to be submitted.)
- (iv) The Agency should have valid Indian Newspaper Society (INS) accreditation (Attach copy of proof).
- (v) The Agency should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking/ Institute of Govt. of India/ Grant in Aid Education Institute/ Autonomous Educational Institute. (Copy of Annexure – II to be enclosed.)
- (vi) The Agency should provide list of staff strength along with designation and years of experience in Artwork, Advertising, English and Hindi translation. (List to be enclosed.)
- (vii) Agency should have annual turnover of Rs. One Crore for last 2 years. (i.e. F.Y. 2020-2021 & 2021-2022). Attach audited Balance Sheet.

#### 2. SELECTION CRITERIA/ EVALUATION:

- (1) The evaluation will be done on item wise L-1 basis.
- (2) Bidders fulfilling the eligibility criteria, will only be considered for the opening of the financial bid.
- (3) Financial Evaluation: Bidder quoting lowest rate for items mentioned in format of financial bid will be selected for allotment of successful bidder.

#### 3. INSTRUCTIONS TO BIDDERS:

##### (A) SUBMISSION OF OFFER:

- (i) Tender shall be submitted in two bid system. All documents along with signed tender are to be kept in duly sealed **one envelope marked as Technical bid**. Second envelope duly sealed shall have **only financial bid marked as Financial bid**. Both envelopes shall be superscribed and be kept into a duly sealed third envelope. Third envelope must be addressed to the Director MITS Gwalior and clearly written as **“Empanelment of Agencies providing Advertising Services”**.
- (ii) Tender should be submitted on the schedule with your covering letter in the enclosed form duly signed. Your quotation must be submitted in one envelope superscribing the tender no. and the due date and on the sealed cover and duly superscribed with our Tender No. & Due Date.
- (iii) Tender should be dropped in the tender box kept at the account office, MITS Gwalior. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the Director MITS Gwalior” only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.

##### (B) AMENDMENT OF TENDER:

- (i) Institute reserves the right to amend the NIT document by issuing corrigendum/

addendum/ clarification at Institute website ([www.mitsgwalior.in](http://www.mitsgwalior.in)) before the closing date of bid submission.

**(C) DEADLINE FOR SUBMISSION OF BIDS:**

- (i) Bids must be received by the purchaser at the address and no later than the date and time specified in the tender document.
- (ii) The purchaser may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the purchaser and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

**4. Instructions for Preparation and Submission of Bids:**

**A. PREPARATION OF BIDS:**

- (i) The Tender document and details of terms and conditions can be purchased by paying the cost of bid document in cash from Account section of Madhav Institute of Technology & Science, Race Course Road, Pin- 474005, Gwalior, Madhya Pradesh, during institute working hours. Alternative it can be downloaded from our website [www.mitsgwalior.in](http://www.mitsgwalior.in) and DD of the cost of tender form be enclosed with bid. DD/Banker's Cheque (non-refundable) must be in favour of "**Director, MITS Gwalior**" Payable at Gwalior
- (ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the biddocuments 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.
- (iii) Bids received by FAX/ E-mail would not be considered for evaluation.
- (iv) Bidder shall deposit **EMD (interest free)** of Rs. 20,000/- (Rupees Twennty Thousand only) for each item separately by account payee demand draft/ Banker's cheque/ from any of the commercial bank in an acceptable form drawn in favour of "**Director, MITS, Gwalior**" payable at Gwalior with the Tender document. EMD will not carry any interest from the part of the Institute and will be refunded to the empanelled agency after expiry of 30 days beyond the contract period.
- (v) The EMD of Rs. 20,000/- (Rupees Twenty Thousand only) of the selected bidder will be adjusted in security deposit (interest free).
- (vi) **Security deposit Rs 50000/- (Rs Fifty Thousand only) will not carry any interest from the part of the institute and will be refunded to the empanelled agency after expiry of 30 days beyond the contract period. Security deposit may be in form of demand draft/ Banker's cheque in favour of "Director, MITS, Gwalior" payable at Gwalior.**
- (vii) The bidder has to sign and seal on each page of the bid documents and annexure- I to IV, one by one as indicated in the tender document.
- (viii) Bidders are requested to note that they should necessarily submit their financial bids in the format provided (Annexure-V) and no other format is acceptable.
- (ix) All the documents being submitted by the bidders would be ensure the secrecy of the data.
- (x) 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.

**5. PRE BID MEETING:**

- (a) A pre bid meeting will be held on 08-09-2022 during 15:30 Hrs through for seeking clarification on the tender conditions if any. Pre-Bid will be conducted at conference hall on 1<sup>st</sup> Floor near General Office, MITS Gwalior.
- (b) Bidders or their authorized agents need to demonstrate the clarifications.
- (c) Participation in the Pre-bid is voluntary. However all bidders are advised to take the



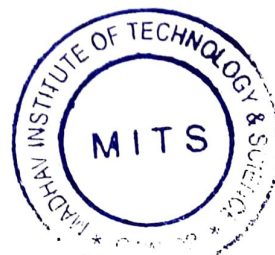
cognizance of corrigendum published, if any, before the submission of their bid.

**6. General Term & Condition:**

- a) **Taxes:** The Empanelled agency shall pay all the taxes which are levied by the Central Government and the State Government from time to time. The Institute is not liable for the penalties against non- payment of these taxes or default therein. Any default, non-payment of taxes to statutory authorities will cause termination of tender.
- b) All notices, consents, sanctions directions and approval referred to in this agreement or otherwise shall be given by the director to the contractor in writing.
- c) During the agreement period, the director is at liberty to alter/ modify/ add/ delete in the condition(s) of the agreement in the interest of the Institute.
- d) **RIGHT TO ACCEPT AND TO REJECT ANY OR ALL BIDS**
- (i) The Institute is not bound to accept the lowest bid or any bid and at any time may terminate the tendering process.
- (ii) The Institute may terminate the contract if it is found that the successful bidder is black-listed on previous occasions by the any of the Govt. Organisation, Institutes/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc.
- (iii) The Institute may also terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the work-order.
- e) Validity of Bids 180 days from the opening of bids.
- f) All disputes that may arise shall be referred to the Director, MITS Gwalior whose decision shall be final.
- g) **JURISDICTION:** The courts at Gwalior (Madhya Pradesh) shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**7. Specific Terms and Conditions:**

- a) GSTIN have to be provided for each transaction. Exchange or return may be allowed as per standard practice.
- b) **Penalty Provision**
- In the opinion of the Institute, if the successful bidder fails to execute the tender terms mutually agreed and enter in the agreement/ contract between the institute and the bidder to satisfaction of the Institute, the Institute has the right to take the following actions;
- (i) Imposition of fine for breach of contract by authorized officer of the Institute.
- (ii) Forfeiture of Performance Security Deposit either partly or fully.
- (iii) Termination of tender/ contract by giving one month's notice.
- (iv) Termination of contract with the above due notice and also simultaneous forfeiture of security deposit. and
- (v) In the event of any statutory authorities imposes any punishment or fines etc., and if the Institute is made a party in such penal action the Institute have the authority to keep security deposit etc., with it until it is proved to the satisfaction of the Institute that such penal actions are ceased. Such penal actions may be a reason for termination of Contract.
- (vi) Any violation of the contract terms and conditions will attract imposing of penalty up to Rs. 1000/- (Rupees One Thousand only) on each time.



P. / [Signature]  
29.8.2022  
(Registrar)



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**ANEXURE-I**

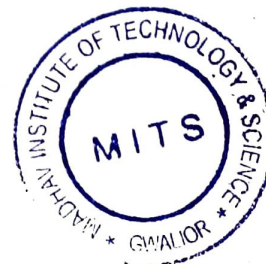
**Technical Bid**

**Bidder Profile for empanelment of advertisement agency for MITS, Gwalior**  
**Tender No:** **Opening Date & Time:**

1. Name of Registered Firm/ Agency:
2. Name of Owner/ Proprietor,  
Partners/ Directors of the applicant  
with addresses and phone numbers:
3. Contact Details:
  - a. Registered Address of Firm/ Agency:
  - b. Phone/ Mobile No.:
  - c. Email ID:
4. Contact Person / Representative of firm:  
(Name & Designation)
5. Registration Number and Date of Registration of Firm/ Agency
  - a. Registration Number (Shop Act.):
  - b. Date of Registration:
6. PAN Number:
7. GST Registration Number:
8. EPF Registration Number (if applicable):
9. ESI Registration Number (if applicable):
10. Bank Account Details:
  - a. Account Number:
  - b. Name of Bank & Branch Address:
  - c. IFSC Code:
11. Financial Turnover Rupees (in Lakhs)
  - a. FY 2019-20 :
  - b. FY 2020-21 :
  - c. FY 2021-22 :
12. Years of relevant experience of executed orders (Name, addresses and contact details)
13. List of similar work executed/ in hand during the last 3 years for institutional/  
commercial complexes.

S. No	Location of the work & Name of Organization	Commencement of business	Name, addresses and contact details of the client
1.			
2.			
3.			

14. Any other information, tenderer wishes to provided in support of their credentials  
(Details , if any, to be furnished)



**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART  
IN TENDER**

I / We \_\_\_\_\_ Hereby  
declare that the firm/ company namely M/s. \_\_\_\_\_ has never  
been blacklisted or debarred in the past by Union/ State Government, PSU/ Autonomous  
organization from taking part in Government tenders in India.

**Or**

I / We \_\_\_\_\_ Hereby  
declare that the Firm/ company namely M/s. \_\_\_\_\_ was  
blacklisted or debarred by Union/ State Government or any Organization from taking part in  
Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_.  
The period is over on \_\_\_\_\_ and now the firm/ company is entitled to take part in  
Government tenders. And at present no case is pending against us in any Court of Law.

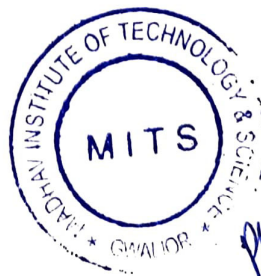
In case the above information found false I/we are fully aware that the tender/ contract will be  
rejected/cancelled by Director MITS Gwalior, Performance Security, Security deposit shall be  
forfeited and debarment for two years.

DEPONENT (Bidder)

Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



*pu*

*P. Singh*

**Bid-Securing Declaration Form****Tender No.:****Date of Bid Submission:****To,****The Director  
MITS Gwalior**

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 Two 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.

Signature (person whose name and capacity are shown)

In the capacity of \_\_\_\_\_ (legal capacity of person signing the Bid Securing Declaration).

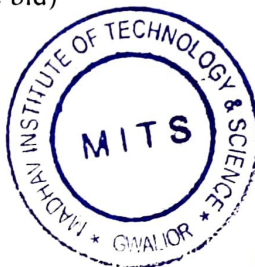
Name: \_\_\_\_\_ (person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of \_\_\_\_\_ (complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (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)



*Handwritten signature in blue ink, possibly reading 'P. Singh'.*

Date:...../...../.....

To,  
The Director,  
MITS Gwalior

**Subject:** Acceptance of Terms & Conditions of Tender.

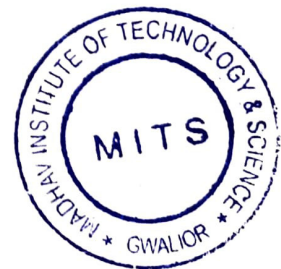
Reference Tender No: \_\_\_\_\_ Name of Tender: \_\_\_\_\_

Dear Sir,

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 01 to 09 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions/ clauses contained therein.
2. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality/ entirety.
3. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking/ Autonomous Institute.
4. I / We certify that all information furnished by the my/ our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



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ANNEXURE – V

## Financial Bid Format

(Section - II)

for

Empanelment of advertisement agency in MITS, Gwalior

I have quoted rates as given below:-

S. No.	Item Description	Rate for Quantity for evaluation purpose only	Size wise rate to be quoted per column ( cm x cm ) in Rupees in figure and in words	GST percent (%)	Total Amount with taxes in Rupees in figure and in words
1.	Advertisement in English national news paper	01	1. ( cm x cm ) 2. ( cm x cm ) 3. ( cm x cm )		
2.	Advertisement in Hindi national news paper	01	1. ( cm x cm ) 2. ( cm x cm ) 3. ( cm x cm )		
3.	Advertisement in local news paper	01	1. ( cm x cm ) 2. ( cm x cm ) 3. ( cm x cm )		

**Separate sheet may be attached if space found insufficient. But conditional tender rates will disqualify bidder.** The above quotations excludes all applicable taxes. In case of dispute in figure or in words , amount in words will be treated as finally correct. No correction / omission will be allowed and financial bid will be treated as non-responsive bid. Which will lead to cancel the bid of bidder.

(Signature of Tenderer with seal)

Name: .....

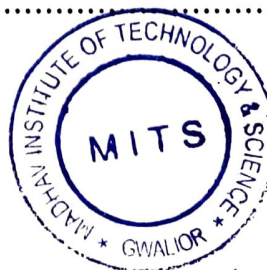
Full Address: .....

Mobile phone No):.....

E-mail: .....

Place:.....

Date:.....



P. / *[Signature]*

*[Signature]*