



**JAMIA MILLIA ISLAMIA**  
**Jamia Nagar, New Delhi-110 025**  
**Ph: 011-26982759**

### **Notice Tender Enquiry**

NIT-85/Advt/ADMN/RO/JMI/2018

Date: 12.03.2018

Online Tender in two bid systems are invited from reputed INS Accredited/DAVP approved Advertising Agencies for Empanelment with Jamia Millia Islamia. Manual bids shall not be accepted. Bid document with other terms & conditions can be downloaded from JMI Website: [www.jmi.ac.in](http://www.jmi.ac.in) (for reference only) and CPP website: <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under and be submitted with notified EMD as per following:

#### **Critical Date Sheet:**

|                                       |                         |
|---------------------------------------|-------------------------|
| Publish Date                          | 12/03/2018 at 17:30 Hrs |
| Bid Document Download/Sale Start Date | 12/03/2018 at 17:30 Hrs |
| Bid Submission Start Date             | 12/03/2018 at 12:00 Hrs |
| Bid Submission End Date               | 02/04/2018 at 01:00 Hrs |
| Bid Opening Date                      | 03/04/2018 at 15:00 Hrs |

| EMD<br>(Refundable) | Last Date for<br>submission of<br>bids/Time | Venue and Time of opening of<br>Bids        | Validity of the Contract |
|---------------------|---------------------------------------------|---------------------------------------------|--------------------------|
| Rs. 2,00,000/-      | As per critical date-sheet                  | Purchase & Inventory Control<br>Office, JMI | <b>One Year</b>          |

#### **ELIGIBILITY CRITERIA**

Ad agencies meeting the following minimum eligibility criteria are only requested to apply for the empanelment:

1. **Accreditation:** The Agency should have full accreditation with Indian Newspaper Society (INS) besides accreditation/registration in Directorate of Advertising & Visual Publicity (DAVP)/DIPR, Registrar of Newspaper of India; Doordarshan (DD) and All India Radio (AIR) is desirable.
2. **Annual Turnover:** The agency should invariably have a minimum annual turnover of 1 Crores (Rs. One Crores) in the last financial year.
3. **Experience:** Ad agencies will have a minimum of 3 years of experience in advertising field in providing similar ad agency services to a Government/PSU (Proof to be enclosed).
4. Agency should **not have been debarred** by any department of government, PSU, etc. No complaint should be pending with Government or its agencies. Affidavit, in this regard, should be submitted.
5. Agency should have **full-fledged office(s) at Delhi** with the state-of-the-art infrastructure and manpower including creative team to support timely service for activities within the scope of work.

#### **LIST of Documents to be provided:**

Ad Agencies are required to submit below mentioned documents with the tender documents without which the tender shall not be treated as valid.

##### **A) Mandatory documents :**

- (i) **Submission of Earnest Money/Bank Security/ PBG:** Earnest Money of Rs 2,00,000/- in the form of Demand Draft/Pay Order shall be submitted in favour of the **Registrar Jamia Millia Islamia**, New Delhi drawn on a nationalized /scheduled bank. The Earnest Money of the successful bidders shall be adjusted against Bank Security/Performance bank security till completion of successful services of the agencies for the contract period. **In the event of breach of contract by the successful**

service provider Earnest Money/Bank Security/PBG shall be forfeited with the Jamia Millia Islamia. However, Earnest Money deposited by the unsuccessful bidders shall be discharged /returned as promptly as but not later than 30 days after the expiry period of bid validity prescribed by JMI.

- (ii) Photocopy of the Trade License.
- (iii) Photocopies of the GST/PAN card /up to date Sales Tax clearance Certificate.
- (iv) Name and Address of the registered office, Head office and regional office of the company with name and phone numbers of the key persons.
- (v) Proof of full accreditation of Indian Newspaper Society, INS.
- (vi) List of sufficiently qualified and well qualified manpower for executing the work.
- (vii) Latest Income tax Clearance Certificate, Annual Accounts and Profit and Loss Statement of the company for the last three years.
- (viii) Details of similar work done in last three years along with copies of orders and certificates from the user agencies should be submitted along with the offer as per Annexure of the quotation /Bid document.
- (ix) Technical bid at Annexure-I
- (x) Self declaration at Annexure-II
- (xi) Format for supplier/ Distributor information at Annexure-III
- (xii) Commercial Bid at Annexure- IV.
- (xiii) Acceptance of all clauses of bids specification duly signed page wise.
- (xiv) Tender acceptance letter duly filled by the bidder at Annexure-V.

#### **B) Documents Desirable to be submitted:**

- (i) Balance sheet with Auditor's report for the last three years.
- (ii) Proof of the agency having Pan India reach so as to enable prompt publishing of advertisements and other material for nation –wide distribution.
- (iii) Proof of empanelment with at least 2 Government Organizations or reputed organizations during the last two financial years.
- (iv) The agency should be able to demonstrate job samples, and should be fully equipped with computers and necessary software, men & material for designing of advertisements. Agencies should have most modern automated office for the latest graphic and other kinds of designing and availability of all kinds of communication facilities like fax, website, mobile telephone and e-mail etc.

#### **Scope of the work**

- (i) Press releases on major initiatives / achievements / activities/ events of the university to media as per requirement of the university.
- (ii) Arranging articles & advertorials in magazines & newspapers (including the ones engaged by the university) through print publications, education writers etc. It will be the job of the agency to provide the coverage detail on the University for the month supported by clippings of the news paper /magazines and other materials.
- (iii) Dispatches of print and electronic material to the media when so desired.
- (iv) Media coverage, tracking and analysis, apprising key news from prominent trade, business and general press to the department on the weekly basis. Presentation of the detailed clippings dockets / competition and general industry on customized periodicity.
- (v) Clarifications / rejoinders of the adverse publicity / news appear in dailies / others.
- (vi) Any other work on mutually agreed terms.
- (vii) The award of work shall be decided strictly on the item wise (reflected in Annexure-IV in Commercial bid) L-1 quoted rates basis out of the technically qualified firms.

### **Information, Terms and conditions of Contract:**

1. In the year 2017-2018, the quantum of total expenditure incurred by the Jamia on admission notices/advertisements/tenders etc. was Rs.40 lakhs (Rupees Forty Lakhs) approximately.
2. Keeping in view the above scope, it would be imperative for the media and advertising agency to depute qualified and experienced person/s who are based in Delhi with a functional office, infrastructure set up and other logistic support system to cater to the needs of the University. Separate sheet of technically qualified staff in media and advertising should be attached along with the technical bid document.
3. Details of past relevant experience in media coordination and advertising activities, awards of excellence won, if any, should be submitted with the tender.
4. The University reserves the right to remove any such agency from the empanelled list along with forfeiture of Performance Security/Bid Security/Earnest Money, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
5. Earnest Money / Bid Security of qualified/successful bidder/s will be converted into Performance Security and will be released only after the expiry of contract period, without any interest.
6. The Earnest Money / Bid Security of all the unqualified/unsuccessful bidder/s will be returned as early as possible after the expiry of the period of the bid validity and after issue of the work order. No interest will be payable to the agency on the Earnest Money / Bid Security deposit.
7. The Earnest Money / Bid Security deposit will be forfeited in the following cases:
8. When tenderer withdraws or modifies the offer after opening of the tender.
9. When the tenderer fails to commence/comply/execute the work order within the prescribed period.
10. When information / certificates / documents furnished are found false at any stage.
11. The agency should be able to create solutions for effective media coordination and advertising exercise for University at the same time understanding the overall needs of the University.
12. The University shall not make any advance payments to the advertising agency for any of the work assigned by the University. The payments shall be released by the University against the bills received from the agency after having completed the job to the entire satisfaction of the University.
13. The University may empanel more than one Media and Advertising Agency and shall be free to release advertisements through any one or more of them. However, the act of empanelment shall not prohibit the University of its right to release advertisement directly without routing them through the empanelled advertising agencies.
14. The University reserves the right to accept or reject any tender or its part as per rules without assigning any reason thereof.
15. Selected firm will have to sign an agreement for the assignment for a period of one year from the date of work order with University. This could be extended to a further period depending on the mutual agreement of the university and the agency with such modifications as may be felt necessary. However, the terms and conditions of the contract, during the period of agreement, will remain unchanged.
16. Tenders received after the due date and time will not be considered.
17. Wherever specific terms and conditions have not been spelt out in tender document, General Finance and Accounts Rules of the Central Government shall apply.
18. If work is not found satisfactory, the agreement is liable to be cancelled without giving any reasons. Entire rights in this concern lie with the competent authority of the university.
19. Payment to the agency will be released on assessment of the works based on norms, conditions stipulated in Tender Document.
20. Each page of the Tender Document should be numbered.
21. Applicant contractor must provide demand draft as **EMD for Rs. 200,000/- (Rupees Two Lakhs only)** in favour of the Registrar, JMI and payable at New Delhi. From any Nationalized/ scheduled Bank valid for three months with their application/downloaded tenders. The all applicable bank charges shall be born by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which have submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also.
22. Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

23. The JMI may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with clause relating to Amendment of Bidding documents in which case all rights and obligations of the JMI and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
24. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be authorized by the person or persons signing the bid. Further, over-writings on documents, if any should be supported by signatures.
25. The bidders may submit their bid online not later than the time and date specified therein.
26. Issuance of bid documents should not automatically be construed that the bidder is considered qualified.
27. The JMI Authority has the right to reject any bids on technical grounds without assigning any reason.
28. Jamia Millia Islamia shall not be responsible for any delay, loss or non-receipt of original mentioned documents.
29. Prices shall be quoted in Indian Rupees for offers received for supply within India and in US dollars as per the Financial Bid format in case of offers received for supply from foreign countries. The prices quoted should be CIF or FOR, JMI destination.
30. The JMI may decide to open a letter of Credit or Wire Transfer in cases where it so decides. Any variation in price from the publication be indicated well in advance.
31. All taxes, if applicable, should be quoted separately, otherwise it would be presumed that the quoted prices are inclusive of taxes (please see Financial Bid format).
32. The quotations must be valid for 21 days from the date of opening of the technical bids. No change in prices and change in terms and conditions will be permitted.
33. The bidder may submit the proprietary certificate for the item(s), if applicable.
34. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same bid for the same product.
35. Jamia Millia Islamia reserves the right to purchase varying quantity of material, less or more.
36. In the process of evaluation, comparison of bids, Jamia Millia Islamia reserves the right to reject any or all bids.
37. The Prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subjected to variation in any account. A bid submitted with an adjustable price quotation will be treated as now responsive and rejected.
38. All corrigenda will only be notified on the JMI website and CPPP website.
39. The Vice-Chancellor, JMI shall be the final Authority for settlement of any dispute and his interpretation of any Clause/term/condition(s) of this document shall be final and binding and the jurisdiction for Court of Law shall be Delhi/New Delhi.

**Desirable:**

Accreditation by Doordarshan and All India Radio.

Proficiency in translation and proof reading facilities in major Indian languages.

**Note**

The agencies black listed by other government organizations / autonomous bodies will not be considered for empanelment. Tender/s not received in the prescribed format will be summarily rejected.

In exceptional circumstances, in case if the newspaper/s(publication) revise/s its/their rates, the university may consider revision in rates subject to the submission of documentary evidence by the advertising agency.

Authorize Signature of the firm:

Name:

Designation:

### **Bid Submission:**

1. Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
3. Tenderer/Contractor are advised to follow the instructions "Instructions To Bidder for Online Bid Submission" provided for online submission of bids -
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Tenderer who has downloaded the tender from the JMI website and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with JMI.
6. Intending tenderers are **advised to visit again** JMI Website: [www.jmi.ac.in](http://www.jmi.ac.in) (Reference only) and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum/ addendum/amendment.
7. Applicant contractor must provide demand draft as EMD for Rs. 200,000/- (Rupees Two Lakhs only) in favour of the Registrar, JMI and payable at New Delhi. From any Nationalized/ scheduled Bank valid for three months with their application/downloaded tenders. The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which have submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also.
8. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.

### **Submission of Tender**

**The tender shall be submitted online in Two part, viz., technical bid and price bid.**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### **Technical Bid**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i) Photocopy of Trade License.
- ii) Signed and Scanned copy of **Earnest Money Deposit** of Rs.200,000/- in the form of Demand Draft/Pay Order in favour of the Registrar, Jamia Millia Islamia, New Delhi; drawn on a nationalized/schedule bank, which may be forfeited if the tenderer failed to comply the terms and conditions of the Tender.
- iii) Latest Income Tax Clearance Certificate, Annual Accounts and Profit and Loss Statement of the Company for last three financial years.
- iv) Details of similar work done in last three years along with copies of the orders and certificates from the user agencies should be submitted along with the Offer as per Annexure of the Quotation/Bid Document.
- v) Proof of empanelment with at least 2 Government Organization or reputed organization during the last two Financial Years.
- vi) List of sufficiently technically qualified and well-experienced manpower for executing the work.
- vii) Proof of full accreditation of Indian Newspaper Society, INS
- viii) Name and address of registered office, Head Office and Regional office of the company with name and phone numbers of key persons.
- ix) Technical Bid at Annexure-I
- x) Self-declaration at Annexure-II
- xi) Format for Supplier/Distributor information at Annexure-III
- xii) Acceptance of all clauses of bids specification duly signed page-wise.
- xiii) Signed and Scanned copy Certificates like Registration certificate, PAN No, TIN No, Service Tax registration, Sales Tax, Trade Tax Regn, GST No.
- xiv) Signed and Scanned copy of Proof of Balance Sheet with Auditor's Report for the last three.
- xv) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- xvi) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
- xvii) Signed and Scanned Copy of **Technical data sheet** as per Annexure I.
- xviii) Signed & scanned copy of Name and address of registered office, Head Office and Regional office of the company with name and phone numbers of key persons.
- xix) Signed & Scanned copy of Annexure, I, II, III, IV, V.

### **PRICE BID**

**Schedule of price bid at Annexure IV dully filled by the bidder in figure as well as in words.**

## **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 Enrollment**” 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. Please note the 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.
- 3) 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.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

#### **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) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) 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.
- 6) 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.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie 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.
- 10) 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**

Mobile Number: 91 8826246593

**In Office Hour Only: +91 8804377070 (Aman Mishra)**

E-Mail: support-eproc[at]nic[dot]in

- 3) For Tender related Query may please contact:  
Tel: 26982759(Dir), 26981717#1240, 1242
- 4) Assistant Registrar (Admn.) on 011-26982783 26981717 Ext. 1120.

## ANNEXURE –I

**Empanelment of INS Accredited/DAVP approved Advertising Agencies in  
Jamia Millia Islamia**

**APPLICATION FORM**

**Sub: Tender for "Empanelment of Media and Advertising Agencies in University**

Note: The relevant information sought in proforma below may be mentioned in short against the points here only. Detailed documents/certificates etc may be enclosed and flagged)

|     |                                                                                                                                                                               |   |                                               |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------|
| 1.  | Name & Address of the Firm<br>Tel/Fax/email details                                                                                                                           | : |                                               |
| 2.  | Date of Establishment (enclose evidence)                                                                                                                                      | : |                                               |
| 3.  | Branches (encloses details with address & telephone no.)                                                                                                                      | : |                                               |
| 4.  | Is your firm a proprietorship, partnership or registered under the Companies Act. Please give details & enclose Certificate                                                   | : |                                               |
| 5.  | Accreditation detail of INS along with validity, (Enclose certificate)                                                                                                        | : |                                               |
| 6.  | Accreditation / Registration detail of DA VP/DIPR, Registrar of newspapers, Doordarshan & AIR.                                                                                | : |                                               |
| 7.  | Details of Income Tax Registration. Enclose IT Clearance / PAN details (enclosed copies)                                                                                      | : |                                               |
| 8.  | Service-Tax Registration details & enclose copy of latest service tax clearance certificate                                                                                   | : |                                               |
| 9.  | Professional set up (Complete details of machinery, staff, editorial staff, designers & others) Enclose list.                                                                 | : |                                               |
| 10. | List of present clients & sample of recently done works (enclose copies)                                                                                                      | : | (list no. of present clients here)            |
| 11. | Experience in the promotion of educational organization along with samples (enclose copies)                                                                                   | : |                                               |
| 12. | Details of Turnover during last 3 years. Balance Sheet, Profit & Loss accounts duly verified by C.A. (enclosed attested copies)                                               | : | (mention last year's turnover in crores here) |
| 13. | Awards for excellence in promotion of educational institution (enclose certificate)                                                                                           | : |                                               |
| 14. | Are you on the panel of any educational organization having activities similar to that of the Jamia Millia Islamia? If yes, give details (Attach separate sheet, if required) | : |                                               |
| 15. | Details of appreciation(s) / award(s) received by your agency (if any) in advertisement campaigns (Attach separate sheet, if required)                                        | : |                                               |
| 16. | Any other information                                                                                                                                                         | : |                                               |

Note: Document evidence may please be provided, wherever applicable, in the form of photo copies (Accreditation Certificates, Audit Reports, Work Orders, Release Orders, etc.)

This is to certify that I have understood the provisions of tender document and all the information given by me in tender document is true to the best of my knowledge.

**Signature of Tenderer**

**Name and Designation of the Tenderer**

## ANNEXURE-II

**Self-Declaration to be given by the bidder**

Bid's Reference No. & Date:

Bidder's Name & Address

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

Email:

The Registrar,  
Jamia Millia Islamia,  
Jamia Nagar, New Delhi-110025.

We, the undersigned Bidder, having carefully read and examined in detail the Terms and Conditions, specifications and all bidding document in regard to the Empanelment at Jamia Millia Islamia and accept the same.

**We also do hereby declare**

1. that we have not been blacklisted/debarred by any Government/Undertaking.
2. that the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
3. that the original mentioned documents submitted by us and prepared so as to prevent any subsequent alteration and replacement.

For and on behalf of the firm  
(Firms Name & Address)

(Signature of Authorized Signatory)

Name:  
Designation  
Phone No.:  
Seal:

Date: .....

Place:.....

## ANNEXURE-III

**FORMAT FOR OTHER INFORMATION****(To be filled in by the bidder)**

1. Name of the firm: .....
2. Address: - .....
3. Telephone/Mobile No. ....
4. Fax Number: - .....
5. Email: - .....
6. GST No.: .....
7. Firm Registration No.: .....  
(if any)
8. PAN: .....  
(Attach photocopy)
9. **Earnest Money (Bids Security)**.....  
**@ Rs. 2,00,000/-**

- a) Bank Draft/Pay Order No .
- b) Date .
- c) For Rs .
- d) Drawn On .

(Signature of the authorized person)  
 Name of contact person  
 Name of Firm  
 Contact No.  
 Seal

Place .....

Date.....

ANNEXURE-IV

**COMMERCIAL BID***(In Indian Rupees)*

| S.N. | Name of the Newspaper | Editions/Supplement          | B/W         |         |               |
|------|-----------------------|------------------------------|-------------|---------|---------------|
|      |                       |                              | Appointment | Display | Tender Notice |
| 1.   | The Times of India    | New Delhi                    |             |         |               |
|      |                       | All Editions                 |             |         |               |
|      |                       | Education Times              |             |         |               |
|      |                       | Ascent                       |             |         |               |
|      |                       | Delhi, UP, Bihar & Jharkhand |             |         |               |
| 2.   | The Hindu             | New Delhi                    |             |         |               |
|      |                       | All Editions                 |             |         |               |
|      |                       | Empower                      |             |         |               |
| 3.   | Indian Express        | New Delhi                    |             |         |               |
|      |                       | All Editions                 |             |         |               |
| 4.   | Dainik Jagaran        | New Delhi                    |             |         |               |
|      |                       | Delhi + NCR                  |             |         |               |
|      |                       | All UP                       |             |         |               |
|      |                       | Bihar                        |             |         |               |
|      |                       | Jagran Josh                  |             |         |               |
| 5.   | Dainik Bhaskar        | Bihar                        |             |         |               |
|      |                       | All Editions                 |             |         |               |
| 6.   | Hindustan Times       | New Delhi                    |             |         |               |
|      |                       | All Editions                 |             |         |               |
| 7.   | Hindustan Hindi       | New Delhi                    |             |         |               |
|      |                       | All Editions                 |             |         |               |

| S.N. | Name of the Newspaper         | Editions/Supplement | B/W         |         |               |
|------|-------------------------------|---------------------|-------------|---------|---------------|
|      |                               |                     | Appointment | Display | Tender Notice |
| 8.   | Rashtriya Sahara Hindi        | New Delhi           |             |         |               |
|      |                               | All Editions        |             |         |               |
| 9.   | Rashtriya Sahara Urdu         | New Delhi           |             |         |               |
|      |                               | All Editions        |             |         |               |
| 10.  | Inquilab Urdu                 | New Delhi           |             |         |               |
|      |                               | All Editions        |             |         |               |
| 11.  | Srinagar Times                | Srinagar            |             |         |               |
| 12.  | Mangalam Daily                | Kozhikode           |             |         |               |
| 13.  | Assam Tribune                 | Guwahati            |             |         |               |
| 14.  | Greater Kashmir               | Srinagar            |             |         |               |
| 15.  | Siyasi Tanzeem Urdu           | Muzaffarpur         |             |         |               |
| 16.  | Employment News               | Delhi               |             |         |               |
| 17.  | Amar Ujala                    | All Editions        |             |         |               |
|      |                               | Delhi NCR           |             |         |               |
|      |                               | UP                  |             |         |               |
| 18.  | University News               | Delhi               |             |         |               |
| 19.  | Economic and Political Weekly | All Editions        |             |         |               |
|      |                               | Mumbai              |             |         |               |

**Note:** In addition to the above, offers for other newspapers/journals, electronic media or any other packages offered by the agency may be enclosed separately.

The Commercial bid being submitted has the approval of the ..... (name of the agency) and I have been authorized to submit it.

|             |                    |
|-------------|--------------------|
| Place _____ | Signature _____    |
| Date _____  | Name _____         |
|             | Designation _____  |
|             | Seal of the Agency |

(Signature of the authorized person)  
Name of Contact Person  
Name of Firm  
Contact No.  
Seal

## ANNEXURE-V

TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance of Terms &amp; Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (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.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation 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)