



GOVERNMENT OF NCT OF DELHI
DELHI TECHNOLOGICAL UNIVERSITY
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110 042
Website: www.dtu.ac.in , E-mail: ga@dtu.ac.in
Tel: + 91-11-2729 4673

F. No.DTU/Gen. Admn./092/2016-17

NIT OF EMPANELMENT OF ADVERTISING AGENCY

The Delhi Technological University invites E-tenders from the DIP, GNCTD & DAVP empanelled Print Media Group/Agencies for publication of various advertisement of DTU in the newspaper on discount /Media buying basis on DAVP rates initially for a period of one year. University reserves the right to curtail or to extend the validity of contract at the same rates and terms & conditions for such period as may be agreed to.

For participation in E-tender, the interested advertising agencies are required to submit their proof of empanelment and quote the Discount/Media buying in percentage at DAVP rates in prescribed Performa available at Annexure IV of this tender document.

Bid Schedule

Date of start and downloading tender	26 th March,2019
Earnest Money Deposit (EMD) (Rs.)	Rs.10,000/-
Pre-Bid meeting	8 th April, 2019 at 11:00 AM
Last date of submission of tender (online)	22 nd April,2019 at 02:00 P.M.
Date and Time of Opening Bid	22 nd April,2019 at 3:00 P.M.
Designation of the Authorized Officer and Address for Communication:	Assistant Registrar (General Administration) Delhi Technological University Shahbad Daulatpur, Bawana Road, New Delhi-110042.

Assistant Registrar
General Administration
Delhi Technological University, Delhi



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GUIDELINES/PROCEDURE TO BE FOLLOWED IN INTRODUCTION OF 'E'-PROCUREMENT SOLUTION:

- 1. Payment of cost of Tender documents:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the : <https://govtprocurement.delhi.gov.in>.
- 2. Submission of bids:** The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at: <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the: <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the pages of tender document statements and certificates uploaded by him, owing responsibility for their correctness/ authenticity along with original EMD. However, documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.
- 3. Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the Demand Draft/Pay order of scheduled bank/Fixed Deposit Receipt of a scheduled bank issued in favour of Registrar, Delhi Technological University, Delhi. Photocopy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU upto Last Date and Time for receipt of tenders through e-procurement solution. Failure to furnish the original DD/PO/FDR against EMD within the prescribed time will entail rejection of bid and blacklisting.
- 4. Price Bid Opening:** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: <https://govtprocurement.delhi.gov.in>, which can be seen by all the bidders who participated in the tenders.
- 5. Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
- 6. Payment of Performance Guarantee:** The successful tenderer shall furnish a bank guarantee/FDR of Rs. 2.5 Lakh which shall be for a period of sixty days beyond the term of contract from a nationalized bank to ensure the satisfactory performance. The performance guarantee is to be submitted at the time of award of work. In case the performance of the services is not found satisfactory, the amount of bank guarantee will be forfeited & credited in university account.
- 7. Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids:
(i). Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process. (ii). **Bidders can visualize the process online.**
- 8. Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.



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TERMS AND CONDITIONS

- The Contract shall be awarded for one year initially to the successful bidder. However, the period may be extended to another year based on the satisfactory performance and recommendation of Committee member.**
- The selected vendor shall be required to design, translate, type, the content of the advertisement to be published and submit the same for approval of DTU Authority.**
- The Tenderer shall submit the documentary proof of service tax registration number / GST/ Permanent Account Number (PAN) and TIN Number etc along with proof of empanelment.**
- EMD's for tender shall be in shape of FDR/DD in favour of Registrar, DTU. _____ (Name of the firm). Photocopy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be send to DTU so as to reach before the date of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid will entail rejection of bid and blacklisting.
- This agreement may be renewed by the parties on such terms and conditions as are agreed between the parties on the conclusion of this agreement. However, unless the contract is renewed, it shall come to an end as aforementioned.**
- The Hon'ble Vice-Chancellor, DTU reserves the right to cancel the contract agreement in the event of non-commencement of services within two weeks of offer letter or unsatisfactory performance of work contract, the Tenderer will be black listed in the University for a period of 4 years from participating in such type of tender & His earnest money and performance gurantee may also be forfeited if so warranted.**
- In case, **the Tenderer fails to render the services to the satisfaction of University authority, the authority will** have full liberty to get the work done by the other party or enter into a fresh contract for the remaining period at the risk and expenses of the Tenderer.
- Tenders shall** submit the undertaking of Annexure-II in Rs. 100/- Non Judicial stamp paper.
- For any unsatisfactory work/delay of work, the Competent Authority may impose a penalty of upto Rs. 10,000/- per instance (min Rs. 2000/-) depending upon the quantum of work.

Assistant Registrar
General Administration)



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ANNEXURE – I

SCOPE OF WORK

- Nature of the work : - Estimated Cost of work is 50 lakh.
- : - To provide necessary services for publishing the content approved by DTU Authorities in National Dailies/weekly publication from Delhi/New Delhi/All India circulation.
- : - To perform all tasks necessary including but not limited to designing of the matter of the advertisement , its translation, typing work, etc to achieve the objective mentioned in the above Para.
- Time Limit : - The design of the advertisement to be published alongwith the estimate for publication must be submitted to the University for approval on the same day.
- : - Post approval of the design/content of the advertisement & estimate . The University Authorities will issue work order. The advertisement should be published on the very next day or as per the date given in the work order.
- Responsibility of the Vendor:- The vendor shall be required to submit of the Bill for publication of the advertisement of DAVP rates and after deducting the discount/Media Buying quoted by the Vendor along with the copy of the newspaper in which the publication advt. were published. All the time Vendor is expected to provide proper service.
- : - University will provide the content of the advertisement through email only.



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Annexure-II

Tender No: _____
Tender Name: _____

UNDERTAKING

(To be executed on Rs. 100/- Non judicial Stamp Paper)

1. I/ We the undersigned, certify that I/ We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
2. That no Civil / Criminal/ Income Tax/ Service tax/ blacklisting case is contemplated or pending against my firm.
3. **The media Buying/Discount quoted by me/ us are valid and binding on me/ us for acceptance for the entire period being offered of contract.**
4. I/ We undersigned hereby bind myself/ourselves to the Registrar, Delhi Technological University, Delhi to provide advertisement services to Delhi Technological University, Delhi during the period of contract.
5. I/ We shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, as applicable from time to time for the workers employed for running the advertisement services.
6. In case of any lapse occur on my part or on my staff while discharging the services the university authorities may cancel my/ our contract and award the work to another agency and the costs difference may be recovered from me/ us and can forfeit Performance Guarantee (PG).
7. In the event of any breach/ violation of the terms and conditions, the Competent Authority shall be at liberty to terminate my contract and can forfeit the Performance **Guaranty (PG)** deposited by me/ us.
8. The Vice Chancellor, Delhi Technological University, Delhi has the right to accept or reject any or all the tender without assigning any reason. The decision of the Vice Chancellor, Delhi Technological University, Delhi will be binding upon me.
9. I/we shall also be responsible to pay all taxes as applicable to the government like Income Tax GST, and Service Tax etc.
10. It is certified that me/us/our firm has not been blacklisted by any Central/State Govt. Deptt/Body/any other Govt. agency from participating in the tender process.

Signature of the Tenderer

Name of the firm/ Tenderer
Seal of Firm

ANNEXURE – III



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Technical Bid

1. Name of the Tenderer/firm alongwith full address, email ID & Phone No. and Identity Proof
2. Proof of identity of tenderer such as Name/Residence address and telephone no.
3. Self-attested copy of PAN No. of Income Tax Department.
4. Self-attested copy of GST Registration Number by Government of India/ Delhi:
5. Self –attested copy of Proof of empanelment by D.I.P./DAVP
6. **Annexure-II** on Rs. 100/- Non Judicial Stamp Paper:
7. **Proof of Deposit Receipt of EMD:**
8. Tenderer shall provide a certificate stating that he has not been debarred or blacklisted by any Central/State Government Department/ Bodies/PSU/any other Govt. department/etc from participating in the Tender process.
9. Certified copy of I. T. Return of the last three financial year alongwith Balance Sheet.

Declaration: -

This is to certify that I/We before signing this tender have read and fully understand all the terms and conditions contained herein and undertake myself/ourselves to abide by them. Also I/We hereby declare that the information given in the technical bid by the undersigned is correct.

Signature of the tenderers: - _____
Name: - _____
Designation: - _____
Address: - _____
Phone No: - (O) _____
(R) _____



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ANNEXURE – IV

F. No.DTU/Gen. Admn./092/2016-17

Dated. _____

FINANCIAL BID FOR ADVERTISEMENT

Name of the Tenderer/ Firm _____

Full Address _____

Phone No. _____ Mobile No. _____

- I/We accept all the Terms & Conditions received with Tender Documents.
- I/We have submitted Technical Bid separately.
- I/We now offer to provide the % of Discount/Media Buying on DAVP rate (%) follows:

S. No.	Name of the Agency	Maximum % of Discount/ Media Buying on DAVP rates

Signature: _____

Name: _____

Designation: _____

Seal/ Rubber Stamp: _____

N.B.

1. Rates should be quoted on **DAVP Rate and GST Rate extra** will be considered.
2. Rates should be mentioned both in words and figures.
3. Financial Bid will be considered only if the Competent Authority accepts technical Bid.



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ANNEXURE – V

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Dated.

FORM OF AGREEMENT

This AGREEMENT IS MADE on the _____ day _____ (Month) _____(Year) between the Board of Management of the University through the _____(Name & Address of the department) herein after called “the department” which expression shall unless excluded by or repugnant to the context be deemed to include its successors in office and assigns of the one part AND _____ (Name & address of the Tenderer) through Sh. _____ the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its /their heirs, successors, executors, administrators, representatives and assigns) of the other part,. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavor’s to provide Hostel Mess Services at Delhi Technological University, Delhi.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the terms and conditions hereinafter referred to.
2. The following documents shall deemed to form and be read and constructed as part of this agreement, viz:
 - a) Letter of acceptance of award of contract;
 - b) Terms and conditions of Bid.
 - c) Notice Inviting tender.
 - d) Scope of work and Advertisement contract.
 - e) Bills of Quantities.
 - f) Addendums, if any;
 - g) Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Contractor of the University as hereinafter mentioned, the contractor hereby covenants with the employer to execute and the Advertisement Service w.e.f. _____ at % of Media Buying/Discount on DAVP Rates as per the provisions of this Agreement and the tender documents.
4. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there form as may be made under the provisions of the contract at the times in manner prescribed by the contract.



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IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

For and on behalf of Board of Management of University,DTU.

Signature of the authorized official

Signature of the authorized Officer

Name of the Official
Stamp/Seal of the Contractor

Name of the Officer
Stamp/Seal of the Employer

By the said _____ Name

By the said _____ Name

On behalf of the Contractor in the presence of :

On behalf of the Employer in the presence of :

Witness _____
Name _____
Address _____

Witness _____
Name _____
Address _____

Telephone No: _____

Telephone No : _____



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INSTRUCTIONS

1. All columns shall be filled legibly.
2. Clear and precise information shall be given against each column in the space provided.
3. If any column is left blank or not properly replied to or the application is not accompanied by the pay order/demand draft of the requisite value, the application is liable to be rejected summarily.
4. The License granted is liable to be cancelled forthwith, if it is found that the applicant had given wrong or false information in the application for the issue of authorization.
5. Only those bidders who qualify the Pre-Qualification cum Technical Stage (As per the requirement of Technical Bid) shall be considered for Price (Financial) Bid Evaluation.
6. The Financial bid evaluation sum Selection of bidders will be done on the basis of highest quoted Discount/Media Buying on DAVP Rate (%).
7. In case of a tie, the successful bidder would be decided by a draw of lots in the presence of the bidders, who may wish to be present on the occasion.
8. ***Any clarifications regarding NIT to the bidders can be done in the pre bid meeting.***

Digital Signature