

**भारतीय प्रबंध संस्थान जम्मू**  
**Indian Institute of Management Jammu**

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**NOTICE INVITING TENDER**  
**(E-PROCUREMENT MODE ONLY)**

**FOR**

**EMPANELMENT OF ADVERTISING AGENCY FOR  
PUBLICATION OF ADVERTISEMENT IN  
NEWSPAPERS**

**FOR IIM JAMMU**

**Tender Ref No: IIMJ/NIT/Advt-Agency/2021-22/15**

**Dated: 10.03.2022**

Tender Document can be downloaded from the following websites:

<http://www.iimj.ac.in/tender-and-notice>

<https://www.eprocure.gov.in/epublish/app>

<https://mhrd.euniwizarde.com>

Address To:

Chief Administrative Officer

Indian Institute of Management Jammu

Old University Campus, Canal Road

Jammu- 180016 (J&K)

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Tender Ref No: IIMJ/NIT/Advt-Agency/2021-22/15

Dated: 10.03.2022

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Education, Government of India invites online tender for Empanelment of Advertising Agencies for releasing advertisements, tenders, notices, recruitments etc. in Local/National/International newspapers, magazines, journals for IIM Jammu. Interested Creative Advertising Agencies with INS Accreditation meeting the eligibility criteria as per Tender document may submit their Bids complete in all respect.

The Important information related to tender schedule are as follows:

**TENDER SCHEDULE:**

Date of Issue/Publishing	:-	10.03.2022
Start date and time of submission of Bid	:-	10.03..2022
Last Date and Time for Submissions of Bids	:-	02.04.2022 upto 4.00 PM
Last Date and Time for receipt of queries	:-	22.03.2022 Upto 4.00 pm
Date and Time of Opening of Technical Bid	:-	05.04.2022 at 3.00 PM
Date and Time of Opening of Financial Bid	:-	Will be informed later
Estimated Contract Value	:-	Approximately Rupees 30 lakh (Rupees Thirty Lakh only) per annum
Tender Processing Fee (Non Refundable) <b>Not Exempted</b>	:-	Rs. 1180/- (Rupees One Thousand One Hundred Eighty only) Including GST
Cost of Tender Document / Registration Fee	:-	Nil
EMD	:-	Rs. 50,000/- (Rupees Fifty Thousand)
Performance Security	:-	Rs. 1,00,000/- (Rupees One lakh)
Contact detail	:-	Chief Administrative Officer 0191-2585837 cao@iimj.ac.in

**Note:** The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

In case the last date of receipt of tenders or the day of the opening of tender is declared as a Public Holiday, or there is non- functioning of the institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at the same time. No separate intimation will be given.

**\*\*SD/-\*\***  
**Chief Administrative Officer**

## 1. BACKGROUND:

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, postgraduate programme in management equivalent to MBA, Doctoral level programmes and executive training programs in all the functional areas of Management.
- 1.2 IIM Jammu is operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016. Indian Institute of Management Jammu has setup a new extension transit campus to accommodate new students, staff and faculty at Jallo Chak, Jammu, which will be used for residential and academic purposes.
- 1.3 IIM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.
- 1.4 The proposed 200 acres of state-of-the-art campus is coming up at Jagti, 14 Kms. from Jammu City, about 16 Kms. from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus will be a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.
- 1.5 IIM Jammu invites tender from Interested Creative Advertising Agencies with INS Accreditation meeting the eligibility criteria as per Tender document.

## 2. SCOPE OF WORK:

- 2.1 Institute's advertising works ranges from classified advertisements, tender advertisements to full-fledged advertisements for student's admissions, recruitment, tender etc. They are expected to be released in major newspapers, magazines and Journals all over the country and abroad at short notice.
- 2.2 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, Magazines & Journals etc.
- 2.3 **Details of Newspaper for Advertisement:** The agency may be asked to publish the advertisement in any of the following newspaper/ editions/ advertisement category as per requirement of IIM Jammu.

Publication		Editions	Advertisement Category
1.	<b>Times of India</b>	All India edition, North edition and Jammu/ local edition for Jammu Such as Chandigarh etc.	Appointment, Display and Tender
2.	<b>Indian Express</b>	All India edition, North edition and Jammu/ local edition for Jammu Such as Chandigarh etc.	Appointment, Display and Tender
3.	<b>Hindustan Times</b>	All India edition, North edition and Jammu/ local edition for Jammu Such as Chandigarh etc.	Appointment, Display and Tender
4.	<b>Economics Times</b>	All India edition, North edition and Jammu/ local edition for Jammu Such as Chandigarh etc.	Appointment, Display and Tender
5.	<b>Dainik Bhaskar (Hindi)</b>	All India edition, North edition and Jammu/ local edition for Jammu Such as Chandigarh etc.	Appointment, Display and Tender

Publication		Editions	Advertisement Category
6.	<b>Dainik Jagran (Hindi)</b>	All India edition, North edition and Jammu/ local edition for Jammu Such as Chandigarh etc.	Appointment, Display and Tender
7.	<b>Hindustan (Hindi)</b>	All India edition, North edition and Jammu/ local edition for Jammu Such as Chandigarh etc.	Appointment, Display and Tender
8.	<b>Amar Ujala (Hindi)</b>	All India edition, North edition and Jammu/ local edition for Jammu Such as Chandigarh etc.	Appointment, Display and Tender
9.	<b>Navbharat Times (Hindi)</b>	All India edition, North edition and Jammu/ local edition for Jammu Such as Chandigarh etc.	Appointment, Display and Tender
10.	<b>Daily Excelsior</b>	Jammu Edition	Appointment, Display and Tender
11.	<b>Greater Kashmir</b>	Jammu Edition, Srinagar Edition or Jammu+ Srinagar Edition (Combo)	Appointment, Display and Tender
12.	<b>Employment News Paper- English + Rozgar Samachar-Hindi</b>	All India edition Black and White: (Print, Print + website)	Appointment
13.	<b>Times of India &amp; Economic Times (Combo)</b>	All India edition	Appointment, Display and Tender
14.	<b>Times of India &amp; Navbharat Times (Combo)</b>	All India edition	Appointment, Display and Tender
15.	<b>Hindustan Times &amp; Mint (Combo)</b>	All India edition	Appointment, Display and Tender

- 2.4 In case of advertisement in any additional publication other than above, the empanelled agency may be asked to quote the discount percentage and net rate for that advertisement. The rates may be called from all the empanelled agencies and the work may be awarded to the agency who offer highest discount percentage/ lowest net rate. Addendum may also be issued in this regards.

### 3. TERMS AND CONDITIONS OF CONTRACT:

- 3.1 **Period of Contract/ Empanelment:** The empanelment will be initially for a period of One (01) year. This period may be extended on yearly basis extension on discount percentage rate and terms & conditions subject to the satisfactory performance or with some minor alteration addition/ deletion/ modification with mutual consent.
- 3.2 **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
- 3.3 **Exit Clause:** The contract can be terminated by giving one-month notice period by the Institute and three-month notice by the contractor. However, in any instant contract will be terminated if service of the vendor will not found satisfactory.

- 3.4 **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only). IIM JAMMU reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.
- 3.5 The discount percentage shall remain unchanged during the entire period of empanelment or any extension thereon. However in case of revision in the rate card of advertisement by newspaper publication, the revised net rates (after deduction of approved discount percentage) shall be applicable.
- 3.6 In case of advertisement in any additional publication other than those included in the contract, the agency may be asked to quote the discount percentage and net rate for that advertisement. The rates may be called from all the empanelled agencies and the work may be awarded to the agency who offer highest discount percentage/ lowest net rate. Addendum may also be issued in this regards.
- 3.7 Text of advertisement will be provided by the Institute in electronic format (MS word) or The representative(s) of the Agency will collect the matter personally from the Institute and the designing/creative options/artwork should be done by the agency to the satisfaction of the Institute.
- 3.8 The empanelled 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 competent authority of the Institute from time to time.
- 3.9 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.
- 3.10 IIM Jammu 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.
- 3.11 Translation from English to Hindi / any other regional language 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.
- 3.12 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 IIM Jammu.
- 3.13 All the Advertisements concerning the Institute shall be issued with the prior approval of the IIM Jammu.
- 3.14 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.
- 3.15 IIM Jammu 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 artwork.
- 3.16 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.

- 3.17 If the Advertisement is misprinted or published differently from the approved one, the Agency will publish corrigendum/correct Advertisement etc. thereof at their own cost at the earliest (within a week).
- 3.18 IIM Jammu shall have discretion to give any work to any empanelled agency selected and the other agency will not have to claim for the work.
- 3.19 The empanelment of an agency shall not mean that the Institute cannot release advertisements directly/through any other agency without routing through the agency empanelled through this tendering process.
- 3.20 The empanelled 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. IIM Jammu reserves the right to impose penalty in case of any violation of the above.
- 3.21 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.
- 3.22 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.
- 3.23 If the services of the agency are not found satisfactory, the Director, IIM Jammu shall have the right to cancel the empanelment at any time without assigning any reason and without any financial compensation to the agency.
- 3.24 The IIM Jammu 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.
- 3.25 The Institute will have the right to drop any Agency from the empanelled list without assigning any reason whatsoever. Institute also reserves the right to modify the Terms and Conditions for empanelled Agencies.
- 3.26 The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.
- 3.27 **PAYMENTS TERMS:**
- 3.27.1 Bill to be made in the name of Indian Institute of Management Jammu.
- 3.27.2 Payment shall be made within 30 (thirty) days after receipt of the final bill, duly supported by all the newspaper clippings (in original).
- 3.27.3 IIM Jammu will normally settle the bill within 30 days from the receipt of the bill. However for delayed payment, the Contractor will not charge any penalty or interest to IIM Jammu.
- 3.27.4 The payment under this agreement shall be made on satisfactory completion of job contract services to be certified by the Administration, through NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IIM JAMMU.
- 3.27.5 No extra payment shall be made for conceptualization, creation, designing and development of Advertisement issued through Newspapers/Magazines/Journals.
- 3.27.6 Selection of artwork will be entirely on Institute's discretion and IIM Jammu will not pay charges for submission of artwork.



- 3.27.7 No advance payment will be made under any circumstances.
- 3.27.8 TDS/ Income Tax etc. are to be deducted at source from the bills of Contractor as per rule.
- 3.28 **PENALTY.** In the event of the Agency/Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, IIM Jammu may make an alternative arrangement to do it, and the difference of cost incurred by IIM Jammu thereby shall be recovered from the Agency/Contractor's unpaid bills and Contractor's Security deposit. Besides, penalty, as decided by IIM Jammu, shall also be levied and recovered.
- 3.29 With mutual consent between the IIM Jammu and the Contractor, any other point can be included in the agreement at the time of its execution.
- 3.30 **Governing Language:** The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
- 3.31 **Notices:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 3.32 **Work at Risk and Cost:** The institute reserves the right to get the whole or part of the work executed by some other Agency / Firm at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
- 3.33 **Non-disclosure of Contract documents:** Except with the written consent of the Buyer, the Seller/Service provider/other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 3.34 **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 3.34.1 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 3.34.2 If a Force Majeure situation arises, the Agency/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Agency/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 3.34.3 Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.
- 3.35 The decision of IIM Jammu in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.



- 3.36 With mutual consent between the IIM Jammu and the Contractor, any other point can be included in the agreement at the time of its execution.
- 3.37 In case of any disputes on execution of the work during the period of contract, the decision of the Director, IIM Jammu shall be binding and final, agreeable in full by both the parties.
- 3.38 **ARBITRATION CLAUSE:** In the event of any dispute or difference(s) between the vendee Institute (IIM Jammu) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to “The Director, IIM Jammu”, who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act,1996. The decision of the arbitrator shall be final and binding on both the parties.
- 3.38.1 The venue of the arbitration shall be the place from where the order is issued.
- 3.38.2 The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- 3.38.3 Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.

#### 4. ELIGIBILITY CRITERIA:

- 4.1 The agency should be able to execute all kinds of advertising assignment.
- 4.2 Accreditation of Indian Newspaper Society (INS) for Press Advertisement.
- 4.3 PAN India-Presence with offices at least in major metros so as to enable prompt delivery of material for country-wide publication related work and preferably branch / registered office at Jammu.
- 4.4 Resources to handle full-fledged multi-lingual publicity campaigns with high standard of Creativity in advertising befitting the expectations of a premier professional Institute.
- 4.5 Proficiency and proof reading facilities in major Indian languages especially in Hindi & English.
- 4.6 Annual Average Annual turnover minimum 50 lakh per annum during the last three financial year i.e FY 2020-21, 2019-20 & 2018-19. The agency should also attach a copy of certificate of turnover issued by chartered accountant regarding turnover of last three financial years ended on 31 March 2021 i.e FY FY 2018-19, 2019-20, and 2020-21..
- 4.7 The Agency should be Renowned agency or individual with Minimum 5 (Five) experience of similar work in advertisement for academic institutions in Govt./State Govt./Govt. Autonomous Institute /large reputed institution / organization preferably at IIMs/IITs. WO / Agreement / Experience Certificate / Performance certificate from the clients is to be submitted. List of 5 major clients from Govt. / PSU/ Higher Education Institute / Central Universities / IIT / IIM etc to be attached.
- 4.8 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.
- 4.9 The Agency should have PAN Number and GST Registration.
- 4.10 The Advertising Agency should have adequate infrastructure for timely publication.

## 5. TENDER PREPROCESSING FEE & EARNEST MONEY DEPOSIT (EMD):

- 5.1 The Bidder should submit Tender Processing Fee of Rs. 1180/- (Rupees One Thousand One Hundred Eighty only) – Non-Refundable / Not-Exempted and Earnest Money Deposit (EMD) of 50,000/- (Rupees Fifty Thousand only) separately payable in the form of in the form of NEFT/RTGS in the name of “Indian Institute of Management Jammu”.

### **Bank Details of IIM Jammu for NEFT/RTGS:**

**NAME OF THE ACCOUNT HOLDER:** INDIAN INSTITUTE OF MANAGEMENT JAMMU

**NAME OF BANK:** THE JAMMU & KASHMIR BANK LTD.

**BRANCH NAME:** E/C GOVT. COLLEGE OF ENGINEERING CANAL ROAD

**ADDRESS OF BANK:** GCET CANAL ROAD JAMMU

**IFSC CODE:** JAKA0EGCENG

**A/C NUMBER:** 1250040500000042

**MICR CODE:** 180051027

- 5.2 The Technical Bid without Tender Processing Fee and EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit copy of valid NSIC / MSME Registration Certificate for exemption of EMD only.
- 5.3 The Tender Processing Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- 5.4 The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the tender.
- 5.5 **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.

## 6. SUBMISSION OF BID (INSTRUCTIONS FOR ONLINE BID SUBMISSION):

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on the e-tendering portal as per uploaded bid. **Prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.**

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://mhrd.euniwizarde.com>

### 6.1 REGISTRATION:

- 6.1.1 Bidders are required enroll on the e-Procurement Portal (URL: <https://mhrd.euniwizarde.com>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee (as applicable).
- 6.1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 6.1.3 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 with the bidder.
- 6.1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by

any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

(a) 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.

6.1.5 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.

6.1.6 The scanned copies of all original documents should be uploaded in pdf format on portal <https://mhrd.euniwizarde.com>

6.1.7 After completion of registration payment, you need to send your acknowledgement copy on our help desk mail id [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.

## 6.2 **SEARCHING FOR TENDER DOCUMENTS:**

6.2.1 There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.

6.2.2 Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (Non-Refundable) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees tenders will be moved to the respective 'requested' Tab. This would enable the e-tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

## 6.3 **PREPARATION OF BIDS:**

6.3.1 Bidder should consider any corrigendum published on the tender document before submitting their bids.

6.3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

6.3.3 **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 formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.**

6.3.4 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 Documents" available to them to upload such documents.

6.3.5 These documents may be directly submitted from the "My Documents" 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.

## 6.4 **SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):**

6.4.1 Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

6.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.

- 6.4.3 Bidder has to select the payment option as “e-payment” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 6.4.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The EMD in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of EMD amount in original by the said time, the uploaded bid will be summarily rejected.
- 6.4.5 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 Colored (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.
- 6.4.6 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.
- 6.4.7 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. 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 public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6.4.8 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6.4.9 Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- 6.4.10 The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

## 6.5 BID SUBMISSION PROCESS:

The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only.

### 6.5.1 TECHNICAL BID SUBMISSION:

- 6.5.1.1 Bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (**As per Annexure-I**) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, without which the tender will be considered incomplete and hence, summarily rejected.

- 6.5.1.2 **The Technical Bid should be accompanied by the relevant documents, duly signed and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.**
- 6.5.1.3 **Due date:** The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered.
- 6.5.1.4 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- 6.5.1.5 The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- 6.5.1.6 The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- 6.5.1.7 IIM Jammu reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- 6.5.1.8 IIM Jammu 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.
- 6.5.1.9 Any change/corrigendum/extension of closing/ opening dates in respect of this tender shall be issued through e-tender Portal (<https://mhrd.euniwizarde.com>) and IIM Jammu website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Jammu website for updates.

## 6.5.2 **FINANCIAL BID SUBMISSION:**

- 6.5.2.1 A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidder to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable. The format of Financial Bid is also given **at Annexure-VII** for reference only.
- 6.5.2.2 The Financial Bid (Price Bid) shall be submitted in electronic form only in conformity with the tender specifications on the portal only by the time & date as specified in NIT.
- 6.5.2.3 The financial cover shall contain price bid in the enclosed "Price Bid format" i.e. in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances.
- 6.5.2.4 The Bidder shall not tamper/modify Financial Bid Format 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.

- 6.5.2.5 Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.
- 6.5.2.6 The bidders are advised to quote their rates in Indian Rupees (INR) only.
- 6.5.2.7 All duties, taxes and other levies payable by the vendor shall be included in the total price. However, GST will be extra paid as actual.
- 6.5.2.8 All rates should be in per sq. cm.
- 6.5.2.9 All rates should be for black & white printing, if not mentioned specifically.
- 6.5.2.10 Bidders are also required to mention the minimum size of advertisement.
- 6.5.2.11 If any edition of any publication is not applicable, bidders are required to quote zero (0) in all the fields of that edition. It shall be deemed as Not Applicable.
- 6.5.2.12 The Advertising Agency should quote current DAVP approved rate if applicable for our advertisement or otherwise shall indicate percentage of Discount to be offered on the commercial card rate as applicable to the dailies.
- 6.5.2.13 The discount percentage shall remain unchanged during the entire period of empanelment.

### 6.5.3 ONLINE BID SUBMISSION:

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

<b>COVER – 1 (TECHNICAL BID)</b>			
(Following documents to be provided as single PDF file)			
<b>Sr. No.</b>	<b>Documents</b>	<b>Content</b>	<b>File Types</b>
1.	Technical Bid	INDEX/ COMPLIANCE SHEET ( <b>As per Annexure-I</b> ) indicating the page number of each document submitted	.PDF
2.		Technical Bid As per <b>Annexure - II</b>	.PDF
3.		Proof of Tender Processing Fee and EMD.	.PDF
4.		Tender Acceptance Letter as per <b>Annexure-III.</b>	.PDF
5.		Proof of Accreditation of Indian Newspaper Society (INS) for Press Advertisement.	.PDF
6.		Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.	.PDF
7.		Copy of GST Registration Certificate.	.PDF
8.		Valid document in support of Registered/ Branch office at Jammu, If Applicable.	.PDF
9.		Proof of Income / Turnover to claim the eligibility related to Turn Over (CA Certificate)	.PDF
10.		Detail of Experience as per <b>Annexure-IV</b> , along with the copy of work order and completion / performance certificates in the same sequence.	.PDF



<b>COVER – 1 (TECHNICAL BID)</b>			
(Following documents to be provided as single PDF file)			
<b>Sr. No.</b>	<b>Documents</b>	<b>Content</b>	<b>File Types</b>
11.		List of 5 major clients from Govt. / PSU/ Higher Education Institute / Central Universities / IIT / IIM etc.	.PDF
12.		MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per <b>Annexure- V.</b>	.PDF
13.		Self-Declaration about Non Black Listing <b>as per Annexure-VI.</b>	.PDF
14.		Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.	.PDF
15.		All other documents, as required in terms of the tender, to claim eligibility.	.PDF
Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.			
<b>COVER – 2 FINANCIAL BID (PRICE-BID)</b>			
<b>Sr. No.</b>	<b>Types</b>	<b>Content</b>	<b>File Types</b>
1.	Financial Bid	Price Bid in given format BOQ only.	.xls

#### 6.6 ASSISTANCE TO BIDDERS:

6.6.1 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.

6.6.2 Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the 12x7 Helpdesk Support.

6.6.3 Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

Helpdesk Support (**011- 49606060**)

Mr. Anand (9650970101)

6.7 **Bid Validity:** The bids shall remain valid for a period of 90 days from the date of opening of financial bid. In case the Bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

In case the Bidder withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

6.8 The Submission of bids does not entitle any Agency for automatic grant of award.

6.9 Any enquiry after submission of the proposal will not be entertained.



## 7. BID OPENING & EVALUATION:

- 7.1 The online bids will be opened by a Tender Process Committee duly constituted for this purpose. Online bids (complete in all respect) received along with Tender Processing Fee and EMD (if any) will be opened as mentioned at “Tender Schedule” in presence of bidders representative if available.
- 7.2 The Agencies may depute their authorized representatives to remain present during the Proposal opening process subject to submission of valid authorization letter in the name of the representative to attend the Proposal opening process. Only one representative will be allowed to participate in the tender opening.
- 7.3 **Place for opening of Bids:** Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)
- 7.4 **The Technical bid** will be opened first and 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.
- 7.5 **SELECTION OF SUCCESSFUL BIDDER:** After evaluation of bids, the bidder who is technically qualified as well as quotes the highest discount percentage and net lowest rate shall be declared as the successful bidder (L1).
- 7.6 In case two or more agencies are found to have quoted the same lowest rates, the competent authority, IIM Jammu shall decide about the agency to which the offer shall be granted based on the past credentials/report on the past performance of the firm, and length of experience etc as per the technical bid. The decision of the competent authority, IIM Jammu shall be final.
- 7.7 IIM Jammu reserves the right to empanel one agency or more than one agency as per item-wise L-1 quoted by them or by giving the counted offer of the highest discount quoted in each ‘Advertisement Category’ and ‘Newspaper’.
- 7.8 IIM Jammu reserves the right to negotiate the quoted price, only with the successful bidder to arrive at the fair and reasonable price.
- 7.9 The IIM Jammu is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders.
- 7.10 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.
- 7.11 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.
- 7.12 In case the day of opening of tender is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.
- 7.13 Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- 7.14 IIM Jammu reserves the right to reject any application without assigning any reason.

- 7.15 IIM Jammu reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof.
- 7.16 The decision of Competent Authority, IIM Jammu will be final in all matters relating.

## 8. AWARD OF CONTRACT:

- 8.1 The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- 8.2 In case the successful bidder backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), IIM Jammu will have right to forfeit the EMD.
- 8.3 If L1 Vendor fails to provide acceptance within stipulated time, IIM Jammu will be free to award the contract to L2 Vendor provided L2 matches L1's price and if L2 does not agree, it will be awarded to L3 subject to L3 matching L1's price and in that order.
- 8.4 It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

## 9. PERFORMANCE SECURITY:

- 9.1 The successful agency is required to furnish security deposit of Rs. 1,00,000/- (Rupees One Lakh Only), in form of Performance Bank Guarantee as per **Annexure-VIII** within 30 days from the date of awarding of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the performance security shall have to be renewed for the extended period. Performance Bank Guarantee would be returned on successful completion of the contract or any extension thereon. Performance Bank Guarantee should be payable at any of local branch of issuing bank at Jammu City.
- 9.2 The Performance Security may also be deposited in to the Bank Account of Institute through NEFT. Performance Security shall be returned without any interest, whatsoever, after completion of contract period or any extension thereon.
- 9.3 Earnest Money Deposit of the Bidder whose offer is accepted will be kept up till the time; the Bank Guarantee is not received.
- 9.4 Earnest Money Deposit shall be forfeited, if bidder fails to furnish Performance Security in accordance with the terms and conditions of the tender.
- 9.5 In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.

**\*\*SD/\*\***

Chief Administrative Officer  
Indian Institute of Management Jammu

Name, Signature and Seal of Authorized Signatory of Bidder

**INDEX/ COMPLIANCE SHEET**

(To be submitted on the letterhead of the agency)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid As per <b>Annexure - II</b>				
2.	Proof of Tender Processing Fee and EMD.				
3.	Tender Acceptance Letter as per <b>Annexure-III.</b>				
4.	Proof of Accreditation of Indian Newspaper Society (INS) for Press Advertisement.				
5.	Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.				
6.	Copy of GST Registration Certificate.				
7.	Valid document in support of Registered/ Branch office at Jammu, If Applicable.				
8.	Proof of Income / Turnover to claim the eligibility related to Turn Over (CA Certificate)				
9.	Detail of Experience as per <b>Annexure-IV</b> , along with the copy of work order and completion / performance certificates in the same sequence.				
10.	List of 5 major clients from Govt. / PSU/ Higher Education Institute / Central Universities / IIT / IIM etc.				
11.	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per <b>Annexure- V.</b>				
12.	Self-Declaration about Non Black Listing <b>as per Annexure-VI.</b>				
13.	Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.				
14.	All other documents, as required in terms of the tender, to claim eligibility.				

Place:

Date:

(Signature with stamp of the Agency)

Tender Ref No: IIMJ/NIT/Advt-Agency/2021-22/15

**TECHNICAL BID**

(To be submitted on the letterhead of the Agency/ Firm)

**Copies of all supporting documents duly signed and stamped by the Agency in support of below particulars must be attached along with this checklist**

1.	Name of the Advertising Agency (In Block Letters)	::	
2.	Registered Office Address (With telephone no. & email address)	::	
3.	Address of Jammu Office (With telephone no. & email address)  Please attach valid document in support of Registered/ Branch office/shop at Jammu, as Applicable as per eligibility criteria.	::	
4.	Status of the organization Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company	::	
5.	Year of incorporation /constitution of agency	::	
6.	PAN No. (Please Attach a Copy)	::	
7.	GST No. (Please Attach a Copy of Certificate)	::	
8.	Authorized Signatory Details	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
9.	Details of Contact Person Other than Authorized Signatory:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____

10. Total No. of Year of Similar Experience.	::	
Details of work experience (as per <b>Annexure-IV</b> ) in support of Experience related eligibility criteria). Please attach copy of Proof		
11. Total number of employees	::	Creative _____ other _____
12. Annual Business turnover for last three financial years, duly certified by the Chartered Accountant (in Lakhs) (Please Attach the Proof)	::	FY 2020-21: Rs _____ (in Lakh) FY 2019-20: Rs _____ (in Lakh) FY 2018-19: Rs _____ (in Lakh) Avg Turnover of Last Three Years: Rs. _____ (in Lakhs)
13. Details of Tender Processing Fee (Application Fee) of Rs. 1180/- (Rupees One Thousand One Hundred and Eighty) and EMD of Rs. 50000/- (Rupees Fifty Thousand):	::	<b>Details of Tender Processing Fee:</b> Amount: 1180/- TXN No: Date: Bank & Branch:  <b>Details of EMD:</b> Amount: 50,000/- TXN No: Date: Bank & Branch:
14. 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.	::	
15. 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 IIM Jammu, if it deems fit.

- Note:
- 1) Please enclose all supporting documents.
  - 2) If documents are not included in the application, the bid will be automatically rejected.

Signature of authorized signatory  
Name:  
Seal:

## ANNEXURE-III

### TENDER ACCEPTANCE LETTER (On the letter head of the Agency/ Firm)

To

Date:

Chief Administrative Officer,  
Indian Institute of Management Jammu  
Old University Campus, Canal Road  
Jammu-180016 (J&K)

**Sub: Acceptance of Terms & Conditions of tender for 'PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR IIM JAMMU' vide Tender' Ref. No: Tender Ref No: IIMJ/NIT/Advt-Agency/2021-22/15**

Dear Sir,

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (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 do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of IIM Jammu 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 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

### DETAILS OF EXPERIENCE

To be submitted on the letterhead of the bidder)

Sr. No	Name of the organization/ Institute where goods /services were provided with Name of Contact Person, Contact No. & email id.	Value of the contract in INR	Duration of contract		Total years of experience (YY/MM)	Whether it is academic institute (Yes/No)	Copy of contract along with the performance report (Yes/No)
			From (DD/MM/YYYY)	To (DD/MM/YYY Y)			
1.							
2.							
3.							
4.							
5.							

Note: Bidders are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Bidders may add row / rows in the above format, if No of organizations / Institutions are more or may add additional sheet also.

**Signature of Bidder**

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

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_



## ANNEXURE-V

### MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To be submitted on the letterhead of the Agency/ Firm)

The Chief Administrative Officer  
Indian Institute of Management Jammu  
Jammu

Date: / /

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu through Electronic Fund Transfer/RTGS Transfer.

1. **Name of the Firm/Company/Institute:**

2. **Address of the Firm/Company/Institute:**

City \_\_\_\_\_

Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_

Mob No: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

3. **Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

#### DECLARATION:

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Chief Administrative Officer, Indian Institute of Management Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Firm/Company/Institute:**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

**N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.**

## ANNEXURE-VI

### SELF-DECLARATION ABOUT NON BLACK-LISTING

(To be submitted on the letterhead of the bidder)

To

Date:

Chief Administrative Officer,  
Indian Institute of Management Jammu  
Old University Campus, Canal Road  
Jammu-180016 (J&K)

Subject: Self Declaration About Non Black-Listing for **“PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR IIM JAMMU”** vide Tender Ref. No. **IIMJ/NIT/Advt-Agenct/2021-22/15**

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm/ agency/ 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 Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last 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 EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

## ANNEXURE- VII

### FINANCIAL BID

(To be filled/ submitted online in BOQ excel sheet)

Name and Address of the Bidder:

**Table - A**  
**Financial Bid for "Appointment" Category**

Publication	Minimum Size of Advertisement in Sq.cm			Rate per sq. cm as per publication tariff rate (Rs.)	% of Discount Offered to IIM Jammu on tariff rate	Net Rate per sq. cm after Discount (Rs.)
	Width in Cm (W)	Height in Cm (H)	Total = WxH (Sqcm)			
<b>1. Times of India</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>2. Indian Express</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>3. Hindustan Times</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>4. Economics Times</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>5. Dainik Bhaskar (Hindi)</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local						

**Table - A**  
**Financial Bid for "Appointment" Category**

Publication	Minimum Size of Advertisement in Sq.cm			Rate per sq. cm as per publication tariff rate (Rs.)	% of Discount Offered to IIM Jammu on tariff rate	Net Rate per sq. cm after Discount (Rs.)
	Width in Cm (W)	Height in Cm (H)	Total = WxH (Sqcm)			
edition for Jammu Such as Chandigarh etc.						
<b>6. Dainik Jagran (Hindi)</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>7. Hindustan (Hindi)</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>8. Amar Ujala (Hindi)</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>9. Navbharat Times (Hindi)</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>10. Daily Excelsior</b>						
i) Jammu Edition						
<b>11. Greater Kashmir</b>						
i) Jammu+ Srinagar Edition (Combo)						
ii) Jammu Edition						

**Table - A**  
**Financial Bid for "Appointment" Category**

Publication	Minimum Size of Advertisement in Sq.cm			Rate per sq. cm as per publication tariff rate (Rs.)	% of Discount Offered to IIM Jammu on tariff rate	Net Rate per sq. cm after Discount (Rs.)
	Width in Cm (W)	Height in Cm (H)	Total = WxH (Sqcm)			
iii) Srinagar Edition						
<b>12. Employment News Paper- English + Rozgar Samachar-Hindi- All India edition</b>						
i) (Print)						
ii) (Print + website)						
<b>13. Times of India &amp; Economic Times (Combo)- All India edition</b>						
<b>14. Times of India &amp; Navbharat Times (Combo)- All India edition</b>						
<b>15. Hindustan Times &amp; Mint (Combo)- All India edition</b>						

**Table - B**  
**Financial Bid for "Tender" Category**

Publication	Minimum Size of Advertisement in Sq.cm			Rate per sq. cm as per publication tariff rate (Rs.)	% of Discount Offered to IIM Jammu on tariff rate	Net Rate per sq. cm after Discount (Rs.)
	Width in Cm (W)	Height in Cm (H)	Total = WxH (Sqcm)			
<b>1. Times of India</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>2. Indian Express</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						

**Table - B**  
**Financial Bid for "Tender" Category**

Publication	Minimum Size of Advertisement in Sq.cm	Rate per sq. cm as per publication tariff rate (Rs.)			% of Discount Offered to IIM Jammu on tariff rate	Net Rate per sq. cm after Discount (Rs.)
		Width in Cm (W)	Height in Cm (H)	Total = WxH (Sqcm)		
<b>3. Hindustan Times</b>						
	i) All India edition					
	ii) North edition					
	iii) Jammu/ local edition for Jammu Such as Chandigarh etc.					
<b>4. Economics Times</b>						
	i) All India edition					
	ii) North edition					
	iii) Jammu/ local edition for Jammu Such as Chandigarh etc.					
<b>5. Dainik Bhaskar (Hindi)</b>						
	i) All India edition					
	ii) North edition					
	iii) Jammu/ local edition for Jammu Such as Chandigarh etc.					
<b>6. Dainik Jagran (Hindi)</b>						
	i) All India edition					
	ii) North edition					
	iii) Jammu/ local edition for Jammu Such as Chandigarh etc.					
<b>7. Hindustan (Hindi)</b>						
	i) All India edition					
	ii) North edition					
	iii) Jammu/ local edition for Jammu Such as Chandigarh etc.					
<b>8. Amar Ujala (Hindi)</b>						
	i) All India edition					

**Table - B**  
**Financial Bid for "Tender" Category**

Publication	Minimum Size of Advertisement in Sq.cm			Rate per sq. cm as per publication tariff rate (Rs.)	% of Discount Offered to IIM Jammu on tariff rate	Net Rate per sq. cm after Discount (Rs.)
	Width in Cm (W)	Height in Cm (H)	Total = WxH (Sqcm)			
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>9. Navbharat Times (Hindi)</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>10. Daily Excelsior</b>						
i) Jammu Edition						
<b>11. Greater Kashmir</b>						
i) Jammu+ Srinagar Edition (Combo)						
ii) Jammu Edition						
iii) Srinagar Edition						
<b>12. Times of India &amp; Economic Times (Combo)- All India edition</b>						
<b>13. Times of India &amp; Navbharat Times (Combo)- All India edition</b>						
<b>14. Hindustan Times &amp; Mint (Combo)- All India edition</b>						



**Table - C**  
**Financial Bid for “Display” Category**

Publication	Minimum Size of Advertisement in Sq.cm			Rate per sq. cm as per publication tariff rate (Rs.)	% of Discount Offered to IIM Jammu on tariff rate	Net Rate per sq. cm after Discount (Rs.)
	Width in Cm (W)	Height in Cm (H)	Total = WxH (Sqcm)			
<b>1. Times of India</b>						
	i) All India edition					
	ii) North edition					
	iii) Jammu/ local edition for Jammu Such as Chandigarh etc.					
<b>2. Indian Express</b>						
	i) All India edition					
	ii) North edition					
	iii) Jammu/ local edition for Jammu Such as Chandigarh etc.					
<b>3. Hindustan Times</b>						
	i) All India edition					
	ii) North edition					
	iii) Jammu/ local edition for Jammu Such as Chandigarh etc.					
<b>4. Economics Times</b>						
	i) All India edition					
	ii) North edition					
	iii) Jammu/ local edition for Jammu Such as Chandigarh etc.					
<b>5. Dainik Bhaskar (Hindi)</b>						
	i) All India edition					
	ii) North edition					
	iii) Jammu/ local edition for Jammu Such as Chandigarh etc.					

**Table - C**  
**Financial Bid for "Display" Category**

Publication	Minimum Size of Advertisement in Sq.cm			Rate per sq. cm as per publication tariff rate (Rs.)	% of Discount Offered to IIM Jammu on tariff rate	Net Rate per sq. cm after Discount (Rs.)
	Width in Cm (W)	Height in Cm (H)	Total = WxH (Sqcm)			
<b>6. Dainik Jagran (Hindi)</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>7. Hindustan (Hindi)</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>8. Amar Ujala (Hindi)</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>9. Navbharat Times (Hindi)</b>						
i) All India edition						
ii) North edition						
iii) Jammu/ local edition for Jammu Such as Chandigarh etc.						
<b>10. Daily Excelsior</b>						
i) Jammu Edition						
<b>11. Greater Kashmir</b>						
i) Jammu+ Srinagar Edition (Combo)						
ii) Jammu Edition						
iii) Srinagar Edition						

**Table - C**  
**Financial Bid for “Display” Category**

Publication		Minimum Size of Advertisement in Sq.cm			Rate per sq. cm as per publication tariff rate (Rs.)	% of Discount Offered to IIM Jammu on tariff rate	Net Rate per sq. cm after Discount (Rs.)
		Width in Cm (W)	Height in Cm (H)	Total = WxH (Sqcm)			
12.	Times of India & Economic Times (Combo)- All India edition						
13.	Times of India & Navbharat Times (Combo)- All India edition						
14.	Hindustan Times & Mint (Combo)- All India edition						

GST %.....

**Note:**

- i) The bidders are advised to quote their rates in Indian Rupees (INR) only.
- ii) All duties, taxes and other levies payable by the vendor shall be included in the total price. However, GST will be extra paid as actual.
- iii) All rates should be in per sq. cm.
- iv) All rates should be for black & white printing, if not mentioned specifically.
- v) Bidders are also required to mention the minimum size of advertisement.
- vi) If any edition of any publication is not applicable, bidders are required to quote zero (0) in all the fields of that edition. It shall be deemed as Not Applicable.
- vii) The Advertising Agency should quote current DAVP approved rate if applicable for our advertisement or otherwise shall indicate percentage of Discount to be offered on the commercial card rate as applicable to the dailies.
- viii) The Bidders are required to quote the following charges/fields (in coloured cells) only, however all other fields are auto calculated:**
  - a) Minimum Width of advertisement in Cm (W) and Minimum Height of advertisement in Cm (H), However the total are is auto calculated.
  - b) Rate per sq. cm as per publication tariff rate (Rs.) and % of Discount Offered to IIM Jammu on tariff rate, however the Net Rate per sq. cm after Discount (Rs.) is auto calculated.

Place:  
Date:

(Signature with stamp of the bidder)

## ANNEXURE-VIII

### FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT JAMMU OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT JAMMU OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT JAMMU. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,  
Indian Institute of Management Jammu,  
Jammu-180016  
India

#### LETTER OF GUARANTEE

WHEREAS Indian Institute of Management Jammu, Jammu (Buyer) have invited Tenders vide Tender No.....dt..... for ..... and whereas the said tender document requires that any eligible successful Bidder (Vendor) wishing to provide/supply of Services/ Goods/ Material as per tender document in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of "Indian Institute of Management Jammu," in the form of Bank Guarantee for Rs ..... and valid up to 60 days beyond the completion of contract / warranty period, from the date of issue of Performance Bank Guarantee may be submitted within ..... days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (Vendor) failing to abide by any of the conditions referred in tender document / purchase order / work Order etc. this bank shall pay to Indian Institute of Management, Jammu on demand and without protest or demur Rs ..... (Rupees.....).

This bank further agrees that the decision of Indian Institute of Management, Jammu (Buyer) as to whether the said Bidder (Vendor) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Vendor) and/ or Indian Institute of Management Jammu, Jammu (Buyer).

#### Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. .... (Indian Rupees only).
2. This Bank Guarantee shall be valid up to ..... (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before ..... (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch of Jammu).

Yours truly,  
Signature and seal of the guarantor:  
Name of Bank:  
Address:  
Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.