

## **Empanelment for publication of advertisements of FRI**



**Forest Research Institute  
P.O. New Forest  
Dehradun-248006**

**2018**

**Forest Research Institute**  
(Indian Council of Forestry Research & Education)  
Post- New Forest, Dehra Dun – 248006, Uttarakhand, India

Phone: 0135-2224205; Fax: 0135-2756865  
Website: [www.fri.res.in](http://www.fri.res.in) Email: [po\\_fri@icfre.org](mailto:po_fri@icfre.org)

**Tender No.12-3/2006/PLO**

Online e-tender bids are invited on behalf of Director, FRI, Dehradun from approved and eligible leading advertising agencies INS accredited based at or having their local office at Dehradun as per DAVP rates or any other offer on single stage two bid systems for "Publication of advertisement of FRI" Dehradun in local dailies; regional and national newspapers. Manual bids shall not be accepted. Bid/Tender documents may be downloaded from FRI web site [www.fri.res.in](http://www.fri.res.in) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the tender critical date sheet given below:

Events	Important date/ time	Venue
Published Date	08.01.2018 5.00 P.M	Newspaper/FRI website and CPP portal website
Bid document download	08.01.2018 6.00 P.M	FRI website <a href="http://www.fri.res.in">www.fri.res.in</a> and CPP portal website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Bid submission end date	29.01.2018 3.00 P.M	CPP portal
Opening date of technical bids	30.01.2018 3.00 P.M	CPP portal / Purchase Section Main Building, FRI
Opening date for financial bids	It will be decided after technical evaluation	CPP portal

  
Purchase Officer

**Notice Inviting Tenders**  
(National Competitive Bidding)

**Forest Research Institute**  
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Website: [www.fri.res.in](http://www.fri.res.in) Email: [po\\_fri@icfre.org](mailto:po_fri@icfre.org)

**TENDER NO: /12-3/2006/PLO**

**BIDDING DOCUMENT**

Online e-tenders are invited from the reputed firms for the “Publication of advertisement of FRI, Dehradun in local dailies, regional and national newspaper” for Publicity and Liaison Office of this Institute:-

Item No.	Name of Equipment	Quantity/works
1.	For Offer Price: Publication of advertisement of FRI, Dehradun in local dailies, regional and national newspapers.	01 Job.

The details of the above items and other Terms and Conditions, etc. are available in the Tender Documents. The tender documents forms and specifications are available at **web site** [www.fri.res.in](http://www.fri.res.in) and **CPPP** site <https://eprocure.gov.in/eprocure/app>

**PURCHASE OFFICER**

## Instructions to Bidders

The additional terms & condition/guidelines given in the notification No.2-1/2016-IFD Dated 10<sup>th</sup> July 2017 will also be consider during the evaluation of tender at the different stage.

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Bidder are advised to follow the instructions provided in the "Instructions to the Tenderer/Bidder" for the e-submission of the bids online through the Central Public procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

**Hardcopies of EMD & Tender Fee or its exemption certificate must be reached in the prescribed form on or before the last date/time of online submission of the bid.**

Not more than one tender shall be submitted by one tenderer/bidder having business relationship. Under no circumstances will father and his sons(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parities liable to rejection.

Tenderer/bidder who has downloaded the tender from the [www.fri.res.in](http://www.fri.res.in) and Central Public procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not temper/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 shall be forfeited and tenderer/bidder is liable to be banned from doing business with FRI in future.

The Agencies shall have the nationality of an eligible country. A Agencies shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country. Nationality must be disclosed by the Agencies.

**Prices shall be quoted as specified in each Price Schedule (BoQ) as provided.**



### Check List

Item No	Qualifying documents	Yes/No	Page No.
1.	Tender fee Rs. 590/- including GST/Service Tax/ Exemption certificate		
2.	EMD for Rs. 10,000/- in shape of <b>FDR /EXEMPTION</b> certificate		
3.	Signed and scanned copy of <b>PAN</b> card		
4.	Signed and scanned copy of <b>TENDER ACCEPTANCE LETTER</b> as per tender document.		
5.	Signed and Scanned copy of <b>GST</b> certificate, if applicable.		
6.	Signed and Scanned copy of <b>AUDITED BALANCE SHEET</b> of last three years.		
7.	Signed and Scanned copy of affidavit in non-judicial stamp paper of Rs 10/- by the firm that it has <b>NEVER BEEN BLACK-LISTED/DEBARRED/BANNED</b> by any Govt. Department/ Public sector must be attached along with the Bid, failing which the Bid shall be rejected.		
8.	Agency Structure/constitution (whether partnerships firm/sole proprietor/a limited company etc.)		
9.	Details of their accreditation with INS/DAVP & Prasar Bharti along with the date of each accreditation (Full Accreditation) and whether it is current.		

### (B) Technical documents

1.	Brief Profile of the Advertising Agency and experience in the advertising field. (At least 3 years of experience) and servicing at least any Govt. clients in the relevant field, which shall be substantiated by documentary evidence.		
2.	The proof of average turnover of the agency should not be less than Rs. 10 lakhs p.a. in last 03 years in respective field.		
3.	Profile of its managerial team handling publicity work, their qualifications and experience.		
4.	Details of experience in advertising field undertaken.		
5.	Scanned and signed copy of users' list and supportive documents from the users for the satisfactory performance which shows <b>ATLEAST THREE YEARS EXPERIENCE</b> of the firm in this fields.		
6.	Scanned and signed copy of <b>TENDER DOCUMENT</b>		

**Note:**

1. It is compulsory to fill the above check list.
2. The document should be uploaded online in CPP portal in the above order of the check list and place the check list as cover page with pagination of documents. The tender fee and EMD must be submitted to the Purchase Office, FRI, Dehradun on or before the last date and timing of the tender submission.
3. In the absence of any of the qualifying documents, the bid shall be rejected.



## Conditions of Contract

### Submission of Tender

The tender shall be submitted/uploaded online in Two parts, viz., Technical Bid and Price Bid.

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

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

### Cover 1. Technical Bid

Following documents are to be furnished by the Tenderer/Bidder along with Technical Bid as per the tender document:

#### A) Qualifying documents:

Tender fee Rs. 590/- including GST/Service Tax/ Exemption certificate
EMD for Rs. 10,000/- in shape of <b>FDR /EXEMPTION</b> certificate
Signed and scanned copy of <b>PAN</b> card
Signed and scanned copy of <b>TENDER ACCEPTANCE LETTER</b> as per tender document.
Signed and Scanned copy of <b>GST</b> certificate, if applicable.
Signed and Scanned copy of <b>AUDITED BALANCE SHEET</b> of last three years.
Signed and Scanned copy of affidavit in non-judicial <b>stamp paper of Rs 10/-</b> by the firm that it has <b>NEVER BEEN BLACK-LISTED/DEBARRED/BANNED</b> by any Govt. Department/ Public sector must be attached along with the Bid, failing which the Bid shall be rejected.
Agency Structure/constitution (whether partnerships firm/sole proprietor/a limited company etc.)
Details of their accreditation with <b>INS/DAVP &amp; Prasar Bharti</b> along with the date of each accreditation (Full Accreditation) and whether it is current.

#### B) Technical Documents :

Scanned and signed copy of Brief Profile of the Advertising Agency and experience in the advertising field. (At least 3 years of experience) and servicing at least any Govt. clients in the relevant field, which shall be substantiated by documentary evidence.
Scanned and signed copy of The proof of average Turnover of the agency should not be less than Rs. 10 lakhs p.a. in last
Scanned and signed copy of Profile of its managerial team handling publicity work, their qualifications and experience.
Scanned and signed copy of Details of experience in advertising field undertaken.
Scanned and signed copy of users' list and supportive documents from the users for the satisfactory performance which shows <b>ATLEAST THREE YEARS EXPERIENCE</b> of the firm in this fields.
Scanned and signed copy of <b>TENDER DOCUMENT</b>





## Application Format for Empanelment of advertising Agency

(To be filled by the advertising agency)

- 1- Advertising Agency :
  - Constitution
  - Agency profile
  - Name of Director/In charge :
  - Name (s) of contact person (s) :
- 2- Year of Establishment :
- 3- INS Accreditation for the last three years :  
(Applicable for advertising agencies)
- 4- Status of Accreditation/registration
- 5- Empanelment status with DAVP/ :  
any Central/State Govt. Department for last 3 years  
(Applicable to all agencies as per their stations)
- 6- Head Office
  - Address :
  - Fax No. :
  - Telephone Nos. :
  - E-mail :
  - Website :
- 7- Detail of Branch (es)
  - Telephone Nos.
  - Fax No.

(Separate list may be enclosed in case the space is not sufficient)
- 8- Agencies to specify the details of their full fledged Branch offices in Uttarakhand (Please enclose copies of the supporting documents)
- 9- Please mention your Permanent Account Number/GST Registration etc.
- 10- Please mention your Advertising Campaigns handled & corporate Strength, presentation, creativity, clientele profile, previous experience including work done.
- 11- Annual Turnover of last 3 years for IEC/BCC activities (Please see the category wise eligibility criteria)

Category	Media Activity	Annual Turnover		
		(To be filled up by the advertising/media agency as per their expertise)		
		Fy 2014-15	Fy 2015-16	Fy 2016-17
A	Print /Advertising Production			

12- Please mention whether you are an Uttarakhand based agency by origin. If yes, give detail of your Head Office with supporting documents.

13- Are you on the panel of any department under central Govt/state Govt/PSUs?  
(If yes, give details with supporting documents):

14- Have you ever undertaken any assignments with the Forest Research Institute, Dehradun  
(If yes, give details with supporting documents)

15- Give the details of advertisement produced by you.

16- Indicate the field (s) of specialization of your agency.

17- Give details of appreciation/award (s) received.

18- Give certificate showing that the advertising agency/firm is not blacklisted by INS/Parshar Bharti/DAVP or any other organization.

19- Give any other information you may like to give.

20- **Declaration:** I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform the authorities of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it and the authority may undertake suitable action for the same.

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

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

**Applicant's Full Name & Address with stamp & signature**

**Phone No.**

**Fax No.**

**E-mail.**

**Note:**

- 1- Documentary proofs (wherever applicable) in the form of photocopies are to be enclosed.
- 2- The application form submitted without documentary proofs will not be entertained.
- 3- All disputes (if any) subject to Dehradun jurisdiction only.



## **Cover 2. Price Bid**

Hard copies of financial and technical bid should not be submitted physically to the Purchase Section FRI Dehradun. The financial proposal must be submitted / uploaded in the Schedule of price bid in the form of BoQ\_1.xls for offer price on DAVP rates. The Price bid undertaking and Schedule of price bid in the form of BoQ\_1.xls must be filled as per format given in Price Bid Schedule.

## **Proposal Evaluation**

### **Clarification of Bids**

To assist in the examination, evaluation, comparison of the bids, and qualification of the Bidders, the Purchaser, at its discretion, may ask any Bidder for a clarification of its Bid. The Purchaser's request for clarification and the response shall be in writing by post/email/fax etc. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors noticed by the Purchaser in the Evaluation of the bids.

If a Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.

### **Unresponsive bids**

The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions, etc. as prescribed in the Bid Document. The bids are liable to be treated as non-responsive and will be rejected if bidder does not upload qualifying and technical documents as required in the Bid Document.

### **Minor Informality/Irregularity/Non-Conformity**

If during the preliminary examination, the purchaser find any minor informality and/or irregularity and/or non-conformity in a bid, **the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the bidders.** Wherever necessary, the purchaser will convey its observation on such 'minor' issues to the bidder asking the bidder to respond by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that bid may be ignored.

A two-stage procedure will be adopted in evaluating the proposals.

(i) **Technical Evaluation:**

**The additional terms & condition/guidelines given in the notification No.2-1/2016-IFD dated 10<sup>th</sup> July 2017 will also be consider during the evaluation of tender at the different stage.**

- (a) **Evaluation of Qualifying Documents:** Tenders shall be scrutinized and evaluated by the Technical Committee or a Committee constituted by competent authority with reference to parameters prescribed in the Bid document. First of all, the qualifying documents of the bid will be checked and in absence of any of qualifying documents, the bid will be rejected.
  - (b) **Evaluation of Technical Specification:** Thereafter, the qualified bids shall be undergone for technical evaluation on the basis of the technical/ scientific specifications. The evaluation committee appointed by the competent authority will carry out its evaluation on the basis of technical documents submitted by the firm.
- (ii) **Financial evaluation:** Financial bids of only technically qualified bidders shall be opened online for further scrutiny and evaluation on a date notified.

The purchaser shall evaluate the technically qualified financial bids for deciding highest offer price bidder (H1) on the basis of ultimate landing cost.

### **TERMS & CONDITIONS:**

- a) Agency will be empanelled for one years; however this period can be extended at the discretion of the Dep't. There shall be an option to renew the empanelment for a further period of 01 years based on satisfactory performance and with the existing Terms and conditions.
- b) The Dep't will have the right to drop any agency form the empanelled list without assigning any reason whatsoever. Dep't also reserves the right to modify the term and conditions for empanelled agencies.
- c) The empanelled advertising agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to Dep't's interest. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication. DEP'T reserves the right to impose penalty in case of any violation of the above.
- d) The agency should be able to execute all kinds of media assignment as outlined in the annexure- A (Scope of Work).
- e) DEP'T will not pay any extra charges for submission of artwork.



- f) The representative (s) of the Agency will collect the matter personally from the Department and the Agency will arrange to get it published in the desired media, on desired dates and on the defined page (s)/time band.
- g) If the Advertisement is misprinted or published differently from the approved one, the Agency will publish corrigendum/correct Advertisement according to work order etc, thereof at their own cost at the earliest (within a week).
- h) Translation of the Advertisement matter wherever required, will be done by the Agency free of cost and the Agency will be responsible for the same
- i) The agency/firm must submit their bill/invoices (required inclusive of two copies of the newspaper in which advertisement appeared) within 30 days from completion of the work/assignment, however, on ending of financial year the timeline shall be decided according to nature of assignment. The Dep't shall make all efforts to release payment within 40 days after receipt of the final bill, duly supported by all the newspaper clippings (in original), vouchers and publication bills. Payment will be made by RTGS/account payee cheque only.
- j) DEP'T reserves the right to make necessary modification to the selected art work, concept etc and the concerned advertising agency will be required to carry the modifications suggested in the artwork.
- k) Empanelled Agencies shall ensure that they have the copyrights of photographs/ designs etc., that they use and DEP'T shall not be responsible for any copyright violation.
- l) DEP'T may not assign any such task which falls under the category of sole right media agencies.
- m) The Dep't shall have the discretion to give work to any other empanelled agency and you will have no right or claim for awarding the job.
- n) The Agency will be required to provide services in Dehradun for which a well equipped office should be made functional to fulfill the requirement of the department.
- o) The performance of your agency shall be regularly reviewed on the key parameters of creativity, initiative, competency and response time. In the event that your agency fails to meet our requirements, we shall be constrained to terminate the empanelment.
- p) The DEP'T reserves the right to enter into simultaneous contract with other agencies or empanel any other Advertising Agency or cancel your empanelment without assigning any reason thereof even before expiry of the period of empanelment.
- q) Empanelled Agency will not be allowed to engage any other sub agency or transfer the empanelment to any other agency.
- r) The Dep't does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.
- s) In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Director, FRI, Dehradun, the DEP'T and the award of the sole Arbitrator will be binding on both the parties to this agreement.
- t) DEP'T being an organization, many of the requirements could be of emergency nature. The advertising agencies have to respond to such demands at short Notice despite holidays/beyond office hours.
- u) It is clearly understood by the parties that no financial liability of any type is created by issuance of the letter of empanelment.
- v) The advertisement should be published in minimum space as required by FRI.



- w) Any other special service offer which the advertiser wishes to extend to FRI.
- x) TDS as per rules will be signed on a hundred- rupees non-judicial stamp paper provided by the agency between the two parties.
- y) An agreement will be signed on a hundred-rupee non-judicial stamp paper provided by the agency between the two parties.
- z) The Director, FRI reserves the right to terminate the contract by giving one month notice without assigning any reasons thereof. Any dispute between the parties will be settled in the jurisdiction of Dehradun only.
- Z<sub>1</sub> The jurisdiction of court or legal activity will be the court of Dehradun.



Publicity & liaison Officer  
FRI, Dehradun

## Price Schedule

(a) **Price bid undertaking:** The format of Price bid undertaking as given under:

From: (Full name and address of the Bidder)

To,

The Director  
FRI, Dehradun

Dear Sir/Madam,

I submit the price Bid for ----- and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to work supply the quoted item at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Yours Faithfully,  
Signature of authorized Representative

### (b) **Schedule of price bid in the form of BoQ\_1.xls**

The prices should be quoted only in BoQ\_1.xls available in the cpp portal.

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_1.xls along with this bid document at <https://eprocure.gov.in/epublish/app>. Bidders are advised to download at this BoQ\_1.xls as it is and quote their offer on DAVP rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify 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 bidder is liable to be banned from doing business with Forest Research Institute.

1. The offer, taxes, charges, etc. should be quoted as per BoQ.
2. All taxes, fees, levies, etc. and any revision in the statutory taxes/fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)

*Agreement/Contract Form*

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

Date: .....

To,

Director  
Forest Research Institute  
Dehradun-248006

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

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from \_\_\_\_\_ the \_\_\_\_\_ web \_\_\_\_\_ site(s) name \_\_\_\_\_  
\_\_\_\_\_ 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 / banned 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/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**  
**(Signature of the Bidder, with Official Seal)**