

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल Maulana Azad National Institute of Technology Bhopal (भारत सरकार, शिक्षा मंत्रालय के अधीन राष्ट्रीय महत्व का संस्थान) (An Institution of National Importance under MoE, Govt. of India)			
			
सीमित निविदा पृच्छताछ			
LIMITED TENDER ENQUIRY			
सामग्री / वस्तु का नाम Name of Goods/Items	Empanelment of Advertising Agency for publication of advertisement/notices		
Website	www.manit.ac.in	Fax No:	0755-2670562
Email Address:	info@manit.ac.in	Telephone No:	0755-4051000, 0755-4052000

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मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल	
Maulana Azad National Institute of Technology Bhopal	
(भारत सरकार, शिक्षा मंत्रालय के अधीन राष्ट्रीय महत्व का संस्थान)	
(An Institution of National Importance under MoE, Govt. of India)	
No. MANIT/S&P/2025:124	दिनांक / Date: 09/05/2025
निविदा आमंत्रण सूचना	
NOTICE INVITING TENDERS	
सामग्री/वस्तु का नाम Name of Goods/Items	Empanelment of Advertising Agency for publication of advertisement/notices
समाचार पत्रों में विज्ञापन / सूचना प्रकाशन हेतु एजेंसियों के मनोनयन हेतु निविदाएं अमंत्रित की जाती हैं। इच्छुक निर्माता/अधिकृत भागीदार/ एजेंसियाँ, अधिक जानकारी के लिए संस्थान के वेबसाइट www.manit.ac.in और CPPP वेबसाइट www.eprocure.gov.in/epublish/app पर लाग-इन कर सकती हैं। निविदा दस्तावेज डाउनलोड कर विधिवत रूप से उप-कुलसचिव (भण्डार एवं क्रय) मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल – 462003 जमा किया जा सकता है। सम्पूर्ण निविदा मय दस्तावेज प्रस्तुत करने की अंतिम तिथि 30/05/2025 अपरान्ह 12.00 बजे तक है। संस्थान निदेशक, बिना कोई कारण बताए किसी या संपूर्ण निविदा को पूर्ण या आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।	
	कुलसचिव
Tenders are invited for empanelment of advertising agency for publication of classified advertisement/notices. Interested professionally experienced Agencies may log on Institute website www.manit.ac.in and CPPP website www.eprocure.gov.in/epublish/app for further details. Tender Document can be downloaded and the duly completed be submitted to the Deputy Registrar, Stores & Purchase, Maulana Azad National Institute of Technology- Bhopal- 462 003. Last date of receipt of complete tender document is 30/05/2025 up to 12.00 hours. The Director of the Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.	
	Registrar

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल
Maulana Azad National Institute of Technology Bhopal

एक नजर में महत्वपूर्ण जानकारीयों		
IMPORTANT INFORMATION AT A GLANCE		
निविदा क्रमांक एवं दिनांक		No. MANIT/ S&P/2025:124
Tender No & Date		Date: 09/05/2025
निविदा का कार्यक्षेत्र / SCOPE OF TENDER		
सामग्री/वस्तु का संक्षिप्त विवरण	संख्या	टिप्पणी
Brief Description of Goods/Items	Quantity	Remarks
Empanelment of Advertising Agency(ies) for publication of advertisement/notices	NA	संलग्नक- I पर विस्तृत विवरण Detailed Specification at Annexure-I
निविदा की अनुमानित लागत Estimated cost of Tender	Rs. Not Applicable	
आपूर्ति एवं स्थापना का स्थान Location of Supplies & Installation	Stores & Purchase Section at Institute	
निविदा दस्तावेज की उपलब्धता Availability of Tender Document	www.manit.ac.in www.eprocure.gov.in/epublish/app	
निविदा जमा करने के अंतिम दिनांक एवं समय Last Date & Time of Submission of Tender	30/05/2025 up to 12:00 hours	
निविदा खुलने की दिनांक एवं समय Date & Time of Opening of Bids	30/05/2025 at 15:00 hours	
निविदा वैधता की अवधि Tender Validity period	120 days from the date of opening of the Technical Bid	
वितरण/आपूर्ति की अवधि Delivery/ Supply period	Not Applicable	
वारंटी अवधि Warranty Period	Not Applicable	
बोली सुरक्षा/ बयाना राशि Bid Security/ EMD	Rs. 50,000.00	
निष्पादन सुरक्षा राशि Performance Security Amount	Not Applicable	

INSTRUCTIONS TO BIDDERS					
1	General:				
	a	Institute is entitled for DAVP/BOC rate and agency is required to provide services on DAVP/BOC rate as revised for time to time.			
	b	Institute is interested to empanel more than one agency for publishing its variety of advertisement on the rate lowest offered.			
2	Scope of Work:				
	a	Bidder expected to publish variety of advertisement such as tender notices, auction notices, admission notices and recruitment notices etc in major newspapers all over the country at short notice and even on holidays.			
	b	Bidder should create, design and develop the content for advertisement in English and Hindi and ensure that all advertisements of the Institute would be placed prominently and appear in an impressive manner while occupying minimum space.			
	c	Bidder should have in-house content translation facility from English to Indian languages and vice-versa with proof reading.			
	d	Bidder should collect of copies of newspapers which have published the advertisement and supply to Institute along with bill.			
	e	Bidder will also ensure submission of circular/orders issued from time to time for revision of DAVP/BOC rates.			
3	Period of contract:				
	a	The empanelment will be initially for a period of 03 (three) years which may be extended for a further period with mutual consent subject to satisfactory performance.			
4	Subletting of Contract:				
	a	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.			
5	Eligibility Criteria:				
	a	Bidder should have registered with appropriate Authority.			
	b	Bidder should have an average minimum Rs. 50,00,000.00 (Fifty Lakhs) annual turnover for the last three years. CA certification in this regard is to be submitted.			
	c	Bidder should be registered with Indian News Paper Society (INS) New Delhi.			
	d	Bidder should have ongoing & completed contracts with any IITs/ NITs/IIMs/Universities/Central or State government for last five years.			
	e	Bidder should have complete/ full-fledged office set up in Bhopal. Infrastructure details with photographs of office setup shall be submitted along with the bid. At least two full-time employees should be employed in the office.			
	f	Bidder must have PAN and GST number for Madhya Pradesh.			
	g	The bidder should not have been debarred/ blacklisted/terminated by any Government/ PSUs/Autonomous bodies/ Institutions etc. during past five years.			
6	Earnest Money Deposit its Exemption:				
	a	The EMD of Rs. 50000.00 (Fifty Thousand Only) shall be remitted through RTGS/NEFT/ Bank deposition into Institute bank account as under:			
		Account Name	Bank Name	Bank A/c No.	Bank IFS Code
		Director MANIT Bhopal	State Bank of India	10020150107	SBIN0001608
		The bidder is instructed to submit the RTGS/ NEFT/ Bank deposition slip in along with Technical Bid to prove the transfer of payment to the purchaser's Account. The offers without EMD from the bidders shall be rejected			
b	The Purchaser shall not be liable for payment of any interest on EMD.				

	c	Any request by the bidders to consider their EMD already furnished by them to any of the other office of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.
	d	The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder.
	e	The bidder seeking EMD exemption must submit the valid supporting document for the relevant category. Manufacturers for goods and service providers for services are eligible for exemption from EMD under MSE Category. Traders are excluded from the purview of this policy.
7	Performance Security:	
	a	The EMD of a successful agency shall be automatically converted to Performance Security.
	b	In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such a period as decided by the competent authority in addition to termination of the empanelment.
	c	Performance Security shall be returned to the empaneled agency without any interest whatsoever, after completion of three years or any extension of empanelment period whichever is later.
8	Amendment of Tender Document:	
	a	At any time prior to the date submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective bidder, amend bid document by issuing corrigendum. The corrigendum will be notified/ published in e-tendering website www.eprocure.gov.in/epublish/app and Institute website only.
9	Price Bid:	
	a	Bidder shall quote percentage (%) of discount on agency commission up to maximum two decimals only. Publication charges shall be payable at par with DAVP/BOC rate. Payment to agency shall be made in Indian Rupees only.
	b	Bidder shall take into account all costs including designing, creation, translation, etc. for giving delivery of services at site(s) before quoting the rates. In this regard no claim whatsoever shall be entertained.
	c	The rate quoted in the price bid shall be firm but subject to change in rate of applicable taxes if any.
	d	The Bidder should avoid the use of vague term such as “Extra as applicable”. Such offers shall be treated as non-responsive.
	e	No extra payment shall be paid on account of any discrepancy in the nomenclature of items. The bidder shall seek clarifications if any before submitting the tender.
10	Bid Submission:	
	a	The tender must be placed in a properly sealed envelope super-scribed “ <i>Tender for empanelment of advertising Agency.</i> ” with tender inquiry number and its due date addressed to The Director, Maulana Azad National Institute of Technology- Bhopal-462003 and must reach the office of The Deputy Registrar- Stores & Purchase, Maulana Azad National Institute of Technology, Bhopal on or before as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. The sealed envelope should consist of followings:
	a	Copy of Certificate of Registration of firm.
	b	Certificate mentioning of Turnover for last three years and copy of registration with Indian News Paper Society (INS).
	c	Copy of EMD deposition slip mentioning mode of deposition and having reference number.
	d	Work order (s) from any with any IITs/ NITs/IIMs/Universities/Central or State government for last three years.

	e	Brief write-up regarding infrastructure/facilities/manpower available along with photographs of its office setup.
	f	ANNEXURE-1--Format for submission of Price Bid.
	g	ANNEXURE-2--Bidder Information Form.
	h	ANNEXURE-3--Primary Compliance Statement.
	j	ANNEXURE-4--Undertaking from Bidder.
11	Evaluation of Bids:	
	a	The Institute shall evaluate all the items together or separately depending upon the nature of items of circumstance and compare the quotations determined to be substantially responsive i.e. which
	1	are properly signed;
	2	Confirm to the eligibility criteria of the agency; and
	3	Confirm to the terms & conditions, and technical specifications.
	b	After evaluation of bids, the bidder who is technically qualified as well as quotes the highest discount shall be declared as the successful bidder.
	c	In the event of receiving more than one financial bid quoting the same discount, the final selection of successful bidder shall be made in the following manner:
	1	Agency with the highest turnover during the last 3 years put together; or
	2	Institute may empanel more than one agency who offered the same discount.
	d	In the event of receiving single financial bid quoting the highest-1 discount, Institute may also offer highest-2 bidder at first highest-1 discounted rate to empanel more than one agency simultaneously.
	e	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.
12	Validity of Tender:	
	a	The tender shall be valid for a period of 120 days from the date of opening of the bid of the tender. Terms and financial details submitted in the bid shall be treated as firm during the 120 days period.
	b	In exceptional circumstances, prior to the expiry of the bid validity period, the purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.
13	Award of contract:	
	a	Prior to the expiry of the period of bid validity, the Institute shall notify the successful bidder, in writing, that its bid has been accepted. The offer letter shall specify the sum that the Institute will pay to the bidder in consideration of the publishing advertisement with the details.
	b	The successful bidder should accept the offer within 10 days from the date of receipt of offer letter, failing which the offer will be cancelled.
	c	The Institute does not guarantee any minimum business or assignment which will depend upon the requirement, financial resources available and your performance.
14	Penalty Clause:	
	a	In case of delay in publishing the advertisement beyond 24 hours from the schedule time given, the agency would be liable to pay 2% of the 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.
	b	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 three days).

	c	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 the Agency fails to meet our requirements, Institute shall be constrained to terminate the empanelment by serving one month's prior notice.
	d	The Institute will have the right to empanel or drop any Agency or cancel empanelment of any agency from the empanelled list without assigning any reason whatsoever.
15	Termination of Contract:	
	a	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.
	b	If the services of the agency are not found satisfactory, the Institute shall have the right to cancel the empanelment at any time without assigning any reason and without any financial compensation to the agency.
	c	The Institute will have the right to drop any Agency from the empanelled list without assigning any reason by serving one month's notice even before expiry of the period of empanelment.
16	Terms of Payment:	
	a	Bill shall be raised in the name of Director- Maulana Azad National Institute of Technology Bhopal and submitted to O/o The Deputy Registrar- Stores & Purchase Section.
	b	Bill shall be raised by the agency as per approved and agreed rate. Bill shall contain copies of newspapers which have published the advertisement and copy of DAVP/BOC rate list.
	c	Event-wise bill shall be submitted by the agency upon completion of assigned work.
	d	The Payment shall be made within 30 days upon submission of bill along with original copies of newspapers. Income tax deduction/ Statutory deductions shall be made as per Government Rules.
	e	No advance payment will be made to the empanel agency under any circumstances.
17	Dispute & Jurisdiction:	
	a	In case of any disputes on execution of the work during the period of contract, the decision of the Director, MANIT- Bhopal, shall be binding and final, agreeable in full by both the parties. Any legal disputes shall be subject to Bhopal jurisdiction.
16	Details of Contact Persons for Query if any	
	Name	Harish Vaidya
	Designation	Deputy Registrar (S&P)
	Tel No	Tel No: 0755 4051040
	Email	arstores@manit.ac.in

*Maulana Azad***National Institute of Technology Bhopal- 462 003**

FORMAT FOR SUBMISSION OF BID PRICE			
To,			
The Director			
MANIT- Bhopal- 462 003			

Sub:	Tender Document No: MANIT/S&P/2025:124 dated 09/05/2025.
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SN	Description	Normal Rate	Offered Percentage of Discount		Remarks
1	2	3			
1	Publication of Advertisement	DAVP/BOC	NIL	00	shall be at par with DAVP/BOC rate
2	Designing/ Translation Charges	NIL	NIL	00	Not applicable and shall inclusive in commission
3	Agency Commission on DAVP/BOC rate	15%			
Offered discount in percentage (In Words)					

The followings things are confirmed and undertake by us that:	
a	Institute is entitled for DAVP/BOC rate and agency is required to provide services on DAVP/BOC rate as revised for time to time.
b	Bidder shall quote percentage (%) of discount on agency commission up to maximum two decimals. Publication charges shall be payable at par with DAVP/BOC rate.
c	Taxes are subject to change/ revision.
Date:	Signature of Authorized Bidder with proper rubber stamp
	Name:
	Designation:
	Mobile No:

ANNEXURE-2**BIDDER INFORMATION
FORM**

BIDDER INFORMATION FORM		Name of Agency→		
		Registered Complete Address→		
Year of Establishment→				
Type of Agency→ Company / Partnership Firm/ /Proprietary Firm/				
Name of Owner / Authorized Person→				
Contract No with e-mail ID→				
Details of Statutory compliances and its valid Numbers:				
SN	Particular	Number	Validly	
1.	Bidder's Registration Gumasta License →			
2.	Income Tax PAN →			
3.	GST Number → Madhya Pradesh only			
4.	Indian News Paper Society (INS) Registration →			

Details of Bank Account:

Beneficiary Name			
Bank Name		Branch	
Account Number		IFSC	

DECLARATION

It is certified that the information furnished in this form is complete and correct to the best of our knowledge & belief.

Signature of authorized Person and Seal

		ANNEXURE- 3	
PRIMARY COMMERCIAL COMPLIANCE STATEMENT			
Ref:	Tender Document No: MANIT/S&P/2025:124 dated 09/05/2025.		
SN	Institute Requirement as per tender document	Compliance Yes/ No	Deviation if any
1	Copy of Certificate of Registration of Company/ Firm/ Agency:		
2	Indian News Paper Society (INS) Registration:		
4	Undertaking for participation ANNEXURE-4		
Details of EMD & its Exemption			
Amount	Mode of Deposition	Date of Deposition	Reference No
50000.00			
Basis of EMD Exemption			

Details of all ongoing & completed contracts during the last five years as per eligibility & qualification criteria in Chapter-II. (Copies of Purchase order / Work Completion Certificate must be attached)					
SN	Name of the organization with address	Period of Contract		Nature of Work	Value of Contract
		From	To		
1					
2					
Details of average financial Turnover during last three years (Please attach copy of P&L Accounts/ CA Certificate)					
Financial Year	Bidder	OEM	Remarks, if any		
	Amount 50.00 Lakhs	Amount 00.00 Lakhs			
2024-25		--			
2023-24		--			
2022-23		--			
2021-22		--			
TOTAL		--			
Average Turnover Last three years		--			

Seal & Signature of Bidder

		ANNEXURE- 4
	(Undertaking from Bidder on their official stationery)	
To,		
The Director		
Maulana Azad National Institute of Technology		
Bhopal- 462 003		

Sub:	Undertaking for participation in the tender Document No: MANIT/S&P/2025: 124 dated 09/05/2025.
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Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS	
1	Notice Inviting Tender
2	Instruction to Bidders
3	Price Bid (Annexure– 1)
4	Primary Commercial Compliance Statement (Annexure– 3)
I/Wedo hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents. I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply at the location of purchaser including the scope and nature of duties expected from the bidder. I/We distinctly agree that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.	
I/ We declare that our unit has never made any default in supplying the Networking Equipments / equipment to Government / Semi Government/ Central or State Public Sector Enterprise(s) in terms of quality and financial agreed supply conditions.	
I/We fully understand the terms and conditions in the tender documents. I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.	
Date:	Authorized Signatory