

**CENTRAL INSTITUTE OF TOOL DESIGN
MSME TOOL ROOM : HYDERABAD**

**TENDER FOR INVITING ADVERTISING AGENCIES/PUBLICATIONS ON DAVP RATES
WITH DISCOUNT (%)**

Ref: CITD/Admn//ADVT.AG/23-24

Date: ~~04.01.2024~~

CITD invites online bids from Advertising Agencies / Publications for providing advertisement services as per specifications and terms & conditions mentioned below:

Prospective bidders may download the tender document from www.citdindia.org /<https://eprocure.gov.in> / eprocure / app. Bidders are advised to go through instructions provided at "instructions for online bid submission and submit duly filled bids online on the website <https://eprocure.gov.in> / eprocure / app. as per the schedule given in the tender document.

Sl. No.	Tender search by Organization	Description / Scope of work	Tender Fee Rs.	EMD	Due date for submission of tender	Opening of tender
1.	Development Commissioner MSME Central Institute of Tool Design, Hyderabad	Providing services for releasing of Advertisements as per DAVP rates with discount (%).	2,500/- for each Tender (Online)	Submission of Bid securing declaration (Annexure- I)	25.01.2024	27.01.2024

No offline/ postal covers / manual documents will not be accepted/received at any cost. Such tenders will be summarily rejected without intimation to the agency/party

SCOPE OF WORK : Providing services for releasing of Advertisements as per DAVP rates with discount (%).

TERMS & CONDITIONS

Eligibility Criteria

- Tender Fee of Rs.2500.00 shall be transferred through NEFT/RTGS and Transaction details shall be uploaded in CPP Portal along with Technical Specifications. **Beneficiary details: Name: Central Institute of Tool Design, A/c No: 52065280065, Bank Name-State Bank of India, Branch, Balanagar, IFS Code: SBIN0020085.**
- **EMD:- Bid Securing Declaration Form shall be submitted along with Tender Documents.**
- Documents of Technical specifications must be submitted in **PDF format** only.
- Single bid online system must be followed for this Tender. In this system bidder must submit their offer online as explained in this tender document.
- The contract period will be valid for **Two years** from the date of issue of award.

- The Principal Director , CITD Hyderabad reserves the right to cancel the contract at any time with one month notice period.
- **Sub-Contracting**: Sub-Contracting of the job will not be allowed at any cost.
- The Institute will not be responsible for any postal delay if any. Detailed specifications terms & conditions **can be obtained through CPP Portal & CITD website wwwcitdindia.org from 04.01.2024. The due date for receipt of tenders is ~~Thursday~~ day the 25.01.2024, at 17.00PM and bids will be opened on ~~Saturday~~ the 27.01.2024, at 11.00AM at CITD, Hyderabad- 500 037.**
- For release of advertisement in the news editions, the art work and translation of text into bilingual to be done on free of cost, especially for English , Hindi, Telugu & any other regional language advertisements.

Validity :

Bids should be valid for 90 days from due date for submission of tender.

Payments:

100% payment will be released within 4 weeks from the receipt of Invoice / Bill.

Payment will be initiated only upon receipt of Original Invoice and also on obtaining necessary certification by user officer.

Submission of Bids:

Single bid online system : Single bid system will be followed for this tender. In this system bidder must submit their offer online as explained below. Techno-Commercial bid " shall contain : (in PDF format – online)

- a. Duly filled Techno commercial bid with proper seal and signature of the authorized person (with name , designation and contact No.)
- b. Authorization letter issued by the competent authority of bidder authorizing the signatory to sign on behalf of the bidder.
- c. Other documents necessary in support of eligible criteria company /agency profile etc., Note: CITD reserves the right to reject the bid if any of the above listed documents is not submitted.

All the documents shall be signed stamped and numbered along with Tender ID. The Techno commercial bids should be marked addressed to : Principal Director, Central Institute of Tool Design, Balanagar, Hyderabad – 500 037.

Last date of submission of bids : On or before 25.01.2024 at 17.00hrs.

The bid must be submitted through on-line. The Tender Fee of Rs.2500.00 through NEFT/RTGS . Any clarifications / information, if any, can be contacted through email.

Note: CITD reserves the right to reject the bid if any of the above listed documents is not submitted. **All the documents shall be signed, stamped and numbered**
The techno-commercial bid should addressed to:

**Principal Director,
Central Institute of Tool Design,
Balanagar, Hyderabad - 500 037.**

Any clarifications / information can be contacted Shri.S.Ramakrishna, Asst.Director (Admin) through email: hr@citdindia.org .

Bid Securing Declaration Form

Date: ----- Tender No. -----

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of Two years from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn /modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid, or
- b) Having been notified of the acceptance of our Bid, by the purchaser during the period of bid validity (i)fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if Iam /We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder, or (ii) ninty days after the expiration of the validity of my/our Bid.

Signed:(insert signature of the person whose name and capacity are shown) In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

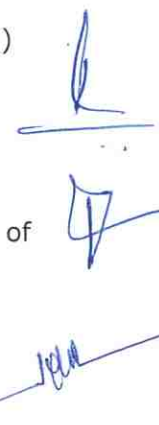
Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on ----- day of ----- (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a joint venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



Instruction for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificate. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enrol'. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.
6. Bidder then logs into the site through the secured login by entering their used ID/ password and the password of the DSC/e Token.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the CPP Portal, to facilitate to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, from of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/E-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender. In case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS:

1. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
2. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF formats. Bid documents may be scanned with 100dpi with black and white option.

3. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

1. Bidder should log into the site well in advance for bid submission so that he / she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instruments
4. Financial bids to be submitted in PDF format.
5. The server time (which is displayed on the bidder's 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. All the documents being submitted by the bidder would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bid encryption technology. Data storage encryption of sensitive fields is done.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no and the date & time of submission of the bid with all other relevant details.

ASSISTANCE TO BIDDERS:

1. Any queries relating to the tender document and the terms and conditions contained therein should be address to the Tender Inviting Authority for a tender or the relevant details.
2. Any queries relating to the process of online bid submission or queries to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk. The contact number for the helpdesk is 18002337315.

GENERAL INSTRUCTIONS TO THE BIDDERS.

1. The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. in the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificate can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenders are advised to follow the instructions provided in the instructions to the Tenders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure/app>.