

TENDER FOR EMPANELMENT OF ADVERTISING AGENCY

TENDER NOTICE NO : IPR/ADMN2/07/2019 DATED 07/07/2019

On behalf of Director, Institute for plasma research (IPR), the Chief Administrative Officer invites sealed tenders, as advertising agency for period of 2 years. The agency will be required to release advertisements on behalf of the Institute at DAVP rates in local/all India or global newspapers, periodicals, journals, magazines in English/Hindi and regional languages. May also be required to design and print educational/statutory /promotional material, if and as required.

Last date for receiving filled in tender is 24/7/2019 by 13.00 hours, which shall be opened in the presence of attending bidders carrying authorization on the same day at 14.30 hrs. The tender notice can be viewed on our website <http://www.ipr.res.in/documents/tenders.html>

प्लाज़्मा अनुसंधान संस्थान के निदेशक की ओर से मुख्य प्रशासनिक अधिकारी द्वारा 2 साल की अवधि के लिए विज्ञापन एजेंसी के रूप में सीलबंद निविदाओं को आमंत्रित किया जाता है। एजेंसी को संस्थान की ओर से स्थानीय/अखिल भारतीय या वैश्विक समाचार पत्रों, पत्र-पत्रिकाओं, जरनल, मैगज़ीन आदि में डीएवीपी (DAVP) की दरों पर विज्ञापन जारी करना होगा। जरूरत पड़ने पर शैक्षिक / वैधानिक / प्रचार सामग्री को डिज़ाइन और प्रिंट करने की भी आवश्यकता हो सकती है।

दिनांक 24/7/2019 को दोपहर 13.00 तक भरी हुई निविदा जमा कर सकते हैं, और उसी दिन दोपहर 14.30 को अधिकार प्रमाण-पत्र लानेवाले बोलीदाताओं की उपस्थिति में समिति के सदस्यों द्वारा निविदाएँ खोली जाएगी।

निविदा की सूचना हमारी वेबसाइट पर देख सकते हैं -

<http://www.ipr.res.in/documents/tenders.html>



प्लाज़्मा अनुसंधान संस्थान

भाट, निकट इन्दीरा पुल, गांधीनगर - ३८२४२८, गुजरात (भारत)

Institute for **Plasma Research**

Bhat, Near Indira Bridge, Gandhinagar – 382428, Gujarat (INDIA)

Phone : +91-79-23962000, Fax: +91-79-23962277,

Web: <http://www.ipr.res.in>



079-23962012/2019

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प्लाज्मा अनुसंधान संस्थान

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Tender for Empanelment of Advertisement Agency

TENDER NOTICE NO : IPR/ADMN2/07/2019 DATED 07/07/2019

Sr. No. _____

Tender issued to : M/s. _____

Address : _____

Phone No. / Cell No. _____

Email ID : _____

Last date of submission : 24/7/2019 up to 13.00 hours.

Date of Opening Tender : 24/7/2019 at 14.30 hours.

Date :

**Admin. Officer,
I P R**

**INSTITUTE FOR PLASMA RESEARCH
NR. INDIRA BRIDGE, BHAT, GANDHINAGAR 382 428.**

NOTICE INVITING TENDER FOR ENROLMENT OF ADVERTISING AGENCY

TENDER NOTICE No: IPR/ADMN2/07/2019 dated 07/07/2019

On behalf of Director, Institute for Plasma Research (IPR), the Chief Administrative Officer invites sealed tenders, as Advertising Agency for a period of 2 years. The Agency will be required to release advertisements on behalf of the Institute at DAVP rates in local / all India or global newspapers, periodicals, journals, magazines in English/Hindi and regional languages. May also be required to design and print educational/statutory/promotional material, if and as required.

Earnest Money Deposit: ₹ 50,000/- Eligibility criteria :

- (1) The agency should have Office set-up in Gandhinagar / Ahmedabad. Registration certificate from competent authority to be submitted.
- (2) The agency should have experience of handling providing advertising services in Central/State/PSU/Autonomous for five years or more as on date of publication of tender. Certificates, etc. to be submitted.
- (3) The agency should have full INS accreditation. INS certificate to be submitted.
- (4) The agency should have media and design facilities and translation facility needed to prepare layout for print media, TV and Radio besides proficient translators and should have proper arrangement for handling press conferences and press releases. Details of staff members – Designers, proof readers, proficient translators, etc. and details of softwares, etc. to be attached as documentary evidence on agency's letter head.
- (5) The agency should have a single client in Central/State/PSU/Autonomous, in last three years, where the billing is ₹25 lacs or more per year per annum. Certificate, etc. to be attached.

Documentary evidences of all above six criteria need to be submitted.

Tender document shall be issued on payment of ₹300/- towards Tender Fee (Non-refundable) in the form of Bank Demand Draft or pay order payable to "Institute for Plasma Research" at Ahmedabad. Agencies may also download the tender documents from IPR website. Last date for receiving filled in tender is 24/7/2019 by 13.00 hours, which shall be opened in the presence of attending bidders carrying authorization on the same day at 14.30 hrs.

Director, Institute for Plasma Research reserves the right to accept or reject any or all tenders in part or full or to allot parts of the work to different agencies without assigning any reason thereof. The agency's representative deputed to collect the tender document must carry an Authority letter.

This Tender Notice can be viewed on our website www.ipr.res.in/purchasetenders.html.

Chief Administrative Officer

1. SCOPE OF THE WORK

- a) To publish advertisement /Tender Notice, etc. in English/Hindi and regional languages of all nature in the local newspapers, national newspaper or at international level.
- b) To follow instructions of the Institute in respect of the newspapers chosen as well as publication.
- c) To do all related work like spell/grammar checking, composing economic flawless layout etc. for the advertisement release and to adhere with the timeline of release.

2. SERVICES

- a) Timely release of advertisement of all nature in the local newspapers, national newspapers or at international level at **DAVP rates**.
- b) To ensure preparation of economic flawless layout.
- c) To publish advertisement in the local and national newspapers or as directed by the Institute within stipulated time and clipping should be sent to us immediately.
- d) To collect advertisement matter from the Institute.
- e) To get the layout and proof approved from the Institute
- f) Any other job related to advertising agency.

3. STIPULATED TIME

- a) Stipulated time for release of advertisement in local newspapers: 1day
- b) Stipulated time for release of advertisement in national newspapers: 2-4 days
- c) If the advertisement is not published as per the instruction, or the as per the matter given or the instruction as regards to the newspaper, or any such other lapse, you will be required to issue as corrigendum/re-advertise, at your cost and the Institute may also impose a penalty for the lapses in service.

4. CHARGE

- a) Charges for publication of advertisement in the national /local newspapers shall be on rates approved by the Directorate of Audio Visual publication (hereinafter call "DAVP")

- b) Goods and Service Tax applicable from time to time may be charged as per Govt. of India rules.
- c) No production cost, collection & delivery charges, service charges and courier shall be levied.
- d) You will not be entitled for any charge other than specified hereinabove.
- e) **PAYMENT** - The successful agency/s has to submit a monthly bill(s) on or before the 5th day of the subsequent month. The payment will be released within 30 days of receipt of the bill & its scrutiny.

5. ARBITRATION

Any dispute, difference or objection with regards to any matter relating to this contract shall be referred to the sole Arbitration of any person appointed by the Director, IPR at the time of reference. The decision of the Arbitrator so appointed, shall be final and binding on both the parties.

6. TERMS & CONDITIONS

BIDDER IS ADVISED TO MAKE THE OFFER AFTER CAREFULLY READING AND UNDERSTANDING THE FOLLOWING TERMS & CONDITIONS :-

1. The Agency shall be required to provide excellent & quick services for advertisement release.
2. Only the rates fixed by Directorate of Audio Visual Publication (DAVP) will be applicable for national and local newspapers.
3. Submit a copy of Goods and Services Tax Registration documents along with your offer.
4. The advertisement may be required to be released at local, national or international level.
5. The agency will be required to make an economical layout of the matter and get it approved from the Institute before release.
6. The contract will be awarded for a period of two years with an initial trial period of three months. Trial period would be extended if found necessary by the Institute at its sole discretion.
7. IPR reserves the right to terminate the contract if the services are not found satisfactory, by giving one months' notice and if the Agency wants to terminate the contract they will be required to give three months' notice in writing giving reasons thereof.
8. The Agency should sign all the pages of the tender documents before submission, as a token of having read & accepted the terms and conditions.
9. In case of any dispute on any matter, the decision of the Director IPR will be final and binding.

10. IPR reserves the right to choose one or more parties or cancel the tender in to at its sole discretion.
11. Agencies who wish to attend the tender opening should invariably carry an authorization letter from their company, failing which they will not be allowed to participate in the tender opening process. However a single participation is only allowed from each company.
12. The agency shall maintain a register for the advertisements released by the Institute and rotation of the newspaper as per the requirement of the Institute.
13. The agency shall provide the services of the English to Hindi /Gujarati translation or vice versa for the release of advertisement in different languages.
14. The agency shall arrange to send the draft advertisement along with estimate for the approval of the institute.
15. In case of lack in promptness, efficiency, feedback, wrong release or mistake in the advertisement draft by the agency, non-timely release of advertisement or any such lapse in services creating inconvenience to the Institute, the institute may impose a penalty ranging from ₹ 500/- to ₹ 5000/-. **(to be decided by the Competent authority of IPR depending on the gravity of the lapse/s)** If needed the same advertisement or corrigendum may be asked again to be released against at the cost of the advertising agency.

Security Deposit - The Successful bidder/bidders shall within three weeks from the date of issuance of Work Order, shall submit an irrevocable Bank Guarantee (BG) equal of Rs. 2,50,000/- (Rupees Two Lacs Fifty Thousand only) on a non-judicial stamp paper, as “**Security Deposit**” towards satisfactory execution and performance of the Contract. **Security Deposit will be divided proportionately amongst the parties / agencies selected.**

For the BG towards the security deposit is issued by an Indian bank, it shall be from State Bank of India (SBI) /from any other Nationalized Bank /from one of the banks namely ICICI, HDFC, AXIS and IDBI.

The Bank Guarantee shall remain valid till the expiry of (60) sixty days from the completion of the event under this Contract. If need arises, the Contractor shall extend the validity of the Bank Guarantee for suitable period at his expenses.

If the Contractor fails to provide the Security Deposit (SD), within the period such failure shall constitute a breach of Contract and the Institute shall be entitled to cancel the Contract and make alternate arrangements for the event from other sources at the risk and expenses of the Contractor and recover from the Contractor the damages arising from such cancellation.

In the event, the Courier agency fails to fulfill any of the obligations under the Contract; Institute for Plasma Research shall have the right to encash the Security Deposit.

Upon satisfactory completion of the Contract, the original Bank Guarantee (s) shall be returned to the Courier Agency after three months from the date of completion of the contract, on receipt of a request from the Agency.

No interest shall be payable on security deposit amount till it is retained by Client in terms of Contract.

Please submit the following details-

1	Name of the firm / Agency	
2	Year of Establishment	
3	Registration No with INS /Date Accreditation with	
4	Address Phone / Fax / Mobile No./s Email ID	
5	Last 2 year's turnover per annum	₹
6	Outstanding performance	
7	Experience (Public Sector /Govt Office billing more than ₹ 25 lacs per year	
12	List of the current reputed clients (at least 05) (attach separate sheet)	
13	Significant Achievement.	
14	Infrastructure viz. Media/Art dept.	
15	Office Staff	
17	Financial performance in last 5 yrs.	

UNDERTAKING BY THE CONTRACTOR

I/We have gone through the tender terms and conditions and they are acceptable to us.

(Signature of Authorized Person of Agency / Company
with Official Seal)

Place :

Date :

A rough draft of an advertisement is enclosed as ANNEXURE-A. Kindly make a proper economical layout of the same ensuring the correctness. The font size should be 9 - Times New Roman. The estimate for the same as per DAVP rates may be given along with the layout for publishing it in Time of India, Ahmedabad edition and Gujarat Samachar – Gujarat Region editions. This forms a part of this tender document and may be submitted along with it. This is as per 4.1 – layout and design in the Selection Criteria below.

Selection Criteria –

The selection will be based on Quality cum Cost Based Selection (QCBS) method and the work will be awarded to bidder with the highest score. The selection would be on the Quality Cum Cost Based Selection (QCBS) based on the final weighted score, subject to fulfilling the requirements of the eligibility criteria. The Proposal will form part of the contract with the selected agency.

Proposal Evaluation - The respective weightage for the Composite Technical Score are set out in the table below-

Technical Evaluation –

The agencies who qualify as per eligibility criteria will be further Technically evaluated as per tender. The Evaluation Committee appointed will carry out the evaluation of Proposals on the basis of the following evaluation criteria and points system. Each evaluated Proposal will be given a technical score as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are as below -

No.	Criteria	Documentary Evidence	Max. Marks
1.	The agency having the experience of handling Central/State Government Office / PSUs / Autonomous business in last three years (2016, 2017 & 2018) having turnover of Rs. 25 lacs and more.	Certificates, etc. as documentary evidence is must mentioning turnover.	2 marks for each clients. Maximum 20 marks
2.	Number of employees involved in art work like Designers, translators, proof readers, etc. with experience in local office – Ahmedabad / Gandhinagar with their expertise.	Details of employee, their date of joining and expertise in respective field on Agency's letter head.	1 mark for each qualified employee. Maximum 20 marks.
3.	Experience – Agencies having number of years of experience of handling Central/State/PSUs/ Autonomous clients.	Certificates, etc. as documentary evidence to be submitted.	Minimum 2 years of experience = 2 marks. 2 marks each for additional years subject to Maximum 10 marks.
	TOTAL		50 MARKS
4	TECHNICAL PRESENTATION -		
4.1	Layout and design		20 marks
4.2	Presentation		10 marks
	TOTAL		30 MARKS

Agency has to score at-least of 50 marks (out of 80 marks) from Criteria & Technical presentation to qualify.



Annexure - A

Advt. No. - IPR/CHSS/1/2019

institute for Plasma Research (IPR) is a premier aided scientific research institute under the Department of Atomic Energy, Govt. of India. IPR is located in Bhat Village. IPR desires to empanel doctors of various discipline and multispecialty hospitals under its Contributory Health Services Scheme in the following areas of Ahmedabad/Gandhinagar.

	Location	Doctor/Specialist
Ahmedabad	Ghatlodia/Gota/Chandlodia/Nirnaynagar ONLY ONE IN ANY OF THE ABOVE AREAS	Authorized Medical Officer (MBBS)
	Bapunagar/Nikol ONLY ONE IN ANY OF THE ABOVE AREAS	Authorized Medical Officer (MBBS)
	Bapunagar/Nikol ONE SPECIALIST FROM EACH DISCIPLINE	Gynaecology & Obstetrics, Ophthalmologist, Orthopaedic Surgeon, Paediatrics, General Surgeon, ENT, Dentist (MDS), Cardiologist
	Motera/Chandkheda/Sabarmati	Gynaecology & Obstetrics, General Surgeon, ENT, Cardiologist, Urologist, Dermatologist

	Location	Doctor/Specialist
Gandhinagar	Kudasan/Raandesan/Saragasan/Raisan ONLY ONE IN ANY OF THE ABOVE AREAS	Authorized Medical Office (Homeopathy) Physiotherapy/ Dentist (MDS preferred)
	Ahmedabad/Gandhinagar	Multispecialty Hospital

Eligibility Criteria

1) Authorised Medical Officers (Allopathy/Ayurved/Homeopathy)

- (MBBS/BAMS/BHMS). Bachelors' Degree earned in first attempt in relevant discipline (MBBS/BAMS/BHMS) from recognized university.
- Appropriate registration with Medical Council of India.
- Should have own clinic with facility of primary treatment, waiting area etc. Clinic located at a place having maximum concentration of IPR employees will be an added advantage.

- The doctor should be available for consultation for at least two hours in the morning and three hour in the evening from Monday to Saturday. Preference will be given to doctor giving part time/full time services on Sundays and in emergency situation.
- Should have minimum 5 (five) years of experience as a practicing doctor.
- Age should not exceed 55 years as on date of advertisement.
- Registration with Medical Council is must.
- Familiarity with CHSS/CGHS shall be an added advantage.

2) Specialist Doctors :

- Degree in relevant discipline (MD/MS) from recognized university.
- Should have fully equipped own nursing home/hospital. Hospital located at a place having maximum concentration of IPR employees will be an added advantage.
- Appropriate registration with Medical Council of India.
- The doctor should be available for consultation for at least two hours in the morning and three hours in the evening from Monday to Saturday. Preference will be given to doctor giving part time/full time services on Sundays and in emergency situation.
- Should have minimum 5 (five) years of experience as a practicing doctor.
- Age should not exceed 60 years as on date of advertisement.
- Familiarity with CHSS/CGHS shall be added advantage.

3) Multispecialty Hospital:

- The hospital should be located at a prime location and should have adequate parking facility.
- The hospital should have qualified doctors of various disciplines including a full time doctor available round the clock.
- The hospital should have be all necessary registration and licenses as applicable.

General:

- (I) The Institute has its own and unique Contributory Health Services scheme (CHSS) with prescribed Schedule of Rates (SoR) for various treatments/procedures governed by certain rules and regulations. It is mandatory to strictly follow the same. The SoR shall be shared with the applicant on specific written request.
- (II) All services to the beneficiaries should be provided on credit basis. No fees/charges other than those mentioned in SoR shall be payable.
- (III) All bills, if in order, shall be settled as per the SoR and rules & regulations of the institute.
- (IV) All services to the beneficiaries should be provided on credit basis.

How to apply :

Interested and eligible Doctors/Hospitals fulfilling the above requirements may send their application in the prescribed application form along with relevant documents, etc., in a sealed envelope so as to reach *The Chief Administrative Officer, Institute for Plasma Research* at the above address within 20 days from the date of publication of this advertisement. *The envelope should be strictly super scribed with Advt. No. and Specialization.*