



Tender No. CIPET/IPT/KOCHI/2024/ADVT AGENCIES/2023-24/05

LAST DATE FOR SUBMISSION : 14.02.2024

TENDER DOCUMENT FOR ADVERTISING AGENCIES

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY(CIPET)

(Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)

HIL Colony, Edayar Road, Nr. Pathalam, Udyogamandal P.O., Kochi - 683 501.

Email: kochi@cipet.gov.in, cipetkochi@gmail.com,

Phone: +91 484-2547741- Extn-203

Website: www.cipet.gov.in

INTRODUCTION

Central Institute of Petrochemicals Engineering & Technology (CIPET) is a premier national institution under the aegis of Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India. CIPET provides specialized skill development programmes in the field of Polymer Engineering & Technology and provides Technology Support Services and carrying out Research work in the niche areas of polymer science.

TENDER NOTICE

CIPET: IPT Kochi invites Tenders in Two Bid Systems (Technical & Commercial) from reputed advertising agencies for publishing of advertisements on academics & administration in newspapers at DAVP rates with discount for next one year (from 01.03.2024 to 28.02.2025). Interested and eligible advertisement agencies may view and download detailed tender documents from CIPET Website: www.cipet.gov.in.

1. Bidders are requested to submit a hard copy of the documents duly sealed and signed to the Joint Director & Head, CIPET: INSTITUTE OF PETROCHEMICALS TECHNOLOGY (IPT), HIL Colony, Edayar Road, Nr. Pathalam, Udyogamandal P.O., Kochi - 683 501 **on or before 14.02.2024, 03:00 p.m.**
2. Bidders are advised to visit CIPET's official website regularly for any Addendum / Corrigendum (if any) with regard to the Tender, for which no separate paper advertisement will be published.
3. The Bidders are required to submit bids Envelope as mentioned by SPEED POST / BY Hand to CIPET: IPT, Kochi.
4. **Tender Cost ₹1,180/- (non-refundable).** The amount may be payable in the form of a Demand Draft / Cheque from any commercial bank in an acceptable form in favor of "CIPET IPT KOCHI" on or before last date/ time of bid submission. **Bids shall not be considered in case the tender cost is not submitted.**
5. The technically qualified bidders shall only be considered for financial opening. CIPET: IPT, Kochi reserves the right to accept or reject any or all the tenders without assigning any reason(s) thereof.

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| Date of issue of Tender Document | 25 th January 2024 |
| Last Date & time for submission of Tender Document | 14 th February 2024 upto 3.00 p.m. |
| Date & time for opening of Technical Bids | 14 th February 2024 upto 4.00 p.m |
| Financial Bids of eligible Tenderers | After evaluation of technical bids |

SCOPE OF WORK

CIPET: IPT, Kochi invites tender from reputed advertising agencies for publishing advertisements in newspapers as per requirement newspapers at DAVP rates with discount for next one year (from 01.03.2024 to 28.02.2025).

The contract is awarding only for publishing official advertisements on academics (LTC&STC), Testing, Processing, Purchase, Finance, R&D, PDI, Tool Room, Civil & Administration. The agency should ensure the availability of newspaper advertisements as per the requirement of CIPET.

GENERAL INSTRUCTIONS FOR TENDERERS

1. Agency / Contractor shall be responsible for ensuring the availability of the newspaper and proof preparation as per the requirement of CIPET at no additional cost.
2. The Contractor has to provide GST & PAN number with Aadhar proof.
3. The agency / contractor shall give written undertaking that he accepts all the terms and conditions without alter.
4. The rates and discounts to be quoted as per proforma given in Annexure II.
5. CIPET reserves the right to cancel the all and/or any bids without assigning any reason.

ESSENTIAL REQUIREMENTS FOR THE TENDER

1. Minimum Eligibility of the Bidder

- a) Service provider / Contractor should have minimum three years of experience in providing advertising services to the Departments / Ministries of the Government of India / PSUs / Corporates / etc. (Three copies of work orders received during each of the last two years should be enclosed).

2. Tender Prices

- a) The rates / prices should be quoted only in Indian Rupees (INR) in words as well as in figures.
- b) Taxes, if any, should be indicated separately.
- c) No additional charges will be paid other than the rates mentioned in the financial bid.

3. Submission of Tender


I) Sealing, Marking & Submission

- a) Envelope No.1 shall contain Technical Bid (Annexure I) with all the required supporting documents. A covering letter may also accompany the same.
- b) Envelope No.2 shall contain Financial Bid (Annexure II) in the prescribed format.
- c) All the above two envelopes shall be packed in a third Envelope (packed and marked) and addressed to CIPET: IPT, Kochi and must reach on or before the 14.02.2024 by 03.00 p.m.
- d) All the above envelopes shall bear the Name of the Work viz. "TENDER FOR ADVERTISING AGENCY".
- e) All the envelopes shall indicate the name and address of the Bidder to enable the tender to be returned unopened, if required.

II) Mode of Payment


- a) Payment against Bill / Invoice shall be released only after execution of the work as per the tender conditions and submission of the Bill / Invoice, through A/c Payee Cheque / NEFT payment only.

ANNEXURE I

|  | CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY(CIPET) (Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India) HIL Colony, Edayar Road, Nr. Pathalam, Udyogamandal P.O., Kochi - 683 501. Email: kochi@cipet.gov.in, cipetkochi@gmail.com, Phone: +91 484-2547741- Extn-203 Website: www.cipet.gov.in | |
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| TECHNICAL BID SHEET | | |
| Tender No.: CIPET/IPT/KOCHI/2024/ADVT AGENCIES/2023-24/05 | | |
| Description of Work: ADVERTISING AGENCY SERVICES | | |
| S. No. | Particulars | Description / Remarks |
| 1 | Name of the Contractor | |
| 2 | Postal address | |
| 3 | Telephone No. with STD code | |
| 4 | Fax with STD code | |
| 5 | Name of Contact person | |
| 6 | Mobile No. | |
| 7 | E-mail ID | |
| Following documents to be submitted along with the tender | | |
| 8 | The firm should have valid registration certificate in support of establishment of the firm | |
| 9 | PAN (Permanent Account Number) Registration | |
| 10 | GST Registration Certificate | |
| 11 | Similar Experience of having successfully completed to other organization during last three year along with work order copioes | |
| 12 | The firm should enclose Annual Turnover during the last 02 financial years (2021-22 & 2022-23) in prescribed format along with CA Certificate | |
| 13 | The firm should enclose Final Accounts (Balance Sheet, Profit & Loss A/c & Trading A/c) during the last three Financial Years (2021-22 & 2022-23) | |

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| 14 | The firm should enclose Income Tax Return during the last three Assessment Years (2022-23) | |
| 15 | Performa For Performance Statement | |
| 16 | Demand Draft No. & Date for Tender Fees | |
| 17 | List of Customers | |

ANNEXURE II

|  CIPET കെ എച്ച് CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY | CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY(CIPET) (Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India) HIL Colony, Edayar Road, Nr. Pathalam, Udyogamandal P.O., Kochi - 683 501. Email: kochi@cipet.gov.in, cipetkochi@gmail.com, Phone: +91 484-2547741- Extn-203 Website: www.cipet.gov.in | |
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| FINANCIAL BID SHEET | | |
| Tender No.: CIPET/IPT/KOCHI/2024/ADVT AGENCIES/2023-24/05 | | |
| Description of Work: ADVERTISING AGENCY SERVICES | | |
| S. No. | Description | Discount Percentage |
| 1 | % of discount on DAVP rates | |
| | % of discount on less than Rs.5000 | |
| | % of discount on less than Rs.5000 to Rs.10,000 | |
| | % of discount on above Rs.10,000 | |
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