

**UNIVERSITY PROCUREMENT & FACILITY DEPARTMENT****E-TENDER NOTICE FOR EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENTS**

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	E- tender are invited form the reputed Advertising Agencies for Empanelment with the University for Publication of advertisements. The agency will have to undertake specific media and advertising related activities on mutually agreed terms and conditions for one year from the date of signing the agreement.
Cost of the tender document:-	Rs. 1180/-only inclusive GST @ 18% (Rs. One thousand one hundred eighty Only) {Non refundable, under any circumstances}.
Tender Processing fee:-	To be charged by Govt. of Punjab as per its norms. (Non-refundable).
EMD Amount :	Rs. 1,00,000/- only (Rupees One Lac Only) {Refundable to the Non-successful bidders, without any type of interest or other charges}. However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period. It should be clearly noted that no bidder will be allowed any type of exemption from the deposit of the EMD under any circumstances.
Performance Security	The Earnest Money Deposit deposited by the successful bidder will be converted against the performance security and will be returned after the competition of rate contract period.
Date of start of downloading of tender documents:-	29/10/2021 from the website of the Punjab Government i.e. https://eproc.punjab.gov.in
Website for downloading of the tender document:-	Tender document can be downloaded form https://eproc.punjab.gov.in However, the details may also be obtained from the University website i.e. www.bfuhs.ac.in
Last date for downloading of the tender document:-	<u>18/11/2021 up to 12.30 pm</u>
Last date & Time submission of the tender documents:-	<u>18/11/2021 upto 1.30pm (throughonline mode only)</u>
Date of opening of the Tender documents (Technical Bids)	By the next day from the last date fo submission of tender (5:00 pm) On the e- procurement portal of the Govt. of Punjab. However the bidder or their authorized agents representative may attend the tender opening process at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date.



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Date of Opening of the tender documents (Financial Bids)	The opening date of financial bids of the technically qualified bidders will be informed on the university web site. On the e- procurement portal of the Govt. of Punjab. However the bidder or their authorized agents representative may attend the tender opening process at the University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot on the prescribed time and date. The University authorities will have right to decide any other date and time for the opening of the Financial bids		
Address for the submission :	The Registrar, Baba Farid University of Health Science, Sadiq Road, Faridkot (Punjab) PIN-151203.		
Who can be contacted for obtaining more information about the tender.	Sr. No.	Nature of Information	Name of the concerned Official with contact No:-
	1	About the tenders and allied information:-	In-charge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot. Phone:-01639-250267,256232, 256236, Email id:- upfdbfuhs@gmail.com (On all working days from 9.00 a.m. to 5.00 p.m.)



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1. NOTICE INVITING TENDER (E-TENDER NOTICE)

E-tenders are invited from the reputed Advertising Agencies for Empanelment with the University for Publication of advertisements

The tender document containing detailed terms & conditions may be downloaded from the e-procurement website of the Punjab Government i.e. <https://eproc.punjabgovt.gov.in> and its details may also be seen at the University website i.e. www.bfuhs.ac.in

2. BROAD SCOPE OF WORK

The advertising agencies are expected to conceptualize design and release advertisements on Rates in major/local/regional newspapers all over the country at short notice. The agencies must have necessary infrastructure and creative professionals to handle this job efficiently and promptly.

At any time before the submission of tender, the BFUHS may, for any reason, whether at its own initiative or in response to a clarification requested by an invited bidding firm, modify the Documents by suitable amendments. The amendments shall be sent in writing or by Email to all the firms invited to submit the tender and will be binding on them. The BFUHS may, at its discretion, extend the deadline for the submission of the tender.

3. Local conditions and Preliminary costs

- a) Each Bidder should fully acquaint himself of all local conditions, local bye laws and factors, which may have any effect on the execution of works covered under this document. It must be understood and agreed that all the factors have properly been investigated and considered by the Bidders before submitting the tender, BFUHS will not entertain any claim or financial adjustment or modifications in time schedule which arise due to inadequate appreciation by the Bidder at the time of submission of bid.
- b) All costs of preparing the tender documents etc. shall be borne by the Bidders. No claim would be accepted at a later date.



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4. Tenure of the Contract:

The contract shall be initially for the period of one year. Annual extension may be given on application and on review by the University subject to satisfactory performance of the agency/agencies and the mutual agreement of the BFUHS and the agency with required modifications as may be agreed upon. However, the basis terms and conditions of the contract, during the period of agreement, will not be subject to any change.

5. Earnest Money:

- i) The Bidder shall deposit along with technical bid an Earnest Money Deposit of Rs. 1,00,000/- (Rs. One Lac).
- ii) No interest shall be payable by BFUHS for the earnest money deposit.
- iii) No bank guarantee will be accepted in lieu of the Earnest Money Deposit.
- iv) The EMD shall be forfeited by the BFUHS in the following events:
 - a. If the proposal is withdrawn during the validity period or during the extension agreed by the bidder thereof.
 - b. If the Proposal is varied or modified in a manner not acceptable to the department after opening of Proposal during the validity period or any extension thereof.
 - c. If the Bidders tries to influence the evaluation process.
 - d. If after the award of work the bidder fails to commence the work and/or fails to submit the Performance Guarantee within the stipulated time.
 - e. The Earnest Money of the successful bidder, after award of work, will be adjusted against the Security Deposit.



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INSTRUCTIONS/ GUIDELINES TO THE TENDERERS

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document.
2. Upload an affidavit regarding Non-Black listing as per proforma given at (Annexure-II) on Non- Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public may also be uploaded on the website.
3. Upload Technical Bid Proforma (Annexure-III).
4. Upload a signed copy of the terms and conditions (Annexure-IV).
5. Detail of Bank Account for refund of EMD (Annexure – V)
6. In addition to this, following documents are to be attached with Technical Bid:-
 - i) Tender Fee: The tender document fee of Rs.1180/- only inclusive GST @18% may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non- refundable under any circumstances.
 - ii) Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees one Lac only). The Earnest Money Deposit must be submitted through Online Payment system.
 - iii) Details of registration as Company / Shop / Establishment. The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
 - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT (as applicable). The supporting document should be uploaded on the e- procurement website of the Govt. of Punjab along with the tender document.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI). The said copy must be signed and duly stamped. A scanned copy of the same may be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
8. It should be clearly noted that this tender will be accepted through e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.



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Annexure-I

TERMS AND CONDITIONS:-

Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lac Only). The Earnest Money Deposit must be submitted through Online Payment system.

The tenders will be opened by the next day from the last date of submission of tender (by 5.00 PM), on the e-procurement portal of the Punjab Government in the presence of tenderer(s), who wish to be present in the said tender opening process. However, the individuals keen to attend the tender opening process should have an authorization certificate from the company.

The Price bid (Financial Bids) will be opened after the opening of Technical Bid. The Price Bid (Financial Bids) of the technical qualified bidders will be opened by the University.

The Registrar, Baba Farid University of Health Sciences, Faridkot reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



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Annexure-II

(To be furnished on non-judicial stamp papers worth Rs.30/- duly attested by Executive Magistrate or Notary Public).

AFFIDAVIT

I/We _____ partner/ sole proprietor
(Strike out which is not applicable) of (Name & Address of Firm)

_____ do hereby declare and solemnly affirm:-

- a) That the individual/firm/ companies are not debarred or black- listed by any department of Union/ State Government or any autonomous institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- c) That the terms and conditions for “professional firms /solution provider etc. for procurement of services for Online Counseling for admission of candidates for a period of one year as per the requirement” are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That I will supply and install the required material within the stipulated delivery period of the tender document/ supply.

Date: _____

Place: _____

DEPONENT

VERIFICATION

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: _____

Place: _____

DEPONENT



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Annexure III

TECHNICAL Bid

1. Name of the applicant (tenderer/ bidder): _____
2. Constitutional status of the tenderer/ bidder
i.e. Proprietor/ Partnership firm/ Pvt. Limited Company/
Public Limited Company/ Co-op Society etc. _____
3. Address of the tenderer / bidder

4. Name of the Dealing Person _____
5. Position of the dealing person in the tenderer
firm/ company/ society _____
6. E mail id _____
7. Mobile No: _____
8. PAN Number _____
9. GST Number _____



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CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
2.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted? – Annexure – II (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
3.	Technical Bid Proforma attached – Annexure – III (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Anexure – V) for refund of EMD attached (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Anexure – VI) (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs.1180/- on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Whether an EMD of the appropriate value i.e. Rs.1,00,000/- only has been submitted in the shape of the online payment issued in the favour of “The Registrar, Baba Farid University of Health Sciences, Faridkot” and payable at “Faridkot” has been submitted to the Incharge, Unvierity Procurement and Facility Department Detail of Payment :- _____ Dated :- _____ Name of the Bank :- _____ Amount :- Rs.1,00,000/- only (Rupees one Lac only). Whether a soft copy of the same has been uploaded on the designated website at the time of submission of the tender or not?	Yes/No
9.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted? (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No
10.	Copy of Certificate of Registration for service Tax/VAT/ TIN/TAN/PAN attached. (Scanned copy uploaded on the e-procurement portal or not?)	Yes/No



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Sr. No.	Particulars	Remarks
11.	Whether a copy of Audited Balance Sheet of last two financial years have been uploaded on the website along with technical bid or not?	Yes/ No
12.	Whether a copy of the Income tax return of last two financial years have been uploaded on the website along with the technical bid or not?	Yes/ No
13.	Annual Turnover during last three years should not be less than 01 corer in India	Yes/ No

Note: Non compliance to any of the above conditions will render the offer/ tender to be rejected outrightly and Price bid of the firm will not be opened.

Dated:- _____

Place:- _____

Signature _____

Name: _____

Address: _____

Contact No: _____

Email-Id _____

With Seal



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Annexure-IV

Terms and Conditions

E-TENDER DOCUMENT for empanelment of advertising agency for publication of advertisement

1. The **eligible reputed advertising Agencies** may quote their rates.
2. Tenders will be submitted only through e-tendering mode. The tenders will not be submitted through any other mode, under any circumstances.
3. Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
4. The bidder's Annual Turnover during last three years should not be less than one crore in India
5. Tender not conforming to any or all the above terms and conditions will be rejected.
6. Incomplete tenders are liable to be rejected.
7. Baba Farid University of Health Sciences, Faridkot reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
8. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances.
9. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Baba Farid University of Health Sciences, Faridkot in connection with any other tender/case shall not be considered against this tender.
10. The bids received after the specified date and time for receipt of bids will not be considered under any circumstance. Registrar, BFUHS, Faridkot shall not be responsible for any type of delay in submission of the e-tenders.
11. The rates once quoted will remain valid/ un-changed for a period of one year or the period that will be further extendable upto this period.
12. The tenderer will be responsible to ensure that the tender is properly uploaded and submitted within well in time. The Earnest Money Deposit must be submitted before the last date and time for opening of the technical bids.



BABA FARID UNIVERSITY OF HEALTH SCIENCES

FARIDKOT-151203

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e-mail: upfdbfuhs@bfuhs.ac.in, Website: www.bfuhs.ac.in

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13. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected. A scanned copy of the complete tender document should be uploaded on the e-procurement portal of the Govt. of Punjab.
14. In the event of the date of receipt or opening of tender being declared a holiday for the Baba Farid University of Health Sciences, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify.
15. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and will be rejected out rightly.
16. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender. THE E- TENDER WILL BE OPENED IN THE UNIVERSITY PROCUREMENT & FACILITY DEPARTMENT OF THE UNIVERSITY.
17. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/ Security Deposit of the successful tenderer(s) shall be forfeited and the tender shall be cancelled.
18. Any attempt, direct or indirect, to cast influence, negotiate on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tender liable for rejection.
19. The rates should also include taxes and other levies.
20. The Registrar reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.
21. Preference will be given to the professional firms/solutions providers having experience in the area.
22. CRITERIA OF EVALUATION OF PRICE BID



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The Price Bids of technically qualified bidders shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. Rates of all types of taxes as applicable should be quoted clearly.

23. SECURITY DEPOSIT:

- i) The EMD of Rs. 1,00,000/- only (Rs. One Lac only) submitted with the Tender considered as Security Deposit.
- ii) The Earnest Money Deposit will be refunded to the unsuccessful bidders within three months of the date of purchase order, without any type of interest.
- iii) The above said amount of the security deposit of successful bidder will be retained by the University and will be refunded after completion of period of rate contract.

24. PAYMENT TERMS

The bill/Invoice of services will be paid after receipt and verification of services from the concerned department, through Account Payee Cheques/ NEFT/RTGS, in the favour of the agency only. The payment will not be made to any third party under any circumstances.

25. PENALTY CLAUSE

If the services are not provide within specific time period or as per the instruction of the concerned department, the competent authority will decide regarding imposing of penalty on the successful bidder and after which Rate Contract may be deemed cancelled & security/earnest money forfeited and also the company may black-listed for future.

- a) If the Successful bidder refuses or does not respond to the instruction/orders with in stipulated period, the EMD shall be forfeited and order may stand cancelled.
- b) If the firm refused to execute the orders fully or partially, the security amount shall be forfeited and supply order may stand cancelled.



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26. ARBITRATION

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Incharge, University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot.
 - ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act enforce.
 - iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.
27. Jurisdiction – All disputes are subject to the jurisdiction of courts at Faridkot only.



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Annexure- V

Details about Bank Account of the firm who has deposited EMD

Name of the firm: M/s _____

Sr. No.	Particulars	Detail
1.	Account No.	_____
2	Name of the Bank	_____
3	Branch Name	_____
4	IFSC Code	_____
5	Name of the Operator	_____



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TENDER/CONDITIONS ACCEPTANCE LETTER

Date:.....

To

The Registrar
Baba Farid University of Health Science,
Sadiq Road, Faridkot.

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has 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 / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,



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FINANCIAL BID FOR EMPANELMENT OF ADVERTISING AGENCIES

The bidder shall submit the discount offered on rates.

Discount offered on rates: _____

Note:

1. The bidder shall submit the certificate/authenticated documents for approved rates for the publication of advertisement in newspapers.
2. Advertisement will mostly be published in black & white.
3. Rates once submitted shall be final during the duration of empanelment and will only be changed if it is changed by the publication and competent authority.
4. **The financial bids of the agency with maximum discount offered on rates will be considered /selected for the empanelment with the university.**
5. Financial bid of only those agencies will be opened and evaluated, who qualify the technical bid as per criteria laid down in the technical bid.

Financial bid being submitted has the approval of the _____ (name of the agency) and I have been authorized to submit it.

Signature _____

Name: _____

Designation _____

Place _____

Date _____

Organization Seal (In case organization)