

TENDER DOCUMENT
FOR
EMPANELMENT OF NEWS PAPER
ADVERTISING AGENCY

Date and Time of Submission : 21.08.2020 up to 2.00 PM

Date & Time of Tender opening : 21.08.2020 at 2.00 PM

Cost of Tender Document : Rs: 500/-

EMD : Rs 20,000/-

INDEX

1. Tender Notice.
2. Draft Letter to be submitted by the bidders along with the tender.
3. Profile of Agency/Firm/Company .
4. Terms and Conditions of the tender & General Information.
5. Financial Bid

Tender Notice

Sealed tenders are invited by J&K Grameen Bank for empanelment of news paper advertising Agency/ agencies for Sarfaesi, Tender, Event Publicity etc. related advertisements on local / national level. The award of work is for an aggregate period of 3 years, which will initially be given for a period of one year and reviewed for extension for another year(s) subject to satisfactory performance at the discretion of competent authority of J&K Grameen Bank on the same terms and conditions.

The offers may be submitted in TWO-BID SYSTEM (A-Technical Bid and Financial Bid), by the reputed and experienced agencies / firms /companies.

Tender document can be collected from HeadOffice of J&K Grameen Bank, at Narwal Jammu before 20.08.2020 during the working hour i.e (10:00 am to 05:00pm).

The tenderer will have to deposit earnest money of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of CDR/TDR drawn in favour of **"General Manager, J&K Grameen Bank"** along with the technical bid.

Important Dates:

Last date for submission of Tender is August 21, 2020 up to 02.00 p.m. at General Manager Office, 2nd Floor, J&K Grameen Bank Head Office Narwal , J&k 180006.

Tender consisting of Technical Bid and Financial Bid shall be sealed separately and to be put in single sealed envelope and to be marked as "Tender for empanelment of news paper advertising agency".

Bidders may send queries on or before **Aug 19, 2020** by email to pdg.hoj@jkqb.in.

No queries shall be entertained received after 19 August, 2020.

At the first stage, Technical Bids shall be opened in the presence of bidders, who may like to be present on **August 21, 2020 at 03.30 p.m. Head Office of J&K Grameen Bank, Narwal J&K-180006.**

The bidders who shall qualify the technical bids will be eligible for financial bid opening. The financial bids shall be opened on the same date i.e 21 August 2020 at 4:00 pm.

- 1) The rate quoted in the Financial Bid shall be valid during the tenancy of contract including subsequent extensions. Offer valid for a specific period shall be liable for rejection.
- 2) The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the agency/firm/company.
- 3) Bank may seek confidential feedback from any/all clients of the bidder at any stage before / after opening of Technical/Financial bid and may take decision based on client feedback.
- 4) The agency/firm/company should submit Technical Bid & Financial Bid in separate sealed Envelopes super scribing "Technical Bid" and "Financial Bid" as the case may be and to be put in single sealed and signed envelope. Write "Tender for empanelment of news paper advertising agency" on the outer envelope.
- 5) The Technical Bid should accompany a CDR/TDR of Rs. 20,000/- (Rupees Twenty thousand Only) drawn on any nationalized Bank / Scheduled Bank in the Name of " General Manager J&K Grameen Bank, HO Narwal towards Earnest Money Deposit (EMD) Tender received without EMD will be summarily rejected.
- 6) The tenders of the agency/firm/company not fulfilling the eligibility criteria's are liable for rejection.
- 7) The EMD shall be forfeited by the J&K Grameen Bank, if tenderer withdraw its tender after opening.

Date : _____

**The General Manager
J&K Grameen Bank Head office
Narwal
J&K -180006**

Subject : Tender Notice for Empanelment of News Paper Advertising Agency

Sir,

With respect to the tender published on your website, I / We hereby submit my / our tender in a required format i.e.:

Technical Bid : Profile of Agency/Firm/Company, Earnest Money Deposit in sealed envelope (Marked as Technical Bid) and

Financial Bid in separate sealed envelope (Marked as Financial Bid) sealed in single envelope and marked as "Tender for Empanelment of News Paper Advertising Agency".

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same without any alterations / modifications. We further declare that our agency/firm/company is not blacklisted by any Government Department or an Autonomous Body.

Yours faithfully,

Signature

Name :

& seal of contracting agency/firm/company

PROFILE OF THE AGENCY / FIRM / COMPANY

(Please fill in all details. Profile will be used for technical evaluation and is part of the eligibility criteria)

Required information

Details to be given by the agency / firm / company.

1 Name of the agency / firm / company

2 Address of the Head Office of agency / firm / company (Submit proof).

3 Address of the agency / firm / company of Jammu (Submit proof).

4 Legal status - (individual, proprietary, partnership firm, limited company, corporation, etc.-Submit proof)

5 Name, designation, and telephone nos. of the contact person. Fax No. E-mail id.

6 Date of establishment of agency / firm / company (Submit proof)

7 Statutory details (Photocopies to be submitted):

a) Registration number of the firm. (Issued under shops and establishment act.).

b) Registration number issued by Registrar of Companies (if any) -

PAN (mandatory):

GST (mandatory):

8) Details of Earnest Money Deposit TDR/CDR No. _____ dated _____ for Rs. 20,000/- (Rupees Twenty Thousand Only) drawn on (name of the Bank) _____ in favour of General Manager J&K Grameen Bank (To be submitted with Technical Bid)

Signature

Name :

& seal of contracting agency/firm/company

TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

Please read carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

1. Scope of the work :

- a. Publication of Sarfaesi, Tender, Event Publicity and Bank etc. related advertisements on local / national level
- b. Giving assistance in preparation of media plan, providing details of various publications across given geographical area as per rates finalised.
- c. Exchange of requirement and information shall be done through email communication. Only in exceptional situation, contracting agency official may be invited at the Bank.
- d. Publication of advertisement as approved by the Bank in the given news papers as per the quotation approved.

2. The award of work is for an aggregate period of 3 years, which will initially be given for a period of one year and reviewed for extension for another year(s) subject to satisfactory performance at the discretion of competent authority of J&K Grameen Bank on the same terms and conditions.

3. The contracting agency/firm/company shall provide services continuously as per the award of contract.

4. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency/firm/ company without prior written consent of the Bank.

5. The contracting agency/firm/company shall abide by the rules and regulations of State / Central Government authorities particularly applicable to the business and shall have requisite licenses, sanctions, registration, accreditation which should be valid during the tenure of contract.

6. J&K Grameen Bank reserves the right to terminate the contact at any time without assigning any reason by giving one month notice to the contracting agency/firm/company.

7. In case required services are not provided by the contracting agency on time, j&K Grameen Bank will be free to get the work done from any other agency from open market and the expenses on this account will be debited to the contracting agency which will be recovered from the dues / pending bills, performance security deposit etc.

8. The successful agency / firm / company shall assign a designated official who shall be responsible for immediate interaction with Banks designated official so that optimal services could be availed without any disruption. The designated official of the agency / firm / company should be available round the clock on his own direct telephone (office as well as residence & mobile) so as to respond to the call for services in emergent cases. The supervisor should be accessible on Holidays / Sundays also for satisfying BANKs requirements.

9. The contracting agency shall submit its bill along with the copies of the bills of the respective publication and original page of the publication on which the advertisement was appeared within 30 days to the Banks official through whom the advertisement was given. On total bill of publications, contracting agency will offer the discount as offered in the Financial Bid.

10. Payment against Bill shall be made only after satisfactory services to be certified by the

concerned Banks official. No interest will be payable on the nonpayment due to delayed submission of bills and non-satisfactory services. No advance payment will be made. The payment will be made only by transfer within 15 days from the date of receipt of bill.

11. The agency / firm / company shall be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to JKGB to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

12. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills in accordance with the provisions of Income Tax Department and a certificate to this effect shall be issued by the Bank to the contracting agency.

13. In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof J&K Grameen Bank is put to any loss / obligation, monetary or otherwise, JKGB shall be entitled to get itself reimbursed out of the outstanding bills /performance security deposit to the extent of the loss or obligation in monetary terms.

14. The successful tenderer will have to execute an agreement with JKGB broadly covering scope of work, requirements, terms and conditions of the services to be provided to the Bank on a non judicial stamp paper of appropriate value, the cost of which will be borne by the successful agency/firm/company.

16. The General manager, JKGB reserves the right to award contract for required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Bank in this regard shall be final and binding on all.

17. Agencies who are member of INS (**Indian Newspaper society**) and are accredited to AAAI(Advertising Agencies Association of India)shall be preferred in case the rates submitted by the agencies are same. Agencies need to submit Copy of INS & AAAI accreditation, wherever applicable. Bank reserves the right to verify the same.

FINANCIAL BID

Providing services as per the “Scope of the Work” enumerated under the **Terms and Conditions of the Tender & General Information** following rates are being offered;

S. No	News Paper Name	Offer Rate per sq-cm (For J&K Edition)
1	STATE TIMES	
2	DAILY EXCELSIOR	
3	GREATER KASHMIR	
4	PUNJAB KESRI	
5	AMAR UJALA	
6	DANIK JAGRAN	
7	DANIK BHASKAR	
8	EARLY TIMES	
9		
10		
11		
S. No	News Paper Name	Offer Rate per sq-cm (For All India Edition)
1	TIMES OF INDIA	
2	HINDUSTAN TIMES	
3	THE TRIBUNE	
4	THE INDIAN EXPRESS	
5		
6		
7		

Note: 1. Advertising agencies can also quote the price of the newspapers not mentioned above, having appropriate circulation both at local and national level.

2. Rates shall be exclusive of GST

DATE: SIGNATURE OF TENDERER WITH
NAME & RUBBER STAMP
 Of Agency / Firm / Company