

एनईसैक के लिए समाचार पत्र में विज्ञापन के प्रकाशन हेतु दर अनुबंध
Rate Contract for Publishing of Advertisement in
Newspapers for NESAC

मई /MAY 2021

भारत सरकार/Government of India
अंतरिक्ष विभाग/Department of Space
उत्तर-पूर्वी अंतरिक्ष उपयोग केंद्र/North Eastern Space Applications Centre
उमियम/Umiam-793103, मेघालय/Meghalaya

भारत सरकार/Government of India
अंतरिक्ष विभाग/Department of Space
उत्तर-पूर्वी अंतरिक्ष उपयोगकेंद्र/North Eastern Space Applications Centre
उमियम/Umiyam-793103, मेघालय/Meghalaya

फैक्स/Fax: 0364-2570139
फोन/Tel.: 0364-2570036
ईमेल/Email: purchase.nesac@nesac.gov.in

निविदा आमंत्रण सूचना / NOTICE INVITING TENDER

निदेशक एनई ठेकेदारों आदि, फर्मों, प्रतिष्ठित सेवा प्रदाताओं, सैक उमियम मेघालय-से निम्नलिखित के लिए दो बोली में मोहरबंद प्रस्तावों को आमंत्रित करते हैं/Director, NESAC, Umiam, Meghalaya invites sealed offers in Single bid from reputed Service Providers, Firms, Contractors etc for the following

एनआईटी सं. / NIT No.	कार्य का नाम / NAME OF THE WORK	इएमडी(₹) डीडी के रूप में / EMD (₹) IN THE FORM OF DD	निविदा शुल्क / TENDER FEE (₹)
NESAC/1295/2021	Rate Contract for publishing of Advertisement in Newspapers for NESAC	₹ 30000/-	₹ 120/-

निविदा दस्तावेजों के विक्रय का दिनांक / Dates for selling of tender documents: 14.05.2021 to 31.05.2021

निविदा दस्तावेजों को जमा करने की अन्तिम तिथि व समय / Last date & Time for submission of tender documents: 31.05.2021 upto 1330 Hrs.

निविदा खोलने की तिथि, समय व स्थान / Date, Time & Venue of Bid Opening: .31.05.2021 at 1530 Hrs at एनईसैक, उमियम/
NESAC, UMIAM

निविदाकारों को निर्देश / Instructions to Tenderers:

1. For full details and terms and conditions etc., please see the enclosed Annexures.
2. Tender documents can be obtained from the Sr. Administrative Officer, NESAC, Umiam.
3. Tender Fee shall be paid in form of CROSSED Demand Draft only. The Demand Draft should be in favor of Director, NESAC drawn on State Bank of India, Umiam (branch Code 2010). The Tender Fee is NON-REFUNDABLE. Your request letter along with Tender Fee may be addressed to the Sr. Administrative Officer as indicated above.
4. Interested tenderers may, at their option, download the tender documents from the NESAC website www.nesac.gov.in and submit the Tender Document along with the prescribed tender fee as per details given in the tender notification.
5. While requesting for Tender Documents, please superscribe on the cover as "Request for Tender document against Tender Notice No. **NESAC/1295/2021**
6. Tender Document received after the due date/time will not be considered.
7. While sending sealed quotation/offer superscribed respective Tender Number and Due Date on the envelope.
8. NESAC, UMIAM is not responsible for any postal delays/loss of documents in transit.
9. If the date specified for submission/opening of tenders is declared as a holiday abruptly, the due date for submission/opening of the tenders in such cases shall be postponed automatically to the next working day.
10. Director, NESAC reserves the right to accept or reject any/or all the quotations/Expression of Interest in part or full.
11. **All pages forming part of the tender documents should be duly signed, stamped and submitted to NESAC. Pages not signed and stamped will be considered invalid and rejected.**

Sd/-

Dated: 13.05.2021

निदेशक, एनईसैक / Director NESA

भारत सरकार/GOVERNMENT OF INDIA
अंतरिक्ष विभाग/DEPARTMENT OF SPACE
उत्तर पूर्वी अंतरिक्ष उपयोग केंद्र/North Eastern Space Applications Centre
उमियम/Uiam-793103, मेघालय/Meghalaya

एनआईटी सं/ . NIT. No. NESAC/1295/2020

मई /May 13, 2020

निविदा विवरण / TENDER DETAILS

Director, NESAC invites sealed quotation from reputed firms for entering into a 'Rate Contract for publishing of Advertisement in Newspapers for NESAC'. The list of the Newspaper is given in the Annexure-I. If you are in a position to quote for the same in accordance with the requirement, please submit your quotation in the attached tender form.

Interested Bidder shall submit the bid in one sealed envelope along with EMD and Tender Fee. The envelope must be sent to **The Sr. Administrative Officer, I/C Purchase & Stores North Eastern Space Applications Centre (NESAC), Government of India, Department of Space, Umiam -793103, Meghalaya.**

अपनी निविदा को 31.05.2021 (01:00PM) से पहले कार्यालय में पहुंचाएँ / Your tender must reach this Office on or before 31.05.2021 (01:00PM).

Sd/-

निदेशक एनई/सैक-Director, NESAC

उत्तर पूर्वी अंतरिक्ष उपयोग केंद्र/North Eastern Space Applications Centre
उमियम/Umiam-793103, मेघालय/Meghalaya

निविदा सं./Tender No. : NESAC/1295/2021
संदर्भ सं./Ref No. :
दिनांक /Date :

निविदा प्रपत्र/TENDER FORM

प्रपत्र/From
.....
.....

सेवा मे/To,
वरिष्ठ प्रशासनिक अधिकारी/Sr. Admn Officer
I/C Purchase & Stores Division
एनईसैक /NESAC, उमियम/Umiam

महोदय /Dear Sir,

I/We hereby offer to supply the stores detailed herewith/below at the price hereunder quoted and agree to hold this offer open tillI/We shall be bound to supply the stores hereby offered on the issue of the Purchase Order communicating the acceptance thereof on or before the expiry of the last mentioned date. You have the liberty to accept any one or more of the items of stores tendered for any portion of any one or more of items of such stores. I/We not withstanding that the offer in this tender has not been accepted in whole, shall be bound to supply to you such items and such portion or portions of one or more of the items as may be specified in the said Purchase Order communicating the acceptance.

क्र. सं. Sl. No.	विवरण/Description	समाचार-पत्र /Newspapers	डीएवीपी दरों पर दी गई छूट (अंक तथा शब्दों में) /Discount Offered on DAVP Rates (In Digit & Words)
1	Rate Contract for publishing of Advertisement in Newspapers for NESAC.	As per Annexure-II	

Note: All the rates should be given both in figures and words

वितरण का स्थान/Place of delivery:	F.O.R, NESAC, Umiam
Date by which the ordered item/s will be supplied	Within 1-2 Days after receiving of the contents from NESAC.

Note: All the rates should be given both in figures and words

I/We have understood the terms and conditions of the contract and the instructions of tenderers annexed to the invitation to tender and have thoroughly examined the specification/drawing and/or pattern quoted or preferred to herein and/or fully aware of the nature of stores required and my/or offer is to supply the stores strictly in accordance with the requirements subject to the terms and conditions contained in the purchase orders communicating the acceptance of this tender either in whole or in part.

निविदाकार के मुहर व हस्ताक्षर
Seal and Signature of the Tenderer

दिनांक Date:

नियम व शर्तें और अनुपालन विवरण
Terms & Conditions and Compliance Statement

क्र.सं. Sl.No.	नियम व शर्तें Terms & Conditions	अनुपालन Compliance	टिप्पणी Remark
1.	Period of Contract: The contract will be signed initially for a period of one year, extendable to another period of two years depending on the mutual agreement of NESAC, Umiam and the agency. However, NESAC reserves the right to terminate the contract at any time during the contract period with one month notice.		
2.	Selection Criteria: The criteria for selecting the Agency for Rate Contract for publishing of Advertisement in Newspapers for NESAC will be the discount offered by the Agency on the DAVP rates. Agency quoting the highest discount through the tender form shall be selected for the award of Contract.		
3.	Agency Must be a member of Indian Newspaper Society (INS). Supporting document should be submitted along with the Tender.		
4.	Charges: The rate will be based on extant DAVP rates and as per agreed terms. GST extra as per the rules at the prevailing rate notified from time to time. If there is any change in the DAVP rates during the contract period, the same shall be notified for application forthwith.		
5	Newspaper: The list of newspapers given in Annexure-I is only indicative and NESAC reserve the right to add some new newspaper.		
6.	Delivery: The matter to be advertised in the newspapers shall be sent by e-mail. After carrying out the design and layout, the same shall be submitted to Public Relationship Officer (PRO), NESAC for approval to proceed further. However, the totality of the time taken for designing and finalization should not exceed more than 02 Working Days.		
7.	Payment: 100% payment by RTGS shall be made within 5 working days after the publication of advertisement and submission of bills to NESAC along with proof. Your bill bearing GST details and DAVP rates together with copy of Bills from respective daily's received by you for clearing advertisement cost. Bank details such as bank address, A/C No., IFSC code etc should be submitted to the Sr.		

	Administrative Officer, NESAC for arranging RTGS remittance.		
8.	Fall Clause: The rates shall in no event exceed the lowest charges at which you publish the advertisements of identical nature to any other customer during the tenure of the contract. If at any time, during the said period, you reduce the charges of similar advertisement to any other party, you shall forthwith notify such reduction of charges applicable to the Sr. Administrative Officer, NESAC and the charges payable under the contract shall stand correspondingly reduced.		
9.	Arbitration: All disputes, differences, claims and demands arising under or pursuant to this agreement shall be referred to a one man arbitrator appointed by Director, NESAC in accordance with the Arbitration and Conciliation Act, 1996 including alterations/ modifications thereof, whose decision shall be final and binding on both the parties.		
10.	Operation of rate Contract by other ISRO/DOS Centres/Units: In addition to NESAC, all units/centres under ISRO/DOS are authorized to operate this Rate Contract. The advertiser is bound to accept and execute any number of work orders received from Competent Authorities directly till the last day of the validity of the rate contract.		
11.	Parallel/Ad-hoc contract: NESAC reserves the right to enter into parallel contract(s) and /or ad-hoc contract(s) simultaneously or at any time during the currency of the contract(s) with one or more agencies whatsoever.		
12.	The details of the major similar contracts from Companies/Govt. Establishments handled by the tendering Company/Firm/Agency during the last 3 years should be given in the format of Annexure-II , also attach the proof.		
13.	Other Terms & Conditions: i. The Agency should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. ii. All the advertisements sent for local/national/regional newspapers (If necessary) may be published immediately i.e. within 1-2 days after receiving the approval otherwise the		

	<p>contract will be cancelled without giving any reason in this regard.</p> <p>iii. The contract will be signed initially for a period of one year, extendable to another period of two years depending on the mutual agreement of NESAC, Umiam and the agency with such modifications as may be felt necessary. During the period of agreement, the terms and conditions of the contract will not be subject to any change.</p> <p>iv. The agency will depute a qualified representative for the collecting the matter for advertisement from the Sr. Administrative Officer/PRO of NESAC, Umiam.</p> <p>v. The agency will release all the advertisements in the minimum possible space, as per the set standards/specifications, in the newspapers.</p> <p>vi. If the advertisement is misprinted and published wrongly, the concerned agency will arrange to publish corrigendum at its own cost at the earliest. In case the agency fails to get the corrigendum published within the time limit the decision of the NESAC authorities will be final with regards to payment of bill.</p> <p>vii. The empanelled agency shall arrange for publicity of Institute activities in the press and electronic media, at no extra cost, if required.</p> <p>viii. NESAC reserves the right to release any advertisement directly to the newspaper(s) or through any other advertising agency, which may not be on the Centre's panel.</p>		
--	---	--	--

निविदाकर्ताओं के लिए अनुदेश
INSTRUCTION TO TENDERERS

1. Tender documents will be hosted on NESAC Web site of <http://www.nesac.gov.in>. Interested tenderers may, at their option, download the tender documents from website and submit offers along with prescribed tender cost and EMD (in the form of Demand Draft) as per details in the tender notification. The Demand Draft/Bank Guarantee should be sent in a separate cover with a covering letter along with the cover containing the quotation.
2. Tender fee & Earnest Money Deposit shall be payable only in the form of bank draft drawn in favour of Director, North Eastern Space Applications Centre (NESAC), payable SBI, Barapani (2010). No other mode of payment for tender fee is acceptable.
3. Vendors/firms name and tender no. shall be indicated on the reverse side of the Demand Draft.
4. While requesting for tender documents, please do not superscribe tender number and due date on the envelop. Instead indicate "Request for Tender Documents".
5. Detailed specification, terms and conditions are furnished in the tender documents.
6. DD should not be dated prior to the date of advertisement / intimation / website. Separate requests and demand drafts shall be sent for each tender document.
7. NESAC will not be responsible for non-receipt of tender documents/offers due to postal delay / loss in transit.
8. Quotations received without payment of tender fee will be treated as unsolicited.
9. Quotation shall be valid for a period of **NINETY** days from the date of opening.
10. Quotations received after the due date and time will not be considered.
11. While submitting your offer please superscribe tender no and due date on the envelope. Addressed to The Sr. Administrative Officer, I/C Purchase & Stores, North Eastern Space Applications Centre, Government of India, Department of Space, Umiam – 793 103, Meghalaya, INDIA
12. If tender opening date happens to be public holiday tender will be opened on the next Working day & interested Vendors may depute their Representatives with proper authorization letter to attend the Public Tender opening.
13. Request for the extension of the due date will not be considered.
14. Director, NESAC reserves the right to accept or reject any tenders in part or full without assigning any reasons thereof.
15. a) **All taxes/duties/levies whether by Central/State/Local government where legally leviable and intended to be claimed should be distinctly shown separately (in percentage and words) in the tender, otherwise price quoted will be treated as inclusive of all taxes.**
While quoting the tender, the tenderer should take into account all the extant statutory deductions under Central/State/Local statutes where legally leviable and show it separately (in percentage and words) and if not separately shown it will be treated as inclusive of all statutory deductions applicable as per the extant statutes.
- b) Our's being a Department of Government of India, we are exempted from payment of Excise Duty/Customs Duty.
16. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.
17. The authority of the person signing the tender, if called for, should be produced.

समाचारपत्रों की सूची /List of Newspapers(Indicative)

Employment News	The Hindu
Hindustan Times	Indian Express
Times of India	Hindustan Hindi
Times of India (Kolkata/ East Edition)	Hindustan Times (Kolkata/ East Edition)
Daily Hindi Milap	The Shillong Times
U Mawphor	U Nongsain Hima
Sikkim Reporter	Arunachal Times
Morung Express	Poknapham
Tripura Times	The Assam Tribune
Mizoram Post	Purvanchal Prahiri
The Meghalaya Guardian	Hindustan Hindi (Delhi)
Asomiya Pratidin	Summit Times
Nishpaksh Samachar Jyoti	Amar Ujala
Purvanchal Prahiri	Dainik Jagran

अनुलग्नक- II / ANNEXURE-II

Sl. No.	Details of client along with address, telephone and Fax numbers	Contract Amount Rupees in Lakh	Duration of Contract	
			From	To
1.				
2.				
3.				

**Signature of the Tenderer
along with Rubber Stamp**

एनईसैक के लिए समाचार पत्र में विज्ञापन के प्रकाशन हेतु दर अनुबंध
RATE CONTRACT FOR PUBLISHING OF ADVERTISEMENT IN NEWSPAPERS FOR
NESAC

1. Name of Tendering Company/
Firm / Agency : _____
(Attach certificate of registration)

2. Name of Proprietor / Director : _____
of Company/Firm/Agency _____

3. Full Address of Reg. Office : _____

- Telephone & Mobile No. : _____
Fax No. : _____
E-Mail Id : _____

4. Full address of Operating / : _____
Branch Offices _____

- Telephone & Mobile No. : _____
Fax No. : _____
E-Mail Id : _____

5. PAN / Adhaar No. : _____
(Attach copy)

6. GST Registration No. : _____
(Attach attested copy)

7. Bank Account No. with : _____
Name and address of the Bank, _____
IFSC Code, etc. _____
with Statements for the Last Six months (Attach Attested Copy)

घोषणापत्र /DECLARATION

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions, of the tender 'Rate Contract for publishing of Advertisement in Newspapers for NESAC' and undertake to abide by them;
3. The information / documents furnished along with the quotation are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Seal:

Place: