



PRESIDENCY UNIVERSITY  
KOLKATA

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**Notice Inviting Tender No. : PU/Tender/ News Paper Advt. Agn./2016-17/1**  
**Dated: 30-06-2016**

**Tender for publication of various types of advertisements in News Papers**

Sealed Tenders are invited from the reputed and bonafide agencies in respect of publication of various types of advertisements in News Papers.

Interested bidders are requested to provide their quotations following the format in **Annexure-III in their official letter heads along with signed Application and Declaration (Annexure-IV & V).**

- i. Annexure I : General Terms & Conditions
- ii. Annexure II : Bidder's Eligibility Criteria
- iii. Annexure III : Application Format
- iv. Annexure IV : DECLARATION
- v. Annexure V : PRICE BID

Self-attested photocopies of valid Trade Licence, Service Tax Registration Certificate, PAN card, I.T. Returns for the Assessment Years 2015-16, 2014-15 and 2013-14 and relevant credentials are to be enclosed with the said application form. **A non-refundable demand draft for Rs.500/- (Rupees Five hundred) only in favour of Presidency University payable at Kolkata should be enclosed with the quotation as application fees. The sealed cover containing the afore-mentioned documents and demand draft superscribed with the Tender Notice No. and date is to be dropped in the Tender Box maintained at the Finance Office of the University at 1<sup>st</sup> Floor of the Main Building at Presidency University, 86/1 College Street, Kolkata – 700 073.**

- **LAST DATE OF SUBMISSION OF QUOTATIONS TO THE OFFICE OF THE FINANCE OFFICER, PRESIDENCY UNIVERSITY: 14-07-2016 up to 3.00P.M.**
- **DATE OF OPENING OF THE QUOTATIONS: 14-07-2016 at 3.30 P.M.**

The University retains the right to cancel any of the items at a later date after the contract is awarded. The University at its own discretion may cancel any or all the bids without assigning any reason thereof.

**Sd/-**  
**Registrar**  
**Presidency University, Kolkata**

## ANNEXURE – I

### **GENERAL TERMS AND CONDITIONS**

- (1) The successful bidder will be given Work Order on periodical basis in respect of publication of the University's advertisement in the leading newspapers as and when required. The matter to be advertised along with the names of the newspapers would be intimated along with the requisition.
- (2) The rates offered by the successful bidder will remain unchanged during the period of the Work Order. However, the benefit of downward rates, if any, is to be given to the University.
- (3) The rate to be offered should be all inclusive. However, service tax as applicable will be extra. No other charges / taxes would be considered.
- (4) The University reserves the right to give a special work order to any other agency for any particular advertisement during the period of the Work Order.
- (5) The Work Order may be cancelled at any time before the expiry of its term due to non-satisfactory performance of the agency or if it is felt necessary by the authority for the interest of the University.
- (6) Time is the essence of the work order. It is to be ensured that the matters are to be published in the newspapers on the day as per the requirement of the University authority.
- (7) **Payment Terms:** No advance payment will be made. Payment will be made after completion of the satisfactory service and submission of tax invoice / bill along with the original pages of the newspapers containing the advertisements for which the bill is raised by the agency.
- (8) **Acceptance of Tender:** The Authority of PRESIDENCY UNIVERSITY, Kolkata does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.
- (9) **Incomplete and Conditional Bids** will be summarily rejected without assigning any reasons thereof.
- (10) **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.
- (11) The benefit of downward prices (revision on account of govt. financial policy, tax revision, etc.) should be given to PRESIDENCY UNIVERSITY, Kolkata by the selected bidder.
- (12) In case of any dispute, the decision of the University authority shall be final and binding on the bidders.

Annexure - II  
**Bidder's Eligibility Criteria**

1. The bidder is required to have minimum 5 Years' experience in the same line of services. Supporting documents are to be provided.
  
2. The Bidder must have their operational setup at Kolkata.
  
3. The bidder must submit scanned copies of the following documents:
  - (i) Certificate of Incorporation (in case of company) / partnership deed (in case of firm), etc.
  - (ii) Valid trade licence
  - (iii) Service Tax Registration Certificate
  - (iv) Copy of the PAN Certificate
  - (v) Income Tax Returns for the Assessment Years 2013-14, 2014-15 and 2015-16.
  - (vi) Copies of the recent work orders (at least three) in respect of the similar job.

### **Annexure - III**

#### **FORMAT TO BE FILLED BY THE AGENCIES SUBMITTING TENDER IN RESPECT OF PUBLICATION OF VARIOUS TYPES OF ADVERTISEMENTS IN NEWSPAPERS**

1. Name of the Bidder:
2. Profile of the Bidder (may attach separate sheet):
2. Status of the Bidder :  
(Attach relevant documents, if registered company/partnership/sole proprietary)
3. Details of key top official/authorized official:  
**Name:**  
**Designation**  
**E-mail id**  
**Contact No. / Mobile No.**
4. Income Tax Returns of the assessment years 2015-16, 2014-15 and 2013-14 (Attach scanned copies):
5. List of clients with addresses where similar work have been successfully executed and value of such work order (Attached scanned copies of work orders and completion certificates)
8. Income Tax Permanent A/c No. (Attach scanned copy):
9. Service Tax Registration No (Attach scanned copy):
9. Details of Tender Fees: Bank Draft No. \_\_\_\_\_ Date \_\_\_\_\_ of Rs. 500.00 drawn on \_\_\_\_\_ Bank, \_\_\_\_\_ Branch.

Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder  
Name \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_  
Seal

**ANNEXURE – IV**

**DECLARATION**

1. I \_\_\_\_\_, Son /Daughter of Sri \_\_\_\_\_, Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s. \_\_\_\_\_ am 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 and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. 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.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata or in any national organization or educational institute/university for any supplies, products or services.

\_\_\_\_\_  
Signature of the Authorized Person

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Company Seal: \_\_\_\_\_