

SPORTS AUTHORITY OF INDIA
NETAJI SUBHAS NATIONAL INSTITUTE OF SPORTS : PATIALA (PUNJAB)

Tel. & Fax No. 0175-2321253: website nsnis.org

**NOTICE INVITING E-TENDERS FOR
PROVIDING ADVERTISEMENT SERVICES**

E-Tenders are invited by SAI NS NIS, Patiala from reputed Agencies having its office/branch in Patiala or Chandigarh, having minimum annual turnover of Rs. 10.00 lacs during the last three preceding years and three years experience in providing similar services preferably to Central Govt./State Govt./PSUs/Universities/Govt. Bodies or Sports Bodies.

The detailed information, terms and conditions governing the award of contract are contained in the tender documents which can be downloaded from website “<http://www.nsnis.org>”. The bidder will have to submit tender cost of Rs.500/- along with EMD/Bid Security of Rs.10,000 (Rupees Ten Thousand only) of the tender document.

Tender offer in the prescribed tender form along with all relevant documents completed in all respect must be submitted online latest by 4-12-2018 up to 3.00pm which will be opened on 5-12-2018 at 1600 hrs.

Executive Director (A), SAI NS NIS, Patiala reserves the right to accept or reject any tender without assigning any reason whatsoever.

ASSISTANT DIRECTOR(PUB)

COST Rs.500/-

TENDER NO _____

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E-TENDER

FOR

PROVIDING

Advertisement Services

TO

SAI NS NIS, PATIALA(PUNJAB)

- i) The successful bidder shall start providing services from the date of receipt of letter conveying the acceptance of offer.
- ii) The successful bidder shall execute an agreement within seven days from the receipt of draft contract.
- iii) The successful bidder shall furnish interest free lump sum Performance Security of Rupees 10,000/- (Rupees Ten Thousands only) in the shape of Bank Guarantee within six days from the date of receipt of the letter awarding the contract which will be refundable on expiry of the contract.

PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD WILL BE REJECTED.

(SIGNATURE OF BIDDER WITH SEAL)

3. SCHEDULE OF TENDER

3.1 The Tender Document will be available online from the date of publication upto 1600 hrs on 3-12-2018.

3.2. Technical & Financial bids shall be received up to 1600 hrs on 4-12-2018.

3.3 The technical bids will be opened on 5-12-2018 at 1600 hrs. The financial bids of only those bidders will be opened whose technical bids are accepted by the Competent Authority.

3.4. The date time and venue for opening of financial bids shall be communicated to the qualified bidders at a later date. However SAI reserves the right for not inviting the unqualified bidders while opening the financial bids.

3.5. Any tender received after the date and time given above will not be entertained under any circumstances.

3.6. The security deposit can be forfeited by the Sports Authority of India in whole or in part if the services rendered are not up to the required standard as specified by the competent authority.

3.7. The competent authority reserves the right to reject any or all tender without assigning any reason and shall not bind it self to accept any tender and reserve the right to call for fresh tender.

3.8. The agency shall not be entitled to claim any additional amount for any reason whatsoever during the currency of contract period.

4. PROCEDURE FOR SUBMISSION OF BIDS:

4.1. The Bids shall be submitted as under:-

a) The Earnest Money Deposit along with cost of Tender Form should be submitted separately in a sealed cover in the form of DD/Pay order in favour of Executive Director, SAI NS NIS, Patiala, as per details in (Annexure-I). In case the bid is received without the cost of tender documents and Earnest Money Deposit, the same would not be considered.

b) The E-Tender should contain the Technical Bid Document (Annexure-II) and all necessary documents to be submitted along with the Technical Bid document.

c) The bid should contain the Financial Bid Documents (Annexure-III)

4.3. Any Tender submitted by the bidder with in-complete information will be rejected. No blanks should be left which would make the bid liable for rejection.

5. GENERAL TERMS & CONDITIONS:

5.1 As per Govt. of India's directive, the DAVP approved rates for advertisement shall be applicable

5.2 Payment of bills will be made after the deduction of final discount offered by the agency.

5.3 The Agency will arrange to publish the advertisement in the newspapers within the specified period given in the release order or within three days of issue of releasing order.

5.4 Art/design of the advertisement will be responsibility of the agency. No separate charges shall be paid for these purposes.

5.5 Bills will be accepted, in duplicate, along with the clipping of the concerned advertisement published in the newspaper

5.6 Copy of the latest approved rates of DAVP, in respect of concerned newspaper, would be attached while submitting the bills.

5.7 The Institute does not guarantee for any minimum work during the period of contract.

5.8 Statutory tax deductions of all types as applicable, shall be made from the bills, to be paid to your agency.

5.9 The agency must have its office/branch in Patiala or Chandigarh.

6. SCOPE OF WORKS

6.1 Initially, the contract shall be for a period of one year and can be extended for further period of One year on the same terms and conditions, if found satisfactory services. The contract shall be terminated by either side on one month's notice without assigning any reasons.

6.2 In case of any dispute the matter shall be under the jurisdiction of the courts situated in Patiala/Punjab.

6.3. The bidder must have a minimum turnover of Rs. 10 lakhs annually in the field for the past three proceeding financial years.

6.4 In the case of unsatisfactory services, the Executive Director (A) SAI NIS, Patiala reserves the right to terminate the contract/agreement immediately without assigning any reason.

6.5 In case any lapse in the work is noted, it will result in a penal deduction from the bills/security deposit of the Agency. The penalty shall be decided by the Executive Director (A) SAI NS NIS, Patiala.

6.6 The Agency shall not sublet the work to other Agency after the award of work.

6.7 Financial bid if enclosed openly with Technical bid, the bid shall stand rejected.

6.8 Bids received without Earnest Money shall stand rejected.

Certified that I/We have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms, conditions and specifications mentioned in the tender documents.

Signature _____

Name (In block letters) _____

Designation _____

Name of the firm _____

Address _____

Tele./Mobile No. _____

Date:- _____

(SIGNATURE OF BIDDER WITH SEAL)

DETAILS OF PAYMENT OF TENDER DOCUMENT COST

Draft No.& Date

Name of Bank

Amount

Signature

Name

Name of the Firm

(SIGNATURE OF BIDDER WITH SEAL)

SPORTS AUTHORITY OF INDIA
NETAJI SUBHAS NATIONAL INSTITUTE OF SPORTS : PATIALA

**E-TENDER FOR PROVIDING ADVERTISEMENT SERVICES TO
SAI NS NIS, PATIALA**

TECHINICAL BID/DETAILS

LAST DATE & TIME OF SALE OF TENDER	3-12-2018 1600 hrs
DATE & TIME FOR SUBMISSION OF TENDER	4-12-2018 1600hrs
DATE & TIME FOR OPENING OF TENDER	5-12-2018 1600hrs

The following details/documents/certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

- 1) Name of Firm/Agency
(copy of certificate of incorporation &
Partnership deed, if any to be attached)
- 2) Name of the Proprietor/Partner
- 3) Address of the firm
.....
- 4) Telephone/Fax No. email ID
- 5) Bio-data of Director/Proprietors/Chief
Executive of Agency would be mentioned
and enclosed with the proof of ownership.
- 6) PAN Number (attach photocopy)
- 7) GST No. (attach photocopy)

- 8) Annual turnover Certificate during last three
preceding Financial years (duly certified
by C.A will be accepted only).

- 9) Copies of Income Tax Returns for the last three
financial years to be attached.

- 10) Experience in the line (mention no. of years)
(Certificate from authorized signatory on
Agency/company's letter head to be attached)

- 11) Attach list of clients

- 12) Please attach address proof for having office/branch
At Patiala or Chandigarh.

- 13) Details of EMD : -
 - a. Name of the Bank
 - b. Bank Draft No. & Date
 - c. Amount

- 14) NEFT/RTGS Details
 - a. Bank Name & Branch
 - b. Bank Account No.
 - c. IFSC Code

Signature_____

Name:(In block letter)_____

Name of the Firm_____

(SIGNATURE OF BIDDER WITH SEAL)

SPORTS AUTHORITY OF INDIA
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**TENDER FOR PROVIDING ADVERTISEMENT SERVICES TO
SAI NS NIS, PATIALA**

FINANCIAL BID DOCUMENT

We undertake that we shall provide _____% discount on approved DAVP rates for Advertisement in concerned newspaper(s).

Signature _____

Name _____

Name of the Firm _____

(SIGNATURE OF BIDDER WITH SEAL)