

UNIVERSITY OF NORTH BENGAL

Office of the Registrar



ENLIGHTENMENT TO PERFECTION

Notice inviting e -Tender

e-Tender is invited from reputed Advertising Agency for publishing advertisement of the University in National / Local News Papers, Electronic Media / Satellite Channels. For details please visit <https://wbtenders.gov.in>

Advt. No. 135/R-2016 Dated 20.12. 2016

Registrar (Officiating)

University of North Bengal



P.O.Raja Rammohunpur
Dist: Darjeeling
Pin:734013

NOTICE INVITING e-Tender- 135 / R-2016

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Sl.no.	Item	Earnest Money	Completion Time
1.	News Papers	75,000/-	As fixed by the University
2.	Electronic Media		As fixed by the University
3.	Satellite Channel		As fixed by the University

TERMS AND CONDITIONS :

- 1) Copy of current year PT challan, Trade License, PAN card, VAT / CST registration certificate along with the last challan, Service tax registration certificate shall be accompanied with the technical bid documents. (Non-statutory Documents).
- 2) The agency must have a local office at Siliguri, at least for last 5 (five) years. Man power strength and infrastructure will be physically verified by the committee members.
- 3) The agency should have experience of handling Press Advertisement of at least 5 (five) other Govt. Aided University / Govt. Offices. Copy of necessary supporting papers shall be accompanied with the technical bid documents (Non Statutory Documents)
- 4) Minimum average Business Turn-over should be **Rs. 75 (seventy five) lakhs** during the last three Financial Years. Copy of audited accounts shall be accompanied with the technical bid documents (Non Statutory Documents).
- 5) A sum of **Rs. 75,000/- (Rupees seventy five thousand)** only shall be deposited to the under noted account of the University through RTGS as earnest money and the copy of receipt challan of RTGS with UTR number shall be accompanied with the technical bid

document (Statutory Documents) failing which the tender paper will be treated as cancelled.

Name of the A/c : N.B.U (S/B).

Account Number : 10195736768

IFSC Code : SBIN0002096

- 6) Earnest Money of unsuccessful tenderer will be refunded within one month from the date of opening of Tender and that of successful tenderers will be refunded after the submission of Bank guarantee and redress of complaints, if any.
- 7) Selected Agency will have to produce Bank Guarantee (as may be prescribed) in favour of North Bengal University, failing which the earnest money may be forfeited. The Agency shall collect Ad materials from the University Campus for publication.
- 8) Tender paper shall be downloaded from <http://wbtenders.gov.in> portal . A sum of **Rs. 5,000/-** shall be deposited to the above account mentioned under sl.no. 5 of the University towards the cost of tender paper failing which tender paper will be treated as cancelled.
- 9) The quoted rate shall be valid up to 31.03.2017.
- 10) Initially an agreement will be made with the successful Tenderers / Quotationers for publication of advertisement of the University for one year. The Tenure of agreement may be extended subject to the approval of the University Authority.
- 11) The authority reserves the right to accept or reject any or all quotations of rates without assigning any reason. The Authority has the right to put the matter for re-Tender and may notify for cancellation of the Tender Notice.
- 12) The Authority will ordinarily accept only the highest discount rate .
- 13) After acceptance of the bid, the successful bidder shall be responsible for publishing the University Advertisements in National / Local News papers as desired and with the date as specified.
- 14) The last date of submission of tender form is 16.01.2017 upto 11.00 a.m. and to be opened on 16.01.2017 at 3.00 p.m.
- 15) The bidders may remain present at the opening of tender.

16) For any clarification regarding tender please contact with Dr. Swapan Rakshit, Registrar (Officiating) (Tel No. 0353-2776313)

17) Date & Time Schedule.

SL.NO.	PARTICULARS	DATE & TIME
1.	Publishing of Tender	20.12.2016
2.	Documents download / sell start date (online)	20.12.2016 at 6.00 p.m.
3.	Bid submission start date	20.12.2016 at 6.00 p.m.
4.	Bid submission end date	16.01.2017 at 11.00 a.m.
5.	Technical Bid Opening	16.01.2017 at 3.00 p.m.
6.	Offline Submission	No Offline submission accepted
7.	Financial Bid Opening	To be notified

Registrar (Officiating)