



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

(An Autonomous Law University established by the West Bengal Act No. IX of 1999)

"Dr. Ambedkar Bhavan", 12, LB Block, Sector III, Salt Lake City, Kolkata - 700 106

Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

Tender Ref. No.: WBNUJS/PurEnq/005/NAA/2022-23

DATE: 14.06.2022

The West Bengal National University of Juridical Sciences, an Autonomous Law University established under the WBNUJS Act, 1999 (West Bengal Act IX of 1999) adopted by the West Bengal Legislature in July, 1999. The University was notified under Clause (f) of Section 2 of the UGC Act, 1956 in August 2004 and has been granted permanent affiliation by the Bar Council of India in July 2005 is in the process of Empanelment of Advertising Agency for the University through the [Offline Tenders](#) under two cover bidding system (Technical+ Financial).

The agency will be required to release advertisements on behalf of the University at **Department of Information & Cultural Affairs, GoWB/ DAVP, GoI** rates in local/all India or global newspapers, periodicals, journals, magazines in English/ Hindi and regional languages. May also be required to design and print educational/statutory /promotional material, if and as required.

Item Description	Period
TENDER FOR EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF UNIVERSITY ADVERTISEMENT IN NEWSPAPER	FOR A PERIOD OF 2 YEARS (Further 1 year may be extended)

The potential and eligible bidders are required to visit the University website (<https://www.nujs.edu/home/tenders/>) for submission the bid with proper documentation with in bidding schedule. Interested Bidders are also requested to check the detailed corrigendum time to time through the University Tenders Portal which may be uploaded against this tender.

Critical Dates of Tender

Sl.No.	Particulars	Date	Time
1.	Date of Publication/ Download of Tender	14.06.2022	10.00 am
2.	Bid Submission Start Date	14.06.2022	10.00 am
3.	Bid Submission Close Date	27.06.2022	3.00 pm
4.	Opening of Bids	29.06.2022	3.00 pm

All quotation and manual bid should be submitted in the respective section of The W.B. National University of Juridical Sciences.

Address for the submission:

The Registrar (Acting)

The W.B. National University of Juridical Sciences

"Dr. Ambedkar Bhavan"

12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

INSTRUCTION TO THE BIDDER

As per the decision of the University Authority, this tender document has been published on the University website (<https://www.nujs.edu/home/tenders/>). The bidders are required to submit hard copies of their bids at the respective section of the University.



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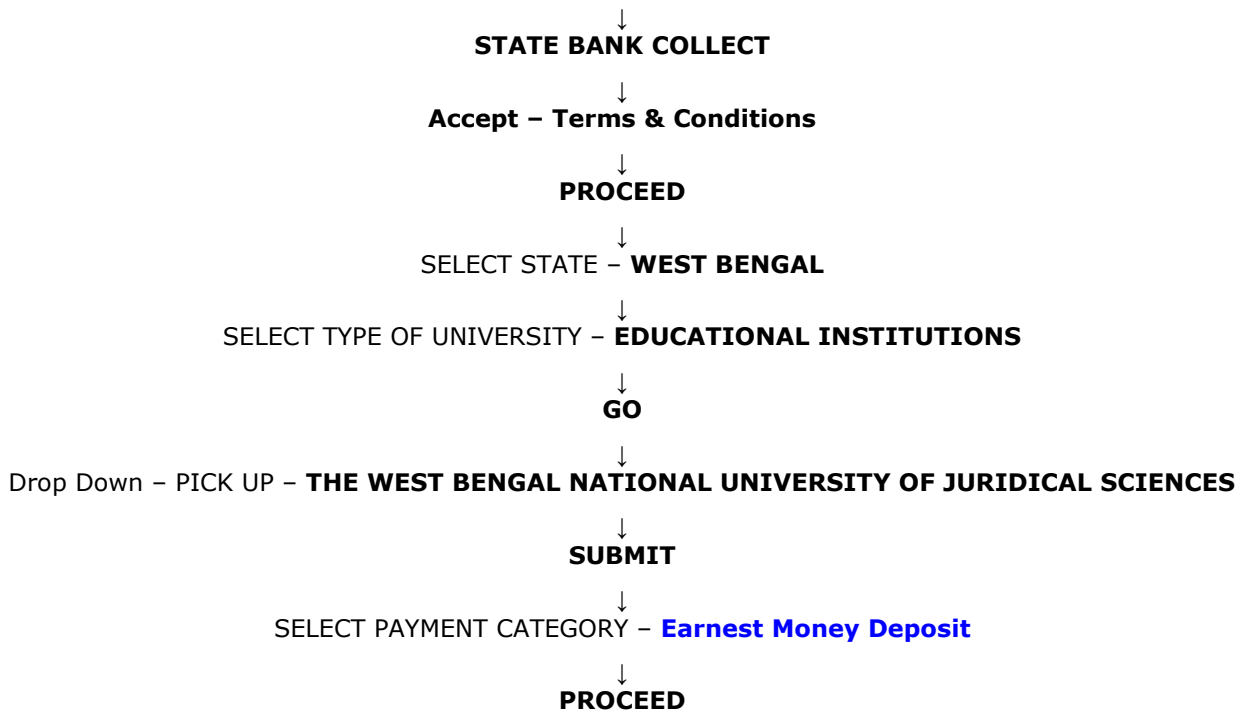
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IMPORTANT INFORMATION

NIT REF. NO.	:	WBNUJS/PurEnq/005/NAA/2022-23	
ITEM DESCRIPTION	:	TENDER FOR EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF UNIVERSITY ADVERTISEMENT IN NEWSPAPER	
TENDER TYPE	:	OPEN TENDER	
NO. OF COVER	:	TWO (02) COVER SYSTEM	
DATE OF PUBLICATION OF TENDER	:	14.06.2022	
LAST DATE OF BID SUBMISSION	:	27.06.2022 upto 3.00 pm	
DATE OF OPENING OF TECHNICAL BID	:	29.06.2022 at 3.00 pm	
EARNEST MONEY DEPOSIT (EMD is refundable to the unsuccessful bidders against the application made by the unsuccessful bidders after the financial bid evaluation, No interest shall be paid against the earnest money deposited).	:	AMOUNT	Rs.25,000/-
		Online receipt of EMD through SBI Collect Payment Gateway as per instruction given below.	

Go to > <https://www.onlinesbi.com/sbicollect/icollecthome.htm>



Please share the **SBI Collect Reference Number** with a copy of fees receipt with bidding documents for proof of payment or reconciliation of fees.



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EARNEST MONEY DEPOSIT:

Earnest Money Deposit (EMD)/Bid Security as stated under IMPORTANT INFORMATION should be provided as applicable. The bid security should remain valid for a period of forty-five days beyond the final bid validity period.

A bidder's Bid Security will be forfeited if the bidder withdraws or amends its/his tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if the successful bidder fails to furnish the required Performance Security within the specified period. The decision of the Competent Authority of WBNUJS Kolkata in this respect will be final and binding on all the stake holders.

EXEMPTION OF EARNERST MONEY DEPOSIT:

Earnest Money is to be submitted by the all bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or is registered with the Central Purchase Organization or the concerned Ministry or Department.

CONTACT INFORMATION:

Any queries relating to the tender document and the terms and conditions or technical specification, Bidders may contact to the following offices:

FOR ANY COMMERCIAL TERMS AND CONDITIONS:

Designated Officer: **The Chairman, Procurement Committee**
Department: **Store & Purchase Section, WBNUJS Kolkata**
Email ID: **ao@nujs.edu**
Telephone No: **+91-33-2569 4700 (Extn. 1040)**

SCOPE OF WORK:

Universities advertising works ranges from tender advertisements to full-fledged advertisements for student's admissions, recruitment notices etc. They are expected to be released in major newspapers all over the country at short notice.

- (a) Content development for advertisement in English and Hindi
- (b) Translation of matter from English to Indian languages and vice-versa and proof reading
- (c) Designing of advertisement in English and Hindi
- (d) Release of advertisements in specified newspapers
- (e) Collation of copies of all newspapers which have published the advertisement and supplying that to WBNUJS Kolkata along with bill.

To cater to such requirement's, Advertising Agency is required to have good infrastructure and have adequate experience in the field. These should include creation of artwork, concept, design, editing & release of advertisements in Newspapers .



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ELIGIBILITY CRITERIA:

The following are the eligibility criteria for empanelment of Advertising Agencies. The Advertising Agency should have –

- i) The agency should be able to execute all kinds of advertising assignment.
- ii) Accreditation of Indian Newspaper Society (INS) for Press Advertisement.
- iii) Resources to handle full-fledged multi-lingual publicity campaigns with high standard of creativity in advertising befitting the expectations of a premier professional University.
- iv) Proficiency and proof-reading facilities in major Indian languages specially in Bengali, Hindi & English.
- v) **Minimum 5 (Five) years' experience** in advertising with experience of work undertaken for Government/Public Sector Undertaking/Autonomous Body and Educational University's like IIMs, IITs, IISERs, NITs etc.
- vi) **Annual average turnover minimum Rs.3.00 Crore per annum during the last three financial years.**
- vii) The bidder should have not been debarred/black listed/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids.
- viii) The Agency should have PAN Number and GST Registration.
- ix) The Advertising Agency should have adequate infrastructure for timely publication.

LIST OF DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION (as applicable):

- i) Tender Acceptance Letter as per **Annexure- V**.
- ii) Brief profile of the Advertising Agency as per **Annexure-I**.
- iii) Agency Structure (whether partnership firm/sole proprietor/a limited company etc.).
- iv) Details of their Accreditation with Indian Newspaper Society (INS) along with the date of accreditation (Full Accreditation).
- v) Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.
- vi) Copy of GST Registration Certificate.
- vii) Bank details as per Annexure-IV.
- viii) Valid document in support of Registered/ Branch office nearby location in Kolkata etc.
- ix) Annual turnover (minimum Rs.3.00 Crore for previous three financial years of the Agency duly certified, Audited Balance Sheet (Last 3 Financial Year i.e. 2021-22, 2020-21 & 2019-20) by a Chartered Accountant.
- x) Self-Declaration about Non-Black Listing as per **Annexure-V**.
- xi) List of 5 major clients from Govt./ PSU/ Higher Education University / Central Universities / IIT / IIM/ IISER/ NIT etc. (as per **Annexure- III**).
- xii) Details of experience in dealing with Govt./ PSU/ Higher Education Institution/ Central University, Autonomous Bodies and professional University's like IIMs, IITs. Copy of letter of empanelment along with satisfactory completion certificates from at least two Govt. Depts./ PSUs/Autonomous Bodies/ reputed commercial organizations towards providing similar services during last 5 years from the last date of submission of bid.
- xiii) Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.



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xiv) All other documents, as required in terms of the tender, to claim eligibility.

Note: University may ask the vendor to submit any other certificate/document as it may deem fit

SUBMISSION OF BID :

Both the bids (Technical and Financial) duly signed Authorized Signatory should be submitted in two separate sealed envelopes as described below:

- i) **Envelope 1:** containing Technical Bid in Annexure-I duly completed in all respects along with Demand Draft of EMD & all relevant documents.
- ii) **Envelope 2:** containing the Financial Bid, as prescribed in the Annexure-VII.

Both the Envelopes should be super-scribed in bold letters with the statements:

- ♣ 'TECHNICAL BID FOR EMPANELMENT OF ADVERTISING AGENCIES' with Reference No. of Tender.
- ♣ 'FINANCIAL BID FOR EMPANELMENT OF ADVERTISING AGENCIES' with Reference No. of Tender.

Finally, the above-mentioned envelopes should be kept in a single sealed cover/envelop super-scribed in bold letters with the statements - '**TENDER FOR EMPANELMENT OF ADVERTISING AGENCIES**' with Reference No. of Tender and to be submitted at:

**The Registrar (Acting)
The W.B. National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106**

BID OPENING & EVALUATION:

The Technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.

The Financial bid of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.

Selection of successful bidder: Both the technical and financial bids will be opened on date/time as per the schedule given above. After evaluation of bids, the bidder who is technically qualified as well as quotes the with highest discounts shall be declared as the successful bidder. In the event of receiving more than one financial bid quoting the same discount, the final selection of successful bidder shall be made in the following manner:

- i) The one with the highest turnover during the last 3 years put together.
- ii) If more than one bid having the same total turnover, then by "Draw of Lots".



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Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.

The University reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

The bidders may depute their authorized representatives to remain present during the bid opening process subject to submission of valid authorization letter in the name of the representative to attend the bid opening process.

AWARD OF CONTRACT:

Period of Empanelment: The empanelment will be initially for a period of two (02) year which may be extended further one (01) year with mutual consent, subject to satisfactory performance.

The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.

Agreement: The successful bidder will have to execute an agreement on a non- judicial stamp paper worth Rs.100/-. The cost of the stamp duties for the execution of the agreement will be borne by the agency.

- i) WBNUJS, Kolkata reserves the right to engage one or more agencies at a time and to cancel the Contract at any time without assigning any reason.
- ii) WBNUJS, Kolkata reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.
- iii) It is clearly understood by the parties that no financial liability of any type is created by issuance of the letter of empanelment.
- iv) The University does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

TERMS OF CONTRACT:

- i) Text of advertisement will be provided by the University in electronic format (MS word) through email and the designing/creative options/artwork should be done by the agency to the satisfaction of the University.
- ii) The empanelled agency shall arrange for publication of University's advertisement from time to time according to the specific instructions such as name of the newspaper(s), number of insertion(s), specific column(s), date of publication etc. These instructions will be communicated in writing by the University from time to time.
- iii) The Agency shall provide the service on 24-hour notice basis to design, translate and release the advertisement. The agency must ensure that the matter of advertisement given is correctly reproduce in the advertisement appearing in the newspaper.



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- iv) WBNUJS, Kolkata is being a Premier Educational University, many of the requirements could be of emergent in nature. The Advertising Agency has to respond to such requirements at short notice despite holidays/beyond office hours.
 - v) Translation from English to Hindi or vice versa of all Advertisements/ Tender notice to be published in other regional newspaper shall be arranged by the agency and no additional charges for translation of the same will be made.
 - vi) Publishing of the advertisement by the advertising agency shall be after approval of advertisement design/artwork. Advertisement is to be published on the specified dates on receipt of Work Order/Confirmation from WBNUJS, Kolkata.
 - vii) All the Advertisements concerning the University shall be issued with the prior approval of the WBNUJS, Kolkata.
 - viii) It shall be the responsibility of the agency to ensure that all advertisements of the University would be placed prominently and appear in an impressive manner while occupying minimum space without any extra cost.
 - ix) WBNUJS, Kolkata reserves the right to make necessary modification to the selected artwork, concept etc. and the concerned Advertising Agency will be required to carry out the modifications suggested in the artwork.

PENALTY CLAUSE:

- i) In case of delay in publishing the advertisement beyond 24 hrs. from the schedule time given, the agency would be liable to pay 2% of cost of the advertisement per day per advertisement which may entail cancellation of the order and termination of the empanelment at the sole discretion of the University.
- ii) If the Advertisement is misprinted or published differently from the approved one, the Agency will publish corrigendum/correct Advertisement etc. thereof at their own cost at the earliest (within a week).
- iii) WBNUJS, Kolkata shall have discretion to give any work to any empanelled agency selected through tendering process and the other agency will not have to claim for the work.
- iv) The empanelment of an agency shall not mean that the University cannot release advertisements directly/through any other agency without routing through the agency empanelled through this tendering process.
- v) The empanelled Advertising Agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to University's interest. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication. WBNUJS, Kolkata reserves the right to impose penalty in case of any violation of the above.
- vi) The agency will not be allowed to assign or sublet the empanelment or any part of it to any other vendor/agency in any form. Failure to do so shall result in the termination of empanelment.
- vii) The performance of the Agency shall be regularly reviewed on the key parameters of creativity, initiative, competency and response time and participation in the tendering process. In the event that Agency fails to meet our requirements, we shall be constrained to terminate the empanelment by serving one month's prior notice.
- viii) If the services of the agency are not found satisfactory, the Vice-Chancellor, WBNUJS, Kolkata shall have the right to cancel the empanelment at any time without assigning any reason and without any financial compensation to the agency.



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- ix) The WBNUJS, Kolkata reserves the right to empanel any other Advertising Agency or cancel empanelment of any agency without assigning any reason by serving one month's notice even before expiry of the period of empanelment.
- x) The University will have the right to drop any Agency from the empanelled list without assigning any reason whatsoever. University also reserves the right to modify the Terms and Conditions for empanelled Agencies.
- xi) In case of any disputes on execution of the work during the period of contract, the decision of the Director, WBNUJS, Kolkata shall be binding and final, agreeable in full by both the parties. Any legal disputes shall be subject to Kolkata jurisdiction.

PERFORMANCE SECURITY:

- i) The EMD of empanelled agency shall be automatically converted to Performance Security.
- ii) In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the empanelment.
- iii) Performance Security shall be returned to the empanelled agency without any interest, whatsoever, after completion of two year or any extension of empanelment period.
- iv) The Performance Security will be forfeited and credited to the University's account in the event of a breach of contract by the supplier. The decision of the Competent Authority of WBNUJS Kolkata in this respect will be final and binding on all the stake holders. Performance Security may be refunded to the supplier without interest, after it duly performs and completes the contract in all respects.

PAYMENT TERMS:

- i) The payment will be made within 30 days after receipt of the final bill, duly supported by all the newspaper clippings (in original). Bill to be made in the name of **"The W. B. National University of Juridical Sciences, Kolkata"**.
- ii) No extra payment shall be made for conceptualization, creation, designing and development of Advertisement issued through Newspapers. Selection of artwork will be entirely on University's discretion and WBNUJS Kolkata will not pay charges for submission of artwork
- iii) No advance payment shall be made to the empanel agency under any circumstances.
- iv) TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule.

GENERAL TERMS & CONDITIONS:

- i) Any act on the part of the bidder to influence anybody in the University is liable to rejection of his bid.
- ii) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the Tender, will not be considered for empanelment.
- iii) Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm / Company who resort to canvassing will be liable for rejection without any further reference.



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- iv) WBNUJS Kolkata reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- v) WBNUJS Kolkata reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- vi) The decision of Competent Authority, WBNUJS Kolkata will be final in all matters relating to the empanelment and binding. WBNUJS Kolkata reserves the right to reject any application without assigning any reason.

DISPUTES AND JURISDICTION:

Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Kolkata, West Bengal.

RESOLUTION OF DISPUTES:

The dispute resolution mechanism to be applied pursuant shall be as follows:

In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings.

The dispute shall be referred to the Director, Indian University of Science Education and Research (WBNUJS) Kolkata and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. The venue of the arbitration shall be the place from where the order is issued.

GOVERNING LANGUAGE:

The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

TERMINATION FOR DEFAULT:

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- 1) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
- 2) If the supplier fails to perform any other obligation(s) under the Contract.
- 3) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

- 1) **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to



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influence the action of a public official in the procurement process or in contract execution.

- 2) “**Fraudulent practice**” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated

OFFICE FOR COMMUNICATION :

The Bidder is desirable to have an office in West Bengal and service delivery centre in or around Kolkata. The Bidder should mention in detail their support infrastructure including address, contact Phone No., Fax No., e-Mail ID etc. and modalities by which fast response to maintenance calls and minimum downtime will be ensured.



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ANNEXURE- I

BIDDER INFORMATION FORM

Company Name : _____
Registration Number : _____
Registered Address : _____

Name of Partners /Director : _____
City : _____
Postal Code : _____
Company's Establishment Year : _____
Company's Nature of Business : _____

Company's Legal Status (tick on appropriate option) :
1) Limited Company;
2) Undertaking; 3) Joint Venture; 4) Partnership
5) Others (In case of others please specify)

Company Category :
1) Micro Unit as per MSME
2) Small Unit as per MSME
3) Medium Unit as per MSME
4) Ancillary Unit; 5) SSI
6) Others (In case of others please specify)

CONTACT DETAILS

Contact Name : _____
Email Id : _____
Designation : _____
Phone No : _____
Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____
A/c No. CC/CD/SB/OD : _____
Name of Bank : _____
IFSC No. (Bank) : _____
Branch Address and Branch Code : _____

OTHER DETAILS

Vendor's PAN No. : _____
Vendor's GST : _____

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:



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ANNEXURE- II

FINANCIAL BID

To

The Registrar (Acting)
The W.B. National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

From:

OFFERED DISCOUNT

Sl. No.	Heads	Discount Offered
1.	Discount offered on the card rate of newspaper to release the advertisement	
2.	Advt. designing charges, if any	NIL
3.	Goods & Service Tax (GST) or any other tax, if any	

DECLARATION

1. I/we agree that the decision of WBNUJS Kolkata in selection of Advt. Agency will be final and binding to me/us.
2. I/we undertake that discount being offered to release advt. shall be valid up to.
3. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:



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Phone: (033) 2335 7397/ 0510/ 2811, 2569 4700 to 30 <> Fax: (033) 2335 7422/ 0511

E-mail: ao@nujs.edu <> Website: www.nujs.edu

ANNEXURE- III

PAST EXPERIENCE (LIST OF GOVT. ORGANIZATION/DEPARTMENT)

<i>List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with supply orders)</i>			
Name of the organization	Name of Contact Person/ User with Designation	Year of Supply/ Installation	Contact No.

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:



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ANNEXURE- IV

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION (to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/ State Government/ Public Undertaking/ University nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:



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ANNEXURE- V

ACCEPTANCE OF TENDER

(TO BE PRINTED ON ORGANIZATION LETTER HEAD)

Tender Ref.No with Date:

To

The Vice-Chancellor

The West Bengal National University of Juridical Sciences

"Dr. Ambedkar Bhavan"

12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

I/ We _____ (name and designation of the bidder) on behalf of _____ (name of the organization/company) have downloaded / obtained the tender document(s) for the above mentioned 'Tender from the University website (<https://www.nujs.edu/home/tenders/>). I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), specification terms and condition etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions / clauses contained therein. The corrigendum(s) issued from time to time by your organization have also been taken into consideration, while submitting this acceptance letter.

I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety. I/ We do hereby declare that our organization/company has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract.

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:



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ANNEXURE- VI

FORM OF BID-SECURING DECLARATION (To be printed on Organization Letter Head)

To

The Chairman, Purchase Committee
The West Bengal National University of Juridical Sciences
"Dr. Ambedkar Bhavan"
12, LB Block, Sector-III, Salt Lake City, Kolkata- 700 106

Ref: Tender Document No.

Dated _____

I/We, the undersigned hereby certify that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and fail to sign the contract, or we fail to submit a performance security before the deadline defined in this tender document, we will be suspended for the period of **Three (3) years** from being eligible to submit Bids for contracts for which tenders are floated by the University.

Dated this _____ day of _____

For and on behalf of M/s. _____

Address: _____

Signature with Stamps _____



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ANNEXURE- VII

CHECK LIST

Sr. No.	Particulars	Details/ Compliance (Y/N)	If Submitted, Mention Page No.	Remarks
1.	Tender Acceptance Letter As per Annexure- V			
2.	Brief profile of the Agency/Firm and experience in similar field (At least 5 years of experience) As per Annexure- I, III, IV			
3.	Details of EMD (Amount, SBI Collect Receipt & Reference No.)			
4.	Valid INS Accreditation certificate indicating full accreditation by INS			
5.	Copy of Permanent Account Number (PAN)			
6.	Copy of GST Registration Certificate			
7.	Bank Details			
8.	Valid document in support of Registered/ Branch office at Kolkata			
9.	Bidder's Annual Turnover Specifically in Advertisement Services (Min. Turnover Rs. 3.00 Crore. per annum) for last three Financial years. (Copies of P&L Account and Balance Sheet certified by a Chartered accountant to be attached) FY 2021-22: Rs FY 2020-21: Rs FY 2019-20: Rs (Audited /Unaudited)			
10.	Self-Declaration About Non Black-Listing			
11.	List of 5 major clients from Govt. / PSU/ Higher Education Institute /Central Universities / IIT / IIM/ IISER etc. (as per Annexure- VI) Letter of empanelment along with satisfactory completion certificate from at least two Govt. Dept/ PSUs/ Autonomous Bodies/ reputed commercial organizations towards providing similar services during last 5 years from the last date of submission of bid.			
12.	Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any			

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name: