

No. 5-3/2020-2021-PR

भारतीय दूरसंचार विनियामक प्राधिकरण

Telecom Regulatory Authority of India

महानगर दूरसंचार भवन / Mahanagar Doorsanchar Bhawan

जवाहरलाल नेहरू मार्ग, पुराना मिनटो रोड, नई दिल्ली - 110002

Jawaharlal Nehru Marg, Old Minto Road, New Delhi - 110 002

Date: 22/09/2020

LIMITED TENDER ENQUIRY

To

Subject: Limited Tender Enquiry(LTE)/Quotation for hiring of an agency for providing of news clipping services related to telecommunication as well as broadcasting sector published in online media platform (all India Basis) and in print publications (News Paper) (Metro Cities i.e. Delhi/ Mumbai/Kolkatta and Chennai) on daily basis for TRAI, HQ New Delhi.

The undersigned is directed to invite sealed LTE/Quotation for hiring of an agency for providing of news clipping services related to telecommunication as well as broadcasting sector published in online media platform (all India Basis) and in print publications (News Paper) (Metro Cities i.e. Delhi/ Mumbai/Kolkatta and Chennai) on daily basis for TRAI, Mahanagar Doorsanchar Bhawan, New Delhi on the terms and conditions mentioned below. In case you are interested to provide the aforesaid services to TRAI, you are requested to submit your proposal/bid for the services to the undersigned by name in sealed cover envelop. The sealed LTD/Quotations addressed to the **Senior Research Officer (Public Relation), TRAI, Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg, Old Minto Road, New Delhi-110002, and clearly marked "Hiring of agency for providing of news clipping services related to telecommunication as well as broadcasting sector published in online media platform (all India Basis) and in print publications (News Paper) (Metro Cities i.e. Delhi/ Mumbai/Kolkatta and Chennai) on daily basis should reach this office by 3:00 PM on 12/10/2020.** Bidders are advised to go through the LTE document carefully and understand various provisions contained therein along with their implications. Proposal/Bid documents must be arranged in a following manner i.e. 1) EMD, 2) Annexure-A (Bidders Details) with all supporting documents, Copy of LTE duly signed by the bidder, 4) Annexure-B (Schedule of Rate) etc.

2. The LTE/quotation will be opened by the Tender Evaluation Committee (TEC) on **12/10/2020 at 04:00 PM in TRAI Conference Hall, 3rd Floor, Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg, Old Minto Road,**


DINESH SINGH DHANIK
वरिष्ठ अनुसंधान अधिकारी
Senior Research Officer
भारतीय दूरसंचार विनियामक प्राधिकरण
Telecom Regulatory Authority of India
नई दिल्ली / New Delhi-110002

New Delhi-110002 in the presence of the tenderers or their representatives, who wish to be present. Due to COVID-19, opening of LTE through video conferencing shall also be considered. If the LTE opening date is declared a holiday by Govt of India then the LTE shall be opened on next working day at 04:00 PM at same place and venue. It is made clear that if the services rendered by the firm are not found satisfactory during the period of contract, the contract is liable to be cancelled without any notice. The empanelment of entity is further subject to the following terms and conditions:-

Terms and Conditions

1. LTE/Quotation received after due date and time, those received without sealed cover, Annexure-A (Bidders Details) with all supporting/necessary documents and rates not quoted in the proforma given in Annexure-B (Schedule of Rate), will not be accepted/considered for evaluation.
2. The firm should have their contact office in Delhi/NCR.
3. The Firm should have at least 5 years' experience of providing newspaper/magazine clipping in PSU's/Ministries/ Corporate houses on a daily basis. Necessary supporting document must be attached with LTE/Quotation, failure which proposal shall not be considered.
4. Copy of PAN Card/GST Number must be attached with LTE/Quotation. failure which proposal shall not be considered.
5. **EMD** - The tenderer will be required to deposit a sum of Rs.5,000/- (Rupees Five Thousand only) as earnest money by way of Pay Order or Demand Draft made in favour of TRAI and payable at New Delhi.
6. Exemptions from EMD in case of MSME Act 2006 will be available to registered entities under the MSME Act 2006. Bidder must enclose MSME Certificate with LTE/Quotation, failure which proposal shall not be considered.
7. A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance, be attached with LTE/Quotation, failure which proposal shall not be considered.
8. A complete Copy of LTE duly signed by bidder and affixing seal must be attached with proposal.
9. At the initial stage, the contract shall be awarded for a period for one year from the date of commencement of the Agreement. TRAI will have discretion for extending it for further term of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of TRAI. Contract shall be awarded to L-1 bidder. **In case of a tie in rate, contract shall be given to those firm having more experience and/or number of contracts at hand.**

Signature of tenderer

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21/09/2020

दिनेश सिंह धनिक/DINESH SINGH DHANIK
वरिष्ठ अनुसंधान अधिकारी
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भारतीय दूरसंचार विनियामक प्राधिकरण
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10. No request for change in rates quoted/accepted will be entertained for any reason.
11. Canvassing in any case or form is strictly and rate quotation of tenderer, who resorts to canvassing, will be summarily rejected.
12. Rates should be quoted without erases and overwriting. Any correction in rates is required to be signed by the tenderer otherwise the tender may be summarily rejected.
13. The competent authority of TRAI reserves the right to reject any or all the rate quotations without assigning any reason thereof. TRAI is not bound to accept the lowest tender.
14. Work order will be issued to the firm recommended by the TEC and approved by the Competent Authority in TRAI.
15. The successful bidder shall carry out the work as indicated below, and Annexure-B (Schedule of Rate). bidder shall provide necessary press clipping on daily basis as per following schedule and manner: -


Sl.No	Particulars	Submission Time
1	Press clipping of print publications (News Paper) (Metro Cities i.e. Delhi/Mumbai/Kolkatta and Chennai) in Two PDF namely: - 1) Telecommunication- News Paper Clippings 2) Broadcasting- News Paper Clippings	By 7.30 AM daily
2	News clipping of news published in online media platform (All India Basis) in Two PDF namely: - 1) Telecommunication- Online media platform news. 2) Broadcasting- Online media platform news.	By 9.30 AM daily

16. If firm will not submit the aforesaid work in stipulated time manner, failing which a penalty of Rs.500/- per day will be imposed.
17. The payment shall be paid to the firm in monthly basis after raised billing for the said work.
18. TRAI reserves the right to re-tender or modify the Terms & Conditions of the tender. It also reserves the right to negotiate the rates with the lowest tenderer i.e. L-1.

Signature of tenderer


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19. For judicial adjudication of the disputes, if any, arising out of the Contract/Work Orders against the contracts will be subject to the jurisdiction of the 'Courts in Delhi only.


(दिनेश सिंह धनिक)

(DINESH SINGH DHANIK)

वरिष्ठ अनुसंधान अधिकारी(जनसंपर्क)

Senior Research Officer (PR)

Mobile No – 9971034198

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दिनेश सिंह धनिक/DINESH SINGH DHANIK
वरिष्ठ अनुसंधान अधिकारी
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ANNEXURE-A

BIDDER'S DETAILS
(Must be given on Letter Head of Firm/Company)


1.	Name and Complete Address of Service Provider/Firm/Company(with Address Proof)	
2.	Owner Name/Authorised Director Name	
3.	Pan No (attach copy)	
4.	GST Number (attach copy)	
5.	Landline Telephone Number Fax No Mobile No.	
6.	E-Mail ID	
7.	Company registration CIN Number (attach copy)	
8.	MSME Registration details (attach copy)	
9.	Date of starting of Business (Copy of ITR of every Financial year be attached)	
10.	Experience (In Year) (Enclosed supporting documents)	
11.	List of Major Clients (Enclosed copy of contract along with details)	
12.	Is Firm/Company has blacklisted by any entity or contracts terminated on account of poor performance. (Enclosed self certificate)	
13.	Performance reports if any (attach copy)	
14.	Details of ongoing contracts (attach copy)	
15.	Any other information's in assessing tenders' capabilities for award of contract	
16.	EMD Details	
17.	Duly signed copy of LTE	

Name & Signature of the tenderer with seal

Place:-

Date / / 2020

Signature of tenderer


दिनेश सिंह धानिक/DINESH SINGH DHANIK
सीनियर अनुसंधान अधिकारी
Senior Research Officer
भारतीय दूरसंचार विनियामक प्राधिकरण
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Annexure -B

SCHEDULE OF RATE
(Must be given on Letter Head of Firm/Company)

Sl. No.	Required Works	Rate per Month (In Rs.)	Applicable taxes	Total Cost Per month (In Rs)
a	b	c	d	e=c+d
1	Providing of news clipping services related to telecommunication as well as broadcasting sector published in online media platform (all India Basis) and in print publications (News Paper) (Metro Cities i.e. Delhi/ Mumbai/Kolkatta and Chennai) on daily basis as per LTE document.		GST @ % IGST @ % <u>Total Tax</u> Rs.	


Total cost per month in words
Rupees.....only

Name & Signature of the tenderer with seal

Place:-

Date / / 2020

Signature of tenderer


22/05/2020

डिनेश सिंह धनिक/DINESH SINGH DHANIK
वरिष्ठ अनुसंधान अधिकारी
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