



**Basic Details**

|                                   |                                                                                  |                                   |     |
|-----------------------------------|----------------------------------------------------------------------------------|-----------------------------------|-----|
| Organisation Chain                | Council of Scientific and Industrial Research  CSIO Chandigarh  Admin -CSIO-CSIR |                                   |     |
| Tender Reference Number           | Bill/01/2025                                                                     |                                   |     |
| Tender ID                         | 2025_CSIR_819060_1                                                               |                                   |     |
| Tender Type                       | Open Tender                                                                      | Form of contract                  | Buy |
| Tender Category                   | Services                                                                         | No. of Covers                     | 1   |
| Payment Mode                      | Offline                                                                          | Is Multi Currency Allowed For BOQ | No  |
| Is Multi Currency Allowed For Fee | No                                                                               |                                   |     |

**Payment Instruments**

|         |      |                        |
|---------|------|------------------------|
| Offline | S.No | Instrument Type        |
|         | 1    | Demand Draft           |
|         | 2    | As Per Tender Document |

**Cover Details, No. Of Covers - 1**

| Cover No | Cover                         | Document Type | Description                                             |
|----------|-------------------------------|---------------|---------------------------------------------------------|
| 1        | Fee/PreQual/Technical/Finance | .pdf          | EMPANELMENT OF ADVERTISING AGENCIES as per NIT document |
|          |                               | .xls          | EMPANELMENT OF ADVERTISING AGENCIES as per NIT document |

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

|                              |      |                |    |
|------------------------------|------|----------------|----|
| Tender Fee in ₹              | 0.00 |                |    |
| Fee Payable To               | NA   | Fee Payable At | NA |
| Tender Fee Exemption Allowed | NA   |                |    |

**EMD Fee Details**

|                 |                     |                       |            |
|-----------------|---------------------|-----------------------|------------|
| EMD Amount in ₹ | 16,000              | EMD Exemption Allowed | No         |
| EMD Fee Type    | percentage          | EMD Percentage        | 2.0%       |
| EMD Payable To  | Director, CSIR-CSIO | EMD Payable At        | Chandigarh |

**Work /Item(s)**

|                           |                                     |                      |                        |                       |                      |
|---------------------------|-------------------------------------|----------------------|------------------------|-----------------------|----------------------|
| Title                     | EMPANELMENT OF ADVERTISING AGENCIES |                      |                        |                       |                      |
| Work Description          | EMPANELMENT OF ADVERTISING AGENCIES |                      |                        |                       |                      |
| Pre Qualification Details | Please refer Tender documents.      |                      |                        |                       |                      |
| Tender Value in ₹         | 8,00,000                            | Product Category     | Advertisement Services | Sub category          | NA                   |
| Contract Type             | Empanelment                         | Bid Validity(Days)   | 90                     | Period Of Work(Days)  | 365                  |
| Location                  | chandigarh                          | Pincode              | 160030                 | Pre Bid Meeting Place | NA                   |
| Pre Bid Meeting Address   | NA                                  | Pre Bid Meeting Date | NA                     | Bid Opening Place     | Administration Block |

**Critical Dates**

|                                     |                      |                                   |                      |
|-------------------------------------|----------------------|-----------------------------------|----------------------|
| Publish Date                        | 15-Nov-2025 04:00 PM | Bid Opening Date                  | 08-Dec-2025 03:30 PM |
| Document Download / Sale Start Date | 15-Nov-2025 04:00 PM | Document Download / Sale End Date | 08-Dec-2025 03:00 PM |
| Clarification Start Date            | 15-Nov-2025 04:00 PM | Clarification End Date            | 28-Nov-2025 05:00 PM |
| Bid Submission Start Date           | 15-Nov-2025 04:00 PM | Bid Submission End Date           | 08-Dec-2025 03:00 PM |

**Tender Documents**

|              |      |               |             |                       |
|--------------|------|---------------|-------------|-----------------------|
| NIT Document | S.No | Document Name | Description | Document Size (in KB) |
|--------------|------|---------------|-------------|-----------------------|

|                     |             |                      |                                                            |                                                               |
|---------------------|-------------|----------------------|------------------------------------------------------------|---------------------------------------------------------------|
|                     | 1           | Tendernotice_1.pdf   | EMPANELMENT OF ADVERTISING AGENCIES as per<br>NIT document | 322.3                                                         |
| Work Item Documents |             |                      |                                                            |                                                               |
|                     | <b>S.No</b> | <b>Document Type</b> | <b>Document Name</b>                                       | <b>Description</b>                                            |
|                     |             |                      |                                                            | <b>Document Size (in KB)</b>                                  |
|                     | 1           | Tender Documents     | NIT.pdf                                                    | EMPANELMENT OF<br>ADVERTISING AGENCIES as<br>per NIT document |
|                     |             |                      |                                                            | 322.3                                                         |

**Tender Inviting Authority**

|                |                                  |
|----------------|----------------------------------|
| <b>Name</b>    | Direcotor                        |
| <b>Address</b> | CSIR-CSIO, Sector-30, Chandigarh |

**Tender Creator Details**

|                     |                      |
|---------------------|----------------------|
| <b>Created By</b>   | Vinod Kumar          |
| <b>Designation</b>  | ASO                  |
| <b>Created Date</b> | 15-Nov-2025 03:09 PM |

CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION  
Sector-30, Chandigarh-160030

No. Bill/01/2025

e-NOTICE INVITING TENDER

CSIR-CSIO invites offers from INS accredited Advertising Agencies for empanelment of Advertising agencies for publication of advertisements in the national/local newspapers on rates approved by the Directorate of Audio Visual Publication (hereinafter call Central Bureau of Communication Advertising Rates). The hardcopy (physical copy) of the offers should reach in CSIR-CSIO up to 08/12/2025 (Monday) till 03.00 P.M. which will be opened on the same day at 03.30 PM in the Committee Room of Administrative Block of CSIR-CSIO in the presence of tenderers or their representatives, if any. Offers received after stipulated date and time shall not be considered.

Estimated Annual value of Work: Rs. 8 lakhs,

EMD amount: Rs. 16,000.00

For more details, please see detailed Advertisement available on:

CSIO Website : [www.csio.res.in](http://www.csio.res.in)  
CPP Portal : [eprocure.gov.in/epublish/app](http://eprocure.gov.in/epublish/app)

CSIR - CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION  
Sector-30, Chandigarh-160030

No. BILL/01/2025

EMPANELMENT OF ADVERTISING AGENCIES

CSIR-CSIO invites offers in sealed cover superscribing OFFER FOR EMPANELMENT OF ADVERTISING AGENCIES addressed to the Director, CSIR-CSIO, Sector-30, Chandigarh receivable till 08/12/2025 (Monday) up to 03.00 P.M. The Advertising Agencies meeting below mentioned criteria may send their offers:

1. Only those advertising agencies are eligible to apply which are INS accredited (enclose copy)
2. Experience of handling advertising of Govt. Departments should be minimum of 05 years (enclose copy).
3. Branches of advertising agencies at Chandigarh should be 01 or more (enclose proof)
4. The advertising agencies should never have been blacklisted by Centre/State Govt./Autonomous bodies/PSUs (submit undertaking).
5. EMD of Rs.16,000/- (Rupees Sixteen Thousand only) in the form of Demand Draft drawn in favour of the Director, CSIO payable at Chandigarh is to be attached.
6. Willing to Publish advertisement at Central Bureau of Communication Advertising Rates applicable at the time of release of advertisements.
7. Fill-in the particulars as per Format along with copies of supporting documents.
8. Empanelment will be done for a period of 02 years and will be extended further for one year on the basis of satisfactory services.
9. Minimum Annual turnover of Rs.20.00 lakh each year during last Three years i.e. 2022-23, 2023-24 & 2024-25. A Certificate from the Chartered Accountant is to be submitted. There will be no annual turnover clause for MSEs and Startups doing advertising business subject to submission of relevant documents.
10. The agency should sign all the pages of the tender documents before submission, as a token of having read & accepted the terms and conditions.

The offers will be opened on same day i.e. 08/12/2025 (Monday) at 03.30 P.M. in the Committee Room of Administrative Block of CSIR-CSIO in the presence of tenderers/representatives, if any. Offers/Tenders received after stipulated date and time shall not be considered.

The Director, CSIR-CSIO reserves the right to reject any or all the offers without assigning any reasons thereof. The decision of the Director, CSIR-CSIO will be final and binding in this regard.

## INSTRUCTIONS / GUIDELINES FOR TENDERERS

1. The last date and time for receipt of tenders is 08/12/2025 up to 03.00 PM. Tenders received after the due date and time shall not be considered. The tenderer will be responsible for timely submission of the tender documents, complete in all respects.
2. Bids shall be opened at 03.30 PM on 08/12/2025 in the presence of tenderer(s) or their authorized representatives, if any, who wish to be present at that time.
3. If any information furnished by the agency is found incorrect at a later stage, it will be liable to be debarred from tendering, cancelation of empanelment, blacklisting etc.
4. Advertising Agencies may download the tender documents from the Institute's website [www.csio.res.in](http://www.csio.res.in) or [eprocure.gov.in/epublish/app](http://eprocure.gov.in/epublish/app) and the duly completed tenders may be submitted in hardcopy (physical copy) in a sealed cover super scribed "Tender for Empanelment of Advertising Agencies" addressed to —

"Director, CSIR-Central Scientific Instruments Organisation (CSIO),  
Sector 30C, Chandigarh-160030"

### SCOPE OF WORK

- a) To publish advertisements/Tender Notices, etc. in English/Hindi/regional languages in the local newspapers and national newspapers.
- b) To follow instructions of the Institute for choosing the newspapers for publishing advertisements.
- c) To do all work related to advertisement such as spell/grammar checking, composing economical flawless layout etc. and adhere to the timeline of release.
- d) Text of advertisement will be provided by the Institute in electronic format (MS word) and the designing/creative options/artwork should be done by the agency to the satisfaction of the Institute.
- e) To get the layout and proof approved from the Institute before publishing.
- f) Any other job related to advertising agency..

### STIPULATED TIME

- a) Stipulated time for release of advertisement in local newspapers: one day
- b) Stipulated time for release of advertisement in national newspapers: two days
- c) If the advertisement is not published as per the instructions or as per the matter given or the instructions as regards to the newspaper(s) or any such other lapse, the agency will be required to issue a corrigendum/re-advertise, at agency's own cost and the Institute may also impose a penalty for the lapses in services.

### CHARGES AND BILLING

- a) Charges for publication of in the national/local newspapers shall be on rates approved by the Directorate of Audio Visual Publication (hereinafter called Central Bureau of Communication Advertising Rates).
- b) Bill should be accompanied by the advertisement clipping and Central Bureau of Communication Advertising Rates on the date of Advertisement as evidence along with the proof for calculation.
- c) The tax percentage applicable on the net rate should be quoted specifically.
- d) Goods and Services Tax (GST) applicable from time to time may be charged as per Govt. of India rules.
- e) No production cost, collection & delivery charges, service charges and courier shall be levied.
- f) The agency will not be entitled for any charge other than specified hereinabove.

## TERMS AND CONDITIONS

- a) The agency shall not increase the charges on any ground whatsoever during the period of empanelment unless Central Bureau of Communication/Ministry of I&B does so.
- b) CSIR-CSIO, Chandigarh shall be free to release advertisements through any one or more of them either by rotation or otherwise as decided by the competent authority. Despite empanelment CSIR-CSIO reserves the right to issue any advertisement directly to the publishing agency without going through any of the empaneled agencies.
- c) The Advertising Agencies will be empaneled initially for a period of two years which may be extended further one year with mutual consent subject to satisfactory performance.
- d) The Director, CSIR-CSIO reserves the right to terminate the empanelment/contract if the services are not found satisfactory, by giving one months' notice and if the Agency wants to terminate the contract they will be required to give one month's notice in advance in writing giving reasons thereof.
- e) The Advertising agency shall arrange for publication of Institute's advertisements 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/official email by the designated authority of the Institute from time to time.
- f) The Director, CSIR-CSIO, Chandigarh reserves right to accept or reject any or all tenders in part or full or to allot parts of the work to different agencies without assigning any reason thereof.

## EMPANELMENT CRITERIA

- a) The agencies to be empanelment will be decided on the basis of:
  - Turnover of the party for last three years,
  - Experience in the relevant field,
  - Any other criteria as decided by a special Committee formed for this purpose.



## SECURITY DEPOSIT

- a) The Successful bidder(s) shall execute an agreement on a non-judicial stamp paper of required value before commencement of contract. The agency shall have to execute the Performance Bank Guarantee of a sum of Rs.40,000/- (Rupees Fourty thousand only) in the form of a Demand Draft/ Bank Guarantee/ Fixed Deposit Receipt of any nationalized / scheduled bank in favour of the Director, CSIR-CSIO, payable at Chandigarh.
- b) The Bank Guarantee/Fixed Deposit Receipt shall remain valid till the expiry of (60) sixty days from the completion of the event under this contract. If need arises, the Contractor shall extend the validity of the Bank Guarantee/Fixed Deposit Receipt for suitable period at his own expenses.
- c) If the Contractor fails to provide the Security Deposit, within the specified period such failure shall constitute a breach of contract and the Institute shall be entitled to cancel the contract and make alternate arrangements for the event from other sources at the risk and expenses of the contractor and recover from the contractor the damages arising from such cancellation. In the event, the agency fails to fulfil any of the obligation under the contract, the CSIR-CSIO shall have the right to encash the Security Deposit.
- d) Upon satisfactory completion of the contract, the original Bank Guarantee/Fixed Deposit Receipt shall be returned to the agency within three months from the date of completion of the contract, on receipt of a request from the agency. No interest shall be payable on security deposit amount till it is retained by CSIR-CSIO in terms of Contract.

#### ARBRITRATION:

- In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to India International Arbitration Centre (IIAC), at Plot No 6, Vasant Kunj, Institutional Area, New Delhi for appointment of Arbitrator to adjudicate the dispute.
- The award of the arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required.
- Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

### FORMAT

|     |                                                                                            |        |
|-----|--------------------------------------------------------------------------------------------|--------|
| 1.  | Name & address of advertising agency                                                       |        |
| 2.  | GST number of agency (enclose copy)                                                        |        |
| 3.  | Whether INS accredited (enclose copy)                                                      | YES/NO |
| 4.  | Experience with govt. Departments of five year (enclose copies)                            |        |
| 5.  | Number of branches in India with complete address                                          |        |
| 6.  | Numbers of branches in Chandigarh with complete Address and contact numbers                |        |
| 7.  | Total annual turnover during last 3 years (enclose CA's Certificate)                       |        |
| 8.  | Number of CSIR laboratories working with at present (enclose list)                         |        |
| 9.  | Has your agency ever been Blacklisted in last 3 years (enclose undertaking on Letter Head) |        |
| 10. | Whether capable to publish advertisement at national level (including employment news)     |        |
| 11. | Total number of employees working at Chandigarh office                                     |        |
| 12. | ITR for FY 2024-25 and PAN Card                                                            |        |
| 13. | Number and date of EMD of Rs.16,000/- (submit EMD, in original, along with the bid)        |        |
| 14. | Bank account details for refund of EMD                                                     |        |

Documentary evidence of all above criteria need to be submitted.

### DECLARATION

\_\_\_\_\_(Head/rep.) solemnly affirm that the particulars given above and also in enclosures are correct and nothing has been concealed. If any information submitted is found to be false or fabricated, this Advertising Agency may be liable to be suspended and debarred from empanelment with CSIR-CSIO.

Signature of Head of Advertising Agency/  
Representative or Authorized Signatory  
with Office Seal