**Basic Details**

Organisation Chain	Indian Maritime University IMU HQ Chennai		
Tender Reference Number	IMU-HQ/R/71/13/05/2023		
Tender ID	2023_IMU_727396_1		
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Services	No. of Covers	1
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.xls	Quotation call notice for Hiring of Media House for Publicity of 8th Convocation

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 ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	hiring of media house for publicity of 8th Convocation of IMU				
Work Description	hiring of media house for publicity of 8th Convocation of IMU				
Pre Qualification Details	AS PER CLAUSE 3.3 OF QCN				
Tender Value in ₹	2,00,000	Product Category	Miscellaneous Services	Sub category	hiring of media house for publicity of Convocation
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	10
Location	Chennai	Pincode	600119	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	IMU-HQ Chennai

Critical Dates

Publish Date	15-Sep-2023 04:25 PM	Bid Opening Date	29-Sep-2023 12:00 PM
Document Download / Sale Start Date	15-Sep-2023 04:30 PM	Document Download / Sale End Date	28-Sep-2023 06:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	15-Sep-2023 04:30 PM	Bid Submission End Date	28-Sep-2023 06:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Quotation call Notice for hiring of media house for publicity of 8th Convocation of IMU	569.91

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	QCN 2023.pdf	Quotation call notice for Hiring of Media House for Publicity of 8th Convocation	569.91

Tender Inviting Authority

Name	DEPUTY REGISTRAR
Address	IMU-HQ, EAST COAST ROAD, UTHANDI, CHENNAI - 600119

Tender Creator Details

Created By	GR Girdharan
Designation	Deputy Registrar (Purchase)
Created Date	15-Sep-2023 04:01 PM



भारतीय समुद्री विश्वविद्यालय

INDIAN MARITIME UNIVERSITY

(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)

HEADQUARTERS

F.No.: IMU-HQ/R/71/13/05/2023

15.9.2023

To,
Reputed Firms/Agencies/Media Houses.

Sir,

Sub: Quotation call notice (QCN) for Hiring of Media House for Publicity of 8th Convocation -Reg.

1. The Indian Maritime University, Head Quarters located at Uthandi, Chennai, has requirement of services from a reputed Media house for publicity of the 8th Convocation to be held at Chennai on 27th Oct 2023. The last date for submitting quotation is **28.09.2023** till 6:00 PM in single bid system.
2. The description of requirement and term & conditions are as appended below:

Table-1

SL No	Description of Requirement	Scope of Work
2.1	Press Release (3 Nos)	1. Content creation in English and translation to Tamil & Hindi. 2. To be forwarded to the Press/Media for publication Pre-Convocation: 3. Report on Newspaper publication (newspaper clippings)
2.2	Social Media publication (6 Nos)	1. Handling Facebook, X-twitter, Instagram 2. content creation 3. promote handles 4. create campaign 5. report for outreach
2.3	Media Interactions (1-during event)	1. Intimation to the TV/News channels 2. Facilitate content to -TV /News Channels for publication 3. Report on Telecast confirmation
2.4	Complete Coordination and Handling of Press /Media persons.	At the Event (IMU-HQ, Chennai) on 27th October 2023.
2.5	Translation work	Translating press release & other media material

2.6	Conveyance	Media conveyance for press briefings, interactions at Campuses, Local conveyance of representatives for meetings at IMU Campuses, Travel, boarding & lodging for National media visiting from other Cities to IMU Campuses
2.7	Media related expenses	All media related expenses such as press briefings venue, F&B, media kits printing, etc.
2.8	Any other miscellaneous expenses	All other expenses incidental to the conduct of above programmes.

3. Terms & Conditions:

3.1 The price should be quoted as per the above table. Supplier shall be responsible for the Quality of the services deliverable.

In case of calculation errors/mistakes/differences in figures or words the finally mentioned amount in words will be taken into account for evaluation, and the bidder has to abide by the same figure.

The mentioned Services are tentative. The Rate should cater for +/- 25% of the scope of work.

3.2 The Service provider should note that IMU has right to withhold/cancel any item or part of the work as per its requirement even after awarding of the work.

3.3 At least one proof of similar work for Central/State University or IIT/IIM/NIT or for an event where the Hon'ble President/Hon'ble Prime Minister/ Hon'ble Governor of a State were the dignitary. (proof should contain the post completion Media Report with copy of the Job competition certificate duly certified by the Client Institution)

3.4 **Price Bid and Evaluation criteria:** The supplier should quote for the specifications given in the table above. The L-1 bidder shall be decided on the basis of Total cost of all the Jobs.

3.5 In case of tie in L-1 rate by two or more Bidders, the Purchase committee of IMU selects bidder based on measures like having past experience in the relevant work with IMU, Aggregate of work orders carried out during the last three years with IMU or any other

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15/09/23

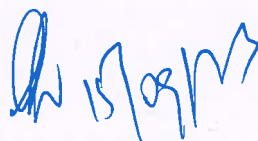
measure i.e. Turnover etc. The Decision of IMU in this regard is final and no further correspondence will be considered on the same.

- 3.6 In case of comparison of Total Cost between Unregistered, Composite and Regular GST Dealers to decide the L-1 bidder for awarding of the work, the total costs will be considered for comparison after inclusion of applicable GST.
- 3.7 However, the payment of GST shall be made against submission of GST invoice and it is subjected to prevailing rate at the time of billing and binding on the Both Parties.

4. Offer validity: The validity of Quotation is 6 months from the date of submission.

5. Work Order Period:

- 5.1 Quoted Rates are valid till the completion of the stated work or for a period of 6 months from the date of submission of the bid or whichever is later. Escalation of Rates shall not be accepted.
- 5.2 The above stated jobs are tentative, hence for any further additional requirement, vendor will be issued subsequent Work Orders within the Work Order Period on Mutual Consent with same rates and terms and conditions.
- 5.3 The Work order issued can be supplemented/ complemented/ altered/withdrawn/modified wholly or partially at any point in time.
- 5.4 The Work Order issued could be extended for maximum period of 6 months, as per the same rate, terms and conditions of work order subject to satisfactory performance of the Service.
- 5.5 **The event is time bound** and the Publisher should take all necessary steps to deliver the material/services within the time frame as informed by IMU. Non-adherence to the same could lead to cancellation of Work Order and initiation of suitable action upon the Publisher by IMU.


15/09/23

6. Submission of Quotation:

- 6.1 The Quotation can be submitted in the prescribed format (as per Annexure-A) as enclosed here with, in sealed covers at Purchase Section of IMU-HQ on or before specified time either by Speed Post/Courier/By hand. The quotation should be printed on letterhead of the Vendor duly signed by vendor after affixing its Company seal.
- 6.2 It is IMU-HQ's prerogative for extension of the quotation submission date/time.
- 6.3 The offered rates should be inclusive of all charges and applicable GST.
- 6.4 The Offered rates should be valid for 120 days from the end date for submission of quotation.
- 6.5 The Envelope containing the quotations shall be properly sealed. Envelope stapled shall not be accepted. Further, the envelope shall be super scribed as "**Quotation for Media House for Eighth Convocation**" addressed to The Registrar, Indian Maritime University Headquarters, East Coast Road, Uthandi, Chennai 600119.
- 6.6 Quotations received after the due date and time of opening of tender will be out rightly rejected. Quotations which are not as per prescribed format will be rejected.
- 6.7 The University reserves the right to accept in part or in full any quote(s) or reject any one or more quote(s) without assigning any reason. The University also reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders without assigning any reason whatsoever.

7. Delivery Period & Submission of Proof Copy : The Vendor should strictly adhere to the time line provided by IMU for delivery of services in stipulates QoS standards and submission of Proof Copy. The Agency is required to send the invoice together with the report on the tasks completed as per scope of work. (i.e. Newspaper clippings -Publication in magazine/newspaper, link - video telecasting's, link - social media posts, etc.)



8. Penalty : In case of deficiency in QoS, a penalty of 2% per day on value of such delayed item/items for such delayed days will be imposed subject to maximum of 10% of Value of Work Order. IMU's decision in this regard is final and binding on the both the parties.

9. Payment terms:

- 9.1 No advance/ part payment will be made. The payment will be made through digital mode after successful Delivery of Service at IMU HQ to the satisfaction of IMU-HQ ECR Road, Uthandi, Chennai is pivotal.
- 9.2 The Bank details (Name of the Bank, Account No & IFSC Code) through a cancelled cheque leaf should be enclosed along with the bid for the payment in the annexed.
- 9.3 The Service Provider should send scanned copy of Invoice by Email to dr.purchase@imu.ac.in & purchase.hq@imu.ac.in besides sending hard copy of the Bill addressed to Registrar, INDIAN MARITIME UNIVERSITY-HQ, Uthandi, East Coast Road, Chennai-600119. The Bill will be initiated for approval only after receiving the Hard Copy of the Bill at Purchase Section of IMU-HQ and IMU will make the payment within 15 days subject to fulfilment of performances and obligations satisfactorily.

10. TAXES AND DUTIES:

- 10.1 The Tax Invoice raised by the supplier must be in compliance of relevant GST Acts, Rules & Notifications made thereunder and should bear the IMU-HQ's GST Registration no. 33AAAI2610K2Z3. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be mentioned separately in tax invoice for each item of supply. In case the bidder has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, Rules & Notifications made there-under.
- 10.2 Bidders having GST Registration Certificate are required to indicate their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate



10.3 If bidder has opted for composition scheme under GST Act 2017, they have to declare themselves as "Composition Scheme" in the bid and indicate their Registration number in their quotation and shall have to enclose a self-certified copy of GST Registration Certificate

10.4 If the Bidder is unregistered i.e. exempted from GST registration, they have to declare themselves as "GST Unregistered Bidders" in their quotation and shall have to enclose a self-declaration for the same.

Please read all instructions carefully before submitting the quotation.
This issues with the approval of Competent Authority.


Deputy Registrar (Purchase)

(Annexure-A)

Format for Submission of Quotation
(Should be printed on letter head and duly signed by the Vendor)

To

The Registrar
INDIAN MARITIME UNIVERSITY-HQ
ECR Road, Semmencherry,
Shollinganallur Post,
Chennai-600119

Sub: Submission of Quotation for Hiring of Media House for Publicity of 8th Convocation -reg.

Ref: IMU's QCN with ref.no IMU-HQ/R/71/13/05/2023-PUR , Dt. 15-09-2022.

We hereby submit our quotation to deliver the following services for Hiring Of Media House For Publicity of 8th Convocation:

Sl.No.	Service Description	Quantity required (Approx)	GST HSN / SAC Code	Unit Rate (Excl. GST)	GST Rate	Unit Price in Rs./- (Incl. GST)	Total Amount in Rs./- (Incl. GST)
1	Press Release	(3 Nos)					
2	Social Media publication	(6 Nos)					
3	Media Interactions	(1- during event)					
4	Complete Coordination and Handling of Press /Media persons.						
5	Translation work						
6	Conveyance						

7	Media related expenses						
Total Amount							
Amount in Words:							

Statement of Declaration

I/We hereby declare that we have read and agreed to the terms & conditions in the referred QCN and acknowledge that the above services which are quoted by me will be delivered within the specified time as per QCN once after placing the order. Quality of the services shall be same as the QoS parameters provided to us by IMU-HQ. We know that the above quantities are tentative and shall supply the quantities with Same Rate for Quantities +/- 25%.

GST & GeM Registration Details of Firm:

GST Registration No:	
GST Registration Type:	Regular / Composite / Unregistered
Applicable GST Rate in % for the Current Job	
Relevant HSN / SAC Code as Per GST	
Details of GeM Registration (Optional but Recommended)	

Signature with Seal
Designation:
Name & Contact No:
Mail ID: