

**NATIONAL INSTITUTE FOR EMPOWERMENT
OF PERSONS WITH MULTIPLE DISABILITIES
(NIEPMD)**

(Dept. of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India). ECR, Muttukadu, Kovalam Post, Chennai – 600126.

<https://niepmd.nic.in>

TENDER DOCUMENT
FOR
EMPANELMENT OF NEWS PAPER
ADVERTISING AGENCY

File No. NIEPMD/Pur4(67)/2026-27

Date and Time of Submission	:	03:00 PM on 31/08/2026
Date & Time of Tender opening	:	04:00 PM on 01/09/2026
Earnest Money Deposit (EMD)	:	Rs. 50,000/-

**Sd/-
Director
NIEPMD(D)**

Tender Document approved vide: File No. NIEPMD-18081/1/2026-SP (Computer No. 56475).

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES (NIEPMD)

TENDER NOTICE FOR EMPANELMENT OF NEWS PAPER ADVERTISING AGENCY

- 1) E- Tender is invited through NIC e-procurement portal URL <http://eprocure.gov.in/eprocure/app> in two bid system from the Indian Newspaper Society (INS) accredited agency and shall have held such accreditation for at least the preceding three (3) years for the empanelment of a newspaper advertising agency for publishing advertisements related to recruitment, tenders, admissions, event publicity, and other official requirements at the local and national levels.
- 2) The bids shall be submitted under a Two-Bid System consisting of:
 - a) Technical Bid, and
 - b) Financial Bid.Only reputed and experienced agencies/firms/companies meeting the prescribed eligibility criteria may participate in the tender process.
- 3) No Tender Document Fee shall be charged for participation in this tender.
- 4) The tenderer shall deposit an Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) through NEFT/RTGS as per account details mentioned in tender document. No interest will be paid on EMD amount. EMD of unsuccessful bidders will be returned after award of tender. EMD of successful bidder will be kept as performance Security. Bidder can withdraw the EMD amount by depositing Bank Guarantee or FDR in favour of "Director, NIEPMD". Bidders required to upload the online payment receipt along with the Technical Bid. Without payment receipt bid will not be accepted. Bidders registered under the Micro and Small Enterprises (MSE) category are exempted from payment of EMD upon submission of a valid MSE certificate. Startups recognized by the Department for Promotion of Industry and Internal Trade (DPIIT) under the Government of India's Startup India initiative are also exempted from payment of EMD, subject to submission of a valid DPIIT recognition certificate.

Important Dates & Bidding Process:

- The last date for submission of will be 31/08/2026 up 03.00PM. The bids should be submitted through online CPP portal "<http://eprocure.gov.in/eprocure/app>" only. No manual bids will be accepted.
- At the first stage, only the Technical Bids shall be opened and evaluated. The Financial Bids of only those bidders who are found technically qualified and responsive to the tender requirements shall be opened and considered for further evaluation. Bid will remain valid for 60 Days after opening of Technical Bid.
- The Technical Bid shall be accompanied by all technical document required in tender and Earnest Money Deposit (EMD) receipt of Rs. 50,000/- (Rupees Fifty Thousand Only) by submission of an online payment receipt. The EMD shall be enclosed with the Technical Bid. Tenders received without the prescribed EMD, or with an amount less than the stipulated EMD, shall be summarily rejected.

- Bidders registered under the Micro and Small Enterprises (MSE) category shall be exempted from payment of EMD upon submission of a valid MSE certificate. Startups recognized by the Department for Promotion of Industry and Internal Trade (DPIIT), Government of India, under the Startup India initiative shall also be exempted from payment of EMD, subject to submission of a valid DPIIT Recognition Certificate.
- The tender shall be duly signed by the authorized signatory of the agency/firm/company. The full name, designation, and status of the signatory shall be clearly indicated below the signature along with the official seal/stamp of the agency/firm/company.
- Tenders submitted by agencies/firms/companies that do not fulfill the prescribed eligibility criteria shall be liable for rejection.
- The Institute reserves the right to seek confidential feedback from any or all clients of the bidder at any stage before or after the opening of the Technical and/or Financial Bids. The Institute may take an appropriate decision based on such feedback.
- The percentage of discount quoted in the Financial Bid shall remain valid throughout the tenure of the contract, including any extension thereof. Any offer specifying validity for a limited period shall be liable for rejection.
- The EMD shall be forfeited by NIEPMD, Chennai, if the tenderer withdraws, modifies, or alters the tender after the opening of the Technical Bid and during the period of validity of the tender.

Procedure for e-payment:

EMD of Rs. 50,000 (Rs. Fifty Thousand only) can also be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with technical bid. Technical bids without EMD shall not be considered for further evaluation. NIEPMD Bank details are as follows:

A/C No. 6332687300

Type of Account: Saving Bank

Name of Account Holder: NIEPMD Internal Accrual

Name of the bank: Indian Bank. Kovalam branch IFS code: IDIB000K122

Branch code: 01176

NIEPMD PAN: AABTN4536B

- **Caution:** Please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS / NEFT. In the event of funds remitted to wrong beneficiary account number, NIEPMD, Chennai or its Bank would not responsible for the same.

Date _____

The Director

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD)
East Coast Road (ECR), Muttukadu, Kovalam (Post),
Chennai – 603 112 (Tamilnadu)

Subject: Tender Notice for Empanelment of News Paper Advertising Agency

Reference.: Tender Notice published in CPP Portal _____,

Sir,

With respect to the tender notice published in CPP Portal, I / We hereby submit my / our tender in a required format i.e.:

Technical Bid: Profile of Agency/Firm/Company, Tender Earnest money deposit receipt
and

Financial Bid: As per excel format BOQ uploaded on CPP portal.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same without any alterations / modifications. We further declare that our agency/firm/company is not blacklisted by any Government Department or an Autonomous Body.

Yours faithfully,

Signature

Name:

Seal of contracting agency/firm/company

PROFILE OF THE AGENCY / FIRM / COMPANY

(Please fill in all details. Profile will be used for technical evaluation and is part of the eligibility criteria)

Sr. No.	Required information	Details to be given by the agency / firm / Company.
1	Name of the agency / firm / company	
2	Address of the Head Office of agency / firm / company (Submit proof).	
3	Address of the agency / firm / company of Chennai office (Submit proof).	
4	Legal status - (individual, proprietary, partnership firm, limited company, corporation, etc.-Submit proof)	
5	Name, designation, and telephone nos. of the contact person. Fax No.	
6	Date of establishment of agency / firm / company (Submit proof)	
7	GST No. PAN No. Service Tax Registration No. (If available)	
8	Details of Earnest Money Deposit (Detail of EMD payment of Rs. 50,000/- (Rupees Fifty Thousand Only. UTR Number & Date.)	

Signature

Name:

seal of contracting agency/firm/company

TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

Please read carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

1. Scope of the work:

- a. Provide Art work (Color and or Black & White / English and or Hindi and or Tamil) of the advertisement contents based on the input received from the Institute officials. As per the requirement, contracting agency will provide multiple options of the art work to be finalized based on the approval of the Institute Officials. This will also include all correction(s) as per the requirement during the process of finalization to publication of the advertisement.
 - b. Giving assistance in preparation of media plan, providing details of various publications across given geographical area and its quotations as per the DAVP rate.
 - c. Exchange of requirement and information shall be done through email communication. Only in exceptional situation, contracting agency official may be invited at the Institute.
 - d. Publication of advertisement as approved by the Institute in the given news papers as per the quotation approved by the Institute.
2. The award of work is for an aggregate period of 3 years, which will initially be given for a period of one year and reviewed for extension for another year(s) subject to satisfactory performance at the discretion of competent authority of NIEPMD on the same terms and conditions.
 3. The contracting agency/firm/company shall provide services continuously as per the award of contract.
 4. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency/firm/company without prior written consent of NIEPMD.
 5. The contracting agency/firm/company shall get suitable instructions from the IMO / Designated Official of NIEPMD and shall provide the services promptly as per requirement.
 6. The contracting agency/firm/company shall abide by the rules and regulations of State / Central Government authorities particularly applicable to the business and shall have requisite licenses, sanctions, registration, accreditation which should be valid during the tenure of contract.
 7. The Director, NIEPMD reserves the right to terminate the contact at any time without assigning any reason by giving one month notice to the contracting agency/firm/company. Director, NIEPMD can terminate the contract even without serving any notice period also.
 8. In case required services are not provided by the contracting agency on time, NIEPMD will be free to get the work done from any other agency from open market and the expenses on this account will be debited to the contracting agency which will be recovered from the dues / pending bills, performance security deposit etc.
 9. The successful agency / firm / company shall assign a designated official who shall be responsible for immediate interaction with NIEPMD designated official so that optimal services could be availed without any disruption. The designated official of the agency / firm / company should be available round the clock on his own direct telephone (office as well as residence & mobile) so as to respond to the call for services in emergent cases. The supervisor should be accessible on Holidays /Sundays also for satisfying NIEPMD requirements.

10. The contracting agency shall submit its bills along with the copies of the bills of the respective publication and original page of the publication on which the advertisement was appeared within 30 days to the NIEPMD official through whom the advertisement was given. On total bill of publications, contracting agency will offer the discount as offered in the Financial Bid.
11. Payment against Bills shall be made only after satisfactory services to be certified by the concerned NIEPMD official. No interest will be payable on the nonpayment due to delayed submission of bills and non-satisfactory services. No advance payment will be made. The payment will be made by local crossed cheque / bank transfer within 15 days from the date of receipt of bill.
12. The agency / firm / company shall be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to NIEPMD to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
13. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills in accordance with the provisions of Income Tax Department and a certificate to this effect shall be issued by NIEPMD to the contracting agency.
14. In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof NIEPMD is put to any loss / obligation, monetary or otherwise, NIEPMD shall be entitled to get itself reimbursed out of the outstanding bills/ performance security deposit to the extent of the loss or obligation in monetary terms.
15. The successful tenderer will have to execute an agreement with NIEPMD broadly covering scope of work, requirements, terms and conditions of the services to be provided to the NIEPMD on a non-judicial stamp paper of appropriate value, the cost of which will be borne by the successful agency/firm/company.
16. In case of Dispute or difference arising between the NIEPMD, Chennai and contracting agency relating to any matter arising out of or connected with this contract, 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 NIEPMD Chennai, if he is unable /unwilling to act, to the sole arbitration or some other person appointed by his 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.
- 17 The Director, NIEPMD reserves the right to award contract for required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Director, NIEPMD in this regard shall be final and binding on all.

Eligibility Criteria

The following eligibility criteria shall form the basis for evaluation of the Technical Bid. Bidders shall furnish documentary evidence in support of each criterion. Failure to meet any of the following eligibility criteria may result in rejection of the Technical Bid.

i. INS Accreditation

The Agency/Firm/Company shall possess valid accreditation from the Indian Newspaper Society (INS) and shall have held such accreditation for at least the preceding three (3) years. A copy of the valid INS Accreditation Certificate shall be enclosed with the Technical Bid.

ii. Financial Capacity

The Agency/Firm/Company shall have an average annual turnover of not less than Rs. 50.00 lakh (Rupees Fifty Lakh only) during the last three financial years (2022-23, 2023-24 & 2024-25 OR 2023-24, 2024-25 & 2025-26).

Micro and Small Enterprises (MSEs) registered with the appropriate authority and Startups recognized by the Department for Promotion of Industry and Internal Trade (DPIIT), Government of India, shall be exempted from the Minimum Annual Turnover requirement prescribed in the tender.

The bidder shall submit audited financial statements, including Balance Sheets, Profit & Loss Accounts, Auditor's Reports, and Income Tax Returns for the last three financial years, duly certified by a Chartered Accountant. Documentary evidence of applicable GST/other tax compliance relating to advertising services rendered during the said period shall also be furnished.

iii. Service Commitment

The Agency/Firm/Company shall submit an undertaking confirming that:

- a. It shall provide services on a 24×7 basis, whenever required by NIEPMD;
- b. Advertisements approved by NIEPMD shall be released for publication within 24 hours of receipt of the final approval and publication instructions, wherever operationally feasible; and
- c. A minimum credit facility period of one month shall be extended to NIEPMD.

iv. Local Office Requirement

The Agency/Firm/Company shall have a full-fledged registered office/branch office functioning in Chennai/Tamilnadu. Documentary proof of the registered office/branch office address shall be submitted along with the Technical Bid. Latest electricity bill, telephone bill, water bill, or property tax receipt (not older than Six months) in the name of the Agency/Firm/Company;

v. Relevant Experience

The Agency/Firm/Company shall have successfully executed at least three contracts of similar nature for reputed organizations, Government Departments, Public Sector Undertakings, Autonomous Bodies, Educational Institutions, or other large organizations during the preceding three years.

For MSE & Startup bidders should have one year experience and shall have successfully executed at least One contracts of similar nature for reputed organizations, Government Departments, Public Sector Undertakings, Autonomous Bodies, Educational Institutions, or other large organizations.

Copies of work orders/award letters along with satisfactory completion certificates or performance / Experience certificates from the respective clients shall be enclosed.

vi. Non-Blacklisting Declaration

The Agency/Firm/Company shall not have been blacklisted, debarred, suspended, or otherwise declared ineligible for participation in tenders by any Central Government Department, State Government Department, Public Sector Undertaking, Autonomous Body, Statutory Authority, or Government-funded institution.

A self-certified declaration to this effect shall be submitted along with the Technical Bid.

Supporting Documents

Copies of all supporting documents, including INS Accreditation Certificate, audited financial statements, Income Tax Returns, GST registration and compliance documents, undertaking/acceptance letter, proof of office in Chennai, work orders, completion certificates, and non-blacklisting declaration, shall be duly self-attested by the authorized signatory and enclosed with the Technical Bid.

Special Terms and Conditions

1. The empanelment shall initially be valid for a period of one (1) year and may be extended 02 more years for a maximum aggregate period of three (3) years, subject to satisfactory performance and at the discretion of NIEPMD on the same terms and conditions.
2. The empaneled Agency shall arrange publication of advertisements relating to recruitment, tenders, admissions, notifications, event publicity, and other official requirements of NIEPMD in newspapers/publications as specified by the Institute from time to time.
3. The Agency shall provide services on a 24×7 basis and shall be capable of processing urgent advertisement requests at short notice. Advertisements approved by NIEPMD shall ordinarily be released for publication within twenty-four (24) hours of receipt of final approval and publication instructions.
4. Advertisement text/content shall be provided by NIEPMD in electronic format. The Agency shall prepare artwork/designs, provide suitable creative options wherever required, undertake translations into Hindi, Tamil, or other regional languages as required, and incorporate all corrections suggested by NIEPMD without any additional cost.
5. Advertisements shall be released strictly in accordance with the approval of NIEPMD and only in the newspapers/publications, categories, positions, and publication dates specified by the Institute.
6. The Agency shall ensure accuracy, quality, and timely publication of advertisements. In case of any error, omission, incorrect publication, or deviation from the approved content attributable to the Agency, the Agency shall arrange publication of corrigendum/revised advertisement at its own cost.
7. In the event of delay in publication attributable to the Agency, NIEPMD reserves the right to impose appropriate penalties and/or obtain the services from alternative sources at the risk and cost of the Agency.
8. The Agency shall submit invoices along with copies of publisher invoices, advertisement clippings, and copies of the newspaper pages carrying the advertisement. The Agency shall extend the discount quoted in the Financial Bid on the applicable publication charges.
9. Payment shall be released only after certification of satisfactory service by the designated official of NIEPMD. No advance payment shall be made. Payments shall ordinarily be processed through electronic bank transfer in accordance with applicable Government rules.
10. Statutory deductions including Income Tax (TDS) and other applicable deductions shall be made from bills as per prevailing Government of India rules. The Agency shall

be responsible for payment of all applicable taxes, duties, levies, and statutory obligations.

11. The Agency shall furnish a declaration that it has not been blacklisted, debarred, or banned by any Central Government Department, State Government Department, Public Sector Undertaking, Autonomous Body, or Statutory Authority.
12. NIEPMD reserves the right to seek confidential feedback and performance reports from present or previous clients of the bidder and to consider such feedback during evaluation or continuation of empanelment.
13. NIEPMD reserves the right to empanel one or more agencies and may allocate advertisement work among empaneled agencies at its sole discretion. Empanelment shall not confer any exclusive right upon the Agency to handle all advertisements of NIEPMD.
14. The Agency shall execute a formal Agreement with NIEPMD on a non-judicial stamp paper of appropriate value at its own cost before commencement of services.
15. NIEPMD reserves the right to amend, modify, withdraw, or cancel the tender process at any stage without assigning any reason and without incurring any liability.
16. The successful bidder shall submit acceptance of the Letter of Award and execute the Agreement within the period prescribed by NIEPMD, failing which appropriate action including forfeiture of Earnest Money Deposit (EMD) may be taken.
17. The Purchaser reserves the right to terminate the contract at any time by giving one month's written notice, without assigning any reason. The Agency shall not be entitled to claim any compensation or damages on account of such termination. However, payment for services satisfactorily rendered up to the effective date of termination shall be made in accordance with the terms of the contract.
18. Any dispute arising out of or in connection with the contract shall be resolved in accordance with the Arbitration and Conciliation Act, 1996 and amendments thereto. The courts at Chennai shall have exclusive jurisdiction over matters arising from the contract.
19. The decision of the Director, NIEPMD, in all matters relating to interpretation of tender conditions, empanelment, award of work, performance evaluation, and termination shall be final and binding on all bidders.

Check List

Sl. No.	Particulars	Yes / No
1.	A copy of the valid INS Accreditation Certificate	
2.	Copy of GST Certificate	
3.	PAN Card (Upload attested copy)	
4.	Scanned copy receipt for EMD for payment of Rs. 50,000/- (Rupees Fifty Thousand Only) to be uploaded.	
5.	Address of the registered and operational office at Chennai / Tamilnadu (With valid proof)	
6.	Upload a self-certificate that the bidder has never been black listed or punished by any Central Govt./ State Govt. / PSU agencies or any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending. Date should be on or after the date of tender initiation.	
7.	Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.	
8.	Undertaking to supply on credit of 30 days after clear receipt of materials	
9.	Undertaking regarding rates will be firm during contract period.	
10.	Copy of Income tax return, audited financial statements, including Balance Sheets, Profit & Loss Accounts, Auditor's Reports, and Income Tax Returns for the last three financial years, duly certified by a Chartered Accountant.	
11.	The Agency/Firm/Company shall have successfully executed at least three contracts of similar nature for reputed organizations, Government Departments, Public Sector Undertakings, Autonomous Bodies, Educational Institutions, or other large organizations during the preceding three years. For MSE & Startup bidders should have one year experience and shall have successfully executed at least One contracts of similar nature for reputed organizations, Government Departments, Public Sector Undertakings, Autonomous Bodies, Educational Institutions, or other large organizations. Copies of work orders/award letters along with satisfactory completion certificates or performance / Experience certificates from the respective clients shall be enclosed.	