

विज्ञापन एजेंसियों का पैनल गठन
में
सीएसआईआर-भारतीय रासायनिक जीवविज्ञान संस्थान
(2026)
(कुल 19 पृष्ठ)

Empanelment of Advertising Agencies
at
CSIR-Indian Institute of Chemical Biology
(2026)
(Total 19 Pages)

पता / Address:
सीएसआई - आरभारतीय रासायनिक जीवविज्ञान संस्थान-
CSIR-Indian Institute of Chemical Biology
4, राजा एस. सी., मिल्क रोड, जादवपुर
4, Raja S.C. Mullick Road, Jadavpur,
कोलकाता / Kolkata-700032
E-mail: ao.iicb@csir.res.in

सीएसआईआर-भारतीय रासायनिक जीवविज्ञान संस्थान
CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY
 4, राजा एस. सी., मिल्लक रोड, जादवपुर
 4, RAJA S. C. MULLICK ROAD, JADAVPUR,
 कोलकाता/KOLKATA – 700 032.

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अनुभाग-I / SECTION – I

आमंत्रण पत्र / LETTER FOR INVITATION

सीएसआईआर - भारतीय रासायनिक जीवविज्ञान संस्थान-, कोलकाता के लिए
विज्ञापन एजेंसियों का पैनल गठन

EMPANELMENT OF ADVERTISING AGENCIES FOR CSIR-Indian Institute of Chemical Biology, Kolkata

1. CSIR- Indian Institute of Chemical Biology, Kolkata, West Bengal invites proposals through e-tendering mode for empanelment of professionally managed advertising agencies with good track record for various jobs at its Office under its jurisdiction in the state of West Bengal.
2. The complete document containing details of Eligibility Criteria, Scope of Work and other terms & conditions can be downloaded from CSIR-IICB website <https://www.iicb.res.in/> or <https://etenders.gov.in>. Required documents also to be uploaded through this portal only via **ID: 2026_CSIR_264439_1**.
3. Amendments/Corrigendum, if any, would be hosted on CSIR-IICB website and <https://etenders.gov.in> only.
4. CSIR-IICB reserves the right to reject any/ all proposals after recording the reasons in file and to take any measure as may be deemed fit, including annulment of the empanelment process, at any time without any liability or obligation for such rejection or annulment.

5.

Address for communication:

CSIR-Indian Institute of Chemical Biology
4, Raja S.C. Mullick Road
Kolkata - 700032
Phone: +91 33 24995877
E-mail: ao.iicb@csir.res.in

6. Schedule of the Request for Proposal (RFP)

1.	Offer document uploaded on the e-tender portal (https://etenders.gov.in)	15:00, 05 th February, 2026
2.	Online Bid submission start date	15:00, 05 th February, 2026
3.	Online Bid submission end date	15:00, 17 th February, 2026
4.	Opening of the technical bid	15:00, 18 th February, 2026
5.	Period of Empanelment	03 years

अनुभाग-II / SECTION-II
सीएसआईआर - आईआईसीबी के लिए विज्ञापन एजेंसियों का पैनल गठन-
EMPANELMENT OF ADVERTISING AGENCIES FOR CSIR-IICB

1. परिचय / INTRODUCTION

The Institute was established in 1935 as the first non-official Centre in India for biomedical research and was included within the aegis of CSIR in 1956. CSIR-IICB today is engaged in research on diseases of national importance and biological problems of global interest, employing sophisticated state-of-the-art technology in keeping with the rapid and unprecedented momentum that life science research has gained globally over the last 50 years. The scientific staff has expertise in a variety of areas including chemistry, biochemistry, cell biology, molecular biology, neurobiology and immunology which promotes productive interdisciplinary interaction.

2. कार्य का दायरा / SCOPE OF WORK

The brief scope of work of the empanelled agencies includes the following. Any other work related to corporate publicity, media campaign, etc. will also form part of the scope as decided from time to time.

- The agency shall release advertisements in print or any other media as decided by CSIR-IICB.
- The agency shall assist CSIR-IICB in selecting appropriate methods and media of advertisement, preparing drawings / blocks, undertaking research, and liaising with newspapers/publications on behalf of CSIR-IICB.
- Raw data/ Material/information will be provided by CSIR-IICB, and agencies will be required to prepare artwork. Designing, typesetting, artwork preparation of block/matrices, and art pulls for release of advertisements shall be undertaken by the agency free of cost, irrespective of advertisement size or number of newspapers
- The agency shall ensure optimum utilization of space in all tender advertisements avoiding wastage and ensuring cost-effectiveness.
- The agency shall be required to submit the artwork for approval.
- The agency will not be entitled for payment related to designs, artwork, or for translation of material from one language to another (English/any Indian language).

3. पैनल में सम्मिलन हेतु योग्यता मानदंड / QUALIFYING CRITERIA FOR EMPANELMENT

The minimum qualifying requirements are stipulated below. An Agency not meeting any one of the following criteria would be summarily rejected and would not be considered for further evaluation:

- a. The agency should have a minimum average annual turnover of 1 crore from business related to Media/Advertising/Publicity during the last three consecutive financial years, i.e. 2024-25, 2023-24 and 2022-23.
- b. The agency should have full Indian Newspaper Society (INS) accreditation for the last three consecutive years, and the accreditation should be valid as on the last date of submission of the proposal.

- c. The agency should have a registered office in Kolkata at least for the last **05 (FIVE)** years.
- d. The agency should have the ability to provide multi-lingual content (at least in Bengali, Hindi and English).
- e. The agency should have a minimum of five (05) years of experience in advertisement/publicity related work, out of which it must have rendered services to at least two (02) Central Government / State Government / PSU / Autonomous Bodies or similar institutions.
- f. The agency should have at least 05 (FIVE) full-time staff in their Kolkata office.
- g. The agency should not have been blacklisted by any Central/State Government/PSU/Autonomous Body or similar institutions during the last five (05) years from the last date of submission of the proposal.
- h. The agency shall submit audited Financial Statements, including Balance Sheet and Profit & Loss Account, for the last three consecutive financial years, duly certified by a Chartered Accountant and Bank Solvency Certificate amounting to ₹10,00,000/- (Rupees Ten Lakh only).

Note: In case of the discovery at any stage about false/misleading/suppressed information and submission of fake/tampered documents in support of the above or suppression of facts, the proposal shall be rejected and empanelment, if already done with CSIR-IICB, shall be cancelled after giving opportunity of representation. In such a case, CSIR-IICB reserves the right to blacklist such agency for a period upto **THREE YEARS**.

4. बयान धनराशि (अर्नेस्ट मनी डिपॉज़िट – ईएमडी) / EARNEST MONEY DEPOSIT (EMD)

The Earnest Money of **₹30,000/-** (Rupees Thirty Thousand Only) as Demand Draft or Pay Order of a scheduled bank and drawn in favour of Director, CSIR-Indian Institute of Chemical Biology, Kolkata should accompany the Proposal. Scanned copy of payment of EMD to be uploaded by the Proposer at CPPP website <https://etenders.gov.in/eprocure/app>. Proposal received without scanned copy of Demand Draft or Pay Order of EMD fees will be invalid and summarily rejected. All bidders shall have to submit the original Demand Draft or Pay Order of EMD and copies of all other relevant documents which to be uploaded themselves during tender in support of credentials etc., alongwith a forwarding letter within five days from the date of Technical bid opening to the Works and Services Section (Room No -50), CSIR-IICB, Jadavpur, Kolkata. Technical Bid of a bidder without submission of original Demand Draft or Pay Order for EMD within the stipulated time will be invalid and summarily rejected.

NB: Amendment in EMD clause As per ‘Rule 170 of GFR 2017 (Pg. No.49)’ and ‘SOP No 5/1, Sl No.6 (Pg. No34) under Subhead " Contract Management" of CPWD Works Manual 2019’ and ‘Micro and Small Enterprises (MSEs) Order 2012 under section 11 of MSMED Act, 2006 and Gazette notification on 26th March 2012’ “The MSME firms registered in NSIC under PP policy are exempted from payment of EMD for supply of goods and services only”. No other relaxation shall be allowed. EMD exemption to MSME (NSIC) registered firm will be accepted as per guidelines of Govt. of India. Bid Security Declaration and MSME certificate is (Ref. FORM-III) required in this case.

5. कार्य निष्पादन सुरक्षा जमा (पीएसडी) / PERFORMANCE SECURITY DEPOSIT (PSD)

In addition, the empanelled agency shall be required to deposit an amount of **₹45,000/- (Rupees Forty-Five Thousand only)** as Performance Security Deposit (PSD) within the period prescribed in the letter to be issued prior to empanelment. The Performance Security Deposit shall be refunded without any interest upon expiry of the empanelment period, subject to satisfactory performance and clearance of all dues. The PSD may be forfeited, in full or in part,

in case of breach of terms and conditions, non-performance, or unsatisfactory performance, as decided by CSIR-IICB.

6. प्रस्ताव प्रस्तुत करने की प्रक्रिया / SUBMISSION OF PROPOSAL

- The proposals shall be submitted through e-tendering portal only (<https://etenders.gov.in>).
- It is mandatory for all the agencies to have Class-3 Digital Signature Certificate (with both Signing and Encryption certificate) (in the name of person who will sign the bid) from any of the licensed certifying agency (“CA”) [List of licensed CAs can be seen from the link www.cca.gov.in] to participate in e-tendering of CSIR-IICB.
- To participate in the submission of the proposal for empanelment as advertising agency with CSIR-IICB, it is mandatory for the agencies to get them registered with e-tendering portal <https://etenders.gov.in> to have user ID and password. If the agency has already registered with the e-tendering portal and validity of registration has not expired, then such agency does not require fresh registration.

7. पैनल में सम्मिलन हेतु प्रस्तावों का उद्घाटन / OPENING OF PROPOSALS FOR EMPANELMENT

Opening of proposals shall be done online by a Committee of CSIR-IICB officers at 15:00 Hrs 18th February 2026 in CSIR-IICB, Kolkata office, in presence of the representatives of the agencies who wish to attend.

8. प्रस्तावों का मूल्यांकन / EVALUATION OF PROPOSALS

The proposals will be evaluated by a Committee, constituted for this. Agencies will be selected based on marks secured on evaluation of proposals.

- Stage – I. All the proposals will be scrutinized to assess their eligibility based on the minimum qualifying criteria as per clause 3 of Section II of this Request For Proposal (RFP). The proposals not meeting the qualifying requirement will be summarily rejected and not considered for further evaluation.
- Stage – II. All the eligible proposals meeting the qualifying requirement will be evaluated based on the Experience, Experience with Central/State Government/PSU/Autonomous Body or Similar Institutions and Turnover (Average) as per the points indicated in Annexure I (Evaluation Criteria).

On the basis of combined marks obtained out of 100, the ranking will be done. A decision will be then taken for empanelment of top ranking agencies depending on overall evaluation & suitability.

9. पैनल की अवधि / DURATION OF EMPANELMENT

The empanelment will normally be for a period of **THREE** years. However, CSIR-IICB reserves the right to terminate the empanelment of any agency at any time or to go into fresh empanelment before three years, depending upon circumstances. **The empanelment does not, in any way, guarantee any minimum business and allocation of work to the agency.**

10. कार्य आवंटन की विधि / METHOD OF JOB ALLOCATIONS

The empanelled agencies will be required to service CSIR-IICB for creatives and releases. In the event of specific launch of an Advertisement, CSIR-IICB reserves the right to contact any / all empanelled agencies to develop / submit creatives. CSIR-IICB reserves the right to distribute the selected creatives so developed either to Central Bureau of Communication or amongst one or more agencies for further release of the same to the Advertisement. Any avoidance or denial shall be treated as a serious failure based on which termination of empanelment may be carried out.

All advertisements shall be released strictly on a rotational and/or competitive bidding basis, or through such other mode as may be determined by the Committee and/or the Competent Authority from time to time.

Bill for advertisement releases should invariably be supported by copies of the bills from newspapers rate cards, CBC/DAVP rate cards, original tear sheets and other relevant bills in duplicate. Payment will be made in each case after verifying these documents.

The agencies will not be paid for translation of material in English to Hindi, English to Bengali or to any other Indian Languages, if required. In case of publication of corrigendum due to wrong translation/ missing/ wrong text by the agency, the cost of re-publication will be borne by the advertising agency itself.

For all advertisements including tender notices in newspapers, No charges will be paid for design and supply of art pulls/photocopies.

The agency will not be paid for creative and design in case the Advertisement Campaign is launched through them. However, in case the advertisement Campaign is launched through DAVP/ Central Bureau of Communication, the agency will be paid lump sum amount for the selected creative advertisement designs depending upon creativity of the job executed. In all the cases, the Copyright of creative will be with CSIR-IICB.

Empanelled Agencies would be expected to respond to CSIR-IICB and attend all meetings/briefings called for by CSIR-IICB and will have to deliver the job allotted within the stipulated time frame. All empanelled agencies are expected to participate in competitive bidding when asked to do so by CSIR-IICB. CSIR-IICB reserves the right to terminate the empanelment in case of non-compliance of this clause.

CSIR-IICB reserves the right to assign work to a non-empanelled agency only under exceptional circumstances, with recorded justification and prior approval of the Competent Authority, in the interest of the Institute.

11. भुगतान की विधि / MODE OF PAYMENT

- No payment shall be made in advance; all payments shall be made on submission of bills.
- Necessary taxes as applicable will be deducted from the bill.
- Payments, subject to Tax Deduction at Source shall be processed within 60 days of the submission of the complete documents
- The bill must be raised for the complete release of order. Bills not accompanied with tear sheets or paper cutting of the newspaper and CBC/DAVP rate card will not be considered for payment.
- The rates shall be strictly as per the CBC/DAVP rate card.

- If the rates are enhanced by CBC/DAVP after payment of original bills, no supplementary bill will be accepted, and the Agency will have to clarify this to the publication of their own, and no liability will be accepted on this account by the Institute.

12. आवधिक समीक्षा / PERIODIC REVIEW

The performance of the empanelled agencies will be subject to continuous review. Agencies showing poor performance and service will be warned and serious action, including termination may follow. At any stage, the decision of CSIR-IICB will not be open to question and will be treated as final. CSIR-IICB reserves the right to terminate the services of any agency at any time without assigning reason whatsoever.

13. प्रस्ताव की संक्षिप्त अस्वीकृति / SUMMARY REJECTION OF PROPOSAL

Incomplete proposals, conditional proposals are liable to be rejected summarily.

14. प्रस्तावों का निरस्तीकरण / CANCELLATION OF PROPOSALS

CSIR-IICB reserves the right to cancel any or all proposals at any stage without assigning any reasons thereof.

15. प्रस्तावों के मूल्यांकन एवं पैनल में सम्मिलन को प्रभावित करना / INFLUENCING THE EVALUATION OF PROPOSALS & EMPANELMENT

No applicant shall attempt to influence the CSIR-IICB on any matter relating to the proposal for empanelment. Any attempt to influence the CSIR-IICB in the evaluation of proposals and empanelment of agencies shall result in rejection of the proposal(s) of such agencies(s).

Annexure-I
मूल्यांकन मानदंड / EVALUATION CRITERIA

The agencies would be assessed on the basis of pre-qualification criteria as specified in clause 3 of Section II of RFP. However, agencies having higher qualification than minimum qualifying criteria would be assigned more marks as per the following evaluation criteria.

मूल्यांकन मानदंड / Evaluation Criteria	
Attributes	Points
Experience*	Minimum 5 years – 30 points
	For Every additional year – 1 up to 15 points
Experience with Central/State Government/PSU/Autonomous Body or Similar Institutions(FY 2024-25)*	Minimum 2 entities – 10 points
	For every additional entity – 1 up to 5 points
Turnover (Average of FY2024-25, 2023-24 and FY 2022-23)*	Minimum annual average turnover – 1 Crore – 30 points
	For every additional 1 Crore – 1 up to 10 points
Minimum eligibility point is 70 (seventy)	

*Document in support of all the attributes should be upload

(On Letterhead of Advertising Agency)
FORM-I

PROPOSAL FOR EMPANELMENT WITH CSIR,IICB, Kolkata

To
The Director
CSIR-Indian Institute of Chemical Biology
4, Raja S. C. Mullick Road
Kolkata - 700 032

Subject: Empanelment of Advertising Agencies with CSIR-IICB.

Mam,

- 1) I/we _____ enclose our proposal for selection of my/our agency for Empanelment with CSIR-IICB, Kolkata.
- 2) I _____ son /wife of Shri _____ am the Proprietor/ Director/ Partner/ Authorized Signatory of M/s _____ and do hereby solemnly affirm and declare as under:
 - a) That I am the Sole Proprietor/Director/Partner/Authorized Signatory of M/s _____.
 - b) That I state & declare that the above agency M/s _____ is not debarred and/or blacklisted by CSIR on the date of submission of the proposal.
 - c) That I state & declare that the above agency M/s _____ have not been blacklisted and/or debarred by any Central /State Govt./ PSU/ Autonomous body of the Govt. in last 05 years as on the date of submission of the proposal.
- 3) The above declarations are given in accordance with RFP conditions.
- 4) Appendix "A" to Form-I are also enclosed in the requisite format.

Yours Faithfully,

Signature:
Full Name: (In Capital Letters)
Designation:
Address:
Telephone No.
Mobile No.
E-mail address
(To be signed by the Authorised signatory)

Appendix "A" to FORM-I

PARTICULARS REQUIRED FOR EMPANELMENT OF ADVERTISING AGENCIES

(To be submitted on Letterhead of Advertising Agency)

1. Address of the Head Office of the Agency with Telephone No., Fax No., Email address.
2. Name of Managing Director, Directors and top management (Separate sheet may be enclosed with bio-data & other details)
3. Year of Establishment of the agency
4. Legal status of agencies (Proprietor/Partnership/Private Ltd./Public Ltd.)
5. Whether empanelled with any other CSIR now or were you at any time, in the past? If so, please mention details.
6. Have the agency ever been debarred /blacklisted from CSIR temporarily /permanently: Yes/No If yes, give details.
7. Have the agency been blacklisted/debarred by any Central /State Govt./PSU/ Autonomous body of the Govt. in last 05 years : Yes/No If yes, give details.
8. Complete profile of the Agency.

I/we hereby certify that all the particulars given above are correct and true to the best of my knowledge.

Signature_____

Full Name_____

(In Capital letters)

Designation_____

Address_____

(To be signed by the Authorised signatory)

Note:

1 If needed, the agency can use separate sheets for explaining the above points.

2 CSIR-IICB reserves the right to verify the facts given by the agency, with any authority or by physical verification, if required.

FORM-II
QUALIFYING REQUIREMENTS FOR EMPANELMENT OF ADVERTISING AGENCIES
(To be submitted on Letterhead of Advertising Agency)

1. Minimum average annual turnover from business related to Media/Advertising/Publicity for last three consecutive years should be at least ₹1.00 Crores.

	Annual Turnover for the year	Rs. In crores
1.	2024-25	
2.	2023-24	
3.	2022-23	
	Average Annual Turn Over	

(i) Upload a certificate from a Registered Chartered Accountant, as per Appendix 'A' to Form II, in support of Turnover on e-tender portal.

(ii) No other document/balance sheet etc. shall be considered.

(iii) CA certificate not conforming with the format as per Annexure 'A' to form II shall not be considered. CA certificate should essentially mention UDIN No.

(iv) Mismatch of Annual Turnover figures under UDIN No. from CA certificate shall be treated as vague documents liable to be rejected outrightly.

2. Whether Fully Accredited with INS for last three consecutive years and valid as on last date of submission of proposal: Yes/ No, if yes mention duration of full accreditation with INS

(The agency is required to give details of INS accreditation as above. CSIR-IICB shall ascertain accreditation status from INS directly)

3. Name of the Advertising Agency:

Address of Kolkata office	
Date of Establishment of office in Kolkata	
Name of the contact person at Kolkata office	
Designation	
Tel. No./ Mobile No.	
E-mail	

(i) Upload electricity bill/ landline telephone bill/ rent agreement/ lease deed or any other Govt. certified document establishing office in support of having office in Kolkata on e-tender portal.

(ii) In case the rent agreement/ lease deed term exceeds one year, the same should be registered. In case the rent agreement/ lease deed term does not exceed one year, the same should be notarized.

(iii) Documents in the name of the agency shall only be considered.

(iv) Proof of 5-6 years old and current/ last 1-2 month of the submission of the proposal should be submitted. In case of lease deed/ rent agreement, the same should be valid on the last date of submission of the proposal.

4. Details. of persons working in Kolkata office. [Please give details of full-time staff only]

Sl. No.	Name	Designation	Telephone		E-mail Address
			Office	Mobile	

(CSIR-IICB reserves the right to seek Provident Fund details of the staff listed above)

5. PAN No. / TAN No. / GST No. _____ (Upload copy of Pan card and Certificate of GST Regn. on e-tender portal).

6. List of reputed clients presently servicing as on last date of submission of this proposal (Central Govt./State Govt./ PSUs/ Autonomous bodies of the Govt. of India)

Sl. No.	Name of the Client	Status (whether Central Govt. of State Govt. or PSU or Autonomous body)	Period of empanelment (From – to)	Supporting document placed at page No.

(Upload copy of letter of empanelment issued by the client to the agency as supporting document on e-tender portal. The supporting document should clearly indicate the period of empanelment to establish that the agency is empanelled on the last day of submission of the Proposal to CSIR-IICB.)

7. Please provide information on display/classified advertisements designed and published on which the agency is seeking qualification (Only those jobs which are supported by work orders would be considered. CSIR-IICB reserves the right to seek completion certificate and/or enquire from the clients)

Sl. No.	Name of the Client	Name of the publication	Date of release

(Upload work order along with its creative of all the jobs claimed to be executed in last 05 years on e-tender portal. In case, creative is not enclosed, it shall not be considered.)

8. Details of AWARDS (if any) received in last 05 years for creatives released in print media from any reputed publications/recognized institutions.

Sl. No.	Details of award	Awarded by	Copy of award certificate placed at page number

(i) Upload copies of Certificates, duly signed by the awarding organisation on e-tender portal.

(ii) Photo of trophy shall not be considered.

(iii) Appreciation letters shall not be considered as award.

9. The agency should submit the **Audited Profit & Loss Account Statement** for the **last three consecutive financial years**.

Sl. No.	Financial Year	Profit / Loss (₹ in lakhs)
1.	2024-25	
2.	2023-24	
3.	2022-23	

Note: Copies of audited Profit & Loss statements for the above years should be enclosed as supporting documents.

10. The agency should submit a **Bank Solvency Certificate** for an amount of **₹10,00,000/- (Rupees Ten Lakh only)** in the **prescribed format (Appendix 'B' to Form II)**.

11. Details of the Experience of the agency(year wise):

S1 No.	Year	Total Turnover	No of work done

12. User ID of CPP Portal (<https://etenders.gov.in>) [Required for enlistment]

I/we hereby certify that all the particulars given above are correct and true to the best my knowledge.

Signature _____
Full Name _____
(In Capital letters)
Designation _____
Address _____
(Authorized signatory)

Note :

1. CSIR-IICB reserves the right to verify the facts given by the agency, with concerned authority, if required.

3. In case the e-mail communication has been attached as supporting document, e-mail from official ID of the issuing client shall only be considered.

4. Unsigned and incomplete work orders/ purchase orders shall not be considered. Work order should clearly mention the details of the work

5. In case, any document submitted in the proposal is in the language other than English or Hindi, it should be supported with Hindi or English translation.

5. Conditional proposals, proposal carrying correction / overwriting not signed by the authorized signatory shall be liable to summary rejection.

6. Cut-off date for works executed (in last 5 years) shall be reckoned from the last date of submission of the proposal.

Appendix "A" to Form II
Certificate of Annual Turnover

It is certified that the Annual Turnover of M/s _____ (Name & address of the Agency) from the business related to Media/Advertising/Publicity for last three years is as under :

Annual Turnover Data	
Year	₹ in Crores
2024-25	
2023-24	
2022-23	
Average Annual Turnover	

Yours Sincerely,

(Signature of Chartered Accountant of the Company)
Name of the Chartered Accountant:
Seal with Membership No. of ICAI
(Certificate without Membership No., UDIN No. and seal of the Chartered Accountant/ Statutory Auditor will not be considered.)

Appendix "B" to Form II
Solvency Certificate Format
[To be issued by scheduled Banks not later than 6 months]

Ref:

Date:

This is to state that to the best of our knowledge and information M/s customer of our Bank, is respectable and can be treated as good up to a sum of ₹10,00,000 (Rupees Ten Lakhs Only).

It is certified that this information is furnished without any risk and responsibility on our part in any respect whatsoever more particularly either as guarantor or otherwise. This certificate is issued at the specific request of the customer.

Yours faithfully,

Branch Manager

FORM-III
Bid-Securing Declaration Form
(required for exemption of EMD)
[To be submitted by the firm in their letter Head]

Date:

To,
The Director
CSIR-Indian Institute of Chemical Biology (IICB)
4, Raja S. C. Mullick Road, Jadavpur
Kolkata – 700 032.

Name of the Work: Empanelment of Advertising agencies at CSIR-Indian Institute of Chemical Biology.

Sir,

I/We, the undersigned, declare that:

1. I/We understand that bids must be supported by a **Bid Securing Declaration** in lieu of Earnest Money Deposit, as per Government of India guidelines.
2. I/We accept that I/We may be **disqualified from being awarded any contract with CSIR-IICB for a period of one (01) year** from the date of issue of such intimation, if I/We are in breach of any obligation under the bid conditions, including but not limited to the following situations:
 - a) If I/We withdraw, modify, or amend my/our bid during the period of bid validity specified in the bid document; or
 - b) If, having been notified of the acceptance of my/our bid during the period of bid validity, I/We:
 - fail or refuse to execute the contract, if required; or
 - fail or refuse to furnish the Performance Security in accordance with the conditions of the bid document.
3. I/We understand that this Bid Securing Declaration shall cease to be valid if I/We are not the successful bidder, upon the earlier of:
 - a) receipt of notification of the name of the successful bidder; or
 - b) expiry of thirty (30) days after the expiration of the bid validity period.

Signature of Agency with Date & Seal

ANNEXURE- IV
LETTER OF TRANSMITTAL

Request for Eligibility
(To be submitted by type-written in the letterhead of Tenderer)

Date.....

To
The Director
CSIR-Indian Institute of Chemical Biology,
4, Raja S.C.Mullick Road, Jadavpur
Kolkata – 700032

Sub: Submission for the empanelment of advertising agency at Indian Institute of Chemical Biology,
Jadavpur Kolkata

Sir,

I/we have read, examined Request For Proposal (RFP) documents with all its contents & conditions carefully and have no doubt on it and agreed to empanel as per said conditions.

I/we hereby certify that all documents displayed in the RFP documents are downloaded and printed at its true format as displayed and no addition alteration modification are made in that document. I/we also agree that if any addition alteration modifications are found in my/our tender, this would be summarily rejected and I/we would have no claim on it.

I/we hereby also declare that we have not any track record of litigation / arbitration cases and / or have not been imposed levy of compensation for committing delay in completing works in the organizations as stipulated in the RFP.

I/we have furnished all information and supporting details necessary for eligibility and have no further pertinent information to supply. I/we also certify that all the information supplied is true and correct.

I/we also agree that in case of any misleading or false or deliberately suppressed information or record of poor performance such as abandoning work, not properly completing contract or financial failure/weakness etc., I/we may be liable for disqualification at any stage.

I/we also authorize the Director, IICB or his authorized representative to approach individuals, employers, firms or corporation to verify our competence and general reputation.

'Earnest Money' amounting to Rs...../- from scheduled bankbranch..... vide DD/Pay Order No..... as well as 'Cost of Tender' amounting to Rs.....from scheduled bankbranch..... vide DD/Pay Order No..... ; both drawn in favour of Director, Indian Institute of Chemical Biology, Kolkata are deposited along with the RPF Documents'.

I/we further agree that if I/we fail to furnish the prescribed performance security within the prescribed period, CSIR-IICB without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely. Further if I/we fail to commence the work as specified, I/we agreed that IICB shall without prejudice to any other right or remedy be at liberty to forfeit both the earnest money and performance security absolutely.

Further I/we agree that in case of forfeiture of earnest money or earnest money and performance security as aforesaid, I/we shall be debarred for participation in the re-tendering process of the work.

सीएसआई - भारतीय रासायनिक जीवविज्ञान संस्थान—
 CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY
 4, राजा एस. सी., मिल्लक रोड, जादवपुर
 4, RAJA S. C. MULLICK ROAD, JADAVPUR,
 कोलकाता/KOLKATA – 700 032.

CHECK LIST

(To be filled up before uploading the Tender Document in CPP Portal)

Sl. No.	Description	Yes/ No/NA	Remarks
1.	Form I		
2.	Appendix “A” to FORM-I		
3.	FORM-II		
4.	Appendix “A” to Form II		
5.	Appendix “B” to Form II		
6.	Attached Copy of Professional Tax Enrolment Certificate with current Professional Tax payment Challan.		
7.	Attached copy of GST Registration Certificate		
8.	Attached copy of PAN / TAN of the Firm		
9.	Attached Scanned Copy of the Audited Balance Sheet		
10.	Attached Scanned Copy electricity bill/ landline telephone bill/ rent agreement/ lease deed or any other Govt. certified document establishing office in support of having office in Kolkata		
11.	Attached Scanned Copy of letter of empanelment issued by the client to the agency		
12.	Attached Scanned Copy of work order along with its creative of all the jobs claimed to be executed in last 05 years		
13.	Submitted Scanned copy of Demand Draft for EMD		
14.	Submitted Bid-Securing Declaration Form (Ref.Form III)		
15.	Attached Scanned Copy of MSME Certificate (in case of EMD exemption)		
16.	Document in support of the total Experience(year wise)		
17.	Letter of Transmittal (Annexure-IV)		