

**कोचीन शिपयार्ड लिमिटेड**

(भारत सरकार की श्रेणी-1 मिनिरात्रा कंपनी, पत्तन, पोत परिवहन और जलमार्ग मंत्रालय)



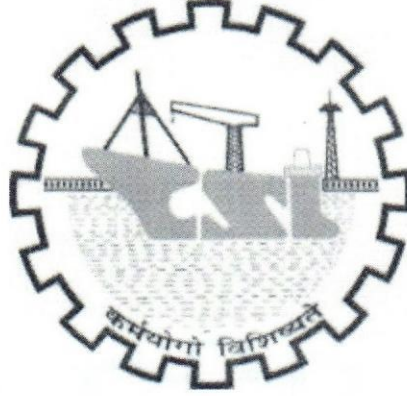
SEC/PR/109/2023

**COCHIN SHIPYARD LIMITED**

(A Government of India Category-1 Miniratna Company, Ministry of Ports, Shipping and Waterways)

**COCHIN SHIPYARD LIMITED**

**(A Government of India Enterprise)**



# **TENDER ENQUIRY FOR THE EMPANELMENT OF ADVERTISEMENT AGENCIES FOR COCHIN SHIPYARD LIMITED**

**Enquiry No: SEC/PR/109/2023**

**Last date of submission of Proposal:**

PO Bag # 1653, Perumanoor P O

Kochi 682015

Tel: +91 484 2501370

Web: [www.cochinshipyard.com](http://www.cochinshipyard.com)

पंजीकृत कार्यालय : प्रशासनिक भवन, पी.ओ.बैग सं 1653, पेरुमानूर पी. ओ., कोच्ची - 682 015  
Registered Office : Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi - 682 015  
फोन/Phone : +91(484) 2361181 / 2501200 फैक्स/Fax : +91 (484) 2370897 / 2383902  
वेबसाइट /Website: [www.cochinshipyard.in](http://www.cochinshipyard.in), सीआईएन/CIN: L63032KL1972GOI002414



SEC/PR/109/2023

14/09/ 2023

**TENDER ENQUIRY****EMPANELMENT OF ADVERTISEMENT AGENCIES FOR RELEASING  
ADVERTISEMENT AND OTHER PUBLICITY RELATED ADVERTISEMENT FOR  
COCHIN SHIPYARD LIMITED**

Dear Sir,

The Company Secretary, Cochin Shipyard Limited, Kochi – 682015, invites sealed tenders on behalf of Cochin Shipyard Ltd (CSL), for appointment of Empanelled Advertising Agencies for the captioned work above, for a period of three (03) years, extendable for a further period of two (02) more years. Sealed Tenders should be submitted by super scribing the enquiry number and last date for the receipt of quotation on the envelope. Tenders shall be addressed to the Company Secretary, Administrative Building, Cochin Shipyard Limited, Kochi – 682015 and delivered in the tender box provided in the Information Centre, North Gate (Ravipuram gate) on or before the stipulated date and time of receipt of tender. The details of operation / work and General Terms and Conditions governing the tender and Schedule for rates are given at **Annexure – I & II** respectively. The following instructions may be noted carefully.

**INFORMATION ABOUT THE TENDER****MODE OF SUBMISSION OF TENDERS**

Tenders should be submitted in two separate sealed covers superscribed in capital letter as **PART – I “TECHNICAL “ and PART – II “PRICE”** indicating the tender number, due date and name & address of the tenderer.

**PART – I****TECHNICAL PART SHOULD CONTAIN FOLLOWING DETAILS**

- a) Original EMD for ₹25,000/- in the form of a Demand Draft / ECS in favour of Cochin Shipyard Limited
- b) Copy of all documents as mentioned in **Annexure – I, Annexure – V & Un-priced bid**
- c) Deviation list, if any

**PART – II****PRICE**

The commercial part should contain Price bid in original, duly signed and sealed as per Cochin Shipyard Limited, format given at **Annexure II**. No change in format will be entertained. An un-priced bid is also attached along with the price bid. **The un-priced bid has to be submitted, with the technical bid.** No price has to be maintained; only “xx” has to be inserted in the price column of the un-priced bid.

1. The tenders should clearly quote the rates in the schedule at **Annexure – II** attached to the tender. If for any reason deviation is made to this stipulation, such deviation should be brought to the notice specially, failing which the quotation is liable to be rejected. The tenderer should quote the rates after careful consideration of the services and responsibilities involved.
2. Persons signing the tender should state in what capacity they are signing the tender, such as a sole proprietor of the firm or Secretary or managing Director. In the case of partnership firms, the names of all the partners should be disclosed and the tender should be signed by all



partners. In the case of Limited Company, the name of the Directors may be mentioned and it should be certified that the person signing the tender is empowered to do so, on behalf of the company. A Power of Attorney/ Board Resolution should be produced duly signed by all the partners in the case of partnership concern and the managing Directors in the case of limited company.

3. The Bid shall be typed or written in indelible ink, all pages numbered, spiral binded and signed by Authorized signatory of the response. Relevant documents must be submitted as proof wherever necessary. Technical specification sheets of all the items to be submitted. If the bids do not contain all the information required or is incomplete, the proposal is liable to be rejected.
4. The Bidder shall seal the bids in non-window envelopes, super-scribing the nature of bid (i.e. **PART – I “TECHNICAL” or PART – II “PRICE”**). All the individual envelopes must be super-scribed with the following information as well (i) Nature of Bid, (ii) Name of the bidder, (iii) Contact Name, (iv) Contact Number and (v) e-mail id. EMD of ₹25,000/- (Rupees Twenty Five Thousand only) (DD taken / ECS in favour of Cochin Shipyard Ltd). Sealed Tenders brought personally should be dropped in the tender box provided in the Information Centre, North Gate (Ravipuram gate) not later than the due date and time. The company (CSL) reserves the right to ignore any tender, which fails to comply with these instructions..
5. If the envelope(s) are not sealed and marked as indicated, the Company will assume no responsibility for the Bid's misplacement or its premature opening.
6. The validity of the tenders should be minimum 90 days for acceptance from the date of opening the bid. Quotations qualified with vague and indefinite expressions such as “subject to immediate acceptance” etc will be summarily rejected without any further communication.
7. The Tender particulars are given below.

Sl No.	Events	Particulars/Date & Time
1	Purpose	Empanelment Of Advertisement Agencies For Releasing Advertisement And Other Publicity Related Advertisement For Cochin Shipyard Limited
2	Last date for submission of bids	10.00 hrs on 05/10/2023
3	Address for bid submission	Company Secretary, Cochin Shipyard Limited Administrative Building, Perumanoor PO, Kochi-682 015 0484-2501370
4	Date & Time of opening of the Technical Part.	10.00 hrs on 06/10/2023
5	EMD	₹25,000/-(Rupees Twenty Five Thousand only)
6	Bid validity date	90 Days



8. The Technical part alone will be opened initially on the due date of tender. The price part will be opened only after evaluation of the Technical part. Firms whose technical bid is acceptable, will be intimated, the date of opening of the price part, in due course. Tenderers shall not be allowed to attend the Technical bid opening. The un-priced bid has to be submitted with the technical bid by marking "xx", where are applicable. No figures has to be mentioned in un-priced bid
9. In Price bid the tenderers should quote their rates in figures and in words. In case of ambiguity/discrepancy the rate quoted in words will only be considered, subject to the rates prevailed in the market.
10. Advertisement of Financial Results as required under SEBI regulation will be covered under the scope of the present tender.
11. Deviation, if any, in the offer submitted from that of the tender enquiry in any form, should be clearly furnished in a separate document mentioned as "List of Deviations".
12. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
13. Clarification, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/ changing/ amending the data/ conditions already submitted with the tender.
14. Offers should be clear and unambiguous. Incomplete/ unambiguous offers are likely to be rejected.
15. As per the price bid, the **L1 is selected on the basis of maximum discount percentage given to the advertisement bills (bound on the special tariff for Shipyard** of the newspapers/ publications). The bill copies of the publication / newspaper provided to the agency may be enclosed along with the copy of the advertisement along with the agency bill. The L1 selected must submit the special rate offered by Publication for Shipyard along with the rate provided by the agency to Shipyard after deducting the submitted discount percentage. After cross checking the rates, Shipyard will issue the Letter of Intent to L1,
16. CSL reserves the right to place order on the firms who has quoted the maximum discount in Annexure II.
17. The tender is hosted on CSL website <http://www.cochinshipyard.in> and also on Central Public Procurement Portal (CPPP). CSL reserves the right to change the dates mentioned above. Changes and clarification, if any, related to tender will be posted on Company web site and CPPP. Bidders must have close watch on the website and CPPP during the intervening period before submitting response to tender enquiry.



### **SCOPE OF WORK**

1. Publication of notes of tender, advertisement etc on classifieds / display advertisement in newspaper and other periodicals.
  - a) Average advertisement size is 5 x 8 cm (The size may however vary depending on requirement)
2. The approximate cost for the advertisement charges and liaison charges for the last financial year (2022-23) so far is ₹81,00,000.00/- is as given below for information.

### **GENERAL TERMS & CONDITIONS**

#### **1) PERIOD OF CONTRACT**

The contract, if awarded, shall remain in force for a period of Three (03) years. This period is likely to be extended for a further period of two (02) more years, if seems necessary, at the time of expiry of the first three (03) years on mutually agreeable basis with same, terms and conditions.

#### **2) SECURITY DEPOSIT/ PERFORMANCE BANK GUARANTEE**

The contractor in whose favour the tender is decided will have to deposit ₹3,00,000/- (Rupees Three Lakh only) as Security Deposit with Cochin Shipyard Limited, Cochin – 15, before commencing the work. Security Deposit can be furnished in the form of Bank Guarantee from the Nationalised Bank valid initially for 12 months from the date of issue of the Work Order and subsequently for the entire period of the contract or the EMD may be converted as security deposit and the balance amount to be given as Bank Guarantee. (Annexure III)

#### **3) VOLUME OF WORK**

No guarantee can be given for any definite volume of work which will be entrusted to the Advertising Agency at any time or during the currency of contract. Cochin Shipyard Limited reserves the right of placing a contract simultaneously at any time during its tenure with one or more Agency as the Company may think fit.

#### **4) ARBITRATION**

All disputes, differences arising out of or in any way touching or cancelling the contract whatsoever (except as to any matters the decision of which is specially provided for in the conditions) shall be referred to the sole arbitration of the Director (Finance), Cochin Shipyard Limited, Cochin – 15 or any person nomination by the Director (Finance). The award of the Arbitration as above shall be final and binding on the parties of the contract. To such arbitration, proceedings, the provisions of Indian Arbitration Act 1940 as amend from the time shall apply.



## 5) JURISDICTION LAW GOVERNING THE CONTRACT

All questions, disputes or difference arising under, out of, or in connection with this contract shall be subject to the exclusive jurisdiction of the courts at Ernakulam, Kerala, India. This contract shall be governed by the Law of India for the time being in force.

## 6) TERMINATION

Cochin Shipyard Limited also reserves the right to terminate the contract at any time and without assigning any reason thereof by giving 30 days advance notice of their intention to do so in writing to the contractor and the contractor shall not be entitled to any compensation by reason of such termination. Any lapse on the part of the contractor for efficient execution of work will empower Cochin Shipyard Limited to cancel the contract and entrust the work to other contractors or take up the same departmentally. Any loss or damage incurred in this regard will be to the defaulting contractor's account.

In case of agency going into liquidation or winding up their business or making arrangements with their creditors or failing to observe any of the provisions of the contract, Cochin Shipyard Limited, has the right to terminate the contract forthwith in addition to and without prejudice to any other rights or remedies. The Company will also be entitled to claim from the agency any or expenses or losses the Company may incur by reason of the breach of the contract or part of the contract.

## 7) DOCUMENT TO BE SUBMITTED ALONG WITH THE OFFER

All the documents as mentioned in Technical Qualification at **Annexure – I & Annexure – V** to be submitted along with the offer failing which your offer will be rejected without any further communication.

## 8) DESIGNING

The creative design pertaining to the advertisement has to be done by agency free of cost. No extra charge will be paid by CSL.

## 9) PAYMENT TERMS

Bills shall be raised in duplicate and sent to the undersigned for arranging payment. Payment shall be made by through RTGS / NEFT, within 30 days from the date of release of advertisement or from the date of billing, whichever is later. 100% payment against bills for the work done (Subject to the required deductions) shall be made to the agency based on the certification of bills by the Officer-In-charge, on completion of every month.

### a. **Deduction of Income Tax**

- i. Income Tax on will be deducted from agency's bills as per Section 194 (C) of the Income Tax Act.
- ii. The successful Contractor shall furnish their Income Tax Permanent Account Number (PAN) to Cochin Shipyard Limited while furnishing their bills for payment.

## 10) SPECIAL PRIVILEGES FOR MICRO & SMALL ENTERPRISES (MSES):-

- A. The following benefits are extended for all the firms who are registered with District Industries Centre and come under the category of Micro and Small Enterprises holding a valid Entrepreneurs Memorandum (EM) Part II certificate or Udhog Aadhar certificate.



However in order to avail the benefits as per Public Procurement Policy for MSMEs order, 2012, all MSE bidders are required to declare their Udyog Aadhar Memorandum (UAM) number in Central Public Procurement Portal (CPPP) compulsorily.

- i. Tender forms shall be issued free of cost.
  - ii. Payment of Earnest Money Deposit (EMD) is exempted.
  - iii. The list of items published as part of MSME order dated 23 Mar 2012 (currently 358 items) shall be procured exclusively from MSE firms only.
- B.** For all firms who are registered with National Small Industries Corporation (NSIC) and come under Micro and Small Enterprises holding a valid NSIC certificate, the below benefit is also extended in addition to above.
- i. Waiver of Security Deposit (SD) for the performance of the contract (5% of the order Value by the way of Bank Guarantee till the supplies are completed), up to financial limit as mentioned in NSIC certificate. However to ensure performance of the item during the guarantee period a Performance Bank Guarantee (PBG) (5% of the order value by the way of Bank Guarantee) to be submitted by the firm as applicable.
- C.** This tender shall be based on MSME order dated 23 Mar 2012, pertaining to Public Procurement Policy.

for and on behalf of Cochin Shipyard Limited

**COMPANY SECRETARY**

Annexure I	-	Technical qualification
Annexure II	-	Price bid
Annexure III	-	Bank Guarantee
Annexure IV	-	Agreement
Annexure V	-	Checklist

## **DUTIES AND RESPONSIBILITIES OF THE EMPANELLED**

### **ADVERTISING AGENCY**

1. Preparation of art work for advertisement matter received from CSL and has to send the rate for publishing the work with discount rate.
2. Agency has to follow up with the newspapers to ensure that the matter is published on the prescribed dates, and as per the position agreed. The tear sheet of the advertisement published should be forwarded within 7 working days.
3. Ensuring the advertisements is published in the publication, whenever there are advertisements.
4. Typing of matter in bilingual in connection with the preparation of Annual Report, Advertisements.



5. Preparation of advertisement Material whenever required for publishing in dailies/ periodicals and in house magazines in the formats as prescribed by CSL.
6. Any other related matter as per the requirements of Company specifications of CSL.



**Annexure I****TECHNICAL QUALIFICATION**

SI No	Technical Qualification	
1	The Bidder should be a registered Corporate/ Firm/ LLP/ Proprietorship.	<ul style="list-style-type: none"> <li>➤ Proprietorship firm: Udyog aadhar number.</li> <li>➤ Partnership firm: Certified copy of Partnership Deed.</li> <li>➤ Limited Liability partnership (LLP): Memorandum of LLP</li> <li>➤ Limited Company: Certified copy of Certificate of Incorporation / Certificate of Commencement of Business.</li> <li>➤ Reference of Act/ Notification.</li> </ul>
2	Name of PSU's / Govt. Companies / Boards / Corporate organizations for whom the services of Advertising Agency has been extended by the tenderer. Minimum four (04) PSU/Govt. organisations in the last three (03) years	Work Orders and work completion certificate for each year.
3	Having network in PAN India (individually/consortium/tie up is acceptable)	Specify with Detailed information with self-declaration.
4	Sufficient system and manpower to take care of Cochin Shipyard requirements	Top level management details with brief back ground with self-declaration.
5	Advertisement agency should be in the field of advertising & publicity for at least seven (07 ) years	Proof – Relevant work orders with satisfactory work completion certificate to be submitted in this regard. (Proof to be submitted for each relevant years).
6	Capability in translation English to Malayalam to Hindi vice versa.	Yes / No, self-declaration.
7	The net worth of the agency should be positive during the last financial year. (FY 2022 - 23).	Relevant certificate from Auditor/CA should be submitted and Copies of the duly audited balance sheet and profit and loss accounts, duly certified by auditor along with the auditor's report to be enclosed.
8	The Agency should not have been blacklisted/ debarred by any Central/ state government/ public sector undertaking/ Company's and not involved in any major litigation that may affect or compromise the delivery of service required. The agency should not have been penalized or found guilty in court of law.	Self-certification on letterhead to be provided. However, the Company has the rights to independently verify the same.
9	Awards and recognitions	Give details to be enclosed Self-certification on letterhead



9	Audited financial reports of the agency for last 3 years, turnover of the agency for each year (min 5 Crore) five Crore in past three (03) years-FY ending March 2023.	Copies of financial reports and relevant certificate from Auditor should be submitted
10	Any other related matter as per the requirements of the Cochin Shipyard Ltd as per Companies specification.	
11	Should have a registered or branch office in Kochi	<b>Mandatory Requirement</b>
12	Validity of offer – Three (03) months from the date of opening of the bid	<b>Mandatory Requirement</b>
13	Address of your established office with year of establishment with contact details (acceptance is subject to verification by CSL team)	Establishment registration
14	EMD of ₹25,000/-(Rupees Fifty Thousand only) (DD taken in favour of Cochin Shipyard Ltd).	<b>Mandatory Requirement</b>
15	GST registration Certificate.	<b>Mandatory Requirement</b>



**Annexure II****PRICE BID**

To

The Company Secretary,  
Cochin Shipyard Limited,  
Kochi-15.

Sir,

I/ We have read and understood the terms and conditions of empanelment of advertising agencies for Cochin Shipyard Ltd and agree to abide by the same.

1. I/ We hereby offer - - - - - % (in words - - - - - ) discount on the total advertisement bill (bound on the **special tariff for Shipyard** of the newspapers/ publications) to Cochin Shipyard Ltd. on release of each of advertisement to media through us. The bill copies of the publication provided to the agency may be enclosed along with the copy of the advertisement along with the agency bill (**Average size (approx 5 x 8 cm)**). However size may vary from case to case depending on requirement). The L1 selected must submit the special rate offered by Publication for Shipyard along with the rate provided by the agency to Shipyard after deducting the submitted discount percentage. After cross checking the rates, Shipyard will issue the Letter of Intent to L1,

**Note:**

- tax if any should be specifically mentioned in details (before or after discount) for each category
- The price bid to be submitted strictly as per the above format, failing which your offer is liable to be rejected without prior intimation.
- The committee recommends appointment of the agency, which quotes the lowest price.



**UN-PRICED BID**

To

The Company Secretary,  
Cochin Shipyard Limited,  
Kochi-15.

Sir,

I/ We have read and understood the terms and conditions of empanelment of advertising agencies for Cochin Shipyard Ltd and agree to abide by the same.

I/ We hereby offer ----- % (in words -----) discount on the total advertisement bill (bound on the **special tariff for Shipyard** of the newspapers/ publications) to Cochin Shipyard Ltd. on release of each of advertisement to media through us. The bill copy of the publication provided to the agency may be enclosed along with the copy of the advertisement along with the agency **bill (Average size (approx 5 x 8 cm))**. However size may vary from case to case depending on requirement. The L1 selected must submit the special rate offered by Publication for Shipyard along with the rate provided by the agency to Shipyard after deducting the submitted discount percentage. After cross checking the rates, Shipyard will issue the Letter of Intent to L1,

**Note:**

- tax if any should be specifically mentioned in details (before or after discount) for each category
- The price bid to be submitted strictly as per the above format, failing which your offer is liable to be rejected without prior intimation.
- The committee recommends appointment of the agency, which quotes the lowest price.



**ANNEXURE-III**

On a Stamp Paper of appropriate value

(From any Nationalised or Scheduled Bank)

**PERFORMANCE BANK GUARANTEE**

TO

COCHIN SHIPYARD LTD

(GOVT. OF INDIA ENTERPRISE,)

PO BAG No. 1653, PERUMANOOR PO, COCHIN 682 015.

WHEREAS .....  
 (Name & Address of Supplier) (hereinafter called "**the Supplier**") has undertaken, in pursuance of Contract.....  
 No..... Dated: ..... to execute .....  
 .....  
 ..... (Name of Contract and brief description of works) (hereinafter called "**the Contract**").

AND WHEREAS it has been stipulated by **COCHIN SHIPYARD LTD** (The Buyer - hereinafter called "**CSL**") in the said contract that the Supplier shall furnish **CSL** with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee.

NOW THEREFORE we .....  
 (Name of the Bank) having its Head Office at .....  
 (Address of Head Office) and acting through its branch office at .....  
 (Address of the executing branch) (hereinafter called "**the Bank**") hereby affirm that we are the Guarantor and responsible to **CSL**, on behalf of the Supplier up to a total of .....  
 (amount of Guarantee) .....(in words), such sum being payable in the types and proportions of currencies in which the Contract Price is payable and we undertake to pay **CSL** upon your first written demand and without cavil or argument, any sum or sums within the limits of ..... (amount of guarantee) as aforesaid without **CSL** needing to prove or to show grounds or reasons for **CSL's** demand for the sum specified therein.

We, the Bank, hereby waive the necessity of **CSL** demanding the said debt from the Supplier before presenting us with the demand.

We, the Bank, further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between **CSL** and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.



This guarantee shall be valid until 28 days from the date of expiry of the Defects Liability Warranty period.

**Notwithstanding** anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs.....  
(Rupees..... only).
2. This Bank Guarantee shall be valid up to (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if **CSL** serve upon us a written claim or demand on or before .....(date).

**Any claim shall be accompanied by a written statement stating:**

- i) that the principal is in breach of its obligation(s) under the underlying contract, and
- ii) the respect in which the Principal is in breach.

Yours truly,

Signature and seal of the guarantor:.....

Name of

Bank:.....  
.....

Address: .....

Date:.....

An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in Dollars / Indian Rupees.

\* \* \* \* \*



**ANNEXURE-IV**

On a Stamp Paper of appropriate  
value, (From any Nationalized or  
Scheduled Bank)

**AGREEMENT**

This AGREEMENT made at ..... this ----- day of -----20----- between Messrs. Cochin Shipyard Limited having its Registered Office, M G Road, Perumanoor P O, Kochi- 682 015, which expression where the context so admits shall include its successors and assigns of the one part and M/s. .... having its / their Office / Registered Office at ..... (**Hereinafter called the Contractor**) which expression where the context so admits shall include its/their successors and assigns of the other part. Several firms submitted tenders in response to the invitation. After due consideration, the Company has decided to entrust to the Contractor the work of ..... (**Hereinafter called 'works'**).

FOR THE CONSIDERATION payable under this agreement, the Contractor hereby agrees to complete the execution of Works and handover the Works in a satisfactory manner within the period specified in to the **General Conditions of Contract** appended hereto. IT IS HEREBY AGREED between the parties as follows:

- a) The Instruction to tenderers and Conditions for Submission of Tender issued for the work.
- b) The General Conditions of Contract governing this Agreement shall be as contained in General Terms & Conditions -I hereto.
- c) The location of work governing this Agreement shall be as contained in General Terms & Conditions hereto.
- d) The scope of work governing this Agreement shall be as contained in Scope of work hereto.
- e) The certificate to be furnished by the contractor at the time of preferring bills relating to the work under this Agreement shall be as contained in General Terms & Conditions hereto.
- f) Letter of Intent No.....dated..... issued for the work.



THIS AGREEMENT has been executed in duplicate and a copy of each thereof has been kept by the contracting parties. IN WITNESS WHEREOF the parties have executed this Agreement the day and year first above written.

**For COCHIN SHIPYARD LIMITED**

**For CONTRACTOR:**

**Witness:**

1.

2.

**Note:**

1. Witness name and address to be indicated
2. Annexure no's. shall be indicated as applicable to the specific contract agreement.



**CHECK LIST****MANDATORY CRITERIA TO BE FULFILLED FOR CONSIDERING THE TENDER**

**PLEASE TAKE NOTICE THAT OFFERS COMPLYING WITH ALL THE MANDATORY CRITERIA WITH RELEVANT SUPPORTING DOCUMENTS ONLY WILL BE CONSIDERED FOR EVALUATION AND ALL OTHER OFFERS WILL SUMMARILY BE REJECTED WITHOUT FURTHER NOTICE / CLARIFICATION/CONFIRMATION.**

The certificate/support documents may be provided as per the order given in the Sl.No.:-

**\* The document should be spiral binded as per the annexure except price bid**

Sl. No.	Criteria to be fulfilled	Nature of requirement	Proof to be submitted	Yes/No *	Page Number of Forms & other documents
1	Willingness to accept rate contract for clearance in all respect as per the technical details published herewith and complying with the Terms & Conditions of contract.	<b>Mandatory Requirement</b>	Self-certification on letterhead to be provided.		
2	Validity of offer – Three (03) months from the date of opening of the bid	<b>Mandatory Requirement</b>	Self-declaration		
3	Advertisement agency should be in the field of advertising & publicity for at least seven (7) years	<b>Mandatory Requirement</b>	Proof – Relevant work orders with satisfactory work completion certificate to be submitted in this regard. (Proof to be submitted for each relevant years).		
4	The net worth of the agency should be positive during the last financial year (FY 2022 – 23).	<b>Mandatory Requirement</b>	Proof to be submitted Relevant certificate from Auditor/CA should be submitted and Copies of the duly audited balance sheet and profit and loss accounts, duly certified by auditor along with the auditor's report to be enclosed.		



5	Address of your established office with year of establishment with contact details (acceptance is subject to verification by CSL team)	<b>Mandatory Requirement</b>	Establishment registration		
6	EMD of ₹25,000/-(Rupees Fifty Thousand only) (DD taken in favour of Cochin Shipyard Ltd).	<b>Mandatory Requirement</b>			
7	Whether firms registered with MSME / NSIC (Copy of EMD exemption certificate for claiming exemption from EMD submission)	<b>Mandatory Requirement</b>	Copy of the certificate		
8	GST registered firm	<b>Mandatory Requirement</b>	Copy of the certificate		
9	PAN Card Number	<b>Mandatory Requirement</b>	copy of PAN card		
10	The Agency should not have been blacklisted/ debarred by any Central/ state government/ public sector undertaking/ Company's and not involved in any major litigation that may affect or compromise the delivery of service required. The agency should not have been penalized or found guilty in court of law. (Self-declaration letter to be submitted)	<b>Mandatory Requirement</b>	Self-certification on letterhead to be provided. However, the Company has the rights to independently verify the same.		
11	Agreement to CSL payment term	<b>Mandatory Requirement</b>	Self-declaration		
12	Agreement to CSL Security Deposit Clause (General conditions of the contract 2.4)	<b>Mandatory Requirement</b>	Self-declaration		
13	Agreement to CSL Termination Clause (General conditions of the contract 8.0)	<b>Mandatory Requirement</b>	Self-declaration		
14	Agreement to Jurisdiction / Arbitration Clause	<b>Mandatory Requirement</b>	Self-declaration		
15	The Bidder should be a registered Corporate / Firm / LLP / Proprietorship.	<b>Mandatory Requirement</b>	Copy of the certificates: ➤ Proprietorship firm: Udyog aadhar number. ➤ Partnership firm: Certified copy of		



			Partnership Deed. ➤ Limited Liability partnership (LLP): Memorandum of LLP ➤ Limited Company: Certified copy of Certificate of Incorporation / Certificate of Commencement of Business. ➤ Reference of Act/ Notification.		
16	Name of from PSU's / Govt. Companies / Boards / Corporate organizations for whom the services of Advertising Agency has been extended by the tenderer.	<b>Mandatory Requirement</b>	Minimum four (04) PSU's / Govt. Companies / Boards / Corporate organizations in the last three (03) years. Work Orders and work completion certificate for each year.		
17	Having network in PAN India (individually/consortium/tie up is acceptable)	<b>Mandatory Requirement</b>	Specify with Detailed information with self-declaration.		
18	Sufficient system and manpower to take care of Cochin Shipyard requirements	<b>Mandatory Requirement</b>	Top level management details with brief back ground with self-declaration.		
19	Awards and recognitions	<b>Mandatory Requirement</b>	Give details to be enclosed Self-certification on letterhead		
20	Capability in translation English to Malayalam to Hindi vice versa.	<b>Mandatory Requirement</b>	self-declaration		
21	Audited financial reports of the agency for last 3 years, turnover of the agency for each year (min 5 Crore ) five	<b>Mandatory Requirement</b>	Copies of financial reports and relevant certificate from		



	Crore in past three (03) years- FY ending March 2023.		Auditor should be submitted		
23	Any other related matter as per the requirements of the Cochin Shipyard Ltd as per Companies specification				
24	<b>The documents should be neatly binded as per the Annexure-V along with the un-priced bid, except PRICE BID. The documents received in loose format WILL BE REJECTED.</b>	<b>Mandatory Requirement</b>			
25	<b>Mandatory Requirement</b> Name of the Tenderer / Firm: Address of Registered Office:  Local Office Address: Telephone No.  Fax No.  Mobile No.  E-mail.				
26	Name of the Contact Person:				

**\* Tenderers are requested to write either "Yes or No" in the respective column. Tick Mark, X, Blank etc will not be entertained and will be liable for REJECTION of your offer.**

We, ..... M/s. .... hereby  
solemnly and truly declare that all the information furnished above is true and valid as per relevant  
rules/regulations.

Company official seal

Name:  
Designations:  
Company