

## **1. Invitation for Bids (IFB) and Notice Inviting Tenders (NIT)**

### **1.1 Invitation for Bids (IFB)**

Maharashtra Electricity Regulatory Commission (MERC) invites electronic bid proposals from reputed, competent and professional service providers who meet the minimum eligible criteria as specified in this Request for Proposal (RFP) for e-Tender for '*Empanelment of Advertising Agencies*' for releasing advertisements relating to Public Notices, Tender Notices, and Recruitment Notices etc. in local and all over Maharashtra as per the requirement of the Commission.

The complete (RFP) document is published on the Government of Maharashtra's e-Tendering website <https://mahaenders.gov.in>.

Bidders who wish to participate in the bidding process must register on the website <https://mahaenders.gov.in> / /nicgep/app, unless already registered.

To participate in the online Tendering process, the bidders must procure Digital Signature Certificates (DSC: class II or class III) in accordance with the IT Act 2000. Bidders who already have a valid DSC need not procure a new DSC.

The bidding process would follow two stage bidding system and accordingly separate technical and commercial/Financial bids will be submitted.

The bidder shall submit the offer in electronic formats both for technical and commercial bids. EMD and Tender fees should be submitted online, as prescribed in NIT, along with the technical bid.

MERC will not be responsible for any delay in online submission by bidders due to any reason. For this, bidders are requested to upload the complete bid well within time so as to avoid any unforeseen problems.

No contractual obligation whatsoever shall arise from the RFP/ bidding process unless and until a formal Contract is signed and executed between the Tendering Authority and the successful bidder.

MERC disclaims any factual/or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein is intended only to help the bidders to prepare a logical bid proposal.

## 1.2 Notice Inviting Tenders (NIT)

| Sr. No. | Particulars                                | Details                                                                                                                                                                                                                            |
|---------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Name of the Work                           | Empanelment of INS accredited Advertisement Agency for publishing Public Notice, Tender Notice and Recruitment Advertisement of Maharashtra Electricity Regulatory Commission (MERC).                                              |
| 2.      | Period of Contract                         | 3 Years                                                                                                                                                                                                                            |
| 3.      | Tendering Authority                        | Maharashtra Electricity Regulatory Commission<br>World Trade Centre, Centre No.1,<br>13th Floor, Cuffe Parade,<br>Mumbai-400005                                                                                                    |
| 4.      | Cost of Tender Document                    | Rs. 500/- (Rupees Five Hundred Only) (Non Refundable) (Entities exempted as per GR dated 01.12.2016, issued by Industry, Energy and Labour Department, GoM., need not to pay Cost of Tender Document)                              |
| 5.      | EMD Amount                                 | Rs.5,000/- (Rupees Five thousand Only) (Entities exempted as per GR dated 01.12.2016, issued by Industry, Energy and Labour Department, GoM., need not to pay EMD)                                                                 |
| 6.      | Bid Validity                               | 120 days from the Bid submission deadline date.                                                                                                                                                                                    |
| 7.      | Mode of Bid Submission                     | Online through e-Tendering system at -<br><a href="https://mahaenders.gov.in/nicgep/app">https://mahaenders.gov.in/nicgep/app</a>                                                                                                  |
| 8.      | Last date of Submission of Queries         | 19 <sup>th</sup> July, 2021<br>Pre-Bid Queries can be submitted at 'tenderqueries@merc.gov.in' as per format enclosed at <b>Annexure -VI</b> in Tender document.                                                                   |
| 9.      | Date ,Time and Place of Pre Bid Meeting    | On 20 <sup>th</sup> July, 2021 @ 1500 hrs in the office of Deputy Director (Admin & Finance), Maharashtra Electricity Regulatory Commission, World Trade Centre, Centre No.1, 12 <sup>th</sup> Floor, Cuffe Parade, Mumbai-400005. |
| 10.     | Last Date of Submission of Bids            | On 2 <sup>nd</sup> August, 2021 upto 1700 hours                                                                                                                                                                                    |
| 11.     | Date and Time and Place of Opening of Bids | On 3 <sup>rd</sup> August, 2021 @ 1700 hours<br>Maharashtra Electricity Regulatory Commission World Trade Centre, Centre No.1, 12 <sup>th</sup> Floor, Cuffe Parade, Mumbai-400005.                                                |
| 12.     | e-Tendering Helpline                       | 24 x 7 Help Desk Number 0120-4200462,0120-4001002 Mobile No. 8826246593 Email –support-eproc@gov.in                                                                                                                                |

*\*Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and commercial/financial tenders shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.*

Note:-

The Office of Maharashtra Electricity Regulatory Commission has reserves right to accept or reject any or all tenders without giving any reason thereof.