



DEPARTMENT OF INFORMATION TECHNOLOGY

CENTRAL BANK OF INDIA
DEPARTMENT OF INFORMATION TECHNOLOGY

1st floor, Plot No. 26, Sector 11, CBD Belapur, Navi Mumbai-400614

Tender No. CO:DIT:PUR:2023-24:378
dated 01.04.2023

Limited Tender for Rate contract for Publishing of Notice inviting Tenders in Newspapers

Notification for Empanelment

Central Bank of India, established in 1911, was nationalized in the year 1969 and today is a leading public sector bank listed in BSE/NSE.

The organizational structure of The Bank consists of four tiers viz., Central Office (CO), Zonal Offices (ZO), Regional Offices (RO) and Branches. The Bank has a network of 4528 branches, spread across the length and breadth of the country with presence in all the States and Union Territories.

The Bank also has specialized branches catering to the specific needs of Retail Customers, Industrial Units, Corporate Clients, Forex Dealers, Exporters and Importers, Small Scale Industries and Agricultural sector. The Bank has sponsorship in 2 Regional Rural Banks (RRB).

1. Purpose:

Central Bank of India, DIT, CBD, Belapur, invites e- bids for Rate contract for Publishing of NITs (Notice Inviting Tenders) in the newspapers, from Advertising Agencies Empaneled with Central Bank of India, Corporate Communications department, Central Office, Mumbai.

2. Brief Details:

Tender Reference no.	CO/DIT/PUR/2023-24:378
Date of Issue of RFP	01.04.2023
Description	Rate contract for publishing of Notice inviting Tenders in Newspapers
Mode of Tender Submission	Online
Last Date & Time for Tender Submission	12.04.2023; 03.00 PM Online
Date, Time & Place for Opening of Tender	12.04.2023; 3:30 PM Online
Address for Communication	Asstt. General Manager (IT) Central Bank of India , DIT, Plot No 26, Sector 11, CBD Belapur, Navi Mumbai – 400614
Contact details	Chief Manager (Admin) 022 – 67123584, 67123669 e-mail your queries to smitpurchase@centralbank.co.in purcppco@centralbank.co.in Website: http://www.centralbankofindia.co.in

3. SCOPE OF WORK:

The Successful bidder will have to publish the Notice inviting Tender in Newspaper Editions at the agreed rates for **a period of six months** from date of acceptance of Letter of Intent. The details are as under:

NEWSPAPER	EDITION (PI Specify Edition Names)	LANGUAGE	SIZE		NIT SIZE (SQ CM)	POSITION
			(W)	(H)		
Economic times	All Editions (PI Specify Edition Names)	English	4cm	4cm	16	Inside
Navabharat times	All Editions (PI Specify Edition Names)	Hindi	4cm	4cm	16	Inside

4. TERMS & CONDITIONS:

1. Total cost (TCO) will be inclusive of all Taxes after client discount.
2. The Rates should be quoted for publishing of NIT in COLOUR only.
3. The rates are for standard size of 4cm X 4cm, in colour and will be valid for the period of Six months from date of acceptance of Letter of Intent. If the size of advertisement is larger than 4cm X 4cm, pro-rata rates will be applicable.
4. The rates will not be changed throughout the period of six months.

5. Separate orders for publishing of NITs will be issued, as and when required, during the period of six months.
6. The L1 bidder is selected strictly based on total cost including applicable GST (TCO).
7. The Tender will be governed by Single bid system. The bidders should quote the rates as per Commercial bid, Annexure-I. Bidders should quote separately for OPTION-1 and OPTION-2, if any concessional Combination offers are given by the publisher.
8. Bank reserves the right to increase the size of advertisement, in such case, advertisement charges will be paid on pro-rata basis i.e. as per the rate per sq cm quoted by the bidder.
9. The payment will be released only after publishing of NIT, on submission of invoice and copies of Newspapers.
10. Applications incomplete in any respect will not be entertained and are liable to be rejected.
11. For any queries, please call Mr. R K Shrivastava / Mr. V Ramesh at 022-67123669 or mail at purcppco@centralbank.co.in/smitpurchase@centralbank.co.in
12. The Bank reserves the right to cancel the contract at its absolute discretion without assigning any reason.

5. INSTRUCTIONS TO BIDDERS FOR e TENDERING:

The Bidders participating through e-Tendering will have to complete the Online Registration Process on the e Tendering portal. All the bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having -2- certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using the bidder's authorized individual's Digital e- Token. If any assistance is required regarding e-Tendering (registration / upload / download/ Bid Preparation / Bid Submission), please contact on the support numbers given in the support details.

A. Registration Process for Bidders:

- a) Open the URL: <https://centralbank.abcprocure.com/EPROC/>
- b) On Right hand side, Click and save the Manual "Bidder Manual for Bidders to participate on e-tender"
- c) Register yourself with all the required details properly.
- d) TRAINING: M/s e Procurement Technologies will provide user manual and demo /training for the prospective bidders
- e) LOG IN NAME & PASSWORD: Each Vendor / Bidder will be assigned a Unique User Name & Password by the agency appointed by the Bank. The Bidders are requested to change the Password and edit the information in the Registration Page after the receipt of initial Password from the agency appointed by the Bank.

B. General Terms & Conditions:

Bidders are required to read the "Terms and Conditions" section of the portal of M/s E Procurement Technologies Limited, using the Login IDs and passwords given to them. By logging in to portal, it is deemed that user has read and accepted the Terms and Conditions.

Bid Submission Mode.	https://centralbank.abcprocure.com/EPROC Through e-tendering portal (Class II or Class III Digital Certificate with both Signing & Encryption is required for tender participation)
Support person and phone number for e-tender service provider for any help in accessing the website and uploading the tender documents or any other related queries.	e-Procurement Technologies Limited Technical Support Team Mr. Sujith Nair: 079 68136857 sujith@eptl.in Ms.Geeta: 079 90334460 geeta@auctiontiger.net Ms.Khushboo 09510813528 khushboo.mehta@eptl.in Ms. Pooja : 09328931942 pooja.shah@eptl.in Ms. Komal : 07904407997 komal.d@eptl.in Mr Nandan Valera : 9081000427 nandan.v@eptl.in Ms Vrusha Soni : 9904407997 vrusha@eptl.in Mobile Numbers: +91-9904407997 9081000427

Note: please note Support team will be contacting through email and whenever required through phone call as well. Depending on nature of assistance support team will contact on the priority basis. It will be very convenient for bidder to schedule their online demo in advance with support team to avoid last minute rush.

- a) All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
- b) BIDS PLACED BY BIDDER: The bid of the bidder will be taken to be an offer to sell. Bids once made by the bidder cannot be cancelled. The bidder is bound to sell the material as mentioned above at the price that they bid.

C. Preparation & Submission of Bids:

The Bids (Eligibility as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted "ON LINE" shall be summarily rejected. No other form of submission shall be permitted.

D. Do's and Don'ts for Bidder:

- Registration process for new Bidder's should be completed at the earliest.
- The e-Procurement portal is open for upload of documents with immediate effect Hence Bidders are advised to start the process of upload of bid documents well in advance.
- Bidder has to prepare for submission of their bid documents online well in advance as the upload process of soft copy of the bid documents requires encryption (large files take longer time to encrypt) and upload of these files to e-procurement portal depends upon bidder's infrastructure and connectivity.
- To avoid last minute rush for upload bidder is required to start the upload for all the documents required for online submission of bid one week in advance.
- Bidder to initiate few documents uploads during the start of the RFP submission and help required for uploading the documents / understanding the system should be taken up with e-procurement bidder well in advance.
- Bidder should not raise request for extension of time on the last day of submission due to non-submission of their Bids on time as Bank will not be in a position to provide any support at the last minute as the portal is managed by e-procurement service provider.
- Bidder should not raise request for offline submission or late submission since only online e-Procurement submission is accepted.
- Part submission of bids by the Bidder's will not be processed and will be rejected.

E. Terms & Conditions of Online Submission:

1. Bank has decided to determine L1 through bids submitted on Bank's E-Tendering website <https://centralbank.abcprocure.com/EPROC>. Bidders shall bear the cost of registration on the Bank's e-tendering portal. Rules for web portal access are as follows:
2. Bidder should be in possession of CLASS II or CLASS III-Digital Certificate in the name of company/bidder with capability of signing and encryption for participating in the e-tender. Bidders are advised to verify their digital certificates with the service provider at least two days before due date of submission and confirm back to Bank.
3. Bidders at their own responsibility are advised to conduct a mock drill by coordinating with the e-tender service provider before the submission of the technical bids.
4. E-Tendering will be conducted on a specific web portal as detailed in (schedule of bidding process) of this RFP meant for this purpose with the help of the Service Provider identified by the Bank as detailed in (schedule of bidding process) of this RFP.
5. Bidders will be participating in E-Tendering event from their own office / place of their choice. Internet connectivity /browser settings and other paraphernalia requirements shall have to be ensured by Bidder themselves.
6. In the event of failure of their internet connectivity (due to any reason whatsoever it may be) the service provider or Bank is not responsible.
7. In order to ward-off such contingent situation, Bidders are advised to make all the necessary arrangements / alternatives such as back –up power supply, connectivity whatever required so that they are able to circumvent such situation and still be able to participate in the E-Tendering Auction successfully.
8. However, the vendors are requested to not to wait till the last moment to quote their bids to avoid any such complex situations.
9. Failure of power at the premises of bidders during the E-Tendering cannot be the cause for not participating in the E-Tendering.
10. On account of this, the time for the E-Tendering cannot be extended and BANK is not responsible for such eventualities.
11. Bank and / or Service Provider will not have any liability to Bidders for any interruption or delay in access to site of E-Tendering irrespective of the cause.
12. Bank's e-tendering website will not allow any bids to be submitted after the deadline for submission of bids. In the event of the specified date and time for the submission of bids, being declared a holiday for the Bank, e-tendering website will receive the bids up to the appointed time on the next working day. Extension / advancement of submission date and time will be at the sole discretion of the Bank.
13. During the submission of bid, if any bidder faces technical issues and is unable to submit the bid, in such case the Bank reserves its right at its sole discretion but is not obliged to grant extension for bid submission by verifying the merits of the case and after checking necessary details from Service provider.
14. Utmost care has been taken to reduce discrepancy between the information contained in e-tendering portal and this tender document. However, in event of any such discrepancy, the terms and conditions contained in this tender document shall take precedence.
15. Bidders are suggested to attach all eligibility criteria documents with the Annexures in the technical bid.

F Guidelines to Bidders on the operations of Electronic Tendering System of:

1. Pre-requisites to participate in the Tenders

Registration of Bidders on Electronic Tendering System on Portal of CBI: The Bidders Non Registered in Central Bank of India and interested in participating in the e-Tendering process of CBI shall be required to enrol on the Electronic Tendering System. To enrol Bidder has to generate User ID and password on the "<https://centralbank.abcprocure.com/EPROC>"

Registration of New Bidders:<https://centralbank.abcprocure.com/EPROC/bidderregistration>

The Bidders may obtain the necessary information on the process of Enrolment either from Helpdesk Support Team: 079-68136815, 9879996111 or may download User Manual from Electronic Tendering System for CBI. i.e. <https://centralbank.abcpocure.com/EPROC>

2. Preparation of Bid & Guidelines of Digital Certificate

The Bid Data that is prepared online is required to be encrypted and the hash value of the Bid Data is required to be signed electronically using a Digital Certificate (Class – II or Class – III). This is required to maintain the security of the Bid Data and also to establish the identity of the Bidder transacting on the System. This Digital Certificate should be having Two Pair (1. Sign Verification 2. Encryption/ Decryption)

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data / information for a particular Tender may be submitted only using the Digital Certificate.

Certificate which is used to encrypt the data / information and Signing Digital Certificate to sign the hash value during the Online Submission of Tender stage. In case, during the process of preparing and submitting a Bid for a particular Tender, the Bidder loses his / her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem); he / she may not be able to submit the Bid online. Hence, the Users are advised to store his / her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorized User of a Partnership Firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that User to submit the bid on behalf of the Partnership Firm. The Partnership Firm has to authorize a specific individual via an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same firm is required to authorize) to use the digital certificate as per Indian Information Technology Act, 2000 and subsequent amendment.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Central Bank of India as per Indian Information Technology Act, 2000 and subsequent amendment. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub

Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant.

The bidder should Ensure while procuring new digital certificate that they procure a pair of certificates (two certificates) one for the purpose of Digital Signature, Non-Repudiation and another for Key Encryption.

3. Recommended Hardware and Internet Connectivity

To operate on the Electronic Tendering System, the Bidder are recommended to use Computer System with at least 1 GB of RAM and broadband connectivity with minimum 512 kbps bandwidth. However, Computer Systems with latest i3 / i5 Intel Processors and 3G connection is recommended for better performance.

Operating System Requirement: Windows 7 and above Browser Requirement (Compulsory): Internet Explorer Version 9 (32 bit) and above and System Access with Administrator Rights.

Toolbar / Add on / Pop up blocker

Users should ensure that there is no software installed on the computers which are to be used for using the website that might interfere with the normal operation of their Internet browser. Users have to ensure that they do not use any pop-up blockers, such as those provided by Internet Explorer and complementary software, like for example the Google tool bar. This might, in certain cases depending on users' settings, prevent the access of the EAS application.

4. Online viewing of Detailed Notice Inviting Tenders:

The Bidders can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by Central Bank of India on the home page of CBI e-Tendering Portal on <https://centralbank.abcprocure.com/EPROC>

5. Download of Tender Documents:

The Pre-qualification / Main Bidding Documents are available for free downloading. However, to participate in the online tender, the bidder must purchase the bidding documents via Demand Draft mode by filling the cost of tender form fee.

6. Online Submission of Tender:

Submission of Bids will be preceded by Online Submission of Tender with digitally signed Bid Hashes (Seals) within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Tendering Authority of CBI. The templates may be either form based, extensible tables and / or unloadable documents. In the form based type of templates and extensible table type of templates, the Bidders are required to enter the data and encrypt the data/documents using the Digital Certificate / Encryption Tool.

In case Unloadable document type of templates, the Bidders are required to select the relevant document / compressed file (containing multiple documents) already uploaded in the briefcase.

Notes:

- a) The Bidders upload a single documents unloadable option.
- b) The Bid hash values are digitally signed using valid class – II or Class – III Digital Certificate issued any Certifying Authority. The Bidders are required to obtain DigitalCertificate in advance.
- c) The bidder may modify bids before the deadline for Online Submission of Tender as per Time Schedule mentioned in the Tender documents.
- d) This stage will be applicable during both. Pre-bid / Pre-qualification and Financial Bidding Processes.

The documents submitted by bidders must be encrypted using document encryption tool which available for download under Download section on <https://centralbank.abcprocure.com/EPROC>

Steps to encrypt and upload a document:

- Select Action: Encryption -> Tender ID: (enter desired tender ID) -> Envelope:(Technical / Price Bid) -> Add File: (Select desired document to be encrypted) ->Save File(s) to: (select desired location for encrypted file to save).
- After successful encryption, format of encrypted file will change to .enc which is required to be uploaded by bidders.
- After encryption bidders are required to upload document as per the mandatory list mentioned in the envelope i.e. Technical / Commercial.

Note: Bank and e-Procurement Technologies Limited shall not be liable & responsible in any manner whatsoever for failure to access & bid on the e-tender platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the event. Bidders are advised to ensure system availability and prepare their bid well before time to avoid last minute rush. Bidder can fix a call with support team members in case guidance is required by calling on below mentioned numbers.

Bidders need to take extra care while mentioning tender ID, entering incorrect ID will not allow Bank to decrypt document.

7. Close for Bidding:

After the expiry of the cut- off time of Online Submission of Tender stage to be completed by the Bidders has lapsed, the Tender will be closed by the Tender Authority.

8. Online Final Confirmation:

After submitting all the documents bidders need to click on “Final Submission” tab. System will give pop up “You have successfully completed your submission” that assures submission completion

9. Short listing of Bidders for Financial Bidding Process:

The Tendering Authority will first open the Technical Bid documents of all Bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding Process. The short listed Bidders will be intimated by email.

10. Opening of the Financial Bids:

The Bidders may join online for tender Opening at the time of opening of Financial Bids, if they so desire. However, the results of the Financial Bids of all Bidders shall be available on the e-Tendering Portal after the completion of opening process.

11. Tender Schedule (Key Dates):

The Bidders are strictly advised to follow the Dates and Times as indicated in the Time Schedule in the detailed tender Notice for the Tender. All the online activities are time tracked and the electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule.

At the sole discretion of the tender Authority, the time schedule of the Tender stages may be extended.

(LATHA GANESH)
Chief Manager-Admin

COMMERCIAL BID FORMAT

Rate contract for Publishing Notice Inviting Tender in The Economic Times, Navabharath Times.

Ref: Tender No CO/DIT/PUR/2023-24/378 dated 01.04.2023

OPTION - 1

NEWS PAPER	EDITION	LANGU AGE	CIR' (000)	SIZE		SIZE OF NIT (SQCM)	RA TE /SQ CM	NO OF ADS	TOTAL COST ₹	POSIT ION
				(W) CM	(H) CM					
Econo mic times	All Editions (PI Specify Edition Names	English		4	4	16		01		Inside
Navabh arat times	All Editions (PI Specify Edition Names	Hindi		4	4	16		01		Inside
							Total Bill Amount ₹			
							Less : Discount ₹			
							Net Amount ₹			
							Tax ₹			
							Tax ₹			
							Total Cost including Tax (TCO) ₹			

OPTION - 2

NEWS PAPER	EDITION	LANG UAGE	CIR' (000)	SIZE		SIZE OF NIT (SQCM)	RAT E /SQCM	NO OF ADS	TOTAL COST ₹	POSIT ION
				(W) CM	(H) CM					
Econo mic times	All Editions (PI Specify Edition Names	English		4	4	16		01		Inside
Navabh arat times	All Editions (PI Specify Edition Names	Hindi		4	4	16		01		Inside
	All Editions (PI Specify Edition Names	Marathi		4	4	16		01		Inside
							Total Bill Amount ₹			
							Less : Discount ₹			
							Net Amount ₹			
							Tax ₹			
							Tax ₹			
							Total Cost including Tax (TCO) ₹			

1. Total cost is inclusive of all Taxes after client discount.
2. We accept the terms & conditions as mentioned in document Tender Reference No. CO/DIT/PUR/2023-24/378 dated 01.04.2023.

AUTHORIZED SIGNATORY
(With Seal)