



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

NOTICE INVITING TENDER

No. T-1832

Dated : 02 Sept 2024

Sub : Engagement of Agency for supply of Comprehensive Information on Engineering Employment Opportunities

The Institution of Engineers (India) [IEI] invites Sealed Tenders in Single Stage two Envelope bid system to ***engage a specialized agency to provide detailed and timely information on engineering job opportunities as advertised across print media and online platforms. The selected agency will be responsible for monitoring, compiling, and supply relevant job listings to ensure comprehensive coverage and up-to-date information for display in the members login are of IEI Website***

1. The organization who shall be engaged has to perform the above mentioned task as per the scope of work mentioned in the tender document.
2. The sealed tenders are to be submitted in prescribed format along with details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
3. The tender shall be in two parts viz. **Technical Part – (Envelope – 'A')** and **Financial bids (Envelope 'B')** (Envelope 'A' and 'B' with the content shall be clearly marked on the top of the envelopes separately). **Technical Part (Envelope – 'A')** shall comprise of compliance documents against Qualification Requirement. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in **Envelope – 'B'**. Both Envelope – A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.
4. The sealed tender duly superscribed with **"Agency Engagement for Comprehensive Engineering Job Information"** with Tender No. should be addressed to Deputy Director (IT & Administration) sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within stipulated date & time i.e., **upto 16.00 hrs of 13 Sept 2024.**
5. Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.

Dy. Director (IT & Administration)

P. Roy

A. QUALIFICATION OF BIDDER

1. The bidder should be registered company and submit the certificate of incorporation.
2. The Bidder should have Ten (03) years' experience in news / media monitoring services.
3. Bidder should have registered PAN and GST (copy of certificates are to be attached as proof).
4. The Bidder should not be blacklisted by any government / Autonomous / public / private organization in India (Self-Declaration to be provided).
5. Bidder has to accept Un-conditionally accepted the terms and conditions of this Tender Document
6. Bidder has to supply the list of clientele for whom they are providing similar type of services
7. Failure to provide the desired information documents by the bidder shall lead to disqualification of the Bidder.

B. GENERAL TERMS AND CONDITION

1. The price shall include all taxes, duties, levies, various charges etc. and no additional payment shall be admissible on any account.
2. The contract shall be initially for a duration of 12 months. But the same can be extended on satisfactory performance of the vendor. However, the rate during the renewal shall be mutually agreed upon
3. Standard LD Clause for delay in supply / service @ 2% per week or part thereof subject to maximum of 10% of the order value will be applicable.
4. IEI reserves the right to reject any or all the quotations without assigning any reason whatsoever.
5. IEI reserve the right to reject the tender in part or whole without assigning any reason whatsoever.
6. Vendor shall not subcontract the job to any outside agency including their franchisee.
7. Payment shall be made after satisfactory supply of the information in each month and submission of invoices. No advance payment will be made.
8. **Jurisdiction:** This Agreement will be governed by and construed in accordance with the laws of India and any dispute arising out of this agreement will be subject to the jurisdiction of Court at Kolkata only.

C. SCOPE OF WORK

1. AIM

The Institution of Engineers (India) (IEI) established in 1920 and statutory body engaged in the services of the engineering fraternity through its functional verticals of Membership, Publication, Seminar & Conferences, Examination and R&D Grant-in Aid activity. The IEI is granted Royal Charter in 1935. The IEI want to implement Information Security Management System for its Headquarter office situated at 8, Gokhale Road, Kolkata 700020.

IEI has approximately 2.58 lakh registered corporate members it is roll and want to enhance extend a exclusive services to its Members by displaying available **Engineering Employment Opportunities** at the members login area of IEI Website. Through this initiative, IEI aims to provide its members with exclusive and valuable employment information, thereby enhancing their professional opportunities

2. Job Description

- a) The vendor has to monitor the print and online portal as per the list provided in **Annexure-I** on regular basis and compile the engineering employment opportunities published in print media and online news portal as per the excel format provided by IEI
- b) In case of print media monitoring, the monitoring to be done for all editions of newspapers as per the Annexure-I
- c) The information such complied shall be forwarded to IEI along the with the scanned of the advertisement published
- d) The information to be forwarded twice a week to IEI by the vendor as the schedule finalized by IEI
- e) The vendor must ensure a high level accuracy of the compiled information
- f) Gather all relevant details about each employment opportunity as per **Annexure-II**, including job title, company, location, application deadline, qualifications required, and any other pertinent information. The fields are subject to alteration as per the requirement of IEI
- g) Maintain prompt communication with IEI, addressing any queries or requests for additional information in a timely manner

3. Documents of Attached for Technical Bid

- a) Copy of the Certificate of Incorporation / Trade License
- b) Copy of the PAN and GST
- c) Self declaration on the letter head mentioning that the organization is not blacklisted by any government / Autonomous / public / private organization in India
- d) List of clientele form the bidder is providing such services during last three years

FINANCIAL BID

Engagement of Agency for supply of Comprehensive Information on Engineering Employment Opportunities

A. Rate of Services

Sl. No.	Description	Unit	Rate	% of GST	Amount
1.	Print media Monitoring as per Annexure-I	Monthly			
2.	Online portal/media Monitoring as per Annexure-I	Monthly			
	Total				

Total Amount against Sl. No. _____ to _____ as mentioned above will be Rs.....

(Rupees.....)

Name :

Designation :

Signature :

Company Name :

Seal of the Company

Address :

Phone No. :

E-mail :

Date :

Slno	Print Media	Slno	Online Media
1	The Times of India	1	govtjobsportal.in
2	The Assam Tribune	2	www.freejobalert.com
3	The New Indian Express	3	indiafastjobalert.com
4	The Asian Age		
5	Deccan Chronicle		
6	Hindustan Times		
7	The Hindu		
8	Business Line		
9	Business Standard		
10	Bangalore Mirror		
11	Mumbai Mirror		
12	Ahmedabad Mirror		
13	The Economic Times		
14	The Sentinel		
15	News Today		
16	Deccan Herald		
17	Midday		
18	The Telegraph		
19	The Financial Express		
20	The Indian Express		
21	The Tribune		
22	Millennium Post		
23	The Statesman		
24	The Sunday Guardian		
25	The Pioneer		
26	Mint		
27	Free Press Journal		
28	OheraldO		
29	The Hans India		
30	Eastern Chronicle		
31	Western Times		
32	The Meghalaya Guardian		
33	The North East Times		
34	The Hills Times		
35	The Assam Post		
36	Employment News		

The Compilation must include the following information:

1. Job Title/Post
2. Name of Organization
3. Communication details
4. Last Date of the apply
5. No. of Vacancies
6. Qualification
7. Eligibility Criteria
8. Job Roles (if available)
9. Location
10. Link for online Apply (wherever applicable)
11. File Name (the name of softcopy of file having details of advertisement published)
12. Source of advertisement (e.g. The Times of India, indiafastjobalert.com)
13. Date of Publication of the Advertisement