बिड संख्या/Bid Number: GEM/2026/B/7301861

दिनांक /Dated: 06-03-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-03-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-03-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Railways
विभाग का नाम/Department Name	Railways Public Sector Undertakings
संगठन का नाम/Organisation Name	Indian Railway Finance Corporation Limited
कार्यालय का नाम/Office Name	New Delhi
वस्तु श्रेणी /Item Category	Advertisement Service - Newspaper - Display Type Advertisement; Any inside page of main page; Times of India English plus Navbharat times Hindi; Times of India English plus Navbharat times Hindi; All editions; Coloured; Normal Rates , Advertisement Service - Newspaper - Display Type Advertisement; Any inside page of main page; Employment News Hindi plus English; Employment News Hindi plus English; All editions; Black and White; Normal Rates
अनुबंध अवधि /Contract Period	1 Year(s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes | Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes | Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / **Minimum number of bids required to disable automatic bid extension**	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended**	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count**	1
बिड से रिवर्स नीलामी सक्रिय किया/**Bid to RA enabled**	No
क्रेता के लिए उपलब्ध आईटीसी/**ITC available to buyer**	Yes
बिड का प्रकार/**Type of Bid**	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /**Time allowed for Technical Clarifications during technical evaluation**	2 Days
मूल्यांकन पद्धति/**Evaluation Method**	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required**	Yes

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	ICICI
ईएमडी राशि/EMD Amount	2689

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance securityshould be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :
INDIAN RAILWAY FINANCE CORPORATION LTD

IRFC UG FLOOR EAST TOWER NBCC PLACE LODHI ROAD NEW DELHI
(Indian Railway Finance Corporation Ltd)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

Advertisement Service - Newspaper - Display Type Advertisement; Any Inside Page Of Main Page; Times Of India English Plus Navbharat Times Hindi; Times Of India English Plus Navbharat Times Hindi; All Editions; Coloured; Normal Rates (48)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Advertisement	Display Type Advertisement
Advertisement Position	Any inside page of main page
Names of Newspaper	Times of India English plus Navbharat times Hindi
Language	Times of India English plus Navbharat times Hindi

विवरण/ Specification	मूल्य/ Values
Edition	All editions
Colour	Coloured
Rate offering	Normal Rates
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Tentative Range of Delivery date/Specific date for advertisement	Please refer IRFC ATC

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Advertisement size in sq cm/Number of words in case of classified text type ad	अतिरिक्त आवश्यकता /Additional Requirement
1	Satish Chandra Srivastava	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	48	• Number of days for which advertisement is required : 1

Advertisement Service - Newspaper - Display Type Advertisement; Any Inside Page Of Main Page; Employment News Hindi Plus English; Employment News Hindi Plus English; All Editions; Black And White; Normal Rates (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Advertisement	Display Type Advertisement
Advertisement Position	Any inside page of main page
Names of Newspaper	Employment News Hindi plus English
Language	Employment News Hindi plus English
Edition	All editions
Colour	Black and White
Rate offering	Normal Rates
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Tentative Range of Delivery date/Specific date for advertisement	Please refer IRFC ATC

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
100%	100%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Advertisement size in sq cm/Number of words in case of classified text type ad	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Advertisement size in sq cm/Number of words in case of classified text type ad	अतिरिक्त आवश्यकता /Additional Requirement
1	Satish Chandra Srivastava	110003,INDIAN RAILWAY FINANCE CORPORATION LTD UG FLOR, EAST TOWER , NBCC PLACE, BHISHAM PITAMAH MARG , PRAGATI VIHAR, LODHI ROAD, NEW DELHI	200	• Number of days for which advertisement is required : 1

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

2. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

   INDIAN RAILWAY FINANCE CORPORATION LTD
   Account No.
   054805000358
   IFSC Code
   ICIC0000548
   Bank Name
   ICICI Bank
   Branch address
   NBCC New Delhi
   .
   Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

3. **Buyer Added Bid Specific ATC**

   Buyer Added text based ATC clauses

Scope of work

Sl No	Tentative Date/Periods and Name of requirement (Scope of Work)	Publications	Editions	Colour or B&W	Size in Cms			Combo Offer (Rate per Sq CM for any Day)	Total Amount (In Rs.)
					W	H	Total Area (Sq CMs)		

1	**Publishing of Recruitment Advertisement in Newspapers & Employment News** Note :- **One Day** The tentative date for publishing the advertisement will be between 16/03/2026 and 10/04/2026. However, the preferred date of publication may be on 28/03/2026 or 04/04/2026 (Saturday) but the exact date will be communicated separately.	Times of India (English)	All Edition	Colour	8	6	**48**	Rs._____ Combo	
		Navbharat Times(Hindi)		Colour	8	6	**48**		
		Employment News(English and Hindi)	All Edition	Black/White			**200**	Rs._____	
								Total Amount (A) Rs.	
								Total Amount	
								Applicable GST	
								Grand Total Amount	
In Words:									

Note : Display rate any day in a week

a) The bidder shall quote the offer rate assuming that the advertisement will be published on any day of the week; however, all advertisements will actually be published on a single day (preferably on 28-03-2026 or 04-04-2026). The exact date of publication will be confirmed by IRFC as per the requirements and needs of the Corporation. The final decision shall rest solely with IRFC.

b) Combo : Time of India + Navbharat Times and Employment News - Pls provide Combo rates and fill-up the appropriate offer Price in GeM portal accordingly in financial stage. The size of the advertisement shall be 48 sq. cm for The Times of India (English) and Navbharat Times (Hindi). For the Employment Newspaper, the advertisement size shall be 200 sq. cm

c) Designing of Template rests with Successful Bidder and shall take prior approval from IRFC before publishing in Newspaper.

Eligibility Criteria

1) Annexure-1, Copy of Registered Office or Branch Office within Delhi NCR

2) Experience – Technical Eligibility :-

Experience: **The Bidder must have past experience of providing similar completed services/ work (publication of Advertisement in News Papers) during the period of Seven **Years (1st April 2018 to 31st March 2025) to any Government organization / Departments/ Ministry/ Public Sector Undertakings/Public Listed Company**, with either of the following: **Publication of advertisement in Newspapers from any Government organization/ Departments/ Ministry/ Public Sector Undertakings/Public Listed Company,** costing not less than the amount equal **to 35%** of the Estimated Tender Value **,** i.e.,**Rs 1.88 lakhs** ** Similar completed services/work means Publication of advertisement in Newspapers in India, for any Government organization/ Departments/ Ministry/ Public Sector Undertakings/ Public Listed Company, from 1st April 2018 to 31st March 2025	List of organization/clients – **Publication of advertisement in Newspapers** to be provided as per **Annexure – 2** which should be duly certified by Chartered Accountant and upload the same.

3) Earnest Money Deposit (EMD) :-

Earnest Money Deposit (EMD) Online Mode – Submission of Earnest Money Deposit (EMD)	**Rs. 2,689.00 (Rupees Two Thousand Six Hundred and eighty-nine Only)** to be paid in favour of "INDIAN RAILWAY FINANCE CORPORATION LTD" Payable at New Delhi through Online mode only with Validity and soft copy may please be uploaded on the E-Tendering Website (GeM portal) along with **Annexure-3,** wherever applicable. No interest shall be payable on EMD amount, in any case, by IRFC. Note :- In case any bidder claims exemption from submission of EMD, the same shall be governed by the provisions of GeM General Terms and Conditions (GTC). Such claims must be duly supported with relevant documents, which are required to be uploaded on the GeM portal at the time of bid submission. Please refer GEM GTC.

Note:

Failure to meet the "Technical Stage Eligibility" i.e., (Sr. No 1 ,2 & 3) will render the bid to be summarily rejected. The responsibility for accuracy, completeness, and justification of the submitted documents lies solely with the bidders. IRFC reserves the right to complete the evaluation based on the details furnished by the bidder.

Annexure-1

<<<<On the letterhead of the Bidder>>>>

To **Date:**

IRFC

New Delhi.

Sir,

The following is the Office Address (Head or Registered Office or Branch Office) & its contact number is being provided for participating in this BID, as compliance.

1	Name of Organization/Firm/Agency etc., :	
2	HO or Registered Office or Branch office Address within Delhi NCR:	

3	GST No	
4	PAN No	
5	City:	
6	State :	
7	PIN Code:	
8	Contact Person & Email ID:	
9	Contact Person & Mobile No :	
10	Bank Details of Firm/agency etc., such a s Account Number, Beneficiary Account Name, Name of Bank & IFSC Code.	

Signature of Authorized Signatory:

Name of the Signatory:

Date:

Place:

Firm's Name :-

Annexure- 2

List of organization- Publication of advertisement in Newspapers

1. Name of the Firm/Agency etc.,:
2. Address of Firm/Agency:

Past experience of '**Publication of advertisement in Newspapers** during the period of Seven Years (**1st April 2018 to 31st March 2025)** to any Government organization/ Departments/ Ministry/ Public Sector Undertakings/ Public listed company.

S/No	Experience Criteria as per Technical Stage	Name of the Organisation/Department/Company where project executed	Whether Govt Organisation/Department/Ministry /Public sector/ undertaking /public listed company	Period of Contract		Value of Contract (In Rs.)	Contract No.& date	Completed
				From	To			
1	Similar Service works Publication of advertisement in Newspapers Orders costing not less than the amount equal to **35%** of the Estimated Tender Value i.e. **Rs. 1.88 lakhs**	a)						

It is certified that the information furnished above is true and correct.

Signature of Chartered Accountant.
(With Official Seal)

UDIN:

Date :

Place :

Signature of Authorized Signatory (With Official Seal)

Annexure – 3

BID SECURITY FORM (EMD)

(On Firm/Lead Member's Letter Head)

Date:

To,

Indian Railway Finance Corporation Limited,

New Delhi – 110 003

Ref: EMD Details - Tender for hiring of Agency for Publication of advertisement in Newspapers

Sir,

Having examined the bidding documents, we, the undersigned, offer to render the services for Publica tion of advertisement in Newspapers as per the scope of work mentioned in the tender and in confo rmity with the bidding documents. The following are the details of EMD Transaction:

Transaction details*	
Name of Bank & Branch	
UTR Number	
Date	
Transaction Amount	
Name of Account	

***Soft copy of transaction details to be attached on GeM Portal**

Note : In case any bidder claims exemption from submission of EMD, the same shall be governed b y the provisions of GeM General Terms and Conditions (GTC). Such claims must be duly supported with relevant documents, which are required to be uploaded on the GeM portal at the time of bid s ubmission. Delete this para, if EMD is submitted in online mode and upload Annexure-3 with UTR d etails soft copy.

Signature:

Full Name:

Address:

(Company Seal)

General Terms and Condition

1. Please comply with 'IRFC ATC Documents' for Eligibility criteria.
2. Please submit EMD through online mode only. Seeking Exemptions if any, wil l be governed as per GEM GTC with supporting documents.
3. Security Deposit shall not be provided by successful Bidder after award of co ntract i.e. Nil is applicable in this case.
4. Successful Bidder shall comply IRFC instruction & directions after post-award formalities
5. Termination: Beside GEM GTC Clause, IRFC reserves the right to enforce by g iving notice period of 02days. If Corrective action is not taken by the service p rovider, IRFC shall have the right to terminate the contract after completion of the notice period of Two days. But no such notice will be necessary, if service provider is to be terminated on the grounds of serious misconduct or due to a ny act which requires immediate vacation of IRFC premises by the service pro vider. In case of termination of contract, the security deposit shall be forfeited by IRFC.
    a) IRFC shall have a right to terminate the appointment of said agency without assigning any reasons thereof.
    b) Termination of Contract may also be effected due to non-requirement of services from time to time. Such termination shall be at the sole disc retion of IRFC and shall be final and binding on the agency. This termin ation will be effected without any liability on IRFC, and the decision sh all be final and binding

6. **Determination of Service (consultancy) Levels: -** IRFC shall be the sole judge in defining and assessing the levels of service expected from the service provider (agency) for determining satisfactory performance. The decision of IRFC in this regard shall be final, conclusive, and binding on the contractor in all circumstances
7. IRFC reserves the right to make additions/alterations to and/or amend the terms and conditions of the contract at any time, without basically effecting the core of the contract
8. **Earnest Money Deposit (EMD) :-**
   The Bidders shall pay Deposit of INR **2,689/-** towards EMD through online mode only (NEFT/RTGS – IRFC Bank Account) in favour of Indian Railway Finance Corporation Ltd, payable at New Delhi and Copy of Transaction details (UTR Number & Date) need to be uploaded in GEM portal, for verification of Buyer. Bids without EMD will be summarily rejected.

   The EMD shall be forfeited, if a bidder withdraws its bid during the bid validity period (or) if the successful bidder fails to sign the agreement. The Earnest Money Deposit can be forfeited if the bidder withdraws his Tender proposals / modifies / changes / alters / impairs/ derogates the Tender proposal on his own after the Technical Evaluation is done or within the subsistence of the validity period of offer or fails to accept the Letter of Award issued by IRFC or fails to submit Security Deposit or fails to turn-up and execute contract agreement or fails to commence the work as per LOA (or) GEM Contract Award. Unilateral revision or withdrawal of offer by the bidder as above shall also result in rejection of bid without notice.

   No interest shall be payable on EMD amount, in any case, by IRFC.

   EMD of unsuccessful bidders will be returned without any interest after finalization of the Bid. EMD will constitute & may be converted to the security deposit of the successful bidder and shall be returned without any interest, after the expiry of the period of appointment / extended period of appointment subject to satisfactory performance.

   EMD Validity: Since Bidders who have submitted EMD in online mode, the validity remains till finalization & award of contract. EMD of unsuccessful bidders will be returned without any interest after finalization of the Bid.

Bidders who are registered with MSME are welcome to participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, Govt. of India Product/Service range mentioned in such certificate should be similar to requirements of this tender. Relaxations (Only EMD) as announced by Government of India from time to time shall be applicable to these bidders subject to full compliance of other terms and conditions of the tender and contract. Valid documentary certificate and evidence is to be submitted.

Note :- In case any bidder claims exemption from submission of EMD, the same shall be governed by the provisions of GeM General Terms and Conditions (GTC). Such claims must be duly supported with relevant documents, which are required to be uploaded on the GeM portal at the time of bid submission. Please refer GEM GTC.

Mode of furnishing Earnest Money Deposit:

i) EMD Can be furnished in the form of e-payment only. Bidders may choose remittance of EMD into IRFC Bank Account through e-payment mode (NEFT/RTGS) only. In case of e-payment, the tenderer shall upload a scanned copy of e-payment details (Annexure-3) with UTR number, remitted bank, amount, date etc., which shall be verified by IRFC.

IRFC Bank Account	
Name of Account	INDIAN RAILWAY FINANCE CORPORATION LTD
Name of Bank & Branch	ICICI Bank NBCC New Delhi
Account Number	054805000358
IFSC Code	ICIC0000548
Account Type	CAA

9.Applicability of Rate :-

The quoted rate shall be applicable for all days of the week during the tentative period defined under the scope of work. The **exact date(s) of publication** will be communicated separately by **IRFC** from time to time.

10. **Bidder’s Obligation: -**

The bidder shall quote an offer rate that remains valid for any day within the specified period. The successful bidder shall ensure timely completion of all activities after the work is awarded.

11. IRFC reserves the right to reject any or all bids received or cancel the Tender, without assigning any reason.

12. IRFC reserves the right to ask for additional supporting documents from individual bidders or all bidders at any stage of evaluation

13.Bidders are advised to adhere to and comply with the Make in India provisions on the GEM portal as per prevailing rules and the GeM General Terms and Conditions (GTC).

14.In case of Renewal or Extension: - The current assignment may be extended up to a maximum of two (2) times on the originally quoted fees and under the same terms and conditions, subject to mutual agreement between the selected bidder and IRFC. The placement of any repeat order shall be at the sole discretion of IRFC and will require approval from the competent authority of IRFC.

15. In Case of Rate Contract (if required by IRFC) :

The Rates accepted from the successful bidder in this Tender may be utilized by IRFC from future requirement as a Rate contract. The Rate contract may be extended within the validity period of GEM Contract at the original quoted accepted rate of successful Bidder and under the same terms & conditions of this tender, at the sole discretion of IRFC and subject to approval by the competent authority (IRFC). Placement of repeat orders shall also remain at the discretion of IRFC. IRFC reserves the right to apply the accepted rates either as a consolidated amount or on an individual newspaper basis. In the event IRFC opts for individual newspaper rated, the calculation shall be on a prorata basis as per the successful bidder's quoted offer, aligned with the size and requirements of each requisition. The decision of IRFC in this regard shall be final and binding.

16. Upon receipt of the GEM Contract, the successful bidder shall consult and coordinate with t he concerned section (IRFC) to obtain the exact requisition for publication in newspapers. The a gency shall be responsible for final proof-reading and verification of all content, including websi te URLs, NIT references on IRFC and Government websites, and overall accuracy. The agency m ust ensure that there are no errors in punctuation, spelling, URLs, or references in the published advertisement. Any lapses shall be rectified by arranging a corrected or fresh release at no addi tional cost to IRFC. Designing of the advertisement template shall rest with the successful bidde r.

17. The approved text and artwork of the advertisement shall be published in the approved spa ce and size of the newspaper, strictly as per IRFC-accepted terms and to the satisfaction of IRF C.

18. Payment Terms :-

a) No Advance payment will be made by IRFC on any account.

b) Deductions such as TDS, LD Charges/Penalty (if any) etc., will be mad e.

c) Payment will be processed to the satisfaction of IRFC and upon compl etion of satisfactory work/service (publication of Advertisements in New spaper). Payment shall be made against invoice within 45 days after ac ceptance (to the satisfaction of IRFC) of the invoice by IRFC.

d) Agency (successful Bidder) shall submit the following on completion o f job subject to satisfaction of IRFC:

a. Soft copies of the published advertisement in newspapers (Editions) vi a email.

b. Original Tax Invoice (2 copies).

e) Payment will be made through bank transfer only.

19. IRFC reserves the right to take decisions and appropriate measures as per GE M SLA, GEM GTC, during the contract period from time to time or after post-a ward activities. The same shall be adhered to and shall be binding on the Succ essful Bidder.

20. In case of any clarification, ambiguity, overriding provisions, waiver instructio ns, or related matters etc., during currency of contract period, IRFC (TAA) rese rves the sole right to take the final decision. Such decisions shall be binding o n all concerned parties and applicable under all circumstances

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4. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Scope of work

Sl No	Tentative Date/Periods and Name of requirement (Scope of Work)	Publications	Editions	Colour or B&W	Size in Cms			Combo Offer (Rate per Sq CM for any Day)	Total Amount (In Rs.)
					W	H	Total Area (Sq CMs)		
1	**Publishing of Recruitment Advertisement in Newspapers & Employment News** Note :- **One Day** The tentative date for publishing the advertisement will be between 16/03/2026 and 10/04/2026. However, the preferred date of publication may be on 28/03/2026 or 04/04/2026 (Saturday) but the exact date will be communicated separately.	Times of India (English)	All Edition	Colour	8	6	**48**	Rs._____ Combo	
		Navbharat Times(Hindi)		Colour	8	6	**48**		
		Employment News(English and Hindi)	All Edition	Black/White			**200**	Rs._____	
								Total Amount (A) Rs.	
								Total Amount	
								Applicable GST	
								Grand Total Amount	
In Words:									

Note : Display rate any day in a week

a) The bidder shall quote the offer rate assuming that the advertisement will be published on any day of the week; however, all advertisements will actually be published on a single day (preferably on 28-03-2026 or 04-04-2026). The exact date of publication will be confirmed by IRFC as per the requirements and needs of the Corporation. The final decision shall rest solely with IRFC.

b) Combo : Time of India + Navbharat Times and Employment News - Pls provide Combo rates and fill-up the appropriate offer Price in GeM portal accordingly in financial stage. The size of the advertisement shall be 48 sq. cm for The Times of India (English) and Navbharat Times (Hindi). For the Employment Newspaper, the advertisement size shall be 200 sq. cm

c) Designing of Template rests with Successful Bidder and shall take prior approval from IRFC before publishing in Newspaper.

Eligibility Criteria

1) **Annexure-1, Copy of Registered Office or Branch Office within Delhi NCR**

2) **Experience – Technical Eligibility :-**

Experience: **The Bidder must have past experience of providing similar completed services/ work (publication of Advertisement in News Papers) during the period of Seven **Years (1st April 2018 to 31st March 2025) to any Government organization/ Departments/ Ministry/ Public Sector Undertakings/Public Listed Company**, with either of the following: **Publication of advertisement in Newspapers from any Government organization/ Departments/ Ministry/ Public Sector Undertakings/Public Listed Company,** costing not less than the amount equal **to 35%** of the Estimated Tender Value**,** i.e.,**Rs 1.88 lakhs** ** Similar completed services/work means Publication of advertisement in Newspapers in India, for any Government organization/ Departments/ Ministry/ Public Sector Undertakings/ Public Listed Company, from 1st April 2018 to 31st March 2025	List of organization/clients – **Publication of advertisement in Newspapers** to be provided as per **Annexure – 2** which should be duly certified by Chartered Accountant and upload the same.

3) **Earnest Money Deposit (EMD) :-**

Earnest Money Deposit (EMD) Online Mode – Submission of Earnest Money Deposit (EMD)	**Rs. 2,689.00 (Rupees Two Thousand Six Hundred and eighty-nine Only)** to be paid in favour of "INDIAN RAILWAY FINANCE CORPORATION LTD" Payable at New Delhi through Online mode only with Validity and soft copy may please be uploaded on the E-Tendering Website (GeM portal) along with **Annexure-3,** wherever applicable. No interest shall be payable on EMD amount, in any case, by IRFC. Note :- In case any bidder claims exemption from submission of EMD, the same shall be governed by the provisions of GeM General Terms and Conditions (GTC). Such claims must be duly supported with relevant documents, which are required to be uploaded on the GeM portal at the time of bid submission. Please refer GEM GTC.

Note:

Failure to meet the "Technical Stage Eligibility" i.e., (Sr. No 1 ,2 & 3) will render the bid to be summarily rejected. The responsibility for accuracy, completeness, and justification of the submitted documents lies solely with the bidders. IRFC reserves the right to complete the evaluation based on the details furnished by the bidder.

Annexure-1

<<<<On the letterhead of the Bidder>>>>

To **Date:**

IRFC
New Delhi.

Sir,

The following is the Office Address (Head or Registered Office or Branch Office) & its contact number is being provided for participating in this BID, as compliance.

1	Name of Organization/Firm/Agency etc.,:	
2	HO or Registered Office or Branch office Address within Delhi NCR:	
3	GST No	
4	PAN No	
5	City:	
6	State :	
7	PIN Code:	
8	Contact Person & Email ID:	
9	Contact Person & Mobile No :	
10	Bank Details of Firm/agency etc., such as Account Number, Beneficiary Account Name, Name of Bank & IFSC Code.	

Signature of Authorized Signatory:

Name of the Signatory:

Date:

Place:

Firm's Name :-

Annexure- 2

List of organization- Publication of advertisement in Newspapers

1. Name of the Firm/Agency etc.,:
2. Address of Firm/Agency:

Past experience of '**Publication of advertisement in Newspapers** during the period of Seven Years (**1st April 2018 to 31st March 2025)** to any Government organization/ Departments/ Ministry/ Public Sector Undertakings/ Public listed company.

S/No	Experience Criteria as per Technical Stage	Name of the Organisation/ Department/ Company where project executed	Whether Govt Organisation /Department /Ministry /Public sector/undertaking /public listed company	Period of Contract		Value of Contract (In Rs.)	Contract No.& date	Completed
				From	To			
1	Similar Service works Publication of advertisement in Newspapers Orders costing not less than the amount equal to **35%** of the Estimated Tender Value i.e. **Rs. 1.88 lakhs**	a)						

It is certified that the information furnished above is true and correct.

Signature of Chartered Accountant.
(With Official Seal)
UDIN:

Date :
Place :

Signature of Authorized Signatory (With Official Seal)

Annexure – 3

BID SECURITY FORM (EMD)

(On Firm/Lead Member's Letter Head)

Date:

To,

Indian Railway Finance Corporation Limited,

New Delhi – 110 003

Ref: EMD Details - Tender for hiring of Agency for Publication of advertisement in Newspapers

Sir,

Having examined the bidding documents, we, the undersigned, offer to render the services for Publication of advertisement in Newspapers as per the scope of work mentioned in the tender and in conformity with the bidding documents. The following are the details of EMD Transaction:

Transaction details*	
Name of Bank & Branch	
UTR Number	
Date	
Transaction Amount	
Name of Account	

***Soft copy of transaction details to be attached on GeM Portal**

Note : In case any bidder claims exemption from submission of EMD, the same shall be governed by the provisions of GeM General Terms and Conditions (GTC). Such claims must be duly supported with relevant documents, which are required to be uploaded on the GeM portal at the time of bid submission. Delete this para, if EMD is submitted in online mode and upload Annexure-3 with UTR details soft copy.

Signature:

Full Name:

Address:

(Company Seal)

General Terms and Condition

1. Please comply with 'IRFC ATC Documents' for Eligibility criteria.
2. Please submit EMD through online mode only. Seeking Exemptions if any, will be governed as per GEM GTC with supporting documents.
3. Security Deposit shall not be provided by successful Bidder after award of contract i.e. Nil is applicable in this case.
4. Successful Bidder shall comply IRFC instruction & directions after post-award formalities
5. Termination: Beside GEM GTC Clause, IRFC reserves the right to enforce by giving notice period of 02days. If Corrective action is not taken by the service provider, IRFC shall have the right to terminate the contract after completion of the notice period of Two days. But no such notice will be necessary, if service provider is to be terminated on the grounds of serious misconduct or due to any act which requires immediate vacation of IRFC premises by the service provider. In case of termination of contract, the security deposit shall be forfeited by IRFC.
    a) IRFC shall have a right to terminate the appointment of said agency without assigning any reasons thereof.
    b) Termination of Contract may also be effected due to non-requirement of services from time to time. Such termination shall be at the sole discretion of IRFC and shall be final and binding on the agency. This termination will be effected without any liability on IRFC, and the decision shall be final and binding
6. **Determination of Service (consultancy) Levels: -**IRFC shall be the sole judge in defining and assessing the levels of service expected from the service provider (agency) for determining satisfactory performance. The decision of IRFC in this regard shall be final, conclusive, and binding on the contractor in all circumstances
7. IRFC reserves the right to make additions/alterations to and/or amend the terms and conditions of the contract at any time, without basically effecting the core of the contract
8. **Earnest Money Deposit (EMD) :-**

   The Bidders shall pay Deposit of INR **2,689/-** towards EMD through online mode only (NEFT/RTGS – IRFC Bank Account) in favour of Indian Railway Finance Corporation Ltd, payable at New Delhi and Copy of Transaction details (UTR Number & Date) need to be uploaded in GEM portal, for verification of Buyer. Bids without EMD will be summarily rejected.

   The EMD shall be forfeited, if a bidder withdraws its bid during the bid validity period (or) if the successful bidder fails to sign the agreement. The Earnest Money Deposit can be forfeited if the bidder withdraws his Tender proposals / modifies / changes / alters / impairs/ derogates the Tender proposal on his own after the Technical Evaluation is done or within the subsistence of the validity period of offer or fails to accept the Letter of Award issued by IRFC or fails to submit Security Deposit or fails to turn-up and execute contract agreement or fails to commence the work as per LOA (or) GEM Contract Award. Unilateral revision or withdrawal of offer by the bidder as above shall also result in rejection of bid without notice.

   No interest shall be payable on EMD amount, in any case, by IRFC.

   EMD of unsuccessful bidders will be returned without any interest after finalization of the Bid. EMD will constitute & may be converted to the security deposit of the successful bidder and shall be returned without any interest, after the expiry of the period of appointment / extended period of appointment subject to satisfactory performance.

   EMD Validity: Since Bidders who have submitted EMD in online mode, the validity remains till finalization & award of contract. EMD of unsuccessful bidders will be returned without any interest after finalization of the Bid.

   Bidders who are registered with MSME are welcome to participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, Govt. of India.

Product/Service range mentioned in such certificate should be similar to requirements of this tender. Relaxations (Only EMD) as announced by Government of India from time to time shall be applicable to these bidders subject to full compliance of other terms and conditions of the tender and contract. Valid documentary certificate and evidence is to be submitted.

Note :- In case any bidder claims exemption from submission of EMD, the same shall be governed by the provisions of GeM General Terms and Conditions (GTC). Such claims must be duly supported with relevant documents, which are required to be uploaded on the GeM portal at the time of bid submission. Please refer GEM GTC.

Mode of furnishing Earnest Money Deposit:

i) EMD Can be furnished in the form of e-payment only. Bidders may choose remittance of EMD into IRFC Bank Account through e-payment mode (NEFT/RTGS) only. In case of e-payment, the tenderer shall upload a scanned copy of e-payment details (Annexure-3) with UTR number, remitted bank, amount, date etc., which shall be verified by IRFC.

IRFC Bank Account	
Name of Account	INDIAN RAILWAY FINANCE CORPORATION LTD
Name of Bank & Branch	ICICI Bank NBCC New Delhi
Account Number	054805000358
IFSC Code	ICIC0000548
Account Type	CAA

9. **Applicability of Rate :-**
The quoted rate shall be applicable for all days of the week during the tentative period defined under the scope of work. The **exact date(s) of publication** will be communicated separately by **IRFC** from time to time.

10. **Bidder's Obligation: -**

The bidder shall quote an offer rate that remains valid for any day within the specified period. The successful bidder shall ensure timely completion of all activities after the work is awarded.

11. IRFC reserves the right to reject any or all bids received or cancel the Tender, without assigning any reason.
12. IRFC reserves the right to ask for additional supporting documents from individual bidders or all bidders at any stage of evaluation
13. Bidders are advised to adhere to and comply with the Make in India provisions on the GEM portal as per prevailing rules and the GeM General Terms and Conditions (GTC).
14. In case of Renewal or Extension: - The current assignment may be extended up to a maximum of two (2) times on the originally quoted fees and under the same terms and conditions, subject to mutual agreement between the selected bidder and IRFC. The placement of any repeat order shall be at the sole discretion of IRFC and will require approval from the competent authority of IRFC.
15. In Case of Rate Contract (if required by IRFC) :

The Rates accepted from the successful bidder in this Tender may be utilized by IRFC from future requirement as a Rate contract. The Rate contract may be extended within the validity period of GEM Contract at the original quoted accepted rate of successful Bidder and under the same terms & conditions of this tender, at the sole discretion of

IRFC and subject to approval by the competent authority (IRFC). Placement of repeat orders shall also remain at the discretion of IRFC. IRFC reserves the right to apply the accepted rates either as a consolidated amount or on an individual newspaper basis. In the event IRFC opts for individual newspaper rated, the calculation shall be on a prorata basis as per the successful bidder's quoted offer, aligned with the size and requirements of each requisition. The decision of IRFC in this regard shall be final and binding.

16. Upon receipt of the GEM Contract, the successful bidder shall consult and coordinate with the concerned section (IRFC) to obtain the exact requisition for publication in newspapers. The agency shall be responsible for final proof-reading and verification of all content, including website URLs, NIT references on IRFC and Government websites, and overall accuracy. The agency must ensure that there are no errors in punctuation, spelling, URLs, or references in the published advertisement. Any lapses shall be rectified by arranging a corrected or fresh release at no additional cost to IRFC. Designing of the advertisement template shall rest with the successful bidder.
17. The approved text and artwork of the advertisement shall be published in the approved space and size of the newspaper, strictly as per IRFC-accepted terms and to the satisfaction of IRFC.
18. Payment Terms :-
    - **a)** No Advance payment will be made by IRFC on any account.
    - **b)** Deductions such as TDS, LD Charges/Penalty (if any) etc., will be made.
    - **c)** Payment will be processed to the satisfaction of IRFC and upon completion of satisfactory work/service (publication of Advertisements in Newspaper). Payment shall be made against invoice within 45 days after acceptance (to the satisfaction of IRFC) of the invoice by IRFC.
    - **d)** Agency (successful Bidder) shall submit the following on completion of job subject to satisfaction of IRFC:
        a. Soft copies of the published advertisement in newspapers (Editions) via email.

        b. Original Tax Invoice (2 copies).

    - **e)** Payment will be made through bank transfer only.

19. IRFC reserves the right to take decisions and appropriate measures as per GEM SLA, GEM GTC, during the contract period from time to time or after post-award activities. The same shall be adhered to and shall be binding on the Successful Bidder.
20. In case of any clarification, ambiguity, overriding provisions, waiver instructions, or related matters etc., during currency of contract period, IRFC (TAA) reserves the sole right to take the final decision. Such decisions shall be binding on all concerned parties and applicable under all circumstances