

DOCUMENT OF EMPANELMENT

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS :

1. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Each page of the document shall be duly signed by the Applicant or their authorized representative.
2. Documentary proof with respect to the prequalification criteria shall be furnished along with the Application form. In this regard, copies of the work orders or such other documents shall be Submitted. Incomplete applications or applications without proper proofs for establishing their Credentials will be liable for rejections and no correspondence will be entertained in this regard.
3. The authorized person of the firm / company shall sign in all the pages of the application with seal of the company / firm.
4. The evaluation will be based on the experience, reputation, empanelment with other Government Institutions / PSU's, their financial capabilities, quality consciousness, etc. Based on the details Furnished and eligibility criteria, the applicants will be empanelled. Decision of the University regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled agency will only be informed by post.
5. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the University at a later date, the empanelment of such applicant will be liable for cancellation.
6. Applications received after the due date and times are liable for rejection.
7. The empanelment shall be valid for a period of three years from the date of intimation letter to the Empanelled agency.
8. Institute reserves its right to reject any / or all the applications without assigning any reasons Whatsoever.

Eligibility :

The applicant should have the following minimum eligibility criteria:

1. Bidder should be preferably empanelled advertising agency currently for at least Three Central Govt./Central Autonomous Institutes/ public /private sector company/organization.
2. The Agency should have Indian Newspaper Society (INS) accreditation.
3. The Agency should be in this business for at least 3 years and having average annual turnover of Rs. 20 lakhs in last 3 years.
4. The Agency should not have been blacklisted by any Central / State Government / Public Sector Undertaking, Govt. of India. In this regard a self certification needs to be submitted.

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5. The Agency must have Head Office or Branch Office located at Raipur
6. The applicant must have capacity to translate advertisement in Hindi / English.

Other terms & conditions applicable for Agency :

1. Mere fulfilling minimum eligibility criteria do not confer the right on the agency for empanelment. The Empanelment of the agency /agencies shall be at the sole discretion of the Institute. The decision of the Institute in this regard shall be final and binding.
2. Payment to agency shall be made on after submission of the bill, duly supported with all copies of the Advertisements released in selected newspapers. All payments shall be subject to TDS, at the rates as applicable from time to time.
3. Release of advertisement shall precede art work. The advertising agency shall release Advertisements As per approved art work only on the dates and in the newspaper(s) & category Communicated by the Institute.
4. The Agency should provide their services on 24 hours basis and the firm should publish the Advertisement within 24 hours.
5. The Agency will not charge any extra payment for designing, translation and art work.

**Registrar
NIT Raipur**

APPLICATION FORMAT

EOI for empanelment of Advertising Agency

1. Name of the Advertising Agency :.....
2. Office Address with Phone/Fax / e-mail ID :.....
:.....
:.....
 - a) Principal place of Business :.....
 - b) Branch office :.....
3. Website address (if any) :.....
4. Year of establishment :.....
5. Nature of ownership
 - a) If sole proprietor, state full name and address. :.....
:.....
 - b) If partnership firm, state full name of all partners with their address and phone no. :.....
 - c) If limited company, state the date of registration, address of the registered office and names and particular of Directors ;.....
6. Organisational information :.....
 - a) Total number of employees :.....
 - b) Total number of copy writers :.....
 - c) Total number of artists :.....
7. Annual turnover in last 3 financial years :.....
(furnish copies of income tax returns)
8. Details of current empanelment with :.....
Other Central Govt./Central Autonomous/
public/private organizations
(furnish copies of empanelment certificate)
9. PAN / VAT/ Service Tax Registration No :.....
(Photo copy to be furnished)

Cont.2.....

10. Whether the Agency is approved/ Registered by:.....
 (a) I.N.S
 (b) D.A.V.P.
 if so, copy may be Submitted
11. Name of the representative to maintain :.....
 Liaison with the Institute with Mobile
 No. and email id.
12. Discount offered on Tariff / DAVP Rate , if any :.....
13. Details of the processing fee paid
 a) DD. No. :.....
 b) DD amount :.....
 c) Issuing bank & branch :.....

DECLARATION

- a) All the information furnished by me / us here above is correct to the best of my Knowledge and belief.
- b) I/we have no objection if enquiries are made about the work listed by me /us in the accompanying sheets/annexure.
- c) I/ We agree that the decision of Institute in selection of advertising agency will be final and binding to me /us.
- d) I/We have read the instructions in “Documents of empanelment” and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Institute.
- e) I/We have been never black listed by any Central /Central Autonomous/State Government / Public Sector Undertaking.

SIGNATURE OF APPLICANT

Place:
 Date:

**NAME & DESIGNATION
 SEAL OF AGENCY**

CHECK LIST

(TO BE FILLED BY THE APPLICANTS BEFORE SUBMITTING THE FORM)

- 1. Whether copies of PAN/VAT/Service tax registration copy & Income tax return are Enclosed ? Yes / No
- 2. Whether copies of empanelment certificates of other public/private organisations are Enclosed ? Yes / No
- 3. Whether requisite processing fee by DD is paid ? Yes / No
- 4. Whether Indian Newspaper Society (INS) accreditation certificate is enclosed ? Yes / No
- 5. Whether you have signed on the pages of “Documents of empanelment” ? Yes / No