

CSIR-Institute of Microbial Technology
Sector 39-A, Chandigarh
www.imtech.res.in

Tender for Empanelment of Advertising Agencies

Advt. No. Z-14013/1/2019-Gen.

Director, CSIR-IMTECH invites offers for Empanelment of Advertising Agencies from interested Advertising Agencies for publishing of the various advertisements on behalf of the Institute on DAVP rates for a period of two years to be reviewed annually. The tenderers to submit tender document in hardcopy only to CSIR-IMTECH, Sector 39A, Chandigarh as per the detailed terms & conditions in the tender document.

- Tender will be received upto 3.00 p.m. on 16.01.2023 and shall be opened on 17.01.2023 at 3.00.p.m.

Administrative Officer

CSIR-IMTECH

**CSIR-INSTITUTE OF MICROBIAL TECHNOLOGY
SECTOR-39 A, CHANDIGARH-160036**

Advt. No. Z-14013/1/2019-Gen.

EMPANELMENT OF ADVERTISING AGENCIES

CSIR-IMTECH invites a tender FOR EMPANELMENT OF ADVERTISING AGENCIES addressed to DIRECTOR, CSIR-IMTECH, SECTOR-39 A, CHANDIGARH:-

1. Only those advertising agencies are eligible to apply which are fully INS accredited (enclose copy).
2. Experience of handling advertising of Govt. Departments should be minimum of 10 years (enclose copy).
3. Advertising agency should have its Local Office at Chandigarh.
4. Advertising agency should have worked with at least one CSIR laboratory in the past 3 years.
5. The advertising agencies should never have been blacklisted by Centre/State Govt. (An affidavit that firm is not blacklisted may be submitted as per **Annexure-I**).
6. Tender Fee of Rs. 1500/- (Rupees Fifteen Hundred only) in the form of Demand Draft drawn in favour of Director, CSIR-IMTECH payable at Chandigarh is to be attached (**Agency that has already submitted the tender fee in earlier tender of even number need not submit the same again**).
7. Advertisements to be published at DAVP rates applicable at the time of release of advertisements.
8. That a minimum time of 24 hours in each case for preparation of creative and also for release of advertisement at the national level shall be allowed.
9. The cost of any additional input like creative designing, translation etc shall not be payable to the Agency.
10. Fill in the particulars as per Format (**Annexure-II**) along with copies of supporting documents.
11. Empanelment will be done for an initial period of 01 year and further extendable for another one year on satisfactory service.

- **Last date & time for submission of tender:** 16.01.2023 upto 1500 hrs.
- **Opening of tender:** 17.01.2023 at 1500 hrs.

The Director, CSIR-IMTECH reserves the right to reject any or all the offers without any reasons thereof. The decision of the Director, CSIR-IMTECH will be final and binding in this regard.

AFFIDAVIT

I/We (Name) _____ Contractor / Partner/Sole Proprietor (strike out word which is not applicable) of the (Firm) _____ do hereby solemnly affirm and declare that the individual firm/ company is neither black-listed by the Union or State Government nor any Partner/Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/our firm.

Address: _____ **DEPONENT**

Verification:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

DEPONENT

Place: _____
Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

FORMAT

1.	NAME & ADDRESS OF ADVERTISING AGENCY	
2.	GST REGISTRATION NUMBER OF AGENCY (enclose copy)	
3.	WHETHER FULLY INS ACCREDITED (YES/NO) enclose copy	
4.	NUMBER OF BRANCHES IN INDIA WITH COMPLETE ADDRESS	
5.	EXPERIENCE OF GOVT. DEPARTMENTS (enclose copy)	
6.	NUMBER OF BRANCHES IN CHANDIGARH WITH COMPLETE ADDRESS	
7.	COPIES OF INCOME TAX RETURN FOR LAST THREE FINANCIAL YEARS (i.e 2019-20, 2020-21, 2021-22)	
8.	NUMBER OF CSIR LABORATORIES WORKING WITH AT PRESENT (enclose list)	
9.	HAS YOUR AGENCY EVER BEEN BLACKLISTED (An affidavit as per Annexure I may be enclosed)	
10.	WHETHER CAPABLE TO PUBLISH ADVERTISEMENT AT NATIONAL LEVEL (including Employment News)	
11.	TOTAL NUMBER OF EMPLOYEES WORKING AT CHANDIGARH OFFICE (enclose details)	

Signature of Head/Representative of Advertising Agency

DECLARATION

I _____ (Head/Rep.) solemnly affirm that the particulars given above and also in enclosures are correct and nothing has been concealed. If any information submitted is found to be false or fabricated, this Advertising agency may be liable to be suspended and debarred from empanelment with CSIR-IMTECH.

Signature _____

Full Name _____

Office Seal _____