

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI
(IIIT-DELHI)**

(A State of University Established by Govt. of NCT of Delhi)
Okhla Phase-III, New Delhi-110020
011-26907400

IIITD/HR/GA/Advt./9/2015/22003

January 09, 2017

NOTICE INVITING OFFERS FOR EMPANELMENT OF ADVERTISING AGENCY

Indraprastha Institute of Information Technology (IIIT) Delhi, a State University created by an act of Delhi Govt. IIIT Delhi is a research-led institute. IIIT-D invites offers for empanelment of advertising agency for planning and conducting of print media advertising of IIIT-Delhi. The empanelment will be initially for one year, extendable by another 2 years.

Eligibility Criteria:

Tenders in an envelope marked as “Bid for Empanelment of Advertising Agency” may be sent.

Interested agencies must submit the bid in the proforma attached as Annexure-“A” and enclose the following credentials:

- Registration Certificate of Service Tax, PAN no, as applicable.
- Audited Statements of Accounts for the last three financial years i.e. FY-2013-14, 2014-15 and 2015-16.
- Proof of being accredited with INS (Indian Newspaper Society)
- Self attested certificate/ undertaking of not being blacklisted by any govt. department.
- List of clients presently being served (public sector/ private sector/ others separately in the last three years) with Contact persons & Mobile no.

Terms & Conditions:

- IIIT-Delhi reserves the right to distribute the work among the empanelled bidders.
- **The Institute reserves the right to empanel more than one agency.**
- The agency empanelled for releasing ads to print media will be responsible for preparing designs for advertisement. No additional cost will be payable for this work.
- Agency shall prepare, translate & publish Advertisements/ Press Releases on behalf of IIIT-Delhi without claiming any extra charges.
- Ground work required and expense involved in getting work done will be the responsibility of agency.
- The decision of the IIIT-Delhi shall be final, and no enquiries, or application for review, shall be entertained.

- The IIT-Delhi reserves the right to cancel any/all the bids without assigning any reason, whatsoever.

The incomplete offers, not in proper format or received after due date shall be summarily rejected.

How to apply:

The interested agencies may submit their offers subscribing “**Offer for Empanelment of Advertising Agency**” to Acting Registrar, IIT-Delhi, Okhla Phase-III, New Delhi-110020 latest by January 31st, 2017 till 3.00PM. The technical bids will be opened on same day at 3:30 pm.

Acting Registrar

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI
(IIIT-DELHI)**

Empanelment of Advertising Agency

Format for Technical Bid

Firm's name : _____

Owner's name : _____

Full Postal Address : _____

Email Address : _____

Website Address : _____

Contact Person's name : _____

Firm's name : _____

Contact No. : _____

Period from which accredited with INS
(Indian Newspaper Society) : _____

Service Tax Registration No.
(Enclose Xerox Copy: Self-attested) : _____

PAN
(Enclose Xerox Copy: Self-attested) : _____

Current Bank A/c No. : _____ (Statement of last twelve
months should be enclosed)

Annual Turnover for last 3 years
(FYs 2013-14, 2014-15 and 2015-16) : _____

Cancelled Chque (to be enclosed) :

List of the Clients (with Contact persons, Mobile/Tel No, email) being served during the last three years:

(Signature with seal)