

# All India Institute of Medical Sciences

Veerbhadra Marg, Pashulok,

Rishikesh-249203



## TENDER FOR ADVERTISING WORK - FOR EMPANELMENT OF AN ADVERTISING AGENCY

**Tender fees** (Rs.1000 +GST 18% Rs.1180) **Rs.1180**

**EMD: 2,00,000/- (Rs. Two Lakh Only)**

**Date of Pre-bid Conference: 31/07/2017 at 03:00 PM**

**Date of submission of Bid: 11/08/2017 till 03:00 PM**

**Tender**  
**For Empanelment of Advertising Agency**  
**AIIMS, Rishikesh, Virbhadra Marg, Rishikesh, Dehradun**  
**Dated:20-08-2017**

1. Sealed tenders in Two Bids (Technical & Financial) are invited on behalf of the Director, All India Institute of Medical Sciences, Rishikesh from Advertising Agencies of repute for selection of an Advertising Agency for release of advertisement of AIIMS, Rishikesh in National & Regional Newspapers in English or Local Languages for a year.
2. The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in one sealed cover envelop super scribed “**Tender for Empanelment of Advertising Agency**” and should reach at the office of “**The Administrative Officer, AIIMS, Rishikesh, Virbhadra, Marg Rishikesh (Dehradun) - 249201**”, before 03.00 PM on or before dated 11-08-2017. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day at 03.00 PM at Tender Opening Room, AIIMS, Rishikesh in presence of persons representing the prospective bidders. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time. The date for opening of financial bid of technically qualified agencies will be announced later.
3. The tender document containing technical bid form, financial bid form, technical description/specification & item and terms & conditions can be purchased from the office of Administrative Officer - AIIMS, Rishikesh from 20-07-2017 to 11-08-2017 between 10.00 AM and 02.00 PM on non-refundable payment of Rs.1180.00 (Rupees one thousand one hundred Eighty only) or can be downloaded from website [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in). Those who download the tender document from website should enclose DD/Pay Order for Rs.1180.00 (Rupees one thousand one hundred eighty only) (*non-refundable*) in favour of “AIIMS, Rishikesh”, payable at Rishikesh, not later the date of dated 10-08-2017 along with their technical bid in the Cover-I “Technical Bid”. The bid security (EMD) for **Empanelment of Advertising Agency** as given in table-1 below tender documents should be paid in the form of demand draft/FD/TD/CD from any Nationalised/Schedule bank duly pledged in favour of “AIIMS, Rishikesh” payable at Rishikesh and will be placed in Cover-1 with technical bid. The Tender Documents are not transferable.
4. Any enquiry about this tender document may be addressed to the Administrative Officer, for their timely resolution. Any future clarification and/or corrigendum(s) shall be communicated through Administrative Officer on the AIIMS, Rishikesh website: [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in). and other Central Government Procurement Websites (*subject to its access of AIIMS Rishikesh*).The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalisation of the tender.
5. Bidder should necessarily enclose a covering letter mentioning a summary of applied document with proper numbering. Secondly, bid should also attach a compliance sheet as per specification mentioning that they are complying to all specification or have any variation.

**Administrative Officer**  
**AIIMS, Rishikesh**  
**0135-2462915**

**Tender Document****Chapter-I****(Instructions to bidder& conditions of contract)****(A) General Information and Conditions relating to Submission of Bids**

1. The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be purchased from AIIMS, Rishikesh on any working day from **20-07-2017 to 11-08-2017** between 10.00 AM to 02.00 PM on payment of non-refundable charges of Rs 1180/- (Rupees one thousand one hundred Eighty only) or can be downloaded from website [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in). Those who download the tender document from Website should enclose a Demand Draft/Pay Order for Rs 1180/- (Rupees one thousand one hundred Eighty only) in favour of “**AIIMS, Rishikesh**”, payable at Rishikesh, not later the date of 10-08-2017, along with their bid in the **Cover-I** containing “**Technical Bid**”.

2. The interested agencies are required to submit the Technical and Financial Bids separately in the format enclosed and they have to observe highest standard of ethics while bidding for this tender. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super scribed “**Tender for Empanelment of Advertising Agency**” should reach AIIMS, Rishikesh by or before 03.00 PM on **11-08-2017**. The Technical bids shall be opened on same day **at 03.00 PM** at AIIMS, Rishikesh in presence of the bidders or their authorized representatives (Authorization letter required to be submitted) who choose to remain present. The Tender received after due date & time will not be considered and no claim shall be entertained whatsoever may be the reason.

3. The pre bid conference would be held on **31-07-2017 at 03.00 PM** in the office of Tender Opening Room, AIIMS, Rishikesh. All firm’s representative who are attending the pre bid meeting, shall produce an authorization letter from their firm on the firm’s letter head. They are required to put their query in writing before the committee and submit the same in writing on its letter head.

4. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.

5. All entries in the tender form should be typed or written by pens legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Technical Bid as well as Financial Bid unless authenticated by full signature of bidder. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filled up carefully by the tenderer. All corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.

6.(i) **Bid Security:** -The bidder shall pay the respective amount of Bid Security (EMD) as mentioned in table-I along with the Technical Bid by way of demand draft/FD/TD/CD in favour of “**AIIMS, Rishikesh**” drawn on any Nationalized Bank/ Scheduled Bank and payable at Rishikesh and must be valid for (6) six month. Bids received without tender fees and Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage. The original EMD will be put in cover-I containing with Technical bid.

- a) The Public Sector Undertaking of the Central/State Govt./MSEs/MSME/Registered with Central Purchase Organization are exempted from furnishing Earnest Money along with tender,**subject to submission of its valid proof.**

- b) The firms Registered with DGS & D/SSI and any approved source of Centre/States Govt. are not exempted from furnishing Earnest Money in so far as this institute is concerned.
- c) Earnest Money deposited with AIIMS, Rishikesh in connection with any other tender enquiry even if for same/similar material / Stores by the tenderer will not be considered against this tender.

(ii) EMD is required to protect the purchaser against the risk of Bidders conduct. The EMD will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to the notice that the information/ documents furnished in its tender is incorrect or false.

7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract with successful bidder.

8. Bidders are not allowed to submit more than one bid anytime during the tendering process for the same/similar tendered item else all his bids shall be cancelled thereby making him disqualified in addition to the forfeiture of the EMD.

9. The successful bidders have to execute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) within twenty-one (21) days from the date of award of this tender in his favour and also required to furnish the **Security Deposit of an amount equal to 5,00,000/- (Rupees Five lakh only)** in the form of FD/BG/TD/CD for **three months extra of the contract period** from any Nationalised/Schedule bank duly pledged in favour of AIIMS, Rishikesh & payable at Rishikesh only. The EMD deposited by successful bidder may be adjusted towards Security Deposit as demanded above after its validation for the required period. If the successful bidder fails to furnish the full security deposit or difference amount between Security Deposit and EMD within 21 (twenty-one) days after the issue of **Letter of Award** of Work, his bid security (EMD) shall be forfeited and award of tender in suppliers favour automatically stands terminated at his cost & liability, unless time extension has been granted by AIIMS, Rishikesh.

10. The EMD/PBG shall be forfeited if successful bidder fails to supply the goods/equipment in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.

11. The bid shall be valid and open for acceptance by the competent authority of AIIMS Rishikesh for a period of 180 (one hundred eighty) days from the published date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained. The unilateral withdraw at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.

12. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for Clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

13. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions of the contract and who has quoted the lowest rate as per financial bid after complying with the all the Acts / provisions stated / referred to for adherence in the tender.

14. The name of such successful bidder will be displayed on the website of the institute [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in) within 7 (seven) days from the date of execution of this tender contract by him.

15. The competent authority of AIIMS, Rishikesh reserves all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any administrative term and condition/specifications of the tender enquiry after due discussion in pre-bid conference. This will be communicated and shown over the website of the Institute. No representation will be considered after pre-bid meeting and **bidders may ensure its queries only in pre-bid meeting.** AIIMS, Rishikesh also reserves the right to reject any bid

which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

16. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.

17. The tender form is not transferable.

18. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.

19. It is required by all concerned, namely the Bidders/Suppliers, as the case may be to observe highest standard of ethics during the procurement and execution of this Tender.

20. Installation at consignee's site should be free of cost immediately on arrival of equipment at consignee's site.

21. Eligibility Criteria: The following are the eligibility criteria for advertising agencies. The advertising agency should have –

- (i) Full accreditation of Indian Newspaper Society (INS), Advertising Standards Council of India (ASCI) for press advertisement and Prasar Bharti accreditation for electronic media advertisement.
- (ii) Full-fledged office established in Rishikesh/Dehradun/Haridwar with state-of-the-art infrastructure and manpower/ creative personnel.
- (iii) All India reach so as to enable promote delivery of material for country wide publication.
- (iv) Proficiency and proof reading facilities in major Indian languages.
- (v) Minimum 3 year experience in advertising and mass communication.
- (vi) Experience of work undertaken for government/ public section undertakings, especially Organisation and such other similar Bodies.
- (vii) Experience of work undertaken for government/ public section undertakings, especially Organisation and such other similar Bodies.
- (viii) Certified annual turnover of business – Rs. 1 Core.
- (ix) Latest Income Tax, Service Tax, etc. Clearance.

22. Individual signing the tender or other documents connected with contract must specify the capacity in which such Tender Documents are signed as:

22.1 a “sole proprietor” of the concern or constituted attorney of such sole proprietor;

22.2 a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

22.3 Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

NOTES:

I. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the

general power of attorney. The attested copy of the certificate of registration of firm, if any should also be enclosed along with the tender.

II. In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

III. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, AIIMS Rishikesh may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

23. The bidders should have furnished a copy of GST/S.T. /C.S.T./VAT registration number, the State / U.T. of registration and the date of such registration. Tenders not complying with this condition will be rejected.

24. **Turnover provisions:** - (i) The tenderers should submit along with the tender, a photo state copy of the last three years Annual Accounts with Audit certificate by Chartered Accountant, Income Tax returns and a copy of current valid income tax clearance certificate (IT CC), otherwise bidder will not be considered for administrative evaluation (in evaluation of Technical bid) and will be declared **disqualified** in technical evaluation.

(ii) In case of bidder falls under Section 44AD/44ADA/44AE of Income Tax shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India.

(iii) In case of supplier is an Indian Agent, the firm can submit copies of purchase orders issued in favour of firm (*As the payment is made through LC directly to foreign manufacturer and equipment payment does not exist in the book of account of the supplier*) in support to its turnover whatever amount is getting short.

(iv) There will be relaxation on turnover on *case to case* basis for **Start-up firms** registered by Government of India under Start-ups scheme as per orders of Ministry of Commerce, Government of India.

25. The tenderer hereby guarantees that the equipment supplied to the Institute (purchaser) under the Contract shall be of the best quality/latest version and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender Document. The date of manufacturing of the equipment/goods supplied will not be more than 3 (Three months) old. The tenderer will have further guarantees that the said equipment would continue to conform to the description and quality aforesaid for a period of five (5) years guarantee period (As per MoH&FW guidelines), from the date of installation of the said equipment to the purchaser and notwithstanding the fact that the Purchaser (Inspector) may have inspected and /or approved the said equipment, if during the aforesaid period of five years the said equipment be discovered not to conform to the description and quality as required as per specification or not giving satisfactory performance or have deteriorated, the decision of the Purchaser in that behalf shall be final and binding on the tenderer and the Purchaser shall be entitled to call upon the tenderer to rectify the equipment or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the tenderer and in such an event, the above mentioned warranty period shall apply to the equipment replaced from the date of replacement thereof. In case of failure of the tenderer to rectify or replace the equipment, within specified time, the purchaser shall be entitled to recover the cost with all expenses from the tenderer for such defective equipment.

26. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender, failing which, the tender will not be considered. The tenderer must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original, failing which, tender may be disqualified.

27. **Force Majeure:** Any failure or omission to carryout of the provisions of this supply by the supplier shall not give rightfor any claim by supplier and purchaser to one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any statistics and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure. Any delay due to Force Majeure will not be attributable to the either of the parties.
28. The successful Bidder shall at all times agree to indemnify and keep indemnified the purchaser against all losses, damages which may arise in respect of action/inactions of such Bidder or breach of any term of this tender by such Bidder. All claims regarding indemnity shall survive the termination of the contract with such Bidder.
29. Incase the vendor fails to supply the spare parts or fails to provide the agreed maintenance during the prescribed period, as per the terms of contract, the purchaser is automatically entitled to procure the required parts and hire services from the market at the risk and cost of the vendor, such inability of bidder will entail forfeiture the security deposit. The purchaser also reserves the right to terminate the contract on immediate notice, if the vendor fails to comply with this clause for more than one instance.
30. **Liquidated damage/demerge:** - The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be the essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract. The competent authority of the institute may also cancel the supply at the cost & liability of the supplier. In such a case, bid security of the supplier shall stand forfeited. The supply of equipment must be in single consignment, inclusive of all parts & accessories in adherence to the specification so as to make the equipment fully functional at the time of the installation. No installation repeat shall be signed in case of absence of any part as per the specification.
31. **Legal Jurisdiction:** -The Courts at Rishikesh/ Dehradun alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.

**Applicable Law:**

32. The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
33. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.
34. Except as otherwise provided under this Contract for immediate termination of the Contract, in the event of a disputes which may be arising out of the execution of the tender contract, the matter will be referred to the Deputy Director (Administration). Appeal against the decision of the DDA will lie to the Director, AIIMS Rishikesh and his decision shall be final and binding upon both the parties.

I / We hereby accept the terms and Conditions given in the tender

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(Signature & Stamp of the bidder)

*Note- Please sign each page of document including terms & conditions & tender*

(B) **Financial terms and conditions**

1. Rates are strictly required to be offered/quoted on the prescribed "**Financial Bid format**". Financial bid submitted without prescribed format may not be considered and will be deemed improper subject to the condition that there is a requirement to mention other item which are not mentioned in the said format.
2. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage and transportation charges at for AIIMS Rishikesh (Site of installation/Use). Rates should be mentioned both in figures and in words. The offer should be typed or written in Ink Pen/ Ball Pen without any correction. Offers in pencil will be cancelled. Telegraphic/ Telex/ Fax offers will not be considered and cancelled straightway.
3. Tender will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the competent authority of the institute for a period of 180 days (6 months) valid from the date of opening of the tender by the committee.
4. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.
5. **Tender Currencies:** The bidders are required to quote in Indian Rupees only.
6. **Sales Tax:** - If a bidder asks for sales tax/GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax to be paid extra, the rate and nature of sales tax applicable should be shown separately. The GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax/ GST/CST / VAT/CENVAT, Service Tax and Works Contract Tax and is payable as per the terms of the contract.
7. **Payment terms:** - The payment shall be made to the supplier on the satisfactory receipt of the goods ordered. Advance payment shall not be made under any circumstances. The payment shall be made to the suppliers A/C through NEFT/RTGS mode as per the details provided by the supplier.

NO DEMURRAGE / WHARFAGE CHARGES WILL BE PAYABLE BY THE INSTITUTE UNDER ANY CIRCUMSTANCES. NO ADVANCE PAYMENT WILL BE PAYABLE FOR CUSTOM CLEARANCE/ FREIGHT/INSURANCE ETC

**Note: In case of any dispute regarding award of tender, decision of AIIMS Administration would be final.**

I / We hereby accept the terms and Conditions given in the tender

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(Signature & Stamp of the bidder)

*Note- Please sign each page of document including terms & conditions & tender*



**List of Documents to be enclosed with application:**

- I. Name of the Advertising Agency/ Brief Profile of Executives and their experience in the Advertising field.
- II. Date of establishment.
- III. Agency Structure (whether a partnership firm/ sole proprietor/ a limited company etc.)
- IV. Principal places of business, that, the head office and their branch offices with detailed addresses, contact numbers, fax no. & email.
- V. Profile of its managerial team handling publicity work, their qualifications and experience.
- VI. Details of their accreditation with Indian Newspapers Society (INS)/ All India Radio/ Doordarshan, Prasar Bharti alongwith the date of each accreditation and whether it is current.
- VII. Details of membership with other professional organizations/ associations and international alignments, if any.
- VIII. Details of experience in dealing with Government of India Undertakings, service organizations, Central/ State Govt. Departments.
- IX. List of clients.
- X. Details of their annual business for the past three years with the major media houses, such as, The Times Group, The Hindustan Times Limited, The Indian Express Group etc.
- XI. Annual turnover of the agency alongwith the gross billing in preceding three financial years duly certified by a chartered accountant.
- XII. Its permanent account number and published balance sheet for the past three years.
- XIII. Client reports.
- XIV. Details of experience in any other mode of advertising, such as sponsorship and participation in major events, outdoor publicity through hoardings, street plays, and any other informal mode of publicity.
- XV. Any other information that the agencies may like to provide.
- XVI. Please note that inability of submitting any of the documents listed above may disqualify the agency from short listing.

**Proforma for Technical Bid****1. Name of the Advertising Agency :**

- a) Whether Proprietorship/ Pvt. Ltd/Ltd Co. :
- b) Constitution :
- c) Name of the Director/In-charge :
- d) Name(s) of the contact person(s) :

**2. Year of Establishment (attach evidence)**

- a) INS Accreditation No. :
- b) Year :
- c) Is your INS Accreditation valid on date? :  
(Please furnish evidence) :
- d) Details of Membership with other Professional  
Organisations/ Associations :

**3. Principal Place of Business, Head Office & Branch Office (if any)**

- a) Address :
- b) Telephone No. (S) :
- c) Fax No. :
- d) Email :

**4. List of Key Functions with their CV :**

Staff Strength (full time) Profile of its Management Team. Brief Profile of Executives and their experience in the advertising field

{Please give details of specialized staff in various department(s) at the Head Office and Branch(s). May enclose separate sheet}

**5. Turnover**

- a. Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years (Attach copy of annual minimum turnover which should not be less than 01 crores duly certified by the Chartered Accountant)
- b. The bidder falls under Section 44AD/44ADA/44AE of Income Tax Act shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India.

Financial Year: ..... Rs. In Lakh(s)

6. Computer facilities available/ Details of Infrastructure facilities for designing/ composing of advertisement:

7. Are you serving any client on DAVP rate(s). Please furnish list of clients with copies of empanelment letters.

- a) PSUs :
- b) Central/State Govt Department :
- c) Private Sector Co.'s of Repute :

8. Are you on the panel of any organization having activities similar to that of AIIMS, RISHIKESH i.

9. Have you ever served Medical Institution. If yes, give details.

10. Name of Bankers with full address :

11. Name of the Organization/ Institution presently empanelled with, giving details of the following:

- a) Name of job :
- b) Name of the Company :
- c) Value of Contract :

(Supporting documents to be attached duly signed by the Authorized signatories of these Organizations)

CERTIFICATE:

This is to certify that M/s \_\_\_\_\_ is on our panel as an advertising agency since \_\_\_\_\_. The value of their annual contract is Rs.\_\_\_\_\_. The dealing of the aid firm with us is satisfactory.

Name & Designation of the Signatory

(Duly supported by the rubber stamp of the institution)

(This certificate may be obtained from atleast 3 reputed organizations and submitted alongwith the application)

12. Whether any line Civil Suit/ litigation arises in the contracts executed during the last five years/ being executed. If yes, please furnish the name of the contract, employer, nature of work, contract value, work order and date and brief details of litigation.

13. Any other information which you like to add.

14. Details of EMD:

FD/ /TD/CD NO.	DATE	AMOUNT	DRAWN ON

I/ We do hereby certify that the information as provided about is correct and are true in all respect. Incase of furnishing of any false information or suppression of any material information, the application shall be liable for rejection besides initiation of Panel proceedings by AIIMS, RISHIKESH, if it deemed fit.

Place

Signature

Date

Name & Designation of the  
Authorized Signatory with Official  
Stamp

**“Chapter-II (Schedule of requirements & EMD)**

**Table-I**

**Detail of EMD**

<b>S.No.</b>	<b>Item</b>	<b>Quantity</b>	<b>EMD</b>
1	Empanelment of Advertising Agency	As per requirement	INR 2,00,000/-

**FINANCIAL BID****(In sealed Cover-II super scribed "Financial Bid")**

To,

Administrative Officer

AIIMS Rishikesh, Virbhadr Marg.

Rishikesh (Dehradun)

Dear Sir,

I/We hereby minimum discount offered on DAVP rate for the Advertising Agency at the rate given below: -

**Rates offered**

Sl. No.	Type of Advertisement	Discount offered on DAVP rate in figure	Discount offered on DAVP rate in word
1.	All advertisement in any Newspaper (either all India editions or Uttarakhand edition)		

Award of work will be given to those agencies who will quote highest percentage of minimum discount on DAVP rate.

**DECLARATION**

We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. It is certified that the information furnished above is correct. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Name : \_\_\_\_\_

 Designation : \_\_\_\_\_  
 (with official stamp)

Note:

- (i) No other charges would be payable by Client.
- (ii) There would be no increase in rates during the Contract.