

**EXPRESSION OF INTEREST**

**FOR**

**EMPANELMENT OF NEWSPAPER ADVERTISING AGENCY**

## TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

Please read carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

### 1. Scope of the work :

- a. Provide Artwork (Color and or Black & White / English and or Hindi) of the advertisement contents based on the input received from the Institute officials. As per the requirement, contracting agency will provide multiple options of the creative art work to be finalized based on the approval of the Institute Officials. This will also include all correction(s) as per the requirement during the process of finalization to publication of the advertisement.
  - b. Giving assistance in preparation of media plan, providing details of various publications across given geographical area and its quotations as per the DAVP rate.
  - c. Exchange of requirement and information shall be done through email communication. Only in exceptional situation, contracting agency official may be invited at the Institute.
  - d. Publication of advertisement as approved by the Institute in the given news papers as per the quotation approved by the Institute.
2. The award of work will initially be given for a period of one year and reviewed for extension for another year(s) subject to satisfactory performance at the discretion of competent authority of IIT Tirupati on the same terms and conditions.
  3. The contracting agency/firm/company shall provide services continuously as per the award of contract.
  4. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency/firm/company without prior written consent of IIT Tirupati.
  5. The contracting agency/firm/company shall get suitable instructions from the Registrar / Designated Official of IIT Tirupati and shall provide the services promptly as per requirement.
  6. The contracting agency/firm/company shall abide by the rules and regulations of State / Central Government authorities particularly applicable to the business and shall have requisite licenses, sanctions, registration, accreditation which should be valid during the tenure of contract.
  7. The agency should have handled at least Two (02) single client as Government/ PSU/Educational Institutions accounts/ orders in the past 5 years from the date of enquiry. (Attach copies of Award Letters/Other relevant proof);
  8. The agency should be able to meet a diversity of communication requirements at short notice
  9. The agency shall maintain confidentiality on matters disclosed till proper instruction is issued for publication. IIT Tirupati reserves the right to impose penalty in case of any violation of the above;

10. The "Registrar, IIT Tirupati" reserves the right to terminate the contact at any time without assigning any reason by giving one month notice to the contracting agency/firm/company.
11. In case required services are not provided by the contracting agency on time, IIT Tirupati will be free to get the work done from any other agency from open market and the expenses on this account will be debited to the contracting agency which will be recovered from the dues / pending bills, performance security deposit etc.
12. The successful agency / firm / company shall assign a designated official who shall be responsible for immediate interaction with IIT Tirupati designated official so that optimal services could be availed without any disruption. The designated official of the agency / firm company should be available round the clock on his own direct telephone (office as well as residence & mobile) so as to respond to the call for services in emergent cases. The supervisor should be accessible on Holidays / Sundays also for satisfying IIT Tirupati requirements.
13. The successful tenderer will have to execute an agreement with IIT Tirupati broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IIT Tirupati on a non judicial stamp paper of appropriate value, the cost of which will be borne by the successful agency/firm/company.
14. In case of Dispute or difference arising between the "IIT Tirupati" and contracting agency relating to any matter arising out of or connected with this contract, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the "Director, IIT Tirupati", if he is unable / unwilling to act, to the sole arbitration or some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
15. The "Registrar, IIT Tirupati" reserves the right to award contract for required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the "Registrar, IIT Tirupati" in this regard shall be final and binding on all.
16. The service level agreement and packages shall be the part of special terms and conditions of advertisement service.

## PROFILE OF THE AGENCY / FIRM / COMPANY

(Please fill in all details. Profile will be used for technical evaluation and is part of the eligibility criteria)

Sr. No.	Required information	Details to be given by the agency / firm / company.
1	Name of the agency / firm / company	
2	Address of the Head Office of agency / firm / company (Submit proof).	
3	Address of the agency / firm / company of Tirupati office (Submit proof).	
4	Legal status - (individual, proprietary, partnership firm, limited company, corporation, etc.-Submit proof)	
5	Name, designation, and telephone nos. of the contact person. Fax No. E-mail id	
6	Date of establishment of agency / firm / company (Submit proof)	
7	Statutory details (Photocopies to be submitted): a) Registration number of the firm. (Issued under shops and establishment act.).  b) Registration number issued by Registrar of Companies (if any) -  c) PAN  d) GST - Registration number	

**Signature**

**Name:**

**& seal of contracting agency/firm/company**