

TENDER REF NO. JKGB/GAD/NEWSPAPER-AGENCIES/2023-24/1406 DATED: 27.09.2023



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# EMPANELMENT OF NEWSPAPER ADVERTISING AGENCY

**(A) Disclaimer**

The information contained in this Tender document or any information/documents provided subsequently to agency(s) whether verbally or in documentary form by or on behalf of the Bank is provided to the agency(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided. This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties/Agencies for submission of bids. The purpose of this Tender is to provide the agency(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the Bank, this Tender does not claim to include all the information each agency may require. The Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend, supplement or annul the information in this Tender.

**(B) Brief about J&K Grameen Bank:**

“J&K Grameen Bank”, a Regional Rural Bank created by amalgamation of Jammu Rural Bank and Kamraz Rural Bank by Government of India while exercising power conferred by Sub-Section (1) of section 23(A) of the Regional Rural Bank's Act,1976 vide notification dated 30th June 2009, issued by Ministry of Finance, Department of Financial Services, carrying on Banking Business, having its Head office at Narwal, Jammu, Pin-180006, Jammu and Kashmir, hereinafter referred to as the “Bank”.

Detailed information about J&K Grameen bank is available at Banks website [www.jkgb.in](http://www.jkgb.in).

**(C) Objective of Tender:**

**Empanelment of newspaper advertising agency/ agencies for publication of SARFAESI, Tender, Event Publicity etc. related advertisements on local / national level newspapers for a period of 03 years.**

The Tender document can be downloaded from official web site of the Bank [www.jkgb.in](http://www.jkgb.in) Other details i.e. specifications and Terms and Conditions will be available along with the Tender document.

**(D) Schedule for Tender Process:**

<b>1. TENDER Ref. No.</b>	<b>JKGB/GAD/NEWSPAPER-AGENCIES/2023-24/ Dated: 27.09.2023</b>
<b>2. Scope of Work</b>	Empanelment of newspaper advertising agency/ agencies for SARFAESI, Tender, Event Publicity etc. related advertisements on local / national level newspapers for a period of 03 years
<b>3. Mode of Tender Submission</b>	Offline
<b>4. Contact details for correspondence regarding this TENDER</b>	Mr. Nitesh Sharma General Administrative Department, J&K Grameen Bank Head Office, Narwal-180006, Jammu <a href="mailto:nitesh.sharma@jkgb.in">E-mail: nitesh.sharma@jkgb.in</a> Contact No. 9797127377/ 7051754801
<b>5. Tender Type</b>	Open
<b>6. Base Currency</b>	INR (₹)
<b>7. Consortium</b>	Consortium Bids are not allowed.
<b>8. Bid Document Availability</b>	Document can be downloaded from the Bank's website : <a href="http://www.jkgb.in">www.jkgb.in</a> w.e.f. 27.09.2023 to 20.10.2023
<b>9. Pre-bid queries</b>	Interested agencies may submit their queries at <a href="mailto:pdg.hoj@jkgb.in">pdg.hoj@jkgb.in</a> w.e.f. 27.09.2023 to 11.10.2023
<b>10. Pre-bid Conference</b>	12.10.2023 at 11:00 A.M. at JKGB Head Office, Narwal, Jammu
<b>11. Last date and time for Bid submission</b>	20.10.2023 upto 05:00 P.M.
<b>12. Address for submission of Sealed Tender</b>	The General Manager, J&K Grameen Bank Head Office, Near Fruit Complex Narwal-180006, Jammu
<b>13. Technical Bid opening date</b>	21.10.2023 at 11A.M.
<b>14. Commercial Bid opening date</b>	<b>To be communicated separately to technically qualified agencies only</b>
<b>15. Project Duration</b>	Three (03) years
<b>16. Tender Fee (Non-refundable)</b>	Rs.2,360/- (Rupees Two Thousand Three Hundred Sixty Only) <b>To be remitted through NEFT only</b>
<b>17. EMD (Earnest money Deposit) Amount (₹)</b>	EMD of <b>Rs.10,000/- (Rupees Twenty Thousand Only)</b> in the form of TDR pledged to the General Manager J&K Grameen Bank, Head Office, Jammu. Validity of EMD should be atleast 06 months.

**(E) TERMS AND CONDITIONS:**

The following terms and conditions will be binding on all the Agencies. These terms and conditions will also form a part of the Empanelment Letter, to be issued to the Empanelled Agencies and shall be applicable during the complete term of the agreement.

**1. Tender fees (non- refundable) of Rs.2,360/- (Rupees Two Thousand Three Hundred Sixty Only)**

to be remitted through NEFT as per the below mentioned details:

- A/C No. : 3096010100000075
- A/c Name: Parking account for NEFT/ RTGS
- IFSC : JAKA0GRAMEN
- Bank Name: J&K Grameen Bank
- Branch Name: Narwal, Jammu

**2. The Empanelment period is of 03 years** and may be renewed for a period of 02 years at the sole discretion of the Bank, on mutually agreed Terms & Conditions of both the parties. Agencies are advised to check the minimum eligibility criteria before submitting the tender.

**3. Agencies have to submit all the mandatory documents along with the duly signed and stamped Tender document. Offer without the same shall be considered incomplete and shall be rejected.**

**All the documents / certificates / license / TDR etc. should be enclosed in the Technical Bid Envelope only. The technically qualified agencies shall be empanelled for a period of 03 years.**

**4. The Earnest Money of Rs.10,000/- (Rupees Ten Thousand only) in the shape of TDR pledged to The GENERAL MANAGER, J&K Grameen Bank should be enclosed in the Technical Bid Envelope . Any Tender without EMD will out rightly be rejected by the bank. The TDR may be of any branch of J&K Grameen Bank or any branch of a Scheduled Commercial Bank. Agencies registered with Director General of Supplies & Disposals, National Small Industries Corporation, MSME/ Startups are exempted. Tender without EMD shall be considered incomplete and shall be rejected.** In case a empanelled vendor/agency fails to provide services as per the Terms & Conditions of the Service Level Agreement, the earnest money shall be forfeited.

**5. EMD of the agencies shall be released within 02 months after the completion of Tender process.** The agencies have to collect the instrument (in original) from General Administrative Department, Head Office Jammu after submitting an application to release the EMD in their favor. Information regarding release of EMD in favor of empanelled agency shall be provided via mail (valid email address should be mentioned in the tender document by the agency). Loss of EMD of empanelled agencies (if not collected by them within 02 months w.e.f. the date of

communication) shall be the sole responsibility of the said agency. The bank shall not be responsible for loss of instrument after the after-mentioned time.

- 6. Performance Bank Guarantee:** Performance Bank Guarantee amounting to **Rs.20,000/-** (for J&K Edition) and **Rs.30,000/-** (For All India Edition) has to be submitted by the **empanelled agencies only** in the form of TDR or Bank Guarantee from J&K GRAMEEN BANK or any Scheduled commercial bank which should be valid for a period of 60 days beyond the completion of the empanelment period of 03 years. Failure of empanelled agencies to provide the services within the stipulated time shall entail invocation of Performance Bank Guarantee or forfeiture of TDR or any other form of deposit as the case may be. Please note that the agency that shall be empanelled for both J&K edition and All India edition should submit PBG amounting to **Rs.30,000/-** only.
- 7. The contract shall come into effect and binding on the empanelled agencies from the date of empanelment letters issued by the Bank. The agencies are advised to ensure that they have proper staff and Office in UT of J&K or UT of Ladakh.**
- 8. The empanelled agencies shall provide the services w.e.f. date as mentioned in the empanelment letter failing which the Bank shall be at liberty to cancel the contract of the defaulting agency and assign the contract to other agency whose rates fall on second lowest/third lowest (L2/L3) as the case may be to get the services in time. The earnest money of the empanelled agency shall be forfeited without assigning any reason. Besides, the Bank shall be entitled to recover the loss/damages which the bank may incur or have incurred on account of getting the services from any other agency, from the defaulting agency. The details of the services to be provided by the empanelled agencies are mentioned below:**
  - a. Publication of SARFAESI, Tender, Event Publicity etc related advertisements in local / national level newspapers as per the rates finalised.**
  - b. Giving assistance in preparation of media plan, providing details of various publications across given geographical area as per rates finalised.**
  - c. Publication of Press Release (including coloured photographs, if any) in all the newspapers free of cost.**
  - d. It shall be the sole responsibility of the empanelled agency to publish the press release in all the newspapers for which the said agency is empaneled.**
- 9. The empanelled agencies 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 empanelment period .**

10. In case, the services are not provided by the empanelled agencies on time, the Bank reserves the right to get the work done from any other agency from open market and the expenses on this account shall be debited to the empanelled agencies which will be recovered from the dues / pending bills, performance Bank guarantee etc.
11. The agency should have a minimum experience of two (02) years of rendering the similar nature of work of the value of Rs.2,00,000/- or more in the last 03 financial years (April 2020 to March 2023). The experience has to be in Govt. Organisations / Semi Govt. Organisations / PSU / Reputed Firms / Banks / Financial Institutions. Relevant documents like the work order Copies, Work Completion Certificates & experience certificate should be provided.
12. **Agencies who are member of INS (Indian Newspaper society) and are accredited to AAI (Advertising Agencies Association of India) shall be preferred in case the rates submitted by the agencies are same. Agencies need to submit copy of INS & AAI accreditation, wherever applicable.**
13. The bank has the right to terminate the contract without assigning any reason any time after awarding the contract.
14. The empanelled agencies have to provide valid landline & mobile numbers of the staff members. Further, **Call Escalation Matrix should be provided.**
15. Bank reserves the right to accept/reject any Tender/or all Tenders without assigning any reason thereof.
16. The conditional Tenders shall be rejected out rightly and no correspondence of any nature shall be entertained.
17. The Agency should also provide Declaration regarding not-being blacklisted or otherwise and Declaration that the documents attached in response to this bid are genuine and bonafide, should be provided.
18. Bank may disqualify the agency, if at any time, it is found that any information submitted by the agency/vendor/service provider as mentioned in the Tender document is false or materially inaccurate/incomplete.
19. **Dispute:** If a dispute of any kind, whatsoever, arises between the Bank and vendor/empanelled agency in connection with or arising out of the contract of supply of goods/providing of service, whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action, in-action, determination; matter in dispute shall be referred to the Internal Dispute Resolution Tribunal of the Bank and if not acceptable to

vendor/service, it shall then be referred to Arbitrator of the Bank. The decision of Internal Dispute Resolution Tribunal or Arbitrator of the Bank as the case may be, shall be final and binding on the parties.

- 20. Arbitration:** All disputes between the parties after the repudiation/cancellation, termination, or abandonment thereof shall be referred to a sole arbitrator for adjudication through arbitration, if reference thereof to Dispute Resolution Tribunal is not acceptable to the vendor/service provider as the case may be. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act 1996. The Courts in Jammu alone shall have jurisdiction over such arbitration proceedings.
- 21.** The resultant contract will be interpreted under J&K UT Laws.
- 22. Agencies are not permitted to alter or modify their bids after submission of the tender.**
- 23.** The Agencies should **sign & affix his/her firms stamp on each page of the Tender** and all its related documents as the acceptance of the offer made by the Agencies will be deemed as a contract and a formal agreement will also be drawn regarding the contract.
- 24. The empanelled agencies have to submit PBG amounting to Rs.20,000/- (For J&K Edition), Rs.30,000/- (For All India Edition) and duly signed and stamped notarized Service Level Agreement to the Bank within 15 days w.e.f. the date of issue of Empanelment Letters, on the agreed Terms & Conditions as mentioned above. Format of Service Level Agreement shall be provided along with the Empanelment Letter.**
- 25.** Bank shall have the right to call upon the information regarding status of work at any point of time.
- 26. Sensitive Information:** Any information considered sensitive must be protected by the agency / vendor from unauthorized disclosure, modification or release or access. The Empanelled Agency has to sign a Non-Disclosure Agreement with the Bank.
- 27. The Agencies are advised to submit the Technical bids & Commercial Bids in separate sealed envelopes & both the envelopes should be enclosed in a single envelope. The agencies should clearly mention "Empanelment of Newspaper Agency", "Name", "valid telephone numbers" and "email address" on all the three (03) envelopes.**
- 28. The commercial bids of only technically qualified agencies shall be evaluated and the date of opening of commercial bids shall be communicated separately.**
- 29.** L-1 shall be declared on the basis of discount percentage offered by the agency in the commercial bid and the same shall be freezed for entire period of empanelment. L-1 shall be declared separately for each newspaper.

- 30.** Text of advertisement will be provided by the Bank in electronic format (MS Word) and the designing/creative options/artwork should be done by the empanelled agency to the satisfaction of the Bank.
- 31.** The empanelled agency shall provide the service on 24-hour notice basis to design, translate and release the advertisement and must ensure that the matter of advertisement given is correctly reproduced in the advertisement appearing in the newspaper.
- 32.** Many of the requirements of the Bank could be of emergent in nature. The empanelled agency must respond to such requirements at short notice despite holidays/beyond office hours.
- 33.** Translation from English to Hindi/ Urdu / any other regional language or vice versa of all Advertisements/ Tender notice to be published in any newspaper shall be arranged by the empanelled agency and no additional charges for translation of the same will be made.
- 34.** Publishing of the advertisement by the advertising agency shall be after approval of advertisement design / artwork. Advertisement is to be published on the specified dates on receipt of Work Order/Confirmation from the Bank.
- 35.** All the Advertisements pertaining to the Bank shall be issued with the prior approval of the Bank.
- 36.** It shall be the responsibility of the empanelled agency to ensure that all advertisements of the Bank would be placed prominently and appear in an impressive manner while occupying minimum space.
- 37.** The Bank reserves the right to make necessary modification to the selected artwork, concept etc. and the empanelled agency will be required to carry out the modifications suggested in the artwork.
- 38.** In case of delay in publishing the advertisement beyond 24 hrs. from the schedule time given, penalty may be imposed on the agency, which may include cancellation of the order and termination of the empanelment at the sole discretion of the Bank.
- 39.** If the Advertisement is misprinted or published differently from the approved one, the empanelled agency will publish corrigendum / correct Advertisement in the same newspaper at their own cost on the next day positively. The draft regarding the same shall be provided by the bank separately.
- 40.** The empanelled agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to Bank's interest. The empanelled agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication. The Bank reserves the right to impose penalty in case of any violation of the above.



41. The empanelled agency will not be allowed to assign or sublet the empanelment or any part of it to any other vendor/agency in any form. Failure to do so shall result in the termination of empanelment.
42. The performance of the empanelled Agency shall be regularly reviewed on the key parameters of creativity, initiative, competency and response time. In the event that Agency fails to meet the Bank's requirements, the Bank shall be constrained to terminate the empanelment by serving three (03) month's prior notice.
43. If the services of the agency are not found satisfactory, the Bank shall have the right to cancel the empanelment at any time without assigning any reason and without any financial compensation to the agency.
44. **PAYMENT TERMS:** Payment shall be made within twenty (20) days after receipt of the final bill, duly supported by all the newspaper clippings (in original). No extra payment shall be made for conceptualization, creation, designing and development of Advertisement or publication of press release in all the newspapers. Selection of artwork will be entirely on Bank's discretion and the Bank will not pay charges for submission of artwork. No advance payment will be made to the empanelled agency under any circumstances. Taxes as applicable (GST / TDS / GST-TDS etc.) shall be deducted at source from the bills of service provider as per rules. GST No. of both the Bank and the agency should be mentioned on the bills.
45. **The Bank reserves the right to publish any advertisement at DAVP rates during the empanelment period of three (03) years without assigning any reason whatsoever.**

**F. MINIMUM ELIGIBILITY CRITERIA:**

1. The Agency should be a registered Indian Firm / Company.
2. The Agencies will have to submit self-attested photocopy of the GST Registration Certificate and PAN Card along with the Tender. No Tender shall be accepted without PAN/GST Number.
3. The agency should have a minimum experience of two (02) years of rendering the similar nature of work of the value of Rs.2,00,000/- or more in the last 03 financial years (April 2020 to March 2023). The experience has to be in Govt. Organisations / Semi Govt. Organisations / PSU / Reputed Corporates / Banks / Financial Institutions. Relevant documents like the work order Copies, Work Completion Certificates & experience certificate should be provided.
4. The Agency should have never been blacklisted by the Deptts./ Ministries of Govt. of India/ PSUs/Autonomous Bodies/Banks etc. Undertaking to be provided by the agency.

5. The agency should have a well maintained office premises in UT of J&K or UT of Ladakh. Address Proof should be provided.
6. The Agency should be a profit making firm. Net Profit after Tax shall be considered during the FY 2019-20, 2021-22 and 2022-23.
7. The Agency should have a minimum Annual Turnover of Rs.5,00,000/- in the last three Financial Years (April 2020 to March 2023). CA attested certificate should be provided in this regard.

**G. DOCUMENTS TO BE SUBMITTED IN TECHNICAL BID ENVELOPE:**

The agency has to submit the below mentioned documents / certificates / license in the same order as mentioned below

- 1) Check List
- 2) Duly Signed and Stamped Tender document
- 3) Receipt of Tran/UTR no. of Tender Fee.
- 4) TDR of Earnest Money Deposit
- 5) Bank details (Account No and Name, Bank name, IFSC code)
- 6) Copy of PAN.
- 7) Copy of GST Registration Certificate.
- 8) Copy of Licenses issued by INS (Indian Newspaper society) and AAI (Advertising Agencies Association of India) (if any).
- 9) Copy of Work orders, Work Completion certificates & Experience Certificate issued by Govt. Organisations / Semi Govt. Organisations / PSU / Reputed Corporates / Banks / Financial Institutions in the last three Financial Years (FY 2020-21, 2021-22 and 2022-23).
- 10) Income Tax Returns for the last three Assessment Years (2021-22, 2022-23 and 2023-24).
- 11) CA Certified Turnover Certificate.
- 12) Audited Balance Sheets and Profit & Loss Statements of last three financial years (FY 2020-21, 2021-22 and 2022-23).
- 13) Declaration regarding not-being blacklisted / debarred.
- 14) Declaration that the documents attached in response to this bid are genuine and bonafide.

**H. DOCUMENTS TO BE SUBMITTED ALONG WITH COMMERCIAL BID:**

- **Price Bid as per Annexure "1" only. (No other document is required to be submitted with the Commercial Bid)**

**Note: All documents should be stamped and signed by the Agency.**

**Interested agencies fulfilling the above mentioned eligibility criteria and agreeable to abide by the terms and conditions are required to submit their bids on or before last date.**

**If any information is found false, the application will be rejected out rightly.**

ANNEXURE 1 (To be enclosed in Commercial Bid only)

COMMERCIAL BID

S No	News Paper Name	Card Rates as on date (For J&K Edition) Black & White)	Card Rates as on date (For J&K Edition) Colored	Discount Offered (Specify Percentage)	Offer Rate per sq-cm (For J&K Edition) Black & White	Offer Rate per sq-cm (For J&K Edition) Colored
1	STATE TIMES					
2	DAILY EXCELSIOR					
3	GREATER KASHMIR					
4	PUNJAB KESRI					
5	AMAR UJALA					
6	DANIK JAGRAN					
7	DANIK BHASKAR					
8	EARLY TIMES					
9	STATE SAMACHAR					
10	DAINIK SAVERA					
11	EARLY TIMES PLUS					
12	HINDUSTAN TIME					
13	THE TRIBUNE					
14	TAMEEL IRSHAD					
15	THE EARTH NEWS					
16	TASKEEN					
17	DAILY AFTAAB					

GST Percentage : \_\_\_\_\_

(Signature of authorized signatory)

Name:

Date:

Designation:

Seal of the Firm/ Company

ANNEXURE 1 (To be enclosed in Commercial Bid only)

S No	News Paper Name	Card Rates as on date (For All India Edition Black & White)	Card Rates as on date (For All India Edition Colored)	Discount Offered (Specify Percentage)	Offer Rate per sq-cm (For All India Edition) Black & White	Offer Rate per sq-cm (For All India Edition) Colored
1	TIMES OF INDIA					
2	HINDUSTAN TIMES					
3	THE TRIBUNE					
4	THE INDIAN EXPRESS					
5	HINDUSTAN HINDI					
6	DAINIK JAGRAN					
7	AMAR UJALA					
8	THE HINDU					

GST Percentage : \_\_\_\_\_

**Note:**

1. Advertising agencies can also quote the price of the newspapers not mentioned above, having appropriate circulation both at local and national level.
2. Contract Period: 03 years w.e.f. date of issue of empanelment letter.
3. All rates should be in per sq. cm.
4. GST will be extra as per rules.
5. The card rates may vary. However, Discount Percentage shall be freezed during the empanelment period of 03 years.
6. Taxes as applicable (GST, GST TDS, TDS etc) shall be deducted before making the payment.
7. Conditional offer shall be rejected.
8. The financial proposal should be expressed in figures only.
9. Agencies are required to submit the card rate of the newspaper/ publication with seal and signature each time when the rates are changed. However the revised rates shall be applicable after 15 days w.e.f. the date of submission of duly attested card rate. If at any point, it is found that the agency has submitted the false card rate / information, the empanelment of the said agency shall be ceased and penalty (as decided by the Bank) shall be imposed.

(Signature of authorized signatory)

Name:

Date:

Designation:

Seal of the Firm/ Company

**ANNEXURE 2 (To be enclosed in Technical Bid only)**

**DECLARATION**

**(To be given on Firm/ Company Letter Head)**

**To**

**The General Manager**

**J&K Grameen Bank**

**Head Office, Narwal**

**Jammu**

**Dear Sir,**

1. I/We have read and understood the contents of the Tender/Rate Contract and agree to abide by all the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake that the EMD submitted by me/us shall be retained by the Purchaser as Performance Security as a pre-requisite for signing the Contract Agreement.
3. I/ We also confirm and undertake that the documents attached and information provided by me/us to the bank in response to the Tender/ Rate Contract is/ are genuine to the best of my knowledge. In case any of the documents/ information is found to be false/ fake/incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm/Company was or is Proprietor or Partner or Director of any firm/ Company with whom any Government Deptt/ PSU or Bank has blacklisted/ banned / suspended business dealing. I/We further undertake to report to the J&K Grameen Bank immediately after we are informed but in any case not later than 15 days, if any firm/Company in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm/Company which is blacklisted/banned/suspended in future during the currency of the Contract with you.

(Signature of authorized signatory)

Name:

Date:

Designation:

Seal of the Firm/ Company

**ANNEXURE 3 (To be enclosed in Technical Bid only)**

**MANDATE FORM FOR BANKING DETAILS (On the letter head of the Agency)**

<b>1</b>	<b>Name of the firm / authorized person of the firm as per bank records:</b>	
<b>2</b>	<b>Bank details of the Agency:</b>	
	<b>a) Bank Name:</b>	
	<b>b) Branch Address:</b>	
	<b>c) Account No.</b>	
	<b>d) Type of Account</b>	
	<b>e) (Current/Savings)</b>	
	<b>f) MICR No.:</b>	
	<b>g) IFSC Code:</b>	

- **All the payments shall be credited into the above mentioned Account.**

(Signature of authorized signatory)

Name:

Date:

Designation:

Seal of the Firm/ Company

**ANNEXURE 4 (To be enclosed in Technical Bid only)**

**Brief Profile of the Advertising Agency  
(To be submitted on the letterhead of the bidder)**

<b>Name of the Advertising Agency</b>	
<b>Registered Office Address (with telephone no. &amp; email address)</b>	
<b>Status of the organization (Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company)</b>	
<b>Name of the Directors/Partner/Proprietor</b>	
<b>Name &amp; Address with telephone No., fax No, and email ID of contact person with Designation</b>	
<b>Website, if any</b>	
<b>Year of incorporation /constitution of agency</b>	
<b>Registration No./Trade License No. (if any)</b>	
<b>PAN No.</b>	
<b>GST No.</b>	
<b>Name of the cities where Agency / Firm / Company is having branches</b>	
<b>Total number of employees</b>	
<b>Name of the large corporate clients (Banks/PSUs/IITs/IIMs/Govt. Org./reputed companies)</b>	
<b>Details of experience</b>	

<p><b>Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation.</b></p>	
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**Verification:**

**The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIMBG if it deems fit.**

(Signature of authorized signatory)

Name:

Date:

Designation:

Seal of the Firm/ Company



**ANNEXURE 5 (To be enclosed in Technical Bid only)**

**CHECK LIST**

<b>S NO.</b>	<b>List of Documents</b>	<b>Whether self attested copy enclosed (Yes/No)</b>	<b>Page No. Where the documents Enclosed.</b>	<b>REMARKS</b>
1	Duly Signed and Stamped Tender document			
2	Receipt of Tran/UTR no. of Tender Fee.			
3	TDR of Earnest Money Deposit			
4	Bank details (Account No and Name, Bank name, IFSC code)			
5	Performance bank Guarantee			
6	Copy of PAN			
7	Copy of GST Registration Certificate			
8	Copy of License issued issued by INS (Indian Newspaper society) and AAI (Advertising Agencies Association of India) (if any).			
9	Copy of Work orders, Work Completion certificates & Experience Certificate issued by Govt. Organisations / Semi Govt. Organisations / PSU / Reputed Corporates / Banks / Financial Institutions in the last three Financial Years (FY 2020-21, 2021-22 and 2022-23).			
10	Income Tax Returns for the last three Assessment Years (2021-22, 2022-23 and 2023-24).			
11	Declaration regarding not-being blacklisted / debarred.			
12	Declaration that the documents attached in response to this bid are genuine and bonafide.			
13	CA Certified Turnover Certificate.			
14	Audited Balance Sheets and Profit & Loss Statements of last three financial years (FY 2020-21, 2021-22 and 2022-23).			

**(Signature of the Agency)**

**Name:**

**Date:**

**Designation:**

**Seal of the Firm/ Company**