

CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
Council Of Scientific & Industrial Research
Sector-30, Chandigarh-160030

Advt. No.BILL/01/2019
EMPANELMENT OF ADVERTISING AGENCIES

CSIR-CSIO invites offers in sealed cover superscripting OFFER FOR EMPANELMENT OF ADVERTISING AGENCIES addressed to Director, CSIR-CSIO, Sector-30, Chandigarh receivable till 07/05/2019(Tuesday) upto 03.00 P.M. from Advertising Agencies meeting criteria mentioned below:-

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 05 years (enclose copy)
3. Branches of advertising agencies at Chandigarh should be 01 or more (enclose proof)
4. The advertising agencies should never have been blacklisted by Centre/state govt.(submit undertaking)
5. EMD of Rs.15,000/- (Rupees Fifteen Thousand only) in the form of Demand Draft drawn in favour of Director, CSIO payable at Chandigarh is to be attached.
6. Willing to Publish advertisement at DAVP rates applicable at the time of release of advertisements.
7. Fill in the particulars as per Format along with copies of supporting documents.
8. Empanelment will be done for a period of 02 years and further extendable for one year on satisfactory service.

The offers will be opened on same day i.e 07/05/2019 at 03.30 P.M in Committee Room of Administrative Block of CSIO in the presence of tenderers/representatives, if any. Offers/Tenders received after stipulated date and time shall not be considered.

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

FORMAT

1.	NAME & ADDRESS OF ADVERTISING AGENCY	
2.	GST number of agency	
3.	WHETHER FULLY INS ACCREDITED (YES/ NO) (ENCLOSE COPY)	
4.	EXPERIENCE of Govt departments of five year(Enclose copies)	
5.	NUMBER OF BRANCHES IN INDIA WITH COMPLETE ADDRESS	
6.	NUMBERS OF BRANCHES IN CHANDIGARH WITH COMPLETE ADDRESS AND CONTACT NUMBERS	
7.	TOTAL ANNUAL TURNOVER	
8.	NUMBER OF CSIR LABORATORIES WORKING WITH AT PRESENT (ENCLOSE LIST)	
9.	HAS YOUR AGENCY EVER BEEN BLACKLISTED	
10.	WHETHER CAPABLE TO PUBLISH ADVERTISEMENT AT NATIONAL LEVEL (INCLUDING EMPLOYMENT NEWS)	
11	Total number of employees working at Chandigarh office	

SIGNATURE OF HEAD OF
ADVERTISING AGENCY/
REPRESENTATIVE OR
AUTHORISED SIGNATORY

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-CSIO.

Signature _____

Full Name _____

Office Seal _____

Dated :