

NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE
(Deptt of Biotechnology, Ministry of Science & Technology, Govt. of India)
C-127, Industrial Area, Phase VIII, SAS Nagar, Mohali (Pb)-160071

Empanelment of advertising agencies (Last Date:)
(Advt. No.NABI/6(7)/2010-Gen)

APPLICATION FORM

1. **Tender Fee Details** DD No. _____ DD Amount _____ Bank Name/Branch _____

2. **EMD Payment Details** DD No. _____ DD Amount _____ Bank Name/Branch _____

1. Name of the Advertising Agency:

a. Whether Proprietorship/Sole/Partnership/Pvt. Ltd./Ltd. Co.:

b. Year of Establishment (attach proof):

c. Registration Number (if any):

d. Staff strength (full time):

e. Name of the Director /In Charge:

f. Name of the contact person:

2. **Head Office:**

a. Complete Address _____

b. Telephone Number (s) _____ Mobile no. _____

c. Fax Number _____

d. E-mail Address _____

e. Name of the contact person _____

3. **Branch Office (s)**

a. Complete Address _____

b. Telephone Number (s) _____

c. Fax Number _____

d. E-mail Address _____

e. Name of the contact person _____

4. PAN Number issued by the IT Dept. in favour of the agency _____

6. Service Tax Registration number issued by the Central Excise Dept. in favour of the agency _____

7. Validity period of INS accreditation (attach proof) _____

(i) Year in which INS accreditation was given to the agency _____

(ii) The year of empanelment with DAVP _____

8. Annual Turnover of the last three years (Along with documents proof)	
2014-15 _____	
2013-14 _____	
2012-13 _____	
9. List of three Govt. clientele	

10. Rates charged by the Agency for following work	
(i)	
Nature of work	Rates as per DAVP
Publishing advertisement in newspapers	_____
(ii)	
Nature of work	Free of cost (Yes/No)
Press coverage of the events	_____
Design & consultancy services for knowledge dissemination	_____
Note: Documentary evidence may be provided, wherever applicable, in the form of photo copies (Accreditation Certificates, Audit Reports, Work Orders, Release Orders, etc.)	

Declaration

1. I, _____ (Name of the person), am authorized to declare on behalf of the agency _____ (Name of the Agency), hereby declare that the agency has creativity in development communication of high standard befitting the expectations of the NABI.

2) I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled /terminated.

3) I understand that the decision taken by the Executive Director, NABI, Mohali, is final in all matters.

4) I hereby agree to work as per the terms and conditions rolled out by NABI, Mohali.

5) I understand that the NABI, Mohali, reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of contact, without assigning any specified reasons whatsoever.

6) I hereby certify that our firm _____ in not blacklisted by any of the Govt. Organizations (Central/State/Autonomous/PSUs).

Place _____
Date _____

Signature _____
Name _____
Designation _____
Organisation Seal (In case organization)