

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: 15th April' 2013)

(Advt. No.NABI/6(7)/2010-Gen)

APPLICATION FORM

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. Name of the Director /In Charge c. Name of the contact person	
2. Head Office: a. Complete Address _____ b. Telephone Number (s) _____ c. Fax Number _____ d. E-mail Address _____ e. Mobile No. _____	
3. Branch Office (s) a. Complete Address _____ b. Telephone Number (s) _____ c. Fax Number _____ d. E-mail Address _____	
4. Contact person at <u>Chandigarh</u> a. Name _____ b. Designation _____ c. Contact Number (s) _____ d. Fax Number _____ e. E-mail address _____ f. Mobile No. _____	<u>New Delhi</u> a. Name _____ b. Designation _____ c. Contact Number (s) _____ d. Fax Number _____ e. E-mail address _____ f. Mobile No. _____
5. Year of Establishment (attach proof) _____	
6. Registration Number (if any) _____	
7. Staff strength (full time) _____	
8.(i) Year in which INS accreditation was given to the agency (ii) The year of empanelment with DAVP	
9. Validity period of INS accreditation (attach proof) _____	
10. Service Tax Registration number issued by the Central _____ Excise Dept. in favour of the agency	
1. PAN Number issued by the IT Dept. in favour of the agency _____	

12. Annual Turnover of the last three years (Along with documents proof) 2011-12 _____ 2010-11 _____ 2009-10 _____															
13. List of Clientele (Attach separate sheet, if required) _____ _____ _____															
14. Rates charged by the Agency for following work (i) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 40%;">Nature of work</th> <th style="width: 60%;">Rates as per DAVP</th> </tr> <tr> <td>Publishing advertisement in newspapers</td> <td></td> </tr> </table> (ii) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 40%;">Nature of work</th> <th style="width: 30%;">Free of cost (Yes/No)</th> <th style="width: 30%;">If No, then quote rates</th> </tr> <tr> <td>Press coverage of the events</td> <td></td> <td></td> </tr> <tr> <td>Design & consultancy services for knowledge dissemination</td> <td></td> <td></td> </tr> </table>			Nature of work	Rates as per DAVP	Publishing advertisement in newspapers		Nature of work	Free of cost (Yes/No)	If No, then quote rates	Press coverage of the events			Design & consultancy services for knowledge dissemination		
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15. Detail of appreciation(s) award(s) received by your agency (if any) in advertisement campaign (Attach separate sheet, if required) _____ _____ _____															
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 contract, without assigning any specified reasons whatsoever.

Place _____
 Date _____

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