

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

TERMS AND CONDITIONS FOR EMPANELMENT OF ADVERTISING AGENCIES

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

National Agri-Food Biotechnology Institute is a newly coming up research institute at Mohali, Punjab of the Department of Biotechnology, Government of India. The institute will be a nodal centre of innovations and work in partnership with industry and institutes in agriculture and food sciences. The following Terms and Conditions will govern the empanelment of advertising agencies:

A. General Conditions

1. The bidding agency should have notable background in the advertising market and an exposure of working with Government Institutions.
2. The contract shall be for an initial period of one year, extendable for a further period of one year depending upon the mutual agreement of the NABI and the agency with such modifications as may be felt necessary. However, the terms and conditions of the contract, during the period of agreement, will not be subjected to any change.
3. The Indian Newspaper Society (INS) accredited and DAVP empaneled agencies will only be considered while evaluating the bids. Preference will, however, be given to those agencies who are accredited with AIR in addition to INS.
4. Successful bidder/s shall have to submit a Performance Security of ₹ 25,000/- in the form of a Demand Draft drawn on any nationalized bank in favour of National Agri-Food Biotechnology Institute payable at Mohali, on submission of which, the EMD of the successful bidder will be refunded. The Performance Security will be refunded to the empanelled agency after 60 days of the successful completion of the contract.
5. NABI shall not make any advance payment to the advertising agency for any of the work assigned. The payments shall be released by the NABI only against the bills received from the agency after having completed the job to the satisfaction of the NABI.
6. NABI reserves the right to terminate the contract of any or all such agencies from the empanelled list along with forfeiture of the Performance Security, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is subsequently found to be untrue or false.
7. NABI may empanel more than one Advertising Agency and shall be free to release advertisements through any one or more of them either by rotation or otherwise as decided by the competent authority. Despite empanelment NABI reserves the right to issue any advertisement directly to the publishing agency without going through any of the empaneled agencies.
8. All the firms submitting tenders/proposals should enclose a DD for Rs.25,000/- drawn in favour of the National Agri-Food Biotechnology Institute, Mohali payable at Mohali, as EMD without which the offer would not be considered.
9. The applications can be submitted till 1800 hrs on 10th June 2011.

B. Eligibility Criteria:

1. A minimum of five year's continuous experience as a fully accredited INS agency.
2. Creativity in development communication should be of high standard befitting the expectations of the NABI.
3. A minimum yearly turnover of Rs.20 crore during FYs 2008-09, 2009-10 & 2010-11.
4. PAN number issued by the IT department in favour of the agency.
5. Service Tax Registration number issued by the Central Excise Department in favour of the agency.
6. The Advertising agency should have branches at both Chandigarh and New Delhi with telephone and fax.
7. The advertisements to be published on DAVP rates applicable at the time of release of the advertisements.
8. The advertising agency should never have been blacklisted.

C. Desirable

1. Accreditation by Doordarshan and All India Radio.
2. Proficiency in translation and proof reading facilities in major Indian languages

NOTE: The agencies black listed by other government organizations/autonomous bodies will not be considered for empanelment. Offer not received in the prescribed format will be summarily rejected.

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

Administrative Officer

NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE
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Empanelment of advertising agencies (Last Date: June 10th, 2011)
(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	

11. PAN Number issued by the IT Dept. in favour of the agency _____
12. Annual Turnover of the last three years (Along with documents proof) 2010-11 _____ 2009-10 _____ 2008-09 _____
13. List of Clientele (Attach separate sheet, if required) _____ _____ _____
14. 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

- 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.
- 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.
- I understand that the decision taken by the Executive Director, NABI, Mohali, is final in all matters.
- I hereby agree to work as per the terms and conditions rolled out by NABI, Mohali.
- 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