

**Appointment of Advertising Agency**

**TECHNICAL BID & PRICE BID**

<b>Name of the Contractor</b>		
Sl.No.	Description	Attached Yes / No
1	Cost of Document Fee Online only	
2	Earnest Money Deposit Online only	
3	E-Tender Processing Fee Online only	
4	Certified copy of Partnership deed / Memorandum & Articles of Association / Bye- laws etc. as applicable	
5	Certificate of Registration.	
6	Authorization letter /Power of Attorney	
7	Certificate of experience for total Five years	
8	Accreditation certificate with Indian Newspaper Society (INS)	
9	Empanelled Advertising Agency with atleast 5 CPSUs during Last three years as on the date of NIT ( Experience Certificate)	
10	Copy of Income Tax PAN Card	
11	Bank statement for the last 6 months from Banker(s).	
12	Certificate on turn over of Rs. 2,40,000/- ie 30% of Estimated Contract Value duly certified by a practicing Chartered Accountant of preceding three financial years.	
13	Copies of work orders showing release Of advertisements through DAVP	
14	Duly audited P&L Account of preceding three financial years	
15	Certified copy of GST Registration	

16	Under Taking Regarding Uploading correct and true information (Appemdix V) complaince of Tender requirements.	
17	Certified copies of Income tax return filed by the Tenderer	
18	Scanned passport size photograph of the tenderer	
19	Proof of MSEs Registration Copy ( if Exemption for EMD Cost of Tender sought). Annexure - I	
20	Whether a self-certificate that the bidder is not blacklisted by any Central/State Govt/PSUs or local Govt. Deptt / Authonomous Body as on the date of application and is not debarred from participation in the tender process is enclosed.	