

No: IIMV/Admin/Tender/Faculty Advt/2017-18/001

08-May-2017

**Tender for Faculty recruitment advertisement**

Indian Institute of Management Visakhapatnam, having its office at Andhra Bank School of Business Building, Andhra University Campus, Visakhapatnam – 530 003, invites tenders for selection of an Advertising Agency for its Faculty Recruitment Advertisement. Interested Advertising Agencies with INS Accreditation and meeting the eligibility criteria may participate in the tender process.

**I. Eligibility Criteria:**

The Advertising Agency should have –

- a. Accreditation of Indian Newspaper Society(INS) for Press Advertisement (updated documentary evidence to this effect should be enclosed)
- b. PAN India-Presence with offices at least in major metros to enable prompt delivery of material for country-wide publication related work.
- c. The Agency should have Service Tax Registration (documentary evidence to be submitted).
- d. The Agency should be currently handling advertisement work for central government and / or institutions thereunder. Proof of work handled in the past one year to be furnished.
- e. The Advertising Agency applying for Tender should not have been blacklisted by any organization at any point of time. (An undertaking in this regard should be submitted duly signed by the authorized person of the Organization).
- f. Interested bidders are required to submit a non-refundable Tender cost / Tender Processing fee of Rs. 500/- ( Rupees Five hundred only) only through on-line mode.
- g. Earnest Money Deposit (EMD): Interested bidders are required to submit a refundable Bid Security of Rs.25,000/- ( Rupees Twenty Five Thousand only) only through on-line mode.

**II. Terms & Conditions:**

- a. The Advertising Agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to Institute's interest. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication. IIM Visakhapatnam reserves the right to initiate legal /penal action as deemed fit in case of any violation of the above.
- b. The Agency should be able to execute Advertising Assignments, typical of an educational institution.
- c. Selection of artwork will be entirely at Institute's discretion. No extra payment shall be made for conceptualization, creation, designing and development of Advertisement issued.
- d. IIM Visakhapatnam reserves the right to make necessary modification to the selected artwork, concept etc. and the concerned Advertising Agency will be required to carry out the modifications suggested in the artwork, at no (additional) cost.
- e. Translation of the advertisement matter whenever required will be done by the Agency, free of cost.

- f. The Advertising Agency has to respond to requirements of the institute at short notice despite holidays/beyond office hours.
- g. The representative(s) of the Agency will coordinate with the Administration Department of the institute and arrange to get the advertisement published in the desired media, on desired date(s), on the defined page(s), at desired places.
- h. If the Advertisement is misprinted or published differently from the approved one, the Agency will publish corrigendum/correct Advertisement etc. thereof at their own cost at the earliest (within a week).
- i. Payment shall be made within 30(thirty) days after receipt of the final bill, duly supported by all the newspaper clippings (in original). No advance payment is admissible.
- j. In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Director, IIM Visakhapatnam as per the relevant act and the award of the Sole Arbitrator will be binding on both the parties. The cost of such arbitration shall be shared by both the parties equally. Further, any legal dispute arising shall be settled in the court of competent jurisdiction located within the local limits of Visakhapatnam, Andhra Pradesh.
- k. IIMV reserves the right to select any, all or none of the media listed in the financial bid format.
- l. The Advertising Agency will be selected based on **L1 (Lowest Quotation inclusive of all taxes as applicable)** for all the newspapers / magazines together that the Institute decides to advertise in.

### III. List of documents to be submitted with the application (as applicable):

- a. Details of Accreditation with Indian Newspaper Society (INS) along with the date of accreditation during the past one year
- b. Documents for pan-India presence
- c. Details of experience (during past one year) in dealing with Government Institutions, Government of India Undertakings, Autonomous Bodies, and professional Institutes like IIMs, IITs etc.
- d. List of Clients (during the past one year)
- e. Valid Trade License
- f. Income Tax Permanent Account Number (In the name of the firm, if not proprietorship firm)
- g. Service Tax Registration
- h. Name of the competent authority with present address and contact numbers
- i. An undertaking of not having blacklisted by any organization

### IV. Quotation submission:

All required documents and Financial Bids are to be submitted online through the e-procurement (KEONICS) portal only, by the bidders, on or before **1500 hrs on Wednesday May 17, 2017**, failing which the quotation shall be treated as invalid. The quotations will be opened at **1730 hrs** on the same day.

For bid forms and other details, please visit [www.tenderwizard.com/IIMV](http://www.tenderwizard.com/IIMV) or <http://www.iimv.ac.in/tender-notices.html>. For further details, please contact Head-Academic Programmes & Administration on +91 891 282 4453.

### FORMAT FOR FINANCIAL BID

**Sub: Tender for Faculty Recruitment Advertisement**  
**Ref No: IIMV/Admin/Tender/Faculty Advt/2017-18/001 dated 08-May-2017**

Dear Sir/Madam,

With reference to your cited quotation enquiry, we are hereby submitting our rates below (inclusive of all taxes).

S. No	PUBLICATION	EDITION-POSITION & Day	SIZE SQ. CM	RATE PER SQ. CM	AMOUNT Rs	SERVICE TAX	TOTAL AMOUNT Rs
1	<b>The Times of India + Economic Times</b>	All editions(India) - Ascent page - b&w TOI (Wednesday) ET (Tuesday)	(8X10)=80				
2	<b>Hindustan Times</b>	All editions(India) - Shinejobs - b&w Tuesday	(8X10)=80				
3	<b>Business Standard</b>	All editions(India) -b&w Page 3 / 5 Right side	(8X10)=80				
4	<b>Employment News (English &amp; Hindi)</b>	All editions(India) - b&w	(8X10)=80				
	<b>TOTAL</b>						

All the terms and conditions given in the document "Tender for Faculty Recruitment Advertisement" issued by IIM Visakhapatnam are acceptable to us.

Place:  
Date:

Signature of the authorised signatory

**Bidder's Particulars**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Details</b>
1	Bidder's name/ Organization Name	
2	Address for communication	
3	<b>Contact Details</b>	
	Name of the Owner/POA Holder	
	Designation	
	Telephone Number office	
	Mobile Number	
	Email Id	
4	PAN Number	
5	Service tax registration number	
6	Aadhar Number	
7	<b>Bank Particulars</b>	
	Account name	
	Type of A/C : (SB/CA/CC)	
	A/C No.	
	IFSC code	
	Name of the Bank	
	Branch	

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