



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**

Imphal, Manipur, Ph. (0385 – 2058566 / 2445812

E-mail:- [director@nitmanipur.ac.in](mailto:director@nitmanipur.ac.in), Website: [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)

An Autonomous Institute under MHRD, Govt. of India

No. NITM.1/(50-Estt)/Advt/2017(Pf)/493

Dated: 07.09.2018

**“TENDER FOR EMPANELMENT OF ADVERTISING AGENCIES”**

Sealed tender is invited from reputed Indian Newspaper Society (INS) accredited advertising agencies for empanelment with NIT Manipur. Reputed advertising agencies may forward applications in prescribed form for empanelment with the NIT Manipur for release of advertisements in different national and local newspapers. The agencies with 2 years of experience and a minimum annual turnover of **Rupees Twenty Lakhs are eligible to apply**. The application form and detailed terms and conditions can be downloaded from the website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in).

Interested agencies may submit their offers on the appropriate forms of NIT Manipur (Annexure-I & II) along with a non-refundable processing fee of **Rs. 1000/- (Rupees One Thousand Only)** and Earnest Money Deposit of **Rs. 5000/- (Rupees Five Thousand Only)**, refundable to be paid in the form of Demand Draft/ Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee from any of the Commercial Banks in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch along with credentials and the completed tender documents.

The sealed tender should be submitted under Single-Bid System with superscription **“Tender for Empanelment of Advertising Agencies”** and addressed to The Registrar i/c, National Institute of Technology, Manipur, Langol Campus, Imphal – 795004, Manipur so as to reach the undersigned on or before **01.10.2018 latest by 04:00 P.M.** or must be dropped in the tender box placed at the Institute's Establishment Section at NIT Manipur, Langol Campus on or before **01.10.2018 latest by 04:00 P.M.** Incomplete tender in any respect shall be summarily rejected. The Director, NIT Manipur reserves the right to reject any or all the tenders without assigning any reason thereof.

**Note:** Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum.

**Registrar i/c  
NIT Manipur**

Sl.	Details	Date	Time
1	Notification of Tender	<b>07.09.2018</b>	
2	Last date for submission /deposit of Tender	<b>01.10.2018</b>	<b>4:00 P.M.</b>
3	Opening of Bids	<b>03.10.2018</b>	<b>11:00 A.M.</b>



**TERMS & CONDITIONS**

**A. Eligibility Criteria:**

The agencies meeting the following eligibility criteria would be considered:

1. A minimum of five year's continuous experience as a full Indian Newspaper Society (INS) accredited agency without any break.
2. A minimum turnover should be of Rs. 20,000,00/- (Rupees Twenty Lakhs Only) in print media only for the past 2 years.
3. Shall not charge for designing, translation etc.
4. Should arrange to publish the advertisement on DAVP rates in maximum newspapers as desired by institute.
5. Should be able to publish the advertisement within 24 hours in daily newspapers and within 7-14 days in employment news.

**B. General Conditions:**

1. The bidding agency should have notable background in the advertising market and an exposure of working with Government institutions.
2. NIT Manipur will enter into the contract initially for a period of one year, extendable to a further period depending on the mutual agreement of NIT Manipur and the agency with such modifications as may feel necessary.
3. The Indian Newspaper Society (INS) accredited agencies will only be considered while evaluating the bids.
4. Successful bidders shall have to submit a Security deposit of Rs. 20,000/- (Rupees Twenty Thousand Only), in the form of Demand Draft from any of the Commercial Banks in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch.
5. The security deposit will be refunded without any interest to the empanelled agency on successful completion of the contract. If any breach in the contract agreement is found during the contract period, the security deposit will be forfeited.

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



**ANNEXURE – I**

**TECHNICAL BID**

1. Name of the Advertising Agency :
  
- a. Whether Proprietorship / Sole / Partnership/  
Private etc. :
  
- b. Name of the Director / In-charge :
  
- c. Name of the contact person :
  
2. Head Office :
  
- a. Complete Address :
  
  
- b. Telephone Number :
  
- c. Mobile Number :
  
- e. E-mail address :
  
3. Year of Establishment (attach proof) :
  
4. Registration Number (If any) :
  
5. Staff Strength (Full time) :
  
6. Statutory details (Photocopies to be attached) : Yes / No



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a. PAN Number :

7. Year in which INS accreditation was given to the agency :

8. Validity period of INS accreditation (attach proof) :

9. GST number in favour of the agency (attach proof) :

10. Annual turnover for the last two years (along with documents proof) :

Year	Amount
2016-17	
2017-18	

11. Are you on the panel of any Central Funded Technical Institutions/Universities, If year, give detail (attach proof) :

12. Processing fees / EMD details:

Processing fees: Rs. 500/- DD No. .... Date: ....., Bank: .....

EMD: Rs. 5000/- DD No. .... Date: ....., Bank: .....

**Signature of Tenderer  
With seal and date**



ANNEXURE – II

FINANCIAL BID

(EMPANELMENT OF ADVERTISING AGENCIES)

1. Name of the organization :

Sl.	Items / Newspapers	Rate (Rs./Sq.cm) for Display/Notice	Rates for Employment Pages / issues (Rs. /Sq.cm)	Rates for Tender (Rs. /Sq.cm)	Discount (in %)
1	THE TIMES OF INDIA				
2	THE HINDUSTAN TIMES				
3	THE HINDU				
4	THE TELEGRAPH (ALL INDIA)				
5	THE TELEGRAPH (NORTH EAST)				
6	EMPLOYMENT NEWS (ENGLISH & HINDI)				
7	LOCAL NEWSPAPERS AVAILABLE IN MANIPUR				
8	INSTITUTE NEWS				
9	ANY OTHER CHARGES				
10	ANY OTHER REMARK IN YOUR FAVOUR				
11	NAME OF THE NEWSPAPERS FOR WHICH DAVP RATES MAY BE PROVIDED (YOU MAY INCLUDE OTHER LEADING NEWSPAPERS OF NORTH EAST INDIA)				

**NOTE:**

1. In addition to the above, offers for other newspaper/journal or any other package offered by the agency may be enclosed separately.
2. You are requested to quote the pay in DAVP rates.

Signature of Tenderer  
With seal and date