



अखिल भारतीय आयुर्विज्ञान संस्थान, मद्रुरै  
All India Institute of Medical Sciences  
Madurai (Tamil Nadu)

Under PMSSY Division, Ministry of Health & Family Welfare, Government of India  
JIPMER, Puducherry - Mentor Institute

**NOTICE INVITING TENDER (NIT) FOR  
EMPANELMENT OF ADVERTISING AGENCY FOR  
PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS  
FOR AIIMS MADURAI**

**TENDER NO. AIIMS-MDU/Ad. Ag/24-25/OTE/01 Dated: 30 /11 / 2024**

**Critical Date sheet**

S. No.	Particulars	Date & Time
1.	Published Date	30/11/2024 at 14.30 Hrs
2.	Bid Document Download Start Date	30/11/2024 at 14.30 Hrs
3.	Pre-Queries regarding tender Start Date	30/11/2024 at 14.30 Hrs
4.	Pre-Queries regarding tender End Date	03/12/2024 at 12.00 Hrs
5.	Bid Submission Start Date	06/12/2024 at 09.00 Hrs
6.	Bid Submission End Date	20/12/2024 at 12.00 Hrs
7.	Bid Opening Date	21/12/2024 at 14.30 Hrs
8.	Price Bid Opening Date & Time	Date & time to be intimated later

**Note: Pre-bid queries to be sent to: [ao.aiimsmadurai@gmail.com](mailto:ao.aiimsmadurai@gmail.com), cc to:**

**[gemaiimsmadurai@gmail.com](mailto:gemaiimsmadurai@gmail.com) & [procurement-aiimsmadurai.edu.in](mailto:procurement-aiimsmadurai.edu.in)**

Tenders can be downloaded from [www.jipmer.edu.in/announcements/aiims-madurai](http://www.jipmer.edu.in/announcements/aiims-madurai) &  
<https://www.aiimsmadurai.edu.in/Tender.php>

For any information, other modifications and/ or corrigendum may kindly visit the above website.

On behalf of All India Institute of Medical Sciences, Madurai (AIIMS Madurai), invites electronic online bids (e-Tender) through website of JIPMER, Puducherry and the webpage of AIIMS Madurai [www.jipmer.edu.in/announcements/aiims-madurai](http://www.jipmer.edu.in/announcements/aiims-madurai) & <https://www.aiimsmadurai.edu.in/Tender.php> (for ref. only) and CPPP web site <https://eprocure.gov.in/eprocure/app> under **Two Bid system (Part I: Techno commercial bid & Part II: Price Bid or BOQ) from reputed, experienced Firms “For Empanelment of Advertising Agency for publication of advertisement for AIIMS Madurai”**.

Manual bids shall not be accepted. Institute will not entertain any modifications subsequent to opening of bids and bids not confirming to tender conditions shall be liable to be rejected. Therefore, tenderers are advised to submit their bids complete in all aspects as per requirement of tender document specifying their acceptance to all clauses of bid evaluation criteria, general terms and conditions and compliance to the scope of work requirement etc...

AIIMS, Madurai request bidders to quote in line with tender documents uploaded & submit the offer on our e-portal <https://eprocure.gov.in/eprocure/app>

AIIMS, Madurai intends to engage an Advertising Agency to release Admission Notice, tenders notices, recruitments notices etc in English and vernacular newspapers in Local / National Level. Offers are invited from professionally experienced agencies in Prescribed Format to release the advertisement on BOC rates.

Upload of Tender: Tenderers are advised to download Notice Inviting Tender along with other tender documents and submit the declarations and tender documents along with clear scanned copies of requisite documents to substantiate the claim towards their credentials while the tender shall be submitted online in soft copy on our e-tendering portal.

**All interested tenderers may submit their bids i.e. techno commercial bid (Part I) & Price Bid (BOQ) (Part II) strictly in the tender format available online on e-portal.** No other form of bid shall be accepted and the tender shall be summarily rejected. Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders. The tender documents shall be signed by the authorised person as a token of acceptance of the terms and conditions.

1. Tender documents may be viewed and downloaded from the website of AIIMS, Madurai [www.jipmer.edu.in/announcements/aiims-madurai](http://www.jipmer.edu.in/announcements/aiims-madurai) (for reference only) and Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as mentioned.

2. The bid is to be submitted online only on <https://eprocure.gov.in/eprocure/app> up to the last date and time of submission of bids.

3. **Validity of Bids**- Bid validity should be **180 days** from the date of opening.

## **1. SCOPE OF WORK:**

Institute's advertising works ranges from tender advertisements to full-fledged advertisements for student's admissions, recruitment notices etc. They are expected to be released in major newspapers all over the country at short notice.

- (a) Content development for advertisement
- (b) Translation of matter from English to Indian languages and vice-versa and proof reading.
- (c) Designing of advertisement including art work
- (d) Release of approved proof for advertisements in specified newspapers.
- (e) Collation of copies of all newspapers which have published the advertisement and supplying that to AIIMS, Madurai, Tamil Nadu along with bill
- (f) Giving assistance in preparation of media plan

To cater to such requirement's, Advertising Agency is required to have good infrastructure and have adequate experience in the field. These should include creation of artwork, concept, design, editing & release of advertisements in Newspapers.

## **2. ELIGIBILITY CRITERIA:**

The following are the eligibility criteria for empanelment of Advertising Agencies. The Advertising Agency should have: –

- The agency should be able to execute all kinds of advertising assignment.
- Accreditation of Indian Newspaper Society (INS) for Press Advertisement.
- Resources to handle full-fledged multi-lingual publicity campaigns with high standard of creativity in advertising befitting the expectations of a premier professional Institute.
- Proficiency and proof-reading facilities in major Indian languages specially in Tamil, Hindi & English.
- **Minimum 5 (Five) years' experience** in advertising with experience of work undertaken for Government/Public Sector Undertaking/Autonomous Body and Educational Institutes like AIIMS, IITs, IIMs. However, if an agency / company is having valid certificate of 'Startup India' under Department of Industrial Policy and Promotion of the Ministry of Commerce and Industry is exempt from the said criteria.
- **Average annual turnover minimum Rs.50 Lakh per annum during the last three financial years (2020-21, 2021-22 & 2022-23) duly certified by Chartered Accountant.** However, if an agency / company is having valid certificate of 'Startup India' under Department of Industrial Policy and Promotion of the Ministry of Commerce and Industry is exempt from the said criteria.
- The bidder should have not been debarred/black listed/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of

submission of bids.

- The Agency should have PAN Number and GST Registration.
- The Advertising Agency should have adequate infrastructure for timely publication.
- Full-fledged office in the state limit of the institute.
- The Agency should be registered / incorporated in India (proof to be submitted)

### 3. **EARNEST MONEY DEPOSIT(EMD):**

- All the participating bidder are requested to submit Earnest Money Deposit (EMD) of **Rs. 25,000(Rupees Twenty-Five only)** as **Demand Draft in favour of ALL INDIA INSTITUTE OF MEDICALS SCIENCE (AIIMS), Madurai payable at Madurai**
- The **EMD Exemption** is allowed **Only** for **MSE (Service)** category, MSE (Manufacturing) & MSE (Trading) are not exempted from paying EMD
- The EMD shall be forfeited (i) if the bidder withdraws his bids during the period of bid validity; (ii) in case of successful bidder, if he fails to furnish the required security deposit within the specified time limit.
- EMD of successful bidder will be retained till receipt of security deposit and it shall be refunded without any interest.

### 4. **LIST OF MANDATORY DOCUMENTS TO BE SUBMITTED WITH THE BID DOCUMENT TO QUALIFY TECHNICALLY:**

- a) Tender Acceptance Letter as per **Annexure-II**.
- b) Brief profile of the Advertising Agency as per **Annexure-III**.
- c) Agency Structure (whether partnership firm / sole proprietor / a limited company etc.).
- d) copy of Memorandum of Undertaking & Article of Association / certificate of incorporation / certificate of commencement of business if a limited company / partnership deed for partnership firm including trade license.
- e) Details of their Accreditation with Indian Newspaper Society (INS) along with the date of accreditation (Full Accreditation).
- f) Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietor ship firm.
- g) Copy of GST Registration Certificate.
- h) Bank details as per **Annexure-IV**.
- i) Valid document in support of Registered/Branch office in Tamil Nadu.
- j) Average Annual turnover (**minimum Rs.50 Lakh**) for previous three financial years of the Agency duly certified, Audited Balance Sheet (Last 3 Financial Year i.e., 2020-21, 2021-22 & 2022-23) by a Chartered Accountant.
- k) Self-Declaration about Non Black Listing as per **Annexure-V**.
- l) List of 5 major clients from Govt. / PSU / Higher Education Institute / Central Universities / IIT / IIM etc. (as per **Annexure-VI**).
- m) Details of experience in dealing with Govt. / PSU / Higher Education Institution / Central University, Autonomous Bodies and professional Institutes like IIMs, IITs. Copy of letter

of empanelment or Contracts along with satisfactory completion certificates from at least two Govt. Depts. / PSUs / Autonomous Bodies / reputed commercial organizations towards providing similar services during last 5 years from the last date of submission of bid.

- n) Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any.
- o) All other documents, as required in terms of the tender, to claim eligibility.

**Note: Institute may ask the vendor to submit any other certificate/document as it may deemed fit.**

## **5. SUBMISSION OF BID:**

Both the bids (Technical and Financial) duly signed Authorized Signatory should be uploaded on CPP Portal <https://eprocure.gov.in/eprocure/app>

## **6. BID OPENING & EVALUATION:**

- The Technical Bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.
- The Financial Bid of only those bidders whose Technical Bid is found to be technically responsive by the Committee will be opened. The Financial Bids of ineligible bidders will not be opened.
- **Selection of successful bidder:** Technical Bids will be opened on date/time as per the schedule. Financial bid of only bidders who qualify technically will be opened. **After evaluation of bids, the bidder who is technically qualified as well as quotes the highest discounts (H1 bidder) shall be declared as the successful bidder.**

In the event of receiving more than one Financial Bid quoting the same discount, the final selection of successful bidder shall be made in the following manner:

**The one with the highest turnover during the last 3 years put together.**

- Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- The Institute reserves the right to seek clarifications or additional information/documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- The bidders may depute their authorized representatives to remain present during the bid opening process subject to submission of valid authorization letter in the name of the

- representative to attend the bid opening process.
- Telegraphic / conditional / incomplete tenders will not be accepted.
  - Institute may seek confidential feedback from any/all clients of the bidder at any stage before / after opening of Technical/Financial bid and may take decision based on client feedback.

## **7. AWARD OF CONTRACT:**

- **Period of Empanelment:** The empanelment will be initially for a period of one (01) year which may be extended for another one (01) year or more with mutual consent, subject to Same rates, Terms & Conditions and satisfactory performance.
- The Successful Bidder should accept the offer within 10 days from the date of receipt of “Letter of Award”, failing which the Award will be cancelled.
- **Agreement:** The successful bidder will have to execute an agreement on a non-judicial stamp paper worth Rs.100/-. The cost of the stamp duties for the execution of the agreement will be borne by the agency.
- **AIIMS Madurai** reserves the right to engage one or more agencies at a time and to cancel the Contract at any time without assigning any reason.
- AIIMS Madurai reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of workorder.
- It is clearly understood by the parties that no financial liability of any type is created by issuance of the letter of empanelment.
- The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

## **8. TERMS OF CONTRACT:**

- Text of advertisement will be provided by the Institute in electronic format (MS word) through email and the designing/creative options/artwork should be done by the agency to the satisfaction of the Institute.
- The empaneled agency shall arrange for publication of Institute's advertisement from time to time according to the specific instructions such as name of the newspaper(s), number of insertion(s), specific column(s), date of publication etc. These instructions will be communicated in writing by the Institute from time to time.
- The Agency shall provide the service on 24-hour notice basis to design, translate and release the advertisement. The agency must ensure that the matter of advertisement given is correctly reproduce in the advertisement appearing in the newspaper.
- AIIMS Madurai is being a Premier Educational Institute, many of the requirements could be of emergent in nature. The Advertising Agency has to respond to such requirements at short notice despite holidays/beyond office hours.
- The successful agency / firm / company shall assign a designated official who shall be responsible for immediate interaction with AIIMS-Madurai designated official so that optimal services could be availed without any disruption. The designated official of the agency / firm / company should be available round the clock on his own direct telephone

- (office as well as residence & mobile).
- Translation from English to Hindi or vice versa of all Advertisements/ Tender notice to be published in other regional newspaper shall be arranged by the agency and no additional charges for translation of the same will be made.
  - Sub-contract / transfer / Pledge / assign of contract will not be allowed
  - Publishing of the advertisement by the advertising agency shall be after approval of advertisement design/artwork. Advertisement is to be published on the specified dates on receipt of Work Order/Confirmation from AIIMS Madurai.
  - All the Advertisements concerning the Institute shall be issued with the prior approval of the AIIMS Madurai.
  - It shall be the responsibility of the agency to ensure that all advertisements of the Institute would be placed prominently and appear in an impressive manner while occupying minimum space without any extra cost.
  - AIIMS Madurai 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 art work.
  - **Penalty Clause:** In case of delay in publishing the advertisement beyond 24 hrs. from the schedule time given, the agency would be liable to pay 2% of cost of the advertisement per day per advertisement which may entail cancellation of the order and termination of the empanelment at the sole discretion of the Institute.
  - If the Advertisement is misprinted or published differently from the approved one, the Agency will publish corrigendum/correct Advertisement etc. there of at their own cost at the earliest (within a week).
  - AIIMS Madurai shall have discretion to give any work to any empaneled agency selected through tendering process and the other agency will not have to claim for the work.
  - The empanelment of an agency shall not mean that the Institute cannot release advertisements directly/through any other agency without routing through the agency empaneled through this tendering process.
  - The empaneled 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. AIIMS Madurai reserves the right to impose penalty in case of any violation of the above.
  - The agency will not be allowed to assign or sublet the empanelment or any part of it to any other vendor/agency in any form. Failure to do so shall result in the termination of empanelment.
- The performance of the Agency shall be regularly reviewed on the key parameters of creativity, initiative, competency and response time and participation in the tendering process. In the event that Agency fails to meet our requirements, we shall be constrained to terminate the empanelment by serving one month's prior notice.
- If the services of the agency are not found satisfactory, the Director, AIIMS Madurai shall have the right to cancel the empanelment at any time without assigning any reason and without any financial compensation to the agency.
  - The AIIMS Madurai reserves the right to empanel any other Advertising Agency or

cancel empanelment of any agency without assigning any reason by serving one month's notice even before expiry of the period of empanelment.

- The Institute will have the right to drop any Agency from the empaneled list without assigning any reason whatsoever. Institute also reserves the right to modify the Terms and Conditions for empaneled Agencies.
- In case of any disputes on execution of the work during the period of contract, the decision of the Director, AIIMS Madurai shall be binding and final, agreeable in full by both the parties. Any legal disputes shall be subject to Madurai, Tamil Nadu jurisdiction.
- No artwork charges will be paid in any case.

## **9. PERFORMANCE SECURITY:**

- Performance Bank Guarantee (PBG) in lieu of Security to be deposited at amounting to **Rs.50,000/-** in the form of Bank Guaranty/FDR from any scheduled bank in favour of “**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS), Madurai**” which should be valid for 60 days beyond the period of contract.
- In case of breach of contract, PBG shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the empanelment.
- PBG shall be returned to the empaneled agency without any interest, whatsoever, after completion of all contractual obligations.

## **10. PAYMENTS TERMS:**

- Payment shall be made within 30 (thirty) days after receipt of the final bill along with pre-receipt, DAVP rate prevailing on the day of advertising and duly supported by all the newspaper clippings (in original). Payment against Bill shall be made only after satisfactory services to be certified by the concerned AIIMS-Madurai official. In case of any error in publication as compared to Advertisement's text given by us, they shall arrange for publication of corrigendum at their own cost.
- Bill to be made in the name of Director, AIIMS, Madurai, Tamil Nadu, India.
- No extra payment shall be made for conceptualization, creation, designing and development of Advertisement issued through Newspapers.
- Selection of artwork will be entirely on Institute's discretion and AIIMS Madurai will not pay charges for submission of artwork.
- No advance payment will be made to the empanel agency under any circumstances.
- TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule.
- The agency / firm / company shall be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to AIIMS-Madurai to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

## **11. GENERAL TERMS & CONDITIONS:**



- Any act on the part of the bidder to influence anybody in the Institute is liable to rejection of his bid.
- In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the Tender, will not be considered for empanelment.
- All the advertising jobs assigned by the institute are confidential and time bound

In case required services are not provided by the contracting agency on time, AIIMS-Madurai will be free to get the work done from any other agency from open market and the expenses on this account will be debited to the contracting agency which will be recovered from the performance security deposit etc.

Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm/ Company who resort to canvassing will be liable for rejection without any further reference.

Agency will be required to follow the professional ethics and regulatory rules / laws if any

AIIMS Madurai reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.

AIIMS Madurai reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.

The decision of Competent Authority, AIIMS Madurai will be final in all matters relating to the empanelment and binding. AIIMS Madurai reserves the right to reject any application without assigning any reason.

**Arbitration:** 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, AIIMS Madurai and the award of the Sole Arbitrator will be binding on both the parties. Further, any legal dispute arising out of any breach of contract pertaining to this empanelment shall be settled in the court of competent jurisdiction located within the local limits of Tamil Nadu.

**Deputy Director (Admin)**  
**AIIMS Madurai**

Name, Signature and Seal of Authorized Signatory of Bidder

## ANNEXURE-I

Tender for: EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR AIIMS MADURAI	
dated:	
Tender Ref. No: ..... Name of the Bidder: Correspondence Address: Tel/Mob No.: Email Id: Contact Person Name: Mobile No (Contact Person): Year of incorporation:	

Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist otherwise bids will be disqualified: -

S. No	Particulars	Details/ Compliance (Y/N)	If submitted, Mention Page No.	Remarks
1.	Tender Acceptance Letter as per <b>Annexure – II</b> Brief profile of the Agency/Firm and experience in similar field.			
2.	(At least 5 years of experience). As per <b>Annexure – IV</b>			
3.	Status of Agency – Propriety / Partnership / Pvt. Ltd. (attach proof in Name of Proprietor / Partners / Directors			
4.	<b>EMD: 25,000 (Refundable) – DD</b>			
5.	Valid INS Accreditation Certificate indicating full accreditation by INS			
6.	Copy of Permanent Account Number (PAN)			
7.	Copy of GST Registration Certificate			
8.	Bank Details as per <b>Annexure- IV</b>			
9.	Valid document in support of Registered/Branch office at Tamil Nadu			

10.	<p>Bidder's Average Annual Turnover specifically in Advertisement Services (Min. average annual turnover of Rs.50 Lakh) for last three Financial years.</p> <p>(Copies of P&amp;L Account and Balance Sheet certified by a Chartered Accountant to be attached)</p> <p>FY 2020-21 Rs. FY 2021-22 Rs. FY 2022-23 Rs.</p>			
11.	Self-Declaration About Non Black-Listing (as per <b>Annexure-V</b> )			
12.	<p>List of 5 major clients from Govt./ PSU/ Higher Education Institute/ Central Universities/ IIT/ IIM etc. (as per <b>Annexure- VI</b>)</p> <p>Letter of empanelment along with satisfactory completion certificate from at least two Govt. Dept/ PSUs/ Autonomous Bodies/ reputed commercial organizations towards providing similar services during last 5 years from the last date of submission of bid</p>			
13	Valid certificate of 'Startup India' under Department of Industrial Policy and Promotion of the Ministry of Commerce and Industry			
14.	Duly signed and stamped of the entire tender document along with its addendum / corrigendum, if any			

**Declaration**

I/we.....(Name of the Authorized Representative of Bidder) of.....(Name of the bidder) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place & Date:

(Name & signature with stamp of the bidder)

**TENDER ACCEPTANCE LETTER**  
**(On the letter head of the Agency)**

To

The Director

All India Institute of Medical Sciences (AIIMS), Madurai, Tamil Nadu.

**Sub: Acceptance of Terms & Conditions of tender for ‘EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR AIIMS, MADURAI’ vide Tender’ Ref. No: ..... dt. ....**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned “Tender/Work” from the website(s) namely as per your notice given in the above-mentioned website(s).
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) corrigendum(s) in its totality /entirely.
5. I/We also keep the offer open for 90 (Ninety) days from the date of opening of bids.
6. No employee or direct relation of any employee of AIIMS, Madurai is in way connected as Partner/ Shareholder/ Director/ Advisor/ Consultant/ Employee etc. with the Agency/ Firm/ Company.
7. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
8. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our empanelment contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

**Brief Profile of the Advertising Agency**  
(To be submitted on the letterhead of the bidder)

S. No	Particulars	Remarks
1.	Name of the Advertising Agency (In Block Letters)	
2.	Registered Office Address (with telephone no. & email address)	
3.	Status of the Organization (Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company)	
4.	Name of the Directors/ Partner/ Proprietor	
5.	Name & Address of Chief Executive/Proprietor	
6.	Name & Address with telephone no., fax no. And email id of contact person with designation	
7.	Website, if any	
8.	Year of Incorporation/ Constitution of Agency	
9.	Registration No./ Trade License No. (If any)	
10.	PAN No.	
11.	GST No.	
12.	Details of Infrastructure, if any	
13.	Details of the cities where Agency/ Firm / Company is having branches	
14.	Total number of employees	
15.	Annual Business Turnover for last three financial years duly certified by the auditor	
16.	Name of the large clients (Banks/ PSUs/ IITs/ IIMs/ Government Organizations/ reputed companies)	
17.	Details of experience	
18.	Credentials	
19.	Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation	
20.	Any other information	

**Verification:**

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by AIIMS, Madurai, if it deems fit.

Signature of authorized signatory

Name:

Seal:

**MANDATE FORM FOR BANKING DETAILS****(On the letter head of the Agency)**

Name of the bidder :

Address :

Contact No :

Email :

1.	Name of the firm / authorized person of the firm as per bank records:	
2.	Bank details of the bidder:	
	a) Bank Name	
	b) Branch Address	
	c) Account Number	
	d) Type of document (Current / Savings)	
	e) MICR No:	
	f) IFSC Code	

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder: Tel/ Mob No.:

**SELF-DECLARATION ABOUT NON-BLACK-LISTING**

**(To be submitted on the letterhead of the bidder)**

To

The Director

All India Institute of Medical Sciences (AIIMS), Madurai, Tamil Nadu.

**Subject: Self Declaration about Non Black-Listing for “EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR AIIMS, MADURAI’ vide Tender’ Ref. No..... dt**

Sir,

In response to tender under reference. I/ we hereby declare that presently our Agency/Firm/ Company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Government Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that our agency/ firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Government Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our Performance Security may be forfeited in full and the tender if any to the extent may be cancelled.

Yours faithfully,

(Name & Signature with stamp of the bidder)

**LIST OF GOVT. ORGANIZATION / DEPARTMENT.**

List of Government Organizations for whom the Tenderer has undertaken such work during last Five Years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Signature of Tenderer Name:

Designation:

Organization: Contact No.:



**Financial Bid Format (To be submitted online in BOQ format)****Offered Discount**

S. No.	Heads	Discount Offered* (in %age up to 2 decimal)
1.	Discount offered on the BOC (erstwhile DAVP) card rate of newspaper to release the advertisement in all edition	In Figure          In words

\*in case of any differences in rate quoted in figure and words, the rate of percentage mentioned in the words will be valid.

Goods & Service Tax (GST) extra as applicable

**DECLARATION**

1. I/we agree that the decision of AIIMS, Madurai in selection of advt. agency will be final and binding to me/us.
2. I/we undertake that discount being offered to release advt. shall be valid up to
3. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

**Place:**

**Date:**

**(Name, Designation and Signature of the authorized person with Seal of the Company)**