

REQUEST FOR QUOTATION (RFQ) FOR EMPANELMENT OF ADVERTISING AGENCIES



विकास प्रबंधन संस्थान
Development Management Institute

Proposals are invited from the Advertising Agencies for their empanelment at the Development Management Institute (DMI), Patna, for publishing admission and other advertisements at the local, state and national levels newspapers.

About DMI

DMI was set up on February 13, 2014 pursuant to a desire of the Government of Bihar to establish a High Performing Knowledge Institution (HPKI). The rationale of DMI is best captured in its mission: ***"To empower and usher in participatory governance and management of institutions, enterprises and resources for enhancing livelihoods and generating sustainable development"***.

For more details please visit our website: www.dmi.ac.in

Application Process

The Advertising Agencies desirous to be empanelled with us for advertising jobs and fulfilling the following conditions, may apply in a sealed cover super scribed as below and as per the proforma in the Annexure 1.

"Application for Empanelment of Advertising Agencies,"

Application should reach at the following address,

The Purchase Coordinator
Development Management Institute
Second Floor, Udyog Bhawan
East Gandhi Maidan, Patna - 800 004

All applications should reach latest by 5PM on 29.09.2019

Supporting Documents

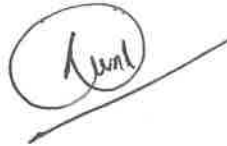
The following supporting details/ documents (self-attested) should accompany the proposal

(Please arrange the documents in following order):

1. Name of the Firm, its address, its legal status along with a copy of supporting documents
2. Copy of the PAN Card
3. Copy of GST Registration No.
4. Discount available on DAVP rate as mentioned in Annexure 1
5. Self-declaration with regard to not blacklisted/ de-registered/ debarred by any government department/ public sector undertaking/ private sector/ or any other organisation for which the Agency/ Firm have executed/ undertaken the works/ services during the last three years and there is no pending court case.
6. Sample showcasing proof of advertisement work in newspapers. Work Order to be submitted

Terms and Conditions

- The Agency should be financially sound. (With minimum average Turnover of 1 Crore or more for the last 3 years)
- The Agency should be registered and should provide Registration as well as Goods & Service Tax (GST) details.
- The Agency should not have any complaints or court cases pending against them.
- The Agency should have at least 5 years standing.
- The Agency should have at least five Government Departments/PSU/ Universities as clients other than DMI, Patna.
- DMI reserves the right to cancel or amend the RFQ without assigning any reason



Annexure 1

- i. Name of the Agency _____
- ii. Whether Proprietorship/Sole/Partnership/Pvt.Ltd./Ltd.Co. _____
- iii. Name of the Director /In Charge: _____
- iv. Name of the contact person: _____
- v. Mobile Number: _____

Contact Details

- i. Complete Address _____
- ii. Telephone Number (s) _____
- iii. E-mail Address _____
- iv. Contact No. _____

Other Details

- (i) Year of Establishment (attach proof) _____
- (ii) Registration Number (attach proof) _____
- (iii) GST Registration number issued by the Central Excise Dept. in favour of the agency _____
- (iv) PAN issued by the IT Dept. in favour of the agency (Attach Proof): _____
- (v) Annual Turnover of the last three financial years (Along with documents proof)
2018-19 _____
2017-18 _____
2016-17 _____
- (vi) The Agency should have at least five Government Departments/PSU/ Universities as clients other than DMI, Patna (Attach Proof)

Note: Documentary evidence may be provided, wherever applicable, in the form of photo copies Accreditation Certificates, Audit Reports, Work Orders, Release Orders, etc. should be submitted

(vii) Mention the Rate of Discount to be provided on the Print Media Advertisement rate (ADVP rate), circulated by Directorate of Audio Visual Publicity for all India .

