



## Indian Institute of Information Technology, Sri City, Chittoor

No. Procurement/IIIT/2018/156

Dt.17.10.2018

### **NOTICE INVITING TENDER**

Sub: Tender for the service of Advertising Agencies to publish advertisement "Pre-Qualification" of Contractors" in Newspapers for IIIT Sri City, Chittoor - Reg.

---

On behalf of IIIT Sri City, Chittoor, quotations are invited from Advertising Agencies to publish PAN India advertisement in the following Newspapers for Indian Institute of Information Technology, Sri City, Chittoor:

The preferred size of the Ad is 4\*5 cms.

The list of publications in which our advertisement is to be published:

S.No.	Publication Name
1	The Hindu
2	The Indian Express (North)
3	The New Indian Express (South)
4	Eenadu (Chittoor District Edition)
5	Andhra Jyothi (Chittoor District Edition)

The quotation should be submitted along with other documents mentioned in the NIT as per the following:

Sl.No.	Item	
1	% of discount offered by the advertising agency advertisement (per sq cm)	
2	% of Tax applicable on advertising cost	

- The signed quotation shall be sent to Indian Institute of Information Technology, Sri City, #630, Gnan Marg, Sri City, Satyavedu Mandal, Chittoor District – 517646, Andhra Pradesh
- Last date and time of submission of quotation : 3pm on 22.10.2018
- Validity: Minimum validity of the quotation must be 30 days from the date of opening of the quotation

#### **Terms & Conditions:**

- The advertising agency has to quote the percentage of discount offered by them to IIIT Sri City, Chittoor for publishing its advertisement. Selection will be based on the highest discount offered by the advertising agency.
- The tax commitment will also be taken into consideration while finalizing the advertising agency

- The percentage of discount shall be on total cost of the advertisement and shall be the same for all publications. Different discount rate for different publication will not be accepted. Hence bidders are requested to give single discount rate applicable for all publications.
- The tax percentage applicable on the net rate should be quoted specifically.
- The Agency shall provide the service on 24 hour basis and it shall accept request for advertisements even at a short notice and arrange to publish the same on the specified dates.
- Text of advertisement will be provided by the Institute in electronic format (MS word) and the designing/creative options/artwork should be done by the agency to the satisfaction of the Institute.
- Release of the technical advertisement by the advertising agency shall be after approval of advertisement design/artwork only on the dates and in the newspaper(s), category and position communicated by the Institute.
- It shall be the responsibility of the agency to ensure that advertisement(s) of the Institute would be placed prominently and appear in an impressive manner while occupying minimum space.
- In case the text matter or portion of the text matter for advertisement is not clear, the agency shall obtain clarification(s) from the Institute authority to ensure publication of correct text manner on the specified date without any delay.
- 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.
- Agency shall release the Advertisement only to the publication indicated by us, in a conspicuous and impressive manner with minimum space.
- The Agency has to submit an undertaking that they have not ever been blacklisted by any of the organization at any point of time.
- After publication, they will have to arrange for payment of advertisement charges to the dailies and then submit the bills to us as per agreed terms for making payment.
- The offers submitted by downloading the tender form from the Institute website [iiits.ac.in](http://iiits.ac.in) shall be considered.
- The IIIT Sri City, Chittoor reserves the right to cancel the enquiry without assigning any reason at any stage of the tender process
- The IIIT Sri City, Chittoor reserves the right to alter/modify any or all conditions of this enquiry notice at any later stage
- TDS /Income Tax etc. are to be deducted at source from the bills of contractor as per the rules.
- All taxes, charges, etc if applicable shall be indicated specifically.
- All questions, disputes or differences arising out of or in connection with the contract if concluded shall be subject to the exclusive jurisdiction at the place from which the acceptance of tender is issued.
- IIIT Sri City, Chittoor will release payment by RTGS/NEFT within 30 days after receipt of bill.
- Bill should be accompanied by the advertisement clippings of all publications on the date of Advertisement as evidence along with the proof for calculation.
- The enquiry shall have no interlineations, erasures or overwriting except as necessary to correct errors made by the agencies in which case such corrections shall be initialed by the person/persons signing the tender.
- The selected agency is required to confirm in writing that, the above terms and conditions satisfactorily acceptable to them and they shall not demand any change/alterations later in the terms and conditions so agreed upon.

**For and on behalf of IIIT Sri City, Chittoor**

**Authorized Signatory**