



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
सकेत नगर भोपाल (मध्यप्रदेश) – 462020
Saket Nagar, Bhopal (M.P.) – 462020
Website : www.aiimsbhopal.edu.in

E-Tender



For
Empanelment of Advertising Agencies at AIIMS Bhopal

Last Date for online Submission 30/09/2019 up to 17.00 Hrs.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL

Saket Nagar, Bhopal-462020 (India) Ph.0755-2835055

Website : www.aiimsbhopal.edu.in Email: spsa@aiimsbhopal.edu.in

E-tendering Portal: <https://www.tenderwizard.com/AIIMSBHOPAL>

E-Tender No. 048 AIIMS Bhopal/Empanelment of Advertisement Agency/2019-20 Dated: 09.09.2019



Notice Inviting E-Tender

The Director, AIIMS Bhopal invites proposal from reputed, experienced, eligible and financially sound Advertising Agencies for empanelment in AIIMS Bhopal panel for rendering services for advertisements, tenders, notices, recruitments and other matters in Local/National/International level newspapers, magazines, journals for AIIMS Bhopal through on line e-procurement portal i.e. <https://www.tenderwizard.com/AIIMSBHOPAL>

Sl. No.	e-Tender No.	Item Description	Empanelment Fee (In INR)
01	E-Tender No. 048 AIIMS Bhopal/Empanelment of Advertisement Agency/2019-20 Dated: 09.09.2019	E-Tender for empanelment of Advertising Agencies at AIIMS Bhopal panel.	5,000/-

Bidders can download complete set of bidding document from e-procurement platform <https://www.tenderwizard.com/AIIMSBHOPAL>

The e-tender notice and Tender documents is also available in our website: www.aiimsbhopal.edu.in and CPP portal of NIC.

Bidders have to submit the bids online by uploading all the required documents through <https://www.tenderwizard.com/AIIMSBHOPAL>

Bid Submission End date : By 17.00 Hrs. on 30/09/2019

Bid Opening date : at 15.00 Hrs on 01/10/2019

Bids will be accepted online only.

Manual bids will not be entertained

Note: The Director, Bhopal reserves the right to accept or reject any Proposal without assigning any reason.

Sd/-

I/c Sr. Procurement cum Stores Officer

For & on behalf of AIIMS Bhopal



1.	Brief Profile of Advertising agencies	As per Annexure I	
2.	Eligibility Criteria	As per Chapter III	
3.	Empanelment Fee (Non-refundable)	Bidders shall submit empanelment fee either by DD or Bankers cheque drawn in favor of Director AIIMS Bhopal, for a sum of Rs.5000/- (Rupees Five Thousand only) payable at Bhopal only. This is non-refundable.	
4.	Critical Dates	Date (DD/MM/YYYY)	Time (Hrs. Mins)
A	Tender Publishing date	09/09/2019	11.00
B	Document download start date	09/09/2019	11.00
C	Document download end date	30/09/2019	17.00
D	Pre-Bid Meeting	17/09/2019	15.00 in SPSO Office, 3rd Floor, Hospital Building, AIIMS Bhopal -462 020
E	Seek Clarification end date	20/09/2019	17.00
F	Bid Submission start date	21/09/2019	11.00
G	End Date for Submission of original documents under clause -12 of chapter-I	30/09/2019	During Working Hours
H	Bid Submission end date	30/09/2019	17.00
I	Bid opening date	01/10/2019	15.00 in SPSO Office, 3rd Floor, Hospital Building, AIIMS Bhopal -462 020

Exemption: Firms registered with NSIC (for sales & Service of Similar Items) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective firm / departments have to submit the relevant certificate (NSIC etc.) and financial limit to avail this exemption.

Clarification of bidding documents.

A prospective bidder requiring any clarification of the bidding documents shall contact the purchaser in writing at the purchaser's e-mail address i.e. spsobhopal@aiimsbhopal.edu.in. The purchaser will respond in writing (e-mail) to any request for clarification, provided that such request is received not later than ten (10) days prior to the deadline for submission of bids.



Amendments in Bidding Documents

At any time till **7 (seven) days** before the deadline for submission of bids, the AIIMS, Bhopal may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document through amendment. All amendments will be uploaded on the website regularly. AIIMS, shall not be responsible to notify the amendments to individual bidders. All amendments by the AIIMS, till 7 (seven) days before the deadline for submission of bids, shall be binding on the participatory bidders

For any query related with this E-tender should be mailed to **<https://www.tenderwizard.com/AIIMSBHOPAL> For E - tendering Queries contact Representative of ITI Limited (Bhopal). Email : twhelpdesk674@gmail.com , Mob: 09981783170, 9039006656 . AIIMS Bhopal Email: sps@aiimsbhopal.edu.in , 0755 – 2835055**



Chapter-I

E-TENDERING INSTRUCTIONS TO BIDDERS

The bidders are required to submit soft copies of their bids electronically on the tenderwizard.com/AIIMSBHOPAL Portal, using valid Digital Signature Certificates.

The Instruction given below are meant to assist the bidders in registering on the tenderwizard.com/AIIMSBHOPAL Portal, prepare their bids in accordance with the requirements and submitting their bids online on the tenderwizard.com/AIIMSBHOPAL Portal.

More Information useful for submitting online bids on the tenderwizard.com/AIIMSBHOPAL Portal may be obtained at: www.tenderwizard.com/AIIMSBHOPAL

Instructions:

- 1. Tender Bidding Methodology:** Two Stage Online Bidding
- 2. Broad outline of activities from prospective Agencies:**

1. Procure a Class III Digital Signature Certificate (DSC)
2. Register on the e-Procurement portal
www.tenderwizard.com/AIIMSBHOPAL
3. Create Users on the above portal
4. View Notice Inviting Tender (NIT) on the above portal
5. Download Official Copy of Tender Documents from the above portal
6. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, BHOPAL
7. Bid-Submission on the above portal.
8. Attend Public Online Tender Opening Event (TOE) on the above portal – Opening of Technical Part
9. Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS BHOPAL's Post-TOE queries.
10. Attend Public Online Tender Opening Event (TOE) on the above portal – Opening of Financial Part (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.



3. Digital Certificates:

For integrity of data and authenticity / non-repudiation of electronic records, and to be in compliance with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration :

To use the Electronic Tender portal www.tenderwizard.com/AIIMSBHOPAL, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

Note: After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

5. The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.
6. Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
7. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
8. The Financial part may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

9. Bid submission

The entire bid-submission would be online on the Tenderwizard portal i.e. <https://www.tenderwizard.com/AIIMSBHOPAL>

Broad outline of submissions are as follows:

- (i) Submission of Bid Parts (Technical & Financial)
- (ii) Submission of information pertaining to Empanelment Fess.



(iii) Submission of signed copy of Tender Documents/Addendums.

10. The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required to establish compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

11. The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule as **Annexure** are to be uploaded.

12. Offline Submissions of Documents:

The bidder is requested to submit the following documents offline to **The Sr. Procurement cum Stores Officer, AIIMS, Bhopal (MP) – 462020** on or before the date & time of submission of bid specified in cover page of this tender document, in a Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

- (i) Empanelment Fess Rs 5,000/- in form of DD/Banker Cheque in original in favour of Director, AIIMS, Bhopal.
- (ii) Criminal Liability Undertaking in Annexure-II

13. Public Online Tender Opening Event (TOE)

The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE). Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices.

14. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.



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15. **Important Note:** In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMSBHOPAL by the bidders in time, then AIIMSBHOPAL will promptly reschedule the affected event(s).
16. **Other Instructions**
- For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.
17. **Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.
18. **The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:**
1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
 2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
 3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
 4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc.)
19. While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows (XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Bhopal, if required, before participation in the online tendering.
20. Bidder should arrange for the Empanelment Fess as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender along with other document as Specified.
21. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.



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22. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
23. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
24. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
25. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

For any further assistance, please contact Representative of ITI Limited (Bhopal) at email: twhelpdesk674@gmail.com, Mob: 09981783170, 9039006656, AIIMS Bhopal Email: spsa@aiimsbhopal.edu.in, 0755-2835055



Chapter-II

Empanelment of Advertising Agencies

All India Institute of Medical Sciences Bhopal, an autonomous body, under the Ministry of Health and Family Welfare, Government of India having its office at Saket Nagar, AIIMS, Bhopal – 462020 invites request for proposal (RFP) for empanelment of Advertising Agencies for releasing advertisements, tenders, notices, recruitments etc. in Local/National/International newspapers, magazines, journals for AIIMS Bhopal.

Interested Creative Advertising Agencies with INS Accreditation may please visit our website: www.aiimsbhopal.edu.in for details. Agencies meeting the eligibility criteria and those who are interested in submitting their RFP, need to apply for registration to The Sr. Procurement Com Store Officer, All India Institute of Medical Sciences Bhopal, Saket Nagar, Bhopal-462020 in the prescribed Form attached to this document.

Agencies, should apply along with a non-refundable application fee of Rs.5,000/- (Five Thousand only), payable in the form of a Demand Draft/Banker's cheque from any commercial Bank in favour of the Director "AIIMS Bhopal", payable at Bhopal. Filled-in applications with all credentials & other related documents must be submitted on or before the end date & time.

Incomplete applications and those received after end date of submission will not be entertained.

Sign and seal of Bidder

Qualification Documents to be submitted:



Chapter-III

Eligibility Criteria (All mandatory provisions)

It is mandatory for the agencies to ensure that they are fulfilling the eligibility criteria specified herein under. The Agencies not found meeting out minimum eligible criteria will not be considered for further evaluation for empanelment.

The selection for Empanelment will be based on the highest-I discount offered on DAVP Rates and also competence to performed the job satisfactorily in the light of past Experience. Highest I discount on DAVP rates offered will be applicable to all Empanelled Agencies.

- 1. Financial Capability:** Total Average business turnover of the Agency as per audited Final Account of the Agency **in the field of advertisement** during last 3 consecutive financial years i.e. F.Y. 2016-17, 2017-18, & 2018-19 should be at least Rs.20 lakhs.
- 2.** The Agency should have a Pan India presence with a full-fledged Office at Bhopal with state of art infrastructure.
- 3.** The Agency should have full accreditation with Indian Newspaper Society (INS), accreditation registration with Doordarshan (DD) and All India Radio(AIR) as on date of RFP.
- 4. Past Experience:** The Agency must have at least 3 years working experience of providing similar type of Advertising services to Central/ State Government, Indian Institutes, PSU, Semi- Government organizations and Public Sector etc.
- 5.** The Agency should be an empaneled Advertising Agency currently for at least 3 organizations as mentioned in clause 4 above. Please enclose list of such organizations.
- 6.** The Agency shall have an independent creative and media planning team at Bhopal and facilities to plan & execute campaigns in all types of media viz. Newspapers, Magazines, TV, Radio, Digital/Social media, Outdoor, any other emerging media etc. with sufficient staff strength, with full back office support of technical staff viz. creative director, visualizers, designers, copywriters, media planners etc.
- 7.** The Agency should have the resources to handle multi-lingual publicity campaigns, with proficiency and proof reading facilities in all major Indian Languages.
- 8.** The Agency should not have been blacklisted/debarred by any Central/State Government/Public Sector Undertakings/Banks/ Regulators/ Statutory Body and the Agency should submit a Declaration Cum-Certificate as per the format (**Annexure-4**).
- 9.** The Agency should not have been involved in any major litigation that may have an impact affecting or compromising the delivery of services required. In the event of receipt of any such information at any stage, AIIMS Bhopal shall reserve the right to take action against such agency.
- 10.** Agency preferably should be a full service agency offering various services including media buying services (either as an integral part of the agency or group company/subsidiary).
- 11.** The Agencies which are presently empaneled in other organizations and in the past, their dealings with them must be satisfactory.
- 12.** The Agency should not be owned or controlled by any Official of this Institute or his Relative(s).



Chapter-IV

TERMS AND CONDITIONS

Institute's advertising work is ranging from classified advertisements, tender advertisements to full-fledged advertisements for student's admissions, recruitment, caveat etc. They are expected to be released in major newspapers and if required in magazines and Journals all over the country and sometime abroad at short notice.

To cater such requirements, 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, Magazines & Journals etc in desired language.

- a) Agency will be empanelled for a period of three years. Further extension of period will be at the sole discretion of the Institute subject to satisfactory performance which will be reviewed annually.
- b) The Institute will have the right to remove any Agency from the empanelled list without assigning any reason whatsoever and without any cost and compensation. Institute also reserves the right to modify the Terms & Conditions as deemed fit in prevailing circumstances.
- c) The empanelled 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 Bhopal reserves the right to impose penalty in case of any violation of the above provision.
- d) The Agency should be able to execute all kinds of Advertising Assignments.
- e) AIIMS Bhopal reserves the right to make necessary modification to the selected art work, concept etc and the concerned Advertising Agency will be required to carry out the modifications suggested in the artwork.
- f) It shall be the responsibility of the Agency to release all the Advertisements in the **minimum possible space in the newspapers.**
- g) All the Advertisements concerning the Institute shall be issued with the prior approval of the AIIMS Bhopal
- h) The representative (s) of the Agency will collect the matter personally from the Store Department of AIIMS Bhopal and the Agency will arrange to get it published in the desired media, on desired date(s) and on the defined page(s) time band.
- i) 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)
- j) Translation of the Advertisement matter whenever required will be done by the Agency free of cost and the Agency will be responsible for the same.
- k) Payment shall be made within reasonable time after receipt of the final bill, duly supported by all the newspaper clippings (in original).
- l) Invoice for advertisement charges will be raised in the name of the Director, AIIMS Bhopal on the rates as fixed by the DAVP, time to time with discount as offered in Financial Bid.



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- m) No extra payment shall be made for conceptualization, creation, designing and development of Advertisements issued through Newspaper/Magazines/Journals.
- n) The Institute shall have the discretion to release advertisement matter to any empanelled Agency selected through tendering process and the Agency will have no right or claim for getting the work order.
- o) The performance of the Agency shall be regularly reviewed on the key parameters of creativity, initiative, competency and response time. In the event that concerned Agency fails to meet our requirements, we shall be constrained to terminate the empanelment with due notice of one month.
- p) AIIMS Bhopal reserves the right to empanel any Advertising Agency also or cancel empanelment of any Agency without assigning any reason with due notice thereof even before expiry of the period of empanelment.
- q) Empanelled Agency will not be allowed to engage any other Sub-agency to execute the assigned work/job.
- r) The Institute does not guarantee any minimum business or assignment which will depend up on the requirements, financial resources of institute and performance of Agency.
- s) In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Arbitration Tribunal Bhopal and the award of the Arbitrator will be binding on both the parties to this agreement. Any legal dispute arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the local limits of Bhopal, Madhya Pradesh.
- t) AIIMS Bhopal being a Premier Educational Institute many of the publications could be of emergency nature. The Advertising Agency has to respond to such publications at short Notice despite holidays/beyond office hours.
- u) It be clearly understood by the Agency that no financial liability of any type is created by issuance of the letter of empanelment.
- v) Applications received after due date & time or without necessary documents will be rejected.
- w) **Jurisdiction:** The parties agree that the courts at Bhopal shall have exclusive jurisdiction for all disputes and differences arising out of this agreement.
- x) **Arbitration:** In the event of any dispute or differences relating to the interpretation and application of the provision of this agreement such dispute or differences shall be referred by either party for arbitration to the sole arbitrator to be nominated by the Director, AIIMS Bhopal. Provision of Arbitration and Conciliation Act 1996 shall be applicable to arbitration under this clause. The award of the arbitrator shall be binding upon the parties to the dispute, provided however any party aggrieved by such award may prefer an appeal for setting aside or revision of award to the courts of Law at Bhopal/Jabalpur for further adjudication. The party to the dispute will share equally the cost of arbitration as decided and intimated by the Arbitrator.

Note: The decision of Competent Authority, AIIMS Bhopal will be final in all matters relating to the empanelment.



Chapter-V

LIST OF DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION

- i. Brief Profile of the Advertising Agency and experience in the advertising field. (At least 03 years of experience).
- ii. Agency Structure (whether partnership firm/sole proprietor/a limited company etc.)
- iii. Certificate of their Accreditation with Indian Newspaper Society (INS) along with the date of accreditation (Full Accreditation) which must be valid.
- iv. **Scanned copy** of Undertaking on Non Judicial stamp paper worth Rs.100/- regarding non-blacklisting in Annexure-II.
- v. Details of members with other professional organizations/associations and international alignments, if any.
- vi. Details of experience in dealing with Govt. Institutions, Government of India Undertaking , PSU, Autonomous Bodies and professional Institutes etc.
- vii. List of Clients.
- viii. Samples of creative work undertaken for major organization in the previous three years.
- ix. Average annual turnover (minimum Rs. 20 Lakh in the last three financial years) of the Agency duly certified by a Chartered Accountant.
- x. Solvency certificate from its banker with latest Income Tax, Sales Tax, Service Tax, GST Registration Certificate and its Permanent Account Number.
- xi. Copy of Registration/Trade Certificate
- xii. Copy of GST registration
- xiii. **Scanned Copy** of DD/Banker Cheque of Non- refundable Empanelment fees of Rs. 5000/- (Rupees Five thousand) only drawn in the name of the Director, AIIMS, Bhopal payable at Bhopal.
- xiv. Name of the Chief Executive / authorized signatory of the firm with his present address and telephone/mobile number.
- xv. Any other information that the Agency may like to provide.

Please note that inability of submitting any of the documents listed above duly signed by the authorized signatory of the Agency may disqualify the Agency from short listing/ empanelment.



Annexure-I

BRIEF PROFILE OF ADVERTISING AGENCY

1. Name of the Advertising Agency :: (In Block Letters)
2. Date of Establishment ::
3. Registered Office Address (with telephone no. & email address)
4. Registration No./Trade License No. (If any) ::
5. Web site if any
6. Address of Office (with telephone no. & email address)
7. Status of the Organization : Proprietary/Partnership/Pvt. Ltd/Public Ltd Company)
8. Name of the Directors/Partner/Proprietor
 - a.
 - b.
9. Name & address of Chief Executive / Proprietor / Authorized Signatory
10. Name of the Representative(s) indicating Designation who would be calling on us and attending to our jobs. (designation, email id and mobile phone number)
11. Details of Infrastructure Available at Bhopal, if any
12. Name of the cities where company is having branches
13. GST Registration Number
14. Does the agency have necessary infrastructure for copy writing & translation in English and official Indian language
15. Total number of employees: Creative _____ - other ____
16. Annual Business Turnover for last three years:
(Yr 2015-16, 2016-17, 2017-18 duly certified by CA)
17. Name of the Banker with full address, for doing RTGS/PFMS in Annexure-IV
18. Name of the large corporate clients (Banks/PSUs/Autonomous Org./Govt. Org./reputed companies) in Annexure-V (Minimum 3 clients)
19. Details of Experience (Minimum 3yrs)



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20. List of awards won during last 3 years
21. Credentials (list out major campaigns handled)
22. 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.
23. All India Institute of Medical Sciences Bhopal, (AIIMS Bhopal) reserves the right to reject any application without assigning any reason.

Declaration

I/We do hereby certify that the information as provided above is correct and true in all respect. In case of furnishing any false information or suppression of any material information, the application shall be liable for rejection, besides penalty which may be considered to be imposed, as deemed fit.

Date:

Authorized Signature

Place:

Designation

Seal

Sign and seal of Bidder



Annexure-II

CRIMINAL LIABILITY UNDERTAKING

(To be executed on Rs.100/- Non-judicial Stamp Paper duly attested by Public Notary)

I.....S/o.....Resident of
.....

.....Do solemnly pledge and affirm:-

1. That I am the proprietor/partner/authorized signatory of
M/s.

2. That my firm has not been declared defaulter by any Govt. Agency and that no case of any nature i.e.CBI/FEMA/Criminal /Income Tax/VAT/Sales Tax /Blacklisting is pending against my Agency.

3. I Shall abide with the Terms & Conditions of the Tender Document .

Name & Signature

Seal of the participating Bidder Company

Affirmation/Verification



FINANCIAL BID
Discount On DAVP Rate

Sl. No.	Type of Advertisement	Percentage of Highest Discount offered on DAVP rate (In figure)	Percentage of Highest Discount offered on DAVP rate (In word)
1.	All advertisement in any Newspaper (either all India editions or Madhya Pradesh)		

- 1) Rate of Highest Percentage of discount on DAVP rates, offered by any participating Advertising Agency will be final which will be applicable to all Agencies.
- 2) Percentage of highest discount will be applicable on DAVP rates as fixed from time to time.
- 3) Looking to the importance/nature of requirement of Institute, the competent Authority will be free to entrust job to any Agency. Protest if any in this behalf will not be entertained.

DECLARATION

We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. It is certified that the information furnished above is correct. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature :

Name:

Designation:

(with official stamp)

Date:



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
सकत नगर भोपाल (मध्यप्रदेश) – 462020
Saket Nagar, Bhopal (M.P.) – 462020
Website : www.aiimsbhopal.edu.in

Annexure-IV

**PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)
VENDOR PFMS REGISTRATION FORM**

S. No.	Head Name	Details
1	Vendor Name	
2	Father/Husband/Owner Name	
3	Date of Birth	
4	PAN Number (a copy of PAN Card in the name of Firm must enclose)	
5	Aadhaar Number	
6	TAN Number	
7	GST/VAT/TIN Number	
8	Service Tax No.	
9	Address 1	
10	Address 2	
11	Address 3	
12	City	
13	Country	
14	State	
15	District	
16	Pin Code	
17	Mobile No./ Phone No.	
18	Email ID	
19	Bank Name	
20	IFSC Code	
21	Account Number (a cancelled Cheque copy must enclose)	

Note: All above requested document's copies duly attested with this form must be enclosed by the Vendor

DATE :

PLACE:

Department Name:

VENDOR SIGNATURE WITH SEAL

Forwarded by HOD/In-charge



Annexure-V

Details of Large Corporate Clients

(As referred at S. No. 18 of Annexure-I)

S. No.	Name & Address of the Organization with contact Number of the Key person	Years of Business	Enclose performance certificate of concerned organization with period