



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY
GUWAHATI
GUWAHATI - 781039

Tender document for empanelment of Advertising Agency
(Refer Advt. No. IITG/R/03/2021 dated 05.05.2021)

To be submitted to:

To
The Registrar
Indian Institute of Technology Guwahati
Guwahati -781 039, Assam, India

Last Date of Receipt: 13.07.2021

1.	Name of the Agency	
2.	Address	
3.	Name of the authorized person (Authorization letter is to be attached)	
4.	Contact Details of the person on (3) above <ul style="list-style-type: none">• Telephone No / Mobile No• Email ID	
5.	Permanent Account Number (PAN)	
6.	TIN / GST etc.	
7.	Year of Establishment and no. of years of experience	
8.	Name and Address of the Proprietor	
9.	INS Registration No. (Please attach a copy of the valid registration certificate duly attested by a Gazetted Officer.)	
10.	Annual Turnover for the last three years (Please attach supporting documents)	
11.	List of 5 major clients (Govt./PSU / Educational Institute etc.) based at Guwahati with address (Please attach copies of supporting papers)	
12.	Whether agreeing to publish advertisements preferably at DAVP rates (If not enclose justification for the same)	

13	List of major advertisements published through the agency (Please enlist five significant advertisement during the last 5 years, with copies of work orders)	
14.	Details about office at Guwahati/ branch office at Guwahati	
a.	Total number of staff presently working in the Guwahati Office	
b.	Name and address of major clients from Guwahati and North Eastern Region*	
c.	Name and address of the contact person in Guwahati with phone number and e-mail ID	
d.	Year of establishment of the Guwahati Office with exact location and contact numbers	
15.	Please submit below your proposal on the following subjects.*	
a.	Mode of collection of advertisement from the Institute:	
b.	Facilities available with the organization to send / reach the advertisement to the Newspapers situated across the country	
c.	Time between receipt of the advertisement by the agency and floating in the newspaper	
d.	Rate for advertisement to be published	
e.	Billing and payment	
f.	Offer of discount / cash credit, if any , to educational Institute like IIT Guwahati	
16.	General remark, if any:	

Certified that the above information are true and correct to the best of my knowledge and belief. Further we agree to abide by the terms and conditions as per Annexure I.

Signature of Authorized Signatory

Date:

Name:

Address:

*Use Separate sheets if required

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