

Annexure –I

General Terms & conditions of empanelment for Agency:

- 1) National Institute of Technology Sikkim intends to avail of the services of a reputed Agency/Firm having registered with DAVP rates (Governmental organisation) for the advertisement for its office at Ravangla Campus South Sikkim 737139. The Agency should be financially sound, reputed and should have VAT, CST and TIN number.
- 2) The offer shall be in a sealed envelope super scribing 'Empanelment & Rate contract for publishing advertisement in various newspaper/Journal (national, regional & local circulation). Order for advertisement publication will be given by official e-mail only by the authorized person of NIT Sikkim.
- 3) The Agency may quote the price considering the all season and DAVP rates on Sqcm basis, so that the rate fluctuation doesn't arise during the contract period. Taxes may be paid as per the norms.
- 4) NIT Sikkim reserves the right to reject or accept any request for empanelment without assigning any reason. NIT Sikkim reserves the right to alter/modify any or all conditions of this empanelment notice.
- 5) In case of any dispute, Director, NIT Sikkim shall decide the issue and his decision will be final and shall be binding on the parties.
- 6) Each agency should clearly specify the credit limit (Amount & Period) and it should be clearly specified that the owner of the agency agrees to abide by the conditions of this empanelment on their printed letter head indicating here on Sales Tax Registration, TIN Number, e-mail, Telephone numbers, etc.
- 7) Payment shall be made on monthly basis within 15 days after the receipt of bills.
- 8) The request for empanelment along with all the required documents should reach this office on or before 21.9.2015at 16:00 hours.

Assistant Registrar
National Institute of Technology Sikkim

Pre-qualification requirements for empanelment
Information required to be furnished by owners of Agency/Firm

- 1) Name of the firm/agency :
- 2) Name of Owner :
- 3) Office Address/Telephone No. :
and email :
- 4) Registration No. :
(Registration copy enclosed)
- 5) Status of firm :
(Proprietary/Partnership/Limited Co)
- 6) Whether the Firm is DAVP registered :
If yes, submit the Xerox copies of related documents.
- 7) Details of satisfied clientele with Performance certificates :
- 8) Please enclose a photocopy of
- a. PAN No :
- b. TIN No :
- c. Registration No. under CST/VAT :
- 9) A) Annual Turnover of the past three financial years :

<u>Year</u>	<u>Amount (in Rs.)</u>
2011-12	
2012-13	
2013-14	

I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.

Signature_____

Name_____

Firm's Name_____

Stamp

ANNEXURE-III**PRICE BID**

(ON THE LETTER HEAD OF THE BIDDER)

Brief Description of Newspaper/Journal	Measurement unit (per Sqcm)	Quoted price per Sqcm Rs. (all season rates)	Amount (in words)
Employment News (National) Times of India (Regional/All edition) The Telegraph (Regional/All edition) The Statesman (Regional/All Edition) Indian Trade Journal (weekly) Dainik Jagaran (Regional/All edition) Dainik Bhaskar (Regional/All edition) Janpath (Regional) Sikkim Express (Regional) Hamro Paja Shakti (Regional) Any other paper (pls specify)			
Taxes & other levies (Pls specify)			

The Agency can use the separate sheet for providing details in the letter head of Agency.

We agree to participate in the empanelment process and offer the price as stated above considering the all season rates for atleast one year period. The Above rates are commensurate with the DAVP rates.

Date:

Signature and Seal of the Manufacturer/Bidder

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ANNEXURE-IV**PROFORMA FOR DIRECT PAYMENT/TRANSFER TO BANK ACCOUNT BY NIT SIKKIM**

Sno	Particulars	Information
1	Firm/Agency (Beneficiary) Name	
2	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once	
3	Complete Bank Account No. of the Firm [beneficiary]. [in case of change in bank account vendor should write to Account Office]	
4	Bank Name	
5	Bank Address	
6	IFSC Code no	
7	Mobile no (for SMS)	
8	Email ID (for information)	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

[Seal and Signature of the firm]