



गोविन्द बल्लभ पन्त राष्ट्रीय हिमालयी पर्यावरण एवं सतत विकास संस्थान  
कोसी-कटारमल, अल्मोड़ा

**Public notice no. – GBPI/Public Notice/ 2019-20/01**

निदेशक, गो0ब0पन्त राष्ट्रीय हिमालयी पर्यावरण एवं सतत विकास संस्थान, कोसी-कटारमल, अल्मोड़ा उत्तराखण्ड की ओर से वर्ष 2019-20 के विज्ञापन छापने हेतु पंजीकृत/सूचीबद्ध एडवर्टाइसिंग ऐजेन्सियो द्वारा प्रस्ताव आमन्त्रित किये जाते हैं।

प्रस्ताव जमा करने की अन्तिम तिथि-25/02/2019 समय अपराहन 2.00 बजे निर्धारित है। प्रस्ताव का पूर्ण विवरण संस्थान की वेबसाईट <http://gbpihed.gov.in> पर उपलब्ध है।

प्रशासनिक अधिकारी

Email: [ao@gbpihed.nic.in](mailto:ao@gbpihed.nic.in)

## ANNEXURE-I

### GENERAL TERMS AND CONDITIONS

#### A. Qualifying Criteria for Agencies:

The Advertising Agencies (referred as the Agency hereinafter) meeting the following minimum qualifying criteria are eligible to apply:-

1. The Agency should submit a list of Govt. clients & other institution where it is currently empanelled as advertising agency along with Proof.
2. The Agency should not have been blacklisted by any Central/State Government/Public Sector Undertaking, Govt. of India, In this regard a self certification needs to be submitted.
3. The Agency should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement and in the execution of this contract. Self Certification may be submitted.

*Mere fulfilling minimum eligibility criteria do not confer the right on the agency for empanelment. The empanelment of the agency/agencies shall be at the sole discretion of the Institute. The decision of the Institute in this regard shall be final and binding.*

#### B. Payment Terms and Conditions

1. Payment to agency shall be made on monthly basis on submission of the bills, duly supported with all copies of the advertisement released in selected newspapers on DAVP rates/or less.
2. All payments shall be subjected to TDS, at the rates as applicable from time to time.

#### C. Terms and Conditions

1. Release of advertisement shall precede art work. The advertising agency shall release advertisement as approved art work only on the dates and in the newspaper(s) & category communicated by the Institute.
2. The empanelment of the agency shall not mean that Institute cannot release advertisement directly/through other empanelled agency without routing through the advertising agency.
3. The agency empanelled will have to deposit a Performance Guarantee of Rs.25,000/- in the form of Demand Draft of any Nationalized Bank in favor of Director, GBPIHED, payable at Almora revocable at the end of the contract period. No interest will paid on any deposit.
4. The Institute reserves the right to reject any or all proposals without assigning any reason whatsoever.
5. Any dispute that may arise shall be subject to the jurisdiction of courts in Almora alone.
6. The Agency shall submit a Agency profile including the details of nearest office of the Agency with respect to the GBPIHED, Kosi-Katarmal, Almora.
7. The Agency shall also give the details of Local newspapers of the following cities where they can ensure publication of advertisement:
  - (a) Mohal – Kullu, Himachal Pradesh
  - (b) Pangthang, Sikkim
  - (c) Srinagar, Garhwal
  - (d) Itanagar, Arunchal Pradesh.

**ANNEXURE II**

<b>S.No.</b>	<b>Particulars</b>	
1	Name of the Agency	
2	Address will telephone, fax numbers, E-mail & the name (s) of the contact person (s)	
3	Year of Establishment/incorporation (Certificate to be attached)	
4	Income Tax PAN/TAN	
5	ST/CTS No.	
6	Registration details	
7	Customer Profile: a. List of Govt. Organizations b. List of Other Departments	Attach separate sheet
8	Infrastructure details.	Attach separate sheet
9	Verification – The application for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge. In case of furnishing of any false information, the application shall be liable for outright rejection. Further the Institute may intimate action against such agencies as it deems fit	
10	Turnover in last three years	Attach audited Balance Sheet for 2015-16, 2016-17 & 2017-18
11	Sample copies of 04 advertisements (different sizes) in the last one year.	
12	Minimum Time Notice required for publishing the advertisement.	
13	Percentage of Discount offered	
14	Taxes if any	
15	Any other charges, if any	
16	Any other information.	
17	List of enclosures	