

F.No. NEC/IPR/485/Advts/2016
Government of India
Ministry of Development of North Eastern Region
North Eastern Council Secretariat
Nongrim Hills, Shillong-793003 (Meghalaya)

Short Notice for Inviting Tender

Short Notice Sealed Tenders are invited from INS Accredited Advertisement Agencies for advertisement of success stories of North Eastern Council in nationally circulated RNI regd. News Magazines /Journals not enlisted in DAVP rate contract in a two bid system (Technical and Financial) on Cost-cum-Quality basis. The Agencies should have the following qualifications:

- i) Should have annual turnover of Rs. 20.00 Crores or above for the last 3 years
- ii) Should have adequate experience in undertaking such publicity works for organisations like NEC including 1 Ministry and 4/5 Mini Ratna/ Maha Ratna PSUs
- iii) Should have handled advertisement single order worth Rs. 50.00 Lakhs or above of a Ministry in a financial year
- iv) Experience of working with at least 3/4 state governments
- v) Should be registered with DAVP for Creative and Multimedia works/ Designing
- vi) Should have up to date VAT/Service Tax Regn./ Clearance.

Tender Documents for the purpose may be downloaded from NEC website <http://www.necouncil.nic.in> /www.nec.gov.in and submitted to Director (Information & PR), North Eastern Council, Shillong along with Tender fee of Rs. 500/- in shape of DD in favour of DDO, North Eastern Council and both the bids in 2 separate envelopes by 6th March 2017, 3.00 pm. The tenders will be opened at 3.30 pm on the day in presence of the parties.



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Technical Bid Form for Empanelment of Agencies for NEC Advertisement in Nationally
Circulated News Magazines/ Journals not on DAVP Rate Contract

1	Name of the Agency	
2	Address (With Contact No. and Mail ID)	
3	INS Accreditation No. (Enclose proof)	
4	DAVP Accreditation Details for Creative and Multi-Media works (Enclose proof)	
5	Service Tax Regn. No. (Enclose proof)	
6	i) VAT/ST Regn. No. (Enclose proof) ii) PAN No.	
7	Details of Services Provided by the Agency (Enclose proof)	
8	Do you have annual turnover of Rs. 20.00 Crores or above for the last 3 years (Enclose copy of IT Return)	
9	Do have adequate experience in undertaking such publicity works for Govt. organizations like NEC and 4/5 Mini Ratna/ Maha Ratna PSUs (Enclose proof)	
10	Have you handled Advertisement single order worth Rs. 50.00 Lakhs or above of a Ministry in a financial year (Enclose proof)	
11	Do you have experience of working with at least 3/4 State Governments (Enclose proof and give details)	
12	Do you have up to date Vat, Service Tax Regn./ Clearance (Enclose proofs)	
13	Facility(s) for preparing Creatives in your agency (Enclose 2 sample Print Advertisement Creatives, both hard and soft copies, for NEC Publicity)	
14	Free Service(s) offered if any	
15	Tender Fee Details	

Company Seal

Signature



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Financial Bid Form for Empanelment of Agencies for NEC Advertisement in Nationally Circulated News
Magazines/ Journals not on DAVP Rate Contract

1	Name of the Agency		
2	Address		
3	INS Accreditation Number		
4	PAN No.		
5	Bank Details (A/c no. IFS Code, Name of the Bank's Branch)		
6	Please suggest News Magazines/ Journals in which NEC Advertisements can be released on priority (Enclose proof of release of companies done through your agency, if any)		
	Title of the RNI regd. News Magazines	Advt. rate per page Colour - B/W - Front Cover- Back Cover- Back Cover Inner- Front Cover Inner- Ordinary page-	Discount
7	Charges for Creatives, if any in case the advt. is released through your agency		
8	Any other charges including charges for obtaining permissions/ clearances, if required		
9	Tax Clearance details (Copies of upto-date CST, VAT and Service Tax clearance certificate must be enclosed)		
10	Period required for the service(s)		
11	Can you prepare creatives for other publicity campaigns of NEC. If so, charges for the same (Per unit/ Annual)		
12	Have you ever been debarred/ black listed by any organization for not releasing advts. as per their requirement? If so, give details		
13	If selected as the lowest bidder, will you deposit EMD and Performance Guarantee, if required as per rules?		
14	Tender fee details		
15	Trade References (Atleast 2 with their phone nos. and mail IDs)		

Company Seal

Signature