



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS'
TRAINING AND RESEARCH, KOLKATA**

(An Autonomous Institution under the Ministry of Education, Govt. of India)

Block – FC, Sector – III, Salt Lake City, Kolkata – 700 106

Website: <http://www.nittrkol.ac.in>

Selection of Advertising Agency

Applications are invited in prescribed format for selection of Advertising Agency having proven experience and capabilities in the matter related to advertising and publishing. Interested Agencies/Firms may submit their application latest by 25/11/2022 till 3 PM. For detailed advertisement kindly visit Institute's website <<http://www.nittrkol.ac.in>>.

Advt. No. 15/2022-23

DIRECTOR



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NOTICE FOR SELECTION OF ADVERTISING AGENCY

Applications are invited in prescribed format for selection of Advertising Agency having proven experience and capabilities in the matter related to advertising and publishing.

Duly filled-in application form alongwith requisite documents should be sent to the Director, super-scribing on top of the envelop “Application for Selection of Advertising Agency” at the address mentioned below.

National Institute of Technical Teachers' Training & Research, Kolkata
Block-FC, Sector-III, Salt Lake City, Kolkata 700 106, West Bengal

Last date of submission of application is 25/11/2022.

NITTTR Authority reserves the right to accept or reject any or all of the Application for Selection of Advertising Agency without assigning any reason whatsoever.

Sd/-
Director
NITTTR, Kolkata

Advt. No. 15/2022-23

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH
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Applicant should study carefully the instructions of Enlistment and the list of documents to be annexed with application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence.

| | | | |
|----|--|---|--|
| 1 | Name of the Applicant & Firm | : | |
| 2 | Nationality | : | |
| 3 | Address | : | |
| 4 | a) Regd. Office | : | |
| | b) Head Office | : | |
| 5 | Telephone no. | : | |
| 6 | Fax no. | : | |
| 7 | e-mail address | : | |
| 8 | Constitution | : | Individual / Partnership Firm / Private Ltd. Company / Sole proprietorship Concern / Public Ltd. Company |
| 9 | If Partnership firm, names of the Partner(s) | : | |
| 10 | a) Relationship of applicant with the firm | : | |
| | b) Whether the applicant is a Dismissed Government Servant? | : | Yes / No (If yes, give details). |
| | c) Whether the applicant / firm had been removed from approved list of suppliers from any organization. | : | Yes / No (If yes, give details in separate sheet). |
| | d) Whether the firm is demoted to a lower class of suppliers at any organization? | : | Yes / No (If yes, give reasons). |
| | e) Whether the applicant is having business banned / suspended by any Government department in the past? | : | Yes / No (If yes, give details) |
| | f) Whether the firm has any manufacturing unit of their own? | : | Yes / No (If yes, give a list of plant and machineries in a separate sheet). |
| | g) Whether the applicant is convicted by a court of law? | : | Yes / No (If yes, give details in separate sheet) |

| | | | |
|----|---|---|---|
| | h) Whether the affairs of the firm are being administered by a court or a judicial officer? | : | Yes / No (If yes, give details in separate sheet) |
| | i) Whether business activities of the firm have been suspended and they are subject to legal proceedings? | : | Yes / No (If yes, give details in separate sheet) |
| | j) Whether the firm has GST Registration? | : | Yes / No (If yes, please enclose GST Clearance Certificate) |
| | k) Whether the firm has PAN Card or IT Clearance? | : | Yes / No (If yes, photocopy of PAN Card should be attached) |
| | l) Whether the firm has Professional Tax Clearance? | : | Yes / No (If yes, attach P. Tax Clearance Certificate) |
| | m) Whether the firm has EPF Registration? | : | Yes / No (If yes, attach supporting documents). |
| | n) Whether the firm has disqualified pursuant to administrative suspension or disbursement by any Dept.? | : | Yes / No (If yes, give details). |
| 11 | Name of bankers with full address with nature of Account and Account number | : | |
| 12 | Place of business | : | |
| 13 | Whether already enlisted with other department | : | Yes / No (If yes, give copy in support of the statement) |
| 14 | If any person working with the applicant is a near relative of officer / official of NITTTR, Kolkata | : | Yes / No (If yes, give details). |

*I/we certify that the information given above is true to the best of my/our knowledge. In the event of any information being found false/wrong at any stage, I/we shall be liable to be debarred from the enlistment.

(*Strike out whichever is not applicable)

Signature(s) of applicants(s) with seal

Name

Signature

Address

Seal

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s./Shri _____
_____ having
marginally noted address a Customer of our bank are/is respectable and can be treated as good for
any engagement up to a limit of Rs. _____ .
(Rupees _____ only).

The certificate is issued without any guarantee or responsibility on the Bank.

(Signature)
for the Bank

Note:

1. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.
2. Any solvency certificate older than one year from the date of issue of press notification should not be considered.

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INSTRUCTION TO APPLICANTS

1. The downloadable Application Form along with terms and condition is available in the Institutes website <http://www.nitttrkol.ac.in>.
2. Applicants in order to qualify must provide the copies of valid proof / authenticated documents in respect of the following items at (i) to (iii) duly signed and stamped by the applicant in a sealed envelope.
 - (i) Please provide photocopies of certificate and the work order issue by the clients for the last three works/services completed. At least one certificate showing value of completed supply of fifty thousand or above is required. The said criterion is not applicable for those agencies who are already enlisted with NITTTR, Kolkata as on the date of publishing this advertisement.
 - (ii) Proof of solvency certificate of Rs.50,000/- from scheduled Banks as per prescribed proforma in enclosed in Annexure-I
 - (iii) Valid proof of current (a) GST/Sales Tax clearance, (b) Income Tax Clearance/ Current Returns (c) Professional Tax clearance (d) Trade license.
3. Duly filled-in application in prescribed format alongwith requisite documents should be sent to the Director, NITTTR, Kolkata, Block-FC, Sector-III, Salt Lake City, Kolkata 700016, West Bengal supper-scribing on top of the envelop “Application for Selection of Advertising Agency”.
4. Conditional application shall not be considered.
5. Applicant Firm/Agencies are advised to satisfy themselves before submitting their applications that they may require and in general shall themselves obtain all necessary information as risks, contingencies and other circumstances, which may influence or affect their enlistment. An applicant shall be demand to have full knowledge about the procedure. Submission of application by a firm/agency implies that he has read this notice and all other general conditions and has made himself aware of the scope of the supply to be done and local conditions and other factors having a bearing on the execution of the work as & when required.
6. Canvassing whether directly or indirectly is strictly prohibited. The application/s submitted by the firm who resort to canvassing will be liable to rejection.
7. The firms that have already been terminated from the listed agencies/firms of the Institute are not eligible to apply.
8. Applicants shall have to sign all the pages of registration document and put their seal before submitting their applications.
9. Any change of establishment or other aspects, which may affect the enlistment, should be brought to the notice of NITTTR, Kolkata authority within seven days from the date of such occurrence.

(Director)
NITTTR, Kolkata

General conditions

1. All annexure and enclosures to this Registration form will-be-treated as an essential and integral part of the Registration document and conditions for enlistment.
2. In these Documents, the terms Applicant denotes a person (which expression includes an Individual /Registered Society /Partnership Firm/ Corporate Body) who submits his offer in response to the above mentioned Notice Inviting Applications.
3. Erasing or over-writing in the applications shall not be allowed. If some corrections become unavoidable, the entire (and not a part of the same) should be scored out, and should be written clearly and legibly, authenticated by the authorized signatory.
4. NITTTR, Kolkata authority shall disqualify the Agency/ Firm if it finds at any time that the information submitted concerning the qualifications of the applicant was false or fails to deliver the work order.
5. Submission of application will be the conclusive proof of the position that the supplier agrees to abide by all the terms & conditions contained in the Registration documents, and in future, the agency thereby irrevocably binds itself to abide by the instruction & general conditions for the supply framed by NITTTR, Kolkata during the invitation of bids.
6. NITTTR, Kolkata authority shall have the right to cancel the enlistment of any listed advertising agency/firm, in the case of the performance of the agency being found unsatisfactory at any time. The decision of NITTTR, Kolkata authority will be final & binding.
7. The Enlistment will remain valid for one year from the date of enlistment.
8. Enlistment as an advertising agency/firm does not confer any right or assurance about the job and NITTTR, Kolkata provides no guarantee in this regard.
9. Enlisted agency/firm shall remain bound to execute/deliver the work order(s) up to one year for the particular items for which the firm qualifies as lowest responsive bidder.
10. Unless otherwise provided, the listed agency/firm will not be permitted to modify its lowest responsive bid under one year item rate contract and no price escalation will be entertained under any circumstance.
11. No agency/firm can withdraw its enlistment without prior notice of one month before and in such case, the agency/firm should complete the work order pending with them before withdrawal.
12. Qualified vendors/ firms shall remain bound to submit documents Valid Proof of current (a) GST/Sales Tax Clearance, (b) Copy of Renouncement of Income Tax Return (c) Professional Tax Clearance. No further reminder will be issued to them in this regard.

Quotation are invited along with the application for selection of advertising agency from reputed Advertising Agency/Firm for publishing the Advertisement Matter in the following newspaper:

| Sl. No. | Publication | Edition | Hue | DAVP Rate per Sq. Cm | Discount % | Gross Rate per Sq. Cm. |
|---------|--------------------------------|--------------------------------|-----|----------------------|------------|------------------------|
| 1 | The Times of India (English) | All Editions | BW | | | |
| 2 | The Times of India (English) | Kolkata covering Guwahati | BW | | | |
| 3 | The Times of India | Bhubaneswar | BW | | | |
| 4 | Sanmarg (Hindi) | All Editions | BW | | | |
| 5 | Sanmarg (Hindi) | Kolkata | BW | | | |
| 6 | Sanmarg (Hindi) | Bhubaneswar | BW | | | |
| 7 | The Statesman | All Editions | BW | | | |
| 8. | The Statesman | Kolkata | BW | | | |
| 9 | The Statesman | Bhubaneswar | BW | | | |
| 10 | Ananda Bazar Patrika (Bengali) | Kolkata (Covering West Bengal) | BW | | | |
| 11 | Telegraph (English) | Kolkata (Covering West Bengal) | BW | | | |
| 12 | Employment News | National | BW | | | |

Name

Signature

Address

Seal