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INSTITUTE FOR PLASMA RESEARCH
NR. INDIRA BRIDGE, BHAT, GANDHINAGAR 382 428.

NOTICE INVITING TENDER FOR EMPANELMENT OF ADVERTISING AGENCY

TENDER NOTICE No: IPR/ADMN/TN/01/2016 dated 22/03/2016

On behalf of Director, Institute for Plasma Research (IPR), the Acting Chief Administrative Officer invites sealed tenders for empanelment of Advertising Agency for a period of 2 years. The Agency will be required to release advertisements on behalf of the Institute at DAVP rates in local / all India or global newspapers, periodicals, journals, magazines etc. The agency may also be required to design and print educational/statutory/promotional material, as and when required.

Earnest Money Deposit: ₹ 20000/-.

Eligibility criteria:

- (1) The agency should have Office set-up in Gandhinagar / Ahmedabad,
- (2) The agency should have experience of handling Central Govt. Office business for five years or more.
- (3) The agency should have valid INS accreditation.
- (4) The agency should have proper infrastructure at office and should be equipped with telephones, fax, E-mail and internet facilities. It should have media and design facilities, should be equipped to liaise with publications for release of advertisements and press notes, on urgent basis whenever required.
- (5) The agency should have Staff such as Designers, proof readers, proficient translators
- (6) The agency should have an existing single client where the billing is ₹ 50 lacs or more per year from public sector/Govt. office. The agency should submit a recent performance letter regarding their services issued by such clients.

The agencies which fulfill the above criteria and wishes to participate in the tender process may submit a request letter stating that they fulfill the criteria and wish to have the tender document, and submit the duly filled in tender back by 1200 hrs on **30/03/2016**, and the tenders will be opened at 1430 hours on the same date. The agency should also submit a tender fee of ₹ 500.00 (Non-refundable) in the form of Bank Demand Draft or pay order payable to "Institute for Plasma Research" at Ahmedabad, along with the request letter. The agency's representative deputed to collect the tender document must carry an Authority letter. The agency should submit all proofs and documentary evidences of fulfilling the above eligibility criteria along with the tender document. The Institute will examine the tender documents and documents submitted as proof of fulfilling the criteria, a Sub-Committee will visit the office of the agency and clients to verify the claims and to know the quality of services. Evaluation will be done of the test draft attached to the tender document and based on these aspects, the Institute may select one or two parties to be on its panel to provide the services. Director, Institute for Plasma Research reserves the right to accept or reject any or all tenders in part or full or to allot parts of the work to different agencies without assigning any reason thereof. This Tender Notice can be viewed on our website - <http://www.ipr.res.in/documents/tenders.html>.

Acting Chief Administrative Officer