



राजकीय इंजीनियरिंग कॉलेज, बाँदा

Rajkiya Engineering College, Banda

Atarra, Banda-210201

E-Mail : director@recbanda.ac.in

URL : www.recbanda.ac.in

Tel: +91 5191 254301

Mob : +91-7905607177

Ref No: - RECBANDA/Registrar-Off/2019- 417

Dated: 28/06/2019

INVITATION FOR QUOTATION

To,

Sub: Invitation for Quotations for Newspapers Advertisement rate.

Dear Sir,

1. You are invited to submit your most competitive quotation for **Newspapers Advertisement rate by Advertising Agencies** at Rajkiya Engineering College Banda (REC Banda), for one year of duration. Detailed specification is attached at Annexure-I.
2. Quotation,
 - 2.1 The contract shall be for one year from date of issue of work order.
 - 2.2 Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
 - 2.3 All duties and other levies payable by the supplier under the contract shall be included in bid.
 - 2.4 Applicable taxes shall be quoted separately.
 - 2.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - 2.6 The Prices should be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation.
4. Quotation shall remain valid for a period not less than 50 days after the last date of quotation submission.
5. Evaluation of Quotations,

The Institution, REC Banda, will evaluate and compare the quotations determined to be substantially responsive i.e. which

 - 5.1 are properly signed; and
 - 5.2 confirm to the terms and conditions, and specifications.
6. The Quotation would be evaluated for all items together.
7. Award of contract:

The Institution, REC Banda, will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the **maximum discount percentage**.



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- 7.1 Notwithstanding the above, the Institution, REC Banda, reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Institution, REC Banda, prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
8. Payment shall be made in Indian Rupees as follows:
- The agency shall provide a copy of the bills raised by the newspaper/publication on the agency along with invoice to advertiser.
 - After Submission of bills of each Advertisement – 100% payment.
9. You are requested to provide your offer latest by 15:00 hours on **11 th July 2019**.
10. Detailed Specification are at Annexure-I.
11. Sealed quotation to be submitted/delivered at the address mentioned below,
Rajkiya Engineering College, Banda Atarra, Banda 210201
12. We look forward to receiving your quotation and thank you for your interest in this project.

(Registrar)



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Annexure I

Sr. No	Name	Specifications
1	Newspapers Advertisement rate	Hindi/ English, colour and Black and white

Conditions:

1. The agency should be fully accredited with Indian Newspaper Society (INS) as well as regional newspapers for publishing advertisements on commercial/DAVP rates.
2. The agencies will be required to offer services for routine advertisement:
 - i) In newspapers having DAVP rates at DAVP rates only.
 - ii) No publication newspaper having DAVP rates shall charge the advertiser any commercial rates.
3. The agency shall ensure that in all tender advertisements released in newspapers, optimum utilization of space is made with no wastage of space and the advertisement is cost effective.



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FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: _____

To: _____

Sl. No.	Description of Newspapers Advertisement	Unit	Quoted Unit rate in Rs. As per DAVP rate/Commercial Rate (Including Preparation/Designing of News, Translation and other costs)(A)	% Discount Offered (B)	GST	
					In %	In Figure (C)
1	Hindi (Black & white)	per square				
2	Hindi (Colour)	centimetre				
3	English (Black & white)	per square				
4	English (Colour)	centimetre				

Gross Total (A-B+C): Rs _____

We agree to provide above Service in accordance with the specifications and conditions provided in Annexure-I for a total contract price of Rs. _____
— (Amount in figures) (Rupees _____ amount in words) within the period specified in the Invitation for Quotations. We confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: _____

Address: _____

Contact No. _____