

APPLICATION FORM FOR EMPANELMENT OF ADVERTISING AGENCIES

1. Name of the Advertisement Agency:

a. Whether Proprietorship/Sole/Partnership/Pvt. Ltd./Ltd. Co.:

b. Name of the Director /In Charge:

c. Name of the contact person:

2. Head Office:

a. Complete Address:

b. Telephone Number (s):

c. Fax Number:

d. E-mail Address:

e. Mobile No.:

3. Branch Office (s)

a. Complete Address:

b. Telephone Number (s):

c. Fax Number:

d. E-mail Address:

(Add separate sheet, if required)

4. Contact person at Chennai/Any near-by area to Sriperumbudur

a. Name:

b. Designation:

c. Contact Number (s):

d. Fax Number:

e. E-mail address:

f. Mobile No.:

5. Year of Establishment (attach proof):

6. Registration Number (if any):

7. Staff strength (full time):

8. Year in which INS accreditation was given to the agency:

9. Validity period of INS accreditation (attach proof):

10. Service Tax Registration number issued by the Central Excise Dept. in favour of the agency

11. PAN Number issued by the IT Dept. in favour of the agency:

12. Annual Turnover of the last three years (Along with documents proof)

2013-14:

2012-13:

2011-12:

13. Are you on the panel of any Government/educational organization having activities similar to that of the RGNIYD, if yes, give detail (Attach separate sheet, if required)

Name of the organization/ institution presently empanelled with, giving details of the following:

a. Name of job:

b. Name of the organisation:

c. Value of Contract:

(Supporting documents to be attached as per the format enclosed duly signed by the Authorized signatories of these organizations.)

14. Detail of appreciation(s) award(s) received by your agency (if any) in advertisement campaign (Attach separate sheet, if required)

15. Percentage of Discount offered by agency to the Government Organisations/Educational Institutions/Universities:

Note: Documentary evidence may be provided, wherever applicable, in the form of photo copies (Accreditation Certificates, Audit Reports, Work Orders, Release Orders, etc.)

Declaration

1. I _____(Name of the person), am authorized to declare on behalf of the agency _____ (Name of the Agency) hereby declare that the agency has:

a. Full-fledged office establishment in Chennai /area near by Sriperumbudur with needed manpower.

b. Creativity in development communication of high standard befitting the expectations of the Central University.

2) I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and brief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled /terminated.

3) I understand that the decision taken by the RGNIYD, Sriperumbudur is final in all matters.

4) I hereby agree to work as per the terms and conditions rolled out by RGNIYD, Sriperumbudur.

5) I understand that RGNIYD, Sriperumbudur reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of contract, without assigning any specified reasons whatsoever.

Signature:

Place:

Name:

Date:

Designation:

Organisation Seal (In case of organization) /Signature