



हर कदम, हर डगर
किसानों का हमसफर
भारतीय कृषि अनुसंधान परिषद

AgriSearch with a human touch

BY SPEED POST/FAX
भारतीय मृदा विज्ञान संस्थान (भा0 कृ0 अनु0 प0)
नबीबाग, बैरसिया रोड, भोपाल – 462038
Indian Institute of Soil Science
Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)
Tel. No. (0755)2747375 EPABX:2730970/2734221 (Ext. No. 233 & 261) Fax. No. (0755) 2733310

F. No. 5-310/2013-14/P&S/IISS/Vol.I

Dated: 11.07.2016

To,

Sub: Quotation for entering into rate contract for publishing of press release, Tender Notice, Walk-in-Interview etc. in the local/national newspaper – reg.

Dear Sir(s),

On behalf of the Director of this Institute, I am to invite your lowest rate for entering into rate contract for publishing of this Institute's press release, Tender Document, walk-in-interview etc. in the local & National newspaper on following terms & conditions.

1. Field of work:

- The agency should draft, edit the Institute's advertisements, tender notices giving full details using minimum space in news papers.
- The agency should ensure publishing advertisement/notice etc. on the valid rates of DAVP. Agency should ensure that there should not be delay in publication in news paper. Agency should consult the Institute once in a month for advertisement work, if any.
- Agency should collect the advertisement from this office

2. Validity

The rate contract will be valid for the period of one year, or till further communication or termination, whichever is earlier.

3. Advertisement Rate

- The agency will be paid as per the DAVP approved rates after deduction of **discount offered by the agency**. The agency will enclose an attested copy of DAVP approved & valid rate issued in favour of concerned news papers with each & every bill. The rates quoted should be valid for one year.
- No extra amount will be paid except the rates approved by the DAVP (less discount offered by the agency).

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4. **Payment**

Payment will be made within a reasonable time i.e within 30 days for which the agency will submit valid DAVP R/C with news papers. Newspaper cutting and bill in triplicate affixing Rs 1/- crossed revenue stamp. **Since the mode of payment will be e-payment system, hence Bank Account Number, PAN, name of bank with location and IFSC Code Number of Bank should be furnished on the body of the bill.**

5. **Breach of Terms & conditions**

If the services of the agency for insertion of advertisement/other works are not found satisfactory, the Director reserve the right to cancel the order at any stage without assigning any reasons.

6. Quotation should be sent in a sealed cover and the covering envelope should contain **“Quotation F.No.5-310/2013-14/P&S/IISS/Vol.I DUE date 11.08.2016** entering into rate contract for publishing of press release, Tender Notice, Walk-in-Interview etc. in the local/national newspaper. Quotation received in an unsealed cover, which are ambiguous, are liable to be rejected. The last date of receipt of above quotation is **11.08.2016**. This Institute will not be responsible for any postal/speed post/courier delays.
7. Unattested/amended/overwritten figures will not be considered.
8. Security deposit: Within 21 (twenty-one) days after the issue of notification of award of contract by this Institute, the agency, shall furnish performance security to the institute for an amount of Rs. 25000/- In the form of Demand Draft/ Banker's Cheque drawn in favour of “ICAR UNIT IISS BHOPAL”.
9. **Bid Security (EMD) Rs. 10000/-** (Rupees Ten Thousand Only) must be submitted along with the quotation. In the form of Demand Draft/ Banker's Cheque drawn in favour of “ICAR UNIT IISS BHOPAL” otherwise the bid will not be taken into consideration.
10. The Institute reserves the right to reject any or all the quotation(s) received without assigning any reason thereof.
11. TDS/Service Tax will be deducted as per GOI rules/rates.
12. The firm should have PAN No. /ST No. /etc.

Yours faithfully,

I/c Administrative Officer

Copy to:

01. I/c AKMU, with the request that the above enquiry letter may be uploaded on Institute website/ CPP portal.