

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT
RESEARCH
GOREGAON (EAST), MUMBAI**

REQUEST FOR QUOTATION

FOR

PUBLISHING OF ADMISSION NOTICE IN
NEWS PAPERS

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

TELEPHONE: 022 2841 6200/519/588. FAX: 022 28416399.

IGIDR/ADVT/Admin/2019

Dated : 15.02.2019

Notice Inviting Quotation

NAME OF THE WORK: **“Publishing of Admission Notice in News Papers” for IGIDR**

1. REGISTRAR, IGIDR MUMBAI invites bids from the reputed advertisement agencies based in Mumbai for the following work:

Name of work
Publishing of Admission Notice in News Papers

The sealed quotations are being invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

2. The **Quotation bid should be submitted in a sealed envelope mentioning subject “Publishing of Admission Notice in News Papers” for IGIDR. The sealed envelopes needs to be submitted at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065 on or before 22nd February, 2019.**

3. The advertisement agencies should submit

- a. Copy of Certificate of Incorporation or Certificate of shop & Establishment Registration.
- b. Copy of Advertisement License issued by Indian Newspaper Society.
- c. Agency should have Registered office or Branch office in Mumbai.
- d. Agency should submit a copy of GST registration, PAN card.
- e. Agency should submit their profile, list of clients etc.

The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

REGISTRAR

Letter of Offer

Date _____

The Registrar,
Indira Gandhi Institute of Development Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai- 400065.

Subject: Request for quotation for

Reference: RFQ Advertisement No. dated

Dear Sir,

With respect to your above mentioned RFQ, I / We hereby submit my / our quotation in the required format along with Company Profile and supporting documents.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of Contracting

Agency/firm/company

BIDDER'S INFORMATION
(On Company / firm's Letterhead)

Details of Bidders		
1	Registered Name of the Bidder	
2	Registered Address of the Bidder	
3	Name & Designation of the Contact person	
4	Contact Details : Mobile : Office Number: Email Id / FAX No:	
5	Status of the Company (Public Ltd./ Pvt. Ltd.)	
6	Valid GST Registration No.	
7	GST Registration State Name	
8	Details of the Incorporation of the Company	Date:
		Valid Document: Incorporation Certificate
9	Permanent Account No. (PAN)	

Place :

Date:

Signature of Contractor

With the seal of their company

FINANCIAL BID FOR PRINT MEDIA - Admission Notice ad

15.02.2019

Client	Indira Gandhi Institute of Development and Research				
Brand	Notice ad - B/W				
Publication	Edition	Size	Total Size	Rate	Total cost
DINAMALAR	CHENNAI	8w X 9h B/w	72		
MEGHLAYA GURDIAN	SHILONG	8w X 9h B/w	72		
DAILY EXCELSIOR	JAMMU	8w X 9h B/w	72		
THE NEW INDIAN EXPRESS	Chennai, Madurai, Coimbatore, Bangalore, Kochi, Kozhikode, Trivendrum, Hyderabad, Vijaywada, Visakhapatnam, Bhubaneswar, Shimoga, Trichy, Belagavi, Tirupati	8w X 9h B/w	72		
HINDUSTAN TIMES	Mumbai, Chandigarh, Delhi & Gurgaon, Lucknow, Patna, Pune	8w X 9h B/w	72		
MIZORAM POST	AIZAWAL	8w X 9h B/w	72		
EMPLOYMENT NEWS	NEW DELHI	10w X 22h B/w	220		
DAINIK BHASKAR	Bhopal, Hosangabad, Indore, Khandwa, Gwalior, Sagar, Ujjain, Ratlam, Raipur, Bilaspur, Panipat, Hissar, Rohtak, Jalandhar, Ludhina, Bhatinda, Chandigarh, Delhi, Shimla, Ranchi, Jamshedpur, Dhanbad, Patna, Muzzffarpur, Bhagalpur, Jaipur, Jodhpur, Barmer, Bikaner, Udaipur, Banswara, Ajmer, Kota, Sikar, Sriganganagar, Pali, Nagaur, Amritsar, Ambala	8w X 9h B/w	72		
PIONEER	RAIPUR & RANCHI	8w X 9h B/w	72		
O HERALD	Panji	8w X 9h B/w	72		
				Total	0.00
				Less discount if any	0.00
					0.00
				GST	0.00
				Grtrand Total	0.00

Terms and Conditions:

1. 100% payment will be made after publishing the advertisement and submission of bills and newspapers attachment.
2. No charges for artwork or any other charges will be paid separately. The quoted amount shall be inclusive of all.
3. Vendors need to provide Bank details along with bill to make a payment via NEFT/RTGS.
4. Vendors have to adhere with the deadline for publishing of advertisement as per instruction given from the Institute.
5. Vendor must provide this document with its signature and stamp on all pages.
6. Depending upon the cost IGIDR may or may not publish the advertisement in all the above mentioned newspapers or even split the work between the vendors as per the rate quoted against each item.

Place :

Signature of Contractor

Date:

With the seal of their company