



Rabindra Bharati University

Tender Notice

e-Tender Id: 2022_RBU_368655_1

Ref. No: - RB/REG/ 34 /2022

Date :- 03/03/2022

Sealed quotation are invited from the reputed and experienced Advertising Agencies/Organisations along with Credentials, Valid Trade License, GST Reg. certificate, IT clearance certificate and PAN for publication of Advertisements of the University in different News papers across India. Quotations are required to be submitted within 24/03/2022 (2 P.M). Tender documents of the e-Tender are available in the website <https://www.wbtenders.gov.in>

For details please visit university website (www.rbu.ac.in).

Sl.No	Description Of Jobs	Rate of Discount
1.	Bi Annual Contract for Advertising Agency	
1.01	Discount Rate on Run on Line Advertisement	
1.02	Discount Rate on Classified Display Advertisement	
1.03	Discount Rate on Display Advertisement	

Note: - The quotation should reach in our office at Publication Department within 24/03/2022 (2 P.M).

The Tender quotation should be accompanied with

1. Evidence of payment of Income tax for the last three years as and when due.
2. The bidder should have Trade License as Advertising agency. (have to submit the copy of the documents with Technical Bid Documents).
3. GST certificates and copy of PAN card should be furnished.

A State University established in 1962.Re-accredited by NAAC with Grade - 'A' in 2016.

Emerald Bower Campus: 56A, B. T. Road, Kolkata-700050, Ph: 91 (033) 2557-1028/3028/4028/7161

Jorasanko Campus: 6/4, Dwarakanath Tagore Lane, Kolkata-700007, Ph: 91 (033)2269-5241/5242/6601/6610

Salt Lake Campus:EE 9 & 10, Sector II, Salt Lake City, Kolkata-700091, Ph:91(033)-2358 4014/ 16/ 18

Website: www.rbu.ac.in , e-mail: registrar@rbu.ac.in

4. Company's audited statement of accounts for the last 3 years, and duly stamped by a registered Auditor.
5. Comprehensive company profile.
6. Evidence of experience of executing similar nature of service (Copies of letters of award, Satisfactory Service certificates from the respective organizations and supporting reference letters should be attached).
7. Company's registered address, local (Kolkata) address, functional contact email address, phone number(s) and Fax number(s), etc.
8. **Letter of authorization** in respect of the person authorized to interact with the university

Terms & condition

1. **The Contract** will be made for **Two years only** and after successful completion of two years the Contract may be extended up to two years at same rate terms & conditions as per the decision of the University Authority. Maximum number of renewal will be made three (three) times only. University Authority shall have the right to **terminate the Contract** at any time by giving one month notice period to the bidder.
2. **The Rate Card** of the concerned newspapers should be submitted with every bill along with the **Two Copies of the advertising matters** received from us at your end and **Three copies of Newspaper cutting** of the concerned advertisement.
3. **If the above conditions are not followed strictly, appropriate penalty shall be imposed to the bidder agency. The penalty amount shall be deducted from the Security Deposit or any due bill of the bidder.**

Registrar

Copy:-

1. Information Scientist – for uploading at University web site.
2. Internal Notification in Various strategic points – For wide publication.
3. Publication Department