

Bihar School Examination Board, Patna

Short Tender Notice

For Selection of Newspaper Advertising Agency

Notice No PR.26./17

Sealed tenders are invited from interested INS accredited Advertising Agencies under two bid system i.e. technical bid and financial bid, both in separate sealed envelope (to be kept in one envelope) to work as an approved Newspaper Advertising Agency for releasing advertisements of Bihar School Examination Board (BSEB). The Agency should have a full-fledged Office at Patna and should be able to work at short notices. If L1 fails to release the advertisements in time, the L2 bidder may be awarded the work at the L1 rate. In case L2 also fails to perform or to take up the work, L3 or others in the same order may be awarded the work accordingly.

2. The advertising agencies fulfilling the criteria may send the application on or before 02.05.2017 up to 03.00 p.m., by hand/speed post/registered post / courier to Secretary, Bihar School Examination Board, Patna. The Tender will be opened on the same day (02.05.2017) at 3.30 p.m. in presence of the Bidders who may like to be present.


3. The Bid will contain the following documents :-

(A) Technical Bid:-

- (i) The Agency should be accredited with INS.
- (ii) The Agency should have a minimum annual turnover of Rs 50 lakhs for the last three consecutive years (2013-14, 14-15 & 15-16). Proof to be attached.
- (iii) The Agency should have full-fledged Office at Patna. Address of the Office along with list of employees with their qualification and contact details to be submitted.
- (iv) Agency should have experience of handling advertisement release of at least three Govt./PSU clients. Proof to be attached.
- (v) Agency shall submit Audited Statement of Accounts for the last three consecutive years.
- (vi) Agency shall submit Registration Certificates of Service Tax, Pan No. and latest Income Tax Return.
- (vii) Agency should have to give self-attested undertaking of not being blacklisted by any Government Dept. in the last 2 years.
- (viii) Type of Firm- Proprietary/Firm/ Company registered under Companies Act.
- (ix) Earnest money of Rs. 10,000/- (Ten thousand) only (Refundable to unsuccessful Bidders) in the form of Bank Draft favouring "Secretary, Bihar School Examination Board", payable at Patna.

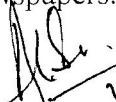
(B) Financial Bid :- It should contain DISCOUNT in percentage (%) terms (in figure as well as words) that the Agency has to offer to BSEB in release of Newspaper Advertisements on DAVP rates. The Agency quoting highest discount percentage will be awarded the work.

4. BSEB reserves the right to cancel the bid without assigning any reason, whatsoever.


Secretary
18.4.17

Bihar School Examination Board, Patna
Memo No-----/ Patna, dated--18-----April, 2017.

Copy to:- PRO, BSEB for publication of NIT in Bihar edition of Newspapers.


Secretary
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