



## राष्ट्रीय अंतर्विषयी विज्ञान तथा प्रौद्योगिकी संस्थान

NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् (Council of Scientific & Industrial Research)

तिरुवनन्तपुरम् /Thiruvananthapuram – 695 019

### Notice Inviting Tender- Gen/01

Sealed Tenders are invited by the Director, CSIR-NIIST, Thiruvananthapuram for empanelment of advertisement agencies from reputed firms for releasing NIIST advertisements in different National / Local dailies. The agencies who have sufficient experience in the field and are providing such service to Govt./ PSU/reputed companies may submit the quotations latest by 25/3/2015, 3.00 pm.

For details and proforma for submission of tender please visit our website: [www.niist.res.in](http://www.niist.res.in).

प्रशासन नियंत्रक Controller of Administration

**CSIR- NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY  
THIRUVANANTHAPURAM**

**Terms and conditions**

1. Tender should be submitted in the prescribed proforma (annexure) in a sealed cover superscribing "Empanelment of Advt. Agencies" on the envelope. Tenders duly filled-in all respects will be received up to 3.00 pm on 25/03/2015 and will be opened at 3.30 pm on the same day at CSIR-NIIST, Thiruvananthapuram in the presence of available tenderers.
2. Tenders received after 3.00 pm on 25/3/2015 whether sent by post or delivered in person are liable to be rejected.
3. CSIR- NIIST shall not in any way be responsible for any postal delay either in receipt of the tender documents by the tenderers and/or submission of tenders to the Institute.
4. The contract is for a period of one year from the date of award of contract.
5. Criteria for selection will be on the basis of the discount offered on the DAVP rates.
6. CSIR- NIIST being a Central Govt. Autonomous body our advertisement are released on DAVP rates only.
7. The agency should supply the DAVP rates of the dailies as approved by Govt. of India for our reference from time to time.
8. Draft advertisement will be sent to the agency who is required to edit and modify the same to our satisfaction and get NIIST approval before releasing the same to the specified dailies/periodicals.
9. The bill should be submitted along with copy of the daily / periodical for arranging payment.
10. Payment will be arranged within 15 working days from the receipt of the bill if the bill is in order.
11. The quotation should be valid for a period of 90 days from the date of opening.
12. List of clients should be enclosed with full address, contact person, telephone No. etc.

Cont....2/-

13. In case of non-compliance of any of the conditions the contract will be terminated without notice.
14. In the event of any dispute or difference that may arise from the agreement, the decision of the Director, CSIR-NIIST, Thiruvananthapuram shall be final and binding on both the parties.
15. The Director, CSIR-NIIST, Thiruvananthapuram reserves all rights to accept or reject any or all the tenders received including of those of tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind himself to accept the lowest or any specific tender. the decision of the Director shall be final and binding.

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Annexure

**Quotation for releasing advertisement in dailies**

Name of the firm :

NIIST/NIT No. Gen / 01 /2015 Dated :

I / We offer a discount of .....% on DAVP rates. I / we agree to abide by the terms and conditions in the tender.

Signature of the agency with seal  
Address and Tel. No.

Station:

Dated: