



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**  
[Institute of National Importance established under the Act of  
Parliament]

Mubarakpur, Mukhtia, Bahadurpur  
Post: Harbanshganj, Jais, Amethi  
Pin Code- 229 304

Website: [www.rgpt.ac.in](http://www.rgpt.ac.in)

## **NOTICE INVITING TENDER (NIT)**

**FOR**

**FOR EMPANELMENT OF ADVERTISING AGENCY FOR  
PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS  
FOR RGIPT, JAIS**

**TENDER NO. RGIPT/Jais/Advt.-Agency/2020/01**

**Dated: 26.05.2020**

**Dated: LAST DATE OF SUBMISSION OF TENDER – 17.06.2020**

**(Wednesday) on or before 4.00 pm**

**Tenders can be downloaded from [www.rgpt.ac.in](http://www.rgpt.ac.in)**

For any information, other modifications and/ or corrigendum may kindly visit the  
above website.

## **1. BACKGROUND:**

Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli (RGIPT, Rae Bareli) has been set up by Ministry of Petroleum & Natural Gas (MoPNG), Government of India as an Institute of National Importance in lines with IITs through an Act of Parliament. Institute is empowered to award degrees in its own right. RGIPT has been operating its academic activities from Jais, Amethi (Main Campus) and currently offering programmes at Undergraduate, Postgraduate and Doctoral levels.

RGIPT intends to engage an Advertising Agency to release Admission Notice in English and vernacular newspapers. Offers are invited from professionally experienced agencies in Prescribed Format to release the advertisement.

RGIPT, Jais invites tenders for Empanelment of Advertising Agencies for releasing admission advertisements, tenders notices, recruitments notices etc. in Local/National newspapers for RGIPT, Jais.

## **2. SCOPE OF WORK:**

Institute's advertising works ranges from tender advertisements to full-fledged advertisements for student's admissions, recruitment notices etc. They are expected to be released in major newspapers all over the country at short notice.

- (a) Content development for advertisement in English and Hindi
- (b) Translation of matter from English to Indian languages and vice-versa and proof reading
- (c) Designing of advertisement in English and Hindi
- (d) Release of advertisements in specified newspapers
- (e) Collation of copies of all newspapers which have published the advertisement and supplying that to RGIPT, Jais, Amethi along with bill

To cater to such requirements, Advertising Agency is required to have good infrastructure and have adequate experience in the field. These should include creation of artwork, concept, design, editing & release of advertisements in Newspapers.

## **3. ELIGIBILITY CRITERIA:**

The following are the eligibility criteria for empanelment of Advertising Agencies. The Advertising Agency should have –

- The agency should be able to execute all kinds of advertising assignment.
- Accreditation of Indian Newspaper Society (INS) for Press Advertisement.

- Resources to handle full-fledged multi-lingual publicity campaigns with high standard of creativity in advertising befitting the expectations of a premier professional Institute.
- Proficiency and proof reading facilities in major Indian languages specially in Hindi & English.
- **Minimum 5 (Five) years' experience** in advertising with experience of work undertaken for Government/Public Sector Undertaking/Autonomous Body and Educational Institutes like IIMs, IITs.
- **Annual average turnover minimum Rs.2.00 Crore per annum during the last three financial years.**
- The bidder should have not been debarred/black listed/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids.
- The Agency should have PAN Number and GST Registration.
- The Advertising Agency should have adequate infrastructure for timely publication.

#### **4. EARNEST MONEY DEPOSIT (EMD):**

- The Bidder should submit EMD of Rs. 25000.00 (Rupees Twenty five thousand only), payable in the form of Demand Draft from any scheduled Bank in favour of 'Rajiv Gandhi Institute of Petroleum technology' payable at BOB, Jais, Campus Branch.
- The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit copy of valid NSIC / MSME Registration Certificate for exemption of EMD.
- The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.

#### **5. LIST OF DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION (as applicable):**

- a) Tender Acceptance Letter as per **Annexure-II**.
- b) Brief profile of the Advertising Agency as per **Annexure-III**.
- c) Agency Structure (whether partnership firm/sole proprietor/a limited company etc.).

- d) Details of their Accreditation with Indian Newspaper Society (INS) along with the date of accreditation (Full Accreditation).
- e) Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.
- f) Copy of GST Registration Certificate.
- g) Bank details As per Annexure-IV.
- h) Valid document in support of Registered/ Branch office nearby location like Raebareli, Lucknow, Kanpur etc.
- i) Annual turnover (minimum Rs.2.00 Crore for previous three financial years of the Agency duly certified, Audited Balance Sheet (Last 3 Financial Year i.e. 2018-19, 2017-18 & 2016-17) by a Chartered Accountant.
- j) Self-Declaration about Non Black Listing as per **Annexure-V**.
- k) List of 5 major clients from Govt./ PSU/ Higher Education Institute / Central Universities / IIT / IIM etc. (as per **Annexure- VI**).
- l) Details of experience in dealing with Govt./ PSU/ Higher Education Institution/ Central University, Autonomous Bodies and professional Institutes like IIMs, IITs. Copy of letter of empanelment along with satisfactory completion certificates from at least two Govt. Depts./ PSUs/ Autonomous Bodies/ reputed commercial organizations towards providing similar services during last 5 years from the last date of submission of bid.
- m) Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.
- n) All other documents, as required in terms of the tender, to claim eligibility.

**Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.**

## **6. SUBMISSION OF BID :**

Both the bids (Technical and Financial) duly signed Authorized Signatory should be submitted in two separate sealed envelopes as described below:

- a) **Envelope 1:** containing Technical Bid in Annexure-I duly completed in all respects along with Demand Draft of EMD & all relevant documents.
- b) **Envelope 2:** containing the Financial Bid, as prescribed in the Annexure-VII.

**Both the Envelopes should be super-scribed in bold letters with the statements:**

- 'TECHNICAL BID FOR EMPANELMENT OF ADVERTISING AGENCIES' with Reference No. of Tender.

- FINANCIAL BID FOR FOR EMPANELMENT OF ADVERTISING AGENCIES' with Reference No. of Tender.

Finally, the above-mentioned envelopes should be kept in a single sealed cover/envelop super-scribed in bold letters with the statements - '**TENDER FOR EMPANELMENT OF ADVERTISING AGENCIES'** with Reference No. of Tender and to be submitted at:

Registrar  
Rajiv Gandhi Institute of Petroleum Technology,  
Mubarakpur, Mukhetia More, Bahadurpur,  
POST: Harbanshganj, Jais, Amethi -229304  
Uttar Pradesh

## **7. BID OPENING & EVALUATION:**

- The Technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.
- The Financial bid of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.
- **Selection of successful bidder:** Both the technical and financial bids will be opened on date/time as per the schedule given above. After evaluation of bids, the bidder who is technically qualified as well as quotes the with highest discounts shall be declared as the successful bidder.  
In the event of receiving more than one financial bid quoting the same discount, the final selection of successful bidder shall be made in the following manner:
  - a) The one with the highest turnover during the last 3 years put together.
  - b) If more than one bid having the same total turnover, then by "Draw of Lots".
- Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

- The bidders may depute their authorized representatives to remain present during the bid opening process subject to submission of valid authorization letter in the name of the representative to attend the bid opening process.

## **8. AWARD OF CONTRACT:**

- **Period of Empanelment:** The empanelment will be initially for a period of two (02) year which may be extended further one (01) year with mutual consent, subject to satisfactory performance.
- The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- **Agreement:** The successful bidder will have to execute an agreement on a non- judicial stamp paper worth Rs.100/-. The cost of the stamp duties for the execution of the agreement will be borne by the agency.
- RGIPT, Jais reserves the right to engage one or more agencies at a time and to cancel the Contract at any time without assigning any reason.
- RGIPT, Jais reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.
- It is clearly understood by the parties that no financial liability of any type is created by issuance of the letter of empanelment.
- The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

## **9. TERMS OF CONTRACT:**

- Text of advertisement will be provided by the Institute in electronic format (MS word) through email and the designing/creative options/artwork should be done by the agency to the satisfaction of the Institute.
- The empanelled agency shall arrange for publication of Institute's advertisement from time to time according to the specific instructions such as name of the newspaper(s), number of insertion(s), specific column(s), date of publication etc. These instructions will be communicated in writing by the Institute from time to time.
- The Agency shall provide the service on 24-hour notice basis to design, translate and release the advertisement. The agency must ensure that the matter of advertisement given is correctly reproduce in the advertisement appearing in the newspaper.
- RGIPT, Jais is being a Premier Educational Institute, many of the requirements could be of emergent in nature. The Advertising Agency has to respond to such requirements at short notice despite holidays/beyond office hours.

- Translation from English to Hindi or vice versa of all Advertisements/ Tender notice to be published in other regional newspaper shall be arranged by the agency and no additional charges for translation of the same will be made.
- Publishing of the advertisement by the advertising agency shall be after approval of advertisement design/artwork. Advertisement is to be published on the specified dates on receipt of Work Order/Confirmation from RGIPT, Jais.
- All the Advertisements concerning the Institute shall be issued with the prior approval of the RGIPT, Jais.
- It shall be the responsibility of the agency to ensure that all advertisements of the Institute would be placed prominently and appear in an impressive manner while occupying minimum space without any extra cost.
- RGIPT, Jais reserves the right to make necessary modification to the selected artwork, concept etc. and the concerned Advertising Agency will be required to carry out the modifications suggested in the artwork.
- **Penalty Clause:** In case of delay in publishing the advertisement beyond 24 hrs. from the schedule time given, the agency would be liable to pay 2% of cost of the advertisement per day per advertisement which may entail cancellation of the order and termination of the empanelment at the sole discretion of the Institute.
- If the Advertisement is misprinted or published differently from the approved one, the Agency will publish corrigendum/correct Advertisement etc. thereof at their own cost at the earliest (within a week).
- RGIPT, Jais shall have discretion to give any work to any empanelled agency selected through tendering process and the other agency will not have to claim for the work.
- The empanelment of an agency shall not mean that the Institute cannot release advertisements directly/through any other agency without routing through the agency empanelled through this tendering process.
- The empanelled Advertising Agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to Institute's interest. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication. RGIPT, Jais reserves the right to impose penalty in case of any violation of the above.
- The agency will not be allowed to assign or sublet the empanelment or any part of it to any other vendor/agency in any form. Failure to do so shall result in the termination of empanelment.

- The performance of the Agency shall be regularly reviewed on the key parameters of creativity, initiative, competency and response time and participation in the tendering process. In the event that Agency fails to meet our requirements, we shall be constrained to terminate the empanelment by serving one month's prior notice.
- If the services of the agency are not found satisfactory, the Director, RGIPT, Jais shall have the right to cancel the empanelment at any time without assigning any reason and without any financial compensation to the agency.
- The RGIPT, Jais reserves the right to empanel any other Advertising Agency or cancel empanelment of any agency without assigning any reason by serving one month's notice even before expiry of the period of empanelment.
- The Institute will have the right to drop any Agency from the empanelled list without assigning any reason whatsoever. Institute also reserves the right to modify the Terms and Conditions for empanelled Agencies.
- In case of any disputes on execution of the work during the period of contract, the decision of the Director, RGIPT, Jais shall be binding and final, agreeable in full by both the parties. Any legal disputes shall be subject to Amethi jurisdiction.

#### **10. PERFORMANCE SECURITY:**

- The EMD of empanelled agency shall be automatically converted to Performance Security.
- In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the empanelment.
- Performance Security shall be returned to the empanelled agency without any interest, whatsoever, after completion of two year or any extension of empanelment period.

#### **11. PAYMENTS TERMS:**

- Payment shall be made within 30 (thirty) days after receipt of the final bill, duly supported by all the newspaper clippings (in original).
- Bill to be made in the name of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.
- No extra payment shall be made for conceptualization, creation, designing and development of Advertisement issued through Newspapers.



- Selection of artwork will be entirely on Institute's discretion and RGIPT, Jais will not pay charges for submission of artwork.
- No advance payment will be made to the empanel agency under any circumstances.
- TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule.

## **12. GENERAL TERMS & CONDITIONS:**

- Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the Tender, will not be considered for empanelment.
- Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm / Company who resort to canvassing will be liable for rejection without any further reference.
- RGIPT, Jais reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- RGIPT, Jais reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- The decision of Competent Authority, RGIPT, Jais will be final in all matters relating to the empanelment and binding. RGIPT, Jais reserves the right to reject any application without assigning any reason.
- **Arbitration:** In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Director, Jais, Amethi and the award of the Sole Arbitrator will be binding on both the parties. Further, any legal dispute arising out of any breach of contract pertaining to this empanelment shall be settled in the court of competent jurisdiction located within the local limits of Amethi.

Registrar  
RGIPT, Jais

Name, Signature and Seal of Authorized Signatory of Bidder

**ANNEXURE-I**

Tender for : EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR RGIPT, Jais, Amethi	
Tender Ref. NO: RGIPT/Jais/Advt-Agency/2020/01 dated:	
Name of the Bidder: Correspondence Address: Tel/Mob No.: Email Id: Contact Person Name: Mobile No (Contact Person):	

Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist

Sr. No.	Particulars	Details/ Compliance (Y/N)	If Submitted, Mention Page No.	Remarks
1.	Tender Acceptance Letter As per <b>Annexure - II</b>			
2.	Brief profile of the Agency/Firm and experience in similar field. (At least 5 years of experience). As per <b>Annexure - III</b>			
3.	Status of Agency - Propriety/ Partnership/ Pvt. Ltd. (attach proof in			
4.	Demand Draft (DD) of EMD:			
	Amount:			
	DD No.			
	Dated:			
	Bank :			
5.	Valid INS Accreditation certificate indicating full accreditation by INS			
6.	Copy of Permanent Account Number (PAN)			
7.	Copy of GST Registration Certificate			
8.	Bank Details as per <b>Annexure- IV</b>			
9.	Valid document in support of Registered/ Branch office at			

Sr. No.	Particulars	Details/ Compliance (Y/N)	If Submitted, Mention Page No.	Remarks
10.	Bidder's Annual Turnover Specifically in Advertisement Services (Min. Turnover Rs. 2.00 Crore. per annum) for last three Financial years. (Copies of P&L Account and Balance Sheet certified by a Chartered accountant to be attached) FY                    2018-19                    Rs FY                    2017-18:                    Rs FY                    2016-17:                    Rs (Audited /Unaudited)			
11.	Self-Declaration About Non Black-Listing (as per <b>Annexure-V</b> )			
12.	List of 5 major clients from Govt. / PSU/ Higher Education Institute / Central Universities / IIT / IIM etc. (as per <b>Annexure- VI</b> ) Letter of empanelment along with satisfactory completion certificate from at least two Govt. Dept/ PSUs/ Autonomous Bodies/ reputed commercial organizations towards providing similar services during last 5 years from the last date of submission of bid.			
13.	Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any			

**Declaration**

I/we.....(Name of the Authorized Representative of Bidder) of.....(Name of the bidder) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place & Date:

(Name & signature with stamp of the bidder)

**TENDER ACCEPTANCE LETTER  
(On the letter head of the Agency)**

To

Date:

The Registrar  
Rajiv Gandhi Institute of Petroleum Technology  
Mubarakpur, Mukhetia More, POST: Harbanshganj,  
Jais, Amethi - 229304

Sub: Acceptance of Terms & Conditions of tender for 'EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR RGIPT, JAIS' vide Tender' Ref. No: RGIPT/JAIS/Advt-Agency/2020/01 dt. ....

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely as per your notice given in the above mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I/We also keep the offer open for 90 (Ninety) days from the date of opening of bids.
5. No employee or direct relation of any employee of RGIPT, Jais is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
6. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our empanelment contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Brief Profile of the Advertising Agency**  
**(To be submitted on the letterhead of the bidder)**

1	Name of the Advertising Agency (In Block Letters)	
2	Registered Office Address (with telephone no. & email address)	
3	Status of the organization (Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company)	
4	Name of the Directors/ Partner/ Proprietor	
5	Name & address of Chief Executive/Proprietor	
6	Name & Address with telephone no., fax no. and email id of contact person with designation	
7	Website, if any	
8	Year of Incorporation/ Constitution of Agency	
9	Registration No./ Trade License No. (If any)	
10	PAN No.	
11	GST No.	
12	Details of Infrastructure, if any	
13	Details of the cities where Agency/ Firm/ Company is having branches	
14	Total number of employees	

15	Annual Business Turnover for last three financial years duly certified by the auditor	FY 2018-19 :  FY 2017-18 :  FY 2016-17 :
16	Name of the large clients (Banks/ PSUs/ IITs/ IIMs/ Government Organizations/ reputed companies)	
17	Details of experience	
18	Credentials	
19	Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation	
20	Any other information	

**Verification:**

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by RGIPT, Jais, if it deems fit.

Signature of authorized signatory

Name:

Seal:

**MANDATE FORM FOR BANKING DETAILS**  
**(On the letter head of the Agency)**

Name of the bidder:

Address:

Contact No.:

Email:

1.	Name of the firm / authorized person of the firm as per bank records:	
2.	Bank details of the bidder:	
	a) Bank Name:	
	b) Branch Address:	
	c) Account No.	
	d) Type of Account	
	e) (Current/Savings)	
	f) MICR No.:	
	g) IFSC Code:	

Place:

Signature with stamp of the bidder:

Date:

Name, Address of the bidder:

Tel/ Mob No.:

**SELF-DECLARATION ABOUT NON BLACK-LISTING  
(To be submitted on the letterhead of the bidder)**

To

The Registrar  
Rajiv Gandhi Institute of Petroleum Technology  
Mubarakpur, Mukhetia More, POST: Harbanshganj,  
Jais, Amethi - 229304

Subject: Self Declaration About Non Black-Listing for “EMPANELMENT OF ADVERTISING AGENCY FOR PUBLICATION OF ADVERTISEMENT IN NEWSPAPERS FOR RGIPT, Jais’ vide Tender’ Ref. No. RGIPT/Jais/Advt-Agency/2020/01 dt

Sir,

In response to tender under reference. I/ we hereby declare that presently our Agency/ Firm/ Company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Government Department, Public Sector undertaking, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that our agency/ firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Government Department, Public Sector undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD/ Performance Security may be forfeited in full and the tender if any to the extent may be cancelled.

Yours faithfully,

(Name & Signature with stamp of the bidder)



**LIST OF GOVT. ORGANIZATION/DEPARTMENT.**

List of Government Organizations for whom the Tenderer has undertaken such work during last Five Years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Signature of Tenderer

Name:

Designation:

Organization

Contact No.:

**FINANCIAL BID**

To

The Registrar  
 Rajiv Gandhi Institute of Petroleum Technology (RGIPT)  
 Mubarakpur, Mukhetia More, Bahadurpur  
 POST: Harbanshganj, Jais - 229304, Amethi  
 Uttar Pradesh

From:

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**Offered Discount**

<b>S. No.</b>	<b>Heads</b>	<b>Discount Offered</b>
<b>1</b>	Discount offered on the card rate of newspaper to release the advertisement	
<b>2</b>	Advt. designing charges, if any	NIL
<b>3</b>	Goods & Service Tax (GST) or any other tax, if any	

**GST - EXTRA****DECLARATION**

1. I/we agree that the decision of RGIPT, Rae Bareli in selection of advt agency will be final and binding to me/us.
2. I/we undertake that discount being offered to release advt. shall be valid up to .
3. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

**Place/Date:**

**(Name, Designation and  
 Signature of the authorize  
 person with Seal of the  
 Company)**