

Sub:- Annual Contract for releasing advertisements in leading newspapers

Dear Sir,

1. The Central Institute of Road Transport (CIRT) is a premier Institute in the field of engineering research, development and testing of auto components, research, consultancy and management development in transport management planning, etc. In our effort to update and establish state-of-the-art resources at our establishment, we need to publish various advertisement matters related to tender, recruitment, etc., in the leading newspapers. In this regard, it is proposed to appoint an advertising agency for the job on annual contract basis without any commitment on the number of advertisements during the contract period.

2. In this connection, **sealed and superscribed** offers/ quotations are invited for the said job of releasing the advertisements from time to time as per our requirement in the leading local and or national newspapers. The duration of this contract would be from 1st April 2019 to 31st March 2020. Our terms and conditions are given at **Annexure A**. You may quote your competitive rates with attractive discount, etc., in the format at **Annexure B**.

3. Your offer/ quotations addressed to **The Director, Central Institute of Road Transport, P.B. No.1897, Bhosari, Pune - 411 026** should reach on or before **15th April 2019 upto 1100 hrs**. The offers/ quotations will be opened at **1500 hrs** on the same day. Your representative could be detailed to be present at the time of opening.

4. Your immediate response is solicited.

Yours faithfully,

Head-ASD

Encl.:- Annexure 'A' & 'B'

Terms & Conditions:-

1. CIRT will not make any commitment on the number of advertisements to be released during the contract period.
2. The work of releasing of advertisement in the newspapers as per our requirement / preference of newspapers from time to time would be after getting approval of each art work/ matter from CIRT.
3. The copies of prevailing advertisement tariff card of the leading local/national newspapers should be submitted with the maximum discount offered.
4. Discount offers on the advertisement tariff would be fixed for one year and no request for any downward revision in the approved discount rate would be entertained during the current contract period.
5. The art work/ matter should be submitted to us on receipt of the advertisement matter on priority /time frame stipulated in our work order.
6. The art work/ matter should be up to our satisfaction at minimum space and submitted for our approval each and every time before releasing to newspaper for publishing.
7. In case any re-advertisement/ corrigendum is to be released due to your fault the same would be arranged by you at your cost.
8. Payment would be made within 8 to 10 working days on submission of bill with supporting documents of release of the advertisement as per our requirement.
9. A list of your reputed clients should be furnished along with your quotation.
10. The acceptance or otherwise of your offer rests with the Director, CIRT, who reserves the right to himself to reject any quotation without assigning any reason.
11. During the period of contract, if your services are found not up to our satisfaction, the Director, CIRT reserves the right to cancel the contract at any time without assigning any reason.
12. All disputes of any nature would be subject to Pune jurisdiction only.

Annexure 'B'

Please quote separately for various options of publishing the advertisement for Appointments/Tenders etc. for National Editions / Local Editions in the format given below:-

For National Editions:

Sr. No.	All Editions *	Rate per sq. cm.	Discount offered	Taxes applicable **
1	Times of India			
2	Indian Express			
3	The Hindu			
4	Maharashtra Herald			
5	Other papers (please specify)			

* Please specify the cities covered under 'All Editions'

** Service tax to be calculated after considering the discount

For Local Editions:

Sr. No.	Local Editions	Rate per sq. cm.	Discount offered	Taxes applicable **
1	Times of India			
2	Indian Express			
3	Maharashtra Herald			
4	Other papers (please specify)			

** Service tax to be calculated after considering the discount

Signature with Stamp of the Agency