

Adm:Gen:1503:34

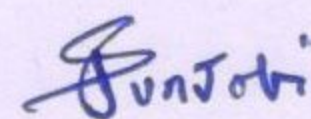
12 August 2026

Sub: - Request For Quotation (RFQ) for Annual Contract for releasing advertisements in leading newspapers.

Sir / Madam,

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 as per Central Bureau of Communication (CBC), formerly DAVP, rates & rules 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 one year extendable by another two years on satisfactory performance. Our terms and conditions are given at *Annexure A*. You may quote your competitive rates with attractive discount, etc., in the format given at *Annexure B* for national & Local Editions, failing which, quotation will be treated as cancelled.
3. Your offer/ quotations (*Annexure B*) shall be placed in a sealed envelope & superscribed "RFQ No. Adm: Gen:1503 dated 10.08.2026 Annual Contract for releasing Advertisements in Newspapers" & addressed to The Director, Central Institute of Road Transport, P.B. No.1897, Bhosari, Pune - 411 026 & should reach on or before 1st September 2026.

Yours faithfully,



I/c. Admin

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

Terms & Conditions:-

1. The advertisement contract would be initially for a period of one year, which can be extended for another two years subject to satisfactory performance and mutually agreed terms & conditions.
2. CIRT will not make any commitment on the number of advertisements to be released during the contract period.
3. 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.
4. The copies of prevailing advertisement tariff card of the leading local/national newspapers should be submitted with the maximum discount offered on Central Bureau of Communication (CBC), formerly DAVP, rates.
5. Evaluation of Quotations / Bids shall be based on overall highest total percentage (1. For National Editions & 2. For Local Editions) of discount offered on prevailing CBC (formerly DAVP) Rates. In the event that two or more bidders are ranked equally (L1) after the financial evaluation process, CIRT shall apply the tie-breaking criteria wherein preference shall be accorded to the bidder having the **highest average annual financial turnover during the preceding three (3) financial years**, as evidenced by the documents submitted with the bid. The decision of the CIRT in applying the stipulated tie-breaking criteria shall be final and binding on all bidders.
6. 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.
7. If the contract holder reduces his price or even offers to sell the contracted services following conditions of sale similar to those of the contract, at a price lower than the contract price, to any person or Organization during the currency of the contract, the contract price will be automatically reduced with effect from that date for all subsequent services under the contract & the contract amended accordingly.
8. The art work/ matter should be submitted to us on receipt of the advertisement matter on priority /time frame stipulated in our work order.

9. 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.
10. In case any re-advertisement/ corrigendum is to be released due to your fault the same would be arranged by you at your cost and no cost to CIRT.
11. Payment would be made within 15 days on submission of bill with supporting documents of release of the advertisement as per our requirement.
12. A list of your reputed clients should be furnished along with your quotation.
13. The annual turnover details of the organization for the last three financial years must be submitted (Financial Year 2023-24, 2024-25, 2025-26)
14. 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.
15. 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.
16. All disputes of any nature would be subject to Pune jurisdiction only.

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

1) For National Editions CBC (formerly DAVP) Rates :

Sr. No.	All Editions *	Rate per sq. cm.	Discount offered on CBC (formerly DAVP) Rates	GST applicable **
1	2	3	4	5
1	Times of India			
2	Indian Express			
3	Other papers			
	i) Navbharat Times			
	ii) Dainik Bhaskar			

* Please specify the cities covered under 'All Editions'

** GST to be calculated after considering the discount.

2) For Local Editions CBC (formerly DAVP) Rates :

Sr. No.	Local Editions	Rate per sq. cm.	Discount offered on CBC (formerly DAVP) Rates	GST applicable **
1	2	3	4	5
1	Times of India			
2	Indian Express			
3	Other papers			
	i) Lomat			
	ii) Sakal			
	iii) Maharashtra Times			
	iv) Loksatta			

** GST to be calculated after considering the discount.

Note: -

- 1) Evaluation of Quotations / Bids shall be based on overall highest total percentage (1. For National Editions & 2. For Local Editions) of discount offered on prevailing CBC (formerly DAVP) Rates.
- 2) In the event that two or more bidders are ranked equally (L1) after the financial evaluation process, CIRT shall apply the tie-breaking criteria wherein preference shall be accorded to the bidder having the **highest average annual financial turnover during the preceding three (3) financial years**, as evidenced by the documents submitted with the bid. The decision of the CIRT in applying the stipulated tie-breaking criteria shall be final and binding on all bidders.

Signature with Stamp of the Agency