

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

NOTICE INVITING TENDER

Sealed quotations / proposals are invited from the reputed firms for engaging the Advertising Agency in the office of University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.

1. The advertising agency should be accredited to Indian Newspaper Society (INS).
2. All the advertisements will be published on DAVP rates. A certificate in this regard may be given in all the bills sent by the agency for payment alongwith cuttings of newspaper. No. advance payment will be made in any case.
3. All the payments will be made after publishing the advertisements in national / local dailies.
4. No other charges will be made in any case excluding service tax.
5. All the advertisements could be collected personally for urgent action at your end.
6. The firm shall arrange translation of each advertisement text from English to all other regional languages in which the advertisement would be published. No. extra charges will be paid for the said work.
7. All the advertisements sent to you in national/ local dailies and employment news / Rozgar Samachar (If necessary may be published immediately i.e within 1 day time in Delhi, within 2-3 days all over India other wise the contract will be cancelled without giving any reason in this regard.
8. All the advertisements which will be published on all India basis may be published in different newspapers alongwith regional languages as per DAVP policy. UGC will not be responsible for any dispute with the newspapers
9. If the service of the firm is not found satisfactory, the office has the right to cancel the contract any time without giving any reasons

Sealed quotations / proposals may be addressed to Sh. Satish Ahuja, Under Secretary (Genl.Admn.), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002 should reach the UGC Office in Room No.206 latest by 28.02.2009 upto 5.00 PM.

The Secretary, University Grants Commission reserves the right to accept or reject any tender offer without assigning any reason thereof.