

# Siliguri Japaiguri Development Authority

Tenzing Norgey Road; Pradhan Nagar, Siliguri - 734 403



Phone Siliguri: (0353) 2515647, 2512922  
Jalpaiguri: (03561) 230874  
Fax: (0353) 2510056

Memo No. 1926/1/Adm/237/01


Date 30/08/11

## NOTICE INVITING QUOTATION NIQ NO. Adv. 01/2011

Sealed quotation are invited from the reputed Advertising Agency for handing publicity matter of SJDA. Quotation should be submitted with valid Trade License, PT, Service Tax, IT clearance certificate with credentials from reputed firms/govt organizations.

### Condition:

1. The agency should have at least five (5) years experience and financial capacity in the field to deal with Advt matter related with Institutions like N.B.U, NBMCH, SMC, Railways or other Govt/Semi-Govt Offices.
2. The rate should be quoted mentioning Original house rate, discount offered and offered rate as per annexe schedule. In no case, discounted rate should be lower than the last year rate Original house rate card should be annexed.
3. The agency needs to prepare the Ad Matter and to publish the matter on urgent basis, if required and in credit in all cases. Payment will be made on availability of fund on satisfactory publication in due time.
4. An earnest money (refundable) of Rs.50,000/- (Rupees fifty thousand) only and a publication change (Non-refundable) of Rs.1,000/- (Rupees one thousand) only need to be deposited by two separate Demand Draft in favour of Chief Executive Officer, Siliguri Jalpaiguri Development Authority.
5. Preference will be given to Siliguri based Agency, having satisfactory performance with SJDA, quoting the lowest rates for maximum number of important leading dailies and the decision of the Authority will be final.
6. i) Dates of collection of Application Schedule from SJDA on 8<sup>th</sup> to 9<sup>th</sup> Sept, 2011 between 11 am to 2 pm.  
ii) Dates of submission of Quotation Schedule on 12<sup>th</sup> to 13<sup>th</sup> Sept, 2011 between 11 am to 1.30 pm.  
iii) Date of Opening on 13<sup>th</sup> Sept, 2011 at 3 pm.
7. On finalization of Quotation, the selected agency should sign an agreement on N.J. Stamp Paper of Rs.10/- any deviation from the terms and conditions of SJDA will lead to the forfeiture of earnest money. The earnest money of non-selected agencies shall be released after one month of the finalization of quotation process.

  
Chief Executive Officer,  
Siliguri Jalpaiguri Development Authority

Memo No. 1926/1(F)/S.J.D.A.

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