

**Bhakra Beas Management Board**  
**Madhya Marg, 19-B, Chandigarh-160019**

**EMPANELMENT OF ADVERTISING AGENCIES**

BBMB intends to empanel INS accredited advertising agencies for publication of Tender Notices, Auction Notices and some other miscellaneous information etc. work in different news papers on DAVP rates.

Interested agencies with sound background may send their detailed profile, proposals, along with related Public Relations & Communication services, etc. to the Director, HRD, BBMB on or before **27.4.2016** on the following terms and conditions:-

1	Agency should be accredited with INS continuously for the last Five years. Agency should preferably be Chandigarh based and should not be black listed.
2	The average Turnover of the Agency for last three years should not be less than Rs. 10 crores per year. (A certificate to this effect duly signed & sealed by Chartered Accountant is to be submitted along with copy of audited balance sheet)
3	All payments will be made on <b>DAVP rates</b> .
4	No Service charges, designing charges or charges for any other kind of service whatsoever including any tax will be made to the agency or news paper.
5	It will be the responsibility of the agency to keep liaison with the Public Relations department of BBMB for the collection of the publication material / Release Order, related jobs etc.
6	The agency will supply one copy of all the paper clippings of the advertised material on next day of publication and one copy of each along with their bill.
7	To economise the expenditure, agency will ensure minimum printable space in the newspapers without compromising readability.
8	The agency should be ready to carry out the jobs on urgent basis on holidays and odd hours also.
9	Agency will submit its bills on monthly basis.
10	The Agency will supply the copy of the approved rates of DAVP alongwith bills.
11	The Agency will deposit a draft of Rs.25000/- as an earnest money alongwith the profile, etc. in the name of Sr. Accounts Officer, BBMB payable at Chandigarh.
12	The term of empanelment shall be for a period of two years.
13	It will be the sole discretion of BBMB to select or reject any of the Advertising Agency without assigning any reason.
14	The Advertising Agencies having the above qualifying criteria are eligible to apply.

For detailed terms & conditions please visit website [www.bbmb.gov.in](http://www.bbmb.gov.in) & for any clarification, please contact Dy. Secretary (Public Relations), BBMB, Sector 19-B, Madhya Marg, Chandigarh-160019, 0172-5011770(O) 094172-01128 (M)

Director, HRD

## **Terms & Conditions for Empanelment of Agencies in BBMB**

1. The empanelment will come into effect from 16.5.2016, initially for a period of two years depending on the performance of your agency to the satisfaction of BBMB.
2. Your Agency will release BBMB's all types of Tender Notices; Auction Notices in the News Papers on DAVP approved rates applicable from time to time and as per DAVP's New Advertisement policy. BBMB will not make any extra payment i.e. any type of service charges, any type of tax charges or any hidden charges for the release of its advertisement through your Agency. While releasing BBMB's information in News papers, it should be ensured that maximum economy is achieved. Payment of the bills will be made in each case after verifying the documents on monthly basis.
3. The standard agency commission or such other rates as may be prescribed by the Indian Newspaper Society (INS) from time to time on gross rates as allowed by Media Publishers shall alone constitute the remuneration for the services rendered by Agency for release of various advertisements.
4. While releasing BBMB's work in News Papers, your Agency will ensure that as per Guidelines of Raj Bhasha department, the expenditure incurred on English News papers should not be more than that of Hindi/Indian language News papers.
5. Your Agency will ensure that BBMB's logo, ISO logo and different National slogans on Power should also appear in the tasks assigned by BBMB.
6. BBMB reserves the right to exclude your agency from the empanelled list at any time at its own discretion without assigning any reason.
7. If at any stage, it is found that any details/information provided by you to us is incorrect, or it is found that your Agency is not accredited with INS or has been deaccredited by INS, then your services will be rejected / discarded forthwith without any prior notice.
8. The Agency will supply one copy of all the paper clippings of the published material on next day of publication and Two copy of each along with their bills.
9. It will be the responsibility of the agency to keep liaison with the Public Relations department of BBMB for the collection of the publication material / Release Order, etc.
10. In the event of emergency requirement for development and release of a media campaign, BBMB reserves the right to contact any/all empanelled agencies urgently on FAX/Telephone and also distribute the design so developed amongst one or more agencies whose designs are earlier short-listed, for further release of the same to the media.
11. The designs prepared by your Agency will be the property of BBMB and BBMB can use it as per its discretion.

12. In case of Printing work, if any and creative work like Exhibition, Corporate Image Building Advertisements, Documentary Films etc. BBMB has the right to invite quotations from all the advertising agencies empanelled with it.
13. No payment will be made in case of creative work, design and artwork charges for the preparation of coloured/B&W advertisement (Tenders, Appointment advertisements, Notices & Display advertisements, special advertisement campaign, Corporate coloured advertisement, etc.) for release in newspaper/Magazines.
14. No processing charges like preparation of blocks, matrix, artpulls, positive / negative, etc. will be paid to the Agency for work done at sr. no. 13 and what so ever. Agency will not be paid for translation of material from English to Hindi or Hindi to English or in any other Indian language.
15. In addition to the advertising jobs, your services may also be utilized for organizing for printing jobs exhibitions/fairs, handling the VIP visits, special ceremonies and production of audio-visuals etc. and the charges for these jobs will be decided on competitive tendering basis amongst the empanelled agencies.
16. If the job of printing of brochures/catalogues, house journals and other publications is given at any stage, service charges will not be paid to you on cost of paper.
17. BBMB shall have the option to obtain all or any of the aforesaid services from Media/Suppliers/publishers/printers directly and in that event, BBMB may, if it so chooses, can utilize the services of agency for supervising the execution of the same for which BBMB shall pay the supervising charges only. Agency shall not refuse to provide supervising services for execution of the job.
18. Payment to agency shall be made on monthly basis on submission of the bill, duly supported with all copies of the advertisements released in selected newspapers. All payment shall be subject to TDS, at the rates as applicable from time to time.
19. Agency may be asked to give required numbers of art pulls, blocks, matrix, positive/negative etc. in some specific cases free of cost.
20. Agency shall ensure that all advertisements released in various media on behalf of BBMB, have the prior written approval of the officer or officers so authorized by BBMB.
21. Agency shall indemnify BBMB against any claim or proceedings brought against it by reason of omission or negligence on its part or on part of its servants/agents, in the performance of said services. Any claim arising out of improper/illegal use or invasion of copyright pertaining to the designs, visuals, copy matter provided by agency shall be borne by the agency even if these designs were approved by BBMB.
22. On the completion of any assignment / job, agency shall deliver to BBMB all materials, papers etc. and all other things belonging to or entrusted by BBMB to the agency.
23. Without prior written consent of BBMB, agency shall not sublet or assign

complete or part of any job assigned to the agency by BBMB and even when such consent is given, it shall not absolve agency of its obligation under the scope of aforesaid services.

24. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning or operation or effect of this contract or breach thereof shall be referred to the sole arbitration of the Secretary, BBMB whose decision shall be final and binding on both the parties. The arbitration will be conducted in accordance with the Arbitration & Conciliation Act, 1996.
25. In case of any dispute arising out of or in connection with the contract, the court at Chandigarh alone shall have the jurisdiction.
26. You are advised to supply copies of current DAVP rates of all national and important regional dailies immediately and also as and when rates are revised by DAVP.
27. You are requested to get in touch with the office of Dy. Secretary, PR, BBMB, Chandigarh immediately for taking up your assignment. The name, landline telephone no., mobile no. Fax no. and email address of the Head of various branch offices and the Account Executive who will be serving BBMB may also be sent to us immediately.
28. The Agency will deposit a draft of **Rs. 25000/-** as an earnest money alongwith the profile, etc. in the name of **Sr. Accounts Officers, BBMB payable at Chandigarh.**
29. **The inclusion of your agency in our panel does not guarantee you any minimum business and BBMB reserves the right to discontinue the services of agency at any time without assigning any reason whatsoever.**

Director, HRD