



Indian Institute of Technology Bhilai (IITBh)
District-Durg, Chhattisgarh, India – 491002
www.iitbhilai.ac.in

Enquiry No IITBh/Services/Media/2024-25/407

Dated: 31-12-2024

Notice Inviting Quotation (NIQ)

Sub: Inviting Quotation for Hiring PR Agency at IIT-Bhilai

Indian Institute of Technology Bhilai would like to hire a PR agency at IIT-Bhilai. For this purpose Quotations are invited from the reputed and bonafide agencies/service providers:

S. No.	Description of Service	Unit	Price (in INR)	Total Price in Rupees
1.	Hiring of PR Agency (Details mentioned at Annexure-1)	01		
2.	Any other charges, if any (Mention clearly)			
3.	GST in Rs.			
	Total of 1 to 4			

Note: GST should be quoted as per the Government norms, In case due to any error/ oversight, the GST quoted by the bidder is less than the actual rate as per tariff, the bidder will not be permitted to rectify the error/oversight. The orders/ contract will be placed for the total amount including the (lower) rate/s quoted by the bidder, with the reduced basic amount to the extent of difference in tax amount, so that the total amount (basic + actual rate as per tariff), remains same(quoted basic + quoted rate). The difference amount payable, if any, between the quoted rate and actual rate as per tariff shall be borne by the bidder.

We are inviting the detailed quotations for the above items in a sealed envelope (hard copy) to be submitted on or before **10-01-2025** at 3.00 PM at Stores & Purchase Office, Room No. 208, Level-II, Data Centre Building, IIT Bhilai.

General Terms and Conditions:

1. Prices should be in Indian Rupees and should be inclusive of all Taxes, Duties & FOR IIT Bhilai.
2. Following documents need to be submitted along with the quotation:
 - a. Registration and GST certificate
 - b. Supporting documents of experience/previous works
 - c. Supporting documents of regular/registered employees
 - d. Performance certificate of previous projects from the employer
3. The required service to be started and completed as per the instructions from the concerned department.
4. Quotation must be valid for a minimum of 90 days from the date of opening of tender.
5. GST Number should be clearly mentioned in your offer, failing which your offer may not be considered.
6. Advance payment is not admissible. Payment shall normally be made within 30 days subject to receipt and acceptance (as per Work Order Terms) of the ordered materials/items.
7. Institute reserves the right to accept the delivery in part or full and to claim liquidated damages for delay in supply at 0.5% per week or part of the week of delay, subject to a maximum of 10% of the total value of the Purchase Order.
8. Any other information that you may like to obtain, you are free to contact IIT Bhilai through mail at sp@iitbhilai.ac.in before submitting their quote.
9. IIT Bhilai reserves the right to accept and/or reject the tender without assigning any reason.

**Stores and Purchase Section
Indian Institute of Technology, Bhilai
Level-2, Date Centre Building,
Dist - Durg-491002, Chhattisgarh**

Scope of Work

1. To prepare translations of press releases in Hindi and English as required.
 2. The monthly target of reportage from IIT Bhilai in print media:
 - a. National - 2
 - b. Local (Chhattisgarh) - 10
 3. Categorize media houses as Top Tier (A), Mid Tier (B), and Bottom Tier (C) in consultation with the Media Cell and Director.
 4. To maintain the proper channel of communication as outlined below:
 - a. Get the information from the dept./unit concerned and prepare a draft (Eng/Hin).
 - b. Get the draft approved by the unit/dept. concerned.
 - c. After their approval, draft to be shared with Media Cell for their approval.
 - d. After the Media Cell's approval, send the press releases to various media houses.
 5. Photography and videography of events at the institute. The institute holds functions every week, or 2-3 days every week. The team should cover all these events as informed by the media cell.
 6. Preparing content for IIT Bhilai's official YouTube channel in a time bound manner.
 - a. Various events, as mentioned in point no. 5.
 - b. Videos on research projects.
 - c. Promotional videos.
 - d. Others as required.
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