



**CHANDIGARH  
HOUSING BOARD**  
A CHANDIGARH ADMINISTRATION UNDERTAKING

8, Jan Marg, Sector 9-D, Chandigarh  
0172-4601809,4601812

### **EMPANELMENT OF ADVERTISEMENT AGENCIES**

Sealed applications are invited from reputed Advertisement Agencies (having its office in the tricity i.e. Chandigarh, Mohali and Panchkula) for Empanelment as Advertisement Agencies for Chandigarh Housing Board, Chandigarh for a period of two years extendable for another one year, if they are found to have rendered satisfactory services during the period of Empanelment. Interested parties may submit their applications on the letter head of the firm with complete address; telephone No. & mail id, in the office of **The Secretary,(Administration Branch) Chandigarh Housing Board, Chandigarh.** The sealed application should reach on or before dated **24.01.2017** up to 4.00 pm. The Secretary, Chandigarh Housing Board, Chandigarh reserves the right to accept/reject any or all applications without assigning any reason whatsoever. The detailed terms and conditions may please be seen in the official website **[www.chbonline.in](http://www.chbonline.in)** of Chandigarh Housing Board, Chandigarh

**Secretary,  
Chandigarh Housing Board,  
Chandigarh.**

## TERMS AND CONDITIONS

1. The agency shall have the ability to co-ordinate with various Newspapers for printing of Advertisement for Chandigarh Housing Board, Chandigarh.
2. The agency shall have the experience of doing/performing of similar works of any Government/Semi Government organization/corporation etc. The relevant documentary proof shall be submitted.
3. The agency shall have its office in the tricity and shall provide complete address of its office.
4. The agency shall submit Earnest money amounting to Rs.10,000/- (Rupees Ten thousand only) in the shape of Bank Draft in favour of Chandigarh Housing Board, Chandigarh, payable at CHB.
5. Payment of Service Tax, if applicable, will be reimbursed to the agency after submission of proof of Service Tax alongwith bill..
6. The agency shall have annual turn over of Rs.2 crores or above for the last two years for advertising works duly certified by Chartered Accountant.
7. The agency shall submit documentary proof and list of empanelment with various reputed organizations.
8. The agency shall submit documents of establishment i.e. Article of Association, M.O.U., Registration Certificate etc.
9. The agency shall ensure the availability of latest infrastructure, resources, facilities, staff deployed and management etc.
10. Any other Special information may also be provided.
11. Application duly complete in all respects should be deposited in the office of Administration Branch, Chandigarh Housing Board, Chandigarh.
12. Application should be in a sealed cover.
13. Application received after due date and time will not be entertained.
14. Application must be duly typed.
15. Payments will be made after completion of JOB.
16. In case opening date of application happens to be a Govt. Holiday, then next working day will be date of receipt of application.
17. The Agency shall inform about packages, which can bring benefits for CHB on regular basis.

18. The Agency shall keep CHB updated about the changes in publication rates.
19. No guarantee of business shall be given and the work shall be allocated to the Agency as per the decision and discretion of the Chandigarh Housing Board.
20. The term of the Advt. Agency will be two years extendable for another one year, if they are found to have rendered satisfactory services during the earlier period. There shall be no further extension after that period.
21. In case of unsatisfactory services, the CHB reserves the right to delete the Agency from the panel at any point of time without assigning any reason.
22. Chandigarh Housing Board will deduct 10% discount on DAVP rates on the bills raised by the agency.
23. Advertisement will be given on DAVP rates of Chandigarh, Punjab & Haryana.
24. The Agency should be accredited with the Indian Newspaper Society, as on date.
25. TDS will be deducted as per rule.
26. The Secretary, Chandigarh Housing Board, Chandigarh reserved the right to accept/reject any or all the applications without assigning any reason whatsoever.
27. In case of any dispute/litigation, only the Chandigarh District Courts shall have jurisdiction in these matters.
28. The eligible criteria can be changed/alterd by CHB in order to suit the requirement of the CHB from time to time.
29. An agency nominated by CHB for execution of a particular work/assignment will not be nominated again till the agency has either accepted/rejected the work. In a way, the agency will not be nominated again, till it has completed the work allotted to him.
30. The agency shall undertake to inform that no criminal proceedings are pending in a Court of law or with any dedicated agencies. If on a later stage, it comes out the notice of CHB, that the agency has concealed a very vital information which render the agency ineligible, CHB will at liberty to initiate the process for debarring/ delisting the said agency.

31. The agency shall give an undertaking that they have not been black listed/debarred from participation in the bid documents.
32. The agency shall submit the acknowledgements of duly receipted upto date ITR, Vat returns, Service Tax Returns.

Secretary,  
Chandigarh Housing Board,  
Chandigarh.