

**APPLICATION FORM FOR THE EMPANELMENT OF ADVERTISING AGENCY
(PRINT MEDIA)**

1. NAME OF THE AGENCY :

2. OFFICE :

3. PHONE :

4. FAX :

5. E-MAIL :

6. BRANCH/BRANCHES (If any) :
.....
.....

7. YEAR OF ESTABLISHMENT :

8. YEAR OF FULL ACCREDITATION WITH INS:
(To be supported by copy of INS certificate)

9. TURNOVER OF YOUR AGENCY DURING PAST 3 YEARS IN CRORES:
(To be supported by CA's certificate & copies of audited balance sheet for last three years)

| YEAR | PRESS AD | TOTAL |
|--------------|----------|-------|
| 2014 – 2015: | | |
| 2015 – 2016: | | |
| 2016 – 2017: | | |

G. TOTAL:

10. GST REGISTRATION NO. :
(To be submitted by copy of certificate and PAN card)

11. STRENGTH OF YOUR AGENCY IN TRICITY: Client Servicing, Media Copy & Creative Unit

12. ARE YOU SERVING OTHER GOVT./PSU:
(please tick)

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

13. NAME & ADDRESS OF THREE OF YOUR TOP GOVT./PSU CLIENTS:
(To be supported by photocopy of Letter/Release Order)

- 1.
- 2.
- 3.

14. HAS YOUR AGENCY BEEN PLACED IN DEFAULTER CATEGORY BY ANY GOVT. DEPARTMENT?
IF NOT, PLEASE SUBMIT A SELF ATTESTED CERTIFICATE TO THIS EFFECT.

15. DETAILS AND SAMPLES OF CREATIVE ITEMS DEVELOPED:
(Please tick)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

16. IF YES, PLEASE PROVIDE SOME CREATIVES/DESIGNS OF LAST ONE YEAR IN ENGLISH AND/OR PUNJABI AND/OR HINDI.

17. WHY DO YOU THINK YOU SHOULD BE CONSIDERED FOR EMPANELMENT WITH GOVERNMENT OF PUNJAB (attach sheet, not more than 200 words)

18. DETAILS OF COPY WRITERS AND TRANSLATORS ENGAGED BY THE AGENCY.

19. DETAILS OF ART DIRECTOR AND DESIGNERS ENGAGED BY THE AGENCY.

20. DETAILS OF THE PRODUCTION/TECHNICAL TEAM ENGAGED BY THE AGENCY.

Declaration

I /We do hereby certify that the information as provided above is correct and true in all respect. In case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides penalty can be imposed, if it deemed fit.

I/We further certify that I/We have not been blacklisted by any Government Department/Undertaking or Agency in India.

Signature
Name and Designation of
Authorised Signatory with Seal

Date:
Place:

NOTE:

- 1. Please enclose your company profile.

2. Samples of major jobs undertaken 2014-15, 2015-16, 2016-17 (Mainly advertisements, posters, leaflets, signboards, radio jingles etc.).
3. Documentary evidence wherever mentioned must be attached in the form asked for. In absence of the same, the application will be summarily rejected. Government of Punjab reserves the right to accept or reject any or all applications without assigning any reason thereof.