

**U.P. Electricity Regulatory Commission**  
**2<sup>nd</sup> Floor, Kisan Mandi Bhawan, Vibhuti Khand, Gomti Nagar,**  
**Lucknow-226 010**

Ref No. UPERC/Secy/Advt.Ag/08-

Dated: , January 2008

**Empanelment of Advertising Agencies**

Sealed tenders are invited for empanelment of INS fully accredited Advertising Agencies having experience of at least 3 years of working with State Government and Statutory Bodies for publication of advertisements etc. in the newspapers at DAVP rates. Agencies that have office in Lucknow and are willing to work with U.P. Electricity Regulatory Commission, Lucknow must submit their detailed offer clearly enclosing details of INS accreditation, 10 years of experience, existing clients, permanent landline and mobile phone nos., self attested copies of PAN no. and service tax no. and copies of audited P & L account for last 3 years in the format as given below along with earnest money (refundable) of **Rs. 2,000/- (Two Thousand only)** by way of Demand Draft drawn in favour of **Secretary, U.P. Electricity Regulatory Commission, Lucknow** latest by **11.30 a.m. on 9<sup>th</sup> January 2008**. The tenders will be opened on the same day **at 3.00 p.m.**

The envelope the sealed tender must be superscripted “**Tenders for Empanelment of Advertising Agency for UPERC**”. Tenders received after stipulated deadline will not be considered. The Commission reserves the right to reject any/all tenders or agencies without giving any reason.

Sl. No.	Details Required	Details	Annexure (Enclose Self Attested Photocopy)
1.	INS Accreditation	NO: Valid from: _____ to _____	1
2	Experience of 10 Years of working with State Government & Statutory bodies	Yes / No	2
3	List of existing clients		3
3	Lucknow Office Address:		-
4	Name of Key persons in local office with their telephone No. & Mobile Nos.	1. 2. 3.	-
5	Email Address:		-
6	PAN No. (Income Tax):		4
7	Service Tax No.:		5
8	Copy of Audited P & L A/C for last 3 Years		6
9	Earnest Money of 2000/- Rs DD / Pay Order No.: Bank/Branch/Date:		-
10	Name & designation:		
11	Signature with seal:		
12	Mobile No.		

- Note: In case any field is not filled, then the tender is liable to be rejected. Please attach self attested photocopies all documents required with the Annexure No. marked at the top-right corner.

Secretary