# Birla Institute of Management Technology

Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306
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# TENDER NOTICE

## Request for Quotation for Publication of Admission Advertisement in The Times of India

| | |
|---|---|
| M/s …….<br>…….<br>……. | TENDER NO. BIMTECH/Purchase/Admission Notification/19, Date 15.10.2026 |

| IMPORTANT DETAILS | |
|---|---|
| Name of Services | Publication of Admission Advertisement in The Times of India |
| Date of issue of tender document | 15/10/2026 |
| Last date and time for submission of tender | 25/10/2026 till 5:00 PM |
| Venue | Birla Institute of Management Technology (BIMTECH)<br><br>Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306 |

The Institute invites quotations from reputed and authorized advertising agencies for publication of its admission notification in The Times of India, covering all India editions, as per the specifications and terms and conditions below.

### 1.Submission of Quotation

Interested agencies shall submit quotations in a sealed envelope or through the officially designated submission channel specified by the Institution.

- Copy of certificate of work experience and other documents as specified shall be deposited in a sealed Envelope 1 marked as **" Technical Bid".**

- Financial and other relevant duly filled and compiled with rates, amounts, totals and signed by authorized signatory shall be placed separately in a sealed Envelope 2.

- Envelope 2 shall be super scribed as **"Financial Bid**" and opened only after tenderer's eligibility to participate in the tender is successfully established and accepted by BIMTECH.

All the envelopes shall be placed in a large, sealed envelope marked as **"Quotation for Publication of Admission Advertisement in The Times of India – 17 January 2027 – All India Editions."**. The large sealed envelope shall be submitted to the BIMTECH Security Gate before the last date/time.

Addressed to:
To,
Registrar
Birla Institute of Management Technology (BIMTECH)
Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

At the bottom:
From: (Organization's Name, Address, and Details)

## 2. Advertisement Specifications

| | |
|---|---|
| Name of Publication | The Times of India |
| Publication Coverage | All India Editions |
| Date of Publication | Sunday, 17 January 2027 |
| Advertisement Size | 14 cm × 10 cm |
| Total Advertisement Area | 140 sq. cm |
| Advertisement Type | Colour |
| Page Number | Page 3 |
| Position | Upper right-hand corner |
| Nature of Advertisement | Admission Notification |
| Number of Insertions | One (1) |
| Language | As per approved advertisement artwork |

## 3. Scope of Work

1. Arrange publication of the admission notification in The Times of India across all India editions on Sunday, 17 January 2027.
2. Ensure the advertisement is in colour, measures 14 cm × 10 cm (140 sq. cm), and appears on Page 3 in the upper right-hand corner.
3. Coordinate with the newspaper's authorized representative to confirm the date, size, position, colour and edition coverage.
4. Submit the final advertisement proof to the Institution for approval before publication.
5. Publish only after receiving written approval from the Institution's authorized officer.
6. Provide copies of the published advertisement or a publication confirmation report covering all applicable editions.
7. Submit the invoice and supporting documents required for payment processing.

## 4. Quotation and Financial Bid Requirements

The bidder shall quote the complete cost for publication across all India editions. The quotation must clearly disclose the newspaper advertisement charges, agency commission or discount, other charges, GST and the final amount payable.

| S. No. | Particulars | Amount (Rs) |
|---|---|---|
| 1 | Basic advertisement charges for all India editions, at 140 sq. cm | |
| 2 | Agency commission/discount | |
| 4 | Subtotal before GST | |
| 5 | GST, as applicable | |
| 6 | TOTAL quoted amount, inclusive of all applicable charges and taxes | |
| 7 | Rate per sq. cm | |

Amount in words: Rupees _____ only.

## 5. Eligibility and Documents to Be Submitted

1. Name, address and contact details of the advertising agency.
2. Valid GST registration certificate
3. PAN details of the agency.
4. Proof of authorization or association with The Times of India for booking advertisements
5. Details of experience in handling newspaper advertisements
6. Duly signed and stamped financial quotation.

## 6. Terms and Conditions

1. The advertisement shall be published on 17 January 2027 (Sunday), unless a change is authorized in writing by the Institution.
2. Publication must cover all India editions of The Times of India.
3. The specified size, colour, page number and position must be followed strictly.
4. The advertisement artwork and final proof shall be supplied or approved by the Institution. No changes may be made without prior written approval.
5. The bidder shall confirm availability of the specified position and all India edition coverage before acceptance of the work.
6. Quoted rates shall include all applicable charges and clearly disclose GST and any other statutory levies.
7. Payment shall be processed after satisfactory publication, submission of the invoice and proof of publication, and verification by the Institute.
8. The Institution reserves the right to verify rates, seek clarification, reject any or all quotations, or cancel the tender process without assigning any reason.
9. Submission of a quotation does not automatically entitle the bidder to receive the work order.
10. The selected agency shall comply with the Institution's instructions and the newspaper's applicable publication requirements.

## 7. Declaration by the Bidder

I/We hereby declare that the information furnished in this quotation is true and correct to the best of my/our knowledge. I/We have read and understood the tender terms and conditions and agree to comply with them.

Name of Agency: _____

Authorized Signatory: _____ Designation: _____

Signature with Seal: _____ Date: _____

Place: _____