

**OFFICE OF DEAN OF UNIVERSITY INSTRUCTION
PANJAB UNIVERSITY CHANDIGARH**

Subject: NOTICE FOR INVITING QUOTATIONS (by post or by hand) for publishing of Admission Notice-2024-25 in addition to reminder admission notice 2024-2025 from the approved empaneled agencies for office of Dean of University Instruction vide DPR No. D-PR /23/57 dated 27.01.2023.

Madam/Sir,

It is hereby to inform you that like previous years the University will release its Admission Notice-2024-25 in addition to Reminder Admission Notice after 10 days from the date of its first publication in the following news-papers through the advertising agencies, which have been approved by the Panjab University, Chandigarh. The size of Admission Notice will be 22 x 8 (sq.cm) and Reminder Admission Notice 6 x 4 (sq.cm). The tentative date of its publication is 31.5.2024, but, University reserves the right to postpone its date of publication and shortlist the newspapers.

- 1 The Tribune, Dainik Tribune, Punjabi Tribune (All Edition)
- 2 Hindustan Times (Pb+Hry.+HP+Delhi)
- 3 Dainik Jagran (Pb+Hp+Chd+Hry) (Hindi+Punjabi)
- 4 Punjab Kesri (All Edition) Jalanhar
- 5 Amar Ujala (North)

You are requested to submit your quotations by post till **15.4.2024 upto 5 P.M.** with the terms and conditions (enclosed).


Dean of University Instruction

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- In case, any advertisement agency decline the order at the final stage or do not reply to the emails seeking quotations or mislead in any way or anything which is unacceptable on the part of agency, the department/branch/centre may forward the file to the DPR office for further action.

NOTE: In case, Departments/Centres/Branches/Institutes don't receive a minimum of three quotations from their respective/allocated block, they can seek the desired quotations from any other advertising agency from any block mentioned above.

Terms & Conditions for Advertising Agencies

- On the basis of the request received from the concerned department of PU, the agency with lowest rate will be considered for release of advertisement.
- The agency will be required to submit multiple options of creatives for the advertisement.
- Efforts to be made for visible placement of the advertisement.
- Approval of the concerned officer shall be obtained by the Agency before releasing the advertisement to the newspapers. For any unauthorised change in the approved advertisement, the agency shall be responsible for all the consequences.
- The release of advertisement on the prescribed date may be adhered to, failing which, no payment shall be made.
- The Agency to submit the bill in triplicate with two sets of voucher copies for the release of payment. The service tax on the concerned bill shall be paid by the University. However, it shall be the liability of the advertising agency to deposit the service tax so charged in the Govt. account as per rules and well within time as prescribed by the Govt. from time to time.
- The agency will be responsible for prompt payment to the newspapers concerned and no legal liability whatsoever shall accrue to the University for any default/lapse on the part of agency.
- In the event of failure or delay in executing any given assignment to the satisfaction of Panjab University, PU reserves the right to cancel the contract without giving any notice.
- The agency should be able to execute work at short notices and even on holidays subject to nature and exigencies of work.

- The agency binds itself to make good all the losses, damages and cost of all kinds whatsoever caused to the University in the event of breach of any clause of the covenant made by the agency with the University as set out above.
- If any information as supplied found incorrect, the University reserves the right to cancel the contract.

Amrita
(Director, Public Relations)
Director
Public Relations
Panjab University
Chandigarh