

QUALIFYING REQUIREMENT SCHEDULE

**DETAILS IN SUPPORT OF QUALIFYING REQUIREMENTS FOR
EMPANELMENT OF ADVERTISING AGENCIES**

Name of the Agency and address of Registered Office:

Year of Establishment:

Legal status of agencies (Proprietor/Partnership/Private Ltd./Public Ltd):

I FULL INS ACCREDITATION CERTIFICATE:

Is the agency having full INS accreditation for last three consecutive years	Yes/ No <i>(If yes please enclose Copy of certificate from INS)</i>
Is the agency having valid INS accreditation as on the last date of submission of RFP	Yes/ No
DETAILS OF INS CERTIFICATE	Ref. No Date of Issue
Supporting Document	Copy of certificate to this effect from INS shall be submitted along with the application by the Applicants

II TURNOVER

A. Turnover details:		
Sl.	Financial year	Annual turnover in Rs. Crores
1		
2		
3		
	Minimum Average annual turnover for last three years	

Supported by certified copies of Balance sheet, Profit & Loss account and Income Tax Clearance Certificate (ITCC)

III **COMPANY STRENGTH** (Give details of each item in separate Sheet for each office along with documentary proof)

S.No	Description	Details of Enclosure attached
1	AGENCY STRENGTH –	
	Continuous INS Accreditation	
2	MANPOWER STRENGTH –	
	Copy writers	
	Designers (Computer aided)	
	Client Service Team	
	Art Directors	
3	INFRASTRUCTURE STRENGTH –	
	No. of Computers (with appropriate software for developing creative designs)	
	Location of Offices (*Details of locations)	

Location of Offices (Details of locations)

1. Full address of office in Delhi/NCR:

Address	
Tel. No.:	
Fax No.:	
E-Mail:	
Contact Person with Designation	

2. Full address of the head office/other offices if any

Address	
Tel. No.:	
Fax No.:	
E-Mail:	
Contact Person with Designation	

Note: Proof of telephones in the name of the agency at the indicated addresses or any other documentary proof to establish bonafides of all the above referred offices such as Article of Associations, Partnership Deed, Registration Certificate etc.

IV DEMONSTRATED STRENGTH (Give details of each item in separate Sheet along with documentary proof (**Work Execution/Completion Certificate/work Orders issued by Client/ Payment Proof**))

1	No of samples attached	
2	Copy of POs of submitted samples	

Note: Last three years shall be reckoned from the scheduled date of bid opening

We certify that the above particulars are correct, true to the best of my knowledge. We understand and agree that in case at any stage it is found that any false information, misrepresentation of facts and submission of fake documents has been resorted to by the Applicant for seeking empanelment, the application shall be rejected and empanelment, if already done, with RailTel shall be cancelled.

Signature_____

(Authorized Representative)

Name_____

Designation_____

Address_____

Note:

1. If needed, the agency can use separate sheets for furnishing the details.
2. RailTel reserves the rights to verify the facts/documents given by the agency, if so required.