



बिहार सरकार

Agency (Hoardings) Empanelment and fixation of Departmental Rate Application Format

Application No _____
(For office use only)

1. Name of Firm _____
2. Date of incorporation _____
3. Date of Application _____
4. Information of Work _____

5. Media Applied : Hoardings

6. Name of the Agency applied for : _____
7. Area of operation:
(Give name of the city/states/Pan India : _____)

8. Address :

I. Head Office

Address : _____

Fax No. : _____ E-mail : _____

Mobile No. : _____

II. Branch Office

Address : _____

Fax No. : _____ E-mail : _____

Mobile No. : _____

III. Patna Office (if any)

Address : _____

Fax No. : _____ E-mail : _____

Mobile No. : _____

9. Legal Status of the Company : ☐ Proprietor ☐ Partnership ☐ Company ☐ Society
☐ LLP

Details of Owner(s)/Directors/MD/ Head of Company

(Please give details of all, if needed use separate sheets)

Name : _____

Father's Name : _____

Designation : _____

Address : _____

Fax No. : _____ E-mail : _____

Mob. No. _____

10. Licensing Authority Details:

Name of the Authority which granted License to Media/ Agency _____

(Attach license)

Period of License: _____ From: _____ Till: _____

Has the authority granting License fixed the advertisement rates. If yes give details of the rates fixed : _____
as mentioned in Para 16 (a) & 16 (b).

11. Media/ Agency empanelled by Directorate of Advertising & Visual Publicity (DAVP) (Ministry of Information and Broadcasting, Government of India)

[] Yes

[] No

Tick Applicable (Only One)

- a. If empanelled by DAVP, Mention the Rate Approved with details in the format mentioned below (Attach extra sheets, if needed)

Sr No.	Location of Hoardings /City	Approved rate for Non-Lit Hoardings per sqft. per month (in Rs.)	Approved rate for Lit Hoardings per sqft. per month (in Rs.)	Remarks (Attach DAVP rate card)
	Patna			
	Other District Hq's of Bihar			
	Rest of the state (Block/Town etc.)			

* Please submit latest work order along with rate approved by any Govt./PSU.
(Attach supportive documents viz. self attested copy of agreement of Sole right indicating location, receipt of amount paid, validity etc.)

- c. Service Tax Registration No : _____

TIN / TAN / GST No.:

- d. Any other information by the Agency : _____

- e. Submit a self declaration stating on oath that the details submitted by you on Performa are true and correct. (Attach extra sheet for the item 4, 5 & 6 or for other para if required.

Attached:[] Yes

[] No

12. Special Rate or Discount offered by the Firm for a Campaign

- (a) For 7 Days :
(b) For 15 Days :
(c) For 1 month :
(d) More than 1 month :

13. NEFT Detail (attach copy of PAN No and authorization of Bank for NEFT payment as following):

Agency Name: _____ PAN No.: _____
Bank Name: _____ Branch: _____
IFSC Code: _____ Account No.: _____

14. Name of authorized signatory/ person alongwith photograph, who is authorized to deal with IPRD, Bihar, Patna.

(Pl. attach authority letter of the Agency)

15. Documents to be attached as per Annexure 1 & as per format.

16. Please attach details of (DAVP approved / Registered with Urban local bodies) existing hoarding Locations.

Sl.	Location	Size	Remarks
Attach extra sheets, if needed			

Date: _____

Signature of Authorised Signatory

Name of the authorized signatory:

Seal of Agency

17. List of Documents Submitted (with Page No):

Sl. No	Name of Document	Page No

ANNEXURE 1

Checklist of documents to be attached:

1. Copy of Registration Certificate, if applicable.
2. Memorandum of articles/Byelaws of the company or as required.
3. Documental proof as mentioned in the format.
4. Photographs of Displayed Medium (Separate photo for each property), if applicable.
5. CA certified balance sheet for past three years.
6. Certificate of the firm designating authorized signatory along with attested photographs.
7. To be signed by authorized signatory on each page.
8. The agency may submit details in typed sheets in the prescribed format. There shall be no space bar.
9. For details and rates offered for different advertising formats separate sheets can be attached.
10. List of Hoarding Registered with Urban local bodies (Nagar Nigam/ Nagar Parishad/ Nagar Panchayat)
(Pl. attach Registration Letter)

Note: Incomplete form / without required documents will be summarily rejected.

- a. **All application should addressed to : Director, Information and Public Relations Department, Government of Bihar, 3rd Floor, Soochna Bhavan, Patna** (Application hardcopy with documents should be submitted at the facilitation centre, IPRD, Soochna Bhawan and obtain receipt.)
- b. All interested Sole Right Agencies may apply in the 1st week of every month. Hardcopy of the Application along with documents should be submitted by the end of the month.