



APPLICATION FORM: S-3

APPLICATION FORM FOR ENLISTMENT OF  
ADVERTISEMENT AGENCIES AT JADAVPUR UNIVERSITY FOR 2022-2024

1A. Name of the Firm / Business Name :

1B. Address : [Must have the registered office at Kolkata]

2A. Name of Proprietor / Owner / Partner  
to deal with :

2B. Name of the authorised person  
other than at (2A) :

3. Contact Telephone No(s)

Phone & Fax No. :

Mobile No.:

E-mail id. :

4. Trade Licence Details of 2021-2022 :  
(To enclose a Xerox copy)

5. GST Registration details :

[To enclose a xerox copy, submit the Original, for verification later.]

5A. Copies of GST Returns:

GSTR-1 for Financial Year 2021-22 (upto February 2022)  
& GSTR-3B for the month of February 2022 are to enclose:

6. Accreditation of Indian Newspaper Society details:

[To enclose a xerox copy of Certificate]

7. Membership of Audit Bureau of Circulation details:

[To enclose a xerox copy of Certificate]

8. Details of agencies of the Newspaper:

Sl. No.	Newspaper	Year of Recognition	Details of terminals/connections	REMARKS

9. Income Tax Return of FY 2020-2021, Assessment Year 2021-22 of the Firm:

[To enclose a xerox copy, submit the original for verification later]

10. Credit period allowed/ allowable from the date of billing:

11. Trained personnel in Pay Roll:

SL. NO.	Name	Age	Training Details	No. of Years Served	Remarks

12. Enlistment details at Jadavpur University in earlier Years.:

13. Credentials [Proof to Submit]:

Services given to Universities/Institutes of higher learning are only to state::

10(Ten) years exp is preferred

SL. NO.	Name of the Company / Firm	Periods Engaged		Remarks

14. Process of awarding jobs will be done by way of limited quotation amongst enlisted agencies, do you agree:

Yes  No Tick in appropriate box.

15. Jadavpur University Money Receipt number and Date:

[for Application fees of Rs.1,000/- original to enclose]

I confirm that I will follow the **Rules & Regulation** already frame and to be framed for the purpose of enlistment including that of making "Security Deposit", as determined by the University.

I certify that the information furnished above is true and correct.

Date:

Place:

**Full Signature of the Applicant**  
With Stamp of firm/ Company

**Instructions :**

1. All column should be filled up properly and enclosures be furnished. **Incomplete applications will be rejected.**
2. Last date of submission of form in sealed envelope at the Office of the Accounts Officer is 30<sup>th</sup> March 2022. Existing enlisted parties need also to apply.
3. Use separate sheet (in letter head) of the firm/business where necessary.
4. Application money of Rs 1,000/= payable by Demand Draft/Bankers Cheque/Pay Order drawn on favour of "**Jadavpur University**" be submitted with the form is not refundable.
5. Decision of the authority is final and binding.
6. The University reserves the right to accept or reject any application.

*For Use of Committee Members for Evaluation:*

DETAILS OF THE CRITERION	OBSERVATIONS	POINTS	REMARKS