



कॉर्पोरेट सम्प्रेषण विभाग CORPORATE COMMUNICATIONS DEPT  
कॉर्पोरेट कार्यालय, द्वितीय तल, 254-260, अव्वै षण्मुगम सालै, रायपेट्टा, चेन्नै - 600 014  
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## REPLY TO PRE-EMPANELMENT QUERIES

DOCUMENT: Request for Expression of Interest for Empanelment of Advertising Agencies

Pre-Empanelment Meeting held on 26.08.2019 at Corporate Office, Chennai

S.No	Clause in Document	Query by Advertising Agencies	Reply by Bank
1	<p><b>Eligibility Criteria: Page No 7, Point 8</b></p> <p>The Agency should have a minimum billing of Rs 10 crore per annum for the past three consecutive years i.e FY 2016-17, 2017-18 &amp; 2018-19.</p> <p><b>Documents to be Enclosed</b></p> <p>Certification by Statutory Auditor, Copies of Audited Balance Sheet, IT Returns &amp; GST Returns</p>	<p>How can we obtain the GST Returns?</p>	<p>The agency shall contact its Accounts Department / Statutory Auditor for guidance on obtaining GST Returns.</p>
2	<p><b>Eligibility Criteria: Page No 7, Point 9</b></p> <p>The Agency should have worked with atleast two Banks (of which atleast one should be a PSU Bank) for last three financial years i.e FY 2016-17, 2017-18 &amp; 2018-19 with satisfactory performance.</p> <p><b>Documents to be Enclosed</b></p> <p>Empanelment letter &amp; Certification of satisfactory performance (not more than 1 month) by the Banking clients (of which atleast one should be PSU Bank)</p>	<p>Should the Certificate of satisfactory performance from the Banking Clients obtained be recent?</p>	<p>Certificate of satisfactory performance obtained from the Banking clients should not be older than 1<sup>st</sup> August 2019.</p>

3	<p><b>Eligibility Criteria: Page No 8, Point 14</b></p> <p>The company/firm and director/ partners should not have defaulted to any Bank/third party within the jurisdiction of India</p> <p><b>Documents to be Enclosed</b></p> <p>Self-declaration along with CIBIL Report of the company/firm.</p>	<p>We have these scores till June 2019, so can we submit this? Since these are paid, Please clarify</p>	<p>CIBIL Report obtained in August 2019 has to be submitted by the agency along with Self-declaration.</p>
4	<p><b>Annexure 2: Eligibility Criteria Declaration Page No 21, Point 11</b></p> <p>In respect of agencies who are presently empanelled in Indian Bank and in the past, their dealings with us must be satisfactory.</p> <p><b>Documents to be Submitted</b></p> <p>Will be validated by Indian Bank Technical Evaluation Committee based on the participation in number of tenders and creative requirements.</p>	<p>What response should be given by the under 'Complied or Non-Complied' column by the agencies who are presently empanelled in Indian Bank?</p>	<p>The agencies who are presently empanelled with the Bank shall respond as 'Complied' in case they have participated in majority of tenders for publication of advertisements or supported the Bank in creative requirements. Otherwise the response shall be marked as 'Not Complied'.</p> <p>The new applicants shall mark 'Not Applicable' in the column.</p>