King George's Medical University Uttar Pradesh
Lucknow - 226003
Finance & Account Office
Phone: 91-0522-2257540 Fax: 91-0522-2257539 Website: www.kgmu.org

No...2031..../Finance & Account/2026 Date: 22/10/2026

To,

The Advertisement Manager / Authorized Representative
M/s _____
Address: _____

Subject: **Invitation of quotation for publication of short procurement notices of KGMU, Lucknow, in 01 English newspaper (Delhi Edition) and 01 Hindi newspaper (Lucknow Edition).**

Sir/Madam,

King George's Medical University, Uttar Pradesh, Lucknow, invites sealed quotations from eligible newspaper agencies for publication of short notices relating to procurement of goods, materials, medical equipment and services, including GeM Custom Bids and other tender-related notices, as and when required by University.

Quotation shall be submitted in prescribed format enclosed herewith, indicating newspaper name, edition, applicable advertising rates, discount, GST and total payable amount.

Requirements and conditions are as follows:

1. **Newspaper editions:** 01 English newspaper (Delhi Edition) and 01 Hindi newspaper (Lucknow Edition).
2. **Nature of publication:** Short procurement/tender notices, corrigendum, extension notices and other related advertisements, as required by University.
3. **Eligibility:** Agency shall furnish valid authorization, empanelment/registration details, as applicable, and documentary evidence of its authority to book advertisements in proposed newspapers. INS accreditation/registration and applicable DAVP/Bureau of Outreach and Communication (BOC) rate documentation shall be furnished wherever applicable.
4. **Rates:** Newspaper-wise rates shall be quoted, clearly mentioning applicable rate basis (per sq. cm./column cm. or other applicable unit), edition, advertisement category, discount, GST and net payable rate. Applicable DAVP/BOC rates, wherever admissible, shall be clearly identified and supported by documentary evidence.
5. **Publication schedule:** Agency shall arrange publication within the period specified by University in the respective requisition and shall confirm publication date in advance.
6. **Proof of publication:** A copy of published notice, along with newspaper name, edition and date of publication, shall be submitted to the University along with bill.
7. **Billing and payment:** Bill shall be submitted for each publication or in the manner specified by University, supported by newspaper clipping/e-paper proof and a valid GST invoice, wherever applicable. Payment shall be processed after verification and in accordance with applicable University rules.
8. **Validity:** The quoted rates shall remain valid for **financial year 2026-27** from the last date of submission of quotation, provided the agency expressly agrees to this period in its quotation.
9. **Submission of quotation:** Quotation, duly signed and stamped, along with supporting documents, shall reach the **Office of Finance Officer, KGMU, Lucknow, on or before 26.10.2026 up to 4:30 PM.**
10. **Mode of submission:** Quotation shall be submitted in a sealed envelope clearly superscribed **"Quotation for Publication of Newspaper Advertisements – Rate Quotation."** Quotations received after prescribed date and time shall not be considered.
11. **Opening of quotations:** Quotations received within the prescribed time shall be opened on **27.10.2026 at 1:00 PM** at the Office of the Finance Officer, KGMU, Lucknow.
12. **Conditional quotations:** Conditional quotations or quotations containing deviations from prescribed terms and conditions shall not be considered.
13. **Right of acceptance or rejection:** University reserves the right to accept or reject any or all quotations, wholly or partly, in accordance with applicable rules, without assigning any reason. Submission of a quotation shall not confer any right to award of work or guarantee any minimum volume of advertisements.

Agency is requested to quote its most competitive and transparent rates in the enclosed prescribed format.

Yours faithfully,

Enclosure: Prescribed quotation submission format.

Finance Officer
KGMU, Lucknow

QUOTATION FOR PUBLICATION OF PROCUREMENT / TENDER NOTICES

To,

The Finance Officer,
King George's Medical University, Uttar Pradesh,
Lucknow – 226003.

Reference: **Quotation Enquiry Letter No. _____ dated / /2026**
Subject: **Submission of quotation for publication of short procurement notices in English newspaper (Delhi Edition) and Hindi newspaper (Lucknow Edition).**

Sir/Madam,

With reference to the above-mentioned quotation enquiry, we hereby submit our quotation for publication of short procurement/tender notices of King George's Medical University, Lucknow, in the following newspapers and editions.

A. Details of the agency

1. Name of agency: _____
2. Complete address: _____
3. Name of authorized representative: _____
4. Mobile number: _____
5. E-mail ID: _____
6. PAN: _____
7. GSTIN, if applicable: _____
8. Agency registration/empanelment number and validity, if applicable: _____
9. INS accreditation/registration details, if applicable: _____
10. Authorization to book advertisements for the proposed newspapers: Attached / Not applicable

B. Newspaper-wise rate quotation

S. No.	Name of Newspaper	Language	Edition	Applicable Rate per Sq. Cm./Column Cm. or Other Unit (Rs.)	Discount (%)	GST (Rate/Amount)	Net Rate per Unit (Rs.)
1		English	Delhi				
2		English	Delhi				
3		English	Delhi				
4		Hindi	Lucknow				
5		Hindi	Lucknow				
6		Hindi	Lucknow				
7							
8							

Additional rows may be added as required. Applicable rate basis shall be clearly specified. Any applicable DAVP/BOC rate, if claimed, shall be identified and supported by relevant documentary evidence.

Declaration and acceptance of terms and conditions

I/We hereby declare that particulars and rates furnished above are true and correct. I/We have carefully read and understood **all the terms and conditions contained in the quotation enquiry and hereby accept all such terms and conditions unconditionally**. I/We agree to abide by the same if our quotation is accepted by KGMU, Lucknow.

Date: / /2026
Place: _____
Signature of authorized signatory: _____
Name: _____
Designation: _____
Name of agency: _____
Official seal/stamp

Documents enclosed: Relevant rate card and authorization/empanelment documents, wherever applicable.