

BHARAT HEAVY ELECTRICALS LIMITED

(A Government of India Undertaking)

BOILER AUXILIARIES PLANT,**RANIPET- 632 406 (Tamil Nadu)****HRM:C&PR DEPARTMENT**

Ph.No : 04172-284022

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BAP:HR:C&PR:TARC:2016

Date :30.04.2016

NOTICE FOR INVITING TENDER

Tender Notice No.	BAP: HR:C&PR:TARC:2016 dt: 30.04.2016
Nature of work	Publication of BHEL/BAP tender advertisements in various newspapers/journals
Type of tender	Limited tender
Period of contract	One year
Estimated value of contract	246 lacs
EMD and SD amount	Nil
Last date and time for receipt of tender	17.05.2016 14:00 hrs.
Date, time and venue of tender opening	17.05.2016 14:30 hrs. HRM Conference Hall, BHEL, Ranipet.
The document contains :	7 parts, i.e. <ul style="list-style-type: none"> i) Specifications/scope - Annexure I ii) Terms and conditions - Annexure II iii) No Deviation Certificate to be given on Tenderer's Letter Head- Annexure III iv) Submission of Offer - Annexure IV v) Estimated volume of business publication wise - Annexure V vi) Price Proforma - Annexure VI vii) Check-list - Annexure VII
Tender shall be addressed to:	Officer / HR-C&PR Bharat Heavy Electricals Limited Indira Gandhi Industrial Complex Ranipet - 632406, Vellore dist., Tamilnadu

BAP:HR:C&PR:TARC:2016 Date :30.04.2016

Annexure I

Specifications/scope of work for publishing BHEL/BAP tender advertisements in various newspapers/journals, etc.

1. The text of the advertising material will be provided to the agency by BHEL Ranipet through e-mail. On receiving the text, agency shall provide the following services as per the requirement of BHEL, Ranipet:
 - a) Agency shall design the advertisement as per our instruction and send it back to us for final approval. The size of the advt. will depend upon the requirement of BHEL. No payment will be made for designing the advertisement layout.
 - b) After getting written approval from BHEL, agency shall co-ordinate and publish the advertisement(s) in the required newspapers / journals on the date specified by BHEL. The date schedule given by BHEL is to be strictly followed as BHEL has to host the tender advertisement on its website and the government website also.
2. The layout of the tender advertisements will be in black and white format and it will be published in newspapers/journals on week days (Monday-Friday) only.
3. The contract is for a period of one year from the date of the issuance of the Letter of Intent. **The estimated value of contract is Rs 246 lacs.** The value is tentative only. It may increase or decrease depending upon the requirement of BHEL.
4. The size & number of advertisements to be released per month is not fixed and depends upon our requirement.
5. After publication of the advertisement, the agency will be required to send the particular pages of newspapers/journals of all editions in which the advertisement was published along with the Bill. **The bill is to be submitted in triplicate.**

Signature and seal of the Tenderer

Annexure II**TERMS AND CONDITIONS****1. SUBMISSION OF OFFER**

Your offer should be complete in all respects. Offer should be either typed or written legibly in English. Alterations / over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc. not authenticated as above may be rejected by BHEL. **Only the advertising agencies empanelled with BHEL Corporate communication are eligible to quote for this tender.** Offers from agencies not empanelled with BHEL will not be considered. However, they may be considered for empanelment with BHEL in future.

2. VALIDITY

Your offer should remain valid for a period of 90 days from the date of opening of the tender for our acceptance.

3. INSTRUCTIONS TO QUOTE.

- a) The prevailing official Card Rates of concerned Publications as on 01.04.2016 are given in the Price Bid.
- b) Any change in the official card rate by the Publications at a later stage will be adopted by BHEL and payment will be made accordingly.**
- c) The Bidders are required to quote the percentage (%) discount on the Official card rates indicated in the Price Bid. If bidders put any other card rate in the price proforma (Annexure VI) except that indicated by BHEL, their offer for that particular publication will be liable for rejection. The discount percentage offered by the agencies should be inclusive of the discount offered by the publications.**
- d) L1 will be decided publication wise based on lowest cost to BHEL for each publication.
- e) If more than one bidder emerges as L1 for any Publication, revised offer will be solicited from such bidders through e-mail tendering giving a shorter notice period of two days to arrive at L1 for that particular publication.
- f) The order will be placed only after submission of the following by the bidder:
 - i) Submission of duly filled-in tender document, signed on all pages with seal and date.
 - ii) No Deviation Certificate as per Annexure – III
 - iii) Check list as per Annexure – VII
 - iv) Acceptance of “Terms and Conditions” as given in Annexure II and conformity to “Specifications / scope of work”, by way of signing and affixing rubber stamp on each page.
 - v) Duly filled in rate schedule in the proforma given in Annexure-VI. In this part, the % of discount offered should be clearly mentioned at the places indicated in the proforma.
 - vi) Bidders to ensure that their offers are complete in all respects. Any deviation or non-compliance may lead to rejection of their offer at any stage.

Signature and seal of the Tenderer

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4. TAXES

It is mandatory to comply with all taxes applicable for the required services. Prevailing service tax for this work is @ 2.175% which will be reimbursed to the advertising agencies on production of valid documentary evidence as per service tax rules. If there is any change in the service tax rate by Govt. of India in future, the same will be adopted by BHEL and amount will be reimbursed accordingly.

5. REVISION OF CARD RATES

Any change in card rates after award of work should be intimated immediately to BHEL by L1 party. As and when the publications revise their card rate, BHEL will make payment as per the revised card rates. However, the percentage of discount offered by the agency will not change and will be firm throughout the contract period.

6. EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT

Bidders are not required to furnish Earnest Money Deposit (EMD) or Security Deposit (SD).

7. TERMS OF PAYMENT

- a. Full payment shall be released within 60 days from the receipt of the bills subject to the Publication of advertisement(s) in the specified newspapers / journals on the date specified by BHEL.
- b. The pages of Newspaper/Journals of all the publications in which the advertisement was carried must be attached with the bill.
- c. While making the payment, statutory deductions as applicable, shall be made by BHEL.
- d. Payment will be made on the size of the advertisement approved by BHEL. If the size is bigger than that approved by BHEL, no extra payment will be made. If the size is smaller than that approved by BHEL, payment will be made on the actual size published.
- e. BHEL reserves the right to make payment through E-mode. Required details for effecting payment through e-mode shall be furnished by the agencies on ordering.

Signature and seal of the Tenderer

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8. PENALTY - DELAY

If the agency fails to publish the tender advertisement(s) on the date specified by BHEL, besides non-payment of the charges of that particular paper / edition, penalty @ 5% of the total release order value shall be imposed on the selected advertising agency. However, no penalty shall be leviable in the event of delays arising out of the circumstances totally beyond the control of the advertising agency e.g. riots, strikes, natural calamities, etc.

9. RISK PURCHASE

- a) BHEL at its option will be entitled to terminate the contract and get the work done elsewhere at the risk and cost of the advertising agency either the whole or part thereof, which the advertising agency has failed to deliver within the stipulated time or if the same are not available, with the best and the nearest available substitute thereof.
- b) The advertising agency shall be liable for any loss which BHEL may sustain by way of such risk purchases, in addition to penalty at the rate mentioned in clause 8.

10. ARBITRATION

- a) Any dispute or difference whatsoever, arising between the parties, out of or relating to the construction, meaning and operations or effect of this contract or breach thereof shall be settled referred to the sole arbitration of the Head of Human Resource Department of BHEL, Ranipet or his nominee whose decision shall be final, conclusive and binding on the parties. The venue of the arbitration proceedings shall be Ranipet. However, the arbitrator may hold the proceedings in any other place as he deems fit.
- b) Subject to the above, the provisions of Arbitration and Conciliation Act 1996 and the rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

11. EFFECT AND JURISDICTION OF CONTRACT

The law applicable to this contract shall be the laws in force in India. Subject to clause 10, the courts in Ranipet, Tamilnadu, India shall have exclusive jurisdiction in all matters arising under and on account of this contract.

12. CONFIDENTIALITY

All the material sent to the agency shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances.

Signature and seal of the Tenderer

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13. INCOMPLETE TENDERS

- a) Incomplete tenders, which do not contain all the information called for, are liable to be rejected.
- b) The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.

14. SCRAPPING THE TENDER

BHEL reserves the right to cancel / scrap the tender without assigning any reason whatsoever.

15. CONTRACT TERMINATION

BHEL reserves the right to terminate the contract any time without assigning any reason thereof. The empanelment of your agency with BHEL is valid up to 06.10.2016 only. If your agency gets de-empanelled after this date, the contract with your agency may be shortclosed w.e.f. 07.10.2016.

16. AUTHORISED OFFICER

Officer / HR-C&PR, BHEL/BAP, Ranipet shall be the authorized officer with regard to the contract. The decision of the authorized officer shall be final and binding on the agency.

Signature and seal of the Tenderer

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Annexure - III

NO DEVIATION CERTIFICATE TO BE GIVEN ON TENDERER'S LETTER HEAD

Certificate of Acceptance

"Certified that we have read and understood all the terms and conditions of the Tender No. BAP:HR:C&PR:TARC:2016 dt: 30.04.2016 and that our company/ firm, namely,.....do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

Date:

Signature of Authorized Signatory

Place:

(Designation)

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Annexure – IV

SUBMISSION OF OFFER

Your offer has to be submitted as follows:

- a. The entire tender document along with annexure should be duly filled in, signed on all pages with official seal and date.
- b. The entire tender document along with price proforma should be put into an envelope and sealed properly.
- c. The envelope should be addressed to;

**Officer / HR - C&PR
BHEL/BAP
Ranipet- 632 406
Tamil Nadu.**

- d. **The envelope should be superscribed with “TENDER FOR PUBLICATION OF BHEL/BAP TENDER ADVERTISEMENTS”**

Note:

Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance may lead to rejection of their offer at any stage.

Signature and seal of the Tenderer

BAP:HR:C&PR:TARC:2016 Date : 30.04.2016

Annexure V**Estimated Volume of tender advertisement
required for one year**

Sl. No.	Newspaper	Edition	Probable size of advt (in sq.cms)	no.of times required in a year	Total approx volume of advt required for 1 year (in sq.cms)
1	Daily Thanthi	All editions	40	30	1200
		Chennai & Vellore	40	10	400
2	Dinamalar	All editions	48	10	480
3	Dinamani	All editions	48	6	288
		Chennai & Vellore	48	3	144
4	The Hindu	All editions	48	40	1920
5	Hindu + Business Line	All editions	48	5	240
6	The Hindu (Opportunities / Empower)	All editions	48	2	96
7	Indian Express	All editions	48	5	240
8	Indian Express + Financial Express	All editions	48	15	720
9	Times of India	All editions	40	20	800
10	Economic Times (English)	All editions	36	3	108
11	Times of India + Economic Times	All editions	36	5	180
12	Hindustan Times	All editions	36	8	288
13	Business Standard	All editions	36	10	360
14	Employment News	All editions	150	2	300
15	The New Indian Express	All editions	42	20	840
16	Indian Trade Journal*	All editions	1	5	5
17	Eenadu(Telugu Daily)	All editions	36	5	180
18	Financial Times #	All editions	10	5	50
19	Hindustan (Hindi Daily)	All editions	36	5	180
20	DainikBhaskar(Hindi Daily)	All editions	36	5	180
21	Andhra Jyothi (Telugu Daily)	All editions	36	5	180
22	Samaj (Odiya Daily)	All editions	36	5	180
23	DivyaBhaskar (Gujarati Daily)	All editions	36	5	180
24	Divya Marathi (Marathi Daily)	All editions	36	5	180
25	Telegraph	All editions	36	10	360

Signature and seal of the Tenderer

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Annexure VI**PRICE BID****% of Discount offered on Card rate to be quoted in the format given below :**

SL. NO.	Newspaper	Edition	Card Rate (Rs. / Sq. cm.)	% of Discount offered
1	Daily Thanthi	All editions except Dubai	2380.00	
		Chennai & Vellore	1031.00	
2	Dinamalar	All editions	1634.00	
3	Dinamani	All editions	1000.00	
		Chennai & Vellore	465.00	
4	The Hindu	All editions	3870.00	
5	Hindu + Business Line	All editions	4520.00	
6	The Hindu (Opportunities / Empower)	All editions	2700.00	
7	Indian Express	All editions	4530.00	
8	Indian Express + Financial Express	All editions	5050.00	
9	Times of India	All editions	7700.00	
10	Economic Times (English)	All editions	3890.00	
11	Times of India + Economic Times	All editions	9665.00	
12	Hindustan Times	All editions	5500.00	
13	Business Standard	All editions	900.00	
14	Employment News	All editions	132.49	
15	The New Indian Express	All editions	3000.00	
16	Indian Trade Journal*	All editions	3597.00	
17	Eenadu (Telugu Daily)	All editions	4910.00	

Signature and seal of the tenderer

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18	Financial Times #	All editions	25800.00	
19	Hindustan (Hindi Daily)	All editions	5115.00	
20	Dainik Bhaskar (Hindi Daily)	All editions	3750.00	
21	Andhra Jyothi (Telugu Daily)	All editions	1250.00	
22	Samaj (Odiya Daily)	All editions	800.00	
23	Divya Bhaskar (Gujarati Daily)	All editions	2034.00	
24	Divya Marathi (Marathi Daily)	All editions	1975.00	
25	Telegraph	All editions	1935.00	
Prevailing Service Tax will be applicable @ 2.175% on the unit rate quoted				

* The card rate is for quarter page, i.e. 11 x 8 = 88 sq.cm.

The card rate given is per col.cm. 1 col.cm. = 5.33 sq.cm.

- Rates quoted are for week days (Monday – Friday) only.
- The rate quoted are for black and white advertisements only.
- If there is any change in the service tax rate by Govt. of India in future, the same will be adopted by BHEL and amount will be reimbursed accordingly.
- The percentage of discount quoted by the agencies should be inclusive of the discount given by the publication.
- The bidders are requested to ensure the conditions as per clause 3 (Annexure II) of this tender document before quoting.
- L1 will be decided publication wise based on lowest cost to BHEL for each publication

Signature and seal of the tenderer

BAP:HR:C&PR:TARC:2016 Date : 30.04.2016

Annexure – VII**Checklist**

S.No.	Description /Item	Enclosed Yes/No
1.	No deviation Certificate as per Annexure – III on your letter head.	Yes/No
2.	The entire tender document duly signed on each page along with the seal of the tenderer as a token of acceptance	Yes/No
3.	Entire tender document along with the price proforma sealed in an envelope.	Yes/No

Signature and seal of the tenderer