

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कॉर्पोरेट संचार
Corporate Communication



CC/ADVT/AGM/2015-16
17.08.2015

Dear Sir,

Subject: Publication of AGM Notice in Business Standard – English + Hindi (All Editions)


BHEL invites sealed quotations for publishing Annual General Meeting (AGM) Notice in Business Standard - English + Hindi (All Editions). Your fully compliant offer, in the prescribed manner, should reach us at the address given below **on or before 19.08.2015, 13:00 hrs:**

Additional General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
5, Sansad Marg, Jeevan Tara Building,
New Delhi-110 001

The bids shall be opened at **15:00 hrs**, on the same day i.e. **19.08.2015** at BHEL Corporate Office, BHEL House, Siri Fort, New Delhi – 110049 in the presence of the bidders, who may like to be present.

Thanking you,

Yours faithfully,


Sanjay Sharma
Executive (CC)

Encl. as under:

- Annexure – I **Scope of Work**
- Annexure – II **Special Terms & Conditions**
- Annexure – III **Price Bid Format**
- Annexure – IV **Submission of offer**

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Bharat Heavy Electricals Ltd.
कॉर्पोरेट संचार / Corporate Communication
जीवन तारा बिल्डिंग / Jeevan Tara Building
5, संसद मार्ग / 5, Parliament Street
नई दिल्ली-110001 / New Delhi - 110001

जीवन तारा, 5, संसद मार्ग, नई दिल्ली, 110 001, फोन: 23342769, 23340981, फैक्स: 23342789, 23340981
"Jeevan Tara" 5, Sansad Marg, New Delhi – 110001 Phones: 23365669, 23361498 Fax: 23342769, 23340981
वेब साईट / Website: <http://www.bhel.com>

पंजीकृत कार्यालय: बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली -110049
Regd. Office: BHEL House, Siri Fort, New Delhi-110049



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Bharat Heavy Electricals Limited

Annexure – I

Scope of Work

1. Publication of AGM Notice on a date to be intimated later in the following publication:

S. No.	Publication	Editions	Colour/ B&W	Size (sq.cms)
1.	Business Standard (English + Hindi)	All Editions	B&W	136

Since the matter to be published has not been finalized, bidders are required to quote for the area given above. Depending upon the final matter, the final size may increase/decrease. In such a case, payment to the selected agency shall be released for the actual size. The amount shall be calculated on the basis of per sq cms. Rate quoted against the publication.

2. Composing of advertisement by the selected agency based on the matter to be given by BHEL. The agency would be selected on the basis of evaluation criteria given in clause no. 2.1 of the special terms and conditions (encl.).
3. The assignment will be governed by the Special Terms & Conditions indicated in Annexure – II and the terms and conditions of the contract between BHEL and the advertising agencies.

X. Sharma

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Bharat Heavy Electricals Limited

Annexure – II

Special Terms & Conditions

Your offer should be compliant to following special terms and conditions:

- 1.1 Your offer should be complete in all respects as given in Annexure – IV.
- 1.2 Price quoted should be firm. No increase in rates will be allowed once the bids are opened and the same will remain valid for the entire period of this contract.
- 1.3 Price to be given in words as well as in figures without any correction/ overwriting for each item. Care should be taken to ensure that the amount in words and figures match with each other. In case of any mismatch between the prices quoted in figures and words, higher of the two will be considered for evaluation and lower of the two will be considered for placement of the order and no objection would be entertained by BHEL in this regard. Similarly, if there is an error in calculation, the calculation shall be corrected by BHEL. In such a case (i.e. in case of calculation error in the amount quoted by the bidder and the corrected amount calculated by BHEL), higher of the two will be considered for evaluation and lower will be considered for placement of the order and no objection would be entertained by BHEL in this regard.
- 1.4 All prices should be inclusive of all taxes and duties, etc., as applicable except service tax in case applicable. Service Tax portion should be indicated separately in the place provided in the Price Proforma enclosed as Annexure - III.
- 1.5 Price to be filled as per the Price Proforma enclosed as Annexure – III. Change in Proforma is not allowed.
- 1.6 Offers not fulfilling any of the above conditions are liable for rejection.

2.0 AWARD OF WORK

- 2.1 The bidder is required to quote essentially for the entire scope of work. **Release Order (R.O.) shall be issued to the agency having L1 (lowest) rates against S. No. 1 (Amount, all inclusive, excluding service tax) of the price proforma.**
- 2.2 In case, two or more agencies emerge as lowest bidders quoting identical amount against S. No.1, BHEL will invite snap bids from these agencies to determine L1 agency.
- 2.3 BHEL reserves the right to cancel / scrap the tender without assigning any reason thereof.

3.0 PENALTY

- 3.1 In the event of non-publishing of the advertisement on a date as specified, besides non-payment of the charges of that particular paper/edition (card rate of the respective edition), penalty @ 5% of the total R.O. value shall be imposed on the selected agency.

4.0 TAXES

- 4.1 It is mandatory to comply with all taxes applicable for the required services. Your price should be inclusive of all taxes, duties and levies except Service Tax. However, the amount towards Service Tax should be indicated separately in the specified place in Price Proforma enclosed as Annexure – III.



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5.0 EARNEST MONEY DEPOSIT

- 5.1 Bank Guarantee provided by the empanelled agencies will be treated as Earnest Money Deposit. EMD shall be forfeited in the following cases:
- 5.1.1 After opening of tender, the tenderer revokes his tender within the validity period or increases his earlier quoted price.
- 5.1.2 The successful bidder does not commence the work within the specified period.

6.0 SECURITY DEPOSIT

- 6.1 The successful bidder shall be required to furnish Security Deposit (SD). The rate of SD shall be as follows:
- (a) **Order Value upto Rs. 10 lakh** : At a rate of 10% of the order value.
- (b) **Order Value above Rs.10 lakh and upto Rs.50 lakh** : Rs.1 Lakh + 7.5 % of the amount exceeding Rs. 10 Lakh
- (c) **Order Value above Rs 50 Lakh** : Rs.4 Lakh + 5% of the amount exceeding Rs.50 Lakh

SD has to be submitted before the start of the work by the successful bidder, by way of Cash/Pay Order or Demand Draft, drawn in favour of BHEL, payable at New Delhi.

In case the SD is equal to or less than Rs.Two Lakh, the Bank Guarantee provided by the empanelled advertising agency will be treated as Security Deposit. In case, SD being over Rs.Two Lakh, additional amount shall be sought from the successful bidder over and above the Rs.Two Lakh. SD can be submitted by way of Bank Guarantee, Securities available from Post Office/Fixed Deposit receipts issued by scheduled banks/public financial institutions as per format provide/approved by BHEL. Bidders shall note that SD amount carried no interest and it shall be forfeited in case of non-publication of the advertisement on the due date.

7.0 GENERAL

- 7.1 All information in the Tender Document is meant for your consumption only and not for sharing, unless and otherwise, authorized by BHEL in writing.

X. Sharma

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जीवन तारा बिल्डिंग / Jeevan Tara Building
5, संसद मार्ग +5, Parliament Street
नई दिल्ली-110001 / New Delhi- 110001



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Annexure-III

Price Proforma

4. Publication of AGM Notice on a date to be intimated later in the following publication:

S. No.	Publication	Editions	Colour / B&W	Size (sq cms)	Rate per Sq cm (in Rs.)	Amount (All inclusive) excluding Service Tax (Rs.)
1.	Business Standard (English + Hindi)	All Editions	B&W	136		
	Write S.No.1 in words here					
2	Service Tax (if any)					
3.	GRAND TOTAL (S.No. 1 + 2)					

Release Order (R.O.) shall be issued to the agency having L1 (lowest) rates against S. No. 1 (Amount, all inclusive, excluding service tax) of the above price proforma.

Note: Since the matter to be published has not been finalized, bidders are required to quote for the area given above. Depending upon the final matter, the final size may increase/decrease. In such a case, payments to the selected agency shall be released for the actual size. The amount shall be calculated on the basis of per sq. cms rate quoted above against the publication.

Signature & Seal of the agency _____

X. Chauhan

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8, सराध मार्ग / 5, Parliament Street
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SUBMISSION OF OFFER

The offer should contain the following:

- Signed copy of scope of work i.e. Annexure – I, as a token of acceptance.
- Signed copy of **Special Terms & Conditions Annexure – II**, as a token of acceptance.
- Price Bid: Strictly as per Price Proforma enclosed at Annexure - III.**

Your offer has to be submitted in **sealed cover** as follows:

- Sealed cover containing a), b), and c) stated above, should be superscribed with:
 - “Offer for publishing AGM Notice”**
 - Name and address of Agency**
 - Due date for opening the tender: 19.08.2015, 15:00 Hrs.**
- The offer should be addressed to:

Additional General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
5, Sansad Marg, Jeevan Tara Building,
New Delhi-110 001

Nishu
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