

**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&amp;PR:TARC:2012

Date : 28.07.2012

**NOTICE FOR INVITING TENDER**

<b>Tender Notice No.</b>	<b>BAP: HR:C&amp;PR:TARC:2012 dt: 28.07.2012</b>
<b>Nature of work</b>	<b>Publication of BHEL/BAP tender advertisements in various newspapers/journals</b>
<b>Period of contract</b>	<b>One year</b>
<b>Estimated value of contract</b>	<b>165 lacs</b>
<b>EMD and SD amount</b>	<b>Nil</b>
<b>Last date and time for receipt of tender</b>	<b>13.08.2012          15:00 hrs.</b>
<b>Date, time and venue of tender opening</b>	<b>13.08.2012          15:30 hrs. HRM Conference Hall, BHEL, Ranipet.</b>
<b>The document contains :</b>	<b>6 parts, i.e.</b>  <ul style="list-style-type: none"> <li><b>i) Specifications/scope - Annexure I</b></li> <li><b>ii) Terms and conditions - Annexure II</b></li> <li><b>iii) No Deviation Certificate to be given on Tenderer's Letter Head- Annexure III</b></li> <li><b>iv) Submission of Offer - Annexure IV</b></li> <li><b>v) Price Proforma - Annexure V</b></li> <li><b>vi) Check-list - Annexure VI</b></li> </ul>
<b>Tender shall be addressed to:</b>	<b>Manager / HR-C&amp;PR Bharat Heavy Electricals Limited Indira Gandhi Industrial Complex Ranipet - 632406, Vellore dist., Tamilnadu</b>

**ISSUING OFFICER**

**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/fax. 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 ad 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. 165 lacs. The value is tentative only. It may increase or decrease depending upon the requirement of BHEL.
4. The 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.

**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 24-07-2012 are given in the Price Bid.
- b) Any change in either way to 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.
- d) The Bidders offering highest percentage (%) Discount will be ranked L1.
- e) The Ranking will be done Publication wise.
- f) If more than one Bidder emerge as L1 for any Publication, revised offer will be solicited from such parties to arrive at L1. Even after the revised bidding, if more than one Bidder continue as L1, the work will be awarded to the agency, having previous experience with BHEL, Ranipet on similar work at the sole discretion of BHEL.
- g) 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 – VI
  - 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-V. 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****4. TAXES**

It is mandatory to comply with all taxes applicable for the required services. In the price proforma given in Annexure V, applicable service tax in percentage is to be indicated separately. If it is not mentioned at the given place, it will be assumed that no service tax is applicable.

**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 % of discount offered by the agency will not change and will be firm throughout the contract period.

**6. SPECIAL DISCOUNT**

If publications offer special discount to BHEL based on quantum of business executed by BHEL through advertising agencies, the agency shall have no objection to it. If the discount is routed through the agency, the same shall be passed on to BHEL immediately by the respective agency.

**7. EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT**

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

**8. TERMS OF PAYMENT**

- a) Full payment shall be released within 60 days from the receipt of the bills subject to the following :
  - i) Publication of advertisement(s) in the specified newspapers / journals on the date specified by BHEL. The pages of Newspaper/Journals of all the publications in which the advertisement was carried must be attached with the bill.
- b) While making the payment, statutory deductions as applicable, shall be made by BHEL.
- c) 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.
- d) 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**

## **9. 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.

## **10. 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 9.

## **11. 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 Act 1996 and the rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

## **12. EFFECT AND JURISDICTION OF CONTRACT**

The law applicable to this contract shall be the laws in force in India. Subject to clause 11, the courts in Ranipet, Tamilnadu, India shall have exclusive jurisdiction in all matters arising under and on account of this contract.

## **13. 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**

#### **14. 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.

#### **15. SCRAPPING THE TENDER**

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

#### **16. CONTRACT TERMINATION**

BHEL, Ranipet reserves the right to terminate the contract any time if the execution of work is not satisfactory in the opinion of BHEL.

#### **17. AUTHORISED OFFICER**

Manager / HR-C&PR, BHEL/BAP, Ranipet, or any other officer nominated by BHEL, 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**

**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:2012 dt: 28.07.2012 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)

**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 documents should be put into a envelope and sealed properly.
- c. The envelope should be addressed to;  
  
The Manager/HR- C&PR.  
BHEL/BAP  
Ranipet- 632 406  
Tamil Nadu.
- d. **The envelope should be super scribed 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**

**Annexure V**

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

<b>S.No.</b>	<b>Newspaper</b>	<b>Editions</b>	<b>Official Card Rate (per sq. cm.) As on 24.07.2012</b>	<b>% discount on card rate</b>
1	Dinamani	All editions	700.00	
		Chennai and Vellore editions	348.00	
2	Daily Thanthi	All editions	1495.00	
		Chennai and Vellore editions	664.00	
3	Dinamalar	All editions	1085.00	
		Chennai and Vellore editions	321.00	
4	Dinakaran	All editions	1375.00	
		Chennai and Vellore editions	561.00	
5	The Hindu	All editions	2900.00	
		Wednesday Opportunities (all editions)	1980.00	
6	The Hindu + Business Line	All editions	3360.00	
7	Indian Express + Financial Express	All editions	3100.00	
8	Deccan Chronicle	All editions	4080.00	
		Chennai editions	1350.00	
9	Times of India	All editions	6175.00	
		Chennai editions	605.00	
10	Economic Times	All editions(Eng.)	3175.00	
		Chennai eds.(Eng.)	400.00	
11	Times of India + Economic Times	All editions(Eng.)	7785.00	
12	Hindustan Times	All editions	3700.00	

S.No.	Newspaper	Editions	Official Card Rate (per sq. cm.) As on 24.07.2012	% discount on card rate
13	Business Standard	All editions	990.00	
14	Employment news	Delhi (English, Hindi and Urdu)	144.79	
15	The New Indian Express	All editions	2050.00	
16	Indian Trade Journal	All editions (quarter page)	2706.00	
17	Dainik Bhaskar	All editions	8692.00	
18	DNA	All editions	4000.00	
19	Andhra Jyothi	All editions	1900.00	
20	Enadu	All editions	2750.00	
21	Financial Times*	All editions (global)	15750.00	
22	Dainik Jagran	All editions	8658.00	
23	Hindustan (Hindi daily)	All editions	2800.00	
24	Rajasthan Patrika	All editions	7590.00	
25	Hindi Milap	All editions	140.00	
26	The telegraph	All editions	1520.00	
27	Statesman	All editions	575.00	
<b>Service Tax applicable @ _____% on the unit rate quoted</b>				

\* For Financial Times, rate quoted is per col.cm.

- Rates are quoted for week days only. Rates for Saturday and Sunday are not required.
- The rate quoted are for black and white publications only.
- Service tax rate is to be quoted in %. If not clearly indicated or silent, it will be assumed that no service tax is applicable. In such case, BHEL is not liable for Service Tax.
- The Bidders are requested to ensure the conditions as per para 3 of this Tender Notice before quoting.

**Signature and seal of the tenderer**

## Annexure – VI

**Checklist**

<b>S.No.</b>	<b>Description /Item</b>	<b>Enclosed Yes/No</b>
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.	Offer sealed in a separate envelope.	Yes/No

**Signature and seal of the tenderer**