

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कॉर्पोरेट संचार
Corporate Communication



CC/ADVT/07/2017-18
17.11.2017

Dear Sir,

Subject: Publication of Notice Inviting Tender Advertisement in The Indian Express + Financial Express (All Editions) & Jansatta (Delhi Edition)


BHEL invites sealed quotations for publishing Notice Inviting Tender advertisement for hiring of Vendor for "Enterprise Mailing Solution in select publications (as per list encl.). Your fully compliant offer, in the prescribed manner, should reach us at the address given below **on or before 21.11.2017 at 14:00 hrs:**

Additional General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
BHEL House, Siri Fort,
New Delhi-110 049

The bids shall be opened at **15:00 hrs**, on the same day i.e. **21.11.2017** at BHEL's 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
Sr. 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**

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 NIT Advt. on a date to be intimated later in the following publication:

S. No.	Publication	Editions	B&W	Size (sq.cms)
1.	The Indian Express + Financial Express (All Editions) + Jansatta (Delhi Edition)	The Indian Express + Financial Express (All Editions) Jansatta (Delhi Edition)	B&W	24

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. sh. au



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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 GST** in case applicable. Price to be filled as per the Price Proforma enclosed as Annexure – III. Change in Proforma is not allowed.
- 1.5 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 GST) 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 (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 all inclusive **except GST**.
- 4.2 To enable BHEL to avail GST Input tax credit, contractor shall submit GST complaint Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit in the name of BHEL Corporate Office, BHEL House, Siri Fort, New Delhi.
- 4.3 Payment shall be made to contractor only after submission of GST complaint tax invoice as mentioned above and other relevant documents. However, to protect BHEL's interest for GST input tax credit, GST portion amount along with notional interest on GST credit for 2 months' period (presently rate of interest is @ 24%) shall be withheld and the same shall be released only after confirmation from GST website/portal that such invoice has been declared in GSTR-1 return filed by contractor within the stipulated time for relevant period and tax amount thereon has been paid by contractor to Govt. within the stipulated time period as per GST Law.
- 4.4 In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL due to non/delay in filing of GSTR-1 Return or delay in/non-payment of tax to Govt. by contractor or



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for any other reasons not attributable to BHEL, in such case any financial implication on BHEL on account of delay/loss/recovery from BHEL of such GST Credit along with interest levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from the contractor's bill and/or adjusted against GST amount not paid as indicated above.

- 4.5 Irrespective of refund of GST Credit and interest thereon to BHEL by GST portal upon subsequent declaration of such invoice by contractor in his GSTR-1 for any period after due date of such return and/or payment of GST thereon by contractor on GST portal, the notional interest for delayed period of GST credit (i.e. delay for the period when GST credit is actually allowed and the period when GST credit should have been allowed had contractor declared such invoice in his GSTR-1 and paid tax thereon in the relevant month as per GST law) shall be recovered from contractor.
- 4.6 The contractor has to submit their GST registration certificate to BHEL Corporate Office, Siri Fort, New Delhi within 30 days from the acceptance of work order. GSTIN of BHEL will be provided to the contractor by respective office of BHEL within 30 days from the placement work order.

5 EARNEST MONEY DEPOSIT

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

6 SECURITY DEPOSIT

- 6.1 The total amount of Security Deposit will be 5% of the contract value (Release Order Value). EMD/Bank Guarantee of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.

7 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.

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Annexure-III

Price Proforma

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

S. No.	Publication	Editions	B&W	Size (sq cms)	Rate per Sq cm (in Rs.)	Amount (All inclusive) excluding Service Tax (Rs.)
1.	The Indian Express + Financial Express (All Editions) + Jansatta (Delhi Edition)	The Indian Express + Financial Express (All Editions) Jansatta (Delhi Edition)	B&W	24		
	Write S.No.1 in words here					

GST as applicable

Evaluation Criteria: 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 GST**) of the price proforma.

Signature & Seal of the agency _____

Handwritten signature



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Annexure – IV

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 NIT advertisement”**
- Name and address of Agency**
- Due date for opening the tender: 21.11.2017, 15:00 Hrs.**

- The offer should be addressed to:

Additional General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
BHEL House, Siri Fort
New Delhi-110 049