

भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
**Bharat Heavy Electricals Limited**

कॉर्पोरेट संचार  
Corporate Communication



CC/ADVT/NIT/2016-17  
13.01.2017

Dear Sir,

**Subject: Publication of Notice Inviting Tender Advertisement in 'The Financial Express' & 'Jansatta' (All Editions)**

BHEL invites sealed quotations for publishing Notice Inviting Tender Advertisement in 'The Financial Express' & Jansatta (All Editions). Your fully compliant offer, in the prescribed manner, should reach us at the address given below **on or before 19.01.2017 at 14:00 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. **19.01.2017** 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  
Senior 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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कॉर्पोरेट संचार / Corporate Communication  
जीवन तारा बिल्डिंग / Jeevan Tara Building  
5, संसद मार्ग / 5, Parliament Street  
नई दिल्ली-110001 / New Delhi - 110001



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड 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 Financial Express & Jansatta	All Editions	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.

*A. sh*

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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. 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 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 (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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## Bharat Heavy Electricals Limited

### 4.1.1 EARNEST MONEY DEPOSIT

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

### 5.0 SECURITY DEPOSIT

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

### 6.0 GENERAL

- 6.1 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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**Bharat Heavy Electricals Limited**

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 Financial Express & Jansatta	All Editions	B&W	24		
2.	Write S.No. 1 in words here					

**Tax 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 service tax) of the price proforma.

**Signature & Seal of the agency** \_\_\_\_\_

*Nishu*

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**Annexure – IV**



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

## 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 & time for opening the tender: 19.01.2017, 15:00 Hrs.**

- The offer should be addressed to:

Additional General Manager,  
Corporate Communication,  
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