



**Maharatna Company**

**Bharat Heavy Electricals Limited**

**Tender Document**

**Tender enquiry for Media Monitoring and Analysis Services.  
Tender Enquiry No.: CC/MENC/02/2014-15 dated 22.09.2014**

**Issued by:**

**BHEL Corporate Communication  
Jeevan Tara Building,  
5, Sansad Marg, New Delhi-110001**

**Total No. of Pages: 24**



Bharat Heavy Electricals Ltd.

## ISSUE LETTER OF BIDDING DOCUMENT

**NAME OF WORK : Media Monitoring and Analysis Services**

**TENDER NO : Tender No. CC/MENC/02/2014-15**  
One set of Tender document is hereby issued to:

Name of the Bidder:

Address of the Bidder:

Nature of work	Cost of Tender Documents (in Rs.)	Date of Issue of Tender Documents	Tender submission date & time	Tender opening date & time
Media Monitoring and Analysis Services	NIL	22.09.2014	06.10.2014 by 1300 hrs	06.10.2014 at 1500 hrs

Executive (CC)  
BHEL Corporate Communication  
Jeevan Tara Building,  
5, Sansad Marg,  
New Delhi-110001

Bharat Heavy Electricals Limited  
Corporate Communication  
Jeevan Tara Building,  
5, Sansad Marg,  
New Delhi-110001

## NOTICE INVITING TENDER

To provide media monitoring and analysis services of news regarding BHEL and related business policies/environment initially for a period of two years, sealed offers under two part bid system are invited from Experienced and Technically competent agencies (meeting Qualification Requirement criteria as per clause 1.0 of Special Terms and Conditions, Annexure III of the tender enquiry).

The shortlisted agency shall subsequently enter into separate rate contract with BHEL for various activities as listed in the Scope of Work (Annexure II of the tender enquiry). The duration of service contract shall be two years which can be extended by another one year. Following points relevant to the tender may please be noted and complied with:

### 1.0 Salient features of NIT

Sl. No.	ISSUE	DESCRIPTION
i.	Tender no.	CC/MENC/02/2014-15
ii.	Name of Work	Media Monitoring and Analysis Services
iii.	Tender Document Cost	NIL
iv.	Earnest Money Deposit (EMD)	Rs 10,000/- (Ten Thousand only) payable by way of DD / Pay Order drawn in favour of Bharat Heavy Electricals Limited, payable at New Delhi
v.	Place of Issue of Tender	BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
vi.	Submission/ Receipt of tenders	Upto 1300 hrs on 06.10.2014 at BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
vii.	Opening of Tender	On 1500 hrs on 06.10.2014 at BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001

viii.	Last Date of seeking clarification(s)	In writing/via emails, at least 3 days ahead of the date of submission of bids at the address of the undersigned.
ix.	Latest Updates	Latest updates on the Important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications, Terms & Conditions etc. will be hosted on BHEL webpage ( <a href="http://www.bhel.com">www.bhel.com</a> ) & <a href="https://eprocure.gov.in">https://eprocure.gov.in</a> . Bidders to keep themselves updated with all such information

## 2.0 Terms and Conditions

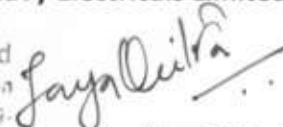
- 2.1 Interested Agencies (meeting Qualification Requirement criteria as per clause 1.0 of Special Terms and Conditions, Annexure III of the tender enquiry) may collect the tender document from BHEL Corporate Communication office or by downloading from BHEL webpage ([www.bhel.com](http://www.bhel.com)) & <https://eprocure.gov.in>
- 2.2 Mere issuance of tender document/ obtaining tender document through BHEL web site should not be construed that the bidder is considered qualified.
- 2.3 The Bidding Document is non-transferable.
- 2.4 The tender document shall not be sent by post.
- 2.5 Bids/ offers may be sent by post/ courier to the office of tender submission authority namely, **Additional General Manager, Corporate Communication, BHEL, Jeevan Tara Building, 5, Sansad Marg, New Delhi - 110001**. However, BHEL accepts no responsibility for any loss/ delay/ non-receipt of offers not submitted in person. Offers received incomplete/ late are liable for rejection.
- 2.6 EMD as mentioned above shall be paid separately by DD/ Pay Order of any scheduled Indian bank in favour of Bharat Heavy Electricals Limited, payable at New Delhi. Offer received without EMD will be rejected.
- 2.7 During opening of Techno-commercial Bid (i.e. Part-1) the name of Bidders who have submitted their offers along with details of Earnest Money Deposit will only be

read out and no other information/ details whatsoever will be read out.

- 2.8 Bidders will not be allowed to quote in association with their group companies or in association with other companies. Therefore, all the supporting documents required to be submitted with the tender documents are to be in the name of bidding agency only.
- 2.9 Each and every page of Tender document along with supporting documents should be signed by authorized person with company seal as a mark of their acceptance of terms and condition of the tender.

For & On behalf of  
Bharat Heavy Electricals Limited

Bharat Heavy Electricals Limited  
Corporate Communication  
Jeevan Tara Bldg.  
Parliament Street  
New Delhi-110 001



(Jaya Mitra)  
Executive (CC)

BHEL Corporate Communication  
5, Jeevan Tara Marg, Sansad Marg  
New Delhi-110001

Date: 22.09.2014

Place: New Delhi

**Enclosures:**

- |                |   |
|----------------|---|
| Annexure- I    | : BHEL- Corporate Profile                               |
| Annexure- II   | : Scope of Work   |
| Annexure- III  | : Special Terms & Conditions (includes PQR)             |
| Annexure- IV   | : General Terms & Conditions                            |
| Annexure- V    | : Price Proforma  |
| Annexure- VI   | : No Deviation Certificate                              |
| Annexure- VII  | : Declaration Certificate (Infrastructure and Manpower) |
| Annexure- VIII | : Declaration Certificate (Legal)                       |
| Annexure- IX   | : Submission of Offers                                  |
| Annexure- X    | : Checklist   |
| Annexure- XI   | : NEFT Details Format                                   |



## Annexure I

## BHEL — CORPORATE PROFILE

Embarking upon the 50<sup>th</sup> Golden Year of its journey of engineering excellence, BHEL is an integrated power plant equipment manufacturer and one of the largest engineering and manufacturing company of its kind in India engaged in the design, engineering, manufacture, construction, testing, commissioning and servicing of a wide range of products and services for the core sectors of the economy, viz. Power, Transmission, Industry, Transportation (Railway), Renewable Energy, Oil & Gas and Defence with over 180 products offerings to meet the needs of these sectors. The diverse product range includes steam turbines and generators for thermal power plants, gas turbines, hydro turbines, industrial turbo sets, boilers & boiler auxiliaries, heat exchangers, pressure vessels, Electrostatic precipitators, Desalination plants, pumps, solar PV, Locomotives, Integrated platform management system, control equipment, transformers, insulators and switchgears, to name a few. Establishment of BHEL in 1964 was a breakthrough for upsurge in India's Heavy Electrical Equipment industry. Sustained performance since inception and capability to manufacture the entire range of power plant equipment earned BHEL the coveted 'Maharatna' status in 2013.

BHEL as a part of Pt. Jawaharlal Nehru's vision was bestowed with the onus to make the country self reliant in manufacturing of heavy electrical equipment. This dream has been more than realized and the commendable contribution in nation building endeavour is going to continue likewise. Today, with 20,000 MW per annum capacity for power plant equipment manufacturing, BHEL's mammoth size of operations is evident from its widespread network of 17 Manufacturing Divisions, 2 Repair Units, 4 Regional Offices, 8 Service Centres, 8 Overseas Offices, 6 Joint Ventures, 15 Regional Marketing Centres and current project execution at more than 150 project sites across India and abroad. The total installed capacity base of BHEL supplied equipment 148 GW in India speaks volumes about the contribution made by BHEL to Indian power sector. BHEL's 57% share in India's total installed capacity and 65% share in the country's total generation from thermal utility sets (coal based) as of March 31, 2014 stand a testimony to this. The company has been earning profits continuously since 1971-72 and paying dividends since 1976-77 which is a reflection of company's commendable performance throughout.

BHEL also has a widespread overseas footprint in 76 countries with cumulative overseas installed capacity of BHEL manufactured power plants nearing 10,000 MW including Malaysia, Oman, Iraq, the UAE, Bhutan, Egypt and New Zealand.

The high level of quality & reliability of BHEL products is due to adherence to international standards by acquiring and adapting some of the best technologies from leading companies in the world including General Electric Company, Alstom SA, Siemens AG and Mitsubishi Heavy Industries Ltd., together with technologies developed in its own R&D centres. Most of its manufacturing units and other entities have been accredited to Quality Management Systems (ISO 9001:2008), Environmental Management Systems (ISO 14001:2004) and Occupational Health & Safety Management Systems (OHSAS 18001:2007).

BHEL has faced challenges with aplomb throughout all the phases of its illustrious journey. Right from its incorporation in a protected market to facing the pressures of a liberalized economy and the current slowdown in the economic environment, BHEL has evolved with transforming its strategies from product manufacturing to market orientation; business excellence through portfolio restructuring and the

current role of sustaining growth through diversification. BHEL owes its dexterity to the strong culture of strategic planning initiated in 1970's and today, the company is pursuing its seventh Corporate Plan with focus on capability enhancement, project execution, cost Competitiveness & Quality, Diversification, engineering & technology, and people development.

Diversification in transportation, transmission, Water & Renewables is the strategy adopted to maintain a balanced portfolio of offerings. The upcoming Ultra Mega Solar Power Project & MEMU coach factory in Rajasthan and integrated manufacturing facility for Solar PV systems in Maharashtra are the green shoots in this direction.

This strategy of diversifying and capitalizing new business opportunities stems from the commitment to innovation led growth which is an indispensable part of BHEL's business model. This is discernible through the new R&D policy aimed at product development and indigenization. R&D focus of the organization is quite diverse ranging from advance ultra supercritical thermal power plants to IGCC Power plants and grid connected renewable energy systems.

BHEL's greatest strength is its highly skilled and committed workforce of more than 48,000 employees who have been the cornerstones of BHEL's journey ensuring success. Further, the concept of sustainable development is inculcated in the DNA of BHEL which is evident from its mission statement-*"providing sustainable business solutions in the fields of energy, industry and infrastructure"*. BHEL is also engaging with the society with its social initiatives aimed at Community Development, Health & Hygiene, Education, Environment Protection, Disaster Management, and Talent up gradation/ Skill development. The future is filled with both exciting opportunities & gruelling challenges. With the golden legacy of 50 illustrious years on its side, BHEL has embraced this business dynamism by expanding its offerings and enhancing competitiveness seeking to realize its long term vision and stay relevant with the changing times. Creating new business avenues and maximizing the utilization of available infrastructure will be the key to future growth and stakeholders' wealth enhancement.

**Annexure – II**

**SCOPE OF WORK**

The broad scope of work for the agency to be hired to provide services for media monitoring and analysis services is as follows:

1. Scanning at least 150 national/regional dailies/periodicals including leading newspapers of six major metros- Delhi, Mumbai, Kolkata, Chennai, Bangalore and Hyderabad.
2. All news on BHEL, the Power Sector and one competitor (to be intimated to the L1 bidder) to be monitored and reported.
3. Headline of news in any regional language other than Hindi or English to be translated into English.
4. Daily dispatch of the reportage to five e-mail IDs in PDF or JPEG format, latest by 11:00 AM, in a user friendly grid format where links in the form of headlines have to be provided.
5. Hard copies (one set) of daily news clippings to be made available on request.
6. On selection some trade publications like Powerline etc, may also be required to be scanned on request.
7. Six-monthly archival database of reportage to be maintained and access to be provided to the same through single User ID and password.
8. Monthly printable media analysis dossier in CD to be delivered by the 7<sup>th</sup> of the following month.
9. Media Ad Value of Print Media coverage of BHEL (equivalent per sq cm advertising rate of the publications) and calculation of coverage in sq.cms. to be provided on a monthly basis or on request.



**Annexure III**

**SPECIAL TERMS AND CONDITIONS**

**1.0 ELIGIBILITY CONDITIONS/ QUALIFICATIONS REQUIREMENTS**

**1.1 QUALIFICATION REQUIREMENT (QR) FOR AGENCIES**

Offers shall be considered only from Experienced and Technically competent agencies providing media monitoring and analysis services who meet the following QUALIFICATION REQUIREMENTS:

S. No.	Criteria	Minimum Requirement	Documents required in support
i	Experience	Bidder should be in media monitoring and analysis business for at least 1 year	Copy of Letter of empanelment/ rate contract/ Work order received from PSUs/Govt./ Listed companies to this effect for FY 2013-14 & FY 2014-15 till 30.08.2014
ii	No. of Organizations served	At least Three (PSUs/Govt/ Listed Companies) for FY 2013-14 & FY 2014-15 till 30.08.2014	Copy of Letter of empanelment/ rate contract/ Work order received in FY 2013-14 & FY 2014-15 till 30.08.2014 from PSUs/Govt./ Listed companies
iii.	Possess a full-fledged office with adequate manpower	Office in any one of the following cities: Delhi/ Noida/Gurgaon/ Ghaziabad/ Faridabad	Latest copies of address proof of either one of the following: Valid Registration with Local Tax Authorities or Electricity Bills, Telephone Bills in the name of the bidder/ bidder firm.  Declaration Certificate (Infrastructure and Manpower as per Annexure VII)

**2.0 EVALUATION OF TENDER AND AWARD OF WORK:**

The process of evaluation is detailed hereunder:

**2.1 Techno-Commercial Evaluation**

- 2.1.1 The techno-commercial bids will be scrutinized by BHEL based on Qualification Requirement as per clause 1.0 above and techno-commercially qualified agencies will be considered for next stage of selection.

## **2.2 Price Evaluation**

- 2.2.1 Part "II" i.e. Price Bid : Price bids of only Techno-commercially qualified bidders will be opened by BHEL on the same day or on any subsequent day after prior intimation to bidders who have qualified the Techno-commercial bids.
- 2.2.2 Evaluation of the L1 bidder shall be done on the basis of amount quoted against S. No. 1 of the Price Proforma. Award of work will be on the basis of lowest amount quoted by the compliant bidder.

## **3.0 DURATION OF SERVICE CONTRACT**

- 3.1 BHEL shall enter into a service contract with the selected agency (on rates as finalized in the Price Evaluation above) for a period of two years, with an option of extending it for a further period of one year.

## **4.0 QUERIES OF BIDDERS**

- 4.1 Bidder(s) are required to send their queries, if any, in writing/via email at least 3 days ahead of the date of submission of bids.

## **5.0 EXPENSES TO BE BORNE BY BIDDERS**

- 5.1 All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of Bid shall be borne by Bidder. BHEL in no case shall be responsible or liable for these costs regardless of the outcome of the Bidding process.

## **6.0 PENALTY- QUALITY**

- 6.1 Since 'receipt of information' will be essence of the job, for any delay in 'receipt of information', the order will be automatically extended by the time equivalent to the delay in 'receipt of information' (For purpose of calculation of such delays, a delay of more than 6 hours will be treated as a complete day.

## 7.0 PERIODIC REVIEW

- 7.1 The performance of the shortlisted agency shall be reviewed regularly by us. Further continuation of the service contract, thereafter, shall depend upon the satisfactory performance.

## 8.0 OTHER IMPORTANT CONDITIONS

- 8.1 Offloading/sub-letting of the job to outside agencies shall not be allowed.
- 8.2 Bidding document is not transferable. Bidding document once issued shall not be transferable in any other name.
- 8.3 Bidders will not be allowed to quote in association with their group companies or in association with other companies. Therefore, all the supporting documents required to be submitted with the tender documents are to be in the name of bidding firm only.



## GENERAL TERMS AND CONDITIONS

- 1.1 Your offer should be complete in all respects (refer Annexure IX).
- 1.2 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.
- 1.3 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.
- 1.4 Part I-B – Techno-Commercial bid of the offer should be properly indexed, page numbered and submitted in a spiral-bound file.

- 2.1 Your offer shall be accompanied with a DD / Pay Order for Rs. 10,000/- drawn in favour of Bharat Heavy Electricals Limited, payable at New Delhi, towards EMD. Offers received without EMD shall be rejected. The EMD submitted by the bidders shall be refunded within thirty days of selection of successful L1 bidder.
- 2.2 Bidders may please note that EMD carries no interest. EMD shall be forfeited if after opening of tender, the bidder revokes his tender within the validity period.
- 2.3 EMD of successful bidder shall be refunded after submission of security deposit.

- 3.1 Price quoted will be consolidated all inclusive (single quote only) excluding Service Tax (for print media as stipulated under Scope of Work).
- 3.2 Price quoted as per price bid format 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.
- 3.3 Price to be filled in as per the Price Proforma (Annexure V). Change in Price Proforma is not allowed.
- 3.4 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 (Annexure V).
- 3.5 If there is a mismatch between the price quoted in figures and words, higher of the two will be considered for evaluation and lower of the two will be

*Layan Kulkarni*

considered for placement of order and no objection would be entertained by BHEL. In case of any dispute regarding interpretation of the above, BHEL's decision shall be final and binding on the party(s).

- 3.6 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- 3.7 If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- 3.8 Offers not fulfilling any of the above conditions are liable for rejection.

#### **4.0 VALIDITY OF OFFER**

- 4.1 Your offer shall be valid for a period of 60 days from the date of opening of the offer for our acceptance.

#### **5.0 TAXES**

- 5.1 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 -V.

#### **6.0 SECURITY DEPOSIT (SD)/ PERFORMANCE GUARANTEE**

- 6.1 Successful bidder has to submit a Security Deposit @ 10% of the contract value (contract value shall be calculated on the basis of quoted monthly maintenance charges x 24 months) by way of Pay Order/ Demand Draft favoring Bharat Heavy Electricals Ltd., New Delhi, payable at Delhi, within 5 days of placement of order. Bidders may please note that Security Deposit amount carries NO INTEREST. Security Deposit is refundable, payable only after satisfactory completion of contract. After acceptance of order, reflection of any un-professional attitude or backing out, may lead to forfeiture of the Security Deposit

#### **7.0 PRICE ESCALATION CLAUSE**

- 7.1 All the prices quoted by the agencies shall be in Indian Rupees and shall remain unaltered for the entire period of the service contract.

## 8.0 TERMS OF PAYMENT

- 8.1 Payment shall be made on a monthly basis against your bills within thirty days after satisfactory receipt of all material as per order.
- 8.2 All statutory deductions will be made by BHEL while releasing payment.
- 8.3 BHEL reserves the right to make payment through E-mode. Successful agency shall be required to furnish the following information upon selection on its letter head as per Annexure XI.

## 9.0 LATEST UPDATES

- 9.1 All corrigenda, addenda, amendments, time extensions, correspondences, clarifications, changes, errata, revisions etc. to the tender will be hosted on the websites ([www.bhel.com](http://www.bhel.com) and <http://eprocure.gov.in>). Bidders should regularly visit the websites till the date of submission of the bids to keep themselves updated.

## 10.0 ARBITRATION

- 10.1 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 referred to the sole arbitration of the Head of Corporate Communication of BHEL whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason (s) for the award.
- 10.2 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.

## 11.0 EFFECT AND JURISDICTION OF CONTRACT

- 11.1 The law applicable to this contract shall be the laws in force in India. The courts in Delhi, India, shall have exclusive jurisdiction in all matters arising under and on account of this contract.

## 12.0 CONFIDENTIALITY

- 12.1 All the material sent to the Agency shall be treated as confidential and should not be disclosed in any manner to any unauthorised person under any circumstances.

### 13.0 ACCEPTANCE OF TERMS AND CONDITIONS

- 13.1 The bidder should accept all terms & conditions of the tender unconditionally, including the penalty and confidentiality clause. Bidders are required to submit a 'No Deviation Certificate' to this effect as per format in Annexure VI.
- 13.2 Any deviation to BHEL terms and conditions, failure to provide 'No Deviation Certificate' as per format in Annexure VI or counter terms and conditions prescribed by the Agency in the Tender shall not be considered and may lead to outright rejection of such offer.

### 14.0 INCOMPLETE TENDERS

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

### 15.0 CANCEL/SCRAP OF TENDER

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

### 16.0 LEGAL DECLARATION

- ✓ 16.1 The bidding agencies are required to give a declaration that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also the agency should not have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. They also need to certify that their Firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication. The declarations format is as per Annexure VIII of the tender enquiry.

### 17.0 CONTRACT TERMINATION

- 17.1 BHEL reserves the right to short close the contract in case of any unprofessional attitude, major omission, and unsatisfactory performance on the part of the agency.

## 18.0 AUTHORISED OFFICER

- 18.1 Head of Corporate Communication of BHEL, 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. The authorized officer shall hold all the meetings at Delhi only.

## 19.0 CONTACT PERSONS

- 19.1 For any clarification, bidders may contact the following officials of BHEL:

- **Mr. Rohit Inder Singh – DGM (CC)**  
Tel.: 011-23365669, email: ccris@bhel.in  
Fax: 011-23342769
- **Ms. Jaya Mitra– Executive (CC)**  
Tel.: 011-23363253, email: jayamitra@bhel.in



Annexure- V

PRICE PROFORMA

S. No.	Item Description	Qty.	Amount (in Rs.)
1	Consolidated price per month for Scope as per Annexure II, all inclusive (single quote only) - For Print Media	In Lump sum	
2	Sl. No. 1 in words		
3	Service Tax, as applicable for Proprietorship (Payable subject to verification) : _____ %		
4	Service Tax, as applicable for HUF/Partnership (Payable subject to verification) : _____ %		
5	Service Tax, as applicable for Companies (Payable subject to verification) : _____ %		

Signature \_\_\_\_\_

Seal of the firm/agency \_\_\_\_\_



### No Deviation Certificate

(to be given on Bidder's letter head)

### Certificate of Acceptance

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by us is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

Date:

Signature of Authorized Signatory

Place:

(Designation)

The undersigned hereby certifies that the above is a true and correct copy of the original document as filed with the Registrar of Companies, New Delhi-110 001.

Director  
 Jagjit Singh

The undersigned hereby certifies that the above is a true and correct copy of the original document as filed with the Registrar of Companies, New Delhi-110 001.

Director  
 Jagjit Singh

Annexure-VII

**DECLARATION CERTIFICATE (Infrastructure and Manpower)**

**(to be given on Bidder's letter head)**

I/We, do hereby declare that we possess a full-fledged office with state-of-the-art infrastructure and trained manpower as listed under Qualification requirement of Special Terms and Conditions (Annexure –III) of the Tender Enquiry. Further, we have no objection in case BHEL desires to inspect and physically verify the same and shall provide the required assistance for the same.

**(Signature & Seal of the firm)**



Bharat Heavy Electricals Ltd.

### Annexure-VIII

### DECLARATION CERTIFICATE (LEGAL)

(to be given on Bidder's letter head)

I/We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

(Signature & Seal of the firm)

**Annexure – IX**

**SUBMISSION OF OFFER**

Your offer has to be submitted in **two parts** as follows:

**PART 'I' : TECHNO-COMMERCIAL BID (Sealed Envelope)**

Envelope superscribed with 'Part I', should contain two parts i.e Part I- A & Part I- B:

**Part I – A (EMD and 'No Deviation Certificate' in a Separate Envelope)**

- a) **Earnest Money Deposit (EMD)** as given in Clause 2.0 of General Terms & Conditions, (Annexure IV) of the tender enquiry.

Offers received without EMD will be rejected and Part I - B of the Techno-commercial Bid shall not be opened

**Part I – B (Techno-Commercial Bid in a Separate sealed Envelope)**

- a. Documents and information required for ascertaining the qualification of the bidder as per Clause 1.0 of Special Terms and Conditions (Annexure-III), **Eligibility Conditions/Qualification Requirement (QR)**.
- b. **No Deviation Certificate** as per Annexure-VI.
- c. **Declaration Certificate (Infrastructure and Manpower)** as per Annexure-VII
- d. **Declaration Certificate (Legal)** as per Annexure-VIII
- e. **Check List** as per Annexure-X
- f. **Brief Company Profile & a detailed Client List**

**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.

**i) PART – 'II' : Containing Price Bid (Sealed Envelope)**

Envelope duly sealed and superscribed with 'PART II', should contain the the Price Bid as per Annexure V.

PART "II" to have prices only. Any comments / deviations in this Part except discount shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

All Parts of the offer, i.e. Part I and II in an individual sealed covers, to be placed in a single sealed envelope, duly superscribed with:

1. Offer for Media Monitoring and Analysis Services
2. Due date and time of submission of offers.
3. Name and address of the bidder.
4. BHEL address as given in the covering letter.

**Annexure – X**

**Checklist**

S.No.	Description /Item	Enclosed Yes/No
1.	<b>Earnest Money Deposit</b> of Rs. 10,000/- as per Clause No. 2.0 of the General Terms & Conditions (Annexure- IV)	Yes/No
2.	<b>No Deviation Certificate</b> as per Annexure – VI on your letter head.	Yes/No
3.	<b>Declaration Certificate (Infrastructure and Manpower)</b> as per Annexure-VII	Yes/No
4.	<b>Declaration Certificate (Legal)</b> as per Annexure-VIII	Yes/No
5.	Documents/ Information required as per Clause-1.0 of Annexure-III of <b>ELIGIBILITY CONDITIONS/ QUALIFICATION REQUIREMENT (QR)</b>	Yes/No
6.	Signed and stamped copies of 'Scope of Work', 'Special Terms & Conditions' and 'General Terms & Conditions' (Annexure- II, III, IV) as token of acceptance.	Yes/No
7.	<b>Part I (Techno-commercial Bid)</b> in Sealed Cover duly superscribed with Part I (Techno-commercial Bid) containing two separate envelopes superscribed with Part I A & Part I B	Yes/No
8.	<b>Part 'II'</b> sealed in a separate envelope duly superscribed with Part II containing Price Bid as per proforma given in Annexure V	Yes/No
9.	<b>Brief Company Profile &amp; a detailed Client List</b>	Yes/No

Annexure – XI

NEFT Details Format

BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	
IFSC CODE	
PARTY'S eMAIL – ID	
PAN NO.	
CST NO., IF APPLICABLE	
VAT NO., IF APPLICABLE	
SERVICE TAX REGN. NO., IF APPLICABLE	
PARTY's NAME & ADDRESS	