

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&PR:TARC:2012

Date : 28.04.2012

NOTICE FOR INVITING TENDER

Tender Notice No.	BAP: HR:C&PR:TARC:2012 dt: 28.04.2012
Nature of work	Publication of BHEL/BAP tender advertisements in various newspapers/journals
Period of contract	One year
Estimated value of contract	165 lacs
EMD and SD amount	Nil
Last date and time for receipt of tender	14.05.2012 15:00 hrs.
Date, time and venue of tender opening	14.05.2012 15:30 hrs. HRM Conference Hall, BHEL, Ranipet.
The document contains :	6 parts, i.e. <ul style="list-style-type: none"> i) Specifications/scope - Annexure I ii) Terms and conditions - Annexure II iii) No Deviation Certificate to be given on Tenderer's Letter Head- Annexure III iv) Submission of Offer - Annexure IV v) Price Proforma - Annexure V vi) Check-list - Annexure VI
Tender shall be addressed to:	Manager / HR-C&PR Bharat Heavy Electricals Limited Indira Gandhi Industrial Complex Ranipet – 632406, Vellore dist., Tamilnadu

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 ad as per our instruction and send it back to us for final approval. The size of the ad will be decided by BHEL.
 - b) After getting written approval from us, agency shall co-ordinate and publish the advertisement in the newspapers / journals on the date specified by us. The date schedule given by BHEL is to be strictly followed as BHEL has to host the tender ad 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. Rates are not to be quoted for Saturday and Sunday.
3. The contract is for a period of one year from the date of the issuance of the Letter of Intent and the estimated value is Rs. 165 lacs.
4. The number of ads to be released per month is not fixed and depends upon our requirement.
5. After publication of the ad, the agency will be required to send the particular pages of newspapers/journals of all editions in which the ad 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.

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. AWARD OF WORK

The bidders are required to quote the percentage of discount they will offer on the actual card rate of the publication as per the format given in Annexure V. L1 party will be decided on the basis of the % of discount quoted against the card rate of each publication mentioned in Annexure V. If for different publications, different bidders emerge L1, orders will be placed on different bidders accordingly. However, order will be placed only after submission of the following by the bidder:

- a) Submission of duly filled-in entire tender document and signed on all pages with seal and date.
- b) No Deviation Certificate as per Annexure – III
- c) Check list as per Annexure – VI
- d) 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.
- e) Duly filled in rate schedule in the proforma given in Annexure-V. In this part, actual card rate of the publication and the % of discount offered should be clearly mentioned at the places indicated in the proforma. If there is any difference in the actual card rate of the publication and that quoted by the agency, it will be corrected by BHEL and the % of discount offered will be applicable on the corrected card rate. Any comments / deviations in this part may be treated as null and void. No claim in this regard whatsoever will be entertained.
- f) 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. FIRM DISCOUNT

The percentage of discount offered by the agency should be firm throughout the period of the contract. Even after the revision of the card rate by the publication, the percentage of discount will not change during the contract period.

6. SPECIAL DISCOUNT

If some publications offer special discount to us directly on the total volume of business given by us to them, the agency through which the business has been given shall have no objection to it. If the discount to us is routed through the agency, the agency shall pass on the discount to us within seven days of its receipt from the concerned publication.

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 ad 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 whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason(s) for the award. The venue of the arbitration proceedings shall be Ranipet or any other place as may be decided by the arbitrator.
- 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. 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: 27.04.2012 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**Rate to be quoted in the format given below :**

S.No.	Newspaper	Editions	Card rate (per sq. cm.) As on 27.04.2012	% discount on card rate
1	Dinamani	All editions		
		Chennai and Vellore editions		
2	Daily Thanthi	All editions		
		Chennai and Vellore editions		
3	Dinamalar	All editions		
		Chennai and Vellore editions		
4	Dinakaran	All editions		
		Chennai and Vellore editions		
5	The Hindu	All editions		
		Wednesday Opportunities (all editions)		
6	The Hindu + Business Line	All editions		
7	Indian Express + Financial Express	All editions		
8	Deccan Chronicle	All editions		
		Chennai editions		
9	Times of India	All editions		
		Chennai editions		
10	Economic Times	All editions		
11	Times of India + Economic Times	All editions		

12	Hindustan Times	All editions		
13	Business Standard	All editions		
		Chennai editions		
14	Employment news	Delhi (English, Hindi and Urdu)		
15	The New Indian Express	All editions		
16	Indian Trade Journal	All editions (quarter page)		
17	Dainik Bhaskar	All editions		
18	DNA	All editions		
19	Andhra Jyothi	All editions		
20	Enadu	All editions		
21	Financial Times*	All editions (global)		
22	Dainik Jagran	All editions		
23	Hindustan (Hindi daily)	All editions		
24	Rajasthan Patrika	All editions		
25	Hindi Milap	All editions		
26	The telegraph	All editions		
27	Statesman	All editions		
27	Service tax applicable @ _____ % on the unit rate quoted			

- * For Financial Times, rates should be quoted as per col.cm.
- Rates are to be quoted for week days only. Rates for Saturday and Sunday are not to be quoted.
- The rate quoted will be 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.

Signature and seal of the tenderer

Annexure – VI**Checklist**

S.No.	Description /Item	Enclosed Yes/No
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