



Bhagyanagar Gas Ltd.

BHAGYANAGAR GAS  
LIMITED

## RFQ for Appointment of Advertising Agency for BGL - Hyderabad

Request for  
Quotation



Bhagyanagar Gas Ltd.

### BHAGYANAGAR GAS LIMITED

#### REQUEST FOR QUOTATION

05 May 2017

**Ref: BGL/C&P/ADV/2017-18**

To,

M/s

.....

.....

Tel:.....

Fax:.....

e-mail:.....

Dear Sirs,

**SUB: RFQ for Appointment of Advertising Agency for BGL - Hyderabad**

**Bhagyanagar Gas Limited (BGL), Hyderabad, invites offers for Appointment for an Advertising Agency, as per the detailed in RFQ attached.**

Last date and time for submission of bids : **08.05.2017 at 1400 Hrs**

Date and Time for Opening of Bids : **08.05.2017 at 15 Hrs**

Place of receipt of Tender : **Bhagyanagar Gas Limited**  
2nd Floor, ParishramBhavan,  
APIDC Building,  
BasheerBagh, Hyderabad.  
Tel: 040-66566983, 66566984  
Fax: 040-66565081.

- 1.0 If any of the days specified above happens to be a holiday in BGL, the next working day shall be implied.
- 2.0 BGL will appreciate submission of offer based on the terms and conditions in the enclosed conditions of the contract to avoid wastage of time and money in seeking clarifications on commercial aspects of the offer.
- 3.0 Bids complete in all respects should reach the office of

Bonny K Joseph ( Dy. Manager – C&P )  
Bhagyanagar Gas Limited,



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2<sup>nd</sup> Floor, ParishramBhavan,  
APIDC Building, BasheerBagh,  
Hyderabad. 500 004

On or before the due date & time. Bids received after the due date and time is liable to be rejected.

- 4.0 Offer should be valid for 15 (fifteen) days from the date of offer.
- 5.0 Bids received through Fax/E-mail will not be acceptable.
- 6.0 Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions. Once quoted, the Bidder shall not make any subsequent price change, even if any deviation or exception may be specifically stated in the bid. Such price changes shall render the offer liable for rejection.
- 7.0 Bidder(s) desirous of attending the tender opening may depute their authorized representative on the scheduled date and time of bid opening.
- 8.0 BGL reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.
- 9.0 All pages should be signed and sealed by the bidder.
- 10.0 BIDS SHALL BE EVALUATED AS RECEIVED WITHOUT ANY REFERENCE TO BIDDER, THUS NO TECHNICAL/COMMERCIAL QUERY SHALL BE ISSUED BY BGL. THEREFORE, BIDDERS ARE ADVISED TO COMPLY WITH TENDER CONDITIONS IN ITS ENTIRETY.**

Yours truly,  
For Bhagyanagar Gas Limited

Bonny K Joseph  
Dy. Manager - C&P

**ALL THE SUPPORTING DOCUMENTS REQUIRED AS PER TENDER ENQUIRY ARE TO BE FILED PROPERLY. NO LOOSE PAPERS OR ATTACHMENTS ARE ALLOWED OR ENTERTAINED.**



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### **SECTION – I BEC (BIDDERS' ELIGIBILITY CRITERIA)**

1. The agency should be accredited with INS with 6 years experience after INS accreditation.
3. The agency should have at least five years experiences after obtaining INS accreditation.
4. The agency should have experience with Govt. Departments/Public Sector Undertaking/ Private Sector.
5. The agency should have branch office at Hyderabad with basic infrastructure to undertake the BGL's assignment.
6. Valid Registration of the firm

Bidder to submit documentary evidences in support to above BEC criterias and financial statements for the year FY 2015-16



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### SECTION – II FORMAT OF COMMERCIAL TERMS

RFQ NO.

Date:

[PLEASE FILL AND SUBMIT THIS FORMAT ALONGWITH THE OFFER/BID]

1-1 Name of Firm and address (full details) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person :

1.2 Telephone & Mobile Number: \_\_\_\_\_

1.3 E-mail ID & Web Site details: \_\_\_\_\_

1.4 NSIC Registration Details (if any), please specify -----  
(Documentary Evidence in support of above to be enclosed- If applicable)

1.5 DIC Entrepreneurs Memorandum Acknowledgement Details (if any), please specify -----  
(Documentary Evidence in support of above to be enclosed- If applicable)

1.6 ISO Certification, if any: \_\_\_\_\_  
(If yes, Copy of valid Certificate to be enclosed-If applicable)

1.7 Service Tax Registration No.: \_\_\_\_\_  
(Copy of 'Service Tax Registration Certificate' details to be enclosed-If applicable)

1.8 PAN Details: \_\_\_\_\_  
(Copy of 'PAN' details to be enclosed)

1.9 Sales Tax Registration Details: \_\_\_\_\_  
(Copy of 'Sales Tax Registration' details to be enclosed-CST/VAT-TIN)

1.10 Excise Registration No.: \_\_\_\_\_  
(Copy of 'Excise Control Code Number [ECC] Registration' details to be enclosed-If applicable)

Place:

Date:

Signature of Authorised Signatory

Name:

Designation:

Seal:



## **SECTION -III SCOPE OF WORK**

### **1.0 SCOPE OF WORK**

The scope of Work includes the Publication of Notice Inviting Tenders( NIT) in respective news papers as detailed Black & White & Colour below.

Font: 6 / 7

Minnum Size: 8 cm width X 3 cm height or higher sizes / Publication.

BGL may publish NIT publications with minimum size of 8 cm width X 3 cm height or higher sizes / Publication.

- I. Agency will have to render prompt services with regards to publication of Tender/Public Notices in suggested media and data within time schedule.*
- II. After publication of these tender/ notices agency would be required to present the proper pre-receipted bill in duplicate along with the original tear sheets of concerned publication (news papers) for claiming payments.*
- III. Agency claims will be examined strictly as per the bills of newspapers and size of the press notices/tenders ordered to agency.*
- IV. Income tax as may be prescribed by the Income Tax Department from time to time would be deducted from the bills for its onwards transmission to the concerned Income Tax office.*

Successful vendor shall required to perform related advertising works as and when required and as desired by BGL.

### **2.0 TIME SCHEDULE**

The Contract shall be Valid for Period of Six Months from the date of issue of work order.

Time for completion of Supply is the important activity of the Contract and shall be firm and binding.

### **3.0 CONTRACT PRICE**

Contract Price for the scope of work enumerated above and as indicated in the Schedule of Rates (SOR) is for preparation of draft art work, final art draft, Publication in news papers including service tax with legible quality in required news papers.

Contract Price shall remain firm and binding till completion of supply and shall not be subject to any variation whatsoever on any account, excepting statutory variation in taxes & duties. The statutory variation in taxes & duties beyond contractual delivery period shall be to bidders account.

### **5.0 TERMS OF PAYMENT**

100% Payment will be made against your pre-receipted invoice, copies of publications but not later than 15 days from the receipt of invoice in BGL Office , Basheerbagh. Payment shall be released through Cheque, if reproduction is to our satisfaction.



## **6.0 EVALUATION AND COMPARISON OF BIDS.**

**Evaluation shall be done on the least cost basis. The cost from the news paper shall be paid as per the actuals and the discount offered by the bidder is considered for evaluation. Bidder who quotes maximum discount from the rates offer by the news papers will be considered for award of order.**

**If the rates quoted by two bidder's happens to be same, the lowest will be decided based on the Working Capital, such as higher Turn Over in the last financial year (FY 2015-16) got Lower Ranking.**

## **7.0 OTHER TERMS AND CONDITIONS.**

1. The period of empanelment of advertising agency would be for 6 months and further extendable by two months at the discretion of the Bhagyanagar Gas Ltd (BGL) and subject to satisfactory performance of agency.
2. Agency is also required to add documents supporting their financial soundness.
3. The eligibility will be considered as on bid due date.
4. The agency should have branch office at Hyderabad with basic infrastructure to undertake the BGL's assignment.
5. The agency will continue to strictly abide by all norms of eligibility for accreditation as set out in the INA rules and regulations on accreditation of advertising agency.(Latest INS accreditation certificate should be attached).
6. Agency will have to render prompt services with regards to publication of Tender/Public Notices in suggested media and data within time schedule.
7. After publication of these tender/ notices agency would be required to present the proper pre-receipted bill in duplicate along with the original tear sheets of concerned publication (news papers) for claiming payments.
8. Agency claims will be examined strictly as per the bills of newspapers and size of the press notices/tenders ordered to agency.
9. Income tax as may be prescribed by the Income Tax Department from time to time would be deducted from the bills for its onwards transmission to the concerned Income Tax office.
10. The award of contract / Work Order can be terminated on one month's notice by the, BGL, without assigning any reason.
11. Its principal or principals or not the proprietor/partners/salaried employees of any advertiser or publisher or a newspaper on an advertising medium.



**SECTION -3 SCHEDULE OF RATES (SOR)**

S.No	Edition	UoM (a)	Size (b)	Unit Rate (Rs/sq.cm) (c)	Discount Offered including art work from(c ) (%) (d)	Service Tax (%) (e)
	<b>Publication of Notice Inviting Tenders in following newspapers as per the Scope of work- Black &amp; White</b>					
1	<b>The Hindu- All India Editions</b>	<b>Sq Cm</b>	1	****		
2	<b>Eenadu- All A.P. + Telanagana Editions</b>	<b>Sq Cm</b>	1	****		
3	<b>Times of India- All India Editions</b>	<b>Sq Cm</b>	1	****		
	<b>Publication of Notice Inviting Tenders in following newspapers as per the Scope of work- Colour</b>					
4	<b>The Hindu- All India Editions</b>		1	****		
5	<b>Eenadu- All A.P. + Telanagana Editions</b>		1	****		
6	<b>Times of India- All India Editions</b>		1	****		

**Note:** Vendor shall strictly follow this SOR format for submission of quote.

**Bidder:**

**M/s:**.....

**Place:** .....

**Date:**.....

**Signature of Authorized Signatory:**.....

**Name:**.....

**Designation:**.....

**Seal:**.....