



Bhagyanagar Gas Ltd.  
BHAGYANAGAR GAS  
LIMITED

# RFQ for Appointment of Advertising Agency for BGL

Request for  
Quotation



Bhagyanagar Gas Ltd.

## BHAGYANAGAR GAS LIMITED

### REQUEST FOR QUOTATION

20 August 2019

**Ref: BGL/C&P/ADV/2019-20**

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 : **26.08.2019 at 1500 Hrs**

Date and Time for Opening of Bids : **26.08.2019 at 1600 Hrs**

Place of receipt of Tender : **Bhagyanagar Gas Limited**  
2nd Floor, ParishramBhavan,  
TSIDC Building,  
BasheerBagh, Hyderabad.  
Tel: 040-23236983  
Fax: 040-23245081.

- 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.



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- 3.0 Bids complete in all respects should reach the office of  
Bonny K Joseph (Manager – C&P )  
Bhagyanagar Gas Limited,  
2<sup>nd</sup> Floor, ParishramBhavan,  
TSIDC 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 One Month from the date of submission 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  
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 having 5 years' experience after INS accreditation.
2. The agency should have at least five years experiences after obtaining INS accreditation.
3. The agency should have experience of working with Govt. Departments/Public Sector Undertaking/Private Sector.
4. The agency should have branch office at Hyderabad with basic infrastructure to undertake the BGL's assignment.
5. Valid Registration of the firm

Bidder to submit documentary evidences in support to above BEC criteria and financial statements for the year FY 2017-18/2018-19.



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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 GST Registration No.: \_\_\_\_\_  
(Copy of GST 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 (NIT)/EOI in respective newspapers in Black & White or Colour as specified in the SOR.

Font: 7

- 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 (newspapers) 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 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 require 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 Twelve Months from the date of issue of work order.

Time for completion of work 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 newspapers including GST with legible quality in required newspapers.

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 within 15 days from the receipt of invoice in BGL Office, Basheerbagh. Payment shall be released through Cheque/RTGS after due certification from the office-in-charge.



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

**Evaluation shall be done on the least cost basis. The cost incurred against the newspaper shall be paid as per the actuals and discount offered by the bidder is considered for evaluation. Bidder who quotes maximum discount against the rates offered by the newspapers provider shall be considered for award of contract.**

**If the rates quoted by the two bidder's happens to be same, the lowest bidder will be decided based on the higher Turn Over in the last financial year (FY 2017-18/2018-19) accordingly ranking will be decided.**

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

1. The period of empanelment of advertising agency would be for 12 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 required to submit the supporting documents against their financials.
3. The eligibility criteria shall 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 (newspapers) 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.



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

Publication	Categories	Edition	UOM (a)	Size (b)	Unit Rate (Rs/sq.cm) (c)	Discount Offered on Unit rate/Base rate including art work (%) (d)
<b>The Times of India</b>	<b>(NIT/EOI/Public Notices, Display Ads-B/W (Inside Page, Front Page, Page-3, Back Page), Display Ads-Colour (Inside Page, Front Page, Page-3, Back Page))</b>	All India	Sq.Cm	1	****	
		Hyderabad	Sq.Cm	1	****	
		Vijayawada	Sq.Cm	1	****	
		Kakinada	Sq.Cm	1	****	
<b>Eenadu</b>	<b>(NIT/EOI/Public Notices, Display Ads-B/W (Inside Page, Front Page, Page-3, Back Page), Display Ads-Colour (Inside Page, Front Page, Page-3, Back Page))</b>	All A.P & TS	Sq.Cm	1	****	
		Hyderabad	Sq.Cm	1	****	
		Vijayawada	Sq.Cm	1	****	
		Kakinada	Sq.Cm	1	****	
<b>The Hindu</b>	<b>(NIT/EOI/Public Notices, Display Ads-B/W (Inside Page, Front Page, Page-3, Back Page), Display Ads-Colour (Inside Page, Front Page, Page-3, Back Page))</b>	All India	Sq.Cm	1	****	
		Hyderabad	Sq.Cm	1	****	
		Vijayawada	Sq.Cm	1	****	
		Kakinada	Sq.Cm	1	****	
<b>Sakshi</b>	<b>(NIT/EOI/Public Notices, Display Ads-B/W (Inside Page, Front Page, Page-3, Back Page), Display Ads-Colour (Inside Page, Front Page, Page-3, Back Page))</b>	All A.P & TS	Sq.Cm	1	****	
		Hyderabad	Sq.Cm	1	****	
		Vijayawada	Sq.Cm	1	****	
		Kakinada	Sq.Cm	1	****	
<b>Deccan Chronicle</b>	<b>(NIT/EOI/Public Notices, Display Ads-B/W (Inside Page, Front Page, Page-3, Back Page), Display Ads-Colour (Inside Page, Front Page, Page-3, Back Page))</b>	All A.P & TS	Sq.Cm	1	****	
		Hyderabad	Sq.Cm	1	****	
		Vijayawada	Sq.Cm	1	****	
		Kakinada	Sq.Cm	1	****	

**GST Applicable @ .....%**



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**Notes:**

1. Vendor shall strictly follow this SOR format for submission of quote.
2. BGL reserves the right to given the advertisement in other publications also as per the requirement with the same discount as specified above.
3. The Categories & Editions mentioned above shall be decided as per the BGL's requirement.
4. Any changes in the unit rate during the contract period shall be informed on priority basis and the supporting document against the change of rates from the publishers shall be submitted to BGL.

**Bidder:**

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

**Place:** .....

**Date:**.....

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

**Name:**.....

**Designation:**.....

**Seal:**.....