

DCI/HR/PR/ADV/2019

15/02/19

To

All Advertising Agencies,
Visakhapatnam.

Sub : Tender no. HR/PR-01/2019 – Tender for Empanelment of Advertising Agencies.

Sealed tenders are invited from reputed Advertising agencies in Visakhapatnam for empanelment as approved Ad-agency for release of DCI advertisements/tenders/ Notices etc. through various news papers on local/all India basis in English/ Hindi News Papers as may be required for a period of two years extendable by another year at the discretion of the Company on satisfactory performance of the work as per the Scope of the work in Section II of the tender document.

2. Tenderers are requested to go through the tender documents in detail, before filling up the tender documents, enclosing relevant supporting documents/ information and giving their offer as per the Price Bid. The bids should be strictly as per the tender document and no editing, addition, deletion or modification of the tender document as hosted on website/ as given to the tenderer is permitted. If such action is observed at any stage, such tender will not be considered and will be rejected.

3. Tenderers are requested to submit their bid in two cover system - Technical Bid and Price Bid as per the conditions stated in the tender document and submit their tender so as to reach the office mentioned in the tender document on or before the time and date mentioned therein. Addendum, modifications, change of last date, if any etc., will be uploaded on the web-site only. Tenderers are requested to verify the website before submitting the tenders.

4. DCI will not be responsible for postal or courier delays, if any, in receipt of the tender documents. The tender documents received after the closure of the time and date are liable to be rejected. Tenders submitted by e-mail/fax will not be accepted under any circumstances.

Thanking you,

Yours faithfully,

For DREDGING CORPORATION OF INDIA LIMITED

Head of the Department (HR)

Encl: As above.

**DREDGING CORPORATION OF INDIA LIMITED
VISAKHAPATNAM
(A GOVERNMENT OF INDIA UNDERTAKING)**

TENDER NO. HR/PR-1/2019 DATED 16/02/2019



TENDER DOCUMENT

FOR

EMPANELMENT OF ADVERTISING AGENCIES

ADDRESS TO WHICH TNDER DOCUMENTS ARE TO BE DESPATCHED:

Head of The Department

HR DEPARTMENT

DREDGING CORPORATION OF INDIA LIMITED

DREDGE HOUSE, PORT AREA

VISAKHAPATNAM - 530001

LAST DATE OF RECEIPT OF TENDER DOCUMENTS	-	28/02/19-1500 HRS
DATE OF OPENING OF TECHNICAL BIDS	-	28/02/19-1530 HRS

**DREDGING CORPORATION OF INDIA LIMITED
TENDER NO. HR/PR-1/2019 Dt.16/02/19
EMPANELMENT OF ADVERTISING AGENCIES**

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SECTION - I NOTICE INVITING TENDER

Sealed Tenders are invited in two cover system i.e. Technical & Price Bids as under:

I	Name of Work	Sealed tenders are invited from reputed Advertising -agencies having office in Visakhapatnam for empanelment as approved Advertising agency for release of advertisements/tenders/ Notices etc. of DCI through various news papers on local/all India basis in English/ Hindi or other regional language as may be required
II	Period of work	Period of contact for two years only from date of award of work and extendable by one more year after the satisfactory completion of two years at the discretion of the Management.
III	Pre-qualification criteria	Pre-qualification criteria as per Section –III
IV	Method of evaluation for technically qualified bidder:	<p>The price bids of those parties which are opened will be evaluated on the basis of the Highest discount offered (H1) on the News paper advertisement card rates stated as per the price bid.</p> <p>DCI reserves the right to negotiate with H1 for increasing the rate, if the rate that is quoted by the party is found to be on the lower side.</p> <p>DCI reserves the right to empanel more than one agency who are technically qualified and whose price bids are opened, apart from the party who is the H1, if they agree to match the rate of H1 or the negotiated rate as the case may be.</p> <p>In case DCI decides to empanel more than one party, the offer for matching the Highest discount rate will be first made to the next highest party after H1(either quoted or negotiated) and if he refuses to the next party and so on</p> <p>DCI need not take the consent of the H1 party or any party for this arrangement.</p>
V	Modality of tender	The successful tender(s) to whom the work order is awarded is required to undertake the work designing and releasing of advertisements/tenders/ Notices etc. of DCI through various news papers on local/all India/ specific area/city basis in English/ Hindi or other regional language as may be required on the dates as specified by the Company from time to time. for a period of two years from date of award the work extendable by one more year

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		after the satisfactory completion of two years at the discretion of the Management.
VI	Cost of Tender document	NIL
VII	Earnest Money Deposit	NIL
VIII	Security Deposit	NIL
IX	Single Cover/ Two Cover	Two Cover system
X	Place of obtaining tender documents	Downloading from website, addresses of which are given below or collecting from The Head of Department (HR), HR DEPARTMENT, DREDGING CORPORATION OF INDIA LIMITED, DREDGE HOUSE, PORT AREA VISAKHAPATNAM - 530001
XI	Website for downloading tender documents	www.dredge-india.com , www.eprocure.gov.in www.tenders.gov.in
XII	Period of Issue of Tender Documents	From 16/0/2019 to 27/02/2019 on all working day from 09.30 hrs. to 17.30 hrs. On last day i.e 28/02/2019, the tender documents will be available upto 12.00 noon.
XIII	Last date for Receipt of Tenders	up to 1500 hrs. on 28/02/2019
XIV	Address to which tender documents should be sent	The Head of Department (HR), HR DEPARTMENT DREDGING CORPORATION OF INDIA LIMITED DREDGE HOUSE, PORT AREA VISAKHAPATNAM - 530001
XV	Date & Time of Opening of Technical Bids	1530 hrs on 28/02/2019 in the presence of such Tenderers / their Authorised representatives who are present, if any, at DCI, Head Office, Visakhapatnam at that time.
XVI	Addendum etc.	Addendum, modification, change of last date, if any etc., will be uploaded on the web-site only. Tenderers are requested to verify the website before submitting the tenders

Note : -

Dredging Corporation of India Limited reserves the right to:-

- a) cancel or withdraw this enquiry at any stage without assigning any reason whatsoever, and no further correspondence shall be entertained in this regard.
- b) reject or accept any tender offer irrespective whether it is lowest/ otherwise without assigning any reasons, whatsoever.

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SECTION – II SCOPE OF WORK

Designing and releasing of advertisements/tenders/Financial results, Board and other Meeting Notices etc. of DCI through various news papers on local/all India/ specific area/city basis in English/ Hindi or other regional language as may be required as per the sizes and on the dates as specified by the Company from time to time.

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SECTION - III PRE-QUALIFICATION CRITERIA

1. The bidders should be reputed advertising agency and fulfill the following Pre-Qualification Criteria:
 - a. The bidders should be full-fledged office established in Visakhapatnam with necessary infrastructure, manpower and proof reading facilities. The infrastructure available should be specified.
 - b. Turnover Criteria: Average financial turnover of not less than Rs2.10 Lakhs during the last three years (i.e 2015-16,2016-17,2017-18. Profit and Loss Account / Income Tax return for relevant financial years to be provided.
 - c. Minimum 5 years experience as advertising agency carrying out publication advertisements of tenders etc., in newspapers out of which at least three years including immediate previous year 2017-18 should be for government/public sector undertakings. Relevant documentary evidence like engagement letter from the Organisation/ Company to be provided.
 - d. Bidder should have experience of successfully carried out similar work of issuing/ publishing/ releasing advertisement of respective organizations during last five years ending 31 March 2018 as mentioned below:
 - a. Three similar completed works costing not less than Rs 2.80 lakhs each or
 - b. Two similar completed works costing not less than Rs 3.50 lakhs each or
 - c. One similar completed work costing not less than Rs 5.60 lakhsOne work of an organization shall be considered as total of amount paid by that organization during last seven years ending March' 18.
2. The tenderer is required to fulfill the above pre-qualification and Turnover criteria and submit the information/documents with regard to pre-qualification criteria etc., in the Technical Bid cover as stated in Section – V failing which his bid may not be considered/ he may be technically disqualified.
3. Only parties who satisfy and comply with the Pre-Qualification criteria as stated at Section III of this tender document will be technically qualified. Only those parties who are technically qualified will be considered for opening of price bids.

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SECTION - IV GENERAL AND SPECIAL CONDITIONS OF CONTRACT

1. Tender shall be submitted in two covers. Cover-I – Technical bid and Cover-II – Price Bid. Both the covers of the tender shall be sealed individually and super scribed in bold letters as **“COVER-I – TECHNICAL BID”** or **“COVER-II – PRICE BID”** as the case may be. Both the sealed covers shall be put in another cover, super-scribed in bold letters with the name of the work as **“TENDER FOR EMPANELMENT OF ADVERTISING AGENCIES – TENDER NO. HR/PR-1/2019”**, along with the name of the tenderer and sealed. Tenders submitted in open covers shall be summarily rejected.
2. The tender shall be sent so as to reach the address mentioned at and by the time and date mentioned in Section – I. Tenders received beyond specified time and date shall be summarily rejected. The Company shall not be in any way responsible for postal delays. The technical bid will be opened at the time and place mentioned in Section- I Tenders have to be sent by post/courier/handed over personally to/at the above address in closed cover as specified above. **Offers received by E-mail/ Fax would not be accepted and would be rejected.**
3. **Cover-I shall be marked as TECHNICAL BID** and shall contain documents / information as stated in Section V
4. **Cover-II shall be marked as PRICE BID** and shall contain price schedule as per Section VI of tender document enclosed, duly filled in under each head and signed with company's/firm's seal/stamp.
5. On evaluation of technical bid, the price bids of the technically qualified bidders will be opened at a later date which will be communicated to all the technically qualified bidders.
6. All tenders must be absolutely clear, failing which the same will not be considered.
7. All columns would be properly and legibly filled in. No column would be left blank. Any correction in the rates etc. would be duly attested by the tenderer. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.
8. Rates quoted by the tenderer in item rate tender in figures and words will be accurately filled in so that there is no discrepancy in the rates written in figures and words.
9. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that the interpolation is not possible. The total amount would be written both in figures and in words.

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10. If the rate given in figures does not correspond to the one in words, then the rate quoted by the tenderer in words will be taken as correct.
12. The rate quoted in the tender will remain firm during the currency of contract including the extended period if any. Escalation is not admissible during the period of the contract, towards increase in the rates of the materials and labour or any other charges during the contract period including the extended period if any.
13. The bids prepared by the tenderer and all correspondence and document relating to the bids exchanged by the bidder and the Company shall be written in English.
14. Income tax at applicable rates will be deducted. The rates would be inclusive of all charges at the time of making payment.
15. The tender should be valid for a period of 90 days (ninety) days from the date of opening of technical bids.
16. DCI reserves the right to inspect the premises of the Tenderer to assess their credentials/capability in executing the subject work. If at any time subsequent to the award of the work it is found that the credentials given by the party are false and/or do not correspond to the one given/ submitted along with the tender, the Company reserves the right to cancel the work order/assignment and as well reject/ not pay any amount due for payment on the bills raised by the party till then.
17. Conditional tenders and additional conditions of the tenderer will not be considered.
18. In the event of any breach of contract on the part of the contract, the Corporation reserves the right to impose the fine or less the amount on bills. Corporation also reserves the right to get the balance work executed by some other sources at the risk and cost of the tenderer.
19. All rules and regulations governing the Dredging Corporation of India Limited will be applicable.
20. If as a result of any post audit, any amount is found to be recoverable from the tenderer, the same will be recovered first from any sum due to the tenderer against any current bill of the tenderer and/or from any other amount due from the Corporation and/or on demand.

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21. All claims of the Dredging Corporation of India Limited against this contract whatsoever will be recovered from the amounts due to the tenderer under this account
22. If the tenderer fails to execute the work as per conditions of the contract the Corporation reserves the right to cancel the contract and to get the work executed through other agencies at the risk and cost of the tenderer. The Corporation would be entitled to withhold any sum due and payable to the tenderer towards the sum as a result of the said breach or default. The tenderer will not have any claim for compensation or otherwise on this account.
23. No advance payment will be made. Full payment within 30 days of the receipt of all copies of News paper tear sheets published our Advertisement/NIT/Notice/ etc along with the bill to the Company clearly showing the amount discount and the rate card and bill of the newspaper raised on the advertisement agency. The bill will be paid after considering the negotiated discount based on the bill raised by the newspaper on the party (without any discount by the newspaper to the party) considering the rate card of the respective newspaper.
24. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.
25. Tenders which do not fulfill all or any of the above conditions or are incomplete in any respect, are liable for summary rejection. The tender containing uncalled for remarks or any additional conditions is also liable for summary rejection.
26. The Advertisement has to be published on the date, in the newspapers and in the language informed by the Company. In the event of delay, failure to publish in the stated newspapers/ language, the Company reserves the right to reject payment against the said publication on any other dates other than as stipulated by the Company.
27. Post-tender negotiations are banned, except in the case of negotiations with H-1 (i.e. highest tenderer.) DCI reserves the right to negotiate with H1 for increasing the rate, if the rate that is quoted by the party is found to be on the lower side.

DCI reserves the right to empanel more than one agency who are technically qualified and whose price bids are opened, apart from the party who is the H1, if they agree to match the rate of H1 or the negotiated rate as the case may be.

In case DCI decides to empanel more than one party, the offer for matching the Highest discount rate will be first made to the next highest party after H1(either quoted or negotiated) and if he refuses to the next party and so on

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DCI need not take the consent of the H1 party or any party for this arrangement.

28. Notwithstanding anything stated elsewhere in this tender document, DCI reserves the right to terminate the contract at any time by giving 1 month notice.
29. This work order/contract awarded to the successful party's is not transferable. The party to whom the work order is given is not allowed to sub-contract this work by whatever name called to anybody. If it is found that this work is transferred or sub-contracted to anybody at any point of time, DCI reserves the right to cancel the contract with all its consequences and carrying out the work for other agencies.
30. The matter for designing soft copy will be supplied to the party by e-mail. The advertising agency should submit proof(s) to the Company by e-mail for verification before the Company approves the NIT/Tender/Notice etc. for final printing in News Papers. The Agency is responsible for designing, translation etc.
31. The copies of Published advertisements for each newspaper should be submitted to the Company immediately after publication and if published outside the state and not available immediately, a scanned copy of the published advertisement should be arranged to be sent by email to the Company at the specified e-mail address.
32. Any change in the constitution of the tenderer shall not be permitted except with the clear written consent of the Corporation.
33. If more than one agency is empanelled, DCI reserves the right to release the advertisements through any of the empanelled agencies at its discretion but to the extent possible, rotation basis will be followed in an order which will be informed after finalization of the tender along with the work order. The advertising agencies shall not have any claim whatsoever in this regard.
34. **ARBITRATION:** In case of any dispute between the DCI private party for contract upto rupees Rs.10 Crores the issue will be refereed to Director (Operations and Technical), DCI Ltd and the decision of the Director (Operation and Technical) shall be final conclusive and binding on all the parties to the contract upon all question relating to the meaning of the specifications, designs and instructions and as to the quality of workmanship, or materials' used on the work on the any matter erasing out or relating to the specifications and instructions concerning the works or the execution or failure to execute the same arising during the course of work. The above shall not to be subjected to arbitration and in no case shall the works be stopped consequent on such a dispute arraigning and the work shall also be carried out by the contractor strictly in accordance with the instructions of the Director (Operations and Technical).

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Any dispute or difference arises between the DCI and contractor in connection with the contract or as to the rights and liabilities of the parties hereto, other than those referred to in above or on matters which or stated to be final and binding on the contractor shall be referred to the arbitration by a sole arbitrator, a person to be nominated by Chairman and Managing Director,DCI,Visakhapatnam and the award of the sole arbitrators shall be final and binding open the parties hereto, subject to the provisions of the Arbitration and conciliation Act-1996.

The arbitrator shall give a reasoned and it shall be in accordance with the provisions of arbitration and conciliation act -1996 or any statutory modifications or reenactment thereof the venue of Arbitration shall be Visakhapatnam and courts at Visakhapatnam shall have exclusive jurisdiction on all the matters with reference to this Contract.

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SECTION - V

**DOCUMENTS TO BE SUBMITTED / INFORMATION TO BE FURNISHED
ALONG WITH TECHNICAL BID**

**THE TENDERER SHOULD FURNISH THE FOLLOWING INFORMATION/ PROVIDE THE FOLLOWING
DOCUMENTS IN THE TECHNICAL BID COVER FOR EVALUATION OF TECHNICAL BID.**

1	Particulars of Firm/ Proprietor						
	a	Name					
	b	Postal Address					
	c	Contact person's name					
	d	Contact persons designation					
	e	Telephone Number					
	f	Mobile Number					
	g	e-mail address					
2	EMD: NIL						
3	All the Tender documents signed on each page with Tenderer's seal in token of acceptance of all the conditions of the Tender document.						
4	Experience Criteria						
	Sl.No.	Name of the organization	From Date	To Date	Organization for whom empanelled	Years of Service	Supporting documents attached
	1						
	2						
	3						
	4						
	5						
5	Total Turnover Criteria						
	Sl.No	Year	Turnover (in lakh)		Document attached		
	1						
	2						
	3						
6	Advertising Turnover Criteria						
	Sl.No	Year	Organisation	Advertising Turnover (in lakh)	Document attached		
	1						
	2						
	3						
6	Bank Details						

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1	Name of the Bank	
2	Name of the Branch	
3	Bank Address	
4	Bank Account No	
5	IFSC Code/ RTGS Code	
7	Pan Card No. (Copy of relevant document issued by the relevant authority issuing the number to be enclosed)	
8	GST Registration number issued by respective authorities (Copy of relevant document issued by the concerned authority issuing the number to be enclosed)	
9	A declaration by the tenderer as to compliance of all conditions and having put no counter conditions in the format in Annexure – 1.	
10	An undertaking as at Annexure - 2 that the tenderor has not made any payment or illegal gratification to any person / authority connected with the bid process so as to influence the bid process and have not committed any offence under the Prevention of Corruption Act in connection with the bid.	
11	The details of the employees in Dredging Corporation of India Limited with whom the tenderer has any relationship along with nature of relationship in the format in Annexure – 3.	

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SECTION - VI

PRICE BID – RATE SCHEDULE

TENDER FOR EMPANELMENT OF ADVERTISING AGENCIES :-

Sl. No	Description of Work	Percentage (%) of Discount offered On News paper advertisement Rate card/Tariff.
1	For Designing and releasing of DCI Tender Notices, Financial Notices, Advertisements. in size, language and News papers specified by the Company	
2.	SGST/ % CGST%	

Method of Evaluation will be as stated in Section – I.

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**ANNEXURE – 1 COVERING LETTER AND UNDERTAKING AS TO COMPLIANCE OF
CONDITIONS AND NO COUNTER CONDITIONS**

Dated _____

To

M/s. Dredging Corporation of India Ltd.,
Visakhapatnam.

Sir,

Sub : Tender no. HR/PR-1/2019 – TENDER FOR EMPANELMENT OF ADVERTISING
AGENCIES.

Reg.

I/We hereby confirm having read by me/us read and/or explained to me/us so far all the terms and conditions stated in the tender documents and agree to be abide unconditionally the terms and conditions stated therein.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and conditions and other provisions contained in the tender documents, which have been read by me/us read and/or explained to me/us so far as they are applicable. In default of compliance any of these conditions, I/We agree to set off the extra cost if any, for carrying out the work at my/our risk and cost against the our bills or funds available with the Dredging Corporation of India Limited, or its successors and to pay the DCI or its successors on demand as debt due any amount required to meet the extra cost of carrying out the work over and above Security Deposit furnished by me/us.

3. I/We hereby confirm having read and understood all the terms and conditions of the tender and abide by these terms and conditions. All the pages in the tender documents have been initialed/signed and stamped in token of acceptance of the terms and conditions of the tender documents.

4. I/ We hereby confirm that we have not put/ specified/ laid down any counter conditions and we accept the tender conditions and agree to abide by the same

Thanking you,
Yours faithfully,

Place :

Date : SIGNATURE OF THE TENDERER WITH SEAL, NAME AND ADDRESS

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ANNEXURE – 2 DECLARATION ABOUT RELATIVES

Dated _____

To

M/s. Dredging Corporation of India Ltd.,
Viakhapatnam

Sir,

Sub : Tender no. HR/PR-1/2019 – TENDER FOR EMPANELMENT OF ADVERTISING AGENCIES.

We hereby certify that, we are not related to any person employed in Dredging Corporation of India Limited.

Or

We hereby certify that, the following are the persons who are employed in Dredging Corporation of India Limited and are related to me

Sl.No.	Name of the employee in DCI and designation	Nature of relationship

(strike out /fill-in as applicable)

Thanking you,

Yours faithfully,

Place :

Date : SIGNATURE OF THE TENDERER WITH SEAL, NAME AND ADDRESS

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ANNEXURE – 3 UNDERTAKING ABOUT ILLEGAL GRATIFICATION

Sub : Tender no. HR/PR-1/2019 – TENDER FOR EMPANELMENT OF ADVERTISING
AGENCIES.

With reference to your subject Tender we hereby give an Undertaking that we have not made any payment or illegal gratification to any person/authority connected any with the Tender Process so as to influence the tender process and have not committed any offence under the Prevention of Corruption Act in connection with the Tender. We also do under take that we shall disclose if any payment made or proposed to be made to any intermediaries (agents etc.) during the tender process in connection with this Tender.

Thanking you,

Yours faithfully,

Place :

Date : SIGNATURE OF THE TENDERER WITH SEAL, NAME AND ADDRESS