

THE FERTILIZER CORPORATION OF INDIA LIMITED

(A Govt. of India Undertaking)

HEAD OFFICE

Corporate Office:
PDIL Bhawan (5th floor)
A/14,Sector-I,Noida (UP)
Pin-201301

PLEASE REPLY WITH REF NO. TO
General Manager

Ref.No.FCIL/CO/Advt./2015

Dated: 01.12.2015

INVITATION TO BID

NOTICE INVITING BIDS FOR EMPANELMENT OF ADVERTISING AGENCY(IES)

Sealed BIDS are invited from the vendors of principal Newspaper agencies, who are authorized agency to publish Press Advts.

- | | | |
|-----|---|----------------------------|
| 01 | Cost of Bid Paper: | Nil |
| 02 | Earnest Money to be deposited
(To be deposited through DD/Banker's Cheque payable in favour of 'Fertilizer Corporation of India Limited' payable at NOIDA/Delhi) | Rs.10,000/- |
| 03 | Dt of commencement of Bid Paper: | 01.12.2015 |
| 04 | Last date of receipt of Bid: | 09.12.2015 up to 3.00 P.M. |
| 06 | <u>Date & time of opening of Bids</u>
(In the Office of General Manager in Presence of Bidders or their authorised representatives who may like to be present) | 09.12.2015 at 3.30 PM |
| 07. | <u>Qualifying requirements:</u> | |
| | (a) Vendor has to submit documentary proof of their accreditation to INS, failing which their offer may not be considered. | |
| | (b) Vendor has to deposit EMD of Rs.10,000/- with their bids. | |

Pre Qualification Criteria

Vendor has to submit proof of documentary evidence from their respective principal Newspapers agency (whose names are mentioned below) that they are authorized agency to publish Press Advt., failing which their offer may not be considered.

The certificate issued for the above by all their principal newspaper agency must be valid for our ITB.

Sl. No.	Publication / Place
1.	TIMES OF INDIA – All editions + ECONOMIC TIMES . All editions NAV BHARAT TIMES DELHI - NCR
2.	INDIAN EXPRESS-All Editions + FINANCIAL EXPRESS – All Edition
3.	DAINIK JAGRAN – Delhi, NCR
4.	AMAR UJALA– Delhi, NCR
5.	INDIA TRADE JOURNAL
6.	NEW YORK TIMES (Global)
7.	AMERICAN EXPRESS

INSTRUCTION TO BIDDERS

FOR PHYSICAL SUBMISSION IN FCIL NOIDA:

Bidders are required to submit their bid under three envelopes:

- **Part-I - Earnest Money Deposit (EMD)** along with **Annexure VI**– Format of Details for payment, all the details duly filled in
- **Part-II . Technical and Commercial Un-priced Bid** along with the following documents (photocopies):
 - “ All the required documents / photocopies for Pre-Qualification Criteria as per Annexure-I.
 - “ General Terms & Conditions i.e. Annexure-III duly signed and stamped
 - “ Scope of work and other terms and conditions i.e. Annexure-IV duly signed and stamped
 - “ Un-priced copy of ~~Price Schedule~~ i.e. Annexure-V indicating **‘Quoted’** against each head, duly signed and stamped
 - “ Check List i.e. Annexure-VII duly filled in
- **Part III . Priced Bid**
 - “ ~~Price Schedule~~(Annexure-V) duly filled with Discounts in Percentage (in %) for each head (without overwriting), signed and stamped. All the above documents should be kept in separate envelopes marked Part-I, Part-II & Part-III respectively and sealed. These envelopes should be super-scribed with under mentioned marking:

Part-I: EMD

Part-II: Technical Bid (along with documents required for Pre-Qualification Criteria)

Part-III: Price Bid

Above three envelopes should be kept in a fourth cover envelope duly sealed and super-scribed with:

Enquiry No: FCIL/CO/Advt./2015/ dated 01.12.2015

Closing date: 08.12.2015

and addressed to:

General Manager,
Fertilizer Corporation of India Limited,
PDIL Bhawan, 5th Floor, A-14, Sector-1, Noida. 201301,
Dist.: Gautam Budh Nagar (U P)

1.0 PRICE:

Bidder should ensure to fill in the rates in the format as per Price Schedule i.e Annexure-V. Incomplete Price Schedule may result into rejection of bid.

Bidder to quote the Discounts in percentage (%) against each head in Price Schedule i.e. Annexure-V, which shall remain firm during the whole contract period.

2.0 **EVALUATION OF BIDS:**

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the PQC.

The PRICE BID shall be opened only of those bidders who will be technically and commercially suitable.

Evaluation of Bids shall be based on "Average Discount" in percentage (%) quoted by the bidder at Annexure-V.

3.0 **Earnest Money Deposit (EMD):** Bidders shall have to submit EMD of Rs. 10,000/- (Rupees ten thousand only) by way of DD/Banker's Cheque only drawn on any scheduled nationalized bank in favour of '**Fertilizer Corporation of India Limited**' payable at Noida/Delhi. **Quotations received without EMD shall not be considered in any circumstance.** EMD shall be refunded to unsuccessful bidders after acceptance of order to the successful bidder(s). No interest shall be payable on EMD.

3.1 EMD may be forfeited without prejudice to any other right or remedy of owner:

a) If a bidder withdraws his bid during the period of bid validity specified by the bidder.

OR

b) In the case of successful bidder, if the bidder fails to accept the order.

4.0 **Validity of Bid:** For a minimum period of 90 days from the date of opening of technical bids.

5.0 Bidders are advised to carefully go through the ~~Scope of Work~~ ~~General Terms & Conditions~~ and other documents being enclosed with our ITB. They should feel free to contact FCIL before submission of bid if they have any query on it. The enquiry/tender with all Annexure and all attachments will be considered to have been read, understood and accepted by the bidders unless otherwise specifically stated by them in writing well before the closing of the bids date.

6.0 Offers should be free from overwriting, corrections and additions/overwriting, if any, must be justified with initials.

7.0 Bidders are advised to quote strictly as per ~~Price Schedule~~ format attached to the ITB/Enquiry document as per Annexure-V and Terms & Conditions stipulated there in. Deviation, if any, should be specifically stated in the separate sheet as a part of Un-priced Commercial / Technical Bid. Any deviations brought out in the price bid shall not be construed as valid & shall be rejected.

8.0 Once offer is submitted, it will be presumed that Bidders have gone through & understood all the terms and conditions mentioned in our ITB and all our terms and conditions are acceptable to them. Any change in the bid after due date of submission of tender will not be considered.

9.0 Bids must be submitted on or before the closing date and time, i.e. 9.12.2015 at 3.00 P.M., either through on line submission or physically in the bid box at the office of General Manager, Fertilizer Corporation of India Limited, PDIL Bhawan, 5th Floor, A-14, Sector-1, Noida (UP) or by registered post on the above address so as to

reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay. All Bids so received shall be opened at 3.30 P.M. on 9.12.2015 in the Office of General Manager, FCIL Ltd., PDIL Bhawan, 5th Floor, A-14, Sector 1, NOIDA-201301 (Uttar Pradesh), in the presence of Bidders or their authorized representatives, who may like to be present.

- 10.0 Bid through fax and e-mail shall not be acceptable.
- 11.0 FCIL reserve the rights to assess bidders capability and capacity to perform the contract.
- 12.0 FCIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. FCIL is at liberty to take any of the following actions in case of this ITB:
 - a) to cancel the tender without reference to the bidders.
 - b) to postpone the due date and time.
- 13.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Fertilizer Corporation of India Limited may withdraw the enquiry/tender or reject all bids.
- 14.0 To know more about us, please visit our website at <http://www.fertcorpindia.nic.in>

GENERAL TERMS & CONDITIONS

- 1.0 **SCOPE OF WORK:** The scope of work shall be as per Annexure-IV enclosed.
- 2.0 **PRICE BASIS:** Discount quoted against each head in the Price Schedule i.e. Annexure-V shall be firm, till the execution of contract and its subsequent amendments.
- 3.0 **SERVICE TAX:** Present rate of Service Tax shall be indicated separately in the Check list i.e. Annexure-VII. Service tax shall be paid extra.
- 4.0 **TAXES & DUTIES:** In case of any statutory variation in taxes and duties and imposition of any new taxes & duties after issuance of Contract, by statutory authorities during contractual period, shall be paid at actual by FCIL on production of documentary evidence. The Contractor has to submit all necessary documents/furnish information to enable FCIL claim CENVAT in respect of Service tax. Service Tax shall be indicated by the contractor in their Bills separately.
- 5.0 **EFFECTIVE DATE OF CONTRACT:** From the date of award of Contract.
- 6.0 **VALIDITY OF CONTRACT:** The Contract shall be valid for a period of three years from date of award of contract.
- 7.0 **PERFORMANCE SECURITY DEPOSIT:** The EMD of Rs. 10,000/- shall be retained as Performance Security Deposit for faithful performance of contract.

The Security Deposit shall be refunded within 30 days of satisfactory completion of contract period on the certification by FCIL, NOIDA for due fulfillment of the contractual obligations and after adjusting the expenditure incurred by the Company, if any, on account of any failure on the part of the Contractor.

The Security Deposit will not bear any interest.

FCIL, Noida, however, reserves the right to forfeit the security deposit if the contractor fails to take up the job or abide by and fulfill the terms and conditions of the contract and/ or to execute the work satisfactorily.

- 8.0 **PAYMENT TERMS:** Bills, supported with all necessary documents should be submitted to General Manager, FCIL. Payment of bills shall be made within 30 days by G.M., FCIL, NOIDA.
- 9.0 **CONTACT PERSON / OPERATION OF CONTRACT:** The Contract shall be operated by In-charge (P&A), FCIL, NOIDA, or his authorized representative, at the following address:
In-charge (P&A) : Shri U.D. Sati,
Fertilizer Corporation of India Limited,
A-14 , Sector 1, NOIDA - 201 301.
Tel: 0120 . 2530023 Fax: 0120 - 2537613
e-mail: sionkongari@yahoo.in

- 10.0 **TAX DEDUCTION AT SOURCE:** Income Tax, as applicable as per Income Tax Act, shall be deducted at source from the Contractor's bills and a certificate towards this deduction shall be issued to the contractor.
- 11.0 **BREACH OF CONTRACT:** In case the contractor leaves the job at any stage during the currency of the contract, FCIL reserves the right to get the job completed through any other means/agency at contractor's risk and cost.
- 12.0 **TERMINATION OF CONTRACT:** FCIL shall have the right to terminate the contract without assigning any reason whatsoever after giving one month's notice in writing.
- 13.0 **FORCE MAJEURE:** The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence.
- 14.0 **ARBITRATION:** All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the contract. However, in event of failure to do so, matter shall be referred to GM, FCIL, NOIDA, who shall be sole arbitrator and his award shall be binding on both parties operating the contract.
- 15.0 **JURISDICTION:** Contract shall be deemed to have been entered into at NOIDA and all cases of action in relation to the contract shall, therefore, be deemed to have assigned within the jurisdiction of Gautam Budh Nagar, (UP) and venue of arbitration shall be NOIDA.

SCOPE OF WORK

Publication of Advt.

FCIL intends to award a rate contract with authorised agency for Publication of Advt. in various news papers as listed below w.r.t _____ for a period of three years from date of award of contract.

OPTIONS FOR PUBLICATIONS OF PRESS ADVT.:

Sl. No.	Publication / Place
1.	TIMES OF INDIA – All editions + ECONOMIC TIMES . All editions NAV BHARAT TIMES DELHI - NCR
2.	INDIAN EXPRESS-All Edition + FINANCIAL EXPRESS – All Edition
3.	DAINIK JAGRAN– Delhi, NCR
4.	AMAR UJALA– Delhi, NCR
5.	INDIA TRADE JOURNAL
6.	NEW YORK TIMES (Global)
7.	AMERICAN EXPRESS

FCIL may also ask the selected vendor to publish the advertisement in other National/ International newspapers at the quoted average discount, if required.

SCOPE OF WORK

Terms & Conditions

1. While submitting the quotation, bidder is required to submit the same strictly as per the format attached as Annexure-II, failing which same may be liable for rejection.
2. FCIL, reserves the right to accept / reject any quotation without assigning any reason thereof and its decision shall be final and binding to the bidders.
3. Draft press Advt. along with schedule dates of publication of press Advt. shall be supplied by FCIL for publication of Press Advt. and selected vendor has to submit their proof of their final draft after resizing with schedule of publication for obtaining approval from FCIL.
4. Selected Vendors has to submit the rate of publication from their principal news paper agency while submitting their final resizing draft for obtaining approval from FCIL for publication of press Advt. during the tenure of the contract.
5. Discount quoted by the Vendors shall be firm till the completion of contract.
6. Selected Bidder has to ensure that Advt. are published in all news paper as per schedule for which approval has been given by FCIL for publication of Press Advt.
7. Payment shall be released within 30 days on submission of Bill after completion of job.
8. FCIL reserves the right to select the options from the list of publication mentioned at Annexure-II for press advt.
9. Advertising Agency has to give circulation of copies of the newspapers.

PRICE SCHEDULE

Format for submitting Quotations for Publication of Advt.

Name of the Company_____

Quote

Option Sl. No.	Publication / Place	Discount % (in words)	Discount % (in figures)
1.	TIMES OF INDIA – All editions + ECONOMIC TIMES . All editions NAV BHARAT TIMES DELHI - NCR		
2.	INDIAN EXPRESS-All Edition + FINANCIAL EXPRESS – All Edition		
3.	DAINIK JAGRAN– Delhi, NCR		
4.	AMAR UJALA– Delhi, NCR		
5.	INDIA TRADE JOURNAL		
6.	NEW YORK TIMES (Global)		
7.	AMERICAN EXPRESS		

Evaluation of bids shall be made by **AVERAGE DISCOUNT % (Total Sr. No. 1 to Sr. No. 7)**

We agree for publication in other National/ International newspapers at the average discount, if required.

Signature of Authorised Representative

Place:_____

Name:_____

Date:_____

Designation: _____

Seal of the company

ANNEXURE- VI

Format of Details for payment

Bidders are required to submit the following details on the company's **letter head** for online transfer to amount to their account:

1.	Contractor Name / Company Name	
	Address:	
	Phone No.	
	E-mail ID	
2. a)	Name of the Bank	
b)	Address of the Branch	
	Telephone No.	
c)	9 Digit Code number of the Bank and Branch appearing on the MICR cheque issued by the Bank	
d)	11 Digit NEFT/IFSC Code of the Bank Branch	
e)	Account Type (SB/CC/CA)	
f)	Bank Account No.(as appearing on the Cheque)	
g)	Permanent Account Number (PAN) Under Income Tax Act.	
h)	Service Tax Registration Number	
i)	Name of Authorized Signatory	
j)	Contact Person Name	

We hereby declare that the particulars given above are correct and complete

Authorized signatory of the bidder

Name

Designation

Date:

CHECK LIST

(Summary of Terms and Conditions)

(Bidder must confirm point by point and strike out whichever is not applicable)

Enquiry No. :

Name of Bidder:

Offer No.

We confirm/clarify as follows:

Sl. No.	Description	Bidder's Confirmation/ Acceptance/ Comments
1.	All the required documents / photocopies for Pre-Qualification Criteria as per Annexure-I	Submitted
2.	General Terms & Conditions i.e. Annexure-III, duly signed and stamped	Submitted
3.	Scope of Work i.e. Annexure-IV, duly signed and stamped	Submitted
4.	Un-priced %Price Schedule+i.e. Annexure-V, mentioning %Quoted+against each head, duly signed and stamped	Submitted
5.	Price Basis: Discounts quoted in the Price Schedule i.e. Annexure-V shall be firm till the execution of contract and its subsequent amendments	Confirmed
6.	a) Service tax	Included
7.	b) Any other taxes and duties	Included
8.	Validity of Contract: As Per Clause No. 6.0 of Annexure III	Confirmed
9.	Performance Security Deposit: As Per Clause No. 7.0 of Annexure III	Confirmed
10.	Payment Terms: As Per Clause No. 8.0 of Annexure III	Confirmed
11.	Effective Date Of Contract	From the date of Contract.
12.	Validity of Bid : 90 Days From Bid Opening Date	Confirmed
13.	Confirmation of Acceptance to All Terms And Conditions of The Tender Document In totality.	Confirmed
14.	Name of the Company: Name Of Contact Person For This Enquiry: Designation: Telephone/ Mobile Nos.: Fax No. :	

It is confirmed that in case any of the terms and conditions mentioned in this summary are at variance with those indicated anywhere else in our offer; the condition indicated in this summary shall prevail.

Authorised Signatory of the Bidder

Name

Designation

Date: