



Report ID: GEM/GARPTS/09012025/9XJAMTENJH0J

Report Name: Ad Agency for Releasing Company Advertisements

Generated By: Rajashekar K S , Department of Heavy Industry , Ministry of Heavy Industries and Public Enterprises

Generated On: 09/01/2025

Valid till: 08/02/2025

GeM Availability Report and Past Transaction Summary

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

Order Count and Order Value displayed is on a cumulative basis since GeM inception.

1. Search String: Ad Agency for Releasing Company Advertisements

Search type: Service

Search Result: Category not available on GeM for the text string searched by the buyer.

This is a one-time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.



HMT LIMITED,
HMT Bhavan,
#59, Bellary Road,
Bengaluru – 560 032.

NOTICE INVITING TENDER
for
**Releasing Company Advertisements to the
Local and National Newspapers/publications**

Two Bid System

NIT Ref No: HMTL/GAD/RCA/2025/01 Dtd: 16.01.2025

HMT LIMITED
HMT Bhavan,
#59, Bellary Road,
Bangalore – 560 032.

NIT Ref No: HMTL/GAD/RCA/2025/01

Dtd: 16.01.2025

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SECTION -6	Declaration	14	1
SECTION -7	Price/Commercial Bid	15-16	2
TOTAL NO. OF PAGES			16

Note:

1. The agency shall submit Section 1, 2, 3 & 4 ,
Technical Bid & Declaration i.e., Pg No. 5 to 14 (9 Pages)
& proof of payment of EMD amount of Rs.5,000.00
and tender document cost of Rs.500.00 } Separate cover
2. Commercial / Price Bid i.e.
Page No. 15, 16 (2 Pages) } Separate cover



ಎಚ್‌ಎಂಟಿ ಲಿಮಿಟೆಡ್
(ಭಾರತ ಸರ್ಕಾರದ ಉದ್ಯಮ)
ಎಚ್‌ಎಂಟಿ ಭವನ, ನಂ. 59, ಬೆಲ್ಲಾರಿ ರಸ್ತೆ
ಬೆಂಗಳೂರು - 560 032, ಭಾರತ
ದೂರವಾಣಿ : 91-80-23330333
ಫ್ಯಾಕ್ಸ್ : 91-80-23339111
ಈ-ಮೇಲ್ : cho@hmtindia.com
ವೆಬ್‌ಸೈಟ್ : www.hmtindia.com

एच एम टी लिमिटेड
(भारत सरकार का उपक्रम)
एच एम टी भवन, 59, बेल्लारी रोड
बेंगलूर - 560 032, भारत
फोन : 91-80-23330333
फैक्स : 91-80-23339111
ई-मेल : cho@hmtindia.com
वेब साईट : www.hmtindia.com

hmt
HMT LIMITED
(A Govt. of India Undertaking)
HMT BHAVAN, 59, Bellary Road
Bangalore - 560 032, INDIA
Ph : 91-80-23330333
Fax: 91-80-23339111
E-mail: cho@hmtindia.com
Website : www.hmtindia.com

NIT Ref No: HMTL/GAD/RCA/2025/01

Dtd: 16.01.2025

NOTICE INVITING TENDER (NIT)

Sub: Releasing Company Advertisements to the Local and National Newspapers/Publications

Sealed tenders are invited in “Two Bid System” by HMT Limited for Releasing Company Advertisements to the Local and National Newspapers/Publications from reputed experienced Local agencies .The detailed information has been given in the Tender Document which may be downloaded from the website www.hmtindia.com

The offer shall be submitted in “**Two Bid format**” comprising ‘Technical Bid’ and ‘Price Bid’. The bid document should be completed in all respects as per instructions contained therein. Before submitting the bid document to HMT Limited, the service providers are requested to read the same carefully. In completed/inaccurate documents which do not conform to the NIT requirement or where the Bid documents have not been properly filled shall not be accepted.

The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Releasing Company Advertisements" and “Price Bid for Releasing Company Advertisements”. Both sealed envelopes should be kept in a **Third sealed envelope** duly super scribed with:

- 1. Name of the Work:** Releasing Company Advertisements to the Local and National Newspapers/Publications
- 2. Tender Notice Reference No. and Date:** HMTL/GAD/RCA/2025/01 Dated: 16.01.2025
- 3. Time & Date of Tender Opening:** 06.02.2025 at 14:30 Hrs
- 4. Name & Address of the Bidder:**

The cover shall be properly sealed along with all joints. Tender / Bids received in envelopes which are not sealed properly or only stapled, incomplete and conditional offers, offers submitted through Fax, Email & Social media, offers received after due date, will not be accepted.

Tenders shall be addressed to “The Deputy Manager (A&S)”, HMT Limited, HMT Bhavan, # 59, Bellary Road, Bengaluru– 560032.

Corrigendum’s if any, shall only be posted on www.hmtindia.com and will not be notified through press advertisement / communication and Bidder should watch the website regularly. Any queries in this regard can be sent to email: rajashekar.ks@hmtlimited.com for clarification.

Tender Document signed in all pages and complete in all respects should reach on or before the prescribed date. **Bidders or their authorized representatives may remain present at the time of opening of tenders.** Tenders shall be opened on the stipulated date and time as below.

Last Date and Time for receipt of Bids	: 03.02.2025 at 14:00 Hrs.
Date & Time for opening of Technical Bids	: 03.02.2025 at 14:30 Hrs.
Price Bids of eligible bidders: Will be intimated separately	

HMT Limited reserves the right to accept or reject any of the offers or all without assigning any reason whatsoever and the same shall not be subject to review by any court(s).

Yours faithfully
For HMT LIMITED,

Deputy Manager (A & S)
HMT LIMITED,
HMT Bhavan,
No. 59, Bellary Road,
Bengaluru - 560032
Tel: +91 080 23330333

SECTION 1 – IMPORTANT INFORMATION

Sl.No.	Description	Detailed Information
1	Name of the Work	Tender for Releasing Company Advertisements to the Local & National Newspapers / Publications
2	NIT Reference Number	HMTL/GAD/RCA/2025/01 Dated 16.01.2025
3	Date of release of tendering document	16.01.2025 (Document may be downloaded from website www.hmtindia.com)
4	Last date / time for tender submission	06.02.2025 up to 14:00 Hrs
5	Place for tender submission	Administration Department, HMT Limited, Fifth Floor, HMT Bhavan, No.59, Bellary Road, Bengaluru – 560032
6	Place of tender opening	Conference Hall, 5 th Floor, HMT Bhavan, HMT Limited, No.59, Bellary Road, Bengaluru - 560032
7	a) Date and time for opening of Tender and Technical Bid	06.02.2025 at 14:30 Hrs
8	b) Date and time for opening of Price bid	Shall be communicated separately to only the eligible Bidders who qualify in the technical bid.
9	Name and address for communication and any Tender related queries	Dy. Manager (A &S), HMT Limited, HMT Bhavan, #59, Bellary Road, Bengaluru – 560032. Phone : 23330333 Email: rajashekar.ks@hmtlimited.com
10	Tender Document Cost	Rs. 500/- (Rupees Five Hundred only) Payment of Tender Document Cost is exempted for registered MSE's as per MSE Guidelines.
11	EMD	Rs. 5,000/- (Rupees Five Thousand only) Payment of EMD is exempted for registered MSE's as per MSE Guidelines.
12	Proposal Validity	Proposal must remain valid for 120 days from the bid opening date.

Note:

1. Tender Document Cost (Non-Refundable) of Rs.500/- (Rupees Five Hundred only) and Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only) should be paid through NEFT/RTGS/other electronic means to HMT Limited, Bengaluru (Current A/c No.: 90020200010001, IFSC Code: UCBA0002016, Bank: UCO Bank, Branch: Ganganagar, Bangalore) Photo copy of the proof of payment for EMD & tender Document Fee including Reference number should be submitted along with the **Technical Bid only**.
2. Bids not containing reference of payments of tender document cost and EMD shall be rejected.
3. Exemption from payment of tender document Cost and tender EMD, is applicable to exempted for registered MSE's as per MSE Guidelines.
4. To seek the exemptions for payment of Tender Document Cost & EMD Amount as MSE, a Valid Registration Document should be furnished along with the tender.

SECTION 2 - SCOPE OF WORK / SPECIFICATION

SL.NO.	DESCRIPTION
1.	EMPANELMENT OF AGENCY FOR RELEASING THE FOLLOWING TYPES OF COMPANY NOTIFICATIONS / ADVERTISEMENT TO ANY LOCAL AND NATIONAL NEWSPAPER AND OTHER PUBLICATIONS:
a.	<ul style="list-style-type: none">• COMPANY TENDERS.
b.	<ul style="list-style-type: none">• RECRUITMENT ADS.
c.	<ul style="list-style-type: none">• NOTICES.
d.	<ul style="list-style-type: none">• FINANCIAL RESULTS.
e.	<ul style="list-style-type: none">• CLASSIFIED / DISPLAY ADS.
2.	Preparing Art Work / Design / Layout for the Publicity related activities apart from the designs of the advertisement on priority free of cost.
3.	To obtain quotes from the Print Media based on the Layout Design.

I / We have read the above "SCOPE OF WORK" and are

(Please strike off whichever is not applicable)

- Agreeable to all the points mentioned
- Agreeable to all the points mentioned with the exclusion of the following:
(Please indicate Para reference of the point)

To be signed by Tenderer

Signature and Name of the Tenderer
(with full address, contact details and Official Stamp of the firm)

SECTION 3 - ELIGIBILITY CRITERIA

HMTL has set up minimum eligibility criteria for the bidding purposes. All bidders should meet the following criteria before they apply for the bid. The bidders meeting the following eligibility criteria shall enclose supporting documents along with the proposal:

1. The Registered Office or one of the Branch Offices should be located in Bangalore for at least last one year.
2. Should have served for minimum of 3 No. of clients out of which minimum 1 No. of clients should be of Govt./PSUs in the preceding three years.
3. Should have at least three years experience in to Government Departments, Private Companies, Public Sector Companies/ Banks, etc.;
4. Furnish experience certificate of satisfactory performance for releasing Company advertisements from at least three organizations (certificates later than 01.04.2020 will be considered).
5. The firm should be registered with the appropriate registration authority and should be in existence for not less than three years before 01/04/2024.
6. The Annual turnover of the Company for the past three Financial years (i.e.,2021-22, 2022-23 & 2023-24)should be enclosed. Audited copies of Balance sheet with profit and loss account duly signed for the last three years
7. GST Registration particulars and copy of PAN card to be provided.
8. Operative Bank Account. Bank Details like; Bank; Branch; IFSC Code; Account No & Account type shall be provided.
9. Further, the agency or any of its partners/directors etc. should not have been blacklisted/ debarred by any of the government agencies or departments or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc., by any court or any authority appointed to enforce any labour laws or regulations. **An undertaking to the effect is to be provided along with the bid.**
10. The Bidders must enclose all the supporting documents for the above along with the proposal (Details are to be provided in the Technical Evaluation Sheet at Section -5). Only those Bidders who meet the minimum eligibility criteria as above shall be technically qualified for participation in further bid process.

SECTION 4 - GENERAL TERMS AND CONDITIONS

1. please submit your tender in properly sealed covers super scribing NIT No, indicating the enquiry number, date, closing date & time, on all covers (Main cover, Technical Bid Cover, Price Bid Cover)
2. Tenders/Offers received after the prescribed date & time will be treated as Late Tender and rejected.
3. Covers only stapled, will not be accepted. Tenders which are not sealed properly will be rejected.
4. Window envelope shall not be used for submitting the quotation.
5. The covers (Main cover, Technical Bid Cover, Price Bid Cover) should be properly sealed at all joints to ensure it is tamper proof.
6. Offer sent through e-mail/fax/telex/telegraphic means / social media will not be accepted.
7. Kindly indicate the prices both in figures and words. In the event of difference the price in words shall be valid and binding.
8. The offers should be as per formats given. Otherwise it will be liable for rejection.
9. Technical Bid should not contain any price information
10. Unsolicited offers received late, improperly sealed or with incomplete marking or with over writing / correction or loose sheets are liable to be rejected. "HMT Ltd. may treat "offer not adhering to guidelines of Tender document" as unacceptable.
11. Technical Bid and Price Bid not signed in all pages will be rejected.
12. HMT Ltd. does not bind itself to accept the lowest or any tender or assign any reason for non-accepting the offer; it further reserves the right to accept / reject any tender wholly or in part.
13. All Corrigendum(s), if any, shall only be posted only in the Website viz. www.hmtindia.com/tenders and will not be notified through press advertisement / communication.
14. The Tenderers shall enclose copies of all the relevant documents / certificates as specified in the Technical Bid format. If the concerned document / certificate are not applicable to the bidder, the same shall be mentioned specifically with reasons.
15. The contract is valid initially for One Year and extendable for further Two Years on satisfactory services of one year with same rates, terms and conditions (Maximum total period of 3 years.) Further, if at any time the Services are found to be not satisfactory, HMT Limited, reserves the right to terminate the contract with three month's notice in writing, during the tenure of the contract.
16. The successful Bidder (Agency) shall arrange for the services within One Week from the date of placement of confirmed order.
17. **ARBITRATION**: All disputes regarding the execution of Order will be referred to appropriate Authorities and the arbitration procedures shall be as per the Indian Arbitration and Conciliation Act, 1996.

18. **JURISDICTION**: ALL DISPUTES ARE SUBJECT TO BENGALURU JURISDICTION ONLY.

19. HMT Ltd. takes no responsibility for any loss/delay/non-receipt of tender, sent by post or by any other arrangement.

20. HMT Ltd. reserves the right to reject one or all quotation(s) without assigning any reason whatsoever.

21. Evaluation of Offers by HMT Ltd. is final.

22. **VALIDITY: Offered rates should remain firm for a period of 120 day from the date of Opening of the Technical Bids.**

23. The Technical Bid may be rejected forthwith if copies of any document / certificates as mentioned in the Technical Bid format are not enclosed along with tender by treating it as incomplete Bid. No column in Technical Bid shall be left blank.

24. The Price Bids of only the Bidders found technically qualified as per the selection criteria set by the Management will be opened at a later date under intimation to the successful tenders of Technical Bid.

25. Date and Time of opening of Price Bid will be communicated to the Qualified Bidders.

26. Any correction/overwriting etc. should be initialed by the Tenderer.

23. PREFERENCE SHALL BE GIVEN TO MSEs

HMT reserves the right for providing preference to MSE Industries in terms of "Public Procurement Policy for Micro and small Enterprises (SMEs) Order 2012". Purchase preference for these SMEs will operate as follows:

- a. This Public Procurement policy shall apply to Micro and Small Enterprises registered with District Industries Centers (DIC) or Khadi and Village industries Commission (KVIC) or Khadi and Village Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handloom or under Udyog Aadhaar Memorandum (w.e.f 01.04.2015) or any other body specified by Ministry of Micro, Small and Medium Enterprises.
- b. If the L-1 Agency is MSE vendor, then the order will be awarded to this agency only.
- c. If L-1 Agency is not a MSE vendor, if the quote of the lowest amongst MSE vendors is within price band of L-1+15%, then, considering spirit of policy for enhancing Government procurement from MSE, such MSE vendor will be awarded the contract provided he is ready to match the L-1 Price.
- d. Detailed technical specifications described in scope of work/service are mandatory requirement and will not be relaxed for any reason.
- e. Above preference shall be applicable to only those vendors, whose SSI/NSIC/MSME certificate contains the item(s) as listed in this tender.

.....
Name/Signature of the Tenderer
With seal & Date


HMT LIMITED,
HMT Bhavan,
#59, Bellary Road,
Bengaluru – 560 032.

TENDER

for

**Releasing Company Advertisements to the
Local and National Newspapers/publications**

Technical Bid

NIT Ref No: HMTL/GAD/RCA/2025/01 Dtd: 16.01.2025

HMT LIMITED
HMT Bhavan,
#59, Bellary Road,
Bangalore – 560 032.

SECTION 5: TECHNICAL BID

All fields are mandatory and information needs to be furnished in the form. Details/ Supporting Documents indicated should be furnished along with Technical Bid for evaluation. Separate Sheet may be used for providing details wherever required, but proper Serial Number/reference to be given.

1.	Name & Title of the Organization	:											
2.	Proprietors/Professionals who run the Organization with brief bio-data and address, including Telephones/ Mobile Nos. (Attach separate sheet if necessary)	:											
3.	E-mail address and Fax No.	:											
4.	Brief History of the Organization												
	a) Date of commencement: Copy of the registration certificate should be enclosed.	:											
	b) Whether Proprietary/Partnership / Private Ltd. / Registered Company. (Partnership deed MOA/ AOA to be enclosed)	:											
	c) MSE Registration No (copy to be enclosed)	:											
	d) SC/ST owned MSEs	:	Yes / No										
	e) Women owned MSE:	:	Yes / No										
5.	Accreditations with details (INS, Etc.). Copy of Accreditation Certificate to be enclosed		Enclosed/Not enclosed										
6.	The Annual turn over of the Company for the past three Financial years (i.e.,2017-18, 2018-19 & 2019-29)should be enclosed. Audited copies of Balance sheet with profit and loss account duly signed for the last three years	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Year</th> <th style="width: 80%;">Turnover in Rs Lakhs</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2021-22</td> <td></td> </tr> <tr> <td style="text-align: center;">2022-23</td> <td></td> </tr> <tr> <td style="text-align: center;">2023-24</td> <td></td> </tr> <tr> <td style="text-align: center;">Average</td> <td></td> </tr> </tbody> </table>	Year	Turnover in Rs Lakhs	2021-22		2022-23		2023-24		Average	
		Year	Turnover in Rs Lakhs										
		2021-22											
		2022-23											
2023-24													
Average													
7.	PAN Card Number (Photo Copy to be attached)	:											
8.	GST Registration Number (Attach copy of GST No. allotted by appropriate authority)	:											
9.	Details of Experience:		As below										
14.1	No of Years of Experience in providing similar Services	:											

14.2	Total No. of clients served during the three preceding years (The agency should have at least three years experience in the line having three major clients , (enclose work orders)	:	Year	Numbers
			2021-22	
			2022-23	
			2023-24	
14.5	No of Copies of Satisfactory Service Performance Certificates enclosed during the Year 2019-20; 2020-21; 2021-22; 2022-23 & 2023-24 are only considered for evaluation			
16	Whether Validity of offer is for a minimum period of 120 days from date of Technical Bid Opening	:	YES / NO	
18	Neither the agency or any of its partners/directors etc. have been blacklisted/ debarred by any of the government agencies or departments or have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc., by any court or any authority appointed to enforce any labour laws or regulations.		An undertaking to the effect is enclosed YES / NO	
18	Any other information which you may like to furnish.	:	YES / NO (If yes enclose in separate sheet)	
19	Agency Bank Details : Bank / Branch : IFSC Code: Account No : Account type:			
20	Tender Document Fee Payment Details		Transaction Reference: Value: Rs. Name of the Bank:	
21	EMD Details		Transaction Reference: Value: Rs. Name of the Bank:	

Note: Offers of only those Bidders who are technically qualified as mentioned in the Technical evaluation criteria shall be eligible for opening of their Price Bid and accordingly the date of opening of Price bid will be communicated only to such technically qualified Bidders.

I/We declare that the details given above are true and correct

.....
Name/Signature of the Bidder With seal & Date

Place:

SECTION 6: DECLARATION

I/We, _____ Son / Daughter / Wife of
Shri..... Proprietor/ Director/ Authorized Signatory of the Bidder, mentioned above,
am competent to sign this declaration and execute this tender document;

1. I / We will abide by the General Terms and Conditions of the subject NIT and Terms and Conditions of the Contract, specified by the Management of HMT Ltd., Corporate Head Office Bengaluru in the Tender Document.
2. I / We have read and understood the Scope of Work/Specification given in Section 2 of the Tender Document and agree to ensure compliance of the same.
3. The tender given by us is valid for a period of 3 years from the date of commencement of Contract .
4. I/we have read all the particulars of the NIT for Releasing Company Advertisements to the Local and National Newspapers / Publications and agree to provide services as per the Scope of Work / Specifications – Section -2 duly filled, signed and submitted with Technical Bid (without price).
5. I/We agree to hold this offer open till 120 Days from the Date of Opening of the Technical Bids.
6. I/We hereby undertake to complete the job within the time specified. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature & Seal of Tenderer with date:

Address:



HMT LIMITED
HMT BHAVAN, 59, Bellary Road
Bengaluru – 560 032

NIT Ref No: HMTL/GAD/RCA/2025/01 Dtd:16.01.2025

TENDER

FOR

**Releasing Company Advertisements to the
Local and National Newspapers/publications**

PRICE BID

(Use separate cover for this BID)



NIT Ref No: HMTL/GAD/RCA/2025/01

Dtd: 16.01.2025

Section 6
Commercial / Price Bid

Releasing Company Advertisements to the Local and
National Newspapers / publications

SL. NO .	PARTICULARS	DISCOUNT	
		In Figure	In words
1	Discount offered on Advertisement Rates.		

To be filled in and signed by Agency

Note:

- 1. Terms of payment – 60 days from the date of receipt of bill.**

Signature and Name of the Agency
(with full address, contact details and
Official Stamp of the firm)