

Dear Sir,

Sub: Bid for Release of Tender Advertisement.

We request you to kindly submit your most competitive quotes in a sealed cover super scribed as “**Bid for Release of Tender Advertisement at Allahabad**” on or before 03.00 p.m. on 03/02/2017, which should be inclusive of all the taxes etc. for the work of publishing advertisement. The tenders to be deposited only in the TENDER / QUOTATION BOX kept at Ground floor, Reception Counter, **UTI Infrastructure Technology And Services Limited, UTI-ITSL Tower, Plot 3, Sector 11, CBD Belapur**, before due date & time, the quotation box would be sealed at 03:00 pm on 03/02/2017, sharp and no Tenders / Quotations would be accepted after 03:00 pm on 03/02/2017. The tenders will be opened at 3:30 pm on 03/02/2017 on the same day by the Quotation Opening Committee in front of the representatives who wish to be present.

Please note the following:

1. The newspapers along with the languages where the advertisement has to appear are as per the details given in **Annexure “A”**.
2. The matter of advertisement will be provided by UTIITSL only.
3. The advertisement should be released only in editions & publications mentioned in art work and the quotes should be given only for the publications mentioned (Except Complimentary Publications).
4. The final **(Column “H”)** amount quoted should include cost of advertisements in the newspapers given and all the possible services for releasing the respective advertisement. i.e. the cost of translation /creativity / artwork and any other inputs including all the possible taxes. This amount should be shown as under for each of the publication and the quotes should be submitted strictly as per the format attached as Annexure A. UTI ITSL reserves the right to reject the quotes which are not as per the desired format as per **Annexure “A”** and also conditional Tender received.
5. If not interested a Regret Letter may kindly be sent to our office via Mail / Courier
6. While submitting the bill, the original newspaper where the advertisement has been published may be attached.

7. **Selection of L 1 (lowest) vendor:** The Lowest (L1) rate for each newspaper wise for tender received will be determined. UTI ITSL will award the work on the basis of the lowest rates quoted for each of the news paper (**only individual rates will be accepted**). As for example 5 vendors has quoted for Hindu, then order will be placed with the lowest (L1) rate vendor for Hindu newspaper. Similarly if 5 has quoted for Telegraph then the order will be placed with the lowest (L1) rate vendor in Telegraph and so on.
8. Generally though not binding, the order will be placed to L1 vendor, subject to accepting all terms and conditions of the tender.
9. In case of a tie that is if there are more than one vendor quoting the same rate then those vendor will be consider in the same ranking and the order will be placed proportionately among them.
10. UTI ITSL reserves the right to reject any or part or all quotation without assigning any reason whatsoever.
11. UTI ITSL may or may not split the order into two or more vendors at L1 rate received.
12. The actual size of the Advertisement matter may or may not vary in size. Any increase or decrease in size will be calculated based on the rates quoted per sq cm as mentioned in **Column "H"** of **Annexure "A"**. Hence, in case of any increase or decrease in the size the payment will be made on actual size published.
13. The rate should be valid for 6 month from the date of opening of quotations.
14. No revision in rate will be allowed during the 3 months period from the date of Opening of quotations.
15. All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication will be liable to be rejected.
16. Before submitting the tenders all the bidders are requested to visit our website for any updation / corrigendum given for the said quotation.
17. The rate should be quoted for per sq. cm only.
18. The rate should be quoted individual only, no any combine/package rates will be accepted. The tender will be rejected in case 'the rates are in combined form'.
19. The Advertisement will appear in Tender page.

Thanking you,
Yours faithfully,

P H Danane
Assistant Vice President
Department of Administration

Encl: as above