



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED  
"A State Govt. Undertaking"



Registered office	Vidyut Bhawan, HPSEBL, Shimla-171004 (HP).
Number (CIN)	140109HP2009SGC031255
GST No.	HPSEBL02SACCH4894HZZB
Telephone No.	Tele Fax: 0177 2801265
Website address	www.hpseb.com
e-mail	exam.hpsebl@gmail.com

No. HPSEBL: CE (MM)/T-3(47)/2022-23-12632-43  
To

Dated: 30-01-24

The Public Relation Officer,  
HPSEB Ltd., Vidyut Bhawan,  
Shimla-171004.

Subject: - Publication for advertisement.

I am forwarding herewith an advertisement for publication in the following newspapers under the Column "Press Tender Notice" in one insertion, preferably on 30.01.2024.

1. The Tribune, Chandigarh & Jalandhar Edition.
2. The Hindu, Delhi Edition.
3. Amarujala, Chandigarh & Shimla Edition

The Advertising Agency may simultaneously be asked to intimate this office through tax mail, the date of publication of advertisement in the various newspapers and to furnish the bills as per D.A.V.P. approved rates including discount as applicable, in triplicate. The tear sheets of the advertisement and copy of D.A.V.P. approved rates may also be sent to this office for arranging payment.

DA: As above.

Chief Engineer (MM),  
HPSEBL, Vidyut Bhawan,  
Shimla-4.

Copy forwarded to:

1. The Superintending Engineer (IT) for information and necessary with request to get this notice hoisted on the website of the HPSEB.

DA: Tender documents ( 7 Pages).

2. The Chief Accounts Officer, HPSEBL, Vidyut Bhawan, Shimla-4 with the requested to depute representative from F & A. wing for opening of tender on the schedule date & time of above mentioned in NIT.
3. M/s. Arpit Advertising, Zenith Ad World Complex, Bhagat Niwas Nagar, Kasumpti, Shimla-9, e-mail: [arpitadvertising35@gmail.com](mailto:arpitadvertising35@gmail.com)
4. M/s. Patromita Advertising Agency Pvt. Ltd; C/o Tinge Media PR Pvt. Ltd; Cabin No. 101 PC Chamber, Near jodha Niwas, Shimla-1, e-mail: [patromitadvertising@gmail.com](mailto:patromitadvertising@gmail.com)
5. M/s. Janartha Advertising Pvt. Ltd; Katiyar Cottage, Ground floor, Near Bus Stand, Sanjauli, Shimla-171006, e-mail: [adv.janartha@gmail.com](mailto:adv.janartha@gmail.com)
6. Global Network Advertising & Marketing, Research Flat No. 6, Block No. 7, Himuda Colony, Shoghi, Shimla-171219, e-mail: [globalnetwork34@gmail.com](mailto:globalnetwork34@gmail.com)
7. M/s. Group Advertising Consultants, Thakur Niwas, Jivnoo Colony, Kasumpti, Shimla-9, e-mail: [groupad.75@gmail.com](mailto:groupad.75@gmail.com)

8. M/s. Prayas Creations, Mother Hall Building, Near Railway Station, Shrihari, Shimla-171219 e-mail [parvasjain@prl.com](mailto:parvasjain@prl.com)
9. M/s. Speedways Advertising, # 71, Block-4D, SDA, Phase-1, New Shimla-9, e-mail [speedways46@gmail.com](mailto:speedways46@gmail.com)
10. M/s. Adlib Advertising & Marketing Consultants, Airtel Store, Max Khajuri Chowk, Shimla-2, e-mail [adlibadv@gmail.com](mailto:adlibadv@gmail.com)

8. M/s. Prayas Creations, Mother Hall Building, Near Railway Station, Shrihari, Shimla-171219 e-mail [parvasjain@prl.com](mailto:parvasjain@prl.com)
9. M/s. Speedways Advertising, # 71, Block-4D, SDA, Phase-1, New Shimla-9, e-mail [speedways46@gmail.com](mailto:speedways46@gmail.com)
10. M/s. Adlib Advertising & Marketing Consultants, Airtel Store, Max Khajuri Chowk, Shimla-2, e-mail [adlibadv@gmail.com](mailto:adlibadv@gmail.com)

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

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\* NOTICE INVITING TENDER \*




(Manual mode)

Expression of interest/ tenders are hereby invited for empanelment of The Indian Newspaper Society (INS) accredited advertising agencies with HPSEBL for publications of classified and other advertisements on the print media, as per detail given here under:-

T.E. No.	Tender cost+ GST @18% (Non-refundable)	Last Date & Time of		Due date and time of opening of tender
		Sale of tender	Submission of tender	
CE(MM) - 17/2023	₹ 500- + GST @ 18% extra	14.02.2024 upto 5:00 p.m.	15.02.2024 upto 5:00 p.m.	16.02.2024 at 11.00 a.m.

The tender documents can be had on any working day from the office of undersigned or can be viewed at our website [www.hpscb.com](http://www.hpscb.com).

  
Chief Engineer (MM),  
HPSEBL, Vidyut Bhawan,  
Shimla-4.

	<b>HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED</b> <b>“A State Govt. Undertaking”</b>		
			
	Registered office	Vidyut Bhawan, HPSEBL, Shimla-171004(HP).	
	Number (CIN)	U40109HP2009SGC031255	
	GST No.	HPSEBL02AACCH4894EHZB	
	Telephone No.	Tele/Fax : 0177-2801265	
	Website address	www.hpseb.com	
	e-mail	cenm.hpsebl@gmail.com	

**Tender No. HPSEBL: CE (MM) -17/2023**

**EXPRESSION OF INTEREST/TENDER FOR  
EMPANELMENT OF ADVERTISING / AGENCIES**



**LAST DATE FOR SALE OF TENDER FORM: 14.02.2024 upto 5:00 p.m.**

**LAST DATE FOR SUBMISSION OF TENDER: 15.02.2024 upto 5.00 p.m**

**DUE DATE AND TIME OF OPENING OF TENDER: 16.02.2024 at 11.00 a.m.**

**HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED**  
"A State Govt. Undertaking"  
O/O the Chief Engineer (MM), HPSEB Ltd, Vidyut Bhawan, Shimla-171004.

**EXPRESSION OF INTEREST /TENDER FOR EMPANELMENT OF ADVERTISING AGENCIES**

Expression of interest/Tender is invited from the reputed advertising agencies accredited by Indian Newspaper Society (INS) for empanelment with Himachal Pradesh State Electricity Board Limited (HPSEBL) for release of advertisements/ tender notices in different national, regional and local newspapers. The tender documents can be had on any working day from the office of Chief Engineer (MM) against payment of ₹ 500/- (₹ Five Hundred only) + GST Extra @ 18% (non-refundable for tender cost) in the shape of account payee Demand Draft in favour of the Accounts Officer (Banking), HPSEB Limited, Vidyut Bhawan, Shimla-4. The application form and detailed terms and conditions can also be downloaded from the website of the <http://www.hpseb.com>. In case the tender documents are downloaded from website, the interested agencies may submit their offer on the appropriate application forms (Annexure-I) along with a non-refundable tender fee of ₹ 500/- + GST Extra in the shape of account payee Bank Demand Draft in favour of Accounts Officer (Banking), HPSEBL, Shimla-4. The offers received without tender fee will not be entertained.

Reputed advertising agencies may forward applications on prescribed form (Annexure-I) for empanelment with the HPSEBL to the Chief Engineer (MM), HPSEBL, Vidyut Bhawan, Shimla-4 along with requisite enclosures before due date and time of submission of tender.

The selection of agencies will be based on a single stage process. The tender should be enclosed in a sealed envelope. The sealed envelope containing the tender should be superscribed with the tender number and due date and time for opening of tender.

## **TERMS AND CONDITIONS**

### **A. Eligibility Criteria.**


**The agencies meeting the following eligibility criteria would be considered:**

1. The agencies should have full accreditation with the INS (Print Media).
2. The agencies should have experience of working with the Govt. Departments /PSUs, Autonomous bodies etc.
3. The advertising agency applying for empanelment should not have been blacklisted by any organization/ autonomous bodies/PSUs etc.
4. The agency should have branch office at Shimla with complete address, Telephone, and email ID etc.
5. PAN number issued by the IT department in favour of the agency.
6. Goods and Service Tax Registration number issued by the competent authority in favour of the agency.

### **B. General Conditions.**

1. Agency will be empanelled for two years. This period can be extended at the discretion of HPSEBL for a further period based on satisfactory performance.
2. The bidding agency should have exposure of working with present organization.
3. The Indian Newspaper Society (INS) accredited agencies will only be considered while evaluating the bids.
4. Tender received after due date and time or without necessary documents will be rejected.
5. In case the tender documents are downloaded from website, the tender fee of ` 500/- + GST Extra in the shape of DD in favour of Account Officer (Banking), HPSEBL, Shimla-4 should be attached with the application form without which the offer would not be considered.
6. The tender shall be opened in the office of Chief Engineer (MM) on due date and time in the presence of the tenderer or their authorized representative. The representative of agency must have the authorization certificate of the agency that he is a authorized to attend the tender opening. The name and address of the representative who would be attending the opening of the tender on behalf of the tenderer should also be indicated in the tender. In case the date of opening falls on a holiday, the tender shall be opened at the same time and place on the next working day.
7. The HPSEBL reserves the right to verify the facts/ documents given by the agency, if so required.

8. The HPSEBL may empanel more than one Advertising Agency and shall be free to release advertisements through any one or more of them. However, the act of empanelment shall not prohibit the HPSEBL of its right to release advertisement directly without routing them through the empanelled advertising agencies.
9. The HPSEBL reserves the right to reject any application without assigning any reason.
10. The HPSEBL reserves the right to remove any such agency from the empanelled list, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
11. The agency should be able to execute order at short notices and even on holidays.
12. The agency shall submit the bill, in triplicate alongwith tear sheets and DAVP approved rates for payment.
13. The HPSEBL shall not make any advance payment to the advertising agency for any of the work assigned by the HPSEBL. The payments shall be released by the HPSEBL against the bills received from the agency duly supported with all copies of the advertisements released in selected newspapers.
14. TDS shall be deducted at source from the bills as per applicable Tax rules.

  
Chief Engineer (MM),  
HPSEBL, Vidyut Bhawan,  
Shimla

**Read and Accepted**

**Signature of Tenderer with seal and date**

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

“A State Govt. Undertaking”

O/O Chief Engineer (MM), HPSEB Ltd, Vidyut Bhawan, Shimla-4.

APPLICATION FORM

FOR

EMPANELMENT OF ADVERTISING AGENCIES

1. Name of the Advertising Agency:

- a. Whether Proprietorship/Sole/ Partnership/Pvt. Ltd./ Ltd. Co \_\_\_\_\_
- b. Name of the Director/ In Charge \_\_\_\_\_
- c. Name of the contact person \_\_\_\_\_

2. Head Office:

- a. Complete Address \_\_\_\_\_
- b. Telephone Number(s) \_\_\_\_\_
- c. Fax Number \_\_\_\_\_
- d. E- Mail Address \_\_\_\_\_
- e. Mobile No. \_\_\_\_\_

3. Branch office(s)

- a. Complete Address \_\_\_\_\_
- b. Telephone Number(s) \_\_\_\_\_
- c. Fax Number \_\_\_\_\_
- d. E- Mail Address \_\_\_\_\_
- e. Mobile No. \_\_\_\_\_

(Add. Separate sheet, if required)

4. Contact person at Shimla.

- a. Name \_\_\_\_\_
- b. Designation \_\_\_\_\_
- c. Contact Number(s) \_\_\_\_\_



- d. Fax Number \_\_\_\_\_  
e. E-Mail address \_\_\_\_\_  
f. Mobile No. \_\_\_\_\_
5. Year of Establishment (attach proof) \_\_\_\_\_  
6. Registration Number ( if any) \_\_\_\_\_  
7. Staff strength (full time) \_\_\_\_\_  
8. Year in which INS accreditation was given to the agency \_\_\_\_\_  
9. Validity period on INS accreditation (attach proof) \_\_\_\_\_  
10. Goods and Service Tax Registration number issued by the competent authority in favour of the agency \_\_\_\_\_
11. PAN Number issued by the IT Dept. in favour of the agency \_\_\_\_\_  
12. Detail of Account:
- a. Name of Bank \_\_\_\_\_  
b. Name of Branch \_\_\_\_\_  
c. Account Holder \_\_\_\_\_  
d. Account Number \_\_\_\_\_  
e. IFSC Code \_\_\_\_\_
13. Are you on the panel of any other organization having activities similar to that of the HPSEBL, Shimla, if yes, give detail (Attached separated sheet, if required).

**Note: - Documentary evidence may be provided, wherever applicable, in the form of photo copies (Duly attested) (Accreditation Certificates, Staff Strength, capabilities, Works carried, etc)**

## DECLARATION

1. I \_\_\_\_\_ ( Name of the person), am authorized to declare on behalf of the agency \_\_\_\_\_ ( name of the agency), hereby declare that the agency has full-fledged office establishment in Shimla with needed manpower.
2. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature / empanelment is liable to be cancelled/ terminated.
3. I understand that the decision taken by the HPSEBL is final in all matters.
4. I hereby agree to work as per the terms and conditions rolled out by HPSEBL, Shimla.
5. I understand that the HPSEBL reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of contract, without assigning any specified reasons whatsoever.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Organization Seal (in case of organization) / Signature**