

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**

(Ministry of Shipping, Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075  
G-5 & 6, Sector-10, Dwarka, New Delhi-110075

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No. 11041/217/2007-Admn.

28<sup>th</sup> July 2008

**POLICY MATTERS – ADMINISTRATION/FINANCE ( 39/2008)**

*(Decision taken on MR Div. file No. 11041/35/18-MR (D))*

**Procedure for release of Tender Notices/Recruitment Advertisements/Display Advertisements at the time of inauguration or foundation laying ceremony of NHAI projects etc.**

Following procedure would be followed for release of Tender Notices/Recruitment Advertisements and Display Advertisements for inauguration or foundation laying ceremony of NHAI projects etc.

**1. Notice Inviting Tender (NIT)/ Recruitment Advertisement**

(a) The indenting division will send their indents, duly approved by the Member concerned, to MR Division at least 4 working days in advance. The indenting division will ensure to send brief but capturing the full meaning of the matter which needs to be published in newspapers. The text matter should include a mention that full details are available on the Authority's website. The text of NIT should be in-line with the format as mentioned at para 2.

(b) In accordance with CVC guidelines, full tender will be hosted on the website for which soft copy is to be given to Media Relations Division for onwards transmission to IT Division for hosting on website in acrobat reader format only. The full tender should be hosted on the website before publishing of NIT in the newspapers.

(c) The NIT would be released to the newspapers as per the media package enclosed as Annexure 'B' on the basis of roster maintained in MR Division.

(d) On receipt of indent, MR Division will get the design artwork made from one of its empanelled agencies as per its turn in the roster. The design will be shown to the indenting division for approval before publishing in the newspapers. The work will be awarded by MR Division.

(e) All PIUs/CMUs will release the Tender Notices/Land Acquisition Notifications directly through any advertising agency. Since land acquisition notifications are issued by the Central Government., they will be published on DAVP rates only. All PIUs/CMUs will follow the window format of tender notices as mentioned at Para 2.

## **2. Format of Tender Notice**

(a) All tender notices would be published in 'window format' only as per the format enclosed as Annexure 'A'.

(b) The content of the format would include:

- (iii) Masthead with the name of the organization and name of the parent Ministry.
- (iv) Title (Notice Inviting Tender, Request for Qualification, etc.).
- (iii) Sub-title (International Competitive Bidding, National Competitive Bidding, etc.)
- (iv) Brief details of work.
- (vi) Website information
- (vi) Last date and time for submission of bid document.
- (vii) Communication/contact number, e-mail and address of the officer receiving bids.

(c) The normal size of the NIT for one single project would be 8cm x 8cm (in two columns). For combined NIT of more than one project, the size may be increased by 2 cm in height for each added project. Wherever the quantum of text of the NIT warrants more space, it would be published with the approval of GM (Admin.). In case of recruitment notices, the normal size would be 8cmX8cm. However, the size may be increased as per the requirement with the approval of GM (Admin.).

(d) Font of the text would be Arial/Arial Narrow in size 7.

(e) The tender notice published in Hindi Newspaper will be in Hindi language only.

## **3. Media Package**

(a) The NITs would be released to the newspapers as per the media package enclosed as Annexure 'B'. It would be released through roster only. However, Media package for the Corrigendum would be same as that of original NIT, irrespective of the roster.

(b) The suggested media packages are enclosed as Annexure 'B'.

(c) As opined by the Vigilance Division, corrigendum relating to extension of time would also be published in the newspapers. The media package for the corrigendum would be same as that of original NIT, irrespective of the roster of media package.

#### **4. Display advertisements**

(a) For release of display advertisement for Inauguration/Foundation Stone Laying ceremony of NHAI Projects, different divisions will send their indents to the MR division, with text, pictures, etc. at least four working days in advance.

(b) On receipt of indent, MR division will call first three empanelled advertising agencies listed in the roster to submit their designs on the basis of text, pictures, etc. given to them. The work would be awarded to the agency whose design is judged as the best by the Chairman / Member-in-charge of the indenting division.

(c) To ensure equitable opportunity to all the agencies, on the subsequent occasion, again 3 advertising agencies from the roster would be called. Among these 3 agencies, the two would be the agencies who did not get the work in the previous call and the third would be the agency whose turn appears next in the roster. The agency which got the work on the last occasion would not be called this time. An agency would not be called more than 3 times in cycle in the roster, irrespective of whether it gets the work or not.

(d) The media package and final text would be approved by the Deptt. of Road Transport and Highways or Chairman, NHAI or Member-in-charge of the indenting division. The indenting division will take the necessary approval and forward the corrected and duly signed copy to the advertising agency, either directly or through MR Division.

(e) The advertisements would be released to the advertising agency on DAVP rates after indenting division, or indenting division jointly with MR Division takes approval of the Competent Authority for such publications.

(f) The roster for such display advertisement will be separate from the roster for Tender / Recruitment Advertisements. The roster of the agencies would be prepared alphabetically.

(g) For printing of other related items such as brochure, invitation card, route map, etc. pertaining to such occasion, the concerned division will make their own arrangements, either through the same agency or otherwise.

**5. Procedure for Approval and Release of Payment.**


(a) For seeking ex-post-facto financial approval of the Chairman/Member (Admin.) (as per the delegation of powers), the following documents would be submitted on file :

- (i) Copy of the indenting note from the division proposed to release the advertisement.
- (ii) Copy of the approval of the concerned Member/Chairman for release of advertisement.
- (iii) Estimate from the advertising agency
- (iv) Roaster of advertising agencies showing that the advertisement has been released as per the roster.

(b) For release of payment to advertising agency, the following documents would be sent to finance division :

- (i) Copy of the documents listed in para 5 (a) above.
- (ii) Financial approval of the Chairman/Member (A), as per the delegation of powers.
- (iii) Bill from the advertising agency
- (iv) Bill from the publisher (Newspaper Agency)
- (v) Copy of rate card
- (vi) Newspaper cutting in support of the advertisement released
- (vii) A certificate from MR Division that the advertisement has been published satisfactorily in time and the rates charges are as per the norms.

6. Chairman, NHAI has the power to relax any or all the conditions stipulated above.

  
28/07  
(V.K. Sharma)  
General Manager (Admin.)


**PS to Chairman  
All Members  
All CGMs/CVO  
All GMs/DGMs/Managers  
All PIUs/CMUs**

## NEW FORMAT

1.4 x 1.25 cm

1.45 cm

Border Thickness → 2.5 points

 **National Highways Authority of India**  
(Ministry of Shipping, Road Transport & Highways)

**BID NOTICE**  
(National Competitive Bidding)

Bids are invited from manufacturers, including their authorized dealers who have BIFMA Certificate (for items) to bid, in two-bid system for short-term new work contracts for the following work in the Corporate Office Building of NHAI, Dwarka, New Delhi.

Sl. No.	Name of Work	Estimated Cost & Earnest Money	Technical Requirement (Following Nos. of Works of similar nature should have been completed during last 3 years)
1.	Providing and Fixing of Modular Furniture along with Chairs-etc.	Rs. 21,80 lacs Rs. 43,600/-	1 work of Rs. 17.44 lacs or 2 works of Rs. 13.08 lacs or 3 works of Rs. 8.72 lacs.

Detailed Bid Notice can be downloaded from NHAI's Website : [www.nhai.org](http://www.nhai.org). Amendments/Corrigendum, if any, would be hosted on the website only.  
Last date for submission of Bids is 05.11.07 by 1100 hrs.  
Address for Communication : Manager (DM-II), National Highways Authority of India, G-5 & 6, Sector-10, Dwarka, New Delhi-110 075, Ph.: 25074100 Extn.: 2462. E-mail : [nhai@nhai.org](mailto:nhai@nhai.org)

**NOT JUST ROADS, BUILDING A NATION**


13 point, U/L  
Fujityama Extra Bold-Italic-Reverse  
U/L Helvetica - 7.5 point  
Arial - Bold - Reverse - 9 point, All Caps  
U/L Arial - Bold - 7 point  
U/L Arial - 7 point  
U/L Arial - Bold 7 point  
U/L Arial - 7 point  
U/L Arial - 7 point  
Agency's Key Number  
U/L Arial Italic - 6 point  
U/L Arial - Bold - 7 point  
All Caps Switzerland Condensed Black Italic 8 point

Size : 8 x 8 cm

1.4 x 1.25 cm

1.45 cm

Border Thickness → 2.5 points

 **भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(मोत परिवहन, सड़क परिवहन एवं राजमार्ग नंत्रालय)

**बोली सूचना**  
(राष्ट्रीय प्रतिस्पर्धी बोली)

भारत सरकार के द्वारा नई दिल्ली में स्थित नैमन कार्यालय में निम्नलिखित कार्यों के लिए इन वस्तुओं के लिए बीआईएफएमए प्रमाण-पत्र धारक निर्माताओं या उनके अधिकृत विक्रेताओं से दो बोली प्रणाली के आधार पर अल्प-कालिक निविदाएं आमंत्रित की जाती हैं।

क्र. सं.	कार्य का नाम	अनुमानित लागत तथा अग्रिम जमा राशि	तकनीकी आवश्यकता (पिछले तीन वर्षों में इसी प्रकार के निम्नलिखित पूर्ण किए गये कार्यों की संख्या)
1.	कुर्सियों इत्यादि सहित मॉड्यूलर फर्नीचर की आपूर्ति तथा लगाना।	रुपये 21.80 लाख रुपये 43,600/-	रुपये 17.44 लाख लागत का एक कार्य या रुपये 13.08 लाख के दो कार्य या रुपये 8.72 लाख लागत के तीन कार्य।

विस्तृत निविदा दस्तावेज को [www.nhai.org](http://www.nhai.org) की वेबसाइट से डाउनलोड कर सकते हैं। सशोधन/बुद्धिपत्र, यदि कोई होगा, वह केवल वेबसाइट पर ही दराये जायेंगे।  
निविदाओं के जमा करने की अंतिम तिथि 5.11.07 को 1100 बजे तक है।  
पत्र-व्यवहार का पता : प्रबंधक (डीएम-II), भारतीय राष्ट्रीय राजमार्ग प्राधिकरण, जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110-075, फोन : 25074100 विस्तार : 2462, ई-मेल : [nhai@nhai.org](mailto:nhai@nhai.org)  
**सबकें ही नहीं, राष्ट्र निर्माण भी कर रहे हैं हम**

All English Digits In 7 point, Arial

16 point, Narad Bold-Italic-Reverse  
8.5 point, Narad Bold-Reverse  
12 point, Narad Bold-Reverse  
9 point, Narad Bold  
9 point, Narad  
9 point, Narad Bold  
9 point, Narad  
9 point, Narad  
6.5 point, Narad-Italic  
9 point, Narad Bold  
10 point, U/L Narad - Bold - Italic

Size : 8 x 8 cm

**Media Package for Tender Notices**

<b>Package</b>	<b>Publication/ Edition</b>
Package – I	1. The Times of India – All Edn. 2. Business Line – All Edn. 3. Rashtriya Sahara-Delhi Edn. 4. One Regional Newspaper of the project
Package – II	1. The Hindustan Times – All Edn. 2. Business Standard – All Edn. 3. Hindustan (Hindi) - Delhi 4. Deccan Chronicle-All Edn. 5. One Regional Newspaper of the project
Package – III	1. Indian Express – All Editions 2. Financial Express – All Edn. 3. New Indian Express – All Edn. 4. Dainik Jagran – Delhi Edn. 5. Telegraph– All Edn. 6. One Regional Newspaper of the project
Package – IV	1. The Economic Times – All Edn. 2. The Hindu – All Edn. 3. Nav Bharat Times – Delhi Edn. 4. Statesman – All Editions 5. One Regional Newspaper of the project

**Media Package for NCR Region**

1. The Hindustan Times
2. Navbharat Times

**Media Package for Recruitment/Appointment Notices**

1. The Times of India (all edn.) – Appointments Column
2. Employment News
3. Navbharat Times (all edn.) – Appointments Column
4. Telegraph (all edn.) – Appointments Column
5. The Hindu (all edn.) – Appointments Column

**Media Package for works costing less than Rs. 10 crores excluding Consultancy Services**

For works (including maintenance, utility shifting etc.) costing less than Rs. 10 crores, the NITs would be published in one English, one Vernacular and one Hindi newspaper, wherever applicable. The editions of the newspapers would be the main city of the region and city near place of work. These guidelines would not be applicable to Consultancy Services.