

# भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

## National Highways Authority of India

(Ministry of Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष / Phone : 91-11-25074100/25074200

फैक्स / Fax : 91-11-25093507 / 25093514

No.11041/217/2007-Admn.

03.09.2013

### POLICY MATTERS – ADMINISTRATION / FINANCE 121/2013)

[Decision taken in File No. NHAI/11041/35/18/Policy-MR]

**Sub: Procedure and Delegation of Powers for release of Tender Notices/Recruitment Advertisements/ Display Advertisements on Inauguration or Foundation Stone Laying or Bhoomi Pujan ceremony of NHAI projects etc.**

Following procedure would be followed for release of Tender Notices/ Recruitment Advertisements and Display Advertisements for inauguration or foundation stone laying or bhoomi pujan ceremony of NHAI projects etc. This circular shall supersede the earlier guidelines issued vide Policy Circular No. AF-39/2008 dated 28<sup>th</sup> July 2008.

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

(a) The indenting division will send their indents, duly approved by the Competent Authority, to MR Division at least 2 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 NHAI website/e-tenderwizard for which the indenting division will liaise with IT Division directly.

(c) The NIT would be released to the newspapers as per the media package decided by the Competent Authority.

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

(e) All ROs/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 ROs/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' in Black & White only.

(b) The content of the format would include:

- (i) Masthead with NHA name with Logo and name of the parent Ministry.
- (ii) Title (Notice Inviting Tender, Request for Qualification, etc.).
- (iii) Sub-title (International or National Competitive Bidding through e-tendering only, as the case may be)
- (iv) Name of the Project.
- (v) Last date and time for submission of bids/proposals.
- (vi) For full details reference to NHA website.

(c) The normal size of the NIT for one single project shall be 8x8 cm (in two columns). However, in case of newspapers who are not agreeing for DAVP rates, the size shall not exceed 8x4cm (in two columns). In case of recruitment notices, the normal size shall be 8x6 cm. and 10x6 cm., in case of Employment News. For combined NIT/Recruitment notice of more than one project/post, the size may be increased by 2 cm. in height for each added project/post. Wherever the quantum of text warrants more space as specified above, it shall be published with the approval of GM in-charge of Media Relations Division. For full details, reference to NHA website shall be made. Corrigendum/ Addendum or Cancellation relating to recruitment of posts shall be published on NHA website only for which the recruitment notice shall have a mention at the bottom in this regard.

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

(e) The tender notice would be published in the same language as that of the language of the newspaper.

## **3. Media Package**

(a) The NITs shall be published in the newspapers on all India basis. It should be a combination of newspapers of English, Hindi and one vernacular language in the local edition of the region of the project. The newspapers should be selected on the basis of their circulation and reach. However, expenditure should be kept at minimum possible level. All efforts should be made to release the tenders on DAVP rates. Media packages will be decided & reviewed by Member (A) at least once in a year.

(b) Recruitment advertisements shall be published in all editions of appointments column, in addition to Employment News.

(c) Addendum/Corrigendum, if any, would be hosted on NHA website only.

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

The display advertisements relating to Inauguration or Foundation Stone Laying or Bhoomi Pujan Ceremony of NHAI projects would be released from the respective PIU with the approval of the respective RO as per the following process :

- (a) The normal size of the advertisement would be Quarter Page (400 sq cm.) in colour unless there are specific directions from the Ministry for bigger size or quantum of text approved by the Ministry warrants more space.
- (b) The respective RO/PIU will prepare the draft of the advertisement alongwith the draft of invitation card, plaque and backdrop and send to the technical division in HQ for onward submission to the Ministry for final approval.
- (c) The technical division in the HQ will seek the necessary approvals including the newspapers in which the advertisement is to be published.
- (d) The advertisement would be released through advertising agencies empanelled with the ROs as per the roster. In case, there is no panel of advertising agencies at RO level, the advertisement may be released through agencies empanelled at NHAI HQ for which a roster would be maintained in MR Division.
- (e) The name, contact number and other details of the agency, as per the roster, shall be conveyed by MR Division to the concerned RO/PIU/technical division coordinating the release of advertisement.
- (f) RO/PIU/technical division shall directly liaison with the agency. However, MR Division will facilitate in the designing of the advertisement.
- (g) The advertisement shall be released through the same advertising agency by the respective RO/PIU on DAVP rates only. If any newspaper is not agreeing for DAVP rates with NHAI logo, the advertisement may be released with Ministry's name and Logo. In any case, no advertisement would be released on non-DAVP rates without prior specific approval of the Competent Authority.
- (h) The advertisement shall be published on the day of the ceremony, unless there are specific instructions to publish the same on any other day.
- (i) The expenditure shall be approved by the respective RO, as per the delegation of power in this regard and the payment shall be released by the PIU.
- (j) The advertisements shall be released in accordance with Ministry of RT&H guidelines issued vide letter No. RW/NH-33044/10/2003-S&R(R) dated 16.12.2011, as amended from time to time.

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

- (a) For seeking financial approval of the Competent Authority, the following documents would be submitted on file :

- (i) Copy of the indenting note from the division proposed to release the NIT/display advertisement.
- (ii) Copy of the approval of the Competent Authority for release of advertisement.
- (iii) Estimate from the advertising agency.
- (iv) Roster of advertising agencies (in HQ) showing that the advertisement has been released as per the roster.

6. In partial modification of earlier Administration/Finance Policy Circular No. 57/2009 dated 07.09.2009, it has been decided to delegate the powers relating to Tender Notices/ Recruitment Advertisements and Advertisements for Inauguration/ Bhoomi Pujan/ Foundation Stone Laying / any other ceremony in respect of NH works, as under :

SI No.	Powers	To whom delegated	Extent of delegation
1.	Tender Notices/ Recruitment advertisements	Chairman	Full powers.
		Member (Admin.)	Upto Rs 2.5 lakh in each case.
		*ROs/CGM-in-Charge of Media Relations	Upto Rs 1.5 lakh in each case.
2.	Advertisement for Inauguration/ Bhoomi Pujan/ Foundation Stone Laying /any other ceremony in respect of NH works.	ROs	Full powers subject to guidelines issued by the Ministry on the subject from time to time.

\* A monthly report must be submitted to the concerned Member.

7. This issues with the approval of the Competent Authority

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04/09

(V.K. Sharma)  
CGM (Coord.)


To,

**All officers and employees of HQ/ROs/PIUs/CMUs/Site Offices**

**NHAI Ad Format for NIT English**

NHAI logo width 1.4 cm

NHAI logo Hight 09.1 cm



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

**NOTICE INVITING TENDER**  
(National Competitive Bidding through e-Tendering mode only)  
NHAI invites bid from Manufacturer/Authorized dealer of manufacturing firm for short-term improvement for Supply, Installation Testing and Commissioning of UPS System including Batteries in NHAI HQ Building at G-5&6, Sec-10, Dwarka, New Delhi.  
Last date of submission : 06.05.2013 (up to 1230 Hrs.)  
For details kindly visit website : [www.nhai.org](http://www.nhai.org) or [www.tenderwizard.com/nhai](http://www.tenderwizard.com/nhai)

**NOT JUST ROADS, BUILDING A NATION**

- 13 point UL
- Fujiyama Extra-Bold-Italic-Reverse 20% Condensed Size :
- UL Arial Bold 8 Point
- Arial Bold-Reverse-9 point All Caps
- UL Arial Bold-7 point Outline 3 point
- UL Arial - 7 point
- UL Arial - 6 point Agency Key
- UL Arial Bold - 7 point
- Bottom Band Size 4 mm (H)
- UL Arial Black - Italic - 7 point

**8x4**

**NHAI Ad Format for NIT Hindi**

NHAI logo width 1.4 cm

NHAI logo Hight 09.1 cm



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(सड़क परिवहन और राजमार्ग मंत्रालय)

**निविदा आमंत्रण सूचना**  
(केवल ई-निविदा प्रणाली के जरिए राष्ट्रीय प्रतिस्पर्धी बोली)  
भा.रा.रा.प्र. द्वारा भा.रा.रा.प्र. मुख्यालय भवन, जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली में बैटरियों सहित यूपीएस सिस्टम की आपूर्ति, इन्स्टालेशन, परीक्षण और कमीशनिंग के लघु-अवधि सुधार के लिए विनिर्माता फर्म के विनिर्माता/प्राधिकृत डीलर से बोलियां आमंत्रित करता है।  
जमा करने की अंतिम तिथि : 06.05.2013 (1230 बजे तक)  
विवरण के लिए वेबसाइट देखें : [www.nhai.org](http://www.nhai.org) अथवा [www.tenderwizard.com/nhai](http://www.tenderwizard.com/nhai)

सड़कें ही नहीं, राष्ट्र निर्माण भी कर रहे हैं हम

- 17 point
- Narad Bold-Italic - Reverse 10% Condensed
- Narad Bold - Reverse 9.5 Point
- Narad Bold - Reverse 11 Point
- Narad Bold - Reverse 9 Point Outline 3 point
- Narad - 8.5 Point
- Narad - 6 point Italic Agency Key
- Narad Bold - 8.5 Point
- Bottom Band Size 4 mm (H)
- Narad Bold-Italic - Reverse - 9 point


All Eng. Digits/Fig. in 7 point Arial 10% Condensed

**8x4**

## NHAI Ad Format for NIT English

NHAI logo width 1.4 cm

NHAI logo Height 09.1 cm



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

**REQUEST FOR QUALIFICATION**  
(International Competitive Bidding)

NHAI hereby re-invites applications from Applicants interested in design, engineering, construction, development, finance, operation & maintenance of the following section to be executed as DBFOT (Toll) project for a pre-determined concession period (the "Concession Period"):

Section	Length (in Km)	Indicative Project Cost
Six laning of Walajapet to Poonamallee section from Km. 106.800 to Km. 13.800 of NH-4 in the state of Tamil Nadu.	93.000	Rs. 1194.00 Crores

**Sale of RFQ Document** : From 27.09.11 (1000 Hrs to 1700 Hrs)  
**Cost of RFQ Document** : Rs. 1,20,000/- (Non-refundable)  
**Last date of Submission** : 28.10.11 (Up to 1100 Hrs)

The detailed RFQ document can also be downloaded from NHAI's website i.e. [www.nhai.org](http://www.nhai.org). Amendments / Corrigendum, if any, would be hosted on the website only. Sealed application should reach NHAI at the following address.  
**Address for communication: General Manager (T)-Tamil Nadu, NHAI, G-5 & 6, Sector 10, Dwarka, New Delhi-110 075**  
**Ph : 91-11- 25074100/4200, Extn : 1101, E-mail : vkrajawat@nhai.org.**

**NOT JUST ROADS, BUILDING A NATION**

13 point UL  
Fujiyama Extra-Bold-Italic-Reverse 20% Condensed Size :

UL Arial Bold 8 Point

Arial Bold-Reverse-9 point All Caps

UL Arial Bold-7 point

UL Arial - 7 point

Outline 3 point

UL Arial - 7 point

Outline 0.5 point

UL Arial - 7 point

UL Arial - 7 point

UL Arial - 6 point Agency Key

UL Arial Bold - 7 point


Bottom Band Size 4 mm (H)

UL Arial Black - Italic - 7 point

## NHAI Ad Format for NIT Hindi

NHAI logo width 1.4 cm

NHAI logo Height 09.1 cm



**भारतीय राष्ट्रीय राजमार्ग प्राधिकरण**  
(सड़क परिवहन और राजमार्ग मंत्रालय)

**अहंकरता हेतु अनुरोध**  
(राष्ट्रीय प्रतिस्पर्धी निविदा)

भा.रा.स.प्रा. एतद्वारा पूर्व निर्धारित रियायत अवधि ("रियायत अवधि") के लिए डीबीएफओटी (टोल) के तौर पर निष्पादित किए जाने वाले निम्नलिखित खण्ड के डिजाइन, इंजीनियरी, निर्माण, विकास, वित्त, प्रचालन एवं अनुरक्षण के इच्छुक आवेदकों से पुनः आवेदन आमंत्रित करता है:

खण्ड	लंबाई	सांकेतिक परियोजना लागत
तमिलनाडू राज्य एनएच-4 के 106.800 से 13.800 किमी. वलाजापेट से पूनामल्ली खण्ड छह लेनिंग	93.000 (कि.मी.)	रु. 1194.00 करोड़

**आरएफक्यू दस्तावेज की विक्री** : 27.09.11 को (1000 बजे से 1700 बजे तक)  
**आरएफक्यू दस्तावेज की कीमत** : रु. 1,20,000/- (अप्रतिदय)  
**जमा करने की अंतिम तिथि** : 28.10.11 (1100 बजे तक)

विस्तृत आरएफक्यू दस्तावेज भा.रा.स.प्रा. की वेबसाइट अर्थात [www.nhai.org](http://www.nhai.org) से भी डाउनलोड किया जा सकता है। सशोधन/सुद्धि-पत्र, यदि कोई हुआ, केवल वेबसाइट पर प्रकाशित किया जाएगा। मुहरबंद बोलियां भा.रा.स.प्रा. के पास निम्नलिखित पते पर पहुंच जानी चाहिए :-  
**पत्राचार हेतु पता** : महाप्रबंधक (टी)-तमिलनाडू, भा.रा.स.प्रा.  
**जी-5 एवं 6, सेक्टर 10, द्वारका, नई दिल्ली-110-075**  
**फोन : 91-11-25074100/4200, एक्स. : 1101, ई-मेल : vkrajawat@nhai.org**

**सड़कें ही नहीं, राष्ट्र निर्माण भी कर रहे हैं हम**

17 point  
Narad Bold-Italic - Reverse 10% Condensed

Narad Bold - Reverse 9.5 Point

Narad Bold - Reverse 11 Point

Narad Bold - Reverse 9 Point

Narad - 9 Point

Outline 3 point

Narad - 9 Point

Outline 0.5 point

Narad - 9 Point 10% Condensed

Narad - 8.5 Point

Narad - 6 point Italic Agency Key

Narad Bold - 8.5 Point

Bottom Band Size 4 mm (H)

Narad Bold-Italic - Reverse - 9 point

All Eng. Digits/Fig. in 7 point Arial 10% Condensed



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GOVERNMENT OF INDIA  
MINISTRY OF ROAD TRANSPORT & HIGHWAYS

Parivahan Bhavan,  
1, Sansad Marg  
New Delhi-110001

No.RW/NH-33044/10/2003-S&R(R)

Dated: 16<sup>th</sup> December, 2011

To

1. The Principal Secretaries /Secretaries of all States/U.Ts. Public Works Department dealing with National Highways, other Centrally Sponsored Schemes and State Schemes.
2. The Engineers-in-Chief and Chief Engineers of Public Works Departments of States/U.Ts dealing with National Highways, other Centrally Sponsored Schemes and State Schemes.
3. The Chairman, National Highways Authority of India (NHAI), G-5&6, Sector-10, Dwarka, New Delhi-110 075.
4. Director General (Border Roads), Seema Sadak Bhawan, Ring Road, New Delhi-110 010.

**Sub: Inauguration/ Bhoomi Pujan/ Foundation Stone Laying/ Any other ceremony in respect of National Highway works.**

Please refer to this Ministry's letter No.RW/NH-33044/10/2003-S&R(R) dated 13th May 2003 on the subject of Inauguration/ Bhoomi Pujan/ Foundation Stone Laying/ Any other ceremony in respect of National Highway works. The instructions have been reviewed to streamline the procedure in respect of National Highway works and accordingly, following consolidated instructions in supersession of earlier circular on the subject are issued.

**2. Inauguration/ Bhoomi Pujan/ Foundation Stone Laying/ Any other ceremony for National Highways works:**

As the National Highways vest in the Central Government, all ceremonial functions like Inauguration/ Bhoomi Pujan/ Foundation Stone Laying etc. relating to National Highways will be done by the Hon'ble Minister, MoRT&H/ Minister of State, Road Transport & Highways, or a Minister from the Central Government, as decided by the MoRT&H. It is therefore, incumbent on the part of the executing agencies to intimate the Government of India three months in advance about the likely start/ completion of any work for holding Bhoomi Poojan/ Inauguration/ Foundation Stone Laying/ any other ceremony for National Highway Works. For this purpose following procedure shall be followed:

(a) When the Bhoomi Poojan/ Inauguration/ Foundation Stone Laying/ any other ceremony for any other National Highway work is to be held, the State Chief Engineer (NH) will make a report well in advance (copy of the request should be endorsed to Regional Officer/ Engineer Liaison Officer) about it to this Ministry, who will take a decision about the day of the ceremony as well as dignitary who would perform the function.

Detailed programme of this function and the advertisement to be issued on such occasion  
made by the concerned Chief Engineer of the Ministry.

Invitation cards shall be issued on behalf of the Government of India, Ministry of Road  
Transport & Highways. Formats for invitation card and plaque shall be in accordance with the  
formats provided in Ministry's letter No. RW/NH/33044/10/2003/S&R(R) dated 13th May, 2003.

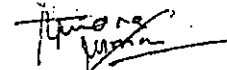
(e) Expenditure on such a ceremony should be kept to a minimum level and should not exceed  
Rs. three lakh. It will include expenditure of a contingent nature like printing of Invitations, Plaque,  
provision of shamianas, refreshments, garlands and photographs etc. Advertisements shall be  
published through DAVP as per rules. In case of important functions which are attended by the  
President/ Vice President/ Prime Minister of India and/ or Minister for Road Transport &  
Highways/ Minister of State, Road Transport & Highways, the expenditure ceiling will be decided  
by this Ministry on case to case basis. In order to exercise economy in expenditure, such function  
should, however, be restricted only to important works, such as, widening/ strengthening, four-  
laning/ expressways, major bridges and bypasses, and the number of invitees should be kept  
within a reasonable limit.

(f) Due to courtesy in order of protocol shall be ensured in extending the invitations to the  
dignitaries in the following order:

- (i) Member of Parliament (Lok Sabha) representing the spot where function is being held.
- (ii) Member of Legislative Assembly representing the spot where function is being held.
- (iii) Member of Parliament (Rajya Sabha) representing the spot where function is being held.
- (iv) Other invitees may be decided by MORT&H.

3. This may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,



(Trivendra Kumar)

Executive Engineer SR&T (Roads)

for Director General (Road Development) & SS

Copy to:

1. All the Technical officers in the Ministry of Road Transport & Highways
2. All ROs and ELOs
3. The Secretary General, Indian Roads Congress
4. The Director, IAHE
5. Technical Circular File of S&R Section
6. NIC - for office intranet