

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कारपोरेट संचार
Corporate Communication



Ref. CC/DIARY/2013-14
16.10.2013

Dear Sirs,

Sub: Printing & Supply of BHEL Diary -2014

BHEL invites two-part quotations i.e. **Part I (Techno-commercial Bid)** and **Part II (Price Bid)** in individual sealed covers for printing of BHEL Diaries for the year 2014 as per break-up given under:

- A. BHEL Employee Diary 2014: **54020** nos.
B. BHEL Customer Diary 2014: **49450** nos.

Detailed Specifications / Scope of Work for the respective Diaries are given in the enclosed **Annexures I A & I B**.

Your offer in sealed cover, in the prescribed manner as detailed in **Annexure-VIII**, duly super-scribed with '**Quotation for printing of BHEL Diaries 2014**' should reach us on or before 14.00 hrs. on 29.10.2013, at the following address:

Addl. General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
5, Sansad Marg, Jeevan Tara Building,
New Delhi-110 001

Part I (Techno-commercial Bids) shall be opened at 15.00 hrs., on the same day i.e. 29.10.2013 at the above mentioned address or on any subsequent day after prior intimation to all bidders, in the presence of the bidders, who may like to be present.

BHEL reserves the right to visit bidder's premises to physically verify the list of machineries/facilities submitted in the '**Techno-commercial Bids**'. In case the information given in the '**Techno-commercial Bids**' is found to be false or not meeting the minimum requirement mentioned in the tender (**as per clause no 1.0 of Annexure-IIA**), the bid is liable to be disqualified and further participation in the tendering process will be blocked in such specific case(s).

The combined total price (all inclusive) quoted by the compliant bidders for the two types of Diaries is the criteria for evaluation of price for award of work. It is, therefore, mandatory to quote for both types of Diaries. Incomplete offers shall not be accepted.

Please note that BHEL may adopt "**REVERSE AUCTION**" (**RA**) process to determine the L1 bidder from techno-commercially qualified bidders as per tender terms and conditions. The

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date and time of "RA" shall be intimated to the bidders after completing the formalities of the process in consultation with "RA" Service Provider.

BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past/penalty has been levied for any major job undertaken for BHEL in the past 3 years, their bids may not be opened even if received.

You are free to inspect sample of both 'Customer Diary' & 'Employee Diary' printed last year for your reference on any working day between 10 AM to 5 PM, before the last date of submission of offers, in our office at Jeevan Tara Building, 5 Sansad Marg, New Delhi.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited

(Hemant Kr. Agrawal)
Deputy Manager (CC)

Enclosed:

- Annexure-I A & I B : Specifications and Scope of Work for Customer & Employee Diaries
- Annexure-IIA : Special Terms & Conditions
- Annexure-IIB : General Terms & Conditions
- Annexure-III : Printing & Delivery Schedule
- Annexure-IV : No Deviation Certificate
- Annexure-V : Declaration Certificate (Infrastructure & Machinery)
- Annexure-VI : Declaration Certificate (Legal)
- Annexure-VII : Price Proforma
- Annexure-VIII : Submission of offer
- Annexure-IX : Checklist

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Annexure - IA

SPECIFICATIONS/ SCOPE OF WORK FOR BHEL CUSTOMER DIARIES 2014

1.	Quantity	49,450 Nos. (Forty nine thousand four hundred fifty only) Quantity may vary by $\pm 10\%$ based on our written confirmation.
2.	Size of Inside Paper & End-cover	243 mm x 175 mm finished size
3.	Outer Covers	
	Size	255 mm x 180 mm finished size
	Foam & Board	1.5 mm thick imported smooth finish Foam Board on top & 1.75 mm stiff mill board, on spine and back. Material specifications has to be identical to material used in BHEL Customer Diary 2013, sample of same can be collected from BHEL's office on any working day
	Cover Materials	Imported 'PU' Thermo-sensitive cover material suitable for blind embossing, Royal Blue colour on front and imported vinyl cover material, Black Colour on spine & back. Color of the cover materials, front & back, to be got approved from BHEL by the successful bidder before sourcing the materials in bulk
		Both front & back covers to be stitched together in arch shape on the front with matching colour threads.
	Blind Embossing on Cover	Blind Embossing of 'BHEL Logo' & year '2014' on front cover. The sample made as per this specified design & style, to be got approved before mass production.
4.	Inside Pages	352 inside pages of 70 GSM superior quality maplitho paper (white) Paper quality specifications should be identical or better than paper used in BHEL customer diary 2013, sample of same can be collected from BHEL office on any working day
5.	End covers	8 End covers of 170 GSM superior quality Indian Art Paper (Gloss) Front end cover: 4 pages Back end cover: 4 pages Paper quality specifications should be identical or better than paper used in BHEL customer diary 2013, sample of same can be collected from BHEL office on any working day
6.	Composing/Approval	Composing of information printed in the Diary like, Date

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	thereof	pad, calendars, and other general information, etc., shall form part of the scope of work by the bidder. BHEL shall, however, provide information on BHEL (32 pages) and design of end-covers in a CD as print-ready file. Note: Accuracy of information printed in the Diary including, Date-Pad, Calendars and other general information, shall be the responsibility of the bidder. BHEL shall approve only the 32-pages of information and the end-covers.
7.	Printing	
	Front and back-end covers	Front-end Covers: 4+2 Colours Back-end Covers: 4+4 Colours
	inside pages	Two colours throughout including one special colour (as per design & layout) Note: Proofs to be shown for approval by BHEL before undertaking mass printing
8.	Bookmarker	Bookmarker made of synthetic silk ribbon (Matching shade/colour) of 5 mm width and appropriate length, glued and fixed to the spine of the diary at one end.
9.	Binding	Hard case, sections-sewn straight back. Head & tail band with ribbon.
10.	Packing	Individual diary to be packed in white carton made of one side coated die-cut duplex card of 210GSM. All diaries to be packed in lots of 20 (twenty) nos. in each box, duly wrapped & sealed in polythene cover for water-proofing and placed in 5 ply corrugated box to be finally strapped with PVC strips twice on one side and once on the other side, for making it worthy transportation to BHEL consignees all over India.
11.	CD-R's	Print ready file with fonts in CDR format (2 sets) to be provided to BHEL after completion of work, along with bills.
12.	Sample	Blank Dummy for Customer Diary (Complete Diary inclusive of hard case covers), as per specifications given above to be submitted along with Part I of the offer. On the Blank Dummy the bidder should indicate specifications for different materials, sign & stamp.

Signature of Printer with Seal

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Annexure - IB

SPECIFICATIONS/ SCOPE OF WORK FOR BHEL

EMPLOYEE DIARY-2014

1.	Quantity	54020 Nos. (Fifty four thousand and twenty only) Quantity may vary by $\pm 10\%$ based on our written confirmation.
2.	Size of Inside Paper & End-cover	243 mm x 175 mm finished size
3.	Outer Covers	
	Size	255 mm x 180 mm finished size
	Board	Imported stiff mill board of 1.8 mm thickness, duly mounted & stuck with imported PVC covering material, 'Navy Blue colour', on both front & back. Material specifications has to be identical to material used in BHEL Employee Diary 2013, sample of same can be collected from BHEL's office on any working day. Color of the cover materials to be got approved from BHEL by the successful bidder before bulk sourcing of material
	Embossing on Cover	Silver Foil Embossing of 'BHEL Logo' & year '2014' on front cover. The sample made as per this specified design & style, to be got approved before mass production.
4.	Inside Pages	256 inside pages of 70 GSM superior quality maplitho paper (white) Paper quality specifications should be identical or better than paper used in BHEL Employee Diary 2013, sample of same can be collected from BHEL office on any working day
5.	End covers	8 end covers of 170 GSM superior quality Indian Art Paper (Gloss) Front end cover: 4 pages Back end cover: 4 pages Paper quality specifications should be identical or better than paper used in BHEL Employee Diary 2013, sample of same can be collected from BHEL office on any working day
6.	Composing/Approval thereof	Composing of information printed in the Diary like, Date pad, calendars, and other general information, etc., shall form part of the scope of work by the bidder. BHEL shall, however, provide information on BHEL

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		(32 pages) and design of end-covers in a CD as print-ready file. Note: Accuracy of information printed in the Diary including, Date-Pad, Calendars and other general information, shall be the responsibility of the bidder. BHEL shall approve only the 32-pages of information and the end-covers.
7.	Printing	
	Front and back-end covers	Front-end Covers: 4+2 Colours Back-end Covers: 4+4 Colours
	inside pages	Two colours throughout including one special colour (as per design & layout) Note: Proofs to be shown for approval by BHEL before undertaking mass printing
8.	Bookmarker	Bookmarker made of synthetic silk ribbon (Matching shade/colour) of 5 mm width and appropriate length, glued and fixed to the spine of the diary at one end.
9.	Binding	Hard case, sections-sewn straight back. Head & tail band with ribbon.
10.	Packing	Individual diary to be Shrink wrapped All diaries to be packed in lots of 30 (Thirty) nos. in each box, duly wrapped & sealed in polythene cover for water-proofing and placed in 5 ply corrugated box to be finally strapped with PVC strips twice on one side and once on the other side, for making it worthy transportation to BHEL consignees all over India.
11.	CD-R's	Print ready file with fonts in CDR format (2 sets) to be provided to BHEL after completion of work, along with bills.
12.	Sample	Blank Dummy for Employee Diary (Complete Diary inclusive of hard case covers), as per specifications given above to be submitted along with Part I of the offer. On the Blank Dummy the bidder should indicate specifications for different materials, sign & stamp.

Signature of Printer with Seal

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Annexure – IIA

SPECIAL TERMS & CONDITIONS

1.0 ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)

Only those bidders who meet the **PRE QUALIFICATION REQUIREMENT (PQR)** in terms of **INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL/ PAST PERFORMANCE** as specified below, are eligible to quote:

1.1 INFRASTRUCTURE/ CAPABILITY

The bidders must have the following machinery and ancillary equipment, as the minimum requirement:

- 1.1.1 One Drum / Flat Bed Scanner having resolution of minimum 300 DPI or more along with system for planning facilities.
 - 1.1.2 One Image Setter with complete 'Plate Making' equipment including 'Automatic Plate Processor'
OR
A CTP facility
 - 1.1.3 Two four-colour machines in 30" X 40" size
 - 1.1.4 Four nos. Single Colour Sheet-fed Printing Machines in 30"x40" size
OR
Two nos. Single Colour Perfecter Printing Machines in 30"x40" size
OR
One no. Single Colour Perfecter Printing Machines in 30"x40" size + Two nos. Single Colour Sheet-fed Printing Machines in 30"x40" size
OR
One no. Web Offset (2+2 Colour) Printing Machine having 508 mm cut off
 - 1.1.5 Three Automatic Folding Machines
 - 1.1.6 Two automatic section sewing machines
 - 1.1.7 Tipping-in Machine for pasting End-covers with the Book Block
 - 1.1.8 Two paper cutting machines, including one programmatic
 - 1.1.9 One automatic case maker machine for high speed output
 - 1.1.10 One automatic casing-in machine for high speed output
 - 1.1.11 Two Hot Foil Stamping Machine
 - 1.1.12 DTP facility (adequate no. of workstations) with Laser printer suitable for Front/ Back printing
 - 1.1.13 Adequate Power back-up to run all machines mentioned above
 - 1.1.14 Bidders should have Quality Management Systems in-house
- Note: Back-up of each of the machines mentioned above is implied and should be available**

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The bidders to enclose a list of all equipment and machinery available in-house, with brief description reg. Make/ Model, Capacity, etc., **essentially including the items/ machinery mentioned under sl. no. 1.1 above.**

In addition to above, the bidder should submit Declaration on their letter head as per Proforma enclosed as Annexure-V

BHEL reserves the rights to visit bidder's premises for physical verification of the list of machines submitted.

1.2 EXPERIENCE

1.2.1 Similar experience of at least 3 (three) years in printing of Hard Case Diaries for PSUs or MNCs or Large Private Sector. Please note that this does not include Telephone Index, Pocket Diaries, etc. **Attach self-attested copy of AT LEAST One such SINGLE LOT Purchase Order for value of Rs. 74.0/- lakh OR Two such Purchase Orders for value of Rs. 46.0/- lakh each OR Three such Purchase Orders for value of Rs. 37.0/- lakh each in the past 3 (three) years.**

1.3 FINANCIAL

1.3.1 Average Annual financial turnover of bidders should be Rs. 2.00 Crore during each of the three preceding financial years. A copy of **Balance Sheets for the last three financial years 2010-11, 2011-12 & 2012-13 to be enclosed.**

1.3.2 Copy of proof of valid registration for Taxes applicable.

1.4 UNSATISFACTORY PAST PERFORMANCE

1.4.1 BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past/penalty has been levied for any major job undertaken for BHEL in the past 3 years, their bids may not be opened even if received.

2.0 AWARD OF WORK

2.1 For selection of the final printer on whom the order would be placed, following procedure shall be adopted:

2.1.1 **PART I (TECHNO-COMMERCIAL BID) Opening comprising :**

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Part I – A (EMD) in a Separate Envelope:

- Earnest Money Deposit as given in clause 2.0 of General Terms and Conditions. **Offers received without EMD will be rejected** and Envelope containing **Part I - B** of the Technical Bid shall not be opened.

Part I – B (Techno-Commercial Bid) in a Separate Sealed Envelope containing:

- Documents and information required for ascertaining the qualification of the bidder as per clause 1.0 of Annexure-IIA of **Eligibility Conditions/ Pre- Qualification Requirement** (Pre-Qualification assessment of the bidders shall be done first. **If required, BHEL reserves the right to visit the bidder's premises to physically verify list of machineries/ facilities submitted in the 'Techno-commercial Bids'**). In case of information given in the 'Techno-commercial Bid' is found to be false or not meeting the minimum requirement mentioned in the tender, **the bidder is liable to be disqualified and further participation in tendering process may be blocked in such cases**
- No Deviation Certificate** as per Annexure-IV.
- Declaration Certificate (Infrastructure & Machinery)** as per Annexure-V
- Declaration Certificate (Legal)** as per Annexure-VI.
- Check List** as per Annexure-IX.
- Acceptance to 'BHEL Special Terms & Conditions' (Annexure-IIA); 'BHEL General Terms & Conditions' (Annexure-IIB)** including 'Printing & Delivery Schedule' (Annexure-III) and Conformity to 'Specifications/ Scope of Work' (Annexure-I A & I B), by way of signing and affixing rubber stamp on each page.
- Blank Dummies for Customer Diary and Employee Diary (Complete Diary inclusive of hard case covers), as per specifications given in Annexure-I A & I B for the respective Diaries, to be submitted along with Part I of the offer. On the Blank Dummies for each type of Diaries, the bidder should indicate specifications for different materials, sign & stamp.**

Note:

- BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past/penalty has been levied for any major job undertaken for BHEL in the past 3 years, their bids may not be opened even if received.
- Bidders to ensure that their offers are complete in all respects. Any deviation or non-compliance may lead to rejection of their offer at any stage.

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2.1.2 PART II (PRICE BID) COMPRISING:

Price Bid in a separate Sealed Envelope duly superscribed with PART II (PRICE BID), should contain following:

- a. Price Bid as per proforma given in **Annexure VII**.

Note:

PART II to have prices only. Any comments / deviations in this Part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

2.1.3 **AWARD OF WORK** shall be made on the overall lowest bidder.

3.0 PRICE EVALUATION

3.1 BHEL may adopt "**REVERSE AUCTION (RA)**" process to determine the L1 bidder from techno commercially qualified bidders as per tender terms and conditions. The date and time shall be intimated to the bidders after completion of the required formalities of the process as per laid down procedure and in consultation with "**RA**" Service Provider.

3.2 The bidders are required to quote essentially for the entire scope of work.

3.3 Price evaluation of the lowest bidder (L-1) would be on the basis of the **Combined Total Price** (all inclusive) of **49,450 copies of Customer Diary (as per specifications given in Annexure-I A) + 54,020 copies of Employee Diary (as per specifications given in Annexure-I B)**, given in **Sl. No. 8 of Price Proforma (Annexure-VII)** i.e. Total Computed Price for Evaluation: $\{(49,450 \times D1) + (54,020 \times D2)\}$ where D1 is the per copy rate for Customer Diary and D2 is the per copy rate for Employee Diary - Refer **Annexure-VII**

3.4 Variation in number of inside pages vis-à-vis specified in respect of each type of diary, shall be calculated on pro-rata basis in accordance to the unit rates quoted for the items applicable for inside pages, for the respective Diaries.

3.5 Subsequent increase in quantities upto 10% beyond specified quantities of the two types of Diaries will be governed by the Unit rates quoted for the respective Diary by the successful bidder. However, Unit price for application in the subsequent increase in the quantities beyond specified quantities **will be exclusive of the Composing charges mentioned against sl. no. 2 of the Price Proforma (Annexure-VII)**.

4.0 SAMPLES :

Blank Dummies for Customer Diary and Employee Diary (Complete Diary inclusive of hard case covers), as per specifications given in Annexure-IA & IB for the respective Diaries, to be submitted along with Part I of the offer. On the

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Blank Dummies for each type of Diaries, the bidder should indicate specifications for different materials, sign & stamp.

5.0 DISPATCH:

The printer shall be responsible for dispatches of the ordered quantity of Diary in duly packed condition to all BHEL Units/Divisions:

- Where Outstation dispatches through specified courier/ transporter as per dispatch instructions provided by BHEL will be **freight to pay basis**
- Dispatches within the same city to be carried out by the successful bidder at no extra cost, through its own arrangements, the price quoted should be inclusive of the same
- thru "personal collection" by representatives of BHEL Units/Divisions

In all cases above, loading on the vehicles is in the bidder's scope, charges towards labour deployed for loading on the trucks/ vehicles & handling, etc., are not payable separately by BHEL, the price quoted should be inclusive of same.

- 5.1 Each corrugated box shall be affixed with pre-printed label with following matter:
From: Corporate Communication Department, BHEL, New Delhi.

- 5.2 Instructions for dispatch of specified quantities of Diaries for each Unit/ Division through specified transporters of BHEL shall be provided subsequently.

6.0 PRINTING TIME AND DELIVERY SCHEDULE :

This has to be strictly adhered to 'Printing & Delivery Schedule' (Annexure-III)

Printer will be required to intimate this office the dates on which the consignments of all the consignees will be ready for delivery, well in advance, so as to enable them to make arrangements for taking delivery of the same, timely.

7.0 PENALTY – QUALITY

- 7.1 If the final product does not match the quality and specifications mentioned, BHEL will not be obliged to accept the goods. If at all the goods are accepted, BHEL reserves the right to impose **maximum penalty @10% of the cost of respective Diaries**. Bidder shall be given reasonable opportunity to place his side before the penalty is applied by BHEL.

8.0 PENALTY – DELAY

- 8.1 The printing and delivery schedule given at **Annexure-III** will have to be strictly adhered to.

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8.2 Any delay beyond specified schedule for completion of dispatches or job, as applicable for the respective Diaries, will invite imposition of penalty at the rate of 1% per day of cost of the undelivered quantities of respective Diaries. BHEL reserves the right to refuse to accept delivery beyond delay of two weeks.

9.0 INSPECTION:

The bidder shall be solely responsible for adherence to specifications, quality of workmanship, and timely supplies. However, in case BHEL representatives desire to inspect the work at any stage during execution, the bidder shall provide all necessary assistance and arrangements for this purpose.

Signature of Printer with Seal

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Annexure - IIB

GENERAL TERMS & CONDITIONS

1.0 SUBMISSION OF OFFER

Your offer should be complete in all respects (Refer Check-list at Annexure-IX).

Offer should be either typed or written legibly in English. Alterations/ over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc., not authenticated as above may be rejected by BHEL.

2.0 EARNEST MONEY DEPOSIT (EMD)

2.1 Your offer shall be accompanied with a DD / Pay Order for Rs. 1,50,000/- drawn in favour of Bharat Heavy Electricals Limited, payable at New Delhi, towards EMD. Offers received without EMD shall be rejected. Refund of EMD of the bidders shall be as follows:

2.1.1 EMD given by all unsuccessful Bidders shall be refunded normally within fifteen days of acceptance of award of work by the successful Bidder.

2.1.2 EMD of the successful Bidder can be converted and adjusted against the Security Deposit.

2.2 Bidders may please note that EMD carries no interest.

2.3 EMD shall be forfeited in the following cases:

2.3.1 If after opening of tender, the Bidder revokes his tender within the validity period or increases his earlier quoted price.

2.3.2 The Bidder does not commence the work **within** the specified period of LOI/ Contract. In case the LOI/Contract is silent in this regard, within 15 days after award of contract.

3.0 SECURITY DEPOSIT (SD)

3.1. The successful bidder shall be required to furnish security deposit equivalent to Rs.1.0 lakh plus 7.5% of the amount exceeding Rs. 10.0 Lakh in case of the P.O. value upto Rs.50.0 Lakh OR Rs. 4.0 Lakh + 5% of the amount exceeding Rs. 50 Lakh in case of the P.O. value is above Rs.50.0 Lakh within 7 days from the date of LOI, and before commencement of the job, by way of demand draft drawn in favour of BHEL, payable at New Delhi. The EMD amount can be adjusted against the Security Deposit. SD amount will remain with BHEL till the completion of supplies/ final settlement of bills. Security Deposit can also be submitted by way of Bank Guarantee, as per format provided/ approved by BHEL. Bidders to note that Security

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Deposit amount carries no interest. Security deposit shall be forfeited in case the successful bidder refuses to commence the work within the period as per LOI / Contract and/or non-fulfillment of conditions of the order.

4.0 PRICE

- 4.1 Price quoted should be firm and exclusive of agency commission.
- 4.2 All prices quoted including for the paper should be inclusive of all taxes, duties, etc., as applicable, except service tax if applicable, which should be indicated separately in the column provided in the Price Proforma enclosed as Annexure-VII.
- 4.3 If, in the price structure quoted for the items, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- 4.4 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- 4.5 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of 4.3 and 4.4 above.
- 4.6 If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- 4.7 Price to be filled-in as per the Price Proforma enclosed as Annexure-VII. Change in Proforma is not allowed.
Offers not fulfilling any of the above conditions are liable for rejection.

5.0 TAXES

- 5.1 It is mandatory to comply with all taxes applicable for the required services. The price should be inclusive of all taxes, duties and levies. However, the amount towards Service Tax, if applicable, should be indicated separately in the specified place in Price Proforma enclosed as **Annexure- VII**.

6.0 PRICE ESCALATION CLAUSE

- 6.1 All the prices quoted by the bidders shall be in Indian Rupees and shall be final and binding and not subject to any price escalation.

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7.0 TRADE DISCOUNT

7.1 Price offered by bidders in the Part II (Price Bid) should be after trade discounts, if any

8.0 VALIDITY OF OFFER :

Your offer should be valid for at least 60 days from the date of opening of the Bid.

9.0 TERMS OF PAYMENT :

100% payment shall be made within 45 days from the date of receipt of bills duly supported with the acknowledge copies of challans for receipt of quantities in good conditions and return of all input materials like CD's, hard copies etc., provided by BHEL to the printer. All payments shall be subject to Statutory Deductions as per norms.

BHEL reserves the right to make payment through E-mode

Successful bidder shall be required to furnish the following information upon placement of order **on their letter head**:

Re: EFT Payments

Please find enclosed the relevant details of my bank account for receiving NEFT credits from BHEL.

BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	
IFSC CODE	
PARTY'S eMAIL – ID	
PAN NO.	
CST NO., IFAPPLICABLE	
VAT NO., IFAPPLICABLE	
SERVICE TAX REGN. NO., IFAPPLICABLE	

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PARTY's NAME & ADDRESS

Also, please find enclosed a photocopy / cancelled copy of one leaf from our cheque book for the codes required above.

We hereby confirm that the above mentioned particulars are in order. To facilitate EFT credits, we will inform BHEL in case of any changes in the Bank particulars at a future date.

Thanking you,

Yours sincerely”

10.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

10.1 Collection of inputs from our office at BHEL, Delhi and delivery of page proofs to us would be the Printer's responsibility and all the expenses on this shall be borne by the Printer.

11.0 ARBITRATION:

11.1 Any dispute or difference, whatsoever arising between the parties out of or relating to the construction, meaning and operations or effect of this contract or breach thereof shall be referred to the sole arbitration of the Head of Corporate Communication of BHEL whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason (s) for the award.

11.2 Subject to the above, the provisions of Arbitration Act 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

12.0 EFFECT AND JURISDICTION OF CONTRACT:

The law applicable to this contract shall be the laws in force in India. The courts in Delhi, India, shall have exclusive jurisdiction in all matters arising under and on account of this contract.

11.0 CONTRACT TERMINATION:

BHEL reserves the right to terminate the contract any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to.

12.0 AUTHORISED OFFICER:

The Sr. Manager (Corporate Communication)/ BHEL, or any other officer nominated by BHEL, shall be the authorised officer with regard to the Contract. The decision of the authorised officer shall be final and binding on the bidder. The authorised officer shall hold all the meetings in Delhi only.

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13.0 CONTACT PERSONS:

For any clarification, bidders may contact the following officials of BHEL:

- Sh. Ajay Gupta – Sr. Manager (CC)
Tel.: 011-23340473, Mob. : 9810873985, e-mail: ccag@bhel.in
Fax: 011-23342769
- Sh. Hemant Kr. Agrawal – Deputy Manager (CC)
Tel.: 011-23742886, Mob.: 9871180867 email: hemantkumar@bhel.in
Fax: 011-23342769

Signature of Printer with Seal

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Annexure - III

PRINTING AND DELIVERY SCHEDULE FOR BHEL DIARY – 2014

1. Placement of Order	:	0 th day
2. Formatted matter on Company's information and Directory by BHEL	:	0 th day
3. Submission of page proofs for entire diary by the bidder	:	2 nd day
4. Approval of page proof by BHEL with changes, if any	:	3 rd day
5. Submission of digital proof by the printer	:	4 th day
6. Approval of digital proof by BHEL for printing	:	6 th day
7. Completion of printing	:	15 th day
8. Submission of sample diary complete in all respects with printed pages in specified packing.	:	17 th day
9. Approval of sample diary by BHEL	:	17 th day
10. Commencement of dispatch as per dispatch instructions provided by BHEL.	:	18 th day
11. Completion of dispatch (Days are calendar days basis)	:	31 st day

Note: Penalty/Price Reduction is applicable from 32nd day of the above Schedule. In case of delays arising due to BHEL at S. Nos. 2, 4, 6 or 9 above, the schedule for the subsequent steps shall be adjusted accordingly.

Signature of Printer with Seal

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Annexure - IV

NO DEVIATION CERTIFICATE TO BE GIVEN ON PRINTER'S LETTER HEAD

Certificate of Acceptance

"Certified that we have read and understood all the terms and conditions of the Tender No. CC/DIRY/13-14 and that our company/ firm, namely,..... do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

Signature of Authorised Signatory

(Designation)

Date:

Place:

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(Handwritten signature)

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Annexure - V

**DECLARATION CERTIFICATE (INFRASTRUCTURE & MACHINERY)
TO BE GIVEN ON THE BIDDER'S LETTER HEAD**

I/We, do hereby declare that we have all the machinery in-house as listed under sl. no. 1.1 under **Infrastructure/ Capability of Terms & Conditions (Annexure-IIA)** of the Tender Enquiry. Further, we have no objection in case BHEL desire to inspect and physically verify Machinery/ Facilities/ Infrastructure listed under sl. no. 1.1 of Annexure-IIA of this Tender Enquiry and shall provide the required assistance for the same.

(Signature & Seal of the firm)

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Handwritten signature in blue ink.

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Annexure - VI

DECLARATION CERTIFICATE (LEGAL) ON BIDDER'S LETTER HEAD

I/We, do hereby declare that there is no case pending with the Police/Court/Regulatory authorities against the Proprietor/Firm/Partner. Also, I/We have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our Firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

(Signature & Seal of the firm)

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Annexure - VII

PRICE PROFORMA FOR BHEL DIARY 2014 (Price for Evaluation)

S.No.	Description	Unit rate including all taxes, labour charges for handling & loading of Diaries on vehicles, etc., packing, except service tax for Customer Diary 49,450 Copies, as per specifications given at Annexure-IA	Unit rate including all taxes, labour charges for handling & loading of Diaries on vehicles, etc., packing, except service tax for Employee Diary 54,020 Copies, as per specifications given at Annexure-IB
1.	Printing including Planning, Digital Proof, Plate-making, Binding etc., as per specs.		
2.	Composing of Date-Pad and general information pages (except BHEL information pages & design of end covers) as per specs.		
3.	Paper Cost as per specs.		
4.	Cost of other inputs viz., hard board casing, PUC & PVC cover material, book-marker, packing material, etc., as per specs.		
5.	Unit Rate (1+2+3+4) inclusive of all taxes & duties, labour charges for handling & loading of Diaries on vehicles, etc., packing except service tax.	D1	D2
8.	Total Computed Price for Evaluation (inclusive of all taxes except service tax) i.e., $\{(49,450 \times D1) + (54,020 \times D2)\}$	Rs. (Rupees _____)	
9.	Service Tax, as applicable for HUF/Partnership (Payable subject to verification) indicate in %		
10.	Service Tax, as applicable for Companies (Payable subject to verification) indicate in %		

Signature of Printer with Seal

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Annexure - VIII

SUBMISSION OF OFFER

Your offer has to be submitted in **two parts** as follows:

i) **PART "I" : TECHNO-COMMERCIAL BID (Sealed Envelope)**

Envelope superscribed with "Part I", should contain two parts i.e. Part I- A & Part I- B:

Part I – A (EMD) in a Separate Envelope

- a) Earnest Money Deposit (EMD) as given in Clause 2.0 of General Terms & Conditions. Offers received without EMD will be rejected and Part I – B of the Technical Bid shall not be opened

Part I – B (Techno-Commercial Bid) in a Separate sealed Envelope

- a. Documents and information required for ascertaining the qualification of the printer as per Clause 1.0 of **Annexure-IIA of Eligibility Conditions/ Pre Qualification Requirement (PQR)**.
- b. **No Deviation Certificate** as per **Annexure-IV**
- c. **Declaration Certificate (Infrastructure & Machinery)** as per **Annexure-V**
- d. **Declaration Certificate (Legal)** as per **Annexure-VI**
- e. **Check List** as per **Annexure-IX**
- f. Acceptance to "**BHEL Special Terms & Conditions**" as per **Annexure-IIA**, "**BHEL General Terms & Conditions**" as per **Annexure-IIB** including "**Printing & Delivery Schedule**" as per **Annexure-III** and Conformity to "**Specifications/ Scope of Work**" as per **Annexure-IA and IB**, by way of signing and affixing rubber stamp on each page.
- g. **Blank Dummies for Customer Diary and Employee Diary (Complete Diary inclusive of hard case covers)**, as per specifications given in Annexure-I A & I B for the respective Diaries, to be submitted along with Part I of the offer. On the Blank Dummies for each type of Diaries, the bidder should indicate specifications for different materials, sign & stamp.

Note:

Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance may lead to rejection of their offer at any stage.

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ii) PART – “II” : PRICE BID (Sealed Envelope)

Envelope duly sealed and superscribed with 'PART II', should contain the following:

a) Price Bid as per proforma given in **Annexure VII**.

Note: PART “II” to have prices only. Any comments / deviations in this Part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

All Parts of the offer, i.e. **Part I and II** in an individual sealed covers, to be placed in a single sealed envelope, duly superscribed with:

1. Quotation for printing of 'BHEL Diaries – 2014'.
2. Due date and time of submission of offers.
3. Name and address of the bidder.
4. BHEL address as given in the covering letter.

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(Handwritten signature)

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Annexure - IX

CHECKLIST

S.No.	Description /Item	Enclosed Yes/No
1	Part I (Techno-commercial Bid) in Sealed Cover duly superscribed with Part I (Techno-commercial Bid) containing two separate envelopes superscribed with Part I A & Part I B	Yes/No
2	Part I A in a separate envelope to contain Earnest Money Deposit of Rs.1.5 lakh as per clause no. 2.0 of General Terms & Conditions (Annexure-II B)	Yes/No
3	Part I B in a separate sealed envelope to contain following:	Yes/No
i	Documents/ Information for ELIGIBILITY CONDITIONS/ PQR as per clauses under clause no. 1.0 of Special Terms & Conditions (Annexure-IIA):	
	• Self-attested copy of LIST OF MACHINERY INCLUDING AS MENTIONED UNDER SL. NO. 1.1 OF ANNEXURE-IIA	Yes/No
	• Self attested COPY OF PROOF OF VALID REGISTRATION FOR TAXES APPLICABLE	Yes/No
	• Self-attested copy of at least One such SINGLE LOT Purchase Order for value of Rs. 74.0 Lakh OR Two such Purchase Orders for value of Rs. 46.0 lakh each OR Three such Purchase Orders for value of Rs. 37.0 lakh each in the past 3 (three) years.	Yes/No
	• ONE COPY EACH OF BALANCE SHEETS FOR FINANCIAL YEARS 2010-11, 2011-12, 2012-13	
ii	Signed and stamped copies of Annexure- IA & IB (Specifications & Scope of Work for Customer & Employee Diary); Annexure-IIA (Special Terms & Conditions); Annexure-II B (General Terms & Conditions) and Annexure-III (Printing & Dispatch Schedule) as a token of acceptance.	Yes/No
iii	No-Deviation Certificate as per Annexure – IV on your letter head.	Yes/No
iv	Declaration (Infrastructure/ Machinery) as per Annexure V	Yes/No
v	Declaration (Legal) as per Annexure VI	Yes/No
vi	Blank Dummies for Customer Diary and Employee Diary (Complete Diary inclusive of hard case covers), as per specifications given in Annexure-I A & I B for the respective Diaries, to be submitted along with Part I of the offer. On the Blank Dummies for each type of Diaries, the bidder should indicate specifications for different materials, sign & stamp	Yes/No
4	Part II (Price Bid) in a Sealed Envelope duly superscribed with Part II (Price Bid)	Yes/No

जीवन तारा, 5, संसद मार्ग, नई दिल्ली: फोन:23365669, 23361498 फैक्स: 23342769, 23340981
"Jeevan Tara" 5, Sansad Marg, New Delhi – 110001 Phones: 23365669, 23361498 Fax: 23342769, 23340981

वेब साईट/ Website: <http://www.bhel.com>

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Regd. Office: BHEL House, Siri Fort, New Delhi-110049

(Handwritten signature)