

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

काॅर्पोरेट संचार
Corporate Communication



No. CC/PUBL/07/14-15
03.06.2014

Dear Sir,

Sub: Tender for printing of BHEL House Journal PRATIBIMB

BHEL invites quotations in two parts i.e. Techno-commercial bid (Part-A) & Price bid (Part-B) in individually sealed covers for printing of BHEL House Journal PRATIBIMB from printers **who have one of their printing unit(s) in NCR and meet the PRE QUALIFICATION REQUIREMENT (PQR) in terms of INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL/ PAST PERFORMANCE** as specified below in Annexure-II A.

Detailed Specifications/ Scope of Work of the job are given in the enclosed **Annexure – I**.

Your offer, in the prescribed manner in a sealed cover, as detailed in Annexure-VI, complete in all respects and super-scribed with **"Quotation for printing of BHEL House Journal PRATIBIMB"** should reach us on or before 2 PM on 23.06.2014, at the following address:

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

Part "A" i.e. Techno-commercial Bid shall be opened at 3 PM, on the same day i.e. 23.06.2014 at BHEL Corporate Communication Office at, Jeevan Tara Building, 5, Sansad Marg, New Delhi – 110 001 or on any subsequent day after prior intimation to all bidders and in the presence of the bidders, who may like to be present.

Part "B" i.e. Price Bid : Price bid of only Techno-commercially qualified bidder will alone be opened by BHEL on the same day or on any subsequent day after prior intimation to bidders qualified Techno-commercial bid.

Total price (all taxes, Octroi, duties & levies, packing & deliveries in NCR based offices but excluding service tax) quoted by the compliant bidders is the criteria for evaluation of price for award of work. Incomplete offers shall not be considered.

Please note that **"BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL**

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decides to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue." The date and time of "RA" shall be intimated to the bidders after completing the formalities of the process in consultation with "RA" Service Provider.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited

Pallavi
(Pallavi Chaudhuri)
Executive (CC)

Enclosed:

- | | |
|----------------|------------------------------------|
| Annexure-I | : Specifications and Scope of Work |
| Annexure-II A | : Special Terms & Conditions |
| Annexure-II B | : General Terms & Conditions |
| Annexure-II C | : Printing & Delivery Schedules |
| Annexure-III | : Price Proforma |
| Annexure-IV | : No Deviation Certificate |
| Annexure-V | : Declaration Certificate |
| Annexure – VI | : Submission of offer |
| Annexure – VII | : Checklist |

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Annexure – I

SPECIFICATIONS / SCOPE OF WORK FOR "BHEL HOUSE JOURNAL PRATIBIMB"

1.	PERIODICITY	Monthly - Delivery on 10 th of every month <i>Note: BHEL reserves the rights to change periodicity of the House Journal at its sole discretion.</i>
2.	DURATION OF CONTRACT	24 months (2 years) @ 1 issue per month, 12 issues per year and a total 24 issues in a span of 2 years <i>Note: BHEL may increase/ decrease no. of issues to be Printed, as required, during the period of the contract at its sole discretion</i>
3.	QUANTITY	3000 (Three thousand copies) for each issue
4.	NO. OF PAGES	Standard issue: 8 pages <i>Note: Additional 2/ 4/ 8 or more pages/ supplements may be added to standard issue as and when required. Payments for same shall be made on pro rata basis. Accordingly sufficient quantity of paper has to be maintained by the successful bidder in his stock</i>
5.	SIZE	8 ½" width x 11" height
6.	PAPER	130 GSM BILT Royal Art Paper
7.	COLOUR	4 + 4 colours throughout
8.	PROOFING	Epson proofs on printer calibrated with printing machines, to be submitted for each issue for approval by BHEL or its authorized agency
9.	INPUTS	Print Ready File on CD shall be provided by our authorised advertising agency or BHEL. Colour corrections of images will be in the scope of printer
10.	BINDING	Centre stapling
11.	PACKING	In Multiple of 50s (or in part as applicable) in thick paper for deliveries in NCR based offices. Similarly, in multiple of 100s (or in part as applicable) in appropriate courier worthy packing for outstation dispatches including affixing of address labels as per list to be provided by BHEL, for Outstation offices
12.	DELIVERY	Delivery in all NCR based offices as per list enclosed. Consignment of outstation dispatches duly packed and labeled as per item no. 11 above to be delivered to BHEL's Centralised Dispatch Office located at BHEL House, Siri Fort, New Delhi-110 049

Note:

- PDF file of the each issue of House Journal on CD for hosting on BHEL Intranet Site, along with the advance copies is mandatory*
- Designs supplied by BHEL or its advertising agency are to be returned to BHEL immediately after completion of printing of each issue*
- Your offer must include sample of papers as per specifications above*

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Annexure – IIA

SPECIAL TERMS & CONDITIONS

1.0 ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)

Only those printers, who have one of their printing unit(s) in NCR and meet the PRE QUALIFICATION REQUIREMENT (PQR) in terms of INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL/ PAST PERFORMANCE as specified below, are eligible to quote:

1.1 ADDRESS PROOF

- 1.1.1 Self attested copy of certificate of incorporation in the name of the bidder in NCR
OR
Self attested copy of Registration with any tax authority in NCR along with the last paid Landline telephone bill or the latest paid Electricity bill in the name of the Printing Unit for NCR based location.

1.2 INFRASTRUCTURE/ CAPABILITY

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

- 1.2.1 One Image Setter with complete 'Plate Making' equipment including 'Automatic Plate Processor': 1 set-up
OR
A CTP facility: 1no.
1.2.2 Four Colour Sheet-fed Printing Machines in size 23"x36": 2nos.
1.2.3 Automatic Folding Machines: 1no.
1.2.4 Automatic Gang Stitcher facility for centre pinning: 1 facility
1.2.5 Programmable paper cutting machine: 1no.
1.2.6 Adequate Power back-up to run all machines mentioned above
1.2.7 Bidders should have Quality Management Systems in-house

Note:

- Back-up of each of the machines mentioned above is implied and should be available.
- Bidders have to submit a list of machinery while specifically highlighting machines specified at sl. nos. 1.2.1 to 1.2.6 above
- Bidders have to submit a copy of valid ISO certificate (sl. no. 1.2.7)
OR

A self-declaration on their letterhead stating the dedicated facilities or labs and manpower for adhering to international standards of quality to meet the requirements specified at sl. no. 1.2.7

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In addition to above, the bidder should submit Declaration on their letter head as per No Deviation Certificate enclosed as Annexure-IV.

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

2.0 EXPERIENCE

- 2.1 Attach copy of one PO from PSUs or Govt. Office or Multi National Companies or Listed Companies for a minimum value of Rs. 5.75 Lakh in past 3 years
OR
Attach copies of two POs from PSUs or Govt. Office or Multi National Companies or Listed Companies for a minimum value of Rs. 3.58 Lakh in past 3 years
OR
Attach copies of three POs from PSUs or Govt. Office or Multi National Companies or Listed Companies for a minimum value of Rs. 2.86 Lakh in past 3 years

3.0 FINANCIAL

- 3.1 Certified copies of Balance Sheet & Profit & Loss Account for any **three** financial years from 2010-11, 2011-12, 2012-13 & 2013-14 to be enclosed with a minimum average turnover of Rs. 7.16 Lakh
3.2 Copy of proof of valid registration for Taxes applicable.

4.0 AWARD OF WORK

- 4.1 For selection of the final printer on whom the order would be placed, following procedure shall be adopted:
PART A (TECHNO-COMMERCIAL BID in a Separate Sealed Envelope) containing
a. Self attested copy of certificate of incorporation in the name of the bidder in NCR
OR
Self attested copy of Registration with any tax authority in NCR along with the last paid Landline telephone bill or the latest paid Electricity bill in the name of the Printing Unit for NCR based location.
b. List of machinery specifically highlighting the specified machines or facilities against sl. nos. 1.2.1 to 1.2.6 above
c. Bidders have to submit a self attested copy of valid ISO certificate sl. no. 1.2.7
OR

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A declaration on their letterhead stating the dedicated facilities or labs and manpower for adhering to international standards of quality to meet the requirements specified at sl. no. 1.2.7

- d. Self attested copies of POs as specified at sl. no. 2.1 above
- e. Certified copies of Balance Sheet & Profit & Loss Account for any three financial years from 2010-11, 2011-12, 2012-13 & 2013-14 to be enclosed with a minimum average turnover of Rs. 7.16 Lakh (as per Sl. No. 3.1 & 3.2 above)
- f. No Deviation Certificate as per Annexure-IV
- g. Declaration Certificate (Legal) as per Annexure V
- h. Check List as per Annexure-VII
- i. Acceptance to "Special Terms & Conditions" Annexure-II A, "General Terms & Conditions" Annexure-II B, "Printing & Delivery Schedule" Annexure-II C and Conformity to "Specifications/ Scope of Work" Annexure-I, by way of signing and affixing rubber stamp on each page
- j. Self attested copy for proof of tax registration applicable
- k. Sample of Paper as per requirement given in Specifications. Paper sample should bear specifications, signature and stamp of the bidder.

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. Price Bid (Part -B) of only Techno-commercially qualified bidder will be opened. Date and time will be intimated to Techno-commercially qualified bidders only.

PART B (PRICE BID) comprising:

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

- a. Price Bid as per proforma given in Annexure III.

Notes:

PART B 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.

- a. **Evaluation Criteria: Evaluation** will be done based on total cost to BHEL, quoted against sl. no. 4 of Annexure -III of Price Proforma subject to price clause at sl. no. 3.0 of Annexure-IIB of 'General Terms & Conditions'
- b. Prices to be submitted in a separate sealed cover in the enclosed Price Proforma (Annexure - III).

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5.0 SAMPLES

- 5.1 Paper sample, as per specifications given in Annexure-I to be submitted along with Part A of the offer duly superscribed with specifications, signed & stamped.

6.0 DESPATCH

- 6.1 Distribution in BHEL offices in NCR as per list attached. Copies meant for outstation dispatches to be delivered by the successful bidder in courier worthy packing duly affixed with address label in our Centralized despatch located at BHEL House, Siri Fort, New Delhi – 110 049. No additional charges towards manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles, etc., shall be payable by BHEL and total price quoted shall be deemed to be inclusive of all such activities.

7.0 PRINTING TIME AND DELIVERY SCHEDULE:

- 7.1 The Printing & Delivery Schedule given at Annexure – II C will have to be strictly adhered to.
- 7.2 Any delay in completion of the job will invite imposition of penalty @ 2% per week or part thereof subject to a maximum of 10% of the total price. BHEL reserves the right to refuse to accept delivery beyond delay of one week.

8.0 PENALTY – QUALITY

- 8.1 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, penalty shall be imposed at a rate to be decided by BHEL. Bidder shall be given reasonable opportunity to place his side before the penalty is applied.

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Annexure – II B

GENERAL TERMS & CONDITIONS

1.0 **SUBMISSION OF OFFER**

Your offer should be complete in all respects (refer Annexure VI & VII).

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 **VALIDITY**

2.1 Your offer should remain valid for a period of 90 days from the date of opening of the tender (Part – A Bid) for our acceptance.

3.0 **PRICE**

3.1 Price quoted should be firm and exclusive of agency commission.

3.2 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-III.

3.3 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.

3.4 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

3.5 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 3.3 and 3.4 above.

3.6 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.

3.7 Price to be filled-in as per the Price Proforma enclosed as Annexure-III. Change in Proforma is not allowed.

3.8 Offers not fulfilling any of the above conditions are liable for rejection.

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4.0 TAXES

4.1 It is mandatory to comply with all taxes applicable for the required services. The price should be inclusive of all taxes, duties, octroi and levies, packing & deliveries in NCR based offices. However, the amount towards Service Tax should be indicated separately in the specified place in Price Proforma enclosed as Annexure- III.

5.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

5.1 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.

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.

7.0 TERMS OF PAYMENT

- 7.1 Full payment shall be released within thirty days from the date of completion of the following:
- a. Receipt of materials in good condition by all consignee/s to the satisfaction of BHEL as per order,
 - b. Return of all materials provided by BHEL to the printer ALONG WITH APPROVED EPSON/ HP PROOFS BY BHEL OR ITS AUTHORIZED AGENCY
 - c. Receipt of bills duly verified by the nominated Advertising Agency, if any.
- 7.2 While making the payment, statutory deductions as applicable, shall be made by BHEL.
- 7.3 Payment shall be released for the actual quantity delivered.
- 7.4 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.

PARTY'S NAME	
PARTY'S COMPLETE ADDRESS	
BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	

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IFSC CODE	
PARTY'S eMAIL – ID	
PAN NO.	
CST NO., IFAPPLICABLE	
VAT NO., IFAPPLICABLE	
SERVICE TAX REGN. NO., IF APPLICABLE	

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”

8.0 PRODUCTION

- 8.1 Print-ready File on CD shall be supplied by BHEL or its authorized advertising agency.
- 8.2 Printing shall be supervised at all stages by BHEL representative or its authorized advertising agency, which shall be intimated in due course.
- 8.3 Printer shall return all materials (CD of Design, etc., as may be applicable) to us in good condition. The printer's bills are to be routed through our Advertising Agency for due verification by it, as soon as the job is satisfactorily completed. However, in case BHEL decides to directly supervise the printing and fabrication, the printer's bills shall be submitted directly to us.
- 8.4 BHEL shall be the final authority for accepting the job and reserves the right to inspect printing and fabrication from proofing to the final stages.

9.0 RISK PURCHASE

- 9.1 BHEL at its option will be entitled to terminate the contract and get the printing done elsewhere at the risk and cost of the printer either the whole of the goods or part thereof which the printer has failed to deliver or dispatch within the stipulated time as aforesaid or if the same are not available, with the best and the nearest available substitute thereof.

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9.2 The printer shall be liable for any loss which BHEL may sustain by way of such risk purchases, in addition to penalty at the rate mentioned in Clause 7 & 8 Annexure-II A.

10.0 CHANGE IN THE ORDERED QUANTITY

10.1 BHEL reserves the right to increase or decrease the ordered quantity by $\pm 10\%$ before commencement of printing work.

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

12.1 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.

13.0 CONFIDENTIALITY

13.1 All the material sent to the Printer shall be treated as confidential and should not be disclosed in any manner to any unauthorised person under any circumstances.

14.0 ACCEPTANCE OF TERMS AND CONDITIONS

14.1 The Printer should specifically mention that all the terms and conditions described above, including the penalty clauses, are unconditionally acceptable.

14.2 Any deviation to BHEL terms and conditions or counter terms and conditions prescribed by the Printer in the Tender shall not be considered and may lead to outright rejection of such offer.

15.0 INCOMPLETE TENDERS

15.1 Incomplete tenders, which do not contain all the information called for, are liable to be rejected.

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15.2 The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.

16.0 SPLITTING THE WORK

16.1 BHEL reserves the right to split the work on one or more bidders. BHEL also reserves the right to cancel/ scrap the tender without assigning any reason whatsoever.

17.0 CONTRACT TERMINATION

17.1 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.

18.0 AUTHORISED OFFICER

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

19.0 CONTACT PERSONS

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

- Sh. Hemant Kumar Agarwal, Dy. Manager (CC)
Tel.: 011-23742886, email: hemantkumar@bhel.in
Fax: 011-23342769

Or

- Sh. Ajay Gupta – Sr. Manager (CC)
Tel.: 011-23340473, email: ccag@bhel.in
Fax: 011-23342769

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ANNEXURE – II C

PRINTING & DELIVERY SCHEDULE

1.0	Subsequent to placement of order and handing over of Print Ready File by Advertising Agency/BHEL	:	0 th Day
2.0	Submission of Epson Proofs by Printer	:	1 st Day
3.0	Approval of Epson Proofs including changes, if any	:	2 nd Day
4.0	Completion of printing of ordered quantities including delivery of around 500 copies	:	4th Day
5.0	Completion of dispatch of the entire ordered Quantity	:	5th Day

Note: Penalty shall be applicable from the 6th day of the above schedule.

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Annexure-III

PRICE PROFORMA

S. No.	Items description	Amount in Rupees (Inclusive of all taxes, Octroi, duties & levies but excluding service tax)
1.	Cost of system work, proofing, printing, binding, fabrication, packing & deliveries in NCR, making of pdf file for web hosting for each issue of eight pages (3000 copies) as per specifications enclosed as Annexure-I	
2.	Cost of paper for each issue of eight pages (3000 copies) as per specifications enclosed as Annexure-I	
3.	Total cost of each issue of eight pages (3000 copies) (1+2)	
4.	Total cost of 24 issues each of eight pages (amount against sl. no. 3 x 24)	
5.	Service Tax, as applicable for HUF/Partnership (Payable subject to verification) : _____ %	
	Service Tax, as applicable for Companies (Payable subject to verification): _____ %	

Notes:

1. Quoted rates remain valid for the term of contract for a period of two years i.e., for 24 issues, each of 8 pages, 3000 copies each. No escalation in the rate will be allowed during the contract period.
2. Evaluation of Lowest Bidders will be based on amount quoted against sl. no. 4 above.
3. Increase in no. of pages or copies will be governed by pro rata basis

Signature & Seal of the Bidder _____

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Annexure - IV

No Deviation Certificate

(to be given on Bidder's letterhead)

Certificate of Acceptance

It is certified that we have read and understood all the terms and conditions of the Tender No. CC/PUBL/07/2014-15 dated 03.06.2014

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by us is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the specifications/ scope of work properly and shall carry out the job as mentioned in this tender.

Date:

Signature of Authorized Signatory

Place:

(Designation)

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Annexure - V

DECLARATION CERTIFICATE (LEGAL)

(TO BE GIVEN ON PRINTER'S LETTERHEAD)

I / We, do hereby declare that there is no case 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 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)

Pallavi

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Annexure – VI

SUBMISSION OF OFFER

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

i) PART "A" : TECHNICAL BID (Sealed Envelope)

Envelope superscribed with "Part A", to contain following:

- a. Self attested copy of certificate of incorporation in the name of the bidder in NCR
OR
Self attested copy of Registration with any tax authority in NCR along with the last paid Landline telephone bill or the latest paid Electricity bill in the name of the Printing Unit for NCR based location.
- b. List of machinery specifically highlighting the specified machines or facilities
- c. Bidders have to submit a self attested copy of valid ISO certificate
OR
A declaration on their letter head stating the dedicated facilities or labs and manpower for adhering to international standards of quality
- d. Self attested copies of POs
- e. Certified copies of Balance Sheet & Profit & Loss Account for any **three** financial years from 2010-11, 2011-12, 2012-13 & 2013-14 to be enclosed with a minimum average turnover of Rs. 7.16 Lakh
- f. **No Deviation Certificate** as per Annexure-IV
- g. **Declaration Certificate (Legal)** as per Annexure V
- h. **Check List** as per Annexure-VII
- i. Acceptance to "**Special Terms & Conditions**" Annexure-II A, "**General Terms & Conditions**" Annexure-II B, "**Printing & Delivery Schedule**" Annexure-II C and Conformity to "**Specifications/ Scope of Work**" Annexure-I, by way of signing and affixing rubber stamp on each page
- j. Self attested copy for proof of tax registration applicable
- k. **Sample of Paper** as per requirement given in Specifications. Paper sample should bear specifications, signature and stamp of the bidder.

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.

PART – "B": PRICE BID (Sealed Envelope)

Envelope duly sealed and superscribed with "PART B", should contain the following:

- a) Price Bid as per proforma given in Annexure III.

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कापरेट संचार
Corporate Communication



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

1. Quotation for printing of 'BHEL House Journal Pratibimb'
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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Annexure – VII

Checklist

S. No.	Description /Item	Enclosed Yes/No
1.	Part A Envelope to contain following documents/ Information required for ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)	
a.	Self attested copy of certificate of incorporation in the name of the bidder in NCR OR Self attested copy of Registration with any tax authority in NCR along with the last paid Landline telephone bill or the latest paid Electricity bill in the name of the Printing Unit for NCR based location.	Yes/No
b.	List of machinery specifically highlighting the specified machines or facilities	Yes/No
c.	A self attested copy of valid ISO certificate OR A declaration on their letter head stating the dedicated facilities or labs and manpower for adhering to international standards of quality	Yes/No
d.	Self attested copies of POs	Yes/No
e.	Certified copies of Balance Sheet & Profit & Loss Account for any three financial years from 2010-11, 2011-12, 2012-13 & 2013-14 to be enclosed with a minimum average turnover of Rs. 7.16 Lakh	Yes/No
f.	No Deviation Certificate as per Annexure-IV	Yes/No
g.	Declaration Certificate (Legal) as per Annexure V	Yes/No
h.	Check List as per Annexure-VII	Yes/No
i.	Acceptance to "Special Terms & Conditions" Annexure-II A, "General Terms & Conditions" Annexure-II B, "Printing & Delivery Schedule" Annexure-II C and Conformity to "Specifications/ Scope of Work" Annexure-I, by way of signing and affixing rubber stamp on each page	Yes/No
j.	Self attested copy for proof of tax registration applicable	Yes/No
k.	Sample of Paper as per requirement given in Specifications. Paper sample should bear specifications, signature and stamp of the bidder.	Yes/No
2.	Part B Envelope to contain following	
a.	Price Bid in Price Proforma as per Annexure-III	Yes/No

Pallava