

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



No. CC/TDEL/FY 2013-14  
22.06.2013

Dear Sir,

**Subject: Tender for Printing & Supply of 'BHEL Telephone Directory-2013-14'**

BHEL invites two-part offers i.e. **Part I (Techno-commercial Bid)** and **Part II (Price Bid)** in individual sealed covers for printing and supply of 'BHEL Telephone Directory-2013-14' as per specifications/ scope of work given in the enclosed Annexure-I.

**Part I (Techno-commercial Bid)** duly superscribed with **Part I (Technical-commercial Bid)** in sealed cover to contain following:

- The self-attested copies of Documents to meet the 'Eligibility Conditions/ PQR' of the tender as given under sl. nos.1.1.1 to 1.1.7 of Annexure-II of 'Special Terms & Conditions'-comprising:
  - List of machineries, highlighting machineries/ facilities/ In-house Quality set-up specified
  - Copies of Two POs each for printing a minimum quantity of 32,000 copies of booklets from PSUs or MNCs or Large Private Sector in past three years
  - Copies for Registration for taxes applicable
- Acceptance to Tender Specifications/ Scope of Work (**Annexure-I**), Special terms & Conditions (**Annexure-II**), General Terms & Conditions (**Annexure-III**), and No Deviation Certificate (**Annexure-V**) of this tender enquiry by way of signing and affixing rubber stamp on each page.
- Paper samples for cover and inside pages as per specifications. Each paper sample should bear specifications, signature and stamp of the bidder

**Note:**

- Bidders to ensure that their offers are complete in accordance to above requirement in all respects. Any deviation or non-compliance may lead to rejection of their offer and Part-II of their offer may not be opened.

**Part II (Price Bid)** duly superscribed with **Part II (Price Bid)** in a separate sealed cover to contain only the 'Price Bid' duly filled in 'Price Performa' as per enclosed **Annexure-IV** of the tender enquiry.

**Note:** PART II of the offer 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.

Your offer should be filled-in the format & submitted, after downloading the same from BHEL website [www.bhel.com](http://www.bhel.com) or e-portal (eProcure.gov.in) and **should not be typed separately except for 'Letter of NO Deviation' as per Annexure-V.**

Your complete offer in strict compliance to the prescribed manner as per Annexure-VI & as described above, to reach BHEL on or before 2PM on 12.07.2013 at the following address:

Sr. Manager (CC),  
Corporate Communication, Bharat Heavy Electricals Ltd.,  
Jeevan Tara Building, 5, Sansad Marg,  
New Delhi-110 001

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>

पंजीकृत कार्यालय: बीएचईएल हाऊस, सिरि फोर्ट -110049  
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Handwritten signature/initials in blue ink.

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Part I of the offer (Techno-commercial Bids) shall be opened at 4.00 PM, on the same day i.e. 12.07.2013 at the above mentioned address in the presence of the bidders, who may like to be present. Part II (Price Bids) of the offer of all compliant bidders alone shall be opened on the same day or any other day after intimation to bidders, in the presence of the bidders, who may like to be present.

Please note that BHEL may adopt "REVERSE AUCTION" (RA) process to determine the L1 bidder. 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.

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.

Thanking you,

Yours truly,  
for Bharat Heavy Electricals Limited

*Gaurav!*  
(Gaurav Verma)  
Executive (CC)

**Enclosures:**

- Annexure-I (Specifications/Scope of Work)
- Annexure-II (Special Terms & Conditions)
- Annexure-III (General Terms & Conditions)
- Annexure-IV (Price Proforma)
- Annexure-V (No-Deviation Certificate)
- Annexure-VI (Submission of Offer)
- Annexure-VII (Checklist)

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Annexure-I

### SPECIFICATIONS/ SCOPE OF WORK FOR 'BHEL TELEPHONE DIRECTORY-2013-14'

1.	<b>QUANTITY</b>	Unit rates for band of quantities, as given below, are required to be given:  i. 29,001 to 34,000
2.	<b>SIZE</b>	210mm x137mm (Finished size)
3.	<b>NO. OF PAGES</b>	
	i Cover	4
	ii Inside Pages	128
4.	<b>PAPER</b>	
	i Cover	300 GSM Art Card BILT C2S
	ii Inside Pages	70 GSM Super High Bright, Maplitho (Century)
5.	<b>PRINTING</b>	
	i Covers	4+ 4 Colours
	ii Inside Pages	2-Colour throughout including one special colour
6.	<b>LAMINATION</b>	On Outer and Inner Covers both
7.	<b>INPUTS</b>	
	i Designs on CD	Print-ready File would be provided by BHEL's authorized advertising agency or by BHEL directly. However, printer has to open and check the file from the point of view of production. Any corrections / system work for enhancing photographs quality, as required, in the Print-ready files shall be in printer's scope.
8.	<b>PROOFING</b>	<ul style="list-style-type: none"><li>Epson Proofs of the covers on the printer calibrated with the machine for our approval before start of final printing and of two inside pages</li><li>Digital proofs of all inside pages for our approval before start of final printing.</li></ul>
9.	<b>BINDING</b>	Centre stapled at two points
10.	<b>PACKING</b>	All Telephone Directories to be packed in lots of 100 nos. (one hundred) 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

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		on one side and once on the other side, for making it worthy transportation to BHEL consignees all over India.
11.	<b>DELIVERY</b>	<p>The printer shall be responsible for dispatch of Telephone Directories to all <b>outstation</b> BHEL Units/ Divisions on <b>'freight to pay'</b> basis <b>directly on authorization by respective Divisions/ Units of BHEL or through agency (s) appointed/ authorized by BHEL.</b> Whereas cost for deliveries to BHEL Offices in the same city should be inclusive in the unit rates quoted. However, the price quoted should be inclusive of charges towards handling and loading, etc., on the vehicles of transporters.</p> <p>Dispatch instructions with complete details will be provided by BHEL in advance.</p>

**Note: Print ready files with fonts on DVD to be provided to BHEL after completion of the job along with the bills.**

*Gaurav!*

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Annexure-II

### **SPECIAL TERMS & CONDITIONS – 'BHEL TELEPHONE DIRECTORY – 2013-14'**

#### 1.0 ELIGIBILITY CONDITIONS/ PQR

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

#### **INFRASTRUCTURE/ CAPABILITY**

1.1.1 CTP facility in-house

1.1.2 **Printing machines:**

a minimum of 1 no. **Web Offset (minimum 2 colours)** of adequate size to print specified size of the Directory + a minimum 1 no. **Sheet-fed (4 colour) machine** of adequate size to print specified size of the Directory in excellent working condition

OR

a minimum of two Perfector Machines (minum 2 colours) of adequate size to print specified size of the Directory + a minimum 1 no. **Sheet-fed (4 colour) machine** in excellent working condition

OR

a minimum of 3 Sheet-fed hi-speed offset machines (minimum of 2 colours) of adequate size to print specified size of the Directory + a minimum 1 no. **Sheet-fed (4 colour) machine** of adequate size to print specified size of the Directory in excellent working condition

1.1.3 a minimum of one Automatic Gang-Stitcher machine for Centre Stapling in-house

1.1.4 In-house quality control set-up to ensure quality control in all stages of the job

#### **EXPERIENCE**

1.1.5 **Minimum of Two POs each for printing a minimum quantity of 32,000 copies of booklets from PSUs or MNCs or Large Private Sector in past three years**

#### **FINANCIAL**

1.1.6 **Copies for Registration for taxes applicable**

*Gandhi*

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### UNSATISFACTORY PAST PERFORMANCE

1.1.7 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.

#### Notes:

- A Self-attested List of Machinery highlighting machineries/ facilities specified above to be submitted in Part I of the offer
- B With regard to quality set-up in-house, bidders have to submit a signed document certifying availability of quality set-up, describing the same in brief or copy of valid ISO relevant certificate in Part-I of the tender
- C Copies 2nos. of PO, each of a minimum of 32000 copies booklets in past 3 years from PSUs or MNCs or Large Pvt. Sector
- D Copies of Registration of Taxes applicable
- E BHEL reserves the right to visit bidder's premises to physically verify list of machineries/ facilities mentioned in their '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

### 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), in a separate envelope, will be opened first to ascertain tender terms compliance, to contain following documents duly signed and stamped on each page of tender version downloaded from BHEL website or e-portal (eProcure.gov.in):**
- a. Acceptance to Conformity to 'Specifications/ Scope of Work' (Annexure-I) and 'General Terms & Conditions' (Annexure-III)
  - b. Acceptance of 'Special Terms & Conditions' (Annexure-II)
  - c. Self-attested copies of Documents specified in the covering letter as well as in the Annexure-II of 'Special Terms & Conditions', refer notes below 1.0 of 'Eligibility Conditions/ PQR' of Annexure-II
  - d. Samples of Papers/ Cards, etc., as per requirement given in Specifications. Each paper should bear specification, signature and stamp of the bidder
  - e. **No Deviation Certificate** as per Annexure-V

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*Govindar!*

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**Note:**

- a. 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.

**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 IV.

**Note:**

PART II to have prices only. Any comments / deviations in this Part except discount 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** The bidders are required to quote essentially for the entire scope of work in a separate sealed cover in the enclosed Price Proforma (Annexure-IV). Price evaluation of the lowest bidder (L-1) would be on the basis of the **Total Price** (including all taxes except Service Tax) quoted for **32,200 copies of Telephone Directory (as per specifications given in Annexure-I) against Sl. No. 3 of Price Proforma (Annexure-IV)** i.e. Total Computed Price for Evaluation:  $(32,200 \times A1)$  where A1 is the per copy rate for Telephone Directory - Refer Annexure-IV

**3.2** Variation in number of inside pages vis-à-vis specified in respect of telephone directory, shall be calculated on pro-rata basis in accordance to the unit rates quoted for the items applicable.

**4.0 PRINTING TIME AND DELIVERY SCHEDULE :**

**4.1** Epson Proofs of the covers and digital proofs of all inside pages to be submitted within two days of receipt of print ready file

**4.2** All copies of the Telephone Directory have to be printed and delivered (to consignee in NCR) **within 07 days** and dispatches to consignees outside NCR to be completed **within 10 days** from the date of approval of proofs by BHEL.

*Ganpati!*

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Annexure-III

### GENERAL TERMS & CONDITIONS – 'BHEL TELEPHONE DIRECTORY – 2013-14'

#### 1.0 SUBMISSION OF OFFER

1.1 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 PRICE

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

2.2 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-IV.

2.3 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.

2.4 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

2.5 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 to s.no. 2.3 and 2.4 above.

2.6 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.

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

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

#### 3.0 TAXES

3.1 It is mandatory to comply with all taxes applicable for the required services. The price should be inclusive of all taxes, duties and levies.

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### 4.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

4.1 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.

### 5.0 PRICE ESCALATION CLAUSE

5.1 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.

### 6.0 VALIDITY OF OFFER

6.1 Your offer should be valid for at least 90 days from the date of opening of the Bid.

### 7.0 PAPER

7.1 Paper purchased by the printer should be strictly as per specifications (Annexure-I).

### 8.0 SAMPLES

8.1 One sample each of cover and inside pages should be submitted along with Tax Registration, No Deviation Certificate, Check List, Terms & Conditions, Specifications & Scope of Work, etc. in **Part I of the offer**. The sample should clearly indicate the specifications and the bidder's signature and stamp for identification on each sample.

### 9.0 SECURITY DEPOSIT

9.1 The successful bidder shall be required to furnish a Security Deposit in the form of a demand draft of a value equal to 10% of the Total Order Value, within five days after receipt of our order.

### 10.0 DISPATCH

10.1 The printer shall be responsible for dispatch of Telephone Directories to all BHEL Units/ Divisions **outside NCR on freight to pay basis on authorization by respective Divisions/ Units of BHEL or through an agency appointed by BHEL**. However, the price quoted should be inclusive of charges towards handling and loading, etc. on the vehicles of transporters.

10.2 **Deliveries within the same city will be the responsibility of the successful bidder and price quoted should be inclusive of same.**

**Dispatch instructions with complete details will be provided by BHEL in advance.**

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### 11.0 TERMS OF PAYMENT

11.1 100% payment shall be made within 30 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	
PARTY'S NAME & ADDRESS	

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

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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"

### 12.0 LIQUIDATED DAMAGES (QUALITY/DELAYED DELIVERY)

12.1 If the final product does not meet the quality and specifications mentioned, BHEL will not be obliged to accept the goods. If at all the goods are accepted, price reduction shall be levied at a rate to be decided by BHEL and the same is subject to negotiations.

Any delay in completion of the job is liable for imposition of penalty @ 2% per week (or part thereof), subject to a maximum of 10% of the total Order value. This penalty shall be levied on the value of goods which have been delayed. Value of goods delayed shall be derived on pro-rata basis from total Order value.

If the deliveries are not completed within two weeks beyond the stipulated delivery period, BHEL reserves the right not to accept the remaining consignment in full or part, and no damages will be payable for such goods. BHEL may however accept such delayed consignments at its own discretion.

### 13.0 RISK PURCHASE

13.1 Alternatively, the Purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the Seller either the whole of the goods or part thereof which the supplier has failed to deliver or dispatch within the stipulated time as aforesaid or if the same are not available, the best and the nearest available substitute thereof. The Seller should be liable for any loss which the Purchaser may sustain by way of such risk purchases/penalty at the rate mentioned in Clause 15 above, whichever is higher.

### 14.0 ARBITRATION

14.1 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.

*Handwritten signature*

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

### कारपोरेट संचार

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14.2 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.

#### 15.0 EFFECT AND JURISDICTION OF CONTRACT

15.1 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.

#### 16.0 CONTRACT TERMINATION

16.1 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.

#### 17.0 AUTHORISED OFFICER

17.1 The 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 bidder. The authorized officer shall hold all the meetings in Delhi only.

#### 18.0 GENERAL

18.1 **Inspection:** The bidder shall be solely responsible for adherence to specifications, quality of workmanship, and timely supplies. However, in case BHEL representatives wish to examine the work at any stage during execution, the bidder shall provide all necessary co-operation and arrangements for this purpose.

#### 19.0 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](mailto:ccag@bhel.in)  
Fax: 011-23342769
- Sh. Hemant Kr. Agrawal – Sr. Executive (CC)  
Tel.: 011-23742886, Mob. : 9871180867 email: [hemantkumar@bhel.in](mailto:hemantkumar@bhel.in)  
Fax: 011-23342769

*fav fav!*

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Annexure-IV

**PRICE PROFORMA FOR 'BHEL DIRECTORY 2013-14'**

S.No.	Description of items	Unit rates for quantity band inclusive of all taxes except service tax, Delivery within the same City, packing and charges for handling & loading on the vehicles for outstation dispatches as per Specifications/ Scope given in Annexure-I (In Rupees) 29001 to 34000
1	For processing, proofing, plate making, printing, fabrication, binding, packing, local delivery, etc., as per Specifications/ Scope at Annexure -I	
2	For Paper as per specifications given at Annexure-I	
3	<b>Unit Rate for Directory, inclusive of all taxes except service tax = (1+2)</b>	<b>Rs. A1</b>
4	Total Computed Price for Evaluation (inclusive of all taxes except Service Tax) i.e. $=(32,200 \times A1)$	
5	Service Tax, if applicable	
6	Total amount for 32,200 copies inclusive of service tax = (4+5)	

**Note:**

- The Evaluation for selection of lowest (L1) bidder for Award of Work shall be based on the lowest overall amount quoted against SI. No. 4.0 above i.e. Total Computed Price for Evaluation (inclusive of all taxes except Service Tax) i.e.  $=(32,200 \times A1)$ . Price to be quoted in the Price Proforma as above, change in Price Proforma is not allowed**

Signature of Printer with Seal

*Gaurav!*

जीवन तारा, 5, संसद मार्ग, नई दिल्ली: फोन:23365669, 23361498 फैक्स: 23342769, 23340981  
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Annexure-V

**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/TDEL/FY 2013-14 and that our company/ firm, namely, .....  
..... do hereby unconditionally accept all  
Terms and Conditions set out in the Tender Document including the penalty clauses  
therein.

*Handwritten signature*

Signature of Authorised Signatory

(Designation)

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Annexure - VI

### **SUBMISSION OF OFFER**

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

**i) PART "I" : TECHNICAL BID (Sealed Envelope)**

Envelope superscribed with "Part I", should contain:

- Acceptance to "**Special Terms & Conditions**" as per Annexure-II, "**General Terms & Conditions**" as per Annexure-III including Conformity to "**Specifications/ Scope of Work**" as per Annexure-I, by way of signing and affixing rubber stamp on each page.
- No Deviation Certificate on Bidder's letter head** as per Annexure-V
- The self-attested copies of Documents to meet the '**Eligibility Conditions/ PQR**' of the tender as given under sl. nos.1.1.1 to 1.1.7 of Annexure-II of 'Special Terms & Conditions' and as described in the covering letter
- Samples of Papers/ Cards** as per requirement given in Specifications. Each paper should bear specification, 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.

**ii) PART – "II" : PRICE BID (Sealed Envelope)**

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

- Price Bid as per proforma given in Annexure IV.

**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:

- Quotation for printing of "**BHEL Directories – 2013-14**".
- Due date and time of submission of offers.
- Name and address of the bidder.
- BHEL address as given in the covering letter.

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*(Handwritten signature)*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार

Corporate Communication



Annexure - VII

### CHECKLIST

S.No.	Description /Item	Enclosed Yes/No
1.	Copy of the signed and stamped " <b>Specifications</b> " (Annexure-I); " <b>Special Terms &amp; Conditions</b> " (Annexure-II); " <b>General Terms &amp; Conditions</b> " (Annexure-III) as token of acceptance.	Yes/No
2.	Non-Deviation Certificate as per <b>Annexure – V</b> on your letter head.	Yes/No
3.	Self-attested copies of Documents to meet the ' <b>Eligibility Conditions/ PQR</b> ' of the tender as given under sl. nos.1.1.1 to 1.1.7 of Annexure-II of 'Special Terms & Conditions'	
i	Self attested copy of List of Machinery highlighting machineries/ facilities	Yes/No
ii	Self attested copy of valid ISO or equivalent Certificate or Document certifying availability of in-house quality set-up	Yes/No
iii	Copies of Two POs each for printing a minimum quantity of 32,000 copies of booklets from PSUs or MNCs or Large Private Sector in past three years	Yes/No
iv	Self attested copies of Proof of Registration of Taxes applicable	Yes/No
4.	Paper Sample for inside pages as per specifications, bearing specifications, sign and rubber stamp of the bidder	Yes/No
5.	Paper Sample for Cover as per specifications, bearing specifications, sign and rubber stamp of the bidder	Yes/No
6.	<b>Part I</b> in a separate sealed cover duly superscribed with ' <b>Part I – TECHNO-COMMERCIAL BID</b> '	Yes/No
7.	<b>Part II</b> in a separate sealed cover duly superscribed with ' <b>Part II – PRICE BID</b> ' containing only PRICE PROFORMA as per <b>Annexure-IV</b> , duly filled in as per format, signed and stamped	Yes/No

*Handwritten signature/initials*

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