

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कारपोरेट संचार
Corporate Communication



Ref. CC/DIRY/2014-15
26.11.2014

Dear Sirs,

Sub: Tender for Printing & Supply of BHEL Diary –2015

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 2015 as per break-up given under:

- A. BHEL Customer Diary 2015: 48000 nos.
- B. BHEL Employee Diary 2015: 51300 nos.

Detailed Specifications / Scope of Work for the respective Diaries are given in the enclosed Annexures IA & Annexure IB.

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

- a. Earnest Money Deposit (EMD) as given in Clause 2.0 of General Terms & Conditions (Annexure IIC of the tender enquiry). Offers received without EMD will be rejected and Part I – B of the Technical Bid shall not be opened
- b. 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).
- c. No Deviation Certificate as per Annexure-IV
- d. List of Machineries Required as per Annexure-IIB including Declaration Certificate (Infrastructure & Machinery) as per Annexure-V
- e. Check List as per Annexure-VIII
- f. Acceptance to "BHEL Special Terms & Conditions" as per Annexure-IIA, "BHEL General Terms & Conditions" as per Annexure-IIC, "RA Terms & Conditions" as per Annexure-IID 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 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-VI of the tender enquiry.

Note:

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पंजीकृत कार्यालय बीएचईएल हाऊस :, सिरि फोर्ट -110049
Regd. Office: BHEL House, Siri Fort, New Delhi-110049

संदीप अग्रवाल / Sandeep Agarwal
वरिष्ठ कार्यपालक / Senior Executive
कारपोरेट संचार / Corporate Communication
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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 or e-portal (eProcure.gov.in) and **should not be typed separately except for 'No Deviation Certificate' as per Annexure-IV and Declaration Certificate (Infrastructure & Machinery) (Annexure-V).**

Your offer in sealed cover, in the prescribed manner as detailed in Annexure-VII, duly super-scribed with 'Quotation for printing of BHEL Diaries 2015' should reach us on or before **14.00 hrs. on 10.12.2014**, 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. 10.12.2014 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 reserves the right to go for Reverse Auction (RA) (Refer RA Terms & Conditions at Annexure IID) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders are 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 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

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and will invite action by BHEL as per extant guidelines in vogue." The date and time of "RA" shall be intimated to the compliant 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 approved samples of both 'Customer Diary' & 'Employee Diary' 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

(Sandeep Agarwal)

Sr. Executive (CC)

संयोजक / Sandeep Agarwal
ज्येष्ठ कार्यपालक / Senior Executive

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Enclosed:

- | | |
|---------------|---|
| Annexure-IA | : Specifications and Scope of Work for Customer Diaries |
| Annexure-IB | : Specifications and Scope of Work for Employee Diaries |
| Annexure-IIA | : Special Terms & Conditions |
| Annexure-IIB | : List of Machineries Required |
| Annexure-IIC | : General Terms & Conditions |
| Annexure-IID | : RA Terms & Conditions |
| Annexure-III | : Printing & Delivery Schedule |
| Annexure-IV | : No Deviation Certificate |
| Annexure-V | : Declaration Certificate (Infrastructure & Machinery) |
| Annexure-VI | : Price Proforma |
| Annexure-VII | : Submission of offer |
| Annexure-VIII | : Checklist |

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Annexure - IA

SPECIFICATIONS/ SCOPE OF WORK FOR BHEL CUSTOMER DIARIES 2015

1.	Quantity	48000 Nos. (Forty Eight thousand only) Quantity may vary by $\pm 10\%$ based on our written confirmation at the time of placing LOI
2.	Size of Book Block (inside pages) & End-covers	BOOK BLOCK (Inside Pages) Approx. 240mm (height) x 174 mm (width) with round corners – Finished Size END COVERS Front & Back end covers Approx. 240 mm (height) x 174 mm (width) with round corners – Finished Size
3.	Outer Case	
	Size	In accordance to specified size of the Book Block above with appropriate margins including for pasting & spine {around 254 mm (height)x182mm (width)} – Finished Size with round corners
	Foam & Board	2.0 mm thick Imported Board (smooth finish) for Front, Back & Spine with Foam pasted on Front Side of the Case.
	Cover Materials	Imported Soft Napa of 0.6mm thickness (woven) of excellent quality in Black Colour as per sample available in BHEL Office, which can be seen on any working day between 10AM to 5PM. Note: BHEL may opt in change of colour as required, which will be shared with the successful bidder at the time of placing LOI
	Gold Foiling on Front Cover	Gold Foiling of BHEL Logo & Year on the Front Cover in an area of approx. 53mm(height)x40mm (width). Gold Foiling with appropriate thickness has to be of excellent quality. Artwork of same will be shared with the successful bidder.
4.	Inside Pages	Paper – 80 GSM Natural Shade Paper of excellent quality Printing – 2 colours including one special colour for BHEL logo No. of Inside Pages: 240
5.	End covers	No. of pages: 8 End covers (Front & Back) with curved corners Paper: 170 GSM Sinar Art Paper (Gloss) Printing – 4+2 colours (Front & back end covers)
6.	Other Items Specifications	ELASTIC BAND PEN HOLDER in 15mm width & length as much required in colour matching with the cover materials ELASTIC BAND FOR LOCK OF DIARY: in 7mm width and length as

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		<p>much required in colour matching with the colour of the cover Note: Elastic Bands of each type to be secured properly with Diary BOOKMARKER: Bookmarker made of synthetic silk ribbon (Matching shade/colour) of 7 mm width and appropriate length, glued and fixed to the spine of the diary at one end.</p>
7.	Composing	<p>Composing of Diary pages, Planner, Calendars, Telephone Index and other general information, etc., shall form part of the scope of work by the bidder. BHEL shall, however, provide information on BHEL (24 pages) and design of end-covers in a CD as print-ready file. Note: However adjustment of size of pages provided by BHEL, as required, forms part of bidder's scope. 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 24-pages of information and the end-covers matter.</p>
8.	Printing	
	Front and back-end covers	<p>Front-end Covers: 4+2 Colours Back-end Covers: 4+2 Colours</p>
	Inside Pages	<p>Two colours throughout including one special colour for BHEL Logo Note: Proofs to be shown for approval by BHEL before undertaking mass printing</p>
9.	Binding	<p>Hard case, sections-sewn Square Back. Head & Tail band with Ribbon.</p>
10.	Packing	<p>Individual diary to be packed in white carton made of one side coated die-cut duplex card of 250 GSM with printing in 4+0 colours and shrink wrapped. 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 7 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.</p>
11.	CDR	<p>Print ready file with fonts in CDR format (2 sets) to be provided to BHEL after completion of work, along with bills.</p>

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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.
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NOTE: MATERIAL SPECIFICATIONS/ COLOURS/ INSIDE PAGES/ ELASTIC BAND MATERIALS/ RIBBON ETC., CAN BE SEEN IN BHEL OFFICE ON ANY WORKING DAY BETWEEN 10AM TO 5PM BEFORE SUBMISSION OF BIDS

Signature of Printer with Seal

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Annexure - IB

SPECIFICATIONS/ SCOPE OF WORK FOR BHEL EMPLOYEE DIARIES 2015

1.	Quantity	51300 Nos. (Fifty One Thousand and Three Hundred only) Quantity may vary by $\pm 10\%$ based on our written confirmation at the time of placing LOI
2.	Size of Book Block (inside pages) & End-covers	BOOK BLOCK (Inside Pages) Approx. 209mm (height) x 130 mm (width) with round corners – Finished Size END COVERS Front & Back end covers Approx. 209 mm (height) x 130 mm (width) with round corners – Finished Size
3.	Outer Case	
	Size	In accordance to specified size of the Book Block above with appropriate margins including for pasting & spine (around 217 mm (height) x 133mm (width)) – Finished Size with round Corners
	Board	1.75 mm thick Imported Board (smooth finish) for Front, Back & Spine.
	Cover Materials	Imported Soft Napa of 0.6mm thickness (woven) of excellent quality in Brown Colour as per sample available in BHEL Office, which can be seen on any working day between 10AM to 5PM. Note: BHEL may opt in change of colour as required, which will be shared with the successful bidder at the time of placing LOI
	Gold Foiling on Front Cover	Gold Foiling of BHEL Logo & Year on the Front Cover in an area of approx. 42.4mm(height)x32.0mm(width). Gold Foiling with appropriate thickness has to be of excellent quality. Artwork of same will be shared with the successful bidder.
4.	Inside Pages	Paper – 80 GSM Natural Shade Paper of excellent quality Printing – 2 colours including one special colour for BHEL logo No. of Inside Pages: 144
5.	End covers	No. of pages: 8 End covers (Front & Back) with curved corners Paper: 170 GSM Sinar Art Paper (Gloss) Printing – 4+2 colours (Front & back end covers)
6.	Other Items Specifications	ELASTIC BAND PEN HOLDER in 15mm width & length as much required in colour matching with the cover materials ELASTIC BAND FOR LOCK OF DIARY: in 7mm width and length as

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		much required in colour matching with the colour of the cover Note: Elastic Bands of each type to be secured properly with Diary BOOKMARKER: Bookmarker made of synthetic silk ribbon (Matching shade/colour) of 7 mm width and appropriate length, glued and fixed to the spine of the diary at one end.
7.	Composing	Composing of Diary pages, Planner, Calendars, Telephone Index and other general information, etc., shall form part of the scope of work by the bidder. BHEL shall, however, provide information on BHEL (24 pages) and design of end-covers in a CD as print-ready file. Note: However adjustment of size of pages provided by BHEL, as required, forms part of bidder's scope. 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 24-pages of information and the end-covers matter.
8.	Printing	
	Front and back-end covers	Front-end Covers: 4+2 Colours Back-end Covers: 4+2 Colours
	Inside Pages	Two colours throughout including one special colour for BHEL Logo Note: Proofs to be shown for approval by BHEL before undertaking mass printing
9.	Binding	Hard case, sections-sewn Square 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 250 GSM with printing in 4+0 colours and shrink wrapped. All diaries to be packed in lots of 40 (forty) nos. in each box, duly wrapped & sealed in polythene cover for water-proofing and placed in 7 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.	CDR	Print ready file with fonts in CDR format (2 sets) to be provided to BHEL after completion of work, along with bills.

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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.
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NOTE: MATERIAL SPECIFICATIONS/ COLOURS/ INSIDE PAGES/ ELASTIC BAND MATERIALS/ RIBBON ETC., CAN BE SEEN IN BHEL OFFICE ON ANY WORKING DAY BETWEEN 10AM TO 5PM BEFORE SUBMISSION OF BIDS

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 as required for the specified size of the diary book block
- 1.1.4 Four nos. Two Colour Sheet-fed Printing Machines as required for the specified size of the diary book block
OR
Two nos. Two Colour Perfecter Printing Machines as required for the specified size of the diary book block
OR
One no. Two Colour Perfecter Printing Machines as required for the specified size of the diary book block + Two nos. Two Colour Sheet-fed Printing Machines as required for the specified size of the diary book block
OR
One no. Web Offset (2+2 Colour) Printing Machine having size in accordance to specified size of the book block
- 1.1.5 Three Automatic Folding Machines
- 1.1.6 Two automatic section sewing machines
- 1.1.7 One 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 Gold Foiling Machines
- 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

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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

Submission for compliance:

- Self attested copy of list of machineries/ facilities specified at Sl. No. 1.1.1 to 1.1.13 in Annexure IIA
Note: Bidders are free to submit complete list of machineries. Facilities over and above specified under 1.1.1-1.1.13. However, the same is not mandatory.
- In case of Sl. No. 1.1.14, copy of ISO certificate or details of in-house quality facility

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 PSU/ Govt./ Listed Companies. Please note that this does not include Telephone Index, Pocket Diaries, etc.

Submission for compliance:

- Self attested copy of **AT LEAST One such SINGLE LOT Purchase Order for value of Rs. 72.0 lakh OR Two such Purchase Orders for value of Rs. 45.0 lakh each OR Three such Purchase Orders for value of Rs. 36.0 lakh each in the past 3 (three) years.**

1.3 FINANCIAL

1.3.1 Average Annual financial turnover of bidders should be **Rs. 90.0 lakh** during each of the three preceding financial years.

Submission for compliance:

- Self attested copies of **Balance Sheets/ P&L statements for the last three financial years 2011-12, 2012-13 & 2013-14 to be enclosed.**

1.3.2 Registration for Taxes applicable.

Submission for compliance:

- Self attested copy of proof of valid registration for Taxes as 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.

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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 :

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

- Earnest Money Deposit as given in clause 2.0 of General Terms and Conditions (Annexure IIC of the tender enquiry). **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 printer 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
- Check List as per Annexure-VIII.
- Acceptance to 'BHEL Special Terms & Conditions' (Annexure-IIA); 'BHEL General Terms & Conditions' (Annexure-IIC); 'RA Terms & Conditions' (Annexure-IID) including 'Printing & Delivery Schedule' (Annexure-III) and Conformity to 'Specifications/ Scope of Work' (Annexure-IA & IB), 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-IA & IB 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

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undertaken for BHEL in the past 3 years, their bids may not be opened even if received.

- b. 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 VI.

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 reserves the right to go for Reverse Auction (RA) (Refer RA Terms & Conditions at Annexure IID) 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 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 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 Prices to be submitted in a separate sealed cover in the enclosed Price Proforma (Annexure - VI)

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

- 3.4 Price evaluation of the lowest bidder (L-1) would be on the basis of the **Combined Total Price** (all inclusive but excluding service tax) of **48000 copies of Customer Diary** (as per specifications given in Annexure-I A) + **51300 copies of Employee Diary** (as per specifications given in Annexure-I B), given in Sl. No. 6 of Price Proforma (Annexure-VI) i.e.

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Total Computed Price for Evaluation: $\{(48000 \times D1) + (51300 \times D2)\}$ where D1 is the per copy rate excluding service tax for Customer Diary and D2 is the per copy rate excluding service tax for Employee Diary - Refer Annexure-VI.

- 3.5 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.
- 3.6 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-VI).

4.0 SAMPLES

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

5.0 DISPATCH

- 5.1 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.

- 5.2 Each corrugated box shall be affixed with pre-printed label with following matter:
From: Corporate Communication Department, BHEL, New Delhi.
- 5.3 Instructions for dispatch of specified quantities of Diaries for each Unit/ Division through specified transporters of BHEL shall be provided subsequently.

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6.0 PRINTING TIME AND DELIVERY SCHEDULE

6.1 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.

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

9.1 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.

10.0 LATEST UPDATES

10.1 All corrigenda, addenda, amendments, time extensions, correspondences, clarifications, changes, errata, revisions etc. to the tender will be hosted on the websites (www.bhel.com and <http://eprocure.gov.in>) only and not in newspapers. Bidders should regularly visit the websites till the date of submission of the bids to keep themselves updated.

Signature of Printer with Seal

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Annexure – IIB

LIST OF MACHINERIES/ FACILITIES REQUIRED

Sl. No.	Detail of required Machinery	Nos. Required	Nos. Available with the bidder
1	Drum / Flat Bed Scanner having resolution of minimum 300 DPI or more along with system for planning facilities.	1	
2	One Image Setter with complete 'Plate Making' equipment including 'Automatic Plate Processor'	1	
	OR		
	A CTP facility		
3	Four-colour machines as required for the specified size of the diary book block	2	
4	Two Colour Sheet-fed Printing Machines as required for the specified size of the diary book block	4	
	OR		
	Two Colour Perfecter Printing Machines as required for the specified size of the diary book block	2	
	OR		
	Two Colour Perfecter Printing Machines as required for the specified size of the diary book block	1	
	+		
	Two Colour Sheet-fed Printing Machines as required for the specified size of the diary book block	2	
	OR		
	Web Offset (2+2 Colour) Printing Machine having size in accordance to the specified size of the diary book block	1	
5	Automatic Folding Machines	3	
6	Automatic section sewing machines	2	
7	Tipping-in Machine for pasting End-covers with the Book Block	1	
8	Total Paper cutting machines	2	

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	Programmatic paper cutting machines	1	
9	Automatic case maker machine for high speed output	1	
10	Automatic casing-in machine for high speed output	1	
11	Gold Foiling Machine	2	
12	DTP facility (adequate no. of workstations) with Laser printer suitable for Front/ Back printing	1	
13	Adequate Power back-up to run all machines mentioned above	Yes	
14	In-house Quality Management Systems	Yes	

Signature of Printer with Seal

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Annexure - IIC

GENERAL TERMS & CONDITIONS

1.0 SUBMISSION OF OFFER

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

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 favor 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

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way of Bank Guarantee, as per format provided/ approved by BHEL. Bidders to note that Security 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-VI.
- 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 to **S.No. 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-VI. Change in Proforma is not allowed
- 4.8** 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- VI**.

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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 VALIDITY OF OFFER

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

8.0 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	

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SERVICE TAX REGN. NO., IF APPLICABLE	
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"

8.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

8.1 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.

9.0 ARBITRATION

9.1 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.

9.2 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.

10.0 EFFECT AND JURISDICTION OF CONTRACT

10.1 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.

11.0 CONTRACT TERMINATION

11.1 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.

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12.0 AUTHORISED OFFICER

12.1 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.

13.0 CONTACT PERSONS:

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

- Sh. Sandeep Agarwal – Sr. Executive (CC)
Tel.: 011-23340472, Mob.: 7838293038 email: sandeepagarwal@bhel.in
Fax: 011-23342769
- Sh. Ajay Gupta – Sr. Manager (CC)
Tel.: 011-23340473, Mob. : 9810873985, e-mail: ccag@bhel.in
Fax: 011-23342769

Signature of Printer with Seal

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Annexure-IID

TERMS & CONDITIONS OF REVERSE AUCTION

Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder for any of the eligible items for which techno-commercially qualified will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet which will help to arrive at "Total Cost to BHEL".
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the "Business Rules of Reverse Auction", which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action

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- as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
 15. In case BHEL decides to go for reverse auction, the H1 bidder(s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

(Signature & Seal of the firm)

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Annexure - III

PRINTING AND DELIVERY SCHEDULE FOR BHEL DIARY – 2015

1. Placement of LOI	:	0 th day*
2. Formatted matter on Company's information and Directory pages 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)	:	30 th day

Note: Penalty/Price Reduction is applicable from 31st 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.

*** Placement of LOI prior to handing over inputs at Sl. No. 2 above is only to facilitate sourcing of paper/ materials. However, this shall not be counted for the purpose of imposing LD.**

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/14-15 dated 26.11.2014 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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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. 1.1.1 -1.1.14 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. 1.1.1 – 1.1.14 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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Annexure - VI

PRICE PROFORMA FOR BHEL DIARY 2015

S. No.	Description	Unit rate including all taxes, labor charges for handling & loading of Diaries on vehicles, etc., packing, except service tax for Customer Diary 48,000 Copies, as per specifications given at Annexure-IA	Unit rate including all taxes, labor charges for handling & loading of Diaries on vehicles, etc., packing, except service tax for Employee Diary 51,300 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, cover materials, book-marker, packing material, etc., as per specs.		
5.	Unit Rate (1+2+3+4) inclusive of all taxes & duties, labor charges for handling & loading of Diaries on vehicles, etc., packing except service tax.	D1	D2
6.	Total Computed Price for Evaluation (inclusive of all taxes except service tax) i.e., {(48000xD1) + (51300xD2)}	Rs. _____ (Rupees _____)	
7.	Service Tax, as applicable for HUF/Partnership (Payable subject to verification) indicate in %		
8.	Service Tax, as applicable for Companies (Payable subject to verification) indicate in %		

Signature of Printer with Seal

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Annexure - VII

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 (Annexure IIC). 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

- 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).
- No Deviation Certificate as per Annexure-IV
- List of Machineries Required/ Facilities as per Annexure-IIB including Declaration Certificate (Infrastructure & Machinery) as per Annexure-V
- Check List as per Annexure-VIII
- Acceptance to "BHEL Special Terms & Conditions" as per Annexure-IIA, "BHEL General Terms & Conditions" as per Annexure-IIC, "RA Terms & Conditions" as per Annexure-IID 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.
- 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.

जीवन तारा, 5, संसद मार्ग, नई दिल्ली: फोन: 23340472, 23340473 फैक्स: 23342769, 23340981
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पंजीकृत कार्यालय बीएचईएल हाऊस, सिरि फोर्ट - 110049

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

संयोजक / Sandeep Agarwal
वरिष्ठ कार्यवाहक / Senior Executive
कारपोरेट संचार / Corporate Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Limited
बी.एच.ई.एल. हाऊस, सिरि फोर्ट, नई दिल्ली / BHEL House, Siri Fort, New Delhi - 110049

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

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Corporate Communication



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 VI.

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 – 2015'.
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 - VIII

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-IIC)	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/IIB):	
	• List of Machineries Required as per Sl. No. 1.1. of Annexure IIA/Annexure-IIB	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. 72.0 Lakh OR Two such Purchase Orders for value of Rs. 45.0 Lakh each OR Three such Purchase Orders for value of Rs. 36.0 Lakh each in the past 3 (three) years.	Yes/No
	• ONE COPY EACH OF BALANCE SHEETS/ P&L STATEMENTS FOR FINANCIAL YEARS 2011-12, 2012-13, 2013-14	Yes/No
	• Copy of ISO certificate or details of in-house quality facility	Yes/No
ii	Signed and stamped copies of Annexure- IA & IB (Specifications & Scope of Work for Customer & Employee Diary); Annexure-IIA (Special Terms & Conditions); Annexure-IIC (General Terms & Conditions), Annexure IID (RA 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
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

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संदीप अग्रवाल / Sandeep Agrwal

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