

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कारपोरेट संचार
Corporate Communication



Ref. CC/ICP/2015-16
29.10.2015

Dear Sirs,

Sub: Tender for Printing & Supply of BHEL's Internal Communication Policy

BHEL invites two-part quotations i.e. Part I (Techno-commercial Bid) and Part II (Price Bid) in individual sealed covers for printing & supply of BHEL's Internal Communication Policy as per Specifications / Scope of Work enclosed as Annexure-I from printers who have one of their printing unit(s) / set up in Delhi/NCR and meet the Eligibility Conditions/ Pre-Qualification Requirement (PQR) in terms of INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL/ PAST PERFORMANCE as specified in Annexure-II A.

Bidders are free to choose any of the two printing processes i.e. digital or offset printing process.

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

- 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
- 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-IIB, "Printing & Delivery Schedule" as per Annexure-III and Conformity to "Specifications/ Scope of Work" as per Annexure-I, by way of signing and affixing rubber stamp on each page.
- Submission of sample of any "Hard Case with Printed Laminated Cover (PLC) duly pasted & tunneling with Book Block & End Covers printed by either of the two processes Digital or Offset & Section Sewn" on returnable basis post finalization of bidder and a self certified copy Purchase Order for same. Similar specimens are available for inspection in BHEL Office during the working hours before submission.

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 super scribed 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: 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. The envelope containing tenders should be duly super-scribed with:

- 'Tender no. CC/ICP/2015-16'
- 'Due Time/ Date of Tender Submission 14:00hrs/ 04.11.2015'
- 'Due Time/ Date of Tender Opening (Part I of the offer) 15:00hrs. / 04.11.2015'

जीवन तारा, 5, संसद मार्ग, नई दिल्ली: फोन: 23340473 फैक्स: 23342769, 23340981
"Jeevan Tara" 5, Sansad Marg, New Delhi - 110001 Phones: 23340473 Fax: 23342769, 23340981

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

पंजीकृत कार्यालय बीएचईएल हाऊस : सिरि फोर्ट-110049

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

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Corporate Communication



• 'Offer for printing of BHEL's Internal Communication Policy'

The tender should be addressed to:

Additional General Manager (CC),

Corporate Communication, BHEL,

Jeevan Tara Building, 5 Sansad Marg,

New Delhi - 110 001

And handed over to the following officials at the above stated address on or before 14.00hrs. on 04.11.2015:

1. Ms. Vaishali Wadhwa, Executive (CC), Corporate Communication, BHEL

2. Shri Gaurav Verma, Sr. Executive (CC), Corporate Communication, BHEL

Please note that the tenders received beyond the specified submission time/ date i.e. 14.00hrs./04.11.2015 shall be treated as Late tender and shall not be considered.

Part I (Techno-commercial Bids) shall be opened at 15.00hrs., on the same day i.e. 04.11.2015 at BHEL Corporate Office, BHEL House, Siri Fort, New Delhi - 110 049 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).

Total price (all inclusive) excluding service tax, quoted by the compliant bidders, irrespective of offer based on digital or offset printing process, is the criteria for evaluation of price for award of work. Incomplete offers shall not be accepted.

Bidders are free to inspect similar samples at their earliest for 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

Vaishali
(Vaishali Wadhwa)
Executive (CC)

Enclosed:

- | | |
|---------------|---|
| Annexure-IA | : Specifications and Scope of Work for BHEL's Internal Communication Policy |
| Annexure-IIA | : Special Terms & Conditions |
| Annexure-IIB | : General Terms & Conditions |
| Annexure-III | : Printing & Delivery Schedule |
| Annexure-IV | : No Deviation Certificate |
| Annexure-V | : Declaration Certificate (Infrastructure & Machinery) |
| Annexure-VI | : Price Performa |
| Annexure-VII | : Submission of offer |
| Annexure-VIII | : Checklist |

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Annexure - I

SPECIFICATIONS/ SCOPE OF WORK FOR BHEL'S INTERNAL COMMUNICATION POLICY

Quantity: 125 nos.		
Hard Case Cover		
1	Size of Hard Case	223mm (width)x286mm (height) - finished size
2	Board Specifications	Smurfit Kappa Board or equivalent of 2.0 mm thickness
3	Printed Laminated Cover (PLC)	For pasting on Hard Case
	Size	In accordance to match the finished size given above at sl. no. 1 for hard case including margins for Tunneling, Spine, Pasting Margins
	Paper	130gsm Royal C2S, BILT
	Printing	4+0 colours (bidders have option to print in Digital or offset process)
	Lamination	Matt
4	Fabrication	Case making, mounting of PLC and pasting of end covers with Hard Case and book block made separately
Book Block (Inside Pages)		
5	Size (End-covers & Inside pages)	215mm (width)x280mm(height) - finished size
6	No. of pages	End covers: 2 sets, each of 4 pages Inside pages: 28 nos.
7	Paper (End-covers & Inside pages)	170gsm Royal C2S BILT Gloss
8	Printing	
	End-covers	4+0 Colours (bidders have option to print in Digital or offset process)
	Inside Pages	4+4 Colours (bidders have option to print in Digital or offset process)
9	Binding	Section Sewn
10	Inputs	<ul style="list-style-type: none">Print Ready File will be given by BHEL or its ad. agencyPrinter to check the file and make ready in accordance to printing requirement
11	Proofing	Epson Proofs of Covers Plus six inside pages taken on printer calibrated with machine for approval by BHEL or its agency
12	Packing	In brown paper in multiple of 5 20 copies in one corrugated box of size & specifications suitable for size of the job
Delivery		
13	Delivery	BHEL Office in NCR Delhi

NOTE: SAMPLES CAN BE INSPECTED AT THE EARLIEST IN BHEL OFFICE ON ANY WORKING DAY BETWEEN 10AM TO 5PM BEFORE SUBMISSION OF BIDS FOR REFERENCE OF COVER MATERIALS, SPECIFICATIONS, ETC.,

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:	
		Documents to be submitted for scrutiny for compliance
1.1	ADDRESS PROOF	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': one set-up OR CTP facility: one	Self-certified List of Machinery highlighting either of the machines required
1.2.2	Digital or Offset Printing facility/ machine in adequate size suitable for printing the job	do
1.2.3	Automatic Folding Machines	do
1.2.4	Automatic Section Sewing Machines	do
1.2.5	Paper cutting machines	do
1.2.6	Hard Case fabrication with facility for tunneling	do
1.2.7	Adequate Power back-up to run all machines mentioned above	do
1.2.8	Bidders should have in-house Quality Management Systems	Copy of Valid ISO or equivalent certificate or Declaration on letter head stating the dedicated facilities or lab & manpower for adhering to international standards of quality
Note		
a	The specified machines/ facilities in excellent working condition is the minimum requirement to be available with the bidder for deployment on BHEL's job on dedicated basis. Back-up of each of the machines mentioned above is implied and should be made available as & when required	
b	BHEL reserves the rights to visit bidder's premises for physical verification of the list of machines submitted	
1.3	EXPERIENCE	
1.3.1	Submission of sample of any "Hard Case job with Printed Laminated Cover (PLC) duly pasted & tunneling with Book Block & End Covers printed by either of the two processes Digital or Offset & Section Sewn". Similar specimens can be inspected in	Sample of Hard Case job as specified, on returnable basis

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	BHEL Office during the working hours before submission, along with Purchase Order for same. The sample submitted will be returned to all bidders on finalization of order.	
1.3.2		One Self Attested copy of Purchase Order for hard case job
Note		
In case of PO submitted for the current year, bidder is also required to submit the Work Completion certificate for the same.		
1.4	FINANCIAL	
1.4.1	Certified copies of balance sheet and Profit & Loss Account or Income Tax Returns duly vetted by CA for any three financial years from 2011-12, 2012-13, 2013-14 & 2014-15	Certified true copy of audited Balance Sheet, Profit & Loss Account or Income Tax Returns duly vetted by CA for 3 years as specified (as may be applicable in the individual bidder's case)
1.4.2	Registration for Taxes applicable	Self-attested copies of PAN Card & Proof of Registration for various taxes as may be applicable

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 (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 the 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-IIB); 'Printing & Delivery Schedule' (Annexure-III) and Conformity to 'Specifications/ Scope of Work' (Annexure-I), by way of signing and affixing rubber stamp on each page.
- Sample of any "Hard Case job with Printed Laminated Cover (PLC) duly pasted & tunneling with Book Block & End Covers printed by either of the two processes Digital or Offset & Section Sewn", along with Purchase Order for same.

Note:

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- a. 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
- 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 super scribed with PART II (PRICE BID), should contain following:

- a. Price Bid as per Performa 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 lowest compliant bidder.

3.0 PRICE EVALUATION

- 3.1 Prices to be submitted in a separate sealed cover in the enclosed Price Performa (Annexure - VI)
- 3.2 The bidders are required to quote essentially for the entire scope of work
- 3.3 Price evaluation of the lowest bidder (L-1) would be on the basis of the Total Price (all inclusive but excluding service tax, given in Sl. No. 1 of Price Performa (Annexure-VI))

4.0 SAMPLES

Sample of any "Hard Case job with Printed Laminated Cover (PLC) duly pasted & tunneling with Book Block & End Covers printed by either of the two processes Digital or Offset & Section Sewn", along with Purchase Order for same.

5.0 DISPATCH

- 5.1 The printer shall be responsible for dispatches of the ordered quantity of BHEL's Internal Communication Policy in duly packed condition to BHEL Office in NCR and the price quoted should be inclusive of same

6.0 PRINTING TIME AND DELIVERY SCHEDULE

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

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 the job. Bidder shall be given reasonable opportunity to place his side before the penalty is applied by BHEL.

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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, will invite imposition of penalty at the rate of 1% per day of cost of the undelivered quantities. BHEL reserves the right to refuse to accept delivery beyond delay of two weeks.

9.0 RISK PURCHASE

- 9.1 If the bidder fails to deliver good or any installment thereof within the period fixed for such delivery and failing to adhere to the contract specifications or at any time repudiates or refuses or is unable to supply goods or materials covered by the Order either in whole or in part or commits any breach of order not herein specifically provided for or in the event, BHEL shall be entitled to cancel the order either in whole or portion thereof without compensation to bidder and if BHEL so desires, may procure upon such terms and in such manner as deemed appropriate, at the risk and cost of the bidder and the bidder shall be liable to the BHEL for any excess costs provided that the bidder shall continue the performance of the order to the extent not cancelled under the provisions of this clause. Bidder shall on no account be entitled to any gain on such repurchases.

10.0 FORCE MAJEURE

- 10.1 A bidder shall not be liable for any failure of or delay in the performance of this contract for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure event

11.0 INSPECTION

- 11.1 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.

12.0 LATEST UPDATES

- 12.1 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

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 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 Performa enclosed as Annexure-VI.

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 Performa enclosed as Annexure-VI. Change in Performa 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. However, the amount towards Service Tax, if applicable, should be indicated separately in the specified place in Price Performa 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.

5.0 VALIDITY OF OFFER

5.0 Your offer should be valid for at least 30 days from the date of opening of the Bid.

8.0 TERMS OF PAYMENT

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 e-MAIL - 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"

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 or a nominee appointed by him, 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 and Conciliation 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.

12.0 AUTHORISED OFFICER

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

13.0 CONTACT PERSONS:

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

- Ms. Vaishali Wadhwa – Executive (CC)
Tel.: 011-23346290, Mob.: 9911269451 email: vaishali@bhel.in
Fax: 011-23342769
- Sh. Ajay Gupta – DGM (CC)
Tel.: 011-23340473, Mob. : 9810873985, email: ccag@bhel.in
Fax: 011-23342769

Signature of Printer with Seal

जीवन तारा, 5, संसद मार्ग, नई दिल्ली: फोन: 23340473 फैक्स: 23342769, 23340981
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Vaishali

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Bharat Heavy Electricals Limited

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Corporate Communication



Annexure - III

PRINTING AND DELIVERY SCHEDULE FOR BHEL's INTERNAL COMMUNICATION POLICY

1.	Placement of LOI	:	0 th day*
2.	Handing over of Print Ready File by BHEL or its agency	:	0 th day
3.	Submission of Epson proofs covers + six pages to be specified : by BHEL to the successful bidder	:	1 st day
4.	Approval of Epson proofs by BHEL	:	1 st day
5.	Completion of printing	:	4 th day
6.	Completion of fabrication	:	6 th Day
7.	Packing & Delivery 60 copies	:	7 th day
8.	Packing & Delivery of balance 65 copies	:	9 th day

Note:

Penalty/Price Reduction is applicable from 7th / 9th day respectively of the above Schedule. In case of delays arising due to BHEL at S. Nos. 4 above, the schedule for the subsequent steps shall be adjusted accordingly.

Signature of Printer with Seal

Vaishali

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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/ICP/2015-16 dated 29.10.2015 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 Authorized Signatory

(Designation)

Date:

Place:

Vandana

जीवन तारा, 5, संसद मार्ग, नई दिल्ली: फोन: 23340473 फैक्स: 23342769, 23340981

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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. 1.2.1. -1.2.8 under Infrastructure/
Capability of Special 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. 1.2.1 – 1.2.8 of Annexure-IIA of
this Tender Enquiry and shall provide the required assistance for the same.

(Signature & Seal of the firm)

Vandana

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Annexure - VI

PRICE PERFORMA FOR BHEL'S INTERNAL COMMUNICATION POLICY

S.N o.	Description	Unit rate including all applicable taxes, packing & delivery, except service tax as per specifications given at Annexure-I	Amount including all applicable taxes, packing & delivery, except service tax for 125 copies as per specifications given at Annexure-I
1.	Cost of ready copies as per specifications & requirement given in Annexure-I including packing & delivery in BHEL office in NCR		
2.	Service Tax, as applicable for HUF/Partnership (Payable subject to verification) indicate in %		
3.	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:

PART "I": TECHNO-COMMERCIAL BID (Sealed Envelope) containing following:

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

- 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.
 - List of machinery specifically highlighting machines or facilities specified against sl.nos. 1.2.1 to 1.2.7
 - 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
 - Certified copies of Balance Sheet & Profit & Loss Account or ITR Statements for any three financial years from 2011-12, 2012-13, 2013-14 & 2014-15 to be enclosed
 - 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-II A, "BHEL 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
 - Self attested copy for proof of tax registration applicable
 - Sample of "Hard Case job with Printed Lamination Cover (PLC) duly pasted & tunneling with Book Block & End Covers printed by either of the two processes Digital or offset & section sewn along with Purchase Order for same.
- 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.**

i) **PART - "II" : PRICE BID (Sealed Envelope)**

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

- Price Bid as per Performa 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 super scribed with:

- Quotation for Printing of 'BHEL's Internal Communication Policy.'
- Tender Number
- Due date and time of submission of offers.
- Name and address as given in the covering letter.
- Name and address of the bidder.

Vaishali

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Annexure - VIII

CHECKLIST

S.No.	Description /Item	Enclosed Yes/No
1.	Part I (Techno-commercial Bid) to contain following documents/ Information required for ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)	Yes/No
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 at sl. no. 1.2.1 to 1.2.7	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 copy of P.O.	Yes/No
e.	Certified copies of Balance Sheet & Profit & Loss Account for any three financial years from 2011-12, 2012-13, 2013-14 & 2014-15 to be enclosed	Yes/No
f.	No Deviation Certificate as per Annexure-IV	Yes/No
g.	Declaration Certificate (Infrastructure & Capability) as per Annexure V	Yes/No
h.	Checklist as per Annexure VIII	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 "Hard Case job with Printed Lamination Cover (PLC) duly pasted & tunneling with Book Block & End Covers printed by either of the two processes Digital or offset & section sewn.	Yes/No
2.	Part B Envelope to contain following	Yes/No
a.	Price Bid in Price Proforma as per Annexure-VI	Yes/No

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