

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



Ref. CC/DIRY/15-16  
18.11.2015

Dear Sirs,

### Sub: Tender for Printing & Supply of BHEL Diary –2016

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 Diaries for the year 2016 as per break-up given under:

- A. BHEL Customer Diary 2016: **42100** nos.
- B. BHEL Employee Diary 2016: **46500** nos.

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

**Part I (Techno-commercial Bid)** duly super scribed 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 IIB 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. 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-IIB, "RA Terms & Conditions" as per Annexure-IIC 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 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.

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

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

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार

Corporate Communication



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 '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 tender should be duly super-scribed with:

- 'Tender no. CC/DIRY/15-16'
- 'Due Time/ Date of Tender Submission 14:00hrs/ 01.12.2015'
- 'Due Time/ Date of Tender Opening (Part I of the offer) 15:00hrs. / 01.12.2015'
- 'Offer for printing of BHEL Diaries 2016'

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 14.00 hrs. on 01.12.2015:

1. Shri Gaurav Verma, Sr. Executive (CC), Corporate Communication, BHEL
2. Ms. Vaishali Wadhwa, Executive (CC), Corporate Communication, BHEL
3. Ms. Pallavi Chaudhury, Executive (CC), Corporate Communication, BHEL

Please note that the tenders received beyond the specified submission time/ date i.e. 14.00hrs./01.12.2015 shall be treated as Late tender and shall not be considered.

Part I (Techno-commercial Bids) shall be opened at 15.00 hrs., on the same day i.e. 01.12.2015 at BHEL House, Asian Game Village, New Delhi – 110049 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 IIC) 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

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

*Vaidhali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार

Corporate Communication



allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue. The date and time of "RA" shall be intimated to the 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.

Bidders are free to inspect approved samples of both 'Customer Diary' & 'Employee Diary' & collect a small cutting of the cover materials 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) 16/11/15  
Executive (CC)

### Enclosed:

- |               |   |
|---------------|---|
| Annexure-IA   | : Specifications and Scope of Work for Customer Diaries   |
| Annexure-IAA  | : Specifications for Cover Materials for Customer Diaries   |
| Annexure-IB   | : Specifications and Scope of Work for Employee Diaries   |
| Annexure-IBB  | : Specifications for Cover Materials for Employee Diaries   |
| Annexure-IIA  | : Special Terms & Conditions  |
| Annexure-IIB  | : General Terms & Conditions  |
| Annexure-IIC  | : RA Terms & Conditions   |
| Annexure-IID  | : No Demand Certificate (to be submitted only by successful bidder for release of Security Deposit) |
| 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   |

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



Annexure - IA

### SPECIFICATIONS/ SCOPE OF WORK FOR BHEL CUSTOMER DIARIES 2016

1.	Quantity	42,100Nos. (Forty Two Thousand and One Hundred only) Quantity may vary by $\pm 10\%$ based on our written confirmation at the time of placing LOI
2.	Size	
	Book Block (inside pages)	Approx. 240mm (height) x 176 mm (width) – <b>Finished Size</b>
	Front & Back End Covers	Approx. 240mm (height) x 352 mm (width) – <b>Open Size</b>
	Hard Case	Approx. 245mm (height) x 180mm (width) - <b>Finished Size</b> , apart from it, adequate margins have to be kept in cover materials in accordance to the size of the hard case specified above, for pasting the same on all sides, tunneling & spine
3.	Cover Materials	
	Hard Case Board	1.7 mm thick Smurfit Kappa Board or equivalent for Hard Case (Front, Back & Spine)
	Cover Materials	imported - Collection: Balathane; Type: Excellent; Design: SALSA; Color: Red Burgundy; Materials: Thermo reactive vinyl with dyed paper backing (PU Finished) as per specifications downloaded from OEM website & attached as Annexure-IAA or equivalent quality materials of same specifications, texture and color, matching with approved sample available in BHEL Office for inspection and taking away small cutting on any working day by the prospective bidders
	Gold Foiling on Front Cover	Blind embossing of BHEL Logo & Year on the Front Cover in an area of approx. 52mm (height) x 40mm (width). Blind embossing has to be of excellent quality.  Artwork of same will be shared by BHEL.
4.	Paper/Printing	
	Paper	70 GSM White Maplitho of excellent quality & properties
	No. of inside pages	240 including around 40 pages of BHEL information & planner (print ready file of BHEL information & planner will be provided by BHEL, the remainder pages to be composed by the bidder)
	Printing	Single color printing
5.	End covers	
	Paper	170 GSM Sinar Art Paper (Gloss)
	No. of End Covers	2 End covers (Front & Back) in size specified above

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>

*Vaishali*

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



	Printing	4+4 colors (Front & back end covers)
6.	Binding	Hard case, Sections-sewn Round Back. Head & Tail band with Ribbon. <b>PI. note that rounded corner in outer covers not required.</b>
7.	Other Items Specifications	
	Book Marker	Synthetic silk ribbon (matching shade/color with the Cover) of 7 mm width and appropriate length, glued and fixed to the spine of the diary at one end, while the other end to be fused
8.	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. <b>Note:</b> 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.
9.	Packing	Individual diary to be packed in die-cut white carton made of one side coated duplex card of 250gsm with printing in 4+0color and shrink wrapped. All diaries to be packed in lots of 20 nos. in each box, duly wrapped and 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 of transportation to BHEL consignees all over the country
10.	Print ready files	Print ready file with fonts (2 sets) to be provided to BHEL after completion of work, along with bills.
11.	Sample Dummy	<b>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 &amp; stamp.</b>

**NOTE: APPROVED SAMPLES OF DIARIES 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

*Vaishali*

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

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Limited**

कारपोरेट संचार

Corporate Communication



Annexure - IAA

**SPECIFICATIONS OF COVER MATERIALS FOR BHEL CUSTOMER DIARIES 2016 AS DOWNLOADED FROM OEM**

(Sample small cutting of the cover materials can be collected at the earliest  
from BHEL office for bidders reference)

## Product sheet cover materials

Collection : Balathane

Type : Excellent

Design name : Salsa

"Thermo reactive"

Composition: Dimensions Test method

Total Weight : 305 ± 20 gsm. ISO 2286-2

Weight paper : 80 ± 3 gsm.

Weight coating : 225 gsm.

Total Thickness \* : 0,56 ± 0,07 mm. ISO 534

Thickness coating : 0,45 mm.

Thickness paper : 0,11 mm.

Type of coating : PVC with waterbased inks and topcoat.

Type of paper : Black wood containing paper.

\* Depends on grain.

Properties:

Tensile strength

MD : >= 4,5 daN/15mm. ISO 1924-2

CD : >= 2,8 daN/15mm.

Elongation at break

MD : >= 1,3 %

CD : >= 4,5 %

Tear strength

MD : >= 1200 mN ISO 1974

CD : >= 1300 mN

Stiffness L&W

(Angle: 20° Length: 15mm)

MD : 120 ± 30 mN ISO 2493

CD : 80 ± 20 mN

Folding resistance

MD : 3300 ± 1250 mg BN meth. 1320

CD : 3400 ± 1250 mg

Foil blocking properties:

Kurz Luxor/ Alufin AF/AS : Good

Kurz Colorit V : Good

Productsheet last revised : 15-7-2009

BN International BV

P.O. Box 2, 1270 AA Huizen

The Netherlands

Tel +31 35 524 84 00

Fax +31 35 525 89 24

Mail covermaterials@bnint.nl

web: www.bncovermaterials.com

PRODUCT

INFORMATION

## COVERMATERIALS

*Vaishali*

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार

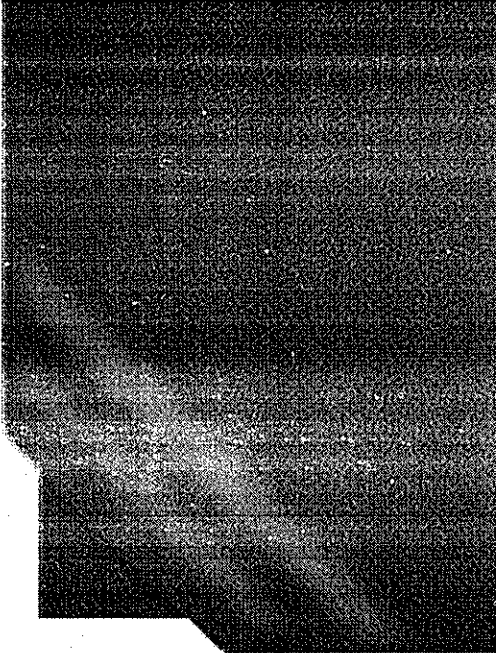
Corporate Communication



- [HOME](#)
- [COVERMATERIALS](#)
- [BALATHANE](#)
- [EXCELLENT](#)
- [SALSA \(TEMPORARILY UNAVAILABLE\)](#)

### Salsa (Temporarily unavailable)

- [Vorige](#)
- [Volgende](#)



24550  
Collection

Type

Design

Colour

Material

Roll Size

Weight

Balathane

Excellent

Salsa (Temporarily unavailable)

Red burgundy

Thermo reactive vinyl with dyed paperbacking

130cm x 50m

ca. 305g/m2

*Vaishali*

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



Annexure - IB

### SPECIFICATIONS/ SCOPE OF WORK FOR BHEL EMPLOYEE DIARIES 2016

1.	Quantity	46500Nos. (Forty Six Thousand Five Hundred only) Quantity may vary by $\pm 10\%$ based on our written confirmation at the time of placing LOI
2.	Size	
	Book Block (inside pages)	Approx. 208mm (height) x 133 mm (width) – Finished Size
	Front & Back End Covers	Approx. 208mm (height) x 266 mm (width) – Open Size
	Hard Case	Approx. 216mm (height) x 140mm (width) - Finished Size, apart from it, adequate margins have to be kept in cover materials in accordance to the size of the hard case specified above, for pasting the same on all sides, tunneling & spine
3.	Cover Materials	
	Board	1.7 mm thick Smurfit Kappa Board or equivalent for Hard Case (Front, Back & Spine)
	Cover Materials	Imported - Collection: Balacron; Type: Baladek; Design: Marañõ ; Color: Black; Materials: Vinyl with paper backing as per specifications downloaded from OEM website & attached as Annexure-IBB or equivalent quality materials of same specifications, texture and color, matching with approved sample available in BHEL Office for inspection and taking away small cutting on any working day by the prospective bidders
	Gold Foiling on Front Cover	Gold Foiling of BHEL Logo & Year on the Front Cover in an area of approx. 44mm(height)x32mm (width). <b>Gold Foiling</b> in appropriate thickness material thickness has to be of excellent quality. Artwork of same will be shared by BHEL.
4.	Paper/Printing	
	Paper	70 GSM White Map litho of excellent quality & properties
	No. of inside pages	144 including around 40 pages of BHEL information & planner (print ready file of BHEL information & planner will be provided by BHEL, the remainder pages to be composed by the bidder)
	Printing	Single color printing
5.	End covers	
	Paper	170 GSM Sinar Art Paper (Gloss)
	No. of End Covers	2 End covers (Front & Back) in size specified above
	Printing	4+4 colors (Front & back end covers)

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, Sirl Fort, New Delhi-110049

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



6.	Binding	Hard case, sections-sewn Square Back. Head & Tail band with Ribbon
7.	Other Items Specifications	
	Book Marker	Synthetic silk ribbon (matching shade/color with the Cover) of 7 mm width and appropriate length, glued and fixed to the spine of the diary at one end, while the other end to be fused.
8.	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. <b>Note:</b> 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.
9.	Packing	Individual diary to be packed in die-cut white carton made of one side coated duplex card of 250gsm with printing in 4+0 color and shrink wrapped.  All diaries to be packed in lots of 40 nos. in each box, duly wrapped and sealed in polythene cover for water proofing and placed in 7 ply corrugated box to finally strapped with PVC strips twice on one side and once on the other side for making it worthy of transportation to BHEL consignees all over the country
10.	Print ready files	Print ready file with fonts (2 sets) to be provided to BHEL after completion of work, along with bills.
11.	Sample	<b>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 &amp; stamp.</b>

**NOTE: APPROVED SAMPLES OF DIARIES 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

*Vaishali*

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

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Limited**

कारपोरेट संचार

Corporate Communication



Annexure - IBB

**SPECIFICATIONS OF COVER MATERIALS FOR BHEL EMPLOYEE DIARIES 2016 AS DOWNLOADED FROM OEM**

(Sample small cutting of the cover materials can be collected at the earliest  
from BHEL office for bidders reference)

## Product sheet cover materials

Collection: Balacron

Type: Baladek

Marano Capys Masanti Style

Composition: Dimensions Test method

Total Weight: 210 ± 10 gsm. ISO 2286-2

Weight paper: 90 ± 3 gsm.

Weight coating: 120 gsm.

Total Thickness \* : 0,22 ± 0,03 mm. ISO 534

Thickness coating: 0,10 mm.

Thickness paper : 0,12 mm.

Type of coating: PVC with waterbased inks and topcoat.

Type of paper : Mechanical base paper

\* Depends on grain.

Properties:

Tensile strength

MD : >= 4,0 daN/15mm. ISO 1924-2

CD : >= 1,6 daN/15mm.

Elongation at break

MD : >= 1,0 %

CD : >= 2,4 %

Tear strength

MD : >= 950 mN ISO 1974

CD : >= 950 mN

Stiffness L&W

(Angle: 20° Length: 15mm)

MD : 95 ± 30 mN ISO 2493

CD : 45 ± 20 mN

Folding resistance

MD : 950 ± 350 mg BN meth. 1320

CD : 725 ± 350 mg

Foil blocking properties:

Kurz Luxor/ Alufin AF/AS : Good

Kurz Colorit V : Good

Product sheet last revised : 16-12-2008

BN International BV

P.O. Box 2, 1270 AA Huizen

The Netherlands

Tel +31 35 524 84 00

Fax +31 35 525 89 24

Mail covermaterials@bnint.nl

web: www.bncovermaterials.com

PRODUCT

INFORMATION

BN Covermaterials

- HOME
- COVERMATERIALS
- TREND CARDS

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

"Jeevan Tara" 5, Sansad Marg, New Delhi – 110001 Phones:23340473 Fax: 23342769, 23340981

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

पंजीकृत कार्यालयबीएचईएल हाऊस :, सिरि फोर्ट-110049

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

*Vaishali*

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Limited**

कारपोरेट संचार

Corporate Communication



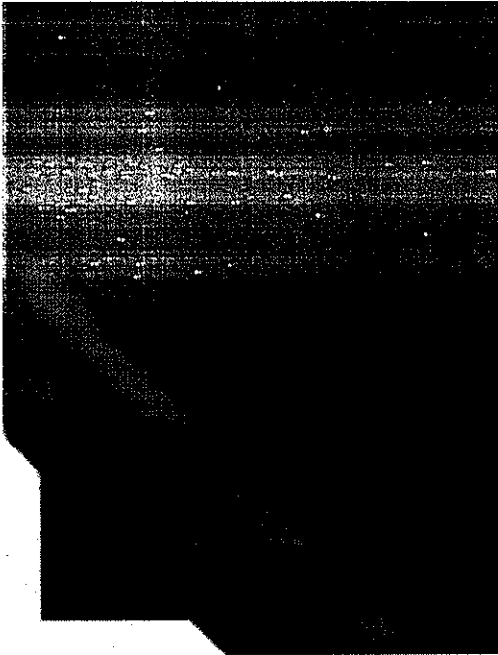
- COVERSTORY
- NEWS
- TERMS AND STATEMENTS
- DISTRIBUTORS
- CONTACT

## COVERMATERIALS

- HOME
- COVERMATERIALS
- BALACRON
- BALADEK
- MARANO

### Marano

- Vorige
- Volgende



26307

Collection

Type

Design

Balacron

Baladek

Marano

*Vaishali*

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

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Limited**

कारपोरेट संचार  
Corporate Communication



Colour

Black

Material

Vinyl with paper backing

Roll Size

106cm x 100m

Weight

ca. 210g/m<sup>2</sup>

Product Sheet

Signature of Printer with Seal

*Vaishali*

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



Annexure – IIA

### SPECIAL TERMS & CONDITIONS

1.0	<b>ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)</b>	
	Only those bidders who meet the <b>PRE QUALIFICATION REQUIREMENT(PQR)</b> in terms of <b>INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL/ PAST PERFORMANCE</b> as specified below, are eligible to quote:	
1.1	<b>INFRASTRUCTURE/ CAPABILITY</b>	
	The bidders must have the following machinery and ancillary equipment, as the minimum requirement:	
		<b>Documents to be submitted for scrutiny for compliance</b>
1.1.1	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
1.1.2	One no. four-color sheet-fed machine for offset printing in size 28"x40" or 20"x30" for printing end covers of the 2 types of diaries	do
1.1.3	Four nos. Single Color Sheet-fed offset-printing machines in size 28"x 40" OR Two nos. Single Color Sheet-fed offset-Printing Machines in size 28"x40" and two nos. Single Color Sheet-fed offset Printing Machines in size 25"x36" OR Two nos. Single color Perfector sheet-fed offset-printing machines in 28"x40" size Or One no. Single color Perfector sheet-fed offset-printing machines each in 28"x40" size and 25"x36" size OR One no. Single color Perfector sheet-fed offset-printing machines in size 28"x40" and Two nos. Single color sheet-fed offset printing machines in 25"x36" size OR One no. Single Color Web Offset (Reel-Fed) printing machine with minimum cut-off size of 21.5"	do
1.1.4	Three nos. Automatic Folding Machines	do
1.1.5	Three nos. Automatic Section Sewing Machines	do
1.1.6	Two paper cutting machines, including one programmatic	do

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

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार

Corporate Communication



1.1.7	One no. Online Automatic Machine for End Paper Pasting + Back Lining + 3 Knife Trimming for high speed output	do
1.1.8	One no. automatic case maker machine for high speed output	do
1.1.9	One no. automatic casing-in machine for high speed output	do
1.1.10	Two nos. each Hot foil stamping and blind embossing machines	do
1.1.11	DTP facility (adequate no. of workstations) with Laser printer suitable for Front/ Back printing	do
1.1.12	Adequate Power back-up to run all machines mentioned above	do
1.1.13	Bidders should have in-house Quality Management Systems. Bidder to produce valid ISO or equivalent certificate as applicable in the printing industry	Copy of Valid ISO or equivalent certificate as applicable in the printing industry
<b>Note</b>		
a	The number specified for each machine/ facility 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	
1.2	<b>EXPERIENCE</b>	
1.2.1	Similar experience of at least 3 (three) years in printing of Hard Case Diaries for PSUs/Govt./Listed Companies. Please note that this does not include Telephone Index, Pocket Diaries, etc.	Self-attested copy of <b>AT LEAST</b> One such SINGLE LOT Purchase Order for value of Rs.57.0 lakh OR Two such Purchase Orders for value of Rs.36.0 lakh each OR Three such Purchase Orders for value of Rs.28.0 lakh each in the past 3 (three) years.
<b>Note</b>		
In case of PO submitted for the current year, bidder is also required to submit the Work Completion certificate for the same.		
1.3	<b>FINANCIAL</b>	
1.3.1	Average Annual financial turnover of bidders of last three years should be more than Rs.72.0 lakh	Certified true copy of audited Balance Sheet, Profit & Loss Account and Income Tax Returns duly vetted by CA (as may be applicable in the individual bidder's case) are required to be submitted by the bidder

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, सिरी फोर्ट-110049

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

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार

Corporate Communication



1.3.2	Registration for Taxes applicable	Self-attested copies of Pan Card & Proof of Registration for various taxes as may be applicable
1.4	<b>UNSATISFACTORY PAST PERFORMANCE</b>	
1.4.1	BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past/penalty has been levied for any major job undertaken for BHEL in the past 3 years, their bids may not be opened even if received	

### 2.0 AWARD OF WORK

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

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

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

- Earnest Money Deposit as given in clause 2.0 of General Terms and Conditions (Annexure IIB 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 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); 'RA Terms & Conditions'(Annexure-IIC)** 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:

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

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



- 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 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 IIC) 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 Performa (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 **42,100 copies of Customer Diary** (as per specifications given in Annexure-I A) + **46,500 copies of Employee Diary** (as per specifications given in Annexure-I B), given in Sl. No. 6 of Price Performa (Annexure-VI) i.e. Total Computed Price for Evaluation:  $\{(42100 \times D1) + (46500 \times D2)\}$  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.

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

*Vaidhali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार

Corporate Communication



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 up to 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 Performa (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 through "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.

#### 6.0 PRINTING TIME AND DELIVERY SCHEDULE

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

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार

Corporate Communication



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 RISK PURCHASE

9.1 If the bidder fails to deliver good or any instalment thereof within the period fixed for such deliver 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 MAJEUR

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

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

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



### 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](http://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

*Vaishali*

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



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 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.50.0 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 favor of BHEL, payable at New Delhi. The EMD amount can be adjusted against the Security Deposit. SD amount will remain with BHEL till the completion of supplies/ final settlement of bills. Security Deposit can also be submitted by way of Bank Guarantee, as per format provided/ approved by BHEL. Bidders to note that Security Deposit amount carries no interest.

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

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



- 3.2. The validity of Bank Guarantee towards Security Deposit shall be initially upto the completion period as stipulated in the LOI/PO + 45 days and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the bidder by BHEL.
- 3.3. 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.
- 3.4. Security Deposit shall be refunded/Bank Guarantee released to the bidder along with the 'Final Bill' after deducting all expenses/ other amounts due to BHEL under the contract and after submission of unconditional "No Demand Certificate" (enclosed as Annexure II-D) by the bidder towards full and final settlement.
- 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 Performa 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 Performa enclosed as Annexure-VI. Change in Performa is not allowed
- 4.8 Offers not fulfilling any of the above conditions are liable for rejection.

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

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



### 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 Performa enclosed as **Annexure- VI**.

### 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 e-MAIL - ID	

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

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



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.

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

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

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



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 Dy. 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, Mcb.: 9911269451 email: [vaishali@bhel.in](mailto:vaishali@bhel.in)  
Fax: 011-23342769
- Sh. Ajay Gupta – DGM (CC)  
Tel.: 011-23340473; Mob. : 9810873985, email: [ccag@bhel.in](mailto:ccag@bhel.in)  
Fax: 011-23342769

Signature of Printer with Seal

*Vaishali*

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



Annexure-IIC

### 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 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.

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

*Vaishali*

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Limited**

कारपोरेट संचार  
Corporate Communication



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)

*Vaidhali*

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

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Limited**

कारपोरेट संचार  
Corporate Communication



Annexure – IID

**No Demand Certificate**

(As attached below)

*Vaishali*

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

(127)

Form. WAM II

**BHARAT HEAVY ELECTRICALS LIMITED**  
DIVISION.....

**Claim for Refund of Security Deposit**  
(Para 4.9.4 of Works Accounts Manual)

Ref. No. :

Date :

1. Name and address of the Contractor
2. Contract Agreement/Work Order No.
3. Date of contract agreement/work order
4. Name of the work undertaken
5. Date of commencement of the work
6. Date of completion of the work
7. Period of maintenance
8. Date on which the final bill was paid
9. Last date of making good the defect during maintenance period
10. Expenditure incurred by BHEL during maintenance period, if any, recoverable
11. Date on which security deposit refund falls due as per contract
12. Amounts deposited/recovered
13. LESS amounts recoverable (with details)
  - i) Amount spent by BHEL on maintenance
  - ii) Payments made on behalf of contractor
  - iii) Court dues/penalties/compensation
  - iv) Other recoveries for services, etc.
  - v) Security deposit released with final bill ( %)
14. Net amount recommended for release (12-13)

Amount

Date :

Signature of Engineer in Charge

*Vaishal*

Form WAM 11 (Contd.)

CERTIFICATE TO BE FURNISHED BY THE CONTRACTOR

I/We have no claim or demand outstanding against BHEL for the work done or for labour or material supplied or any other account arising out of or connected with the contract agreement/work order (No. .... dated.....) and the payment of this bill shall be in full and final settlement of all my/our claims and demands including the 'Deposits' in respect of the contract agreement/work order referred to.

Date :

Signature of Contractor

Name of the

Date Sub v

CERTIFICATE TO BE FURNISHED BY SENIOR ENGINEER

Certified that

- (a) the payment recommended for release is in order and there are no demands other than those included in the claim outstanding from the contractor;
- (b) the maintenance period as per the contract agreement is over and the contractor has carried out the works required to be carried out by him during the period of maintenance to our satisfaction, and all expenses incurred by the Company on carrying out such works have been included for adjustment;
- (c) all the objections raised so far have been settled;
- (d) a note of refund of security deposit has been made in the measurement book and contract agreement/work order.

Date :

Signature of Senior Engineer

FOR USE IN ACCOUNTS DEPARTMENT

Passed for Rs ..... (Rupees..... only)

Accountant

Accounts Officer

ACKNOWLEDGEMENT BY THE CONTRACTOR

Received Rs..... in full and final settlement of my/our claim.

Date :

Signature of Contractor

Date:

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



Annexure - III

### PRINTING AND DELIVERY SCHEDULE FOR BHEL DIARY – 2016

- |  |   |                      |
|--|---|----------------------|
| 1. Placement of LOI  | : | 0 <sup>th</sup> day* |
| 2. Formatted matter on Company's information and Directory pages by BHEL                       | : | 0 <sup>th</sup> day  |
| 3. Submission of page proofs for entire diary by the bidder                                    | : | 2 <sup>nd</sup> day  |
| 4. Approval of page proof by BHEL with changes, if any   | : | 3 <sup>rd</sup> day  |
| 5. Submission of digital proof by the printer  | : | 4 <sup>th</sup> day  |
| 6. Approval of digital proof by BHEL for printing  | : | 6 <sup>th</sup> day  |
| 7. Completion of printing  | : | 15 <sup>th</sup> day |
| 8. Submission of sample diary complete in all respects with printed pages in specified packing | : | 17 <sup>th</sup> day |
| 9. Approval of sample diary by BHEL  | : | 17 <sup>th</sup> day |
| 10. Commencement of dispatch as per dispatch instructions provided by BHEL.                    | : | 18 <sup>th</sup> day |
| 11. Completion of dispatch (Days are calendar days basis)                                      | : | 30 <sup>th</sup> day |

**Note:** Penalty/Price Reduction is applicable from 31<sup>st</sup> 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

*Vaishali*

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

भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
**Bharat Heavy Electricals Limited**

कारपोरेट संचार  
Corporate Communication



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/15-16 dated 18.11.2015 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:

*Vaishali*

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

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

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

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Limited**

कारपोरेट संचार  
Corporate Communication



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 -1.1.13 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 – 1.1.13 of Annexure-IIA of this Tender Enquiry and shall provide the required assistance for the same.

(Signature & Seal of the firm)

*Vaishali*

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



Annexure - VI

### PRICE PERFORMA FOR BHEL DIARY 2016

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 42,100 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 46,500 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 specifications.		
3.	Paper Cost as per specifications.		
4.	Cost of other inputs viz., hard board casing, cover materials, book-marker, packing material, etc., as per specifications.		
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.	<b>Total Computed Price for Evaluation (inclusive of all taxes except service tax) i.e., {(42100xD1) + (46500xD2)}</b>	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

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

*Vaishali*

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



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 super scribed 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 IIB). 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
- 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, "RA Terms & Conditions" as per Annexure-IIC 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.

*Vaishali*

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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



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

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

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:

- 'Tender no. CC/DIRY/15-16'
- 'Due Time/ Date of Tender Submission 14:00hrs/ 01.12.2015'
- 'Due Time/ Date of Tender Opening (Part I of the offer) 15:00hrs. / 01.12.2015'
- 'Offer for printing of BHEL Diaries 2016'

*Vaishali*

जीवन तारा, 5, संसद मार्ग, नई दिल्ली: फोन: 23340473 फेक्स: 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

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

कारपोरेट संचार  
Corporate Communication



Annexure - VIII

### CHECKLIST

S.No.	Description /Item	Enclosed Yes/No
1	Part I (Techno-commercial Bid) in Sealed Cover duly super scribed with Part I (Techno-commercial Bid) containing two separate envelopes super scribed 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-IIB)	Yes/No
3	Part I B in a separate sealed envelope to contain following:	Yes/No
i	Documents/ Information for <b>ELIGIBILITY CONDITIONS/ PQR</b> as per clauses under clause no. 1.0 of Special Terms & Conditions (Annexure-IIA/IIB):	
	• List of Machineries required as per Sl. No. 1.1.1 to 1.1.13 of Annexure IIA	Yes/No
	• Self-attested copies of Pan Card & Proof of Registration for various taxes as may be applicable	Yes/No
	• Self-attested copy of at least One such SINGLE LOT Purchase Order for value of Rs.57.0 Lakh OR Two such Purchase Orders for value of Rs.36.0 Lakh each OR Three such Purchase Orders for value of Rs.28.0 Lakh each in the past 3 (three) years.	Yes/No
	• In case of PO submitted for the current year, bidder is also required to submit Work Completion certificate for the same.	
	• Certified true copy of audited Balance Sheet, Profit & Loss Account and Income Tax Returns duly vetted by CA (as may be applicable in the individual bidder's case)	Yes/No
	• Copy of valid ISO certificate as applicable to the printing industry	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-IIB (General Terms & Conditions), Annexure IIC (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 super scribed with Part II (Price Bid)	Yes/No

*Vaishali*

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