

**BHARAT HEAVY ELECTRICALS**  
**LIMITED**  
**POWER SECTOR- BHEL House,**  
**Siri Fort, New Delhi-110049**



**Tender for Binding & Printing works (A5, A4 & A3 size).**

**Tender Enquiry No: PA:HRM:GAX:056 Dated 03/03/2016**

**BHARAT HEAVY ELECTRICALS LIMITED**  
**(A GOVERNMENT OF INDIA UNDERTAKING)**

**BHARAT HEAVY ELECTRICALS LTD.**  
**CENTRALIZED HR / ADMN- DEPT**  
**POWER SECTOR- ASIAD, NEW DELHI**

Ref. No: PA:HRM:GAX:056

Dated 03/03/2016

**Tender for Binding & Printing works (A5, A4 & A3 size).**

TENDER DOCUMENT ISSUED TO:

|                               |
|-------------------------------|
| <b>Limited Tender Enquiry</b> |
|-------------------------------|

| Nature of Work                              | Date of Issue of Tender document | Due Date and Time of Submission of offers | Tender Opening date and time |
|---|----------------------------------|---|------------------------------|
| Binding & Printing works (A5, A4 & A3 size) | 03/03/2016                       | 18/03/2016<br>Up to 14:00 Hrs             | 18/03/2016<br>From 15:00 Hrs |

- Note:** - 1. The tenderers should submit their offer in the tender box placed outside D Wing, Fourth Floor, PS-HR at Power Sector Asiad, BHEL House, Siri Fort, New Delhi- 110049.
2. Late tender/ Tender after due date and time as mentioned above will not be accepted.

**Tender Issued by:**

(Pradeep Kumar),  
Sr. Manager (HR-GAX),  
Power Sector, Asiad,  
Bharat Heavy Electricals Limited  
BHEL House, Siri Fort,  
New Delhi – 110049

## NOTICE INVITING TENDER

We are pleased to invite your most competitive offer in sealed covers for 'Binding & Printing works (A5, A4 & A3 size)'. The offer to be submitted in two bid format, i.e. Bid-1 "**TECHNICAL-COMMERCIAL BID**" and Bid-2 "**PRICE BID**".

The complete set of tender documents may also be downloaded by the vendors to whom this tender enquiry has been issued from BHEL website i.e. www.bhel.com

### **Annexure-A**

**The terms & conditions of the tender are mentioned below:-**

#### **1) Eligibility of Bidders:-**

- i. The Party must have Average Financial Turnover of Rs. 10.00 lakhs during the last Three financial years, i.e. 2012-13, 2013-14 & 2014-15.
- i. Party must be registered with Department of Sales Tax (VAT), Service tax.
- ii. Party must be having a valid PAN Number.
- iii. Party must have sufficient numbers of skilled workers, supervisor and staff for smooth running of Binding and Printing work.
- iv. Party must be ready to provide the services of Binding and Printing Work, within 05 Days from the date of award of contract.
- v. Party must submit E . M . D . in the form of Cash / Demand Draft / Banker's Cheque/ Demand Draft only of the scheduled bank in the favor of BHEL , New Delhi for an amount of **10 ,000 / - (Rupees Ten thousand only)** . No bidder is exempted from submitting the E . M . D . The E . M . D . need to be submitted in **separate envelope** to be super scribed as 'E . M . D .' EMD submitted by tenderer will be forfeited if tenderer revokes his tender within validity period or increase his rates.
- vi. The validity of the Bids shall be for **90 days** after the date of Techno- Commercial Bid opening. **A Bid valid for a shorter period will be rejected as non – responsive.**
- vii. Copies of the satisfactory services providing for Binding and Printing work obtained from the organizations on their Letter – Head , where similar nature of works has been executed .

#### **2) Documents comprising the Bid:**

##### **2.1) PART -I "TECHNICAL-COMMERCIAL BID":**

**Envelope – 1** of the Technical- Commercial Bid prepared by the bidder shall comprise of the following:

- i. A copy of tender enquiry duly signed and stamped on each and every pages (including Annexure A to I).
- ii. Copy of the proof indicating the date of establishment of the organization.

- iii. Copy of the proof having sufficient manpower for executing the Binding and Printing work.
- iv. Copies of the Annual Report, i. e. Balance sheets and Profit & Loss A/c of three financial years i.e. 2012-13, 2013-14 & 2014-15 of the bidder duly certified by the Chartered Accountant and Banker's sanction letter for limits ( if any ).
- v. Party must be registered with Department of Sales Tax (VAT) & provide copy of same.
- vi. If Service tax is to be billed by vendor, copy of Service Tax registration to be provided.
- vii. Copies of Income Tax return for the last 3 years.
- viii. Copy of Valid PAN Number of the company.
- ix. Electronic clearing form **Annexure-C**.
- x. Un-priced price bid format as per **Annexure-D (comprises of Appendix-I & II)** duly signed by the tenderer along with technical- Commercial bid by mentioning "Q" in the column where quote is to be offered by the bidder.
- xi. No Deviation Certificate duly signed as per format mentioned in **Annexure-F**.
- xii. Declaration by the bidder as per format mentioned in **Annexure-G**.
- xiii. Details of the bidders duly filled and signed as per format mentioned in **Annexure-H**
- xiv. Check-List as per format mentioned in **Annexure-I**

## 2.2) PART –II “PRICE BID”

**Envelope - 2** : of the Price Bid prepared by the Bidder shall comprise of the following :

- i. Price Format – Annexure-E (**comprises of Appendix-I & II**), only.

Note: Vendor to quote mandatorily for both, Main Items (Appendix-I) and Optional Items (Appendix-II).

## 3) Sealing and Marking of Envelopes:

### 3.1) Separate “Envelope-1” comprising of PART -I “TECHNICAL- COMMERCIAL BID”

The Bidder shall seal ‘Envelope – I’ duly marking the envelope as “ **Technical- Commercial Bid for Binding and Printing work**” addressed to Sr. Manager / HR-GAX , D-Wing 4<sup>th</sup> Floor, BHEL House, Power Sector (HR) - Asiad, New Delhi - 110049.

### 3.2) Separate “Envelope – 2” comprising of PART –II “PRICE BID”

The Bidder shall seal the ‘Envelope – 2’ duly marking the envelope as “**Price Bid for Binding and Printing Work**” addressed to Sr. Manager / HR-GAX , D-Wing 4<sup>th</sup> Floor, BHEL House, Power Sector (HR) - Asiad, New Delhi - 110049.

### 3.3) Separate “Envelope-3” comprising of EMD only.

The Bidder shall seal ‘Envelope – 3’ duly marking the envelope as “ **EMD for Binding and Printing work**” addressed to Sr. Manager / HR-GAX , D-Wing 4<sup>th</sup> Floor, BHEL House, Power Sector (HR) - Asiad, New Delhi - 110049.

**3.4)** All three Envelopes i.e. 1, 2 & 3 shall be enclosed further in a fourth main **Envelope-4** duly sealed and super scribed as “**TENDER FOR BINDING AND PRINTING WORK**” clearly mentioning **TENDER ENQUIRY NO: PA:HRM:GAX:056 & DUE DATE 18/03/2016** addressed to Sr. Manager / HR-GAX , D-Wing 4<sup>th</sup> Floor, BHEL House, Power Sector (HR) - Asiad, New Delhi - 110049. Checklist (Annexure-I) shall be placed inside the fourth Envelope.

#### **4) Opening of Tender:**

**4.1)** On the day of opening the tender, Envelope- 3 containing EMD will be opened first, in the presence of Parties representatives only who choose to attend, at 1500 hours on 18/03/2016 in Tender room, D-Wing 4th floor, Bharat Heavy Electricals Limited, BHEL House Power Sector (HR), Asiad, New Delhi - 110049.

**4.2)** PART-I “TECHNICAL- COMMERCIAL BID” of the vendors will be opened next who has submitted EMD as per clause No. 1 (v).

**4.3)** The Party representative who will be present shall sign tender opening register, evidencing their attendance.

**4.4)** The evaluation of Technical-Commercial Bid (Part-I) will be done afterwards. Tenderers qualifying in Technical- Commercial Bid (Part –I) will only be considered for opening of Price Bid (Part – II). The unsuccessful tenderers will be intimated through e-mail about rejection in the technical- Commercial bid as per BHEL policy. BHEL reserves the right to finalize successful tenderer by opening of sealed price bid or by conducting online Reverse Auction. Date of opening of sealed Price Bid / conducting of online Reverse Auction will be intimated separately to the Tenderers who qualify in the Techno-Commercial bid.

**4.5)** In the event of the specified date of tender opening being declared a holiday , for the owner, the Tenders shall be opened at the appointed time and location on the next working day.

**4.6)** The tenderer should accept all terms & conditions of the tender unconditionally. Tenderer is required to submit No Deviation Statement as per **Annexure-F**. Offers with deviations from terms and conditions of this tender are likely to be rejected.

#### **5) Extension of validity of Bids:**

In exceptional circumstances, the owner may solicit the Bidder’s consent to an extension of the period of validity of 90 days. The request and the responses thereto shall be made in writing. The validity of EMD provided shall also be suitably extended. A party may refuse the request without forfeiting its Bid Security. The party granting the request will neither be required nor permitted to modify its Bid.

#### **6) Bid Rejection:**

A Bid is liable to be rejected under any one or more of the following cases:

- 6.1) Any document of the Tender Enquiry not signed and stamped by the authorized person.
- 6.2) Non – production of original documents for verification, if required.
- 6.3) If Envelopes are not distinctively marked as **PART -I “TECHNICAL-COMMERCIAL BID”** and **PART –II “PRICE BID”** or not at all marked.

6.4) If any of the Envelope i.e. **PART -I “TECHNICAL- COMMERCIAL BID”** or **PART –II “PRICE BID”** not found.

6.5) Bidder not found eligible as per requisite criteria mentioned in clause 1.

**7)** If any information / document not found to be duly filled /submitted, it will summarily be rejected without assigning any reason thereof.

Clarifications, if any, of Technical / Commercial nature, can be obtained from the officer to whom the tender is to be submitted or from New Delhi office at the following address up to one week before the tender due date:

Pradeep Kumar, Sr. Manager (HR-GAX),  
D Wing, 4<sup>th</sup> Floor,  
Power Sector, Asiad,  
Bharat Heavy Electricals Limited,  
BHEL House, Siri Fort,  
New Delhi – 110049.  
Phone No.: 011 – 66337824,  
Fax: 011-26001165, 24693561

**8) BHEL’S right to accept any Bid and to reject the Bid:**

**8. 1)** The owner reserves the right to accept or reject any Bid and to annul the Bid process and reject the Bid at any time prior to award of contract, without thereby incurring any liability to the affected bidder or Bidders of any obligation to inform the affected Bidder or Bidders of the grounds for the owner’s action.

**8.2)** The decision of BHEL in evaluation of bids and/or award of contract shall be final.

**9) Notification of contract and placement of work order:**

**9. 1)** Prior to the expiration of the period of Bid validity the owner will notify the successful Bidder in writing that its Bid has been accepted .

**9. 2)** The notification of award will constitute the formation of the contract.

**10) Placement of work order:**

**10. 1)** At the same time as the BHEL notifies the successful bidder/bidders that their bid/bids have been accepted, BHEL will send the work order/orders to the successful bidder/bidders.

**10. 2)** Within 3 days of issuing the work order, the successful bidder/bidders shall sign with date a copy of the work order and return it to BHEL .

**11) Security Deposit:**

11.1) Within 5 days of notification of the award or start of work whichever is earlier, the successful Bidder shall furnish the Security Deposit in the form of Fixed Deposit Receipt / Demand Draft / Banker’s Cheque of a scheduled Bank amounting to :

Upon acceptance of tender, the successful tenderer must submit the security deposit within 5 days of notification of the award or start of work whichever is earlier, the successful Bidder shall furnish the Security Deposit amounting to:

- a) Contract Amount Up to Rs.10.0 Lakhs - 10% of contract amount
- b) Contract Amount above Rs.10.0 Lakhs and up to Rs. 50.0 Lakhs– Rs.1.0 Lakh+7.5% of amount exceeding Rs.10.0 Lakhs

11.2) The above mentioned and applicable security deposit shall be submitted in any of the following forms:-

- (i) Cash (As permissible in the income tax act)
- (ii) Pay order, Demand draft in favour of BHEL
- (iii) Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the security deposit will be collected before start of the work and the balance 50% will be recovered from the running bills.
- (iv) EMD of the successful tenderer can be converted and adjusted against the security deposit.
- (v) The EMD and security deposit shall not carry any interest.
- (vi) Security deposit shall not be refunded to the contractor except in accordance with the terms of the contract.
- (vii) EMD of successful tenderer will be converted into security deposit and balance amount of security deposit will have to be deposited as per clause no. 11 above

11.3) Failure of the successful Bidder to furnish the Security shall constitute sufficient grounds for the annulment of the award.

11.4) **Return of Security Deposit:** After completion of contract, vendor to submit “No Demand Certificate” along with last bill in order to release Security Deposit.

## **12) Penalty for Services:**

**12.1)** If the Party fails to perform the satisfactory services which is to be decided at the discretion of BHEL during the contract period, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as penalty Rs. 200 / - per day of delay.

**12.2)** Once the maximum deduction of Rs. 10,000 / - is reached, the purchaser will terminate the contract and forfeit the Security Deposit.

## **13) Delivery:**

If work is to be done outside BHEL premises (with BHEL permission), to and fro freight & other charges to be borne by the vendor.

#### **14) Payment:**

14.1) The Supplier's request for payment shall be made fortnightly to Sr. Manager / HR-GAX in writing accompanied by an invoice / Bill, providing item wise breakup of the work as specified in the contract, carried out during a particular period.

14.2) VAT and Service tax will be extra at actual. If service tax is charged by the vendor, service tax invoice to be submitted with next bill as proof of deposit of tax.

14.3) Vendor must mention **BHEL –PS-HQ “GE” No.** on the invoice.

14.4) Vendor to certify on the invoice that due VAT has been deposited to authority.

14.5) Vendor to ensure that all the bills of a particular month should be submitted by 20<sup>th</sup> of following month.

14.6) 100% Payments shall be made promptly by the Purchaser through 'EFT' but in no case later than thirty (30) days after submission of an invoice / Bill or claim by the supplier, subject to the claim is in order.

14.7) Party has to submit the EFT details, for releasing of payment through 'EFT' System in the attached format (**Annexure-C**).

#### **15) Termination of Contract:**

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice to default sent to the supplier, terminate the contract in whole or in part.

- \* If the party fails to execute the contract by the date specified in the order or within any extension thereof granted by the purchaser.
- \* If the party fails to perform any other obligation(s) under the contract.
- \* If the party in the judgment of the purchaser has engaged in corrupt or fraudulent practices in executing the contract.

#### **16) Resolution of disputes:**

16.1) The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

16.2) Any dispute is subject to the jurisdiction of Delhi Courts only.

#### **17) Special conditions:**

17.1) All risks of loss or of damage to physical property and of personal injury and death, which arise during in consequence of the performance of the contract other than accepted risks are the responsibility of the Contractor.

17.2) The employees of the contractor /supplier in no case will be treated as the employee of the purchaser at any point of time.

17.3) The contractor / supplier shall abide at all times by all labour laws regulations, Rules, Act etc.

**18) Force Majeure:**

- 18.1) Notwithstanding the provisions of clause 16 & clause 17 the party shall not be liable to forfeiture of its performance security, liquidated damages of termination of default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure.
- 18.2) "Force Majeure" means an event beyond the control of the party and not involving the party's fault or negligence and not foreseeable . Such events may include , but are not restricted to , acts of the purchaser either in its sovereign or contractual capacity, wars or revolution, floods, epidemics, quarantine restrictions and freight embargoes .
- 18.3) If a force Majeure situation arises , the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof .Unless otherwise directed by the purchaser in writing , the supplier shall continue to perform its obligations under the contract as far as is reasonably practical , and shall seek all reasonable alternatives means for performance not prevented by the force Majeure event.

**General Terms and Conditions**

The contract will be valid for a period of two years initially, which can be further extended for period of one year on same Terms and Conditions with mutual acceptance.

Price quoted as on Price Format will be firm for two years.

Party must have three years of experience for similar nature of works executed in the past, please give name of the PSU /Govt. Offices / Companies where such work was executed.

Party must have sufficient numbers of machines, man- power to provide the regular timely services.

Late tenders are liable to be rejected.

BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reasons whatsoever.

BHEL reserves the right to split the order for individual item(s) with different bidders and also increase / decrease the quantities .

The work will be collected in person by the party and after completion, the same will be delivered at our office at Print Room / required place(s). Sr. Manager – HR-GAX or In charge Print Room will coordinate and allot the work to the party .

**Two parties will be kept on panel on overall L1 rates and work will be divided in the ratio of 60:40, as per nature of work and urgency. L1/L2 bidders shall have to accept the overall lowest price of all the items. BHEL reserves the right to vary  $\pm$  10% of ratio depending upon the exigency and nature of work involved.**

**The overall L1 rates shall be counter offered to L1 & L2 bidders, if necessary the other bidders will be offered the overall L1 rates in the order of ranking, in case L1 and/or L2 bidders refuse to accept the overall L1 rates.**

**Evaluation Criteria for L1 will be based on rates quoted for Main items (Appendix-I) will be taken for evaluation. For the purpose of evaluating bidders, the multiplier factor for 1 / 2 / 3 / 4 for A4 Size quoted price shall be 10/50/20/20 respectively. In order to bring all the vendors at par the bidder who do not quote for any item will be loaded for highest of the quoted price for comparison and ordering will be made on lowest price , in case he happens to be successful bidder/(s).**

**Authorized signatory  
(With sign. & stamp)**

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)  
(MANDATE FORM)  
INVESTOR/CUSTOMER'S OPTION TO RECEIVE PAYMENT THROUGH  
CREDIT CLEARING MECHANISM)  
(Details of the person to receive payment)

- 1** EMPLOYEE/VENDORS/SUPPLIER/CONTRACTOR  
INVESTOR/CUSTOMER'S NAME:
- 2** PARTICULARS OF BANK ACCOUNT
  - A** BANK NAME:
  - B** BRANCH NAME:
  - C** ADDRESS WITH TELEPHONE NO.:
  - D** 13 DIGIT CODE NUMBER OF THE  
BANK & BRANCH:  
(Appearing on the MICR CHEQUE issued by the bank)  
(ENCLOSE COPY OF CANCELLED CHEQUE)
  - E** ACCOUNT TYPE:  
(SB Account/Current A/c. or Cash Credit A/cwith code 10/11/13))
  - F** LEDGER NO./LEDGER FOLIO NO.:
  - G** ACCOUNT NUMBER (FULL):  
(As required for electronic payment/NEFT/RTGS/SEFT)
  - H** IFSC CODE:  
(Indian Financial System Code for RtgS)  
(To be obtained from respective Banker)
- 3** E-MAIL ADDRESS:
- 4** DATE OF EFFECT:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold the User institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as per participant under the scheme.

Date: \_\_\_\_\_ (Signature of the Investor/Customer/Employee/  
Vendor/Supplier/Contractor with seal of the firm)

Name & Address

Certified that the particulars above are correct as per our records.  
Signature of Authorised Officer from Bank

**(TO BE SUBMITTED WITH TECHNICAL- COMMERCIAL BID)**

TO BE FILLED BY THE BIDDER AND ENCLOSED WITH THE OFFER FOR PART-I i.e. Technical- Commercial bid

(Do not include the price, only indicate "Q" in the column where quote is to be offered by the bidder.)

| Main items (Appendix-I) |   |           |  |  |  |   |
|-------------------------|---|-----------|--|--|--|---|
| Sl. No.                 | Description of Job  | Quantity  | Unit Rates<br>A/5 SIZE<br>excluding<br>Taxes (Rs.) | Unit Rates<br>A/4 SIZE<br>excluding<br>Taxes (Rs.) | Unit<br>Rates<br>A/3 SIZE<br>excluding<br>Taxes<br>(Rs.) | Rate of<br>Tax in<br>Percent<br>age (%) |
| 1)                      | <b>Collating, Trimming , punching and putting into folder ( Folder will be supplied by BHEL)</b>  |           |  |  |  |   |
| A)                      | Upto 100 Number of Pages  | Per Book  |  |  |  |   |
| B)                      | 101 Number of Pages to 200 Number of Pages  | Per Book  |  |  |  |   |
| C)                      | 201 Number of Pages to 300 Number of Pages  | Per Book  |  |  |  |   |
| D)                      | Onwards per 100 Number of Pages or part   | Per Book  |  |  |  |   |
| 2)                      | <b>Collating, Trimming , Punching and spiral binding with top &amp; bottom cover transparency</b> |           |  |  |  |   |
| A)                      | Upto 100 Number of Pages  | Per Book  |  |  |  |   |
| B)                      | 101 Number of Pages to 200 Number of Pages  | Per Book  |  |  |  |   |
| C)                      | 201 Number of Pages to 300 Number of Pages  | Per Book  |  |  |  |   |
| D)                      | Onwards per 100 Number of Pages or part   | Per Book  |  |  |  |   |
| 3)                      | <b>Golden/Silver Embossing printing</b>   |           |  |  |  |   |
| A)                      | Golden/Silver Printing Front  | Per Page  |  |  |  |   |
| B)                      | Golden/Silver Printing Back   | Per Page  |  |  |  |   |
| C)                      | Slide Patti (12" Size)  | Per Patti |  |  |  |   |
| 4)                      | <b>Rexene Binding</b>   |           |  |  |  |   |
| A)                      | Upto 100 Number of Pages  | Per Book  |  |  |  |   |
| B)                      | 101 Number of Pages to 200 Number of Pages  | Per Book  |  |  |  |   |
| C)                      | 201 Number of Pages to 300 Number of Pages  | Per Book  |  |  |  |   |
| D)                      | Onwards per 100 Number of Pages or part   | Per Book  |  |  |  |   |

**Evaluation Criteria**

Two parties will be kept on panel on overall L1 rates and work will be divided in the ratio of 60:40, as per nature of work and urgency. L1/L2 bidders shall have to accept the overall lowest price of all the items. BHEL reserves the right to vary  $\pm$  10% of ratio depending upon the exigency and nature of work involved.

The overall L1 rates shall be counter offered to L1 & L2 bidders, if necessary the other bidders will be offered the overall L1 rates in the order of ranking, in case L1 and/or L2 bidders refuse to accept the overall L1 rates.

Evaluation Criteria for L1 will be based on rates quoted for Main items (Appendix-I) will be taken for evaluation. For the purpose of evaluating bidders, the multiplier factor for 1 / 2 / 3 / 4 for A4 Size quoted price shall be 10/50/20/20 respectively. In order to bring all the vendors at par the bidder who do not quote for any item will be loaded for highest of the quoted price for comparison and ordering will be made on lowest price , in case he happens to be successful bidder/(s).

### Optional Items (Appendix-II)

| Sl. No. | Description of Job   | Quantity  | Unit Rates<br>A/5 SIZE<br>excluding<br>Taxes (Rs.) | Unit Rates<br>A/4 SIZE<br>excluding<br>Taxes (Rs.) | Unit Rates<br>A/3 SIZE<br>excluding<br>Taxes (Rs.) | Rate of<br>Tax in<br>Percent<br>age (%) |
|---------|--|-----------|--|--|--|---|
| 1)      | <b>Supply of Plastic Coated Cover with Printing of Top Cover in one colour and bottom plain</b>                    | PER SET   |  |  |  |   |
| 2)      | <b>Collating, Trimming and Binding</b>   |           |  |  |  |   |
| A)      | Upto 100 Number of Pages   | Per Book  |  |  |  |   |
| B)      | 101 Number of Pages to 200 Number of Pages   | Per Book  |  |  |  |   |
| C)      | 201 Number of Pages to 300 Number of Pages   | Per Book  |  |  |  |   |
| D)      | Onwards per 100 Number of Pages or part  | Per Book  |  |  |  |   |
| 3)      | <b>Separator Sheets of Art Card Paper in Assorted colours in A4 size ( 120 gsm)</b>                                | Per Sheet |  |  |  |   |
| 4)      | <b>Top Cover of Art Card Paper with Printing (without bottom cover)</b>  | Per Sheet |  |  |  |   |
| 5)      | <b>Top Cover of Art Card Paper with Printing and bottom cover</b>  | Per Set   |  |  |  |   |
| 6)      | <b>Separator of plain Art Card Sheets with Printing, projection, cutting-printing A,B,C or 1,2,3 on projection</b> | Per Sheet | N/A  |  | N/A  |   |
| 7)      | <b>Hard Board Book Binding including Collating &amp; trimming</b>  |           |  |  |  |   |
| A)      | Upto 100 Number of Pages   | Per Book  |  |  |  |   |
| B)      | 101 Number of Pages to 200 Number of Pages   | Per Book  |  |  |  |   |
| C)      | 201 Number of Pages to 300 Number of Pages   | Per Book  |  |  |  |   |
| D)      | Onwards per 100 Number of Pages or part  | Per Book  |  |  |  |   |
| 8)      | <b>Spico Binding</b>   |           |  |  |  |   |
| A)      | Upto 50 Number of Pages  | Per Book  |  |  |  |   |
| B)      | 51 Number of Pages to 100 Number of Pages  | Per Book  |  |  |  |   |
| C)      | 101 Number of Pages to 200 Number of Pages   | Per Book  |  |  |  |   |
| D)      | Onwards per 100 Number of Pages or part  | Per Book  |  |  |  |   |
| 9)      | <b>Voucher Binding</b>   |           |  |  |  |   |
| A)      | Upto 100 Number of Pages   | Per Book  |  |  |  |   |
| B)      | 101 Number of Pages to 200 Number of Pages   | Per Book  |  |  |  |   |
| C)      | 201 Number of Pages to 300 Number of Pages   | Per Book  |  |  |  |   |
| D)      | Onwards per 100 Number of Pages or part  | Per Book  |  |  |  |   |
| 10)     | <b>Numbering of Pages</b>  |           |  |  |  |   |
| A)      | Upto 100 Number of Pages   | Per Book  |  |  |  |   |
| B)      | 101 Number of Pages to 200 Number of Pages   | Per Book  |  |  |  |   |
| C)      | 201 Number of Pages to 300 Number of Pages   | Per Book  |  |  |  |   |
| D)      | 301 Number of Pages to 400 Number of Pages   | Per Book  |  |  |  |   |
| E)      | 401 Number of Pages to 500 Number of Pages   | Per Book  |  |  |  |   |
| F)      | Onwards per 100 Number of Pages or part  | Per Book  |  |  |  |   |

| Sl. No. | Description of Job   | Quantity                             | Rate excluding taxes (Rs.) | Rate of Tax in Percentage (%) |
|---------|--|--------------------------------------|----------------------------|-------------------------------|
| 11)     | <b>Folding of Drawings/documents &amp; Putting in Plastic Pouch (Pouch to be provided by BHEL)</b> |                                      |                            |                               |
| A)      | A0 Size to A4 Size Drawings  | Per Drg.                             |                            |                               |
| B)      | A1 Size to A4 Size Drawings  | Per Drg.                             |                            |                               |
| C)      | A2 Size to A4 Size Drawings  | Per Drg.                             |                            |                               |
| d)      | A3 Size to A4 Size document  | Per sheet.                           |                            |                               |
| 12)     | <b>Photostat on 100 Micron OHP B/W transparency (Garware)</b>                                      |                                      |                            |                               |
| A)      | On A4 Size Paper   | Per Copy                             |                            |                               |
| B)      | On A3 Size Paper   | Per Copy                             |                            |                               |
| C)      | On transparency Sheets A4 Size   | Per Copy                             |                            |                               |
| 13)     | <b>Collating, Trimming Hard Board Binding of Drawings</b>  |                                      |                            |                               |
| A)      | In A2 Size upto 50 Drawings  | Per Set                              |                            |                               |
| B)      | Onwards per 50 Drawings or part thereof  | Per Set                              |                            |                               |
|         | <b>Remarks</b>   | Vat & other taxes as per Govt. rules |                            |                               |

1) Vendor to quote rates for all the optional Items also (Appendix-II). The overall L1 rates (for both Main & optional items) shall be counter offered to L1 & L2 bidders, if necessary the other bidders will be offered the overall L1 rates in the order of ranking, in case L1 and/or L2 bidders refuse to accept the overall L1 rates.

2) In case vendor does not quote rates for Optional items, then the price offer is liable to be rejected.

3) In order to bring all the vendors at par the bidder who do not quote for any item will be loaded for highest of the quoted price for comparison and ordering will be made on lowest price, in case he happens to be successful bidder/(s).

**Authorized signatory  
(With sign. & stamp)**

**PART-II (PRICE BID)****Annexure-E**

| <b>Main items (Appendix-I)</b> |   |                                      |  |  |  |   |
|--------------------------------|---|--------------------------------------|--|--|--|---|
| <b>Sl. No.</b>                 | <b>Description of Job</b>   | <b>Quantity</b>                      | <b>Unit Rates<br/>A/5 SIZE<br/>excluding<br/>Taxes (Rs.)</b> | <b>Unit Rates<br/>A/4 SIZE<br/>excluding<br/>Taxes (Rs.)</b> | <b>Unit<br/>Rates<br/>A/3 SIZE<br/>excluding<br/>Taxes<br/>(Rs.)</b> | <b>Rate of<br/>Tax in<br/>Percent<br/>age (%)</b> |
| 1)                             | <b>Collating, Trimming , punching and putting into folder ( Folder will be supplied by BHEL)</b>  |                                      |  |  |  |   |
| A)                             | Upto 100 Number of Pages  | Per Book                             |  |  |  |   |
| B)                             | 101 Number of Pages to 200 Number of Pages  | Per Book                             |  |  |  |   |
| C)                             | 201 Number of Pages to 300 Number of Pages  | Per Book                             |  |  |  |   |
| D)                             | Onwards per 100 Number of Pages or part   | Per Book                             |  |  |  |   |
| 2)                             | <b>Collating, Trimming , Punching and spiral binding with top &amp; bottom cover transparency</b> |                                      |  |  |  |   |
| A)                             | Upto 100 Number of Pages  | Per Book                             |  |  |  |   |
| B)                             | 101 Number of Pages to 200 Number of Pages  | Per Book                             |  |  |  |   |
| C)                             | 201 Number of Pages to 300 Number of Pages  | Per Book                             |  |  |  |   |
| D)                             | Onwards per 100 Number of Pages or part   | Per Book                             |  |  |  |   |
| 3)                             | <b>Golden/Silver Embossing printing</b>   |                                      |  |  |  |   |
| A)                             | Golden/Silver Printing Front  | Per Page                             |  |  |  |   |
| B)                             | Golden/Silver Printing Back   | Per Page                             |  |  |  |   |
| C)                             | Slide Patti (12" Size)  | Per Patti                            |  |  |  |   |
| 4)                             | <b>Rexene Binding</b>   |                                      |  |  |  |   |
| A)                             | Upto 100 Number of Pages  | Per Book                             |  |  |  |   |
| B)                             | 101 Number of Pages to 200 Number of Pages  | Per Book                             |  |  |  |   |
| C)                             | 201 Number of Pages to 300 Number of Pages  | Per Book                             |  |  |  |   |
| D)                             | Onwards per 100 Number of Pages or part   | Per Book                             |  |  |  |   |
|                                | <b>Remarks</b>  | Vat & other taxes as per Govt. rules |  |  |  |   |

**Evaluation Criteria**

Two parties will be kept on panel on overall L1 rates and work will be divided in the ratio of 60:40, as per nature of work and urgency. L1/L2 bidders shall have to accept the overall lowest price of all the items. BHEL reserves the right to vary  $\pm 10\%$  of ratio depending upon the exigency and nature of work involved.

The overall L1 rates shall be counter offered to L1 & L2 bidders, if necessary the other bidders will be offered the overall L1 rates in the order of ranking, in case L1 and/or L2 bidders refuse to accept the overall L1 rates.

Evaluation Criteria for L1 will be based on rates quoted for Main items (Appendix-I) will be taken for evaluation. For the purpose of evaluating bidders, the multiplier factor for 1 / 2 / 3 / 4 for A4 Size quoted price shall be 10/50/20/20 respectively. In order to bring all the vendors at par the bidder who do not quote for any item will be loaded for highest of the quoted price for comparison and ordering will be made on lowest price , in case he happens to be successful bidder/(s).

### Optional Items (Appendix-II)

| Sl. No. | Description of Job   | Quantity  | Unit Rates A/5 SIZE excluding Taxes (Rs.) | Unit Rates A/4 SIZE excluding Taxes (Rs.) | Unit Rates A/3 SIZE excluding Taxes (Rs.) | Rate of Tax in Percent age (%) |
|---------|--|-----------|---|---|---|--------------------------------|
| 1)      | <b>Supply of Plastic Coated Cover with Printing of Top Cover in one colour and bottom plain</b>                    | PER SET   |   |   |   |                                |
| 2)      | <b>Collating, Trimming and Binding</b>   |           |   |   |   |                                |
| A)      | Upto 100 Number of Pages   | Per Book  |   |   |   |                                |
| B)      | 101 Number of Pages to 200 Number of Pages   | Per Book  |   |   |   |                                |
| C)      | 201 Number of Pages to 300 Number of Pages   | Per Book  |   |   |   |                                |
| D)      | Onwards per 100 Number of Pages or part  | Per Book  |   |   |   |                                |
| 3)      | <b>Separator Sheets of Art Card Paper in Assorted colours in A4 size ( 120 gsm)</b>                                | Per Sheet |   |   |   |                                |
| 4)      | <b>Top Cover of Art Card Paper with Printing (without bottom cover)</b>  | Per Sheet |   |   |   |                                |
| 5)      | <b>Top Cover of Art Card Paper with Printing and bottom cover</b>  | Per Set   |   |   |   |                                |
| 6)      | <b>Separator of plain Art Card Sheets with Printing, projection, cutting-printing A,B,C or 1,2,3 on projection</b> | Per Sheet | N/A                                       |   | N/A                                       |                                |
| 7)      | <b>Hard Board Book Binding including Collating &amp; trimming</b>  |           |   |   |   |                                |
| A)      | Upto 100 Number of Pages   | Per Book  |   |   |   |                                |
| B)      | 101 Number of Pages to 200 Number of Pages   | Per Book  |   |   |   |                                |
| C)      | 201 Number of Pages to 300 Number of Pages   | Per Book  |   |   |   |                                |
| D)      | Onwards per 100 Number of Pages or part  | Per Book  |   |   |   |                                |
| 8)      | <b>Spico Binding</b>   |           |   |   |   |                                |
| A)      | Upto 50 Number of Pages  | Per Book  |   |   |   |                                |
| B)      | 51 Number of Pages to 100 Number of Pages  | Per Book  |   |   |   |                                |
| C)      | 101 Number of Pages to 200 Number of Pages   | Per Book  |   |   |   |                                |
| D)      | Onwards per 100 Number of Pages or part  | Per Book  |   |   |   |                                |
| 9)      | <b>Voucher Binding</b>   |           |   |   |   |                                |
| A)      | Upto 100 Number of Pages   | Per Book  |   |   |   |                                |
| B)      | 101 Number of Pages to 200 Number of Pages   | Per Book  |   |   |   |                                |
| C)      | 201 Number of Pages to 300 Number of Pages   | Per Book  |   |   |   |                                |
| D)      | Onwards per 100 Number of Pages or part  | Per Book  |   |   |   |                                |
| 10)     | <b>Numbering of Pages</b>  |           |   |   |   |                                |
| A)      | Upto 100 Number of Pages   | Per Book  |   |   |   |                                |
| B)      | 101 Number of Pages to 200 Number of Pages   | Per Book  |   |   |   |                                |
| C)      | 201 Number of Pages to 300 Number of Pages   | Per Book  |   |   |   |                                |
| D)      | 301 Number of Pages to 400 Number of Pages   | Per Book  |   |   |   |                                |
| E)      | 401 Number of Pages to 500 Number of Pages   | Per Book  |   |   |   |                                |
| F)      | Onwards per 100 Number of Pages or part  | Per Book  |   |   |   |                                |

| Sl. No. | Description of Job   | Quantity                             | Rate excluding taxes | Rate of Tax in Percentage (%) |
|---------|--|--------------------------------------|----------------------|-------------------------------|
| 11)     | <b>Folding of Drawings/documents &amp; Putting in Plastic Pouch (Pouch to be provided by BHEL)</b> |                                      |                      |                               |
| A)      | A0 Size to A4 Size Drawings  | Per Drg.                             |                      |                               |
| B)      | A1 Size to A4 Size Drawings  | Per Drg.                             |                      |                               |
| C)      | A2 Size to A4 Size Drawings  | Per Drg.                             |                      |                               |
| d)      | A3 Size to A4 Size document  | Per sheet.                           |                      |                               |
| 12)     | <b>Photostat on 100 Micron OHP B/W transparency (Garware)</b>                                      |                                      |                      |                               |
| A)      | On A4 Size Paper   | Per Copy                             |                      |                               |
| B)      | On A3 Size Paper   | Per Copy                             |                      |                               |
| C)      | On transparency Sheets A4 Size   | Per Copy                             |                      |                               |
| 13)     | <b>Collating, Trimming Hard Board Binding of Drawings</b>  |                                      |                      |                               |
| A)      | In A2 Size upto 50 Drawings  | Per Set                              |                      |                               |
| B)      | Onwards per 50 Drawings or part thereof  | Per Set                              |                      |                               |
|         | <b>Remarks</b>   | Vat & other taxes as per Govt. rules |                      |                               |

1) Vendor to quote rates for all the optional Items also (Appendix-II). The overall L1 rates (for both Main & optional items) shall be counter offered to L1 & L2 bidders, if necessary the other bidders will be offered the overall L1 rates in the order of ranking, in case L1 and/or L2 bidders refuse to accept the overall L1 rates.

2) In case vendor does not quote rates for Optional items, then the price offer is liable to be rejected.

3) In order to bring all the vendors at par the bidder who do not quote for any item will be loaded for highest of the quoted price for comparison and ordering will be made on lowest price, in case he happens to be successful bidder/(s).

**Authorized signatory  
(With sign. & stamp)**

**No Deviation Certificate**

This is to certify that our bid no. \_\_\_\_\_ dated \_\_\_\_\_  
against your NIT no. \_\_\_\_\_ dated \_\_\_\_\_ for Tender for  
Binding & Printing works (A5, A4 & A3 size) has no deviations from tender conditions of  
tender enquiry and scope of services mentioned in BOQ.

Authorized signatory  
(With sign. & stamp)

**DECLARATION**

We hereby declare that we have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court.

Authorized signatory  
(With sign. & stamp)

**DETAILS OF BIDDER**

| <b>Sl. No.</b> | <b>Description</b>     | <b>Details</b>   |
|----------------|------------------------|--|
| <b>1</b>       | Name of Bidder         |  |
| <b>2</b>       | Address of the Bidder  |  |
| <b>3</b>       | Contact Person's Name  |  |
| <b>4</b>       | Contact Details        | <b>Land Line No.:</b><br><b>Mobile No.:</b><br><b>Fax No.:</b> |
| <b>5</b>       | Email ID of the bidder |  |

Authorized signatory  
(With sign. & stamp)

**CHECK LIST**

| <b><u>Sl. No.</u></b> | <b><u>Descriptions</u></b>  | <b><u>Checked</u></b> |
|-----------------------|---|-----------------------|
| 1)                    | A copy of tender enquiry duly signed and stamped on each and every pages (including Annexure A to I).   | Yes / No              |
| 2)                    | Validity of offer/ rates quoted for 90 days from the date of opening of technical- Commercial bid   | Yes / No              |
| 3)                    | Separate Envelope-1 marked as Bid-1 "Technical-Commercial Bid" and comprising following documents:  | Yes / No              |
| 3.1)                  | Copy of all documents as per clause 2.1 of Annexure-A.  | Yes / No              |
| 3.2)                  | Duly filled and signed Annexure - B to H.   | Yes / No              |
| 3.3)                  | Un-priced price bid format as per Annexure-D duly signed by the tenderer along with Technical-Commercial bid by mentioning "Q" in the column where quote is to be offered by the bidder.        | Yes / No              |
| 4)                    | Separate Envelope-2 marked as Bid-2 "Price Bid" and comprising Price Format - Annexure "E" (Appendix-I & II) only.  | Yes / No              |
| 5)                    | Separate Envelope-3 marked as EMD and comprising of EMD only  | Yes / No              |
| 6)                    | All three Envelope i.e. 1, 2 & 3 enclosed further in a fourth main Envelope-4 duly sealed and super scribed as "TENDER FOR BINDING AND PRINTING WORK" and also enclosed Checklist (Annexure-I). | Yes / No              |

Authorized signatory  
(With sign. & stamp)