

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

कार्पोरेट संचार  
Corporate Communication



No. CC/PUBL/08/15-16  
22.08.2015

Dear Sir/Madam,

**Sub: Tender for printing of BHEL CSR PRAYAS VOLUME VI**

BHEL invites quotations in two parts i.e. Techno-commercial bid (Part-A) & Price bid (Part-B) in individually sealed covers for printing of **BHEL CSR PRAYAS VOLUME VI** from printers who have one of their printing unit(s) in Delhi/NCR and meet the **PRE QUALIFICATION REQUIREMENT (PQR)** in terms of **INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL/ PAST PERFORMANCE** as specified below in Annexure-II A.

Detailed Specifications/ Scope of Work of the job are given in the enclosed **Annexure-1**.

Your offer, in the prescribed manner in a sealed cover, as detailed in Annexure-VI, complete in all respects and super-scribed with "**Quotation for printing of BHEL CSR PRAYAS VOLUME VI**" should reach us on or before 2 PM on **05.09.2015**, at the following address:

Additional General Manager,  
Corporate Communication,  
Bharat Heavy Electricals Limited,  
Jeevan Tara Building, 5 Sansad Marg,  
New Delhi-110 001

**Part "A" i.e. Techno-commercial Bid shall be opened at 3 PM, on the same day i.e. 05.09.2015 at BHEL Corporate Communication Office at, Jeevan Tara Building, 5, Sansad Marg, New Delhi – 110 001 or on any subsequent day after prior intimation to all bidders and in the presence of the bidders, who may like to be present.**

**Part "B" i.e. Price Bid : Price bids of only Techno-commercially qualified bidders will be opened by BHEL on the same day or on any subsequent day after prior intimation to bidders who have qualified Techno-commercial bid.**

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**Total price (all taxes, Octroi, duties & levies, packing & deliveries in NCR based offices but excluding service tax) quoted by the compliant bidders is the criteria for evaluation of price for award of work. Incomplete offers shall not be considered.**

Thanking you,

Yours faithfully,  
for Bharat Heavy Electricals Limited

*Vaishali*  
22/08/15  
(Vaishali Wadhwa)  
Executive (CC)

**Enclosed:**

- |                |                                    |
|----------------|------------------------------------|
| Annexure-I     | : Specifications and Scope of Work |
| Annexure-II A  | : Special Terms & Conditions       |
| Annexure-II B  | : General Terms & Conditions       |
| Annexure-II C  | : Printing & Delivery Schedules    |
| Annexure-III   | : Price Proforma                   |
| Annexure-IV    | : No Deviation Certificate         |
| Annexure-V     | : Declaration Certificate          |
| Annexure - VI  | : Submission of offer              |
| Annexure - VII | : Checklist                        |

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Annexure – I

**SPECIFICATIONS / SCOPE OF WORK FOR "BHEL CSR PRAYAS VOLUME VI"**

1.	<b>QUANTITY</b>	<b>300 (Three hundred only)</b>
2.	<b>NO. OF PAGES</b>	Cover: 4 nos. (Inner and outer) Inside pages: 32 nos.
3.	<b>SIZE</b>	International A4 Size
4.	<b>PAPER</b>	1. Cover: 250 GSM, Art Card (Sinar Mas) 2. Inside pages: 130 GSM, Art paper (Sinar Mas)
5.	<b>COLOUR</b>	4 + 4 colours throughout
6.	<b>LAMINATION</b>	Outer cover to be laminated in gloss
7.	<b>PROOFING</b>	Epson proof, duly calibrated with machine, to be submitted for approval by BHEL or its authorized agency
8.	<b>INPUTS</b>	Print Ready File on CD shall be provided by our authorised advertising agency or BHEL
9.	<b>SCANNING</b>	Scanning of 5 Nos. Transparencies/ Photographs in minimum size (ie up to 300 sq. cms.) in 300 dpi will be required for each issue. The scope includes carrying out the required colour corrections on system in all transparencies/ photographs, as applicable, for excellent results
10.	<b>BINDING</b>	Centre Stapled
11.	<b>PACKING</b>	In Multiples of 25 (or in part as applicable) in thick brown paper for deliveries in one of BHEL's offices in NCR
12.	<b>DELIVERY</b>	Delivery in one of NCR based Offices

- i. Designs/ Photographs/ Transparencies/ CDs supplied by BHEL to be returned immediately after completion of printing.
- ii. Your offer must include samples of Papers as per specification given above.
- iii. Colour corrected photographs used in the booklet, PDF for web hosting applications and Print Ready open file along with fonts for subsequent updation and reprints on CD of the booklet, to be submitted along with the bills

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Annexure – IIA

**SPECIAL TERMS & CONDITIONS**

**1.0 ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)**

Only those printers, who have one of their printing unit(s) in NCR and meet the PRE QUALIFICATION REQUIREMENT (PQR) in terms of INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL/ PAST PERFORMANCE as specified below, are eligible to quote:

**1.1 ADDRESS PROOF**

- 1.1.1 Self attested copy of certificate of incorporation in the name of the bidder in NCR  
OR  
Self attested copy of Registration with any tax authority in NCR along with the last paid Landline telephone bill or the latest paid Electricity bill in the name of the Printing Unit for NCR based location.

**1.2 INFRASTRUCTURE/ CAPABILITY**

The bidders must have the following machinery and ancillary equipment, as the minimum requirement:

- 1.2.1 One Image Setter with complete 'Plate Making' equipment including 'Automatic Plate Processor': 1 set-up  
OR  
A CTP facility: 1no.  
1.2.2 Four Colour Sheet-fed Printing Machines in size 28"x 40": 2nos.  
1.2.3 Automatic Folding Machines: 1no.  
1.2.4 Automatic Gang Stitcher facility for centre pinning: 1 facility  
1.2.5 Programmable paper cutting machine: 1no.  
1.2.6 Adequate Power back-up to run all machines mentioned above  
1.2.7 Bidders should have Quality Management Systems in-house

**Note:**

- Back-up of each of the machines mentioned above is implied and should be available.
- Bidders have to submit a list of machinery while specifically highlighting machines specified at sl. nos. 1.2.1 to 1.2.6 above
- Bidders have to submit a copy of valid ISO certificate (sl. no. 1.2.7)  
OR

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A self-declaration on their letterhead stating the dedicated facilities or labs and manpower for adhering to international standards of quality to meet the requirements specified at sl. no. 1.2.7

In addition to above, the bidder should submit Declaration on their letter head as per No Deviation Certificate enclosed as Annexure-IV.

BHEL reserves the rights to visit bidder's premises for physical verification of the list of machines submitted.

**2.0 EXPERIENCE**

2.1 Attach at least 03 valid POs from PSUs or Govt. Office or Listed Companies for carrying out similar jobs in past 3 years.

2.2 Attach copy of one PO from PSUs or Govt. Office or Listed Companies for a minimum value of Rs. 47,600/- in past 3 years

OR

Attach copies of two POs from PSUs or Govt. Office or Multi-National Companies or Listed Companies for a minimum value of Rs. 29,750/- in past 3 years

OR

Attach copies of three POs from PSUs or Govt. Office or Multi National Companies or Listed Companies for a minimum value of Rs. 23,800/- in past 3 years

**3.0 FINANCIAL**

3.1 Certified copies of Balance Sheet & Profit & Loss Account & ITR statements for **any three** financial years from 2011-12, 2012-13, 2013-14 & 2015-16 to be enclosed with a minimum average turnover of **Rs. 1.0 Lakh**

Or

Certified copies of ITR statements for **any three** financial years from 2011-12, 2012-13, 2013-14 & 2015-16 to be enclosed

3.2 Copy of proof of valid registration for Taxes applicable.

**4.0 AWARD OF WORK**

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

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**PART A (TECHNO-COMMERCIAL BID in a Separate Sealed Envelope) containing**

- a. Self attested copy of certificate of incorporation in the name of the bidder in NCR  
OR  
Self attested copy of Registration with any tax authority in NCR along with the last paid Landline telephone bill or the latest paid Electricity bill in the name of the Printing Unit for NCR based location.
- b. List of machinery specifically highlighting the specified machines or facilities against sl. nos. 1.2.1 to 1.2.6 above
- c. Bidders have to submit a self attested copy of valid ISO certificate sl. no. 1.2.7

OR

A declaration on their letterhead stating the dedicated facilities or labs and manpower for adhering to international standards of quality to meet the requirements specified at sl. no. 1.2.7

- d. Self attested copies of POs as specified at sl. no. 2.1 above
- e. Certified copies of Balance Sheet & Profit & Loss Account for any three financial years from 2011-12, 2012-13, 2013-14 & 2014-15 to be enclosed with a minimum average turnover of Rs. 1.0 Lakh (as per Sl. No. 3.1 & 3.2 above)

Certified copies of ITR statements for any three financial years from 2011-12, 2012-13, 2013-14 & 2014-15

- f. No Deviation Certificate as per Annexure-IV
- g. Declaration Certificate (Legal) as per Annexure V
- h. Check List as per Annexure-VI
- i. Acceptance to "Special Terms & Conditions" Annexure-II A, "General Terms & Conditions" Annexure-II B, "Printing & Delivery Schedule" Annexure-II C and Conformity to "Specifications/ Scope of Work" Annexure-I, by way of signing and affixing rubber stamp on each page
- j. Self attested copy for proof of tax registration applicable
- k. Sample of Paper as per requirement given in Specifications. Paper sample should bear specifications, signature and stamp of the bidder.

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. Price Bid (Part -B)

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of only Techno-commercially qualified bidder will be opened. Date and time will be intimated to Techno-commercially qualified bidders only.

**PART B (PRICE BID) comprising:**

Price Bid in a separate Sealed Envelope duly superscribed with PART B (PRICE BID), should contain following:

- a. Price Bid as per proforma given in Annexure III.

**Notes:**

**PART B** 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.

- a: **Evaluation Criteria:** Evaluation will be done based on total cost to BHEL, quoted against sl. no. 4 of Annexure –III of Price Proforma subject to price clause at sl. no. 3.0 of Annexure-IIB of 'General Terms & Conditions'.
- b. Prices to be submitted in a separate sealed cover in the enclosed Price Proforma (Annexure - III).

**5.0 SAMPLES**

- 5.1 Paper sample, as per specifications given in Annexure-I to be submitted along with Part A of the offer duly superscribed with specifications, signed & stamped.

**6.0 DESPATCH**

- 6.1 Instructions for dispatch of specified quantities shall be provided subsequently. No additional charges towards manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles, etc., shall be payable by BHEL and total price quoted shall be deemed to be all inclusive of all such activities. Delivery for BHEL office located in Delhi should be inclusive in the cost and no charges shall be payable separately.

**7.0 PRINTING TIME AND DELIVERY SCHEDULE:**

- 7.1 The Printing & Delivery Schedule given at Annexure – II C will have to be strictly adhered to.
- 7.2 Any delay in completion of the job will invite imposition of penalty @ 2% per week or part thereof subject to a maximum of 10% of the total price. BHEL reserves the right to refuse to accept delivery beyond delay of one week.

**8.0 PENALTY – QUALITY**

- 8.1 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

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accepted, penalty shall be imposed at a rate to be decided by BHEL. Bidder shall be given reasonable opportunity to place his side before the penalty is applied.

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Annexure – II B

**GENERAL TERMS & CONDITIONS**

**1.0 SUBMISSION OF OFFER**

Your offer should be complete in all respects (refer Annexure VI & VII).

Offer should be either typed or written legibly in English. Alterations/ over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc. not authenticated as above may be rejected by BHEL

**2.0 VALIDITY.**

2.1 Your offer should remain valid for a period of 90 days from the date of opening of the tender (Part – A Bid) for our acceptance.

**3.0 PRICE**

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

3.2 All prices quoted including for the paper should be inclusive of all taxes, duties, etc., as applicable, except service tax if applicable, which should be indicated separately in the column provided in the Price Proforma enclosed as Annexure-III.

3.3 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.

3.4 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

3.5 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 of 3.3 and 3.4 above.

3.6 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.

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- 3.7 Price to be filled-in as per the Price Proforma enclosed as Annexure-III. Change in Proforma is not allowed.
- 3.8 Offers not fulfilling any of the above conditions are liable for rejection.

**4.0 TAXES**

- 4.1 It is mandatory to comply with all taxes applicable for the required services. The price should be inclusive of all taxes, duties, octroi and levies, packing & deliveries in NCR based offices. However, the amount towards Service Tax should be indicated separately in the specified place in Price Proforma enclosed as Annexure- III.

**5.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS**

- 5.1 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.

**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 TERMS OF PAYMENT**

- 7.1 Full payment shall be released within thirty days from the date of completion of the following:
- a. Receipt of materials in good condition by all consignee/s to the satisfaction of BHEL as per order,
  - b. Return of all materials provided by BHEL to the printer **ALONG WITH APPROVED EPSON/ HP PROOFS BY BHEL OR ITS AUTHORIZED AGENCY**
  - c. Receipt of bills duly verified by the nominated Advertising Agency, if any.
- 7.2 While making the payment, statutory deductions as applicable, shall be made by BHEL.
- 7.3 Payment shall be released for the actual quantity delivered.
- 7.4 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**

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Re: EFT Payments

Please find enclosed the relevant details of my bank account for receiving NEFT credits from BHEL.

PARTY'S NAME	
PARTY'S COMPLETE ADDRESS	
BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	
IFSC CODE	
PARTY'S eMAIL – ID	
PAN NO.	
CST NO., IF APPLICABLE	
VAT NO., IF APPLICABLE	
SERVICE TAX REGN. NO., IF APPLICABLE	

Also, please find enclosed a photocopy / cancelled copy of one leaf from your chequë 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 PRODUCTION**

- 8.1 Print-ready File on CD shall be supplied by BHEL or its authorized advertising agency.
- 8.2 Printing shall be supervised at all stages by BHEL representative or its authorized advertising agency, which shall be intimated in due course.
- 8.3 Printer shall return all materials (CD of Design, etc., as may be applicable) to us in good condition. The printer's bills are to be routed through our Advertising Agency for due verification by it, as soon as the job is satisfactorily completed. However, in case BHEL decides to directly supervise the printing and fabrication, the printer's bills shall be submitted directly to us.

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8.4 BHEL shall be the final authority for accepting the job and reserves the right to inspect printing and fabrication from proofing to the final stages.

**9.0 RISK PURCHASE**

9.1 BHEL at its option will be entitled to terminate the contract and get the printing done elsewhere at the risk and cost of the printer either the whole of the goods or part thereof which the printer has failed to deliver or dispatch within the stipulated time as aforesaid or if the same are not available, with the best and the nearest available substitute thereof.

9.2 The printer shall be liable for any loss which BHEL may sustain by way of such risk purchases, in addition to penalty at the rate mentioned in Clause 7 & 8 Annexure-II A.

**10.0 CHANGE IN THE ORDERED QUANTITY**

10.1 BHEL reserves the right to increase or decrease the ordered quantity by  $\pm$  10% before commencement of printing work.

**11.0 ARBITRATION**

11.1 Any dispute or difference, whatsoever arising between the parties out of or relating to the construction, meaning and operations or effect of this contract or breach thereof shall be referred to the sole arbitration of the Head of Corporate Communication of BHEL whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason (s) for the award.

11.2 Subject to the above, the provisions of Arbitration Act 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

**12.0 EFFECT AND JURISDICTION OF CONTRACT**

12.1 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.

**13.0 CONFIDENTIALITY**

13.1 All the material sent to the Printer shall be treated as confidential and should not be disclosed in any manner to any unauthorised person under any circumstances.

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**14.0 ACCEPTANCE OF TERMS AND CONDITIONS**

- 14.1 The Printer should specifically mention that all the terms and conditions described above, including the penalty clauses, are unconditionally acceptable.
- 14.2 Any deviation to BHEL terms and conditions or counter terms and conditions prescribed by the Printer in the Tender shall not be considered and may lead to outright rejection of such offer.

**15.0 INCOMPLETE TENDERS**

- 15.1 Incomplete tenders, which do not contain all the information called for, are liable to be rejected.
- 15.2 The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.

**16.0 SPLITTING THE WORK**

- 16.1 BHEL reserves the right to split the work on one or more bidders. BHEL also reserves the right to cancel/ scrap the tender without assigning any reason whatsoever.

**17.0 CONTRACT TERMINATION**

- 17.1 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.

**18.0 AUTHORISED OFFICER**

- 18.1 DGM (Corporate Communication)/ BHEL, or any other officer nominated by him, shall be the authorised officer with regard to the Contract. The decision of the authorised officer shall be final and binding on the printer. The authorised officer shall hold all the meetings at Delhi only.

**19.0 CONTACT PERSONS**

- 19.1 For any clarification, bidders may contact the following officials of BHEL:
- **Sh. Ajay Gupta – DGM (CC)**  
Tel.: 011-23340473, email: [ccag@bhel.in](mailto:ccag@bhel.in)  
Fax: 011-23342769
- Or
- **Ms. Vaishali Wadhwa- Executive (CC)**  
Tel: 011 23346290, Email: [vaishali@bhel.in](mailto:vaishali@bhel.in)

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ANNEXURE – II C

**PRINTING & DELIVERY SCHEDULE**

1.0	Delivery of the transparencies & Print-ready file of Design by Advertising Agency/BHEL.	:	0th Day
2.0	Submission of Proof of Jacket, 4 colour matter on front inside cover and inside pages	:	1st Day
3.0	Approval of Proofs	:	1st Day
4.0	Completion of printing and submission of advance copies	:	3rd Day
5.0	Approval of advance copies	:	4th Day
6.0	Completion of dispatch	:	5th Day

Note: Liquidated damages shall be applicable from the 6th day of the above schedule. In case approvals are given on the same day, the given time frame shall be reduced & date for LD to change accordingly

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Annexure-III

**PRICE PROFORMA**

S. No.	Items description	Amount in Rupees inclusive of all taxes except service tax
1.	Cost of printing, binding/fabrication, scanning/ system work, packing, delivery as per specifications enclosed as Annexure-I	
2.	Cost of paper as per specifications enclosed as Annexure-I	
3.	Total cost	
4.	VAT (if any)	
5.	<b>Total Amount (3+4) (For 300 copies)</b>	
6.	<b>Rates for addition/ reduction in 300 copies inclusive of VAT</b>	
i.	Cost of printing of 2 pages in 4 colours (single sheet)	
ii.	Cost of paper for 2 pages (single sheet)	
iii.	Cost of printing of 4 pages in 4 colours	
iv.	Cost of paper for 4 pages	
v.	Cost of scanning of one transparency/ photograph in minimum size in 300 dpi	
7.	<b>Rates for additional 50 copies of 32 pages (including cover)</b>	
8.	Rate of VAT, as applicable on items under Sl. Nos. 6 & Sl. No. 7	

**Note:**

Quoted rates remain valid for 90 days. No escalation in the rate will be allowed during the contract period.

Evaluation of Lowest Bidders will be based on amount quoted against sl. no. 5 above.

Signature & Seal of the Bidder \_\_\_\_\_

*Vandana*

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Annexure - IV

No Deviation Certificate

(to be given on Bidder's letterhead)

Certificate of Acceptance

It is certified that we have read and understood all the terms and conditions of the Tender No. CC/PUBL/08/2015-16 dated 22.08.2015

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by us is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the specifications/ scope of work properly and shall carry out the job as mentioned in this tender.

Date:

Signature of Authorized Signatory

Place:

(Designation)

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Annexure - V

**DECLARATION CERTIFICATE (LEGAL)**

**(TO BE GIVEN ON PRINTER'S LETTERHEAD)**

I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that our firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

(Signature & Seal of the firm)

*Vaidhali*

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Annexure – VI

**SUBMISSION OF OFFER**

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

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

Envelope superscribed with "Part A", to contain following:

- a. Self attested copy of certificate of incorporation in the name of the bidder in NCR  
OR  
Self attested copy of Registration with any tax authority in NCR along with the last paid Landline telephone bill or the latest paid Electricity bill in the name of the Printing Unit for NCR based location.
- b. **List of machinery specifically highlighting the specified machines or facilities**
- c. **Bidders have to submit a self attested copy of valid ISO certificate**  
OR  
A declaration on their letter head stating the dedicated facilities or labs and manpower for adhering to international standards of quality
- d. Self attested copies of POs
- e. Certified copies of Balance Sheet & Profit & Loss Account for any **three** financial years from 2011-12, 2012-13, 2013-14 & 2014-15 to be enclosed with a minimum average turnover of Rs. 1.0 Lakh
- f. **No Deviation Certificate** as per Annexure-IV
- g. **Declaration Certificate (Legal)** as per Annexure V
- h. **Check List** as per Annexure-VII
- i. Acceptance to "**Special Terms & Conditions**" Annexure-II A, "**General Terms & Conditions**" Annexure-II B, "**Printing & Delivery Schedule**" Annexure-II C and Conformity to "**Specifications/ Scope of Work**" Annexure-I, by way of signing and affixing rubber stamp on each page
- j. Self attested copy for proof of tax registration applicable
- k. **Sample of Paper** as per requirement given in Specifications. Paper sample should bear specifications, signature and stamp of the bidder.

**Note:**

Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance may lead to rejection of their offer at any stage.

*Vaishali*

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

कार्पोरेट संचार  
Corporate Communication



**PART – "B": PRICE BID (Sealed Envelope)**

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

a) Price Bid as per proforma given in Annexure III.

All Parts of the offer, i.e. Part A and Part B in individual sealed covers, to be placed in a single sealed envelope, duly superscribed with:

1. Quotation for printing of 'BHEL CSR Prayas Volume VI'
2. Due date and time of submission of offers
3. Name and address of the bidder
4. BHEL address as given in the covering letter

*Vaishali*

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

कापरेट संचार  
 Corporate Communication



Annexure – VII

Checklist

S.N	Description /Item	Enclosed Yes/No
1.	<b>Part A Envelope</b> to contain following documents/ Information required for <b>ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)</b>	
a.	Self attested copy of certificate of incorporation in the name of the bidder in NCR OR Self attested copy of Registration with any tax authority in NCR along with the last paid Landline telephone bill or the latest paid Electricity bill in the name of the Printing Unit for NCR based location.	Yes/No
b.	<b>List of machinery specifically highlighting the specified machines or facilities</b>	Yes/No
c.	A self attested copy of valid ISO certificate OR A declaration on their letter head stating the dedicated facilities or labs and manpower for adhering to international standards of quality	Yes/No
d.	<b>Self attested copies of POs</b>	Yes/No
e.	Certified copies of Balance Sheet & Profit & Loss Account for any <b>three</b> financial years from 2011-12, 2012-13, 2013-14 & 2014-15 to be enclosed with a minimum average turnover of Rs. 1.0 Lakh	Yes/No
f.	<b>No Deviation Certificate</b> as per Annexure-IV	Yes/No
g.	<b>Declaration Certificate (Legal)</b> as per Annexure V	Yes/No
h.	<b>Check List</b> as per Annexure-VII	Yes/No
i.	Acceptance to " <b>Special Terms &amp; Conditions</b> " Annexure-II A, " <b>General Terms &amp; Conditions</b> " Annexure-II B, " <b>Printing &amp; Delivery Schedule</b> " Annexure-II C and Conformity to " <b>Specifications/ Scope of Work</b> " Annexure-I, by way of signing and affixing rubber stamp on each page	Yes/No
j.	Self attested copy for proof of tax registration applicable	Yes/No
k.	<b>Sample of Paper</b> as per requirement given in Specifications. Paper sample should bear specifications, signature and stamp of the bidder.	Yes/No
2.	<b>Part B Envelope</b> to contain following	
a.	Price Bid in Price Proforma as per Annexure-III	Yes/No

*Vaishali*