

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



No. CC/PUBL/01/2016-17

17/06/2016

Dear Sir,

Sub: Tender for printing of the BHEL's Annual Report 2015-16

BHEL invites two part quotations for printing of the following versions of the BHEL's Annual Report 2015-16:

1. Shareholder version (English Language) as per Specifications/ Scope of Work given in the enclosed Annexure-I at Sl. no. A
2. Shareholder version (Hindi Language) as per Specifications/ Scope of Work given in the enclosed Annexure-I at Sl. no. B
3. Deluxe version (English Language) as per Specifications/ Scope of Work given in the enclosed Annexure-I at Sl. no. C

Your offer, in the prescribed manner as detailed in Annexure-VIII, complete in all respects, and superscribed with 'Offer for Printing of BHEL Annual Report 2015-16' should reach us on or before **01/07/2016 (FRIDAY) 14:00 Hrs.** at the following address:

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

And handed over to any of the following officials at the above stated address on or before 14.00 Hrs. on 01/07/2016 (Friday):

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

अजय गुप्ता / AJAY GUPTA
उप महाप्रबन्धक (क. संचार) / General Manager (CC)
कार्पोरेट संचार / Corporate Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा भिडिंग 5-संसद मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

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Please note that the tenders received beyond the specified submission time/ date i.e. 14.00 hrs./ 01/07/2016 shall be treated as Late tender and shall not be considered.

The combined total price (all taxes, Octroi, duties & levies but excluding service tax) quoted by the compliant bidders for the three versions of Annual Report, is the criteria for evaluation of price for award of work. It is, therefore, mandatory to quote for all the three versions of Annual Report. Incomplete offers shall not be considered.

Part "I" i.e. Techno-commercial Bid shall be opened at 15:00 Hrs, on the same day i.e. 01/07/2016 (FRIDAY) at the below mentioned address or on any subsequent day after prior intimation to all bidders, in the presence of the bidders, who may like to be present:

**BHEL HOUSE
SIRI FORT
NEW DELHI-110049**

BHEL reserves the right to visit bidder's premises to physically verify the list of machineries/ facilities mentioned 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).

Please note that "BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders shall have 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

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उप महाप्रबन्धक (संचार) / General Manager (CS)
कापेरिट संचार / Corporate Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
श्रीवर्धन तारा सिटी / Newari Tara City, Gurgaon
नई दिल्ली - 110001 / New Delhi - 110001

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action by BHEL as per extant guidelines in vogue." The attached Annexure – IIC of Terms and Conditions of Reverse Auction may be read carefully. The date and time of "RA" shall be intimated to the 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.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited


(Ajay Gupta)

अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (का. संचार) / Dy. General Manager (CC)
काॅर्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा भिडिंग 5-संसद मार्ग / Jeevan Tara Bldg 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

Enclosed:

- Annexure-I : Specifications and Scope of Work
Annexure-IIA : Special Terms & Conditions
Annexure-IIB : General Terms & Conditions
Annexure-IIC : Terms and Conditions of Reverse Auction
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 : Information on Post Office
Annexure-VII : Price Performa
Annexure-VIII : Submission of offer
Annexure-IX : Checklist

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Annexure – I

SPECIFICATIONS / SCOPE OF WORK

A: SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2015-16

ANNUAL REPORT

1.	QUANTITY	Shareholder Version in English Language: I. Unit rate for the quantity band 1,15,000 to 1,35,000± 10% is required to be given: Note: Exact quantity to be printed will be intimated to the successful bidder in LOI Finally, depending upon the actual quantity printed, unit rate quoted multiplied by no. of copies printed shall be applicable for the purpose of payment
2.	SIZE	8.25" x 10.75" (Finished size)
3.	NO. OF PAGES	
	i	Covers : 4
	ii	Inside Pages: 288
4.	PAPER	
	i. Cover	170 GSM BILT Royal Art Paper (Gloss)
	ii. Inside Pages	40 or 41 GSM White Bible paper (High Bright)
5.	PRINTING	
	i. Cover	4+ 4 Colour with Neutral Aqueous Coating on outer and inner covers
	ii. Inside Pages	2-Colour throughout including one special colour
6.	LAMINATION	As mentioned at Sl. No.5. i above
7.	INPUTS	
	i Designs	Print-ready File would be provided by BHEL's authorized advertising agency or by BHEL directly. However, printer has to open and check the file from the point of view of production. Any corrections/alterations in the work for enhancing photographs quality and illustrations should be done by the printer.

अजय गुप्ता / AJAY GUPTA
 उप महाप्रबंधक (का. संचार) / Dy. General Manager (CC)
 काॅर्पोरेट संचार / Corporate Communication
 भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
 जीवन् तारा बिल्डिंग / Jeevan Tara Building, Sansad Marg
 नई दिल्ली - 110001 / New Delhi - 110001

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		ready files shall be in printer's scope.
8.	PROOFING	Epson proofs for all pages including covers. Epson proofs to be taken out from printer calibrated with printing machines. Section-wise Imposed HP proofs for all pages including covers.
9.	BINDING	Perfect binding
10.	PACKING	In multiples of 25 wrapped together in thick paper. Note: Bidders to note that the Annual Report copies of the Shareholders Version (English Language) and equal no. of envelopes to be sent separately to the Post Office/ Mailing agency. INSERTION OF ANNUAL REPORT COPIES FOR DISPATCH WILL BE IN THE SCOPE OF POST OFFICE/ MAILING AGENCY, EXCEPT FOR THE BALANCE QUANTITY WHICH WILL BE REQUIRED DULY INSERTED IN THE ENVELOPES AND DELIVERED AS PER INSTRUCTIONS GIVEN AT SL. NO. 11. ii BELOW.
11.	DELIVERY	
		<p>i Instructions for delivering of specified quantities of Shareholders' Version of the Annual Report (English language) to a specific Post Office in the same Octroi Zone or the nearest Post Office as decided by BHEL (whether in the same octroi zone or not), as applicable, will be given to successful bidder at a later date. However, no additional charges towards octroi, manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles/ delivery to the Post Office, etc., shall be payable by BHEL and price quoted shall be deemed to be inclusive of all such activities.</p> <p>Note:</p> <p>a. It is mandatory to provide post office(s) information along with contact details, equipped to dispatch more than 35,00,000 copies per day, in the vicinity of printing press.</p> <p>b. Address of the Post Office finalized by BHEL Communication</p>

अजय गुप्ता / AJAY GUPTA
 उपा महाप्रबन्धक (को. संचार) / Dy. General Manager
 कार्पोरेट संचार / BHEL Communication
 भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
 जीवन् तारा भवन 5-अव. को. जयन् तारा भवन 5, संसद मार्ग
 नई दिल्ली 110004 / New Delhi - 110001

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		intimated to the successful bidder at a later date by BHEL
	ii	Out of total quantity printed of the Shareholder Version English, 4,000 copies duly inserted in the envelopes will be required in BHEL's Office in New Delhi. Per copy rate to be quoted for this version as per Annexure-VII should be inclusive of above, no extra cost will be payable separately. Address details for delivery in BHEL offices in New Delhi will be provided at a later date to the successful bidder.

ENVELOPES

ENVELOPES FOR THE SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2015-16

1	QUANTITY	Equal to no. of copies printed of Shareholder Version in English Language Note: PER COPY RATE QUOTED OF THE SHARE HOLDER VERSION (ENGLISH LANGUAGE) TO BE INCLUSIVE OF COST OF EQUAL NO. OF ENVELOPES.
2	SIZE	Size matching with Annual Report size with flap of appropriate width for top loading
3	PAPER	120 GSM Maplitho (white) – 'Century'
4	PRINTING	Single Color
5	FABRICATION	Die-cutting & pasting with good quality quick drying glue
6	INPUTS	
	i Designs	Print-ready File would be provided by BHEL's authorized advertising agency or by BHEL directly. However, printer has to open and check the file from the point of view of production. Any subsequent correction required for size/layout.

अजय गुप्ता / AJAY GUPTA
 अप. महाप्रबन्धक (कार्पोरेट संचार) / Sr. Dy. General Manager (CC)
 कार्पोरेट संचार / Corporate Communication
 भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
 मीरान तारा बिल्डिंग / Miran Tara Building 5, Sansad Marg
 नई दिल्ली - 110001 / New Delhi - 110001

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		ready file, shall be in printer's scope.
7	PROOFING	HP proof of the envelope matter
8	DELIVERY	
	i	<p>Instructions for delivering of specified quantities of envelopes for the Shareholders' Version of the Annual Report (English language) to a specific Post Office in the same Octroi Zone or the nearest Post Office as decided by BHEL (whether in the same octroi zone or not), as applicable will be given to successful bidder at a later date. However, no additional charges towards octroi, manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles/ delivery to the Post Office, etc., shall be payable by BHEL and price quoted shall be deemed to be inclusive of all such activities.</p> <p>Note: ENVELOPES WOULD BE REQUIRED IN ADVANCE TO ENABLE POST OFFICE/ MAILER FIX ADDRESS LABELS.</p>

अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (का. संचार) / Dy. General Manager (CC)
कार्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा भवन 5-संसद मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
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B: SHAREHOLDER VERSION (HINDI LANGUAGE) OF BHEL ANNUAL REPORT 2015-16 - NO ENVELOPES REQUIRED FOR THIS VERSION

1.	QUANTITY	Shareholder Version in Hindi Language: 300 copies
2.	PAPER	
	Cover	170 GSM BILT Royal Art Paper (Gloss)
	Inside Pages	60 GSM White Maplitho 'Century' (Woodfree)
Note:		
PL. NOTE THAT HINDI VERSION OF THE REPORT WOULD BE IDENTICAL TO ENGLISH SHAREHOLDER VERSION EXCEPT CHANGE IN LANGUAGE AND PAPER FOR INSIDE PAGES		
3.	PACKING	In multiples of 25 wrapped together in thick paper.
4.	DELIVERY	
		i All 300 copies of the Shareholder Hindi, to be delivered to BHEL's Office in New Delhi. Per copy rate to be quoted for this version as per Annexure-VII should be inclusive of above, no extra cost will be payable separately. Address details for delivery in BHEL offices in New Delhi will be provided at a later date to the successful bidder.


अजय गुप्ता / AJAY GUPTA
 उप महाप्रबंधक (का. संचार) / Dy. General Manager (CC)
 काॅर्पोरेट संचार / Corp. Communication
 भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
 जीवन् तारा बिल्डिंग 5-संसाद मार्ग / Jeevan Tara Building 5, Sansad Marg
 नई दिल्ली - 110001 / New Delhi - 110001

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C: DELUXE VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2015-16

DELUXE ANNUAL REPORT

1.	QUANTITY	500 copies
2.	SIZE	8.25" x 10.75" (Finished size)
3.	NO. OF PAGES	
	i	Covers : 4
	ii	Inside Pages : 288
4.	PAPER	
	i Cover	240 GSM Gruppo Natural Evolution White
	ii Inside Pages	
	a: Section of 4 colour pages	90 GSM Art Paper (Matt): 184 pages
	b: Section of 2 colour pages	70 GSM High Bright White Maplitho: 104 pages
5.	PRINTING	
	i. Cover	4+ 4 Colour with Neutral Aqueous Coating on outer and inner covers
	ii. Inside Pages	
	a: Section of 4 colour pages	184 pages
	b: Section of 2 colour pages	104 pages
6.	LAMINATION	As mentioned at Sl.No.5 i above
7.	INPUTS	
	i Designs	Print-ready File would be provided by BHEL's authorized advertising agency or by BHEL directly. However, printer has to open and check the file from the point of view of production. corrections / system work for enhancing photographs.

अजय गुप्ता / AJAY GUPTA
 उप महाप्रबन्धक (का. संचार) / Deputy General Manager (CC)
 कापरेट संचार / Corp. Communication
 भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
 प्रोड. तथा प्रिंटिंग विभाग / Production & Printing Dept.
 नई दिल्ली - 110001 / New Delhi - 110001

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		required, in the Print-ready files shall be in printer's scope.
8.	PROOFING	Epson proofs for all 4 color pages on calibrated machine. Section-wise Imposed HP proofs for all pages including covers.
9.	BINDING	Perfect Binding Note: Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding such that the pages do not come out even after using the Annual Report copies several times on a regular basis.
10.	PACKING	In multiples of 20 wrapped together in thick paper.
11.	DELIVERY	All 500 copies of the Deluxe Version duly inserted in the envelopes, to be delivered to BHEL's Office in New Delhi. Per copy rate to be quoted for this version as per Annexure-VII should be inclusive of above, no extra cost will be payable separately. Address details for delivery in BHEL offices in New Delhi will be provided at a later date to the successful bidder.

ENVELOPES FOR DELUXE ANNUAL REPORT 2015-16

1	QUANTITY	500 copies For deluxe version of BHEL Annual Report in English Language. RATES TO BE INCLUDED IN THE PER COPY COST QUOTED FOR DELUXE VERSION OF BHEL ANNUAL REPORT
2	SIZE	Size matching with Annual Report size with flap of 1.5" width for top loading
3	PAPER	120 GSM 'Century' white Maplitho
4	PRINTING	Single Colour
5	FABRICATION	Die-cutting & pasting with good quality quick drying glue

अजय गुप्ता / AJAY GUPTA
 30
 प्रिंटिंग (का. संचार) / Dy. General Manager (CC)
 कार्पोरेट संचार / Corp. Communication
 भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
 जीवा नगर बिल्डिंग 5-मंजूर मंजूर / Jeevan Tara Building 5, Sansad Marg
 नई दिल्ली - 110001 / New Delhi - 110001

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6	INPUTS	
	i Designs	Print-ready File would be provided by BHEL's authorized advertising agency or by BHEL directly. However, printer has to open and check the file from the point of view of production. Any subsequent correction required for size/ layout, etc., in the Print-ready file, shall be printer's scope.
7	PROOFING	
	i	HP/ Epson Proofs from printer calibrated with machine
8	PACKING	Insertion of the copies in envelopes will be the bidders scope

Note:

- PDF files of the English and Hindi Shareholder Versions of the Annual Report for web hosting application to be submitted immediately on acceptance of the initial copies. Subsequently, PDF File of the Deluxe Version will also be required.
- Designs/ Photographs supplied by BHEL to be returned immediately after completion of printing.
- Your offer must include samples of each type of Papers specified under items A, B & C of Annexure-I, as above.
- Corrected photographs used in the Report and Print Ready open file along with fonts for subsequent updation and reprints on CD, to be submitted along with the bills.

अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (का. संचार) / Dy. General Manager (C)
काॅर्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा बिल्डिंग 5-अवतार गली / Jeevan Tara Building 5, Sansad Marg
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	ONE no. Heat-set Web Offset Machine suitable for a minimum of 2-colour or more printing with minimum 22.75" or 578 mm cut off size + Minimum ONE no. Sheet-fed 4-Colour Machine in 23"x36" size in excellent working condition	
1.1.3	Automatic Gathering & Perfect Binding Facility: Minimum TWO nos., out of which at least one facility with automatic gathering with 18 stations for online binding & receiving copies cut in specified size having capacity of outputting a minimum of 35,000 copies per day of Shareholders' Version (English language) as per specifications given under Sl. No. A of Annexure-I. Single integrated Automatic Binding facility to perform all operations like gathering, binding & cutting with 3-Knife Trimmer online	Do + Self-attested certificate on Bidder's letterhead as per Annexure-V
1.1.4	Suitable facility for Printing, die-cutting and fabrication of specified envelopes @ 25,000 pcs per day	Self-attested certificate on Bidder's letterhead as per Annexure-V
1.1.5	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
1.1.6	Adequate Power back-up to run all machines mentioned above	Self-attested list of machinery highlighting specified items

Note:

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 when required.

अजय गुप्ता / AJAY GUPTA
 अप. मैनेजर (कार्पोरेट संचार) / Dy. General Manager (CC)
 कार्पोरेट संचार / Corp. Communication
 भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
 जीवन तारा बिल्डिंग 5-मंजूर मॉड / Jeevan Tara Building 5, Mansarovar
 नई दिल्ली - 110001 / New Delhi - 110001

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b	BHEL reserves the right to ask for photographs for the specified facilities/machineries if required to verify the details submitted by the bidder	
c	BHEL reserves the rights to visit bidder's premises for physical verification of the list of machines submitted. In case of information given in the 'Techno-commercial Bid' is found to be false or not meeting the minimum requirement mentioned in the tender, the bidder is liable to be disqualified and further participation in tendering process may be blocked in such cases	
1.2	EXPERIENCE	
1.2.1	Similar experience in printing of Annual Reports (Shareholders' version) of PSUs/Govt./Listed Companies in the last 3 years. Attach self attested copy of at least two such purchase orders for printing of 1,25,000 copies or more of Annual Report (Shareholders' Version) in the last 3 years	Self-attested copy of AT LEAST TWO such Purchase Orders for printing of 1,25,000 copies or more of Annual Report (Shareholders' Version) in the last 3 years.
Note: In case of PO submitted for the current year, bidder is also required to submit the Work Completion certificate for the same.		
1.3	FINANCIAL	
1.3.1	Average Annual financial turnover of bidders of last three years should be more than Rs. 57.0 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
1.3.2	Registration for Taxes applicable	Self-attested copies of Pan Card & Proof of Registration for various taxes as may be applicable

अजय गुप्ता / AJAY GUPTA
अ. महाप्रबन्धक (म. संचार) / Dy. General Manager (CSP)
कार्पोरेट संचार / Corp. Communication
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1.4	INFORMATION ON POST OFFICE <ul style="list-style-type: none">Name, complete address & contact details of the Post Office(s) equipped to dispatch 35,000 copies or more per dayWhether Post Office is located in the vicinity of the printing press within the same Octroi zone or not	On bidders letterhead as per Annexure VI
1.5	UNSATISFACTORY PAST PERFORMANCE	
1.5.1	BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past or 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:

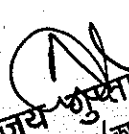
2.1.1 **PART I (TECHNO-COMMERCIAL BID)** Opening comprising:

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

- a. 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:

- a. 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


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liable to be disqualified and further participation in tendering process may be blocked in such cases

- b. No Deviation Certificate as per Annexure-IV.
- c. Declaration Certificate (Infrastructure & Machinery) as per Annexure-V
- d. Information on Post Office on Letter head as per Annexure – VI
- e. Check List as per Annexure-IX.
- f. Acceptance to 'BHEL Special Terms & Conditions' (Annexure-IIA); 'BHEL General Terms & Conditions' (Annexure-IIB); 'RA Terms & Conditions' (Annexure-IIC), 'Printing & Delivery Schedule' (Annexure-III) and Conformity to 'Specifications/ Scope of Work' (Annexure-IA, IB & IC), by way of signing and affixing rubber stamp on each page.
- g. Paper Samples as per specifications given in Annexure-I for the respective versions of the Annual Report to be submitted along with Part I of the offer. On the Blank Samples for each type of paper, the bidder should indicate specifications for different materials in line with requirements specified in the tender in Annexure IA, IB & IC, sign & stamp.


Note:

- a. BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past or 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 VII**.


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of work given in "C" of Annexure – I i.e., Total Computed Price for Evaluation: $\{(1,25,000 \times A) + (300 \times B) + (500 \times C)\}$ where A is the per copy rate for Shareholder version English, B is the per copy rate for shareholder version Hindi, and, C is the per copy rate for Deluxe Version subject to clauses at Sl. No. 4.0 of Annexure-II B.

- 3.5 Variation in number of inside pages vis-à-vis specified in respect of each type of Annual Report shall be calculated on pro-rata basis in accordance to the unit rates quoted for the items applicable for inside pages, for the respective versions of Annual Reports.
- 3.6 Subsequent increase in quantities up to 10% beyond specified quantities of the three versions of the Annual Reports will be governed by the Unit rates quoted for the respective Version of the Annual Report by the successful bidder.

4.0 PAPER

- 4.1 Paper used by the printer should be strictly as per our specifications. **Samples enclosed should also bear brief specification, signature and stamp of the bidder.** Successful printer shall be required to submit a certificate from a reputed lab (third party) with regard to specification of the paper used in each Version delivered, after completion of the job, along with the bill, failing which bills will not be admissible.

5.0 PRINTING TIME AND DELIVERY SCHEDULE

- 5.1 Printing time and delivery schedule has to be strictly adhered as per the Printing Schedule given in the enclosed Annexure – III for the respective versions of the Annual Report.

6.0 PENALTY – QUALITY

- 6.1 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 versions.** Bidder shall be given reasonable opportunity to place his side before the penalty is applied by BHEL.

7.0 PENALTY – DELAY

- 7.1 The printing schedules given at Annexure–III will have to be strictly adhered to.

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- 7.2 Any delay beyond specified schedule for completion of dispatches or job, as applicable for the respective versions of the Annual Report, will invite imposition of penalty.
- 7.3 LD shall be 2% of the total order value per day.
- 7.4 In case of any amendment/revision, the LD shall be linked to the amended/ revised PO value.
- 7.5 BHEL reserves the right to refuse to accept delivery beyond delay of one week.

8.0 DESPATCH

- 8.1 Instructions for delivering of specified quantities of Shareholders' Version of the Annual Report (English language) to a specific Post Office in the same Octroi Zone or the nearest Post Office as decided by BHEL (whether in the same octroi zone or not), as applicable will be given to successful bidder at a later date. However, no additional charges towards octroi, manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles/ delivery to the Post Office, etc., shall be payable by BHEL and price quoted shall be deemed to be inclusive of all such activities.
- 8.2 No extra delivery charges shall be payable for delivery of the quantities mentioned below of the respective versions of the Annual Report in BHEL office in New Delhi, the same should be included in the per copy rate to be quoted as per Annexure- VII:
- 4,000 copies of Annual Report Shareholder Version English out of total copies printed
 - 300 copies of Shareholder Version Hindi
 - 500 copies of Deluxe Version

9.0 INSPECTION

- 9.1 The bidder shall be solely responsible for adherence to specifications, quality, workmanship, and timely supplies. However, in case BHEL representatives


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inspect the work at any stage during execution, the bidder shall provide all necessary assistance and arrangements for this purpose.

10.0 LATEST UPDATES

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

Signature of Printer with Seal


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Annexure – IIB

GENERAL TERMS & CONDITIONS

1.0 SUBMISSION OF OFFER

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

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 on request in writing.

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.

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3.0 SECURITY DEPOSIT (SD)

- 3.0 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 up to Rs.50.0 Lakh OR Rs.4.0 Lakh + 5% of the amount exceeding Rs.50.0 Lakh in case the P.O. value is above Rs.50.0 Lakh, within 7 days from the date of LOI, and before commencement of the job, by way of demand draft drawn in favour of BHEL, payable at New Delhi. The EMD amount can be adjusted against the Security Deposit on demand in writing by the bidder. SD amount will remain with BHEL till the completion of supplies/ final settlement of bills. Security Deposit can also be submitted by way of Cash/DD/Bank Guarantee (as per format provided/ approved by BHEL) from a Scheduled Bank. Bank Guarantees from co-operative banks/non-scheduled banks are not acceptable. Bidders to note that Security Deposit amount carries no interest.
- 3.1 The validity of Bank Guarantee towards Security Deposit shall be initially up to 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.
- 3.2 Security deposit shall be forfeited in case the successful bidder refuses to commence the work within the period as per LOI / Contract and/or any default, failure or neglect on part of the bidder in fulfilment of performance of the order. BHEL also, reserves the right to encash the bank guarantee in case the SD is submitted in this form and forfeit the amount on aforesaid conditions.
- 3.3 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.


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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-VII.
- 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 **Sl. 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 up to 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-VII. Change in Performa is not allowed.
- 4.8 Offers not fulfilling any of the above conditions are liable for rejection.

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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- VII.**

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:

Please find enclosed relevant details of NEFT Payments
अजय गुप्ता / AJAY GUPTA, General Manager (CC)
उप महाप्रबंधक (संचार) / By Details of operation
काॅर्पोरेट संचार / Corp. Communication
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BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	
IFSC CODE	
PARTY'S E-MAIL - ID	
PAN NO.	
CST NO., IF APPLICABLE	
VAT NO., IF APPLICABLE	
SERVICE TAX REGN. NO., IF APPLICABLE	
PARTY'S NAME & ADDRESS	

Also, please find enclosed a photocopy / cancelled copy of one leaf from our cheque book for the codes required above.

We hereby confirm that the above mentioned particulars are in order. To facilitate EFT credits, we will inform BHEL in case of any changes in the Bank particulars at a future date.

Thanking you,
Yours sincerely"


अजय गुप्ता / AJAY GUPTA
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9.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

- 9.1 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.

10.0 RISK PURCHASE

- 10.1 In the event the bidder has failed to deliver or dispatch whole of the goods or any part within the time stipulated, BHEL may purchase/arrange it from elsewhere at the risk and the cost of the seller. BHEL at its option will be entitled to terminate the contract and bidder shall be liable for any loss which BHEL may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clauses 6.0 & 7.0 in Annexure II A.
- 10.2 If the bidder fails to deliver good or any installment thereof within the period fixed for such delivery and failing to adhere to the contract specifications or at any time repudiates or refuses or is unable to supply goods or materials covered by the Order either in whole or in part or commits any breach of order not herein specifically provided for or in the event, BHEL shall be entitled to cancel the order either in whole or portion thereof without compensation to bidder and if BHEL so desires, may procure upon such terms and in such manner as deemed appropriate, at the risk and cost of the bidder and the bidder shall be liable to 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.

11.0 FORCE MAJEURE

- 11.1 "Force Majeure" shall mean any event beyond the reasonable control of the Purchaser or of the Seller/Contractor including but not limited to fire, flood, earthquake or other acts of God, war, riots, civil war and restraints of Governing States, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected. The following events are explicitly excluded from Force Majeure and are solely the responsibilities of the non-performing party: a) any strike, work-to-rule, lock-out or slow or similar labour difficulty (b) late delivery of equipment or material (unless caused by Force Majeure event) and (c) economic hardship.

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अ. महाप्रबन्धक (का. संचार) / Dy. General Manager (C&C)
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- 11.2 If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within 02 (two) days after the occurrence of such event.
- 11.3 The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed. The Time for Completion shall be extended by a period of time equal to period of delay caused due to such Force Majeure event.
- 11.4 Delay or non-performance by either party hereto caused by the occurrence of any event of Force Majeure shall not (a) Constitute a default or breach of the Contract. (b) Give rise to any claim for damages or additional cost or expense occasioned thereby, if and to the extent that such delay or non-performance is caused by the occurrence of an event of Force Majeure.
- 11.5 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.

12.0 CHANGE IN THE ORDERED QUANTITY

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

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.

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.

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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 ARBITRATION

- 18.1 In case of failure to arrive at amicable settlement, dispute of any kind whatsoever which arise between BHEL and the bidder in connection with or arising out of the Order/Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contractual obligations whether before or after the termination, abandonment or breach of the Contract, shall be referred through prior notice in writing by either party to Arbitration.
- 18.2 Any dispute in respect of which a notice to commence arbitration has been given, in accordance with Sub-Clause 18.1, shall be finally settled by Arbitration.
- 18.3 Any dispute shall be referred to the sole arbitration of Head of Corporate Communication of BHEL or his nominee, within 45 days of the receipt of the notice invoking arbitration.
- 18.4 Subject as aforesaid, the Arbitration proceedings shall be conducted;
- 18.4.1 In accordance with the rules of procedure of the Indian Arbitration and Conciliation Act 1996.
- 18.4.2 The place of Arbitration shall be the place from which the contract is issued or such other place as the Arbitrator at his discretion may determine.
- 18.4.3 The language of the Arbitration Proceedings shall be English.
- 18.4.4 The law governing the arbitration proceeding shall be the Indian law and the cost of arbitration shall be borne equally by the parties.

अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (कॉ. संचार) / Dy. General Manager (C.C.)
कार्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा बिल्डिंग 5-संसद मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



The award of the Arbitrator shall be final and binding upon the parties to the dispute and shall be enforceable in any court of competent jurisdiction as decree of the court.

- 18.5 Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract not affected by the issues governing arbitration unless they otherwise agree.

19.0 EFFECT AND JURISDICTION OF CONTRACT

- 19.1 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.


20.0 AUTHORISED OFFICER

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

21.0 CONTACT PERSONS:

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

- Ms. Pallavi Chaudhuri– Executive (CC)
Tel.: 011-23347331 Email: pallavi@bhel.in
Fax: 011-23342769
- Mr. Gaurav Verma- Sr. Executive (CC)
Tel: 011-23365279 Email: gauravv@bhel.in
Fax: 011-23342769
- Sh. Ajay Gupta – DGM (CC)
Tel.: 011-23340473, Email: ccag@bhel.in
Fax: 011-23342769


अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (का. संचार) / Dy.General Manager (CC)
कार्पोरेट संचार / Corp. Communication
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जीवन तारा बिल्डिंग 5-संसद मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

Signature of Printer with Seal

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

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Corporate Communication



Annexure-- II-C

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., ONLINE 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.

अजय गुप्ता / AJAY GUPTA
उप-महाप्रबंधक (कॉ. संचार) / Dy. General Manager (CC)
कार्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा बिल्डिंग 5-अंडर मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

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Bharat Heavy Electricals Limited

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Corporate Communication



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.
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.

अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (का. संचार) / Dy. General Manager (CC)
कार्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा बिल्डिंग 5-संसद मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

(Signature & Seal of the Firm)

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

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Corporate Communication



Annexure - III

PRINTING AND DELIVERY SCHEDULE FOR BHEL ANNUAL REPORT 2015-16

A

PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION (ENGLISH LANGUAGE): 1,25,000 COPIES

PLACEMENT OF LOI- For the purpose of taking immediate action by the bidder for submission of Security Deposit within the stipulated time frame as per Clause No. 3.1 of Annexure II-B and procurement of materials as per the tender specifications.

1.0	Delivery of the transparencies & Print-ready file of Design for Annual Report and Envelope by Advertising Agency/BHEL	:	0 th Day
2.0	Submission of Proofs by Printer for Annual Report and Envelope	:	2 nd Day
3.0	Approval of final Proofs by Agency/BHEL & release of same for printing	:	4 th Day
4.0	Completion of printing of Envelopes and commencement of fabrication of envelopes	:	8 th Day
5.0	Delivery of Envelopes @ 25,000 per day	:	10 th Day
6.0	Completion of printing of Annual Report 1,25,000 Copies	:	12 th Day
7.0	Commencement of Binding and Delivery of Annual Report @ 35,000 copies per day	:	14 th Day
8.0	Completion of Delivery of 1,25,000 envelopes	:	18 th Day
9.0	Completion of delivery of Annual Report 1,25,000 copies	:	20 th Day

Note: Penalty shall be applicable from the 21st day of the above Schedule.

अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (को. संचार) / Dy. General Manager (CC)
कार्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा बिल्डिंग 5-संसाद मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



B

PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION WITHOUT ENVELOPES (HINDI LANGUAGE): 300 COPIES

1.0	Delivery of Print-ready file of Design by Advertising Agency/BHEL	:	0 th Day
2.0	Submission of Proofs by Printer	:	3 rd Day
3.0	Approval of Proofs by Agency/BHEL	:	5 th Day
4.0	Completion of printing of the ordered quantity	:	9 th Day
5.0	Commencement of binding, packing and delivery	:	11 th day
6.0	Completion of delivery of 300 copies	:	13 th Day

Note: Penalty shall be applicable from the 14th day of the above Schedule

C

PRINTING SCHEDULE FOR ANNUAL REPORT DELUXE VERSION (ENGLISH LANGUAGE): 500 COPIES

1.0	Delivery of the transparencies & Print-ready file of Design for Annual Report and Envelope by Advertising Agency/BHEL.	:	0 th Day
2.0	Submission of Proofs by Printer for Annual Report and Envelope	:	3 rd Day
3.0	Approval of final Proofs by Agency/ BHEL& release of same for printing	:	5 th Day
4.0	Completion of printing of Envelopes and commencement of fabrication of envelopes	:	7 th Day
5.0	Readiness of all Envelopes	:	9 th Day
6.0	Completion of printing of Annual Report– 500 Copies	:	9 th Day
7.0	Commencement of Binding and Delivery	:	11 th Day
8.0	Completion of delivery of Annual Report 500 copies	:	13 th Day

Note: Penalty shall be applicable from the 14th day of the above Schedule.

अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (का. संचार) / Sr. General Manager (CC)
कार्पोरेट संचार / Corporate Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा बिल्डिंग 5-संसद मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



GENERAL NOTES:

1. For calculating number of days with respect to the schedule given for each version, for the purpose of levying penalty (as applicable), date of handing over all inputs as listed at Sl. No. 1.0 of the schedule (for each version), will alone be considered as the 0th day.
2. Delays in intermittent stages of the schedule (as applicable to respective versions) by the bidder shall be counted in calculating the total number of days for working out the penalty applicable (as may be the case). However, delay by BHEL in giving clearances/approvals during the intermittent stages shall be subtracted from the total number of days taken in completion of delivery of the respective versions of the Annual Report.

Schedule of the different Versions of Annual Report are independent of each other, irrespective of National Holidays, other Holidays, Weekly Offs and have to be taken up in parallel and not necessarily one after the other.

अजय गुप्ता
उप महाप्रबंधक (कार्पोरेट संचार) / Dy. General Manager (CC)
कार्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा बिल्डिंग 5-संसद मार्ग / Jeevan Tara Bldg 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

(Signature & Seal of the Firm)

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कापरिट 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/PUBL/01/16-17 dated 17.06.2016 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:


अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (का. संचार) / Dy.General Manager (CC)
कापरिट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा भवन 5-संसार मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited


कार्पोरेट 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 -1.1.6 under **Infrastructure/ Capability of Terms & Conditions (Annexure-IIA)** of the Tender Enquiry and possesses per day capacity to produce & deliver a minimum of 35,000 or more bound copies of the Shareholder version (English language) as per specifications given under 'A' of Annexure-I and facility for printing, die-cutting & fabrication of specified envelopes @ 25,000 units per day. Further, we have no objection in case BHEL desires to inspect and physically verify Machinery/ Facilities/ Infrastructure etc. listed under Sl. No. 1.1.1-1.1.6 of Annexure-IIA of this Tender Enquiry and shall provide the required assistance for the same.


अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (का. संचार) / Dy. General Manager (CC)
कार्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जोबल राव बिल्डिंग 5-संसाद मार्ग / Jaewan Tower Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

(Signature & Seal of the firm)

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



Annexure - VI

**INFORMATION ON POST OFFICE
TO BE GIVEN ON THE BIDDER'S LETTER HEAD**

Sl. No.	INFORMATION	DETAILS TO BE FILLED IN BY THE BIDDER
1	Name, Complete Address & Contact details of the Post Office equipped to dispatch a minimum of 35,000 copies	Address of Post Office: _____ _____ _____ Contact Executive Name: _____ Landline No. _____ Mobile no. _____ Email ID _____ Dispatch capacity per day: _____
2.	Whether Post office is in the same Octroi zone or not (YES/NO)	


अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (का. संचार) / Dy. General Manager (CC)
कार्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा बिल्डिंग 5-संसद मार्ग / Jeevan Tara Bldg 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi -110001

(Signature & Seal of the firm)

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



Annexure – VII

PRICE PROFORMA (Price for Evaluation)

S. N	Description of Items	Annual Report Shareholder Version (English Language) (1,15,000 to 1,35,000) ±10%	Annual Report Shareholder Version (Hindi Language) 300 ±10%	Annual Report Deluxe Version (English Language) 500 ±10%
1	Qty. for evaluation purpose ---	1,25,000	300	500
2	For processing, plate making, proofing, printing, fabrication, binding, packing, postal delivery, etc., as per Specifications/ Scope given under sl. nos. A, B & C of Annexure-I, for each version of Annual Report and Notice	Unit rate including cost of Envelope, Delivery of 4,000 copies in New Delhi as per Specifications/ Scope as given under sl. no. A of Annexure-I and all taxes, octroi, duties, levies except service tax (Rupees)	Unit rate including cost of Delivery of 300 copies in New Delhi as per Specifications/ Scope as given under sl. no. B of Annexure-I and all octroi, duties, levies taxes except service tax (Rupees)	Unit rate including cost of Envelope, Delivery of 500 copies in New Delhi as per Specifications/ Scope as given under sl. no. C of Annexure-I and all taxes, octroi, duties, levies except service tax (Rupees)
3	For Paper/ Card as per specifications given under sl. no. A, B, & C of Annexure-I for each version of Annual Report	A	B	C
4	Unit Rate for each Version of Annual Report, inclusive of all taxes, octroi, duties & levies, except service tax = (2+3)			
5	Amount for respective items i.e. Qty. (sl. no. 1) x Unit Rates (sl. no.4): ((1,25,000xA) + (300xB) + (500xC))	(i)	(ii)	(iii)
6	Total Computed Price for Evaluation (Inclusive of all taxes, octroi, duties, levies but excluding service tax) i.e. = (i) + (ii) + (iii)			
7	Service Tax, if applicable			
8	Total Computed (Inclusive of all taxes, octroi, duties, levies + service tax) i.e.=(6+7)			

अजय गुप्ता
अजय गुप्ता (का. भारती) General Manager (CG)
कार्पोरेट संचार
भारत हेवी इलेक्ट्रिकल्स लिमिटेड | Jeewan Tara Building 5, Sarafai Marg
नई दिल्ली - 110001 / New Delhi -110001

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



Annexure – VIII

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
- Information on Post Office as per Annexure - VI
- Check List as per Annexure-IX

अजय गुप्ता / AJAY GUPTA

उप महाप्रबंधक (का. संचार) / Dy. General Manager (SC)
कार्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा बिल्डिंग 5-संसद मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi -110001

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



- 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, "Printing & Delivery Schedule" as per Annexure-III and Conformity to "Specifications/ Scope of Work" as per Annexure-IA, IB& IC, by way of signing and affixing rubber stamp on each page.
- Paper Samples for all versions of the Annual Reports along with their Envelopes, as per specifications given in Annexure-I, to be submitted along with Part I of the offer. On the paper samples for each version, 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.

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 VII.

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/PUBL/01/2016-17'
- 'Due Time/ Date of Tender Submission 14:00 HRS/ 01.07.2016'
- 'Due Time/ Date of Tender Opening (Part I of the offer) 15:00 HRS/01.07.2016'
- 'Offer for printing of BHEL Annual Reports 2016-17'

अजय गुप्ता / AJAY GUPTA
उप-महाप्रबंधक (का. संचार) / By General Manager (CC)
कार्पोरेट संचार / Corporate Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
जीवन तारा भिडिंग 5-संसद मार्ग / Jeevan Tara Building 5, Sansad Marg
नई दिल्ली - 110001 / New Delhi - 110001

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



Annexure – IX

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 ELIGIBILITY CONDITIONS/ PQR as per clauses under clause no. 1.0 of Special Terms & Conditions (Annexure-IIA):	
	• List of Machineries required as per Sl. No. 1.1.1 to 1.1.6 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 Two such Purchase Orders for printing of 1,25,000 copies or more of Annual Report (Shareholders' Version) in the last 3 years. • In case of PO submitted for the current year, bidder is also required to submit Work Completion certificate for the same.	Yes/No
	• 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 OR equivalent certificate as applicable in the printing industry	Yes/No
ii	Signed and stamped copies of Annexure- IA, IB & IC (Specifications & Scope of Work for three versions of Annual Report); 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 (General Management/Machinery) as per Annexure V	Yes/No

अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (कार्पोरेट संचार) / Dy. General Manager
कार्पोरेट संचार / Corporate Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
श्रीवन्त तारा बिल्डिंग 5-मंजूर / Shriwant Tara Building 5, Mansarovar
नई दिल्ली - 110007 / New Delhi - 110007

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कॉर्पोरेट संचार
Corporate Communication



v	Information of Post Office as per Annexure VI	
vi	Paper Samples for all versions of the Annual Reports along with their Envelopes and Notices, as per specifications given in Annexure-I, to be submitted along with Part I of the offer. On the paper samples for each version, 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

अजय गुप्ता / AJAY GUPTA
उप महाप्रबंधक (कॉ. संचार) / Dy. General Manager (CC)
कॉर्पोरेट संचार / Corp. Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
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