

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कापरेट संचार
Corporate Communication



No. CC/PUBL/01/2015-16
15/06/2015

Dear Sir,

Sub: Tender for printing of the BHEL's Annual Report 2014-15

BHEL invites two part quotations for printing of the following versions of the BHEL's Annual report 2014-15:

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
4. NOTICE including Envelopes as per Specifications/ Scope of Work given in the enclosed Annexure-I at Sl. no. D

Your offer, in the prescribed manner as detailed in Annexure-VI, complete in all respects, and superscribed with 'Offer for Printing of BHEL Annual Report 2014-15' should reach us on or before **29/06/2015 (Monday) 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

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 and printing & dispatches of Notices & its envelopes, 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 and printing & dispatches of Notice and Envelopes. 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. 29/06/2015 (Monday) at the above 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 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 requirement of BHEL.

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जीवन तारा बिल्डिंग / Jeevan Tara Building
संसद मार्ग / 5, Parliament Street
नई दिल्ली - 110001 / New Delhi - 110001

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Corporate Communication



mentioned in the tender (as per clause no 1.0 of Annexure-II A), 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 to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue." The attached Annexure – II D 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

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क, पंचसत मार्ग / 5, Parliament Street
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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-II D : Terms and Conditions of Reverse Auction
Annexure-III : Price Proforma
Annexure-IV : No Deviation Certificate
Annexure-V : Declaration Certificate
Annexure – VI : Submission of Offer
Annexure – VII : Checklist

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



Annexure – I

SPECIFICATIONS / SCOPE OF WORK

A: SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2014-15

ANNUAL REPORT

1.	QUANTITY	Shareholder Version in English Language: i. Unit rate for the quantity band 1,05,000 to 1,25,000 ± 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: 280
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 on CD 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 / system work for enhancing photographs quality, as required, in the Print-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

Bharat Heavy Electricals Limited
कार्पोरेट संचार / Corporate Communication
जीवन संपन्न बिल्डिंग, Jeevan Tarang
6, बसिंद मार्ग 15, Parliament Street
नई दिल्ली-110001

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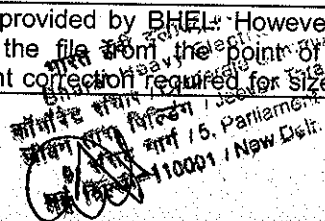


		BELOW.
11.	DELIVERY	
		<p>i Instructions for delivering of specified quantities of Shareholders' Version of the Annual Report (English language) to a specific Post Office in the same Octroi Zone or the nearest Post Office as decided by BHEL (whether in the same octroi zone or not), as applicable, will 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 35,000 copies per day, in the vicinity of printing press</p> <p>b. Address of the Post Office finalized by BHEL will be intimated to the successful bidder at a later date by BHEL</p>
		<p>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-III 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.</p>

ENVELOPES

ENVELOPES FOR THE SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2014-15

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 Colour
5	FABRICATION	Die-cutting & pasting with good quality quick drying glue
6	INPUTS	
	i Designs on CD	Print-ready File would be provided by BHEL. However, printer has to open and check the file from the point of view of production. Any subsequent correction required for size, layout,



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कार्पोरेट संचार
Corporate Communication



		etc., in the Print-ready file, shall be in printer's scope.
7	PROOFING	HP proof of the envelope matter
8	DELIVERY	
		i 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. Note: ENVELOPES WOULD BE REQUIRED IN ADVANCE TO ENABLE POST OFFICE/ MAILER FIX ADDRESS LABELS.

B: SHAREHOLDER VERSION (HINDI LANGUAGE) OF BHEL ANNUAL REPORT 2014-15 - 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-III 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.

C: DELUXE VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2014-15

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 : 268

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
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कार्पोरेट संचार
Corporate Communication



4.	PAPER	
	i Cover	240 GSM Gruppo Natural Evolution White
	ii Inside Pages	
	a: Section of 4 colour pages	90 GSM Art Paper (Matt): 130 pages
	b: Section of 2 colour pages	70 GSM High Bright White Maplitho: 138 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	130 pages
	b: Section of 2 colour pages	138 pages
6.	LAMINATION	As mentioned at Sl.No.5 i above
7.	INPUTS	
	i Designs on CD	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 / system work for enhancing photographs quality, as required, in the Print-ready files shall be in printer's scope.
8.	PROOFING	Epson proofs for all 4 colour 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
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-III 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 2014-15

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

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
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 5, संजय मार्ग / 5, Parliament Street
 नई दिल्ली - 110001 / New Delhi

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कार्पोरेट संचार
Corporate Communication



4	PRINTING	Single Colour
5	FABRICATION	Die-cutting & pasting with good quality quick drying glue
6	INPUTS	
	i Designs on CD	Print-ready File would be provided by BHEL. 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

D: NOTICES

1.	QUANTITY	Equal to no. of copies printed of Annual Report Shareholder Version in English Language Note: a. Exact quantity to be printed will be intimated to the successful bidder in LOI b. PER COPY RATE QUOTED OF NOTICE (ENGLISH LANGUAGE) TO BE INCLUSIVE OF COST OF EQUAL NO. OF ENVELOPES. Unit rate for the quantity band 1,05,000 to 1,25,000 ± 10% is required to be given. 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	8
4.	PAPER	41 GSM White Bible paper
	PRINTING	2-Colour throughout including one special colour
5.	INPUTS	
	i Designs on CD	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 / system work for enhancing quality, as required, in the Print-ready files shall be in printer's scope.
6.	PROOFING	Epson proofs for all pages. Epson proofs to be taken out from printer calibrated with printing machines.
7.	BINDING	Centre Stapling
8.	PACKING	In multiples of 100 wrapped together in thick paper. Note: Bidders' to note that the NOTICES and equal no. of envelopes to be sent separately to the E-Voting Agency in Hyderabad, whose details shall be shared subsequently with the successful bidder. INSERTION OF NOTICES FOR DISPATCH WILL BE IN THE SCOPE OF THE E-VOTING AGENCY

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जीवन वास विब्लिंग / Jeewan Vasth
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भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार

Corporate Communication



9.	DELIVERY	<p>NOTICES and equal no. of envelopes to be sent separately to the E-Voting Agency in Hyderabad, whose details shall be shared subsequently with the successful bidder. INSERTION OF NOTICES FOR DISPATCH WILL BE IN THE SCOPE OF THE E-VOTING AGENCY.</p> <p>However, no additional charges towards octroi, manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles/ delivery to the E-Voting Agency etc., shall be payable by BHEL and price quoted shall be deemed to be inclusive of all such activities</p>
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ENVELOPES WITH DIE-CUT WINDOW FOR THE NOTICES

1	QUANTITY	<p>Equal to no. of copies printed of NOTICE in English Language</p> <p>Note: PER COPY RATE QUOTED OF THE NOTICE TO BE INCLUSIVE OF COST OF EQUAL NO. OF ENVELOPES.</p>
2	SIZE	Window Envelope in size around 9.5"(W)x4.5"(H) with die-cut window in size around 4.5"(W)x1.75"(H) with flap of around 1"
3	PAPER	80 GSM Maplitho (white) – 'Century'
4	PRINTING	Single Colour
5	FABRICATION	Die-cutting including die-cut window & pasting with good quality quick drying glue
6	INPUTS	
	i Designs on CD	Print-ready File would be provided by BHEL. 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 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 NOTICES to the E-Voting Agency in Hyderabad, whose details shall be shared subsequently with the successful bidder.</p> <p>However, no additional charges towards octroi, manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles/ delivery to the E-Voting agency, shall be payable by BHEL and price quoted shall be deemed to be inclusive of all such activities.</p>

Note :

- i. 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.
- ii. Designs/ Photographs supplied by BHEL to be returned immediately after completion of printing.

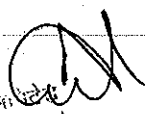
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- iii. Your offer must include samples of each type of Papers specified under items A, B, C & D of Annexure-I, as above.
- iv. Corrected photographs used in the Report and Print Ready open file along with fonts for subsequent updation and reprints on CD, to be submitted along with the bills.


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Annexure – II A

SPECIAL TERMS & CONDITIONS

1.0 ELIGIBILITY CONDITIONS/ PQR

Only those bidders who meet the **PRE QUALIFICATION REQUIREMENT (PQR)** in terms of **INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL** as specified below, are eligible to quote:

1.1 INFRASTRUCTURE/ CAPABILITY

a. Printing machines:

Minimum 2nos. Web Offset Machine suitable for 2-Colour or more printing with 22.75" or 578 mm cut off size + Minimum 1nos. Heat-set Web Offset Machine suitable for 2-Colour printing with minimum 22.75" or 578 mm cut off size + minimum 1no. Sheet-fed 4-Colour Machine in minimum 23"x36" size in excellent working condition

Or

minimum 1 no. Roto Gravure Machine suitable for 2-Colour or more printing + 1 no. Heat-set Web Offset Machine suitable for 2-colour printing + minimum 1no. Sheet-fed 4-Colour Machine in 23"x36" size in excellent working condition

b. CTP facility in-house

c. Automatic Gathering & Perfect Binding Facility: Minimum 2 nos., out of which at least one facility with automatic gathering with 18 stations + binding + 3-knife trimmer for outputting a minimum of 35,000 copies per day of Shareholders' Version (English Language) of specifications given under sl. no. A of Annexure-I

d. Printing, die-cutting and fabrication of specified envelopes @ 25,000 pcs per day

e. In-house quality control set-up to ensure quality control in all stages of the job

NOTE:

- In Techno-commercial Bids, bidders have to submit list of machineries/ facilities specifically highlighting the above specified machines/ facilities (with regard to sl. no. 1.1 a., b. & c.) for ease of scrutiny. With regard to Envelopes (sl. no. 1.1 d.) bidders have to submit a certificate on letter head stating that bidder has the required infrastructure for printing, die-cutting and fabrication of specified envelopes @ 25,000 per day and In-house quality (sl.no.1.1 e.) above, whose operations are compliant with ISO or similar quality certifications, to enclose a self attested copy of valid certificate issued by ISO or similar organizations or else submit a Certificate on letter head detailing dedicated infrastructure/ manpower/ labs available in-house for ensuring quality

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Corporate Communication



- BHEL reserves the rights to visit bidder's premises to physically verify list of machineries/ facilities mentioned in their 'Techno-commercial Bids'. 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

- a. 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 1,15,000 copies or more of Annual Report (Shareholders' Version) in the last 3 years

1.3 FINANCIAL

- a. Average Annual Turnover of last three years should be more than or equal to Rs.58.0 lakh – certified true copy of Audited Balance Sheet, Profit and Loss Account and Income Tax Returns duly vetted by a CA (as may be applicable in the individual bidder's case) are required to be submitted by the bidders.
- b. Self-attested copies of PAN card and proof of registration for various taxes as may be applicable

1.4 INFORMATION ON POST OFFICE

- a. It is mandatory to provide information including contact details and the complete address of the Post Office(s) in the vicinity of the printing press adequately equipped to deal for dispatching a minimum of 35,000 copies per day. It is also required to indicate in your offer whether the Post Office is located within the same Octroi zone or not

1.5 UNSATISFACTORY PAST PERFORMANCE

- a. BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past/penalty has been levied for any major job undertaken for BHEL in the past 3 years, their bids may not be opened even if received.

1.6 EARNEST MONEY DEPOSIT (EMD)

- 1.6.1 Your offer shall be accompanied with a DD / Pay Order for Rs.1,50,000/- drawn in favour 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 - :

- a. EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer

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Corporate Communication



- b. EMD of the successful tenderer can be converted and adjusted against the Security Deposit.
- 1.6.2 Bidders may please note that EMD carries no interest.
- 1.6.3 EMD shall be forfeited in the following cases:
 - a. If after opening of tender, the tenderer revokes his tender within the validity period or increases his earlier quoted price
 - b. The tenderer does not commence the work within the specified period of LOI/ order

2.0 AWARD OF WORK

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

2.1 PART I (TECHNO-COMMERCIAL BID) Opening comprising:

2.1.1 Part I-A (EMD in a Separate Sealed Envelope)

- a. Earnest Money Deposit as given in clause 1.6.1 **Offers received without EMD will be rejected** and Envelope containing Part I - B of the Technical-commercial Bid shall not be opened.

2.1.2 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 clauses under 1.1 to 1.6 above of **Eligibility Conditions/ Pre- Qualification Requirement & 4.1** below will be scrutinized 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 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**
- b. **No Deviation Certificate** as per Annexure-IV
- c. **Declaration Certificate** as per Annexure-V
- d. **Check List** as per Annexure-VII
- e. Acceptance to **BHEL's 'Special Terms & Conditions' (Annexure-IIA) & 'General Terms & Conditions' (Annexure-IIB), 'Printing & Delivery Schedule' (Annexure-IIC), Terms & Conditions of Reverse Auction (Annexure-IID)** and Conformity to **'Specifications/ Scope of Work' (Annexure-I)**, by way of signing and affixing rubber stamp on each page.
- f. **Samples of Papers/ Cards** as per requirement given in Specification (refer 4.1 below). Each paper sample should bear specification, signature and stamp of the bidder.

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Bharat Heavy Electricals Limited
कार्पोरेट संचार / Corporate Communication
प्रोविजरी ऑफिस, दिल्ली (Jeev)
मार्ग 15, पार्क
नई दिल्ली - 110001 Nov

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कार्पोरेट संचार

Corporate Communication



Notes:

- i. BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past/penalty has been levied, their bids may not be opened even if received
- ii. 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

2.2 PART II (PRICE BID) COMPRISING:

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

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

Notes:

PART II to have prices only. Any comments / deviations in this Part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

- 2.3 **AWARD OF WORK** shall be made on the overall lowest bidder. The evaluation criteria have been detailed in Clause 3.0 below

3.0 PRICE EVALUATION

- 3.1 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 to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue. The date and time shall be intimated to the bidders after completion of the required formalities of the process as per laid down procedure and in consultation with "RA" Service Provider.

- 3.2 Prices to be submitted in a separate sealed cover in the enclosed Price Proforma (Annexure - III)

- 3.3 The bidders are required to quote essentially for the entire scope of work as per attached Price Proforma (Annexure-III)

- 3.4 Price evaluation of the lowest bidder (L-1) would be on the basis of the **Combined Total Price** (all taxes, Octroi, duties & levis but excluding service tax) of the three versions Annual Reports 'Shareholder Version (English Language) - 1,15,000 copies', including equal number of envelopes as per specifications / scope of work

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कार्पोरेट संचार

Corporate Communication



given in "A" of Annexure – I + 'Shareholder Version (Hindi Language) – 300 copies as per specifications / scope of work given in "B" of Annexure – I + 'Deluxe Version (English Language) – 500 copies including equal number of envelopes as per specifications / scope of work given in "C" of Annexure – I + 'NOTICE- 1,15,000 copies including equal number of envelopes, transportation as per specifications/scope of work given in "D" of Annexure-I i.e. Total Computed Price for Evaluation: $\{(1,15,000 \times A) + (300 \times B) + (500 \times C) + (1,15,000 \times D)\}$ where **A** is the per copy rate for Shareholder version English, **B** is the per copy rate for shareholder version Hindi, **C** is the per copy rate for Deluxe Version and **D** is the per copy rate for the Notice – refer sl. no. 6 of Annexure-III **subject to clauses at sl. no. 3.0 of Annexure-II B**

- 3.5 Any variation in number of pages and color denominations of pages (both printing and paper) vis-à-vis specified shall be calculated on pro rata basis of the unit rates quoted for printing, etc. and paper for each version of the Annual Report by the successful bidder
- 3.6 Subsequent change in quantities by $\pm 10\%$ beyond specified quantities of all four items will be governed by the Unit rates quoted for the respective versions 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

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 – II C 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.

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कार्पोरेट संचार
Corporate Communication



7.0 PENALTY – DELAY

7.1 The printing schedules given at Annexure – II C will have to be strictly adhered to.

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 at the rate of 2% per day of the total cost of the respective versions. 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 Instructions for delivering of specified quantities of envelopes for the NOTICES to the E-Voting Agency in Hyderabad, whose details shall be shared subsequently with the successful bidder.

8.3 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-III:

- a. 4,000 copies of Annual Report Shareholder Version English out of total copies printed, after completion of dispatch to post office
- b. 300 copies of Shareholder Version Hindi
- c. 500 copies of Deluxe Version

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Corporate Communication



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 – I 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.

3.7 Price to be filled-in as per the Price Proforma enclosed as Annexure-III. Change in Proforma is not allowed.

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काॅर्पोरेट संचार
Corporate Communication



3.8 Offers not fulfilling any of the above conditions are liable for rejection.

4.0 TAXES

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. However, the amount towards Service Tax should be indicated separately in the specified place in Price Proforma enclosed as Annexure- III.

5.0 SECURITY DEPOSIT (SD)

The successful bidder shall be required to furnish security deposit equivalent to Rs.1.0 Lakh + 7.5% of the order value exceeding Rs.10 Lakh in case of same is upto Rs. 50.0 Lakh, in the event of order value exceeds Rs.50.0 Lakh, security deposit will be @ Rs.4.0 Lakh + 5% of the order value exceeding Rs.10.0 Lakh, before start of the work by contractor, by way of Cash/Pay Order or Demand Draft, drawn in favour of BHEL, payable at New Delhi. The EMD amount can be adjusted against the Security Deposit. SD amount will remain with BHEL till the completion of supplies/ final settlement of bills. Security Deposit can also be submitted by way of Bank Guarantee, Securities available from Post Office/ Fixed Deposit receipts issued by scheduled Banks/Public Financial Institutions as per format provided/ approved by BHEL. Bidders to note that Security Deposit amount carries no interest. Security deposit shall be forfeited in case the successful bidder refuses to commence the work within the period as per LOI / Contract and/or non-fulfillment of conditions of the order.

6.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

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.

7.0 PRICE ESCALATION CLAUSE

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.

8.0 TERMS OF PAYMENT

8.1 Full payment shall be released within thirty days from the date of completion of the following:

- Receipt of materials in good condition by all consignee/s to the satisfaction of BHEL as per order,
- Return of all materials provided by BHEL to the printer, **ALONG WITH APPROVED EPSON/ HP PROOFS BY BHEL OR ITS AUTHORIZED AGENCY**
- Receipt of bills duly verified by the nominated Advertising Agency or the Communication

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Bharat Heavy Electricals Limited

कार्पोरेट संचार
 Corporate Communication



- 8.2 While making the payment, statutory deductions as applicable, shall be made by BHEL.
- 8.3 Payment shall be released for the actual quantity delivered and the applicable Unit rates shall be applied to derive the final amount.
- 8.4 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

Re: EFT Payments

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

BRANCH NAME & COMPLETE ADDRESS	
IFSC CODE	
BRANCH CODE	
MMR CODE	
RTGS CODE	
PARTY'S NAME	
City	
O.,	
STATE	
TELEPHONE NO.	
TELEFAX NO.	
SECTOR / DIVISION / PROJECT NO. / E	
PROJECT CODE	
BLE	
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”

9.0 PRODUCTION

- 9.1 Print-ready File on CD shall be supplied by BHEL or its authorized advertising agency.
- 9.2 Printing shall be supervised at all stages by BHEL representative or its authorized advertising agency, which shall be intimated in due course.


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Bharat Heavy Electricals Limited

कॉर्पोरेट संचार

Corporate Communication



9.3 Printer shall return all materials (Photographs/ 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.

9.4 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.

10.0 RISK PURCHASE

10.1 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.

10.2 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 6 & 7 Annexure-II A.

11.0 CHANGE IN THE ORDERED QUANTITY

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

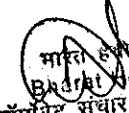
12.0 ARBITRATION

12.1 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.

12.2 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.

13.0 EFFECT AND JURISDICTION OF CONTRACT

13.1 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.


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Corporate Communication



14.0 CONFIDENTIALITY

14.1 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.

15.0 ACCEPTANCE OF TERMS AND CONDITIONS

15.1 The Printer should specifically mention that all the terms and conditions described above, including the penalty clauses, are unconditionally acceptable.

15.2 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.

16.0 INCOMPLETE TENDERS

16.1 Incomplete tenders, which do not contain all the information called for, are liable to be rejected.

16.2 The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.

17.0 SPLITTING THE WORK

17.1 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.

18.0 CONTRACT TERMINATION

18.1 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.

19.0 AUTHORISED OFFICER


19.1 AGM (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.

20.0 CONTACT PERSONS

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

- Sh. Ajay Gupta – Sr. Manager (CC)
Tel.: 011-23340473, Email: ccag@bhel.in
Fax: 011-23342769

Or


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Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication



- Sh. Gaurav Verma, Executive (CC)
Tel.: 011-23365279, Email: gauravv@bhel.in
Or
- Ms. Pallavi Chaudhuri, Executive (CC)
Tel: 011-23347331, Email: pallavi@bhel.in
Fax: 011-23342769

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Bharat Heavy Electricals Limited

काॅर्पोरेट संचार
Corporate Communication



ANNEXURE – II C

A
PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION (ENGLISH LANGUAGE): 1,15,000 COPIES

1.0	Placement of LOI	:	0 th Day *
2.0	Delivery of the transparencies & Print-ready file of Design for Annual Report and Envelope by Advertising Agency/ BHEL	:	0 th Day
3.0	Submission of Proofs by Printer for Annual Report and Envelope	:	2 nd Day
4.0	Approval of final Proofs by Agency/ BHEL & release of same for printing	:	4 th Day
5.0	Completion of printing of Envelopes and commencement of fabrication of envelopes	:	8 th Day
6.0	Delivery of Envelopes @ 25,000 per day	:	10 th Day
7.0	Completion of printing of Annual Report 1,15,000 Copies	:	12th Day
8.0	Commencement of Binding and Delivery of Annual Report @ 35,000 copies per day	:	14th Day
9.0	Completion of Delivery of 1,15,000 envelopes	:	18th Day
10.0	Completion of delivery of Annual Report 1,15,000 copies	:	20th Day

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

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	:	11th day
6.0	Completion of delivery of 300 copies	:	13th Day

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

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Corporate Communication



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	: 9th Day
7.0	Commencement of Binding and Delivery	: 11th Day
8.0	Completion of delivery of Annual Report 500 copies	: 13th Day

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

D

PRINTING SCHEDULE FOR NOTICE & ENVELOPES: 1,15,000 COPIES

1.0	Placement of LOI	: 0 th Day *
3.0	Delivery of Print-ready file of Notice by Advertising Agency/ BHEL.	: 0 th Day
3.0	Submission of Proofs by Printer for Notice	: 1 st Day
4.0	Approval of final Proofs by Agency/ BHEL & release of same for printing	: 1 st Day
5.0	Completion of printing of Envelopes and commencement of fabrication of envelopes	: 2 rd Day
5.0	Readiness of all Envelopes	: 5 th Day
6.0	Completion of printing of NOTICE-1,15,000 Copies	: 5th Day
6.0	Commencement of Binding and Dispatch of NOTICE	: 6th Day
7.0	Completion of disptch of NOTICE 1,15,000 copies	: 7th Day

Note: Penalty shall be applicable from the 8th day of the above Schedule.

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कार्पोरेट संचार

Corporate Communication



* Placement of order prior to handing over inputs at 2.0 above is only to facilitate sourcing of paper/ materials. However, this shall not be counted for the purpose of imposing LD.

Schedule of the different Versions of Annual Report and the Notice 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.


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नई दिल्ली-110001 / New Delhi.

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Corporate Communication



ANNEXURE – II D

TERMS & CONDITIONS OF REVERSE AUCTION

Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder for any of the eligible items for which techno-commercially qualified will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form that will be shared subsequently 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 (e.g. EXCEL sheet) which will help to arrive at "Total Cost to BHEL" like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for noncompliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
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.

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Bharat Heavy Electricals Limited

काॅर्पोरेट संचार
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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, (Annexure III) 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.

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कार्पोरेट संचार
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Annexure -- III

PRICE PROFORMA (Price for Evaluation)

S. N	Description of Items	Annual Report Shareholder Version (English Language) (1,05,000 to 1,25,000) ±10%	Annual Report Shareholder Version (Hindi Language) 300 ±10%	Annual Report Deluxe Version (English Language) 500 ±10%	NOTICE & its envelope (1,05,000 to 1,25,000) ±10%
1	Qty. for evaluation purpose →	1,15,000	300	500	1,15,000
2	For processing, plate making, proofing, printing, fabrication, binding, packing, local delivery, etc., as per Specifications/ Scope given under sl. nos. A, B, C & D of Annexure-I, for each version of Annual Report and Notice For Paper/ Card as per specifications given under sl. no. A, B, C & D 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)	Unit rate including cost of Envelope and cost towards Transportation of 1,15,000 copies of Notices + Envelopes to E-voting agency in Hyderabad as per Specifications/ Scope as given under sl. no. D of Annexure-I and all taxes, octroi, duties, levies except service tax (Rupees)
3	Unit Rate for each Version of Annual Report, inclusive of all taxes, octroi, duties & levies, except service tax and Unit Rate for Notice including transportation cost = (2+3)	A	B	C	D
4	Amount for respective items i.e. Qty. (sl. no. 1) x Unit Rates (sl. no.4): (1,15,000xA), (300xB), (500xC), (1,15,000xD)	(I)	(II)	(III)	(IV)
5	Total Computed Price for Evaluation (inclusive of all taxes, octroi, duties, levies but excluding service tax) i.e. = (I) + (II) + (III) + (IV)	Rs. (Rupees.....)			
6	Service Tax, if applicable	Rs.			
7	Total Computed (Inclusive of all taxes, octroi, duties, levies + service tax) (Rupees.....)	Rs.			
8		Rs.			

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कार्पोरेट संचार
Corporate Communication



Annexure - IV

No Deviation Certificate

(to be given on Bidder's letter head)

Certificate of Acceptance

It is certified that we have read and understood all the terms and conditions of the Tender No. CC/PUBL/01/2015-16 dated 15/06/2015


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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Corporate Communication



Annexure - V

DECLARATION CERTIFICATE

(TO BE GIVEN ON PRINTER'S LETTER HEAD)

I / We hereby declare that I/We have not been banned and delisted by any PSU / other Govt. Department/ Financial institution / Court.

Authorized signatory
(With Seal)

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Corporate Communication



Annexure – VI

SUBMISSION OF OFFER

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

i) PART "I" : TECHNICAL BID (Sealed Envelope)

Envelope superscribed with "Part I", should contain two parts i.e Part I- A & Part I- B:

Part I – A (EMD in Separate Envelope)

- a) Earnest Money Deposit (EMD) as given in Clause 1.6.1 of 'Special Terms & Conditions', Annexure-II A. 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 Separate Envelope)

- 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 (PQR) as below:

- i. Self attested copy of List of Infrastructure/ Machinery highlighting specifically each & every item mentioned under sl. no. 1.1 a. to c. (Annexure-II A)
- ii. A certificate on letter head stating that bidder has the required infrastructure for printing, die-cutting and fabrication of specified envelopes @ 25,000 per day sl. no. 1.1 d. (Annexure-II A)
- iii. Self attested valid ISO or similar certificate issued by reputed organizations for adhering to international quality standards (1.1 e., Annexure-IIA)
OR
Certificate on letter head detailing dedicated infrastructure/ manpower/ labs available in-house (1.1 e., Annexure-IIA)
- iv. Self attested copies of Two POs in the last 3 years, each for 1,15,000 copies or more of Shareholders' version of Annual Reports of PSUs/Govt./ Listed Companies refer 1.2 a., Annexure-IIA
- v. Certified true copy of Audited Balance Sheet, Profit and Loss Account and Income Tax Returns duly vetted by a CA (as may be applicable in the individual bidder's case) for last three years showing an average turnover of last three years as more or equal to Rs.58.0 lakh (1.3 a. Annexure-IIA)
- vi. Self attested copies of proof of registration for various taxes as may be applicable and PAN card (1.3 b. Annexure-IIA)
- vii. Self attested copy of 'Information on Post Office' equipped to dispatch a minimum of 35,000 copies per day along with Contact details & Complete Address of the Post Office and confirming whether named Post Office(s) is in the same Octroi zone or not (1.4 a., Annexure-IIA)

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Corporate Communication



- viii. **Samples of Papers/ Cards** as per requirement given in Specifications in Annexure-I duly superscribed with specifications, signed and stamped by the bidder (Sl. no. 4.1 Annexure-II A)
- ix. **No Deviation Certificate** as per Annexure-IV
- x. **Declaration Certificate** as per Annexure-V
- xi. **Check List** as per Annexure-VII.
- xii. Acceptance to '**Special Terms & Conditions**' – Annexure-II A, '**General Terms & Conditions**' – Annexure-II B, '**Delivery Schedule**' – Annexure-II C, '**Terms & Conditions of Reverse Auction** – Annexure-II D and '**Specifications/ Scope of Work**' – Annexure-I, by way of signing and affixing rubber stamp on each page.

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.


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

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

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

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

1. Quotation for **Printing Of 'BHEL Annual Report 2014-15'**
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


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Annexure – VII

Checklist

S. No.	Description /Item	Enclosed Yes/No
1.	Part I – A Envelope to contain following	
a.	Earnest Money Deposit as per Clause No. 1.6.1. of Annexure-II A	Yes/No
2.	Part I – B Envelope to containing documents/ Information required for ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)	
a.	Self-attested copy of List of Machineries highlighting machineries required as per 1.1 a.; b.; c. of Annexure-II A	Yes/No
b.	A certificate on letter head stating that bidder has the required infrastructure for printing, die-cutting and fabrication of specified envelopes @ 25,000 per day 1.1 d. of Annexure-II A	Yes/No
c.	Self attested valid ISO or similar certificate issued by reputed organizations OR Certificate on letter head detailing dedicated infrastructure/ manpower/ labs available in-house ref. 1.1 e. of Annexure-II A	Yes/No
d.	Self attested copies of two Purchase Orders for 1,15,000 copies or more of shareholder versions of Annual Reports for PSUs/Govt./ Listed Companies in the last 3 years (as per 1.2 a. of Annexure-II A)	Yes/No
e.	Certified true copy of Audited Balance Sheet, Profit and Loss Account and Income Tax Returns duly vetted by a CA (as may be applicable in the individual bidder's case) for last three years showing an average turnover of last three years as more or equal to Rs.58.0 lakh (as per 1.3 a. of Annexure-II A)	Yes/No
f.	Self attested copies for registration of applicable taxes (as per 1.3 b. of Annexure-II A) & PAN Card	Yes/No
g.	Self attested copy of Information on Post Office in the vicinity of printing press containing <ul style="list-style-type: none"> • Whether Post Office is equipped to dispatch 35,000 copies or more per day • Name, address & contact details of Post Office • Whether Post Office is located within the same Octroi Zone or not (as per 1.4 of Annexure-II A) 	Yes/No
h.	Paper Samples for Deluxe & Shareholder Versions & their Envelopes, Notices & their envelopes, each duly superscribed with specifications as per Annexure-I (A.;B; C; D.) signed & stamped (as per 4.1 of Annexure-II A)	Yes/No


Bharat H.
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कार्पोरेट संचार
Corporate Communication



	Annexure-II A)	
i.	No Deviation Certificate as per Annexure	Yes/No
j.	Declaration Certificate as per Annexure	Yes/No
k.	Acceptance to 'Special Terms & Conditions' – Annexure-II A, 'General Terms & Conditions' – Annexure-II B, 'Delivery Schedule' – Annexure-II C, Terms & Conditions of Reverse Auction – Annexure-II D and 'Specifications/ Scope of Work' – Annexure-I, by way of signing and affixing rubber stamp on each page	Yes/No
PART I – A & PART I – B TO BE PLACED IN A SINGLE ENVELOPE TO BE SUPERSCRIBED WITH PART I (TECHNO-COMMERCIAL BID) OF THE OFFER		
3.	Part II Envelope to contain following	
a.	Price Bid in Price Proforma as per Annexure-III	Yes/No


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