



Ref: BHE: WCM: WRI: JOURNAL: 2015-16

Date: 08.09.2015

Dear Sir,

Sub: Forwarding Tender documents for “**Printing and Supply of WRI (Welding Research Institute) Journal with envelopes – Reg.**”

Ref: Approval Vide Note No. **WRI: BSR: WRIJ: 01** Dated **18 07 2015**

The Contract period for the above said work will be for Six Quarterly Issues on one and a half year from July 2015 / Inviting enquiry.

Vendors are requested to go through the Tender documents carefully and thoroughly and submit their offers as detailed below.

- ✓ Duly filled in **Annexure A** should be placed in one cover (Cover No. 01) with superscription “**Technical Bid for Printing and Supply of WRI Journal with envelopes.**”
- ✓ Duly filled in **Annexure B** should be place in a separate cover (Cover No. 02) with superscription “**Price Bid for Printing and Supply of WRI Journal with envelopes.**”
- ✓ DD for EMD should be place in another cover (Cover No. 03) with superscription “**DD for EMD for Printing and Supply of WRI Journal with envelopes.**”

All the three covers should be neatly sealed and placed in one cover with superscription “**Tender for Printing and Supply of WRI (Welding Research Institute) Journal with envelopes** and should be sent by Register Post / Speed Post / Courier or submitted in Person so as to reach the following address on or before **30 09 2015** at **2.00 p.m** (14.00 Hrs.) along with the required enclosures.

**Sr. Manager,
Works Contracts Management,
First Floor, 53 Building,
BHEL, Trichy – 620 014.**

The Technical bid will be opened on **30 09 2015** at **2.30 p.m** (14.30 Hrs.) in the presence of tenderers who have responded to this tender. The date and time for Price Bid opening of those who are successful in the Technical Bid will be intimated separately.

For Bharat Heavy Electricals Ltd.,

Enc: Annexure – A, B

Sr. Manager / WCM

Note: All the covers should have the Tender No. neatly written on the top with superscription “**Printing and Supply of WRI Journal with envelopes**”

SCOPE OF WORK:

BHEL, Trichy is planning to award the work of printing and supplying of WRI JOURNAL with envelopes to "reputed offset printers". It is a technical magazine published quarterly by our Institution. As the publication of the journal is a continuous and time bound process and is being sent to foreign countries apart from its wide circulation in our country, the job will be entrusted only to printers who are meeting the techno-commercial bid- (part i)

SPECIFICATIONS:

- | | |
|-------------------------------------|--|
| 1. JOB | Quality printing and prompt supplying of WRI JOURNAL (Journal of the Welding Research Institute, BHEL, Tiruchirappalli) |
| 2. PERIODICITY | Quarterly |
| 3. SIZE | For Journal: A4 Size (210 mm width and 297 mm height after trimming)

For Envelopes: 315 mm width and 225 mm height, excluding with a folder flap of 60 mm length in a landscape model. The envelopes should have the quality of paper same as the sample envelope enclosed and not for the size. |
| 4. NO.OF PAGES | Will vary from 40 -60 approximately (including 4 cover pages) |
| 5. QUANTTTY | Approximately 400 to 600 copies (for each issue) |
| 6. COLOURS | a. For Journal: Multi-Colour for cover pages with artwork

b. For Journal: 2 Colour or Black + one Colour for inside pages. Different Colour is to be used for each issue and only colours and shades approved by WRI are to be used.

c. For envelopes: Single colour printing and shades approved by WRI are to be used. (Sample enclosed) |
| 7. PAPER | (a). 220 GSM Foreign art board white (Lumi-German) Multi colour printing with lamination (15 Microns) on cover

(b). 90 GSM Foreign art matt white (Lumi-German) paper Two colour printing – on inside pages |
| 8. SCANNING & LAMINATION | a. Inside pages (pages with two colours) will have only B/W pictures. Colour and Black & White photographs in different sizes will be provided by WRI. The photographs will vary from issue to issue and will be 20 to 40 numbers per issue approximately. Scanning charges for photographs appearing in inside pages (whether size-to-size, reduction or enlargement) will have to be done at no extra cost.

b. Cover pages will have multi colour photos or software images. Multi Colour scanning for photographs appearing in cover pages and lamination of the same are to be done by the printer. |

Important: All images either in soft copy or photographs must be worked in Photoshop for good quality printing. All images will be the property of WRI and should not be reproduced other than the WRI related work. (Necessary arrangement for quality scanning of the photographs for enlargement shall be ensured).

9. LINE DIAGRAMS: Line diagrams, sketches and graphs will be supplied in the form of Soft copy or by means of laser print outs in different sizes. These have to be reduced or enlarged to single column size (8.5cm wide).

10. TYPE-SETTING: Type-setting should be done using suitable English DTP packages. All proofs should be provided using a good quality laser printer.

Important: Minimum three proofs of laser printouts will be required for every issue and additional proofs should be provided as and when required at NO EXTRA COST. Dot matrix proofs are not acceptable.

11. PRINTING Offset colour only

12. FINISHING: Center pinned and trimmed to the size of 210 mm width and 297 mm Height.

TERMS AND CONDITIONS:

1. MODE OF SUPPLY:

Supply should be made on door delivery basis at Documentation section of WRI - BHEL, Tiruchirappalli 620014. (WRI Journal, Subscription form along with the Envelopes).

2. PRINTING SCHEDULE:

2.1 The representative of the printer should collect the text matter, proofs of the journal from WRI. Handling over and collecting of all the proofs are the responsibility of the printer.

2.2 Processing duration for publishing one issue shall be maintained within 15 – 30 days only.

2.3 Text composition and column sizes indicated by WRI should be followed on every issue.

2.4 Corrections indicated in space alignments, figures and contents on the tables are indicated on every corrected proof should be taken care by the printers.

Important: Printing of the journal is a time-bound process. Any delay on account of holidays including public holidays will not be acceptable. In the event of such delay, penalty as per the standard BHEL terms and conditions of purchase are liable to be levied at the discretion of BHEL.

3. SPECIAL REQUIREMENTS:

3.1 The printer should have an experienced proofreader for English as the responsibility for proof reading and carrying out corrections lies with the printer.

Important: Any errors in the journal as a result of faulty proof-reading or failure to carry out corrections indicated by WRI is liable to result in rejections of the entire lot by WRI. The printer is to re-print and supply all the copies at no extra cost to WRI after carrying out the corrections.

3.2 One set of cover page proofs and laser outputs of the inside matter are to be given after all the corrections incorporated without any extra cost.

Important: Minimum quality for photographs should be as per the sample copy of the WRI JOURNAL and if the photograph reproduction in any issue is found to be substandard by WRI, the entire consignment is liable to be rejected.

4. The rough-layout, proofs, artwork, scanning of photograph, e-mail incoming & outgoing, positives, page negatives, super-imposing, enlargement / reduction charges, plate making charges etc., are within the scope of the contract and are also the responsibility of the printer.

5. All originals, advertisement matters, photos and figures should be carefully handled and returned safely after use to WRI.
6. The printer should also arrange to deliver a soft copy of every issue (in both pdf and coral draw format) in a Compact Disc of the final printing proof.
7. Payment will be made within 30 days of satisfactory receipt of materials at our hands. TDS as applicable will be deducted from each bill. TDS certificate will be send later.
8. No revision of prices will be entertained immediately after opening the tender and / or during the tenancy of contract.

If you have the above minimum facilities and interested in taking the job, please send us your sealed quotation, to the undersigned and subject to our terms and conditions stipulated, for printing and supplying of WRI JOURNAL by offset printing. The detailed specifications and terms and conditions of the job is given above and the Printers whoever wants to see the sample copy of the journal & envelope, may visit at **Sr. Manager / Works Contracts Management, First Floor, 53 Building, BHEL, Trichy** by **21.09.15 to 23.09.15** between **2.00 p.m to 4.00 p.m**. The rate for printing and supplying the WRI Journal with envelopes should be quoted as PRICE BID FORMAT for six issues in one and half year (Volume 36-3 to Volume 37-4). The first issue for printing will start from the supply of Vol. 36-3 (July – October 2015 issue) and the contract will be valid and operative till 30th April 2017 (Till the supply of Vol.37-4 – Oct-Dec'16 issue). BHEL reserves the right to reject any or all the tenders received without assigning any reason thereof.

EMD:

The EMD for the said work is **Rs. 10,000/-** (Rupees Ten Thousand Only) and it should be furnished in the form of DD in favour of **BHEL / Trichy – 620 014**. One time EMD is also acceptable subject to certification of validity by the competent authority. **Offers without EMD will be rejected.**

EMD of the Tenderer will be forfeited as per Tender Documents if:

- i. After opening the Tender, the Tenderer revokes his Tender within the validity period or increases his earlier quoted rates.
- ii. The Tenderer does not commence the work within the period as per LOI / Contract.
- iii. EMD given by all unsuccessful Tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful Tenderer. EMD shall not carry any interest.

SECURITY DEPOSIT:

Security Deposit shall be collected from the successful tenderer. The rate of Security Deposit will be as below:

- Upto Rs. 10 Lakhs:	10 %
- Above Rs. 10 Lakhs upto Rs. 50 Lakhs:	Rs. 1.0 Lakh + 7.5 % of the amount exceeding Rs. 10 Lakhs.
- Above Rs. 50 Lakhs:	Rs. 4.0 Lakhs + 5 % of the amount Exceeding Rs. 50 Lakhs.

The security deposit shall be collected before start of the work by BHEL. The security deposit can be paid only in the form of DD drawn in favour of BHEL Trichy or in the form of bank guarantee of a scheduled Bank.

The security deposit will be refunded,

- a. On successful and satisfactory completion of the contract by production of no due certificate from the competent authority and deduction of recoveries of any.
- b. If the contract is terminated by BHEL due to deficiency of service, after deducting the penal charges as decided by BHEL from the Security Deposit, the balance amount will be paid.
- c. Security Deposit is not refundable if the contract is terminated by the contractor by giving notice before the stipulated period.

FRAUD PREVENTION POLICY:

The Bidder along with its associate / collaborators / sub – vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about fraud or suspected fraud as soon as it comes to their notice”.

Fraud Prevention policy and List of Nodal Officers shall be hosted on BHEL website, vendor portals of Units / Regions intranet.

(TECHNICAL BID)

Contractors are required to furnish the following details and declarations and consideration of their offers.

Sl. No	Requirements	Bidders remarks on meeting the criteria
1	Name of the Contractor	
2	Constitution of the Contractors (Proprietor, Firm, Company etc.)	
3	Address (A) Office Tele.Ph.No.	
4	Residence Address	
5	Qualification	
6	Scope of Work Accept to Execute in Total	
7	Copies of relevant documentary proofs for printing.	
8	EMD Particulars (DD No. & Date)	
9	BHEL's Payment Terms Acceptable	
10	Security Deposit	
11	Service Tax No. / VAT No.	
12	Income Tax Permanent Account No. (PAN no.)	
13	A good quality offset printing facility in Colour with experienced operators. <u>(Indicate yes/no)</u>	
14	DTP facility with laser printer and Colour printer with suitable packages like Corel Draw or PageMaker, etc. <u>(Indicate yes / no)</u>	
15	E-mail facility for interaction with WRI whenever necessary. <u>(indicate email ID)</u>	
16	Proof reader for proof reading text (English). <u>Indicate Yes/No</u>	

Sl. No	Requirements	Bidders remarks on meeting the criteria
17	Declaration under section 4(1) of the press and registration of Books Act, 1867 before District Revenue Officer and Additional District Magistrate (Copy of this declaration should accompany your tender) - <u>(Enclosed the declaration or not)</u>	
18	Printer should have experience in multi colour offset printing. – <u>documentary proof like contract copy, customer certificate etc., to be enclosed</u>	
19	Confirmation on accepting our specifications <u>(Yes/No)</u>	

Enclose PAN card, Service tax registration, VAT registration documents etc., if applicable

Bidders Signature with Seal

PRICE BID

DETAILS OF PRINTING	Rate for 400 Copies	Rate for 450 Copies	Rate for 500 Copies	Rate for 550 Copies	Rate for 600 Copies
<p>1. Rate for printing and paper for 4 cover pages and 36 inner pages in A4 size.</p> <p>COVER: Multicolour design and printing of 4 pages on 220 GSM foreign art white Board (Lumi-German)</p> <p>INSIDE PAGES: Printing of 36 pages in two colours for inner on 90 GSM foreign art matt paper with B&W photographs, graphs, charts.</p> <p>SUBSCRIPTIOPN FORM: In addition to the above 36 pages one page/paper of subscription form on the maplitho 90 GSM paper should be added independently along with the journal.</p> <p>ENVELOPES (Mailing covers): Envelopes to be supplied along with the equal number of journals printed.</p> <p>NOTE: The rates should be inclusive of papers, cover lamination, designing, scanning charges, pasting & binding and delivery for the entire work.</p>					
2. Rate for printing of every additional four pages in two colour on 90 GSM foreign art matt white paper with B&W photographs, graphs, charts.					
3. Rate for multicolour design and printing of every additional 4 pages on 90 GSM foreign art paper with colour photographs, graphs and charts.(When required)					

Indicate taxes if any applicable extra on the above rates:-

L1 will be evaluated on Package of sl.no.1-3 based on the rate quoted for 500 copies.