

भारत हेवी लेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कॉर्पोरेट संचार

Corporate Communication



No. CC/PCAL/2008

19.09.2008

Dear Sir,

Sub: Tender for printing of BHEL Wall and Table Calendars for the year 2009

BHEL invites two part quotations for printing of following items:

(A) BHEL Wall Calendar 2009: 1,22,755 nos.

(B) BHEL Table Calendar 2009: 2500 nos.

Detailed Specifications/ Scope of Work are given in the enclosed Annexure – I.

Your offer, in the prescribed manner as detailed in Annexure -VI, and super-scribed with **“Quotation for printing of BHEL Calendars 2009”** should reach us on or before 2 PM on 04.10.2008, at the following address:

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

Part I i.e. Techno-commercial Bid shall be opened at 3 PM, on the same day i.e. 04.10.2008 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.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited

(S.S. Pillai)
AGM (CC)

Enclosed:

Annexure-I : Specifications and Scope of Work
Annexure-II : Terms & Conditions
Annexure-IIA : Printing Schedules for Wall & Table Calendar
Annexure-IIIA & IIIB : Price Proformas for Wall Calendar & Table Calendar
Annexure-IV : Pre Qualification Requirement (PQR)
Annexure-V : No Deviation Certificate
Annexure – VI : Submission of offer
Annexure – VII : Checklist


जीवन तारा, 5, संसद मार्ग, नई दिल्ली - 110 001 फोन: 23365669, 23361498 फैक्स: 23342769, 23340981
“Jeevan Tara” 5, Sansad Marg, New Delhi – 110001 Phones: 23365669, 23361498 Fax: 23342769, 23340981
वेबसाइट / Website: <http://www.bhel.com>

पंजीकृत कार्यालय: बी.एच.ई. ल. हा. स., सीरी पोस्ट, नई दिल्ली-110049

Regd. Office: BHEL House, Siri Fort, New Delhi-110049

Annexure I
SPECIFICATIONS / SCOPE OF WORK
(A) SPECIFICATIONS FOR BHEL Wall calendar-2009

1	QUANTITY	1,22,755 (One lakh twenty two thousand seven hundred fifty five only)
2	SIZE	17" x 22" (Finished size)
3	NO. OF LEAVES	6 + 1 Flyleaf In addition to above, one backing board strip in size 17" x 2 ½ " size
4	PAPER	
	i Flyleaf	250 GSM Sinarmas Art Card (17" x 22")
	ii Inside Leaves	Royal C2S 130 GSM Matt (BILT) (17" x 22")
	iii Backing Board	250 GSM Duplex Board White (17" x 2 ½")
5	PRINTING	
	i Flyleaf	4 + 4 Colour
	ii Inside Leaves	4 + 4 Colour throughout
	iii Backing Board	NIL
6	MACHINE PROOFS	Machine Proofs of fly leaf and inside leaves are required to be submitted to BHEL or its authorized advertising agency for approval.
7	INPUTS	
	i Transparencies/ Photographs	12 Nos. of size 43 cms. x 28 cms. and 12 nos. in minimum size (ie up to 300 sq.cms.) to be drum scanned in minimum 300 dpi for excellent quality reproduction. The scope includes carrying out the required colour corrections on system in all transparencies/ photographs, as applicable, for excellent results.
	ii Designs on CD	Print Ready File for Designs on CD shall be provided by the advertising agency.
8	FABRICATION & BINDING	Metallic WirO Binding in colour (colour of WirO shall be specified to the successful bidder at a later date) on 17" axis. Galvanized/ Powder Coated hanger (colour of hanger shall be specified to the successful bidder at a later date) of 17" length and appropriate gauge to prevent bending of

		hanger due to the weight of the WirO & Calendar sheets
9	PACKING	Largely in multiples of 100s (or smaller quantity, as may be specified later) wrapped together in waterproof material and packed in 5 ply corrugated box duly strapped thrice in PVC straps twice on one and once on the other axis.
10	SELF ADHESIVE STICKER STRIP	<p>Two strips, each having 15 nos. die-cut individual transparent sticker, printed in red colour for border, with self-adhesive properties, in size marginally higher than the size of dates, to mark holidays by individual recipient on calendar as per his requirement. Both strips to be stuck on Backing Board, one below the other, for each calendar.</p> <p>Sticker Sample </p> <p>Bidders may collect sample sticker from our office.</p>
11	TERM OF DELIVERY	<p>FOR – Works, duly packed.</p> <p>For outstation consignments transportation shall be arranged by the respective consignees through their nominated/ authorized agencies at their cost. No extra charges shall be payable for loading on the vehicles.</p> <p>For details, refer clause 20.0 of Annexure-II.</p>

Notes:

- i. **No extra charges shall be payable for change in language of the text matter in the quantities of calendars for following Units which forms part of the Scope . Separate print-ready files would be provided for each set:**
 - a. Tiruchirappalli Qty. of 16,000 nos. from Hindi-English to Hindi-Tamil-English with name of holidays
 - b. Ranipet Qty. of 3,849 nos. from Hindi-English to Hindi-Tamil- English
 - c. In EDN Qty. of 6,500 nos. from Hindi-English to Hindi-Kannada-English
 - d. In EPD Qty. of 1,800 nos. from Hindi-English to Hindi-Kannada-English
 - e. In ISG Qty. of 1,350 nos. from Hindi-English to Hindi-Kannada-English

The above quantities are out of the total quantity of 1,22,755 Calendars only , and are to be stored separately for dispatch to the respective Units

Quantities at sl. nos. c, d & e are in same language ie Kannada at a total of 9,650. In all there would be four versions including above as per break-up given under:

- Hindi-English : 93256
- Hindi-Tamil-English for Tiruchirappalli with name of holidays Inscribed : 16,000
- Hindi-Tamil-English for Ranipet : 3,849
- Kannada for Bangalore based Units : 9,650

- ii. Designs/ Photographs/ Transparencies supplied by BHEL or its advertising agency are to be returned to BHEL immediately after completion of printing.
- iii. Your offer must include samples of papers / card as per specification above for each item.

(B) SPECIFICATIONS FOR BHEL Table calendar-2009

1	QUANTITY	2,500 (Two thousand five hundred only)
2	SIZE	
	i Stand	8.5" X 6" (Finished size); Open Size: 8.5" x 15" including stand base of 3" width and folding/tunneling at 3 locations
	ii Inside Leaves	8.5" X 5.5" (Finished size)
	iii Envelopes	In suitable size with adequate margins for insertion to house bound and folded calendar
3	NO. OF LEAVES	Fourteen + Stand
4	BOARD/ PAPER	
	i Stand	Imported Board - 1.5 mm thick duly pasted with 80 GSM hand-made/ recycled paper
	ii Inside Leaves	170 GSM hand-made/ recycled Paper
	iii Envelopes	130 GSM hand-made/ recycled paper
5	PRINTING	
	i Stand	Nil
	ii Inside Leaves	14 Leaves: 4+4 Color throughout
	iii Envelope	Single Color
6	MACHINE PROOFS	Machine Proofs of fly leaf and inside leaves are required to be submitted to BHEL or its authorized advertising

		agency for approval.
7	INPUTS	
	i Transparencies/ photographs	24 nos. in minimum size (ie up to 300 sq. cms.) to be drum scanned in minimum 300 dpi for excellent quality reproduction in printing of same. The scope includes carrying out the required colour corrections on system in all transparencies/ photographs, as applicable, for excellent results.
	ii Designs on CD	Print Ready File for Designs on CD by the advertising agency
8	FABRICATION	Imported Board duly pasted with 80 GSM hand-made/ recycled paper. Stand made in size as specified at 2 (i) above and from materials as at 4(i) including base with folds/ tunneling at 3 locations.
9	BINDING	WirO Binding (White or Black) on 8.5" side
10	ENVELOPE	Die-cut envelope in suitable size with required margins to insert the bound calendars. Paper and printing as per specifications given above.
11	PACKING	Largely in multiples of 50s (or smaller quantity, as may be specified later) wrapped together in waterproof material and packed in 5 ply corrugated box duly strapped thrice in PVC straps, twice on one and once on the other axis.
12	TERM OF DELIVERY	FOR – Works, duly packed. For outstation consignments transportation shall be arranged by the respective consignees through their nominated/ authorized agencies at their cost. No extra charges shall be payable for loading on the vehicles. For details, refer clause 20.0 of Annexure-II.

Notes:

- Designs/ Photographs/ Transparencies supplied by BHEL or its advertising agency to be returned to us immediately after completion of printing.
- Your offer must include samples of Papers/ Board as per specification above for each item.

Annexure II**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 ELIGIBILITY CONDITIONS

- 2.1 Only those bidder who meet the **PRE QUALIFICATION REQUIREMENT (PQR)** as specified in Annexure – IV of the tender document are eligible to quote.

3.0 EARNEST MONEY DEPOSIT (EMD)

- 3.1 Your offer shall be accompanied with a DD / Pay Order for Rs. 1,00,000/- 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:

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

3.1.2 EMD of the successful tenderer can be converted and adjusted against the Security Deposit.

- 3.2 Bidders may please note that EMD carries no interest.

- 3.3 EMD shall be forfeited in the following cases:

3.3.1 If after opening of tender, the tenderer revokes his tender within the validity period or increases his earlier quoted price.

3.3.2 The tenderer does not commence the work within the specified period of LOI/ order

4.0 VALIDITY

- 4.1 Your offer should remain valid for a period of 60 days from the date of opening of the tender (Part – I Bid) for our acceptance.

5.0 AWARD OF WORK

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

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

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

- a. Earnest Money Deposit as given in clause 3.0 of Terms and Conditions. **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 Annexure-IV of **Pre-Qualification Requirement** (Pre-Qualification assessment of the bidders shall be done first. If required, BHEL team may also visit the premises and facilities of the bidders).
- b. **No Deviation Certificate** as per Annexure-V.
- c. **Check List** as per Annexure-VII.
- d. **Acceptance to BHEL Terms & Conditions** including “Delivery Schedule” and Conformity to “Specifications/ Scope of Work”, by way of signing and affixing rubber stamp on each page.
- e. **Samples of Papers/ Cards** as per requirement given in Specification. Each paper should bear specification, signature and stamp of the bidder.

Bidders to ensure that their offers are complete in all respects. Any deviation or non-compliance may lead to rejection of their offer at any stage and their PART II offer (PRICE BID) shall not be opened.

5.1.2 PART II (PRICE BID) Opening 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 IIIA and IIIB.

Notes:

- a) PART II to have prices only. Any comments / deviations in this Part except discount shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.
- b) PART-II bids of the bidders who are pre-qualified and are techno-commercially acceptable alone shall be opened.

5.1.3 AWARD OF WORK shall be made on the overall lowest bidder. The evaluation criteria has been detailed in Clause 6.0.

6.0 PRICE EVALUATION

- 6.1 The bidders are required to quote essentially for the entire scope of work. Price evaluation of the lowest bidder (L-1) would be on the basis of the combined price of the **S. No. 6 of Annexure IIIA and IIIB taken together, i.e. price quoted for Wall + Table Calendars (S. No. 6 of Annexure IIIA and IIIB)**. L-1 bidder would be asked to match lowest rates of variable factors for addition / reduction quoted by any other bidder for both the type of calendars.

7.0 PRICE

- 7.1 Price quoted should be firm and exclusive of agency commission.
- 7.2 Price to be given in words as well as in figures without any correction/overwriting. Care should be taken to ensure that the amount in words and figures match with each other.

In case of any mismatch between the prices quoted in figures and words, higher of the two will be considered for evaluation and lower of the two will be considered for placement of the order and no objection would be entertained by BHEL in this regard. Similarly, if there is an error in the total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected accordingly.

- 7.3 All prices quoted including for the paper should be inclusive of all taxes, duties, etc., as applicable, except Service Tax, which should be indicated separately in the Price Proforma enclosed as Annexure-III, as applicable.
- 7.4 Price to be filled-in as per the Price Proforma enclosed as Annexure-III. **Change in Proforma is not allowed.**

7.5 Offers not fulfilling any of the above conditions are liable to be rejected.

8.0 TAXES

8.1 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 should be indicated separately in the specified place in Price Proforma enclosed as Annexure- III.

9.0 SECURITY DEPOSIT (SD)

9.1 The successful bidder shall be required to furnish security deposit equivalent to Rs. 1 Lakh + 7.5% of the order value exceeding Rs. 10 Lakhs within 7 days from the date of LOI by way of 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, 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.

10.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

10.1 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.

11.0 PRICE ESCALATION CLAUSE

11.1 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.

12.0 TRADE / CASH DISCOUNTS

12.1 All trade or cash discounts offered by the Printer should be clearly indicated in the Part-II. Such discounts offered at a later date shall not be considered for evaluation of tender.

13.0 TERMS OF PAYMENT

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

- 13.1.1 Receipt of materials in good condition by all consignee/s to the satisfaction of BHEL as per order,
 - 13.1.2 Return of all materials provided by BHEL to the printer
 - 13.1.3 Receipt of bills duly verified by the nominated Advertising Agency, if any.
- 13.2 While making the payment, statutory deductions as applicable, shall be made by BHEL.
- 13.3 Payment shall be released for the actual quantity delivered and the applicable Unit rates shall be applied to derive the final amount.
- 13.4 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: NEFT Payments

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

Beneficiary Name	
Beneficiary Bank Name	
Beneficiary Bank Address	
IFSC CODE of the Bank	
Beneficiary Account Number	
e-mail ID (if any)	

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 NEFT credits, we will inform BHEL in case of any changes in the Bank particulars at a future date.

Thanking you,

Yours sincerely

14.0 PAPER

- 14.1 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 the Calendars delivered, after completion of the job, along with the bills.

15.0 PRODUCTION

- 15.1 Print-ready File on CD shall be supplied by BHEL or its authorized advertising agency.
- 15.2 Printing shall be supervised at all stages by BHEL representative or its authorized advertising agency, which shall be intimated in due course.
- 15.3 Printer shall return all materials (Transparencies/ Photographs/ CD of Design, etc., as 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.
- 15.4 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.

16.0 PRINTING TIME AND DELIVERY SCHEDULE

- 16.1 Printing time and delivery schedule has to be strictly adhered as per the Printing Schedule given in the enclosed Annexure – II A.

17.0 PENALTY QUALITY

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

18.0 LIQUIDATED DAMAGES DELAY

- 18.1 The printing schedules given at Annexure – II A will have to be strictly adhered to.
- 18.2 Any delay in completion of the job will invite imposition of penalty @ 2% per week or part thereof subject to a maximum of 10% of the total price. The penalty shall be levied on the value of goods which have been delayed. Value of Goods delayed shall be derived on pro-rata basis from total order value. BHEL reserves the right to refuse to accept delivery beyond delay of 2 weeks.

19.0 RISK PURCHASE

- 19.1 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.
- 19.2 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 17 & 18 above.

20.0 DESPATCH

- 20.1 Instructions for dispatch of specified quantities of calendars for each Unit/ Division through specified transporters of BHEL shall be provided subsequently. No additional charges towards manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles, etc., shall be payable by BHEL and total price quoted shall be deemed to be inclusive of all such activities.
- 20.2 No extra delivery charges shall be payable for local delivery of the calendars in BHEL offices based in Delhi/ NCR or the same city in case of outstation printers.

21.0 CHANGE IN THE ORDERED QUANTITY

- 21.1 BHEL reserves the right to increase or decrease the ordered quantity by $\pm 10\%$ before completion of printing work. Payment for such variation shall be worked out on pro-rata basis. Impact on time schedule due to any increase shall be mutually discussed and agreed.

22.0 ARBITRATION

- 22.1 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.
- 22.2 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.

23.0 EFFECT AND JURISDICTION OF CONTRACT

- 23.1 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.

24.0 CONFIDENTIALITY

- 24.1 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.

25.0 ACCEPTANCE OF TERMS AND CONDITIONS

- 25.1 The Printer should specifically mention that all the terms and conditions described above, including the penalty clauses, are unconditionally acceptable.
- 25.2 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.

26.0 INCOMPLETE TENDERS

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

27.0 SPLITTING THE WORK

- 27.1 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.

28.0 CONTRACT TERMINATION

- 28.1 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.

29.0 AUTHORISED OFFICER

29.1 Additional General Manager (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.

30.0 CONTACT PERSONS

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

- Sh. S.S. Pillai – Additional General Manager (CC)
Tel.: 011-23365279, e-mail: ccspillai@bhel.in
- Sh. Ajay Gupta – Manager (CC)
Tel.: 011-23340473, email: ccag@bhel.in
Fax: 011-23342769

ANNEXURE II A**PRINTING SCHEDULE FOR WALL CALENDAR**

1.0	Placement of LOI	:	0 th Day *
2.0	Delivery of the transparencies & Print-ready file of Design by Advertising Agency/BHEL.	:	0 th Day
3.0	Submission of Machine Proofs by Printer	:	3 rd Day
4.0	Approval of final Machine Proofs by Agency/BHEL (incl. Holiday Sticker) & release of the same for printing	:	5 th Day
5.0	Completion of printing of ordered quantity	:	12 th Day
6.0	Commencement of binding, packing and delivery/ dispatch of calendars	:	14 th Day
7.0	Completion of dispatch of the entire ordered quantity including various languages versions	:	25 th Day

Note: Liquidated damages shall be applicable from the 26th day of the above Schedule.

PRINTING SCHEDULE FOR TABLE CALENDAR

1.0	Placement of LOI	:	0 th Day *
2.0	Delivery of the transparencies & Print-ready file of Design by Advertising Agency/BHEL.	:	0 th Day
3.0	Submission of Machine Proofs by Printer	:	4 th Day
4.0	Approval of final Machine Proofs by Agency/BHEL	:	6 th Day
5.0	Completion of printing of the ordered quantity	:	10 th Day
6.0	Commencement of binding, packing and delivery/ dispatch of calendars	:	11 th day
7.0	Completion of dispatch	:	14 th Day

Note: Liquidated damages shall be applicable from the 15th day of the above Schedule

* 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.

Annexure IIIA
PRICE PROFORMA
PRICE PROFORMA FOR BHEL WALL CALENDAR-2009

Quantity	1,22,755 Wall Calendars	
	Note: Order quantity may vary by $\pm 10\%$, payment for variation in quantities of ready Calendar w.r.t. ordered quantity, if any, shall be made/ adjusted on pro-rata basis	
1	Processing, Printing, Fabrication and Binding as per specifications given in Annexure I	
1.1	Cost of drum scanning, processing, printing, fabrication and binding of calendar, inclusive of taxes applicable, if any	Rs. (Rupees)
2	Paper as per specifications given in Annexure I	
2.1	Fly Leaf in 250 gsm Sinarmas Art Card, including all taxes applicable	Rs. (Rupees)
2.2	Inside Leaves in Royal C2S 130 GSM Matt (BILT)	Rs. (Rupees)
2.3	Backing Board in 250 GSM Duplex Board White	Rs. (Rupees)
2.4	Self Adhesive Sticker Strip (2 strips of 15 nos. stickers pasted on Backing Board)	Rs. (Rupees)
3	Packing as per specifications given in Annexure - I	
3.1	Cost of packing 1,22,755 Calendars in the prescribed manner, total around 1,230 boxes (actual nos. may vary but no extra charges for variation on this account shall be payable)	Rs. (Rupees)
4	Total Cost inclusive of all taxes applicable (1.1 + 2.1 + 2.2 + 2.3 + 2.4 + 3.1)	Rs. (Rupees)

5	Service Tax, indicate rate of service tax and amount, if applicable	Rs. (Rupees)
6	Total Cost inclusive of Service Tax (4+5)	Rs. (Rupees)
7	Cost of addition/ reduction, including taxes, in the job for 1,22,755 Calendars	
7.1	For printing of each form of single leaf in 4 + 4 color (front & back)	Rs. (Rupees)
7.2	Paper for single leaf format	Rs. (Rupees)
	Add on cost for the total quantity of 1,22,755 Calendars	
7.3	In case WirO and hanger is on 22" axis and backing board is in 22"x2 ½" size (i.e. in case the calendar is in landscape format in-stead of portrait)	Rs. (Rupees) (per calendar cost)
	Cost for addition/ reduction in scanning of photograph/ transparency, including taxes. The unit rate shall be applied in case of variation in the nos./ size of the scanning vis a vis as specified	
7.4	Scanning of one transparency/ photograph in minimum size ie up to 300 sq.cms	Rs. (Rupees)
7.5	Scanning of transparency/ photograph per sq. cms.,	Rs. (Rupees)
Note: i. Charges on account of colour corrections/ the required system work in each transparency, as applicable, should be in-built in the cost of item at sl.no. 1.1 at pre-page ii. The prices quoted at S. No. 7.1 to 7.5 will not be considered for evaluation. However, the L-1 bidder will be required to match the lowest rates quoted for these items by any other bidder.		

Annexure-III B
PRICE PROFORMA FOR BHEL TABLE CALENDAR-2009

Quantity	:2,500 Calendars with Envelopes	
	Note: Order quantity may vary by $\pm 10\%$, payment for variation in quantities of ready Calendar w.r.t. ordered quantity, if any, shall be made/ adjusted on pro-rata basis	
1	Processing, Printing, fabrication and Binding as per specifications given in Annexure I	
1.1	Cost of drum scanning, processing, printing, fabrication and binding for calendar and envelope, inclusive of taxes applicable, if any	Rs. (Rupees)
2	Paper as per specifications given in Annexure I	
2.1	Cost of 'Stand' made of 1.5 mm thick imported board duly pasted with 80 gsm hand-made/ recycled paper, including all taxes applicable	Rs. (Rupees)
2.2	Cost of 170 gsm hand-made/ recycled paper for 'Inside Leaves', including all taxes applicable	Rs. (Rupees)
2.3	Cost of 130 gsm hand-made/ recycled paper for 'Envelopes', including all taxes applicable	Rs. (Rupees)
3	Packing as per specification given in Annexure - I	
3.1	Cost of packing 2500 Calendars in the prescribed manner, total 50 boxes (actual nos. may vary but no extra charges for variation on this account shall be payable)	Rs. (Rupees)
4	Total Cost inclusive of all taxes applicable (1.1 + 2.1 + 2.2 + 2.3 + 3.1)	Rs. (Rupees)
5	Service Tax, indicate rate of service tax and amount, if applicable	Rs. (Rupees)

6	Total Cost inclusive of Service Tax (4+5)	Rs. (Rupees))
7	Cost of addition/ reduction, including taxes, in the job for 2500 Calendars	
7.1	For each form of single leaf with single color printing and paper	Rs. (Rupees))
7.2	For each form of single leaf with two color printing and paper	Rs. (Rupees))
7.3	For each form of single leaf with 4 + 4 color printing (Front & Back) and paper	Rs. (Rupees))
	Cost for addition/ reduction in scanning of photograph/ transparency, including taxes. The unit rate shall be applied in case of variation in the nos. of the scanning vis a vis as specified	
7.4	Scanning of one transparency/ photograph in minimum size ie upto 300 sq.cms.	Rs. (Rupees))
Note: i. Charges for colour correction/ required system work on each transparency, as applicable, should be included in the charges quoted for item at sl.no. 1.1 at pre-page. ii. The prices quoted at S. No. 7.1 to 7.4 will not be considered for evaluation. However, the overall L-1 bidder will be required to match the lowest rates quoted for these items by any other bidder.		

Annexure IV

PRE QUALIFICATION REQUIREMENT (PQR)

Offers shall be entertained only from **INDIAN TECHNICALLY COMPETENT, EXPERIENCED AND FINANCIALLY SOUND BIDDERS** who meet the following **PRE-QUALIFICATION CRITERIA**:

S.No.	Criteria	Qualification Requirement	Documents required in support of qualification requirement (Self-attested copies to be submitted)	
TECHNICAL CAPABILITY & EXPERIENCE				
1	Infrastructure/ Capability	In-house facilities including but not limiting to following machines/ set-up in excellent working condition:	Availability Status	Self-attested copies of documents to be submitted, as applicable
a. i	Printing Machines	Minimum no. required: Heat-set web offset four colour machine: 1 no. + 28" x 40" sheet-fed 4 colour machine: 1 no.	(in nos.)	Provide following for information: Heat-set web offset • Make • Speed • Year of manufacture 28"x40" sheet-fed • Make • Speed • Year of manufacture
OR				
a. ii	Printing Machines	Minimum no. required: Four colour hi-speed perfecter printing machine: 1no. + 28" x 40" sheet-fed 4 colour machine: 1no.	(in nos.)	Provide following for information: 4 colour Perfecter • Make • Speed • Year of manufacture 28"x40" sheet-fed • Make • Speed • Year of manufacture

OR				
a.iii	Printing Machines	<p>Minimum no. required:</p> <p>28"x40" four colour printing machine (suitable for printing 2 leaves simultaneously on single side): 2 nos.</p> <p>+</p> <p>19"x25" four colour machine (suitable for printing 1 leaf): 1 no.</p>	(in nos.)	<p>Provide following for information:</p> <p>28"x40" sheet-fed</p> <ul style="list-style-type: none"> • Make • Speed • Year of manufacture <p>19"x25" sheet-fed</p> <ul style="list-style-type: none"> • Make • Speed • Year of manufacture
b	CTP	<p>CTP is minimum Requirement</p> <p>Confirm availability of CTP facilities</p>	(Yes or No)	<p>Provide following for information:</p> <ul style="list-style-type: none"> • Make • Year of set-up
c	Gathering, Fabrication, Binding Facilities	<p>Minimum Capacity: 12,000 per day</p> <p>Rate of production of WirO Bound Calendars per day with adequate nos. of Cutting/ Gathering/ WirO Binding machines, required to produce specified quantities per day</p>	(Indicate capacity for No. of WirO bound Calendars per day)	<p>Provide following for information:</p> <p>i) Wiro Binding Machines:</p> <ul style="list-style-type: none"> • Nos. • Make • Capacity <p>ii) Gathering Machines:</p> <ul style="list-style-type: none"> • Nos. • Make • Capacity <p>iii) Any other machines applicable</p>
d	Quality	<p>Minimum Requirement: In-house Quality Control set-up</p> <p>To ensure quality in all stages of the job from pre-press, printing to post production/ binding, etc.</p>	(Yes or No)	Provide details:

2	Similar Work Experience	The printer should have an experience of at least 3 years in printing of multi-leaves 4 colour, Calendars for PSUs/ MNCs/ Large Private Sector	i) Attach self attested copies of at least one such Purchase Order for the job of printing of multi-leaves, 4 colour, Wall calendars of qty. of 1,00,000 or more along with following: a. Sample copies. b. Certification for satisfactory completion from the Customer/s.	
3	FINANCIAL			
		The bidders should have good financial standing to execute the tendered job of requisite quality in the permitted time and shall submit the following self attested documents:	Self attested copies of documents submitted, as applicable	
			Status of submission	
a.		Memorandum of Understanding & Articles of Association/ Partnership Deed/ Registration of the Company	(Yes or No)	
b.		PAN Card	(Yes or No)	
		and acknowledgment of the IT returns filed for the last 3 assessment years.	<ul style="list-style-type: none">• FY• FY• FY	(Yes or No)
c.		Registration certificates as applicable: i. VAT ii. State Sales Tax iii. Excise Duty iv. Service Tax	<ul style="list-style-type: none">••••	(As applicable: Yes or No)
d.		Balance Sheets & Profit & Loss Accounts for the last 3 financial years	<ul style="list-style-type: none">• FY• FY• FY	(Yes or No)

Certified that the above particulars are true.

Date:

Signature of the Authorised Signatory

Place:

(Name of company/firm)

Seal of Company

Annexure - V**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/ PCAL/ 2008 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.

Date:

Signature of Authorised Signatory

Place:

(Designation)

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 Separate Envelope)

- a) Earnest Money Deposit (EMD) as given in Clause 3.0 of Terms & Conditions. 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 Annexure-IV of **Pre Qualification Requirement**.
- b. **No Deviation Certificate** as per Annexure-V.
- c. **Check List** as per Annexure-VII.
- d. Acceptance to **BHEL Terms & Conditions** including **Delivery Schedule** and Conformity to **Specifications/ Scope of Work** , by way of signing and affixing rubber stamp on each page.
- e. **Samples of Papers/ Cards** as per requirement given in Specifications. Each paper should bear specification, signature and stamp of the bidder

Note:

Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance may lead to rejection of their offer at any stage and their **PART II offer (PRICE BID)** shall not be opened.

ii) 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 A and B.

Note: PART "II" to have prices only. Any comments / deviations in this Part except discount 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 superscribed with:

1. Quotation for printing of "BHEL Calendars-2009.
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.

Annexure VII**Checklist**

S.No.	Description /Item	Enclosed Yes/No
1.	Earnest Money Deposit as per Clause No. 3.0 of the Terms & Conditions	Yes/No
2.	No deviation Certificate as per Annexure – V on your letter head.	Yes/No
3.	Document/ Information required as per Annexure – IV of PRE QUALIFICATION REQUIREMENT (PQR)	Yes/No
4.	Copy of the signed BHEL “Terms & Conditions” and Specifications, Schedules” (Annexure-I, II, IIA) as token of acceptance.	Yes/No
5.	Paper Sample as per specifications bearing specifications, sign and rubber stamp of the bidder for both type of Calendar	Yes/No
6.	Part “I” sealed in a separate envelope.	Yes/No
7.	Part “II” sealed in a separate envelope.	Yes/No