

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

कापरेट संचार

Corporate Communication



No. CC/PUBL/01/2012-13  
10.07.2012

Dear Sir,

**Sub: Tender for printing of the BHEL's Annual Report 2011-12**

BHEL invites two part quotations for printing of the following versions of the BHEL's Annual report 2011-12:

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

Your offer, in the prescribed manner as detailed in Annexure-VI, complete in all respects, and superscribed with "**Offer for Printing of BHEL Annual Report 2011-12**" should reach us on or before **20.07.12 (Friday) 14:00 Hrs.** at the following address:

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

**The combined total price (all inclusive) quoted by the compliant bidders for the three versions of Annual Report is the criteria for evaluation of price for award of work.** It is, therefore, mandatory to quote for all the three versions of Annual Report. Incomplete offers shall not be accepted.

**Part "I" i.e. Techno-commercial Bid shall be opened at 15:00 Hrs, on the same day i.e. 20.07.2012** 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 minimum requirement mentioned in the tender (as per clause no 2.0 of Annexure-II), the bid is liable to be disqualified and further participation in the tendering process will be blocked in such specific case(s).

"Jeevan Tara" 5, Sansad Marg, New Delhi – 110001 Phones: 23365669, 23361498 Fax: 23342769, 23340981  
Website: <http://www.bhel.com>

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

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

कार्पोरेट संचार

Corporate Communication




Please note that BHEL may adopt "REVERSE AUCTION" (RA) process to determine the L1 bidder. The date and time of "RA" shall be intimated to the bidders after completing the formalities of the process in consultation with "RA" Service Provider.

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

Thanking you,

Yours faithfully,  
for Bharat Heavy Electricals Limited

  
(Ajay Gupta)  
Sr. Manager (CC)

**Enclosed:**

- |                |                                    |
|----------------|------------------------------------|
| Annexure-I     | : Specifications and Scope of Work |
| Annexure-II    | : Terms & Conditions               |
| Annexure-IIA   | : Printing Schedules               |
| Annexure-III   | : Price Pro forma                  |
| Annexure-IV    | : No Deviation Certificate         |
| Annexure-V     | : Declaration Certificate          |
| Annexure – VI  | : Submission of offer              |
| Annexure – VII | : Checklist                        |

## Annexure – I

SPECIFICATIONS / SCOPE OF WORK
**A: SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2011-12**
ANNUAL REPORT

a.	QUANTITY	<p>Shareholder Version in English Language:</p> <p>i. Unit rate for the quantity band from 1,50,000 to 2,00,000 is required to be given:</p> <p>Finally, depending upon the actual quantity printed, unit rate quoted multiplied by no. of copies printed shall be applicable for the purpose of payment</p>
b.	SIZE	8.25" x 10.75" (Finished size)
c.	NO. OF PAGES	
	i	Covers : 4
	ii	Inside Pages : 288
d.	PAPER	
	i Cover	170 GSM Sinarmas Art Paper (Gloss) – (BILT)
	ii Inside Pages	41 GSM ITC Triveni Super fine paper
e.	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
f.	LAMINATION	As mentioned at Sl. No. e. i above
g.	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.
h.	SCANNING	30 pics are required to be drum scanned in 300 dpi in minimum size ie upto 300 sq.cms.
i.	PROOFING	
	i.	Epson proofs for all pages including covers. Epson proofs should be calibrated with printing machines. Section-wise Imposed HP proofs for all pages including covers.
j.	BINDING	Perfect binding
k.	PACKING	<p>In multiples of 25 wrapped together in thick brown paper.</p> <p><b>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. ii UNDER ITEM NO. 'I' BELOW.</b></p>

I.	<b>DELIVERY</b>	
		<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 <b>as decided by BHEL (whether in the same octroi zone or not)</b>, 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><b>Note:</b></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 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, 7,500 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 2011-12

1	<b>QUANTITY</b>	<p>Equal to no. of copies printed of Shareholder Version in English Language</p> <p><b>Note:</b></p> <p><b>PER COPY RATE QUOTED OF THE SHARE HOLDER VERSION (ENGLISH LANGUAGE) TO BE INCLUSIVE OF COST OF EQUAL NO. OF ENVELOPES.</b></p>
	<b>SIZE</b>	Size matching with Annual Report size with flap of appropriate width for top loading
3	<b>PAPER</b>	120 GSM Maplitho (white) – 'Century'
4	<b>PRINTING</b>	Single Colour
5	<b>FABRICATION</b>	Die-cutting & pasting with good quality quick drying glue
6	<b>INPUTS</b>	
	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	<b>PROOFING</b>	
	i	HP proof of the envelope matter
8	<b>DELIVERY</b>	
	i	Instructions for delivering of specified quantities of envelopes for the Shareholders' Version of the Annual Report (English



		<p>language) to a specific Post Office in the same Octroi Zone or the nearest Post Office as <b>decided by BHEL (whether in the same octroi zone or not)</b>, 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><b>Note:</b>  <b>ENVELOPES WOULD BE REQUIRED IN ADVANCE TO ENABLE POST OFFICE/ MAILER FIX ADDRESS LABELS.</b></p>
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**B: SHAREHOLDER VERSION (HINDI LANGUAGE) OF BHEL ANNUAL REPORT 2011-12 - NO ENVELOPES REQUIRED FOR THIS VERSION**

1.	QUANTITY	Shareholder Version in Hindi Language: 500 copies
2.	PAPER	
	i Cover	170 GSM Sinarmas Art Paper (Gloss) – (BILT)
	ii Inside Pages	60 GSM White Maplitho 'Century' (Woodfree)
<p><b>Note:</b>  <b>PL. NOTE THAT HINDI VERSION OF THE REPORT WOULD BE IDENTICAL TO ENGLISH SHAREHOLDER VERSION EXCEPT CHANGE IN LANGUAGE AND PAPER FOR INSIDE PAGES</b></p>		
3.	PACKING	In multiples of 25 wrapped together in thick brown paper.
4.	DELIVERY	
	i	All 500 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 2011-12**

**DELUXE ANNUAL REPORT**

1.	QUANTITY	2000 copies
2.	SIZE	8.25" x 10.75" (Finished size)
3.	NO. OF PAGES	
	i	Covers : 4
	ii	Inside Pages : 280
4.	PAPER	
	i Cover	280 GSM Gruppo Natural Evolution White
	ii Inside Pages	
	a: Section of 4 colour pages	Royal C2S 130 GSM (BILT): 112 pages
	b: Section of 2 colour pages	90 GSM White Maplitho (Century): 168 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 b: Section of 2 colour pages	112 pages 168 pages
6.	<b>LAMINATION</b>	As mentioned at Sl.No.5 i above
7.	<b>INPUTS</b>	
	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.	<b>SCANNING</b>	No fresh scanning will be required
9.	<b>PROOFING</b>	
	i.	Epson proofs for all 4 colour pages on calibrated machine. Section-wise Imposed HP proofs for all pages including covers.
10.	<b>BINDING</b>	Perfect Binding
11.	<b>PACKING</b>	In multiples of 20 wrapped together in thick brown paper.
12.	<b>DELIVERY</b>	All 2,000 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 2011-12

1	<b>QUANTITY</b>	2000 For deluxe version of BHEL Annual Report in English Language. <b>RATES TO BE INCLUDED IN THE PER COPY COST QUOTED FOR DELUXE VERSION OF BHEL ANNUAL REPORT</b>
2	<b>SIZE</b>	Size matching with Annual Report size with flap of 1.5" width for top loading
3	<b>PAPER</b>	120 GSM 'Century' white Maplitho
4	<b>PRINTING</b>	Single Colour
5	<b>FABRICATION</b>	Die-cutting & pasting with good quality quick drying glue
6	<b>INPUTS</b>	
	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	<b>PROOFING</b>	
	i	HP/ Epson Proofs as applicable, depending upon no. of colours it is printed finally.
8	<b>PACKING</b>	Insertion of the copies in envelopes will be the bidders scope

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/ Transparencies supplied by BHEL to be returned immediately after completion of printing.
- iii. Your offer must include samples of each type of Papers specified under items A, B & C 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.

A handwritten signature in black ink is located on the right side of the page. The signature is stylized and appears to be a cursive representation of a name.

## 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/ PQR**

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

**INFRASTRUCTURE/ CAPABILITY**

- a. Printing machines:  
minimum 2 nos. **Web Offset (minimum 2 colour)** with 22.75" cut off" size + minimum 1 no. **28"x40" Sheet-fed (4 colour) machine** in excellent working condition  
Or  
minimum 1 no. **Roto Gravure machine (minimum 2 colour)** + 1 no. **Web Offset (minimum 2 colour)** + minimum 1 no. **28"x40" Sheet fed (4 colour) machine** in excellent working condition
- b. CTP facility in-house
- c. Automatic perfect binding facility: minimum 2 nos., out of which at least one machine of 18 stations, for binding 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:** BHEL reserves the right 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

**EXPERIENCE**

- a. Similar experience of at least 3 years in printing of Annual Reports: Shareholders' Version for PSUs or MNCs or Large Private Sector. Attach self attested copy of AT LEAST TWO SUCH PURCHASE ORDERS for the job of printing Shareholders' Version 1,50,000 copies or more, in past 3 years





**FINANCIAL**

- a. The bidders should have good financial standing to execute the tendered job. Also provide copy of balance sheets for last 3 financial years.
- b. Registration for taxes as applicable – provide self attested copy of the same

**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 minimum 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.

**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.

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

**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 bidder as per clause 2.0 of Annexure-II of **Eligibility Conditions/ Pre- Qualification Requirement** (Pre-Qualification assessment of the bidders shall be done first. **If required, BHEL reserves the right to visit the bidder's premises to physically verify list of machineries/ facilities mentioned 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 Terms & Conditions"** including "Delivery Schedule" and Conformity to "Specifications/ Scope of Work", by way of signing and affixing rubber stamp on each page.
- f. **Samples of Papers/ Cards** as per requirement given in Specification. Each paper should bear specification, signature and stamp of the bidder.

**Note:**

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

**5.1.2 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:**

i 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.

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



## 6.0 PRICE EVALUATION

- 6.1 BHEL may adopt "**REVERSE AUCTION (RA)**" process to **determine the L1 bidder**. 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**.
- 6.2 The bidders are required to quote essentially for the entire scope of work as per attached Price Proforma (Annexure-III).  
Price evaluation of the lowest bidder (L-1) would be on the basis of the **Combined Total Price** (all inclusive) of the three versions Annual Reports 'Shareholder Version (English Language) – 1,75,000 copies', including equal number of envelopes as per specifications / scope of work given in "A" of Annexure – I + 'Shareholder Version (Hindi Language) – 500 copies as per specifications / scope of work given in "B" of Annexure – I + 'Deluxe Version (English Language) – 2000 copies including equal number of envelopes as per specifications / scope of work given in "C" of Annexure – I i.e. Total Computed Price for Evaluation:  $\{(1,75,000 \times A) + (500 \times B) + (2000 \times C)\}$  where **A** is the per copy rate for Shareholder version English, **B** is the per copy rate for shareholder version Hindi and **C** is the per copy rate for Deluxe Version – refer Annexure-III
- 6.3 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., paper and scanning for each version of the Annual Report by the successful bidder.
- 6.4 Subsequent change in quantities by 10% beyond specified quantities of the three different versions will be governed by the Unit rates quoted for the respective versions by the successful bidder. However, Unit price for application in the subsequent increase in the quantities beyond specified quantities will be exclusive of the scanning charges quoted.
- 6.5 Prices to be submitted in a separate sealed cover in the enclosed Price Proforma (Annexure - III).

## 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 calculation, the calculation shall be corrected by BHEL. In such a case (i.e. in case of calculation error in the amount quoted by the bidder and the corrected amount calculated by BHEL, higher of the two will be considered for evaluation and lower will be considered for placement of the order and no objection will be entertained by BHEL in this regard.

**Decision of BHEL in this regard will be final.**



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

7.4 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, octroi 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. 4 Lakh + 5% of the amount exceeding Rs. 50 Lakhs within 7 days from the date of LOI, and before commencement of the job, by way of demand draft drawn in favor 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 DISCOUNT

12.1 All trade discount offered by the Printer should be clearly indicated in the Part-II (PRICE BID).

## 13.0 TERMS OF PAYMENT

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

- a. Receipt of materials in good condition by all consignee/s to the satisfaction of BHEL as per order,
- b. Return of all materials provided by BHEL to the printer





ALONG WITH APPROVED EPSON/ HP PROOFS BY BHEL OR ITS AUTHORIZED AGENCY

- c. Receipt of bills duly verified by the nominated Advertising Agency, if any.
- 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: EFT Payments

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

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

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

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

Thanking you,

Yours sincerely”

#### 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 each Version 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 for the respective versions of the Annual Report.

## **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, 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.

## **18.0 PENALTY – DELAY**

- 18.1 The printing schedules given at Annexure – II A will have to be strictly adhered to.
- 18.2 **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.

## **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 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.

20.2 No extra delivery charges shall be payable for delivery of the quantities mentioned below of the respective versions of the Annual Report in BHEL office in New Delhi, the same should be included in the per copy rate to be quoted as per Annexure-III:

- a. 7,500 copies of Annual Report English Language out of total printed, after completion of dispatch to post office
- b. 500 copies of Shareholder Version Hindi
- c. 2,000 copies of Deluxe Version

## 21.0 CHANGE IN THE ORDERED QUANTITY

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

## 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 Sr. 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. Hemant Kumar Agarwal  
Sr. Executive (CC)  
Tel.: 011-23742886, email: [hemantkumar@bhel.in](mailto:hemantkumar@bhel.in)  
Fax: 011-23342769  
Or
- Sh. Ajay Gupta – Sr. Manager (CC)  
Tel.: 011-23340473, email: [ccag@bhel.in](mailto:ccag@bhel.in)  
Fax: 011-23342769





**ANNEXURE – II A**
**A  
PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION  
(ENGLISH LANGUAGE): 1,75,000 COPIES**

1.0	Placement of LOI	:	0 <sup>th</sup> Day *
2.0	Delivery of the transparencies & Print-ready file of Design for Annual Report and Envelope by Advertising Agency/ BHEL.	:	0 <sup>th</sup> Day
3.0	Submission of Proofs by Printer for Annual Report and Envelope	:	2 <sup>nd</sup> Day
4.0	Approval of final Proofs by Agency/ BHEL& release of same for printing	:	4 <sup>th</sup> Day
5.0	Completion of printing of Envelopes and commencement of fabrication of envelopes	:	8 <sup>th</sup> Day
6.0	Delivery of Envelopes @ 25,000 per day	:	10 <sup>th</sup> Day
7.0	Completion of printing of Annual Report - 1,75,000 Copies	:	12 <sup>th</sup> Day
8.0	Commencement of Binding and Delivery of Annual Report @ 35,000 copies per day	:	14 <sup>th</sup> Day
9.0	Completion of Delivery of 1,75,000 envelopes	:	18 <sup>th</sup> Day
10.0	Completion of delivery of Annual Report 1,75,000 copies	:	20 <sup>th</sup> Day

**Note:** Penalty shall be applicable from the 21<sup>st</sup> day of the above Schedule.

**B  
PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION (HINDI LANGUAGE): 500 COPIES**

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

**Note:** Penalty shall be applicable from the 14<sup>th</sup> day of the above Schedule

**C  
PRINTING SCHEDULE FOR ANNUAL REPORT DELUXE VERSION (ENGLISH LANGUAGE) : 2,000 COPIES**

1.0	Delivery of the transparencies & Print-ready file of Design for Annual Report and Envelope by Advertising Agency/ BHEL.	:	0 <sup>th</sup> Day
2.0	Submission of Proofs by Printer for Annual Report and Envelope	:	3 <sup>rd</sup> Day
4.0	Approval of final Proofs by Agency/ BHEL& release of same for printing	:	5 <sup>th</sup> Day
5.0	Completion of printing of Envelopes and commencement	:	7 <sup>th</sup> Day



	of fabrication of envelopes		
6.0	Readiness of all Envelopes	:	9 <sup>th</sup> Day
7.0	<b>Completion of printing of Annual Report - 2,000</b> Copies	:	<b>9<sup>th</sup> Day</b>
8.0	<b>Commencement of Binding and Delivery</b>	:	<b>11<sup>th</sup> Day</b>
10.0	<b>Completion of delivery of Annual Report 2,000</b> copies	:	<b>13<sup>th</sup> Day</b>

**Note:** Penalty shall be applicable from the 14<sup>th</sup> 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.

**Schedule of the different Versions of Annual Report are independent of each other and has to be taken-up in parallel and not necessarily one after the other.**





**PRICE PROFORMA (Price for Evaluation)**

S. No.	Description of Items	Annual Report Shareholder Version (English Language) 1,50,000 to 2,00,000	Annual Report Shareholder Version (Hindi Language) 500	Annual Report Deluxe Version (English Language) 2,000
1	For processing, plate making, proofing, printing, fabrication, binding, packing, local delivery, etc., as per Specifications/ Scope given under sl. nos. A, B & C of Annexure -I, for each version of Annual Report	Unit rate including cost of Envelope, Delivery of 7,500 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 500 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 2,000 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)
2	For Paper/ Card as per specifications given under sl. no. A, B & C of Annexure-I for each version of Annual Report			
3	For drum scanning 30 photographs/ tps in minimum 300 dpi for Annual Report Share holder Version (English Language) as sl. no. A of Annexure-I			
4	Unit Rate for each Version of Annual Report, inclusive of all taxes, octroi, duties & levies, except service tax = (1+2+3)			
5	Service Tax, if applicable			
6	Unit Rate including all other taxes, octroi, duties, levies + service tax = (4+5) for each Version of Annual Report	A	B	C
7	Total Computed Price for Evaluation (Inclusive of all taxes, octroi, duties, levies + service tax) i.e. = [(1,75,000xA)+(500xB)+(2,000 xC)]	Rs. .... (Rupees).....)		

## Annexure - IV

**NO DEVIATION CERTIFICATE TO BE GIVEN ON PRINTER'S LETTER HEAD****CERTIFICATE OF ACCEPTANCE**

"Certified that we have read and understood all the terms and conditions of the Tender No. CC/PUBL/01/2012-13 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 - V****DECLARATION CERTIFICATE TO BE GIVEN ON PRINTER'S LETTER HEAD****DECLARATION CERTIFICATE**

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

**(Signature & Seal of the firm)**

A handwritten signature in black ink is located on the right side of the page, below the signature line. The signature is stylized and appears to be the name of the representative of the firm.

**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 Clause 2.0 of Annexure-II of **Eligibility Conditions/ Pre Qualification requirement (PQR)**.
- 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 Terms & Conditions**" including "**Delivery Schedule**" and Conformity to "**Specifications/ Scope of Work**", by way of signing and affixing rubber stamp on each page.
- f. **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.

**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.

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 2011-12".
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 (Part "I-A")	Yes/No
2.	No deviation Certificate as per Annexure – IV on your letter head.	Yes/No
3.	Declaration Certificate as per Annexure-V on your letter head	Yes/ No
4.	Document/ Information required as per Clause-2 of Annexure-II of <b>ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)</b>	Yes/No
5.	Copy of the signed BHEL "Terms & Conditions" and Specifications, Schedules" (Annexure-I, II, IIA) as token of acceptance.	Yes/No
6.	Paper Sample as per specifications bearing specifications, sign and rubber stamp of the bidder for each Version of Annual Report	Yes/No
7.	Part "I-B" sealed in a separate envelope.	Yes/No
8.	Part "II" sealed in a separate envelope.	Yes/No

