

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कारपोरेट संचार
Corporate Communication



No. CC/PUBL/07/13-14
17.06.2013

Dear Sir,

Subject: Tender for printing of the booklet titled "Compendium of Engineering & R&D Highlights 2010-12"

BHEL invites two-part offers i.e. **Part I (Techno-commercial Bid)** and **Part II (Price Bid)** in individual sealed covers for printing and supply of "Compendium of Engineering Highlights & R&D Highlights 2010-12", as per specifications/ scope of work given in the enclosed Annexure-I.

Part I (Techno-commercial Bid) duly superscribed with **Part I (Technical-commercial Bid)** in sealed cover to contain following:

- a. The self-attested copies of Documents to meet the Eligibility Conditions/ PQR of the tender as given under sl. nos.2.1, 2.2. & 2.3 of Annexure-II of Terms & Conditions comprising:
 - i. List of machineries, highlighting machineries asked at sl. no. 2.1
 - ii. Copies of Two POs each for a minimum of 500 copies from PSUs or MNCs or Large Private Sector for a minimum quantity of 500 copies of brochures in past three years
 - iii. Copies for Registration for taxes applicable
- b. Acceptance to Tender Specifications (Annexure-I), Terms & Conditions (Annexure-II), Schedule (Annexure-IIA) of this tender enquiry by way of signing and affixing rubber stamp on each page
- c. Paper samples for cover and inside pages as per specifications. Each paper sample should bear specifications, signature and stamp of the bidder

Note: Bidders to ensure that their offers are complete in accordance to above requirement in all respects. Any deviation or non-compliance may lead to rejection of their offer and Part-II of their offer may not be opened.

Part II (Price Bid) duly super scribed with **Part II (Price Bid)** in a separate sealed cover to contain only the 'Price Bid' duly filled in 'Price Performa' as per enclosed Annexure-III of the tender enquiry.

Note: PART II of the offer 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.

जीवन तारा,5 , संसद मार्ग, नई दिल्ली: फोन:23365669, 23361498 फैक्स: 23342769,
23340981

"Jeevan Tara" 5, Sansad Marg, New Delhi - 110001 Phones: 23365669, 23361498 Fax: 23342769, 23340981

वेब साईट/ Website: <http://www.bhel.com>

पंजीकृत कार्यालयबीएचईएल हाऊस :, सिरि फोर्ट -110049

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

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Bharat Heavy Electricals Limited

कारपोरेट संचार

Corporate Communication



Your offer should be filled-in the format & submitted, after downloading the same, hosted on BHEL website www.bhel.com and on e-portal (eProcure.gov.in) and **should not be typed separately.**

You are requested to ensure that your offer is in strict compliance to tender specifications and requirement or else is liable for rejection.

Your complete offer in strict compliance to the manner, described above, to reach BHEL on or before 2PM on 08.07.2013 at the following address:

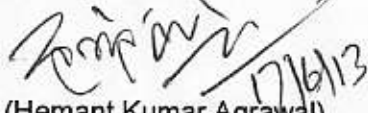
Addl. General Manager,
Corporate Communication,
Bharat Heavy Electricals Ltd.,
Jeevan Tara Building,
5, Sansad Marg,
New Delhi-110 001

Part I of the offer (Techno-commercial Bids) shall be opened at 3 PM, on the same day i.e. 08.07.2013 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. Part II (Price Bids) of the offer of all compliant bidders alone shall be opened on the same day or any other day after intimation to 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).

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited


(Hemant Kumar Agrawal)
Sr. Executive (CC)

Encl: As above

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पंजीकृत कार्यालय बीएचईएल हाऊस :, सिरि फोर्ट -110049

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

Annexure – I

SPECIFICATIONS / SCOPE OF WORK

1	QUANTITY	500 (Five Hundred) copies
2	SIZE	8.25" x 11.75" (Finished size)
3	NO. OF PAGES	
	i	Covers : 4
	ii	Inside Pages: 160
4	PAPER	
	i Cover	250 GSM BILT Sinarmas Art Card Matt
	ii Inside Pages	130 GSM BILT Sinarmas Art Paper Matt
5	PRINTING	
	i Cover	4+ 4 colour
	ii Inside Pages	4 colours throughout
6	LAMINATION	Matt Lamination on outer covers
7	INPUTS	
	i Designs on CD	Print-ready File would be provided by BHEL. However, printer has to open and check the file from the point of view of production. Any corrections / system work required for completion of the job in the Print-ready file shall be in printer's scope.
8	SCANNING	10 pics are required to be scanned in minimum size
9	PROOFING	Jumbled-up machine proofs of pictures, colored charts/ diagrams + Covers
10	BINDING	Perfect Binding
11	PACKING	Each copy to be inserted in the envelopes and envelopes to be affixed with address label provided by BHEL. Copies to be packed in multiple of 20 copies duly wrapped together in brown paper and delivered in BHEL office in Delhi.
12	DELIVERY	To BHEL Centralised Dispatch in BHEL House Siri Fort

B: ENVELOPES

1	QUANTITY	500 nos.
2	SIZE	Size matching with Compendium size with flap of 1.5" width for top loading (finished size)
3	PAPER	90 GSM Century White Maplitho
4	PRINTING	Single Colour
5	FABRICATION	Die-cutting & envelope making, for pasting, good quality glue/ quick drying to be used
6	INPUTS	
	i Designs on CD	Print-ready File would be provided by BHEL. However, printer has to open and check the file from the point of view of production. Any subsequent correction required for size/ layout, etc., in the Print-ready file, shall be printer's scope.



7	PROOFING	Machine Proofs
8	DELIVERY	To NCR based BHEL office. Envelopes are to be pasted with address labels. Address labels would be provided by BHEL.

Note:

- i. Designs/ Photographs/ Transparencies/ CDs supplied by BHEL to be returned immediately after completion of printing.
- ii. Your offer must include samples of Papers as per specification given above.
- iii. Colour corrected photographs used in the compendium, PDF for web hosting applications and Print Ready open file along with fonts for subsequent updation and reprints on CD of the compendium, to be submitted along with the bills.

TERMS & CONDITIONS**1.0 SUBMISSION OF OFFER**

1.1 Your offer should be complete in all respects as given in Annexure – IV.

2.0 ELIGIBILITY CONDITIONS/PQR**2.1 PRINTING & BINDING INFRASTRUCTURE CAPABILITY**

2.1.1 Minimum Two nos. 4 Colour 'Sheet-fed Offset Machine' in size suitable for printing 8.25"x11.75" size brochure, in excellent working condition

2.1.2 Minimum Two nos. Single Colour 'Sheet-fed Offset Machine' in size suitable for printing 8.5"x12.0" finished size envelope, in excellent working condition

2.1.3 CTP facility

2.1.4 Minimum of one no. of 'Automatic Gathering Machine'

2.1.5 Minimum one no. 'Perfect Binding Machine' with adequate no. of clamps to produce 160 pages brochure in one go, in excellent working condition

2.1.6 Minimum of 'Automatic Cutting/ Trimming Machine'

2.1.7 Die-cutting & Fabrication facility for Envelopes

2.1.8 Quality Control set-up

Note: Bidders to submit self-attested copy of List of Machineries/ facilities highlighting minimum of machineries/ facilities indicated above to qualify for their 'Price Bid' opening in Part I of the Offer

2.2 EXPERIENCE

2.2.1 Similar experience of at least 3 years in printing of Brochures for PSUs or MNCs or Large Private Sector. Attach self attested copy of **AT LEAST TWO SUCH PURCHASE ORDERS** for the job of printing brochures of a minimum of 500 copies or more, in past 3 years

Note: Bidders to submit self-attested copy of **TWO POs** from PSUs or MNCs or Large Private Sector for a minimum quantity of 500 copies of brochures in past three years

2.3 FINANCIAL

2.3.1 Registration for taxes as applicable – provide self attested copy of the same

Note: Bidders to submit self-attested copies for Registration for taxes applicable

2.4 UNSATISFACTORY PAST PERFORMANCE

2.4.1 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 PRICE

3.1 Price quoted should be firm and exclusive of agency commission.

3.2 All prices quoted including for the paper should be inclusive of all taxes, duties, etc., as applicable, except service tax, which in case applicable, the same should be indicated separately in the column provided in the Price Proforma, enclosed as Annexure-III.





- 3.3 If, in the price structure quoted for the items, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- 3.4 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- 3.5 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of 3.4 and 3.5 above.
- 3.6 If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- 3.7 Price to be filled-in as per the Price Proforma enclosed as Annexure-III. Change in Proforma is not allowed.
- 3.8 Offers not fulfilling any of the above conditions are liable for rejection.
- 4.0 PAPER**
- 4.1 Paper used by the printer should be strictly as per our specifications and samples enclosed should bear specifications plus signature and stamp of the bidder. The quality of the paper will be verified by BHEL's authorized Advertising Agency.
- 5.0 PRODUCTION**
- 5.1 Print-ready File on CD shall be supplied by BHEL or its authorized advertising agency.
- 5.2 Printing shall be supervised at all stages by BHEL representative or its authorized advertising agency, which shall be intimated in our purchase order.
- 5.3 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 after getting duly verified by them, 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.
- 5.4 BHEL shall be the final authority for accepting the job and reserves rights to inspect printing and fabrication from proofing to the final stages.
- 6.0 VALIDITY**
- 6.1 Your offer should remain valid for a period of 90 days from the date of opening of the tender.
- 7.0 PENALTY – QUALITY**
- 7.1 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.



8.0 LIQUIDATED DAMAGES – DELAY

- 8.1 The printing schedules given at Annexure – II A will have to be strictly adhered to.
- 8.2 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 and levy 10% penalty.

9.0 RISK PURCHASE

- 9.1 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.
- 9.2 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 7 & 8 above.

10.0 PRINTING TIME AND DELIVERY SCHEDULE

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

11.0 TERMS OF PAYMENTS

- 11.1 Full payment shall be released within thirty days from the date of completion of following:
- 11.1.1 Receipt of materials in good condition by all consignee/s to the satisfaction of BHEL as per order,
 - 11.1.2 Return of all materials provided by BHEL to the printer
 - 11.1.3 Receipt of bills duly verified by the nominated Advertising Agency, if any.
- 11.2 While making the payment, statutory deductions as applicable, shall be made by BHEL.

12.0 DESPATCH

- 12.1 Instructions for dispatch of specified quantities 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 all inclusive of all such activities. Deliveries for BHEL offices located in Delhi or the same city in case of outstation printers should be inclusive in the costs and no charges shall be payable separately.

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

13.1 PART I (TECHNO-COMMERCIAL BID) Containing following shall be opened first:

- 13.1.1 Documents submitted to ascertain Eligibility of the bidder as per clause 2.1 to 2.3 of Annexure-II of **ELIGIBILITY CONDITIONS/ PQR** shall be scrutinized first. If required, BHEL reserves the right to visit the bidder's premises to physically verify list of

machineries/ facilities submitted. In case of information given in the 'Techno-commercial Bid' is found to be false or not meeting the minimum requirement mentioned in the tender, **the bidder is liable to be disqualified and further participation in tendering process may be blocked in such cases**

13.1.2 **Paper Samples as per specifications of the tender.**

13.1.3 **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.

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.

13.2 **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:

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

13.3 **AWARD OF WORK** shall be made on the overall lowest bidder. The evaluation criteria have been detailed in Clause 14.0.

14.0 **PRICE EVALUATION**

14.1 The bidder is required to quote essentially for the entire scope of work. **Evaluation of the lowest bidder (Overall L1) would be on the basis of the Total Cost quoted against Sl. No. 3 of Annexure III (Price Proforma) i.e. Total Cost, all inclusive, but excluding service tax.** Overall L1 would be asked to match L1 rates of variable factors for addition / reduction i.e. sl. nos. 6.1 to 6.4 of Annexure-III. However, in case overall L1 party does not match the individual L1 rates for addition / reduction factors, BHEL reserves the right to place the order on other party agreeing to match the L1 rates.

14.2 BHEL reserves the right to split the work on one or more bidders in its own interest. BHEL also reserves right to cancel / scrap the tender without assigning any reason whatsoever.

15.0 **CHANGE IN THE ORDERED QUANTITY**

15.1 BHEL reserves the right to increase or decrease the ordered quantity (maximum 10%) as per rates quoted for addition / reduction factors. In case of increase in quantity beyond 10%, prices shall be discussed & mutually settled.

16.0 **ARBITRATION**

16.1 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.

16.2 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.

17.0 EFFECT AND JURISDICTION OF CONTRACT

17.1 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.

18.0 TAXES

18.1 It is mandatory to comply with all taxes applicable for the required services. Your 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.

A handwritten signature in black ink is located in the lower right quadrant of the page. The signature is stylized and appears to be 'Ramp'.



ANNEXURE – II A

SCHEDULE

1.0	Placement of order	:	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 Jumbled-up Proofs of pictures + Covers by Printer	:	4 th Day
4.0	Approval of Jumbled-up Proofs of pictures + Covers by Agency/BHEL	:	5 th Day
5.0	Completion of printing and submission of advance copies	:	8 th Day
6.0	Approval of advance copies	:	9 th Day
7.0	Completion of dispatch	:	12 th Day

Note: Penalty shall be applicable from the 13th day of the above Schedule

**PRICE PROFORMA**

Quantity	500 booklets + 500 envelopes (as per specifications)	
1	Processing, Printing, Binding, Packing, Delivery in BHEL Office in Delhi and Courier charges for submission of Proofs, as per specifications given in Annexure – I for the Compendium	
1.1	Cost of processing, printing, fabrication and binding, inclusive of taxes/ duties applicable, but excluding Service Tax, if any for the Compendium and Envelops	Rs. (Rupees)
2	Paper as per specifications given in Annexure – I	
2.1	Cost of 250 gsm art card for cover inclusive of taxes/ duties applicable, but excluding Service Tax, if any	Rs. (Rupees)
2.2	Cost of 130 gsm art paper for inside pages, inclusive of taxes/ duties applicable, but excluding Service Tax, if any	Rs. (Rupees)
2.3	Cost of 90 GSM paper for envelopes	
3	Total Cost inclusive of taxes/ duties/VAT applicable, but excluding Service Tax, if any (1.1 + 2.1 + 2.2+2.3)	Rs. (Rupees)
4	Service Tax, in case applicable	Rs. (Rupees)
5	Grand Total, all inclusive	Rs. (Rupees)
6	Cost of addition/ reduction, including all taxes except service tax, in the job for 500 brochures	
6.1	4 colour printing on four pages form	Rs. (Rupees)
6.2	Paper for four pages form	Rs. (Rupees)
6.3	Cost of scanning one transparency/ photograph in minimum size	Rs. (Rupees)
6.4	Cost of 50 brochures complete in all respect including envelopes	Rs. (Rupees)
Note:		
a. Evaluation of the lowest offer by the compliant bidders alone, for award of work, will be based on the cost quoted against sl. no. 3 above i.e. TOTAL COST, ALL INCLUSIVE BUT EXCLUDING SERVICE TAX, subject to matching of the L1 rates of the tender quoted for variable factors (sl. no. 6.1 to 6.4) by any bidder		



SUBMISSION OF OFFER

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

i) Part "I"

Envelope superscribed with "Part I", should contain the following:

- a) Checklist as per Annexure – V.
- b) Acceptance of the enclosed BHEL "Terms and Conditions" (Annexure-II), Delivery Schedule (Annexure-II) and Conformity to "Specifications/Scope of Work" (Annexure-I), by way of signing and affixing rubber stamp on each page.
- c) Self-attested Documents in Compliance to **ELIGIBILITY CONDITIONS/ PQR as specified below Sl. no. 2.1, 2.2 & 2.3 under Notes, of Annexure-II of Terms and Conditions.**
- d) Samples of papers as per requirement given in specifications. Each paper sample should bear specifications, signature and stamp of the bidder.

Note:

In case of non-fulfillment of any one of the above requirement, your Price Bid i.e. "Part II" shall not be opened.

ii) Part "II"

Envelope duly sealed and superscribed with "Part B", should contain the following:

- a) Price Bid as per Price Proforma (Annexure-III) enclosed.

Note:

Part "B" 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.

Both the Parts of the offer, Part I and Part II in individual sealed covers, to be placed in a sealed envelope, duly superscribed with:

1. "Offer for printing of booklet "**Compendium of Engineering Highlights**".
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 – V

Checklist

S.No.	Description /Item	Enclosed Yes/No
1	Copy of the signed BHEL "Terms & Conditions" and Specifications" as token of acceptance.	Yes/No
2	Documents in Compliance to ELIGIBILITY CONDITIONS/ PQR as specified at sl. nos. 2.1, 2.2 & 2.3 under notes of Annexure-II of Terms & Conditions	Yes/No
3	Paper Sample as per specifications, bearing specifications, sign and rubber stamp of the bidder.	Yes/No
4	Part "A" sealed in a separate envelope alongwith this checklist.	Yes/No
5	Part "B" sealed in a separate envelope without any comments / deviations.	Yes/No