



No. CC/AREP/TENDER/2025-26  
22.04.2025

Dear Sir/Madam

**Sub: Tender for printing of the BHEL's Annual Report 2024-25**

**BHEL invites two-part quotations on GEPNIC <https://eprocurebhel.co.in/nicgep/app> for printing of the following versions of the BHEL's Annual Report 2024-25**

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

Annexure-I to Annexure-VIII enclosed herewith constitute the entire tender specifications.

Your **Offer for Printing of BHEL Annual Report 2024-25'**, in the prescribed manner as detailed in Annexure-VII, complete in all respects, should be submitted on or before **29.04.2025 (Tuesday) 11:00 Hrs.**

Please note that the tenders received beyond the specified submission time/ date i.e. **11.00 hrs. 29.04.2025 (Tuesday)** shall be treated as Late Tender and shall not be considered.

**Part "I" i.e. Techno-commercial Bid is scheduled to be opened at 11:30 hrs. on the same day i.e. 29.04.2025 (Tuesday)** or on any subsequent day after prior intimation to all bidders.

Thanking you,

Yours faithfully,  
for Bharat Heavy Electricals Limited

(Pallavi Chaudhuri)  
Manager (Corp. Comm.)

**Enclosed:**

- |               |  |
|---------------|--|
| Annexure-I    | : Specifications and Scope of Work                     |
| Annexure-IIA  | : Special Terms & Conditions                           |
| Annexure-IIB  | : General Terms & Conditions                           |
| Annexure-III  | : Printing & Delivery Schedule                         |
| Annexure-IV   | : No Deviation Certificate                             |
| Annexure-V    | : Declaration Certificate (Infrastructure & Machinery) |
| Annexure-VI   | : Price Proforma                                       |
| Annexure-VII  | : Submission of offer                                  |
| Annexure-VIII | : Checklist  |

## Annexure – I

### SPECIFICATIONS / SCOPE OF WORK

#### **A: SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2024-25 ANNUAL REPORT**

1.	<b>QUANTITY</b>	<b>1600 ± 25%</b> <i>Note: ESTIMATED quantity to be printed will be intimated to the successful bidder in LOI</i> <i>Finally, depending upon the actual quantity printed, unit rate quoted multiplied by no. of copies printed shall be applicable for the purpose of payment.</i>
2.	<b>SIZE</b>	8.25" x 10.75" (Finished size)
3.	<b>NO. OF PAGES</b>	
	i	Covers: 4
	ii	Inside Pages: 360
4.	<b>PAPER</b>	
	i <b>Cover</b>	220 GSM Art Paper (Gloss - White)
	ii <b>Inside Pages</b>	
	a: Section of 4 colour pages	64/65 GSM Maplitho: 152 pages
	b: Section of 2 colour pages	64/65 GSM Maplitho: 208 pages
5.	<b>PRINTING</b>	
	i. <b>Cover</b>	4+ 4 Colour with Neutral Aqueous Coating on outer covers
	ii. <b>Inside Pages</b>	
	a: Section of 4 colour pages	152 pages
	b: Section of 2 colour pages	208 pages
6.	<b>LAMINATION</b>	As mentioned at Sl. No.5. i above
7.	<b>INPUTS</b>	
	Designs	Print-ready File would be provided by BHEL's authorized advertising agency directly or by BHEL. 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>PROOFING</b>	Digital proofs
9.	<b>BINDING</b>	Perfect binding



		Note: Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding such that the pages do not come out even after using the Annual Report copies several times on a regular basis.
10.	<b>PACKING</b>	In multiples of 10 wrapped together in thick paper.
11.	<b>DELIVERY</b>	<b>Delivery of the Annual Report (English language) to BHEL's Office in New Delhi on a date specified by BHEL.</b>

#### B: ENVELOPES

#### ENVELOPES FOR THE SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2024-25

1	<b>QUANTITY</b>	<b>1000 (+25%)</b>
2	<b>SIZE</b>	Approx. 242mm X 318mm with <b>Self-adhesive flap</b> of 1.5" width for top loading
3	<b>PAPER</b>	120 GSM Maplitho (white)
4	<b>PRINTING</b>	Single Color
5	<b>FABRICATION</b>	Die-cutting & pasting with good quality quick drying glue
6	<b>LAMINATION</b>	Envelopes to be laminated from inside
7	<b>INPUTS</b>	
	Designs	Print-ready File would be provided by BHEL's authorized advertising agency directly or 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.
8	<b>PROOFING</b>	Digital proof of the envelope matter
9	<b>DELIVERY</b>	Delivery of the Annual Report (English language) to BHEL's Office in New Delhi on a date specified by BHEL.



**C: SHAREHOLDER VERSION (HINDI LANGUAGE) OF BHEL ANNUAL REPORT 2024-25-  
NO ENVELOPES REQUIRED FOR THIS VERSION**

1.	<b>QUANTITY</b>	<b>Shareholder Version in Hindi Language: 100 (+25%) copies</b>
2.	<b>SIZE</b>	<b>8.25" X 10.75" (Finished Size)</b>
3.	<b>NO. OF PAGES</b>	
	<b>i</b>	<b>Covers: 4</b>
	<b>ii</b>	<b>Inside Pages: 360</b>
4.	<b>PAPER</b>	
	<b>i Cover</b>	220 GSM Art Paper (Gloss - White)
	<b>ii Inside Pages</b>	
	a: Section of 4 colour pages	64/65 GSM Maplitho: 152 pages
	b: Section of 2 colour pages	64/65 GSM Maplitho: 208 pages
5.	<b>PRINTING</b>	
	<b>i. Cover</b>	4+ 4 Colour with Neutral Aqueous Coating on outer covers
	<b>ii. Inside Pages</b>	
	a: Section of 4 colour pages	152 pages
	b: Section of 2 colour pages	208 pages
6.	<b>LAMINATION</b>	As mentioned at Sl. No. 5 i above
7.	<b>INPUTS</b>	
	Designs	Print-ready File would be provided by BHEL's authorized advertising agency directly or 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.
8.	<b>PROOFING</b>	Digital proofs for all pages including covers.
9.	<b>BINDING</b>	Perfect binding Note: Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding such that the pages do not come out even after using the Annual Report copies several times on a regular basis.
10.	<b>PACKING</b>	In multiples of 10 wrapped together in thick paper.
11.	<b>DELIVERY</b>	All copies to be delivered to BHEL's Office in New Delhi.



1	<b>QUANTITY</b>	<b>Deluxe Version in English Language: 20 (+25%) copies</b>
2	<b>SIZE</b>	<b>8.25" X 10.75" (Finished Size)</b>
3	<b>NO. OF PAGES</b>	
	<b>i</b>	<b>Covers: 4</b>
	<b>ii</b>	<b>Inside Pages: 360</b>
4	<b>PAPER</b>	
	<b>i Cover</b>	220 GSM Art Paper (Gloss - White)
	<b>ii Inside Pages</b>	
	a: Section of 4 colour pages	90 GSM Art paper Matt: 152 pages
	b: Section of 2 colour pages	90 GSM Art paper Matt: 208 pages
5.	<b>PRINTING</b>	
	<b>i. Cover</b>	4+ 4 Colour with Neutral Aqueous Coating on outer covers
	<b>ii. Inside Pages</b>	
	a: Section of 4 colour pages	152 pages
	b: Section of 2 colour pages	208 pages
6.	<b>LAMINATION</b>	As mentioned at Sl. No. 5 i above
7.	<b>INPUTS</b>	
	Designs	Print-ready File would be provided by BHEL's authorized advertising agency directly or 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.
8.	<b>PROOFING</b>	Digital proofs for all pages including covers.
9.	<b>BINDING</b>	Perfect binding Note: Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding such that the pages do not come out even after using the Annual Report copies several times on a regular basis.
10.	<b>PACKING</b>	In multiples of 10 wrapped together in thick paper.
11.	<b>DELIVERY</b>	All copies to be delivered to BHEL's Office in New Delhi. <b>Per copy rate to be quoted for this version as per Annexure-VI should be inclusive of above, no extra cost will be payable separately.</b>



**General Notes (applicable to all versions):**

- i. Variation in number of inside pages vis-à-vis specified in respect of each type of Annual Report shall be calculated on pro-rata basis in accordance to the unit rates quoted for the respective versions of Annual Reports.
- ii. Subsequent change in quantities up to 25% beyond specified quantities of the two versions of the Annual Reports & envelopes will be governed by the Unit rates quoted for the respective Version of the Annual Report by the successful bidder.
- iii. Your offer must include samples of each type of Papers specified under items A, B, C, D of Annexure-I, as above.



## Annexure – IIA

### SPECIAL TERMS & CONDITIONS

1.0	<b><u>ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)</u></b>	
	Only those <b>Delhi-NCR based printers</b> who meet the <b>PRE QUALIFICATION REQUIREMENT (PQR)</b> in terms of <b>INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL/ PAST PERFORMANCE</b> as specified below, are eligible to quote:	
1.1	<b>INFRASTRUCTURE/ CAPABILITY</b>	
	The bidders must have the following machinery and ancillary equipment, as the minimum requirement:	
		<b>Documents to be submitted for scrutiny for compliance</b>
1.1.1	CTP facility in-house: ONE	CA certified List of Machinery <b>highlighting</b> each set of the machines/facilities/set-up specified as under + Self-attested certificate on Bidder's letterhead as per Annexure-V
1.1.2	Minimum ONE no. Heat- set Web Offset Machine suitable for 4 colour printing with minimum 23"x36" cut off size + Minimum ONE no. Heat-set Web Offset Machine suitable for a minimum of 2-Colour or more printing with minimum 23"x36" cut off size + Minimum ONE No. Digital printer suitable for 4 colour printing with minimum A3 size printing <b>OR</b> Minimum Two Nos. Sheet-fed 4-Colour Machine in minimum 23"x36" size in excellent working condition + Minimum ONE No. Digital printer suitable for 4 colour printing with minimum A3 size printing Minimum ONE no. Heat-set Web Offset	CA certified List of Machinery <b>highlighting</b> each set of the machines/facilities/set-up specified + Self-attested certificate on Bidder's letterhead as per Annexure-V



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	capitalization/PSUs/Ministries (GoI). <b>The copies printed should include printing of 4 colour pages as well.</b>	<b>(successfully executed in the last three years ending on 31.03.2025).</b>  <b>Successful Work Completion certificates on the letter-head of the client (copy of PO submitted)/email from the said company that has issued the PO, that the said job has been executed need to be enclosed along with the bid.</b>
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1.3	<b>FINANCIAL</b>	
1.3.1	<p>1) The bidder's Average Annual Turnover during the last three financial years ending on 31.03.2024 (i.e. FY 2021-2022, 2022-2023, 2023-24) should be more than or equal to Rs. 1.54 Lakhs/-</p> <p>2) Income Tax Returns for the last three financial years ending 31.03.2024.</p>	<p>1) Self-attested copies of Audited Balance Sheet and Profits &amp; Loss Account statements of last three financial years ending 31st March 2024 i.e. FY 2021-2022, 2022-2023, 2023-24). <u>In case audited Balance Sheet and Profit &amp; Loss Account statements of one or more year are not available with the bidder, a certificate confirming Annual Turnover(s) of respective year(s) duly certified by a CA has to be submitted.</u></p> <p>2) Self-attested copies of acknowledgements of IT returns (ITR) of last three financial years ending 31st March 2024 i.e. FY 2021-2022, 2022-2023, 2023-24). <u>(In case ITR is not available, self-declaration should be submitted stating that the ITR shall be submitted as and when it is filed)</u></p>



1.3.2	<b>Registration for GST &amp; PAN</b>	<b>Self-attested copies of PAN Card &amp; GST Registration.</b>
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## 2.0 SUBMISSION OF BIDS:

**2.1** Bid shall be submitted in following form:

**Part I (Techno-Commercial Bid)** containing:

- a. Documents and information required for ascertaining the qualification of the printer as per clause 1.0 of Annexure-IIA of Eligibility Conditions/ Pre-Qualification Requirement (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 submitted in the 'Techno-commercial Bids'). In case the 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 shall not be considered in such cases.
- b. No Deviation Certificate as per Annexure-IV.
- c. Declaration Certificate (Infrastructure & Machinery) as per Annexure-V to be submitted as per Sl. No. 1.1 of Annexure IIA.
- d. Check List as per Annexure-VIII.
- e. Acceptance to 'BHEL Special Terms & Conditions' (Annexure-IIA); 'BHEL General Terms & Conditions' (Annexure-IIB); 'Printing & Delivery Schedule' (Annexure-III) and Conformity to 'Specifications/ Scope of Work' (Annexure-IA, IB, IC, ID), by way of signing and affixing rubber stamp on each page.
- f. Signed & stamped Paper Samples as per specifications given in Annexure-I for the respective versions of the Annual Report to be submitted separately along with Part I of the offer. On the Blank Samples for each type of paper, the bidder should indicate specifications (grammage, type and make) for different materials in line with requirements specified in the tender in Annexure IA, IB, IC, ID.

**Note:**

- a. 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.
- b. Price shall not be quoted anywhere in the techno-commercial bid.**



## 2.1.2 PART II (PRICE BID) COMPRISING:

**PART II (PRICE BID)**, should only contain following:

Price Bid as per Proforma given in **Annexure VI**.

**Note:** 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.

## 3.0 PRICE EVALUATION AND AWARD OF WORK

**3.1** The bidders are required to quote essentially for the entire scope of work.

**3.2** Price evaluation of the lowest bidder (L-1) would be as per **Sl. No. 4 of Annexure VI**, i.e. on the basis of the **Total Computed Price for Evaluation (ALL INCLUSIVE BUT EXCLUDING GST)** of the three versions of Annual Reports' Shareholder Version (English Language) – 1,600 copies', as per specifications / scope of work given in "A" of Annexure-I + 'Shareholder Version (Hindi Language) – 100 copies as per specifications / scope of work given in "C" of Annexure-I + Deluxe Version (English Language) – 20 copies', as per specifications / scope of work given in "D" of Annexure-I + 'Envelopes – 1000 copies as per specifications / scope of work given in "B" of Annexure-I i.e. Total Computed Price for Evaluation:  $\{(1600 \times A) + (1000 \times B) + (100 \times C) + (20 \times D)\}$  subject to clauses at **Sl. No. 4.0 of Annexure-II B**.

**3.3** **AWARD OF WORK** shall be made on the overall lowest bidder (L1 bidder).

## 4.0 PAPER

**4.1** Paper used by the printer should be strictly as per our specifications. Samples enclosed should also bear brief specifications (grammage, type and make), signature and stamp of the bidder.

**4.2** Upon completion of the job, printer shall be mandatorily required to submit a certificate from a reputed and authorized lab (third party) on their official letter-head with regard to specification of the paper used in each Version of the Report/Envelope delivered, along with the bills submitted, failing which bills will not be admissible.

## 5.0 PRINTING TIME AND DELIVERY SCHEDULE

**5.1** Printing time and **delivery schedule has to be strictly adhered** to as per the Printing Schedule given in the enclosed **Annexure – III** for the respective versions of the Annual Report.

**5.2** Owing to Annual Reports being statutory documents governed by SEBI guidelines, printing and completion of dispatch of Shareholder Version (English) of BHEL Annual Reports 2024-25 has to mandatorily completed **by/before 01.07.2025 or date specified by BHEL at the time of sharing of print-ready file**.



## 6.0 PENALTY – QUALITY

- 6.1** If the final product does not match the quality and specifications mentioned, BHEL will not be obliged to accept the goods. If at all the goods are accepted, BHEL reserves the right to impose **maximum penalty @10% of the total cost of respective versions**. Bidder shall be given reasonable opportunity to place his side before the penalty is applied by BHEL. *Any variation in grammage of paper used vis-à-vis the paper specified in the specification for each version of the Report/Envelope (as per Annexure-I) should not be more than -2.5%. However, where 2.5% is less than 1.5GSM, the tolerance shall be -1.5GSM. Any variation beyond as specified above shall not be acceptable and may be liable for attracting penalty @2% per GSM up to a maximum penalty @10% of the total cost of respective versions. Discretion to levy/waive off penalty lies solely with BHEL.*
- 6.2** Penalty up to a maximum of 10% of the total cost of respective versions can also be levied (solely on BHEL's discretion) if quality of final product delivered is found wanting by BHEL on any of the following counts:
- Quality of images in the printed copies are inferior and appear blurred or smudged
  - Opacity of paper used is poor and see-through of text on reverse side is prominent
  - Pages (inside pages or outer covers) of multiple copies are smeared with unwanted spots/marks/impressions/thumbprints etc. due to poor handling during any of the intermittent processes
  - Pages (inside pages or outer covers) of multiple copies have crease marks, dog-ears etc.
  - The binding of printed copies is fragile and the inside pages are falling apart loose

## 7.0 PENALTY – DELAY

- 7.1** The printing schedules given at **Annexure-III** will have to be strictly adhered to. Owing to Annual Reports being statutory documents governed by SEBI guidelines, printing and completion of dispatch of Shareholder Version (English) of BHEL Annual Reports 2024-25 has to be mandatorily completed **by/before 01.07.2025 or date specified by BHEL at the time of sharing of print-ready file.**
- 7.2** Any delay, attributable to the bidder, beyond specified schedule for completion of dispatches or job, as applicable for the respective versions of the Annual Report, will invite imposition of penalty and applicable legal action(s).
- 7.3** LD shall be levied @2% per day of delay on the total order value of the respective version.
- 7.4** In case of any amendment/revision, the LD shall be linked to the amended/ revised PO value.
- 7.5** On account of Annual Reports being statutory documents governed by SEBI guidelines, BHEL reserves the right to refuse to accept delivery of goods beyond delay of one week.

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- 7.6** Bidder on whom penalty on account of delay is levied may be liable for disqualification and of being barred from future participation in BHEL tenders, subject to BHEL's discretion, up to a period as decided by BHEL.

## **8.0 DISPATCH**

- 8.1** 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- VI**:
- 1,600 copies of Annual Report Shareholder Version English
  - 100 copies of Shareholder Version Hindi
  - 1000 Envelopes
  - 20 copies of Deluxe Version

## **9.0 CHANGE IN THE ORDERED QUANTITY**

- 9.1** BHEL reserves the right to increase or decrease the ordered quantity by  $\pm 25\%$ .
- 9.2** Number of inside pages may vary, which will be intimated in advance. Variation in number of inside pages will be calculated on pro-rata basis and governed by the unit rate quoted, as applicable.

## **10.0 INSPECTION**

- 10.1** BHEL will engage a representative for supervision of the print job. Notwithstanding the same, the bidder shall be solely responsible for adherence to specifications, quality of workmanship, and timely supplies. However, in case BHEL representatives desire to inspect the works at any stage during execution, the bidder shall have to provide all necessary assistance and arrangements for this purpose.
- 10.2** Paper needs to be procured immediately after the date of issuing of the LOI. BHEL reserves the right to examine the quality of paper procured. Paper should be ready and available well before BHEL shares the print-ready file, in order to maintain printing and delivery schedule. BHEL reserves the right to send its representatives to the printer's facility to examine the quality of paper procured.

## **11.0 LATEST UPDATES**

- 11.1** All corrigenda, addenda, amendments, time extensions, correspondences, clarifications, changes, errata, revisions etc. to the tender will be hosted on the websites ([www.bhel.com](http://www.bhel.com) and <https://eprocurebhel.co.in>) only and not in newspapers. Bidders should regularly visit the websites till the date of submission of the bids to keep themselves updated.

**Signature of Printer with Seal**

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## Annexure – IIB

### GENERAL TERMS & CONDITIONS

#### 1.0 SUBMISSION OF OFFER

Your offer should be complete in all respects (Refer Check-list at Annexure-VIII). 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 PROVISIONS FOR MICRO AND SMALL ENTERPRISES (MSEs)/Start-Ups

Any Bidder falling under MSE category, shall furnish the following details & submit documentary evidence Govt. Certificate etc. in support of the same along with their offer.

Type under MSE	SC/ST owned	Women owned	Others
Micro			
Small			

Note: - If the bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSE category.

- (i) Start-ups/MSE suppliers / bidders can avail other intended benefits, **except exemption in terms of past experience, infrastructure requirements and other eligibility criteria as specified in PQR- Annexure IIA**, only if they submit along with the offer, attested copies of either Udyam/Udyog Aadhaar or EM-II certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM-II certificate along with attested copy of a CA certificate (format enclosed in the tender) where deemed validity of EM-II certificate of five years has expired applicable for the last audited financial year. Date to be reckoned for determining the deemed validity will be the last date of Bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for this enquiry if the above required documents are not submitted along with offer.
- (ii) In case of any change in the MSE status of the Bidder, it shall be the responsibility of the Bidder to notify the change as a part of the Bid document. If at a later date it comes to the knowledge of BHEL, that the change



in the status has not been intimated by the Bidder and the order is obtained under the premise of an MSE then BHEL would cancel the pending order against this tender and take necessary steps for suspension of the business dealing with the Bidder as per the procurement policy of BHEL.

- (iii) However, credentials of all MSE suppliers / bidders will be verified before considering the intended benefits for MSE suppliers at the time of tender evaluation.
- (iv) Start-ups who are also registered as MSEs and wish to avail the benefits as applicable to MSE, shall submit relevant documents covered under Conditions for Micro and Small Enterprises elsewhere in this tender. **However, exemption in terms of past experience, infrastructure requirements and other eligibility criteria as specified in PQR- Annexure IIA shall not be allowed/given and no relaxation shall be given to the bidders on those criteria**
- (v) MSE bidders will get other intended benefits as per the Public Procurement Policy 2012 for MSE & its Amendment 2018. **However, exemption in terms of past experience, infrastructure requirements and other eligibility criteria as specified in PQR- Annexure IIA shall not be allowed/given and no relaxation shall be given to the bidders on those criteria.**

### 3.0 SECURITY DEPOSIT (SD)/ PERFORMANCE GUARANTEE

- 3.1 **Successful bidder has to submit a Security Deposit.** The total amount of Security Deposit will be 5% of the total contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit. The balance amount to make up the required Security Deposit of 5% of the contract value shall be acceptable in any of the forms as per clause no. 3.2 below.
- 3.2 **Modes of deposit:** Upon acceptance of tender, the successful tenderer must submit the security deposit in any of the following forms:
- Cash (as permissible under the extant Income Tax Act)
  - Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/Electronic Fund Transfer in favour of BHEL.
  - Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
  - Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor/Bidder, a/c BHEL).



- v. Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor/Bidder furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL).
- vi. Insurance Surety Bonds

**(Note:** BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

- 3.3 The security deposit shall not carry any interest. Security Deposit shall be released to the successful tenderer/bidder upon fulfilment of all contractual/ statutory obligations as per terms of the contract/tender after completion of work/services.

#### **4.0 PRICE**

- 4.1 Rates/amount/ quoted by the bidder will be firm for the contract period or extended period of contract. No price variation and escalation due to increase in manpower / material cost will be allowed.

- 4.2 Price to be filled in as per the Price Proforma **(Annexure VI)**. Change in Price Proforma is not allowed.

- 4.3 All rates/prices should be all inclusive **except GST** (as applicable). GST portion should be indicated separately in the place provided in the Price Proforma enclosed as **(Annexure VI)**.

#### **4.4 Correction of arithmetic errors: Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:**

- i. 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.
- ii. 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
- iii. 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 to **Sl. No. i) and ii) above**.
- iv. If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to 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.

- 4.5 The bidders are required to quote essentially for the entire scope of work.
- 4.6 Offers not fulfilling any of the above conditions are liable for rejection.

## 5.0 TAXES

- 5.1 It is mandatory to comply with all taxes applicable for the required services. Your price should be all inclusive, **except GST**. The amount towards GST should be indicated separately in the specified place in Price Proforma enclosed as **Annexure- VI**.
- 5.2 To enable BHEL to avail GST Input tax credit, contractor/Bidder shall submit invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit in the name of BHEL Corporate Office, BHEL House, Siri Fort, New Delhi.
- 5.3 Payment shall be made to contractor/bidder only after submission of GST complaint tax invoice as mentioned above and other relevant documents.
- 5.4 GSTIN of BHEL will be provided to the vendor/bidder by respective office of BHEL along with the work order.
- 5.5 In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL due to non/delay in filing of GSTR or delay in/non-payment of tax to Govt. by agency or for any other reasons not attributable to BHEL, in such case any financial implication on BHEL on account of delay/loss/recovery from BHEL of such GSR Credit along with interest levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from the vendor/bidder's bill.
- 5.6 Payment to the bidder will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act & GST, as amended from time to time and a certificate to this effect to be provided to contractor/bidder.
- 5.7 Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.
- 5.8 All requirements for issue of E-way bill will be the responsibility of the bidder.
- 5.9 Applicable GST shall also be recoverable from the vendor/bidder in case of LD recovery/penalty on account of breach of terms of contract.



## 6.0 PRICE ESCALATION CLAUSE

- 6.1 All the prices quoted by the bidders shall be in Indian Rupees and shall be FIRM and not subject to any price escalation.

## 7.0 VALIDITY OF OFFER

- 7.1 Your offer should be valid for at least **90 days from the date of opening of the Bid.**

## 8.0 TERMS OF PAYMENT

- 8.1 100% payment (excluding the amount withheld as per Clause 5 above) shall be made within 45 days from the date of receipt of admissible bills, duly verified by the BHEL-empowered advertising agency engaged for supervision of printing of the Annual Reports, along with the acknowledged copies of challans for receipt of complete quantities in good conditions; lab report (on paper used in each version of report/envelope) from certified/authorized third party lab on their official letter-head and return of all input materials provided by BHEL to the printer. All payments shall be subject to Statutory Deductions as per norms. While making the payment, statutory deductions as applicable, shall be made by BHEL.
- 8.2 BHEL reserves the right to make payment through EFT mode.
- 8.3 No advance payment of work will be made to the agency.
- 8.4 Further the payments are subject to terms & Conditions mentioned under Taxes Duties.
- 8.5 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.

<b>BANK NAME &amp; COMPLETE ADDRESS WITH PIN CODE</b>	
<b>BANK ACCOUNT NO.</b>	
<b>MICR CODE</b>	
<b>IFSC CODE</b>	
<b>PARTY'S E-MAIL – ID</b>	

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<b>PAN NO.</b>	
<b>GST REGN. NO.</b>	
<b>PARTY's NAME &amp; COMPLETE ADDRESS</b>	

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

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

Thanking you,  
Yours sincerely"

#### 9.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

9.1 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.

#### 10.0 RISK PURCHASE

10.1 In the event the bidder fails to procure paper as specified in Clause no. 10.2 of Annexure-IIA, BHEL, if deemed fit, may arrange it from elsewhere at the risk and the cost of the seller. BHEL at its option will be entitled to terminate the contract and bidder shall be liable for any loss which BHEL may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clauses 6.0 & 7.0 in Annexure IIA.

10.2 If the bidder fails to deliver goods or any installment thereof within the period fixed for such delivery or if for some reason, Purchaser is convinced that the bidder will default on scheduled delivery, or for any other breach of the contract, BHEL shall be entitled to cancel the order either in whole or portion thereof without compensation to bidder and if BHEL so desires, may procure upon such terms and in such manner as deemed appropriate, at the risk and cost of the bidder and the bidder shall be liable to the BHEL for any excess costs provided that the bidder shall continue the Performance of the order to the extent not cancelled under the provisions of this clause. Bidder shall on no account be entitled to any gain on such repurchases.



## 11.0 FORCE MAJEURE

- 11.1 "Force Majeure" shall mean any event beyond the reasonable control of the Purchaser or of the Seller/Contractor including but not limited to fire, flood, earthquake or other acts of God, war, riots, civil war and restraints of Governing States, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected. The following events are explicitly excluded from Force Majeure and are solely the responsibilities of the non-performing party: a) any strike, work-to-rule action, go-slow or similar labour difficulty (b) late delivery of equipment or material (unless caused by Force Majeure event) and (c) economic hardship.
- 11.2 If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within 15 (fifteen) days after the occurrence of such event.
- 11.3 The party who has given such notice shall be excused from the Performance or punctual Performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's Performance is prevented, hindered or delayed. The Time for Completion shall be extended by a period of time equal to period of delay caused due to such Force Majeure event.
- 11.4 Delay or non-Performance by either party hereto caused by the occurrence of any event of Force Majeure shall not (a) Constitute a default or breach of the Contract. (b) Give rise to any claim for damages or additional cost or expense occasioned thereby, if and to the extent that such delay or non-Performance is caused by the occurrence of an event of Force Majeure.
- 11.5 A bidder shall not be liable for any failure of or delay in the Performance of this contract for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure event.

## 12.0 FRAUD PREVENTION POLICY

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



### 13.1 ARBITRATION

- a) In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL. Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.
- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable: -
- In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

The Order/Contract shall be executed and governed by the laws of India and the courts of Delhi/New Delhi, India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.



### 13.4 DEFAULT/ BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

- a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the services thereof within the period(s) fixed for such delivery of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply services covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the Performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.
- b) Cost of the purchases/service made by the Purchaser/Service taker at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of services so hired.

### 14.0 INTEGRITY CLAUSE

- 14.1 The offers of the bidders who are under suspension as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website [www.bhel.com](http://www.bhel.com).



Integrity commitment, performance of the contract and punitive action thereof:

**Commitment by BHEL:**

BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.

**Commitment by Bidder/ Supplier/ Contractor:**

The bidder/supplier/contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.

The bidder/supplier/contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.

The bidder/supplier/contractor will perform/execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/reputation, to BHEL.

If any bidder/supplier/contractor during pre-tendering/tendering/post tendering/award/ execution/ post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/supplier/ contractor as per extant guidelines of the company available on [www.bhel.com](http://www.bhel.com) and/or under applicable legal provisions".

**15.0 CONTRACT TERMINATION**

- 15.1** 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.

**16.0 ACCEPTANCE OF TERMS AND CONDITIONS**

- 16.1** The bidder should accept all terms & conditions of the tender unconditionally, including the penalty clause.

**17.0 INCOMPLETE TENDERS**

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



**18.0 CANCEL/SCRAP OF TENDER**

18.1 BHEL also reserves the right to cancel/ scrap the tender without assigning any reason whatsoever.

**19.0 CONFIDENTIALITY**

19.1 All information in the Tender Document is meant only for your consumption and not for sharing, unless and otherwise, authorized by BHEL in writing. Please ensure compliance.

**20.0 QUALITY**

20.1 Each & every item and service to conform to International Standards of Quality or else liable for rejection at no costs thereon.

**21.0 SPLITTING OF TENDER**

21.1 Bid splitting is not applicable.

**22.0 AUTHORISED OFFICER**

22.1 Head of Corporate Communication/ BHEL, or any other officer nominated by BHEL, shall be the authorized officer with regard to the Contract. The decision of the authorized officer shall be final and binding on the bidder. The authorized officer shall hold all the meetings in Delhi only.

**23.0 CONTACT PERSONS**

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

- Ms. Pallavi Chaudhuri– Manager (Corp. Comm.)  
Tel.: 011-66337362 Email: [pallavi@bhel.in](mailto:pallavi@bhel.in) Fax: 011-66337563
- Mr. Anupam Chatterjee- Sr. Manager (Corp. Comm.)  
Tel: 011-66337399 Email: [anupamc@bhel.in](mailto:anupamc@bhel.in) Fax: 011-66337376

**Signature of Printer with Seal**

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## Annexure - III

### PRINTING AND DELIVERY SCHEDULE FOR BHEL ANNUAL REPORT 2024-25

#### **A + B**

**PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION (ENGLISH LANGUAGE): 1600 COPIES (+25%)**

**PLACEMENT OF LOI- For the purpose of taking immediate action by the bidder for submission of Security Deposit within the stipulated time frame as per Clause No. 3.1 of Annexure IIB and procurement of materials as per the tender specifications.**

1.0	Delivery of final Print-ready file of Design for Annual Report/Envelope by Advertising Agency/BHEL	:	0 <sup>th</sup> Day
2.0	Submission of Proofs by Printer for Annual Report and Envelope	:	1 <sup>st</sup> Day
3.0	Approval of final Proofs by Agency/BHEL & release of same for printing including page impositions & plate making	:	2 <sup>nd</sup> Day
4.0	Printing of Envelopes and commencement of fabrication of envelopes	:	3 <sup>rd</sup> Day
5.0	Completion of printing of Annual Report 1,000 Copies	:	4 <sup>th</sup> Day
6.0	<b>Completion of delivery of Annual Report &amp; Envelopes copies</b>	:	<b>7<sup>th</sup> Day</b>

**Penalty shall be applicable (as per clause no. 7.0 of Annexure-IIA) from the 8<sup>th</sup> day of the above Schedule on account of delay attributed to the bidder.**

**Signature of Printer with Seal**

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**C**

**PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION WITHOUT ENVELOPES (HINDI LANGUAGE): 100 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	:	1 <sup>st</sup> Day
3.0	Approval of Proofs by Agency/BHEL	:	2 <sup>nd</sup> Day
4.0	Completion of printing of the ordered quantity	:	4 <sup>th</sup> Day
5.0	<b>Completion of delivery of 100 copies</b>	:	<b>5<sup>th</sup> Day</b>

**Note:** Penalty shall be applicable from the 6<sup>th</sup> day of the above Schedule on account of delay attributed to the bidder.

**D**

**PRINTING SCHEDULE FOR ANNUAL REPORT DELUXE VERSION WITHOUT ENVELOPES: 20 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	:	1 <sup>st</sup> Day
3.0	Approval of Proofs by Agency/BHEL	:	2 <sup>nd</sup> Day
4.0	Completion of printing of the ordered quantity	:	4 <sup>th</sup> Day
5.0	<b>Completion of delivery of 20 copies</b>	:	<b>5<sup>th</sup> Day</b>

**Note:** Penalty shall be applicable from the 6<sup>th</sup> day of the above Schedule

**Signature of Printer with Seal**

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**GENERAL NOTES:**

1. For calculating number of days with respect to the schedule given for each version, for the purpose of levying penalty (as applicable), date of handing over all inputs as listed at Sl. No. 1.0 of the schedule (for each version), will alone be considered as the 0<sup>th</sup> day.
2. Owing to Annual Reports being statutory documents governed by SEBI guidelines, printing and completion of dispatch of Shareholder Version (English) of BHEL Annual Reports 2024-25 has to be mandatorily completed before 01.07.2025 or on date as specified by BHEL. Penalty shall be applicable (as per clause no. 7.0 of Annexure-IIA) from the 8<sup>th</sup> day of the Schedule (for A of Annexure III) or 01.07.2025 (whichever is applicable) for reasons attributable to the Bidder. However, delay by BHEL in giving clearances/approvals during the intermittent stages shall be subtracted from the total number of days taken in completion of delivery of the respective versions of the Annual Report.
3. Days in the above schedule means calendar days.

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

**Signature of Printer with Seal**

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## Annexure - IV

### NO DEVIATION CERTIFICATE TO BE GIVEN ON PRINTER'S LETTER HEAD

#### **Certificate of Acceptance**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms & conditions of the above tender. We confirm that the offer submitted by us is conforming to all the terms & conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of work properly and shall carry out the job as mentioned in this tender in line with tender terms & conditions.

"I \_\_\_\_\_ hereby Certify that we have read and understood all the terms and conditions of the Tender No. CC/AREP/TENDER/2025-26 dated 22.04.2025, we do not have deviations to the same and that our company/ firm, namely ..... do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document, delivery schedule and penalty clauses therein. Deviations, if any mentioned elsewhere in our bid (whether Techno-commercial bid or Price-bid) may be treated as null and void by BHEL."

Signature of Authorized Signatory

Name/Designation and Seal of the firm

Date:

Place:

**Signature of Printer with Seal**

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## Annexure - V

### DECLARATION CERTIFICATE (INFRASTRUCTURE & MACHINERY)

#### TO BE GIVEN ON THE BIDDER'S LETTER HEAD

I/We do hereby declare that we have all the machinery in-house as listed under sl. no. 1.1.1 - 1.1.6 under **Infrastructure/ Capability of Terms & Conditions (Annexure-IIA)** of the Tender Enquiry and possess per day capacity to produce & deliver a minimum of 1,600 or more bound copies of the Shareholder version (English language) as per specifications given under 'A' of Annexure-I and facility for printing, die-cutting & fabrication of specified envelopes @1,000 units per day. Further, we have no objection in case BHEL desires to inspect and physically verify Machinery/ Facilities/ Infrastructure etc. listed under Sl. No. 1.1.1–1.1.6 of Annexure-IIA of this Tender Enquiry and shall provide the required assistance for the same.

**Photographs of the respective machinery (as above) installed at our printing facility, shall be submitted as and when demanded by BHEL.**

**Signature of Printer with Seal**

**Date**

**Place**



## Annexure – VI

### PRICE PROFORMA (Price for Evaluation)

SN	Version	Quantity for evaluation	Unit Rate (excluding GST) as per Specifications/ Scope as given in Annexure-I		Unit Rate for each version excluding GST	Amount for respective items i.e. Qty. x Unit Rates (excluding GST)
		Quantity Band (±25%)	For processing, plate making, proofing, printing, fabrication, binding, packing, local delivery, etc., as per Specifications in Annexure-I, for each version (X)	For Paper/ Card as per specifications given under Annexure-I for each version (Y)	(X) + (Y)	
1	Shareholder (English)	1600			A	A x 1100 = I
2	Envelopes	1000			B	B x 500 = II
3	Hindi	100			C	C x 100 = III
4	Deluxe	20			D	D x 20 = IV
5	Total Combined Price (Excluding GST) = I+II+III+IV					
6	GST Rate (%)					
7	Total price including GST (figures)					
8	Total price including GST (words)					

**Notes: Evaluation will be on Sl. No. 5 above |** GST compliant invoice shall have to be raised at the time of billing by the Successful Bidder  
**Signature of Printer with Seal**



## Annexure – VII

### SUBMISSION OF OFFER

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

#### **I. PART “I”: TECHNO-COMMERCIAL BID**

- i) Documents and information required for ascertaining the qualification of the printer as per Clause 1.0 of **Annexure-IIA** of **Eligibility Conditions/ Pre-Qualification Requirement (PQR)**.
- ii) **No Deviation Certificate** as per **Annexure-IV**
- iii) **Declaration Certificate (Infrastructure & Machinery)** as per **Annexure-V** (*Photographs of infrastructure & machinery installed at the printing facility can be sought by BHEL and shall have to be submitted as and when demanded by BHEL*).
- iv) **Check List** as per **Annexure-VIII**
- v) Acceptance to **“BHEL Special Terms & Conditions”** as per **Annexure-IIA**, **“BHEL General Terms & Conditions”** as per **Annexure-IIB**, **“Printing & Delivery Schedule”** as per **Annexure-III** and Conformity to **“Specifications/ Scope of Work”** as per **Annexure-IA, IB, IC, ID by way of signing and affixing rubber stamp on each and every page of the complete tender document.**
- vi) **Paper Samples** for all versions of the Annual Reports along with Envelopes, as per specifications given in Annexure-I, to be submitted along with Part I of the offer. On the paper samples for each version, the bidder should clearly indicate specifications for different materials, sign & stamp.

#### **Note:**

- The representative authorized with power to sign the documents submitted for the subject tender on behalf of the participating bidder has to be duly appointed by the owner/director of the participating printing facility. An authorization letter to the same effect issued by the owner/director of the participating printing facility needs to be enclosed along with the bid.
- 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.
- All pages are to be duly numbered and signed and a proper index should be enclosed in your offer highlighting documents submitted against i) to vii) above.
- All entries in the tender documents should be in one ink. All cancellations and insertions should be duly attested by the tenderers concerned. No overwriting/correction in the Price Bid by the bidder shall be allowed. However, if correction is unavoidable, the same must be duly signed by the authorized signatory.

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- **Price Proforma (Annexure-VI)** shall not form a part of PART I

## **II. PART – “II”: PRICE BID**

Price Bid as per Proforma given in **Annexure VI**.

**Note:** 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.





## Annexure – VIII

### CHECKLIST

S. No.	Description /Item	Enclosed Yes/No
1.	<b>Part I to include following:</b>	Yes/No
i)	Documents/ Information for <b>ELIGIBILITY CONDITIONS/ PQR</b> as per clauses <b>under clause no. 1.0</b> of Special Terms & Conditions ( <b>Annexure-IIA/IIB</b> ):	
	<ul style="list-style-type: none"> <li><b>CA certified List of Machineries required</b> as per <b>Sl. No. 1.1.1 to 1.1.6 of Annexure IIA</b> (<i>Photographs of infrastructure &amp; machinery installed at the printing facility can be sought by BHEL and shall have to be submitted as and when demanded by BHEL</i>)</li> </ul>	Yes/No
	<ul style="list-style-type: none"> <li><b>Self-attested copy of AT LEAST ONE such Purchase Order each for</b> of Reports/Books (with 300+ pages) for top listed entities by market capitalization/PSUs/Ministries (GoI). <b>Successful Work Completion certificates on the letter-head of the client/official email from the client for whom the said job (copy of PO submitted) has been executed need to be enclosed along with the bid.</b></li> </ul>	Yes/No
	<ul style="list-style-type: none"> <li><u>Self-attested copies of Audited Balance Sheet and Profits &amp; Loss Account statements of last three financial years ending 31st March 2024 i.e. FY 2021-2022, 2022-2023, 2023-24). In case audited Balance Sheet and Profit &amp; Loss Account statements of one or more year are not available with the bidder, a certificate confirming Annual Turnover(s) of respective year(s) duly certified by a CA has to be submitted.</u></li> <li><u>Self-attested copies of acknowledgements of IT returns (ITR) of last three financial years ending 31st March 2024 i.e. FY 2021-2022, 2022-2023, 2023-24). (In case ITR is not available, self-declaration should be submitted stating that the ITR shall be submitted as and when it is filed)</u></li> </ul>	Yes/No
	<ul style="list-style-type: none"> <li><b>Copy of valid ISO certificate as applicable to the printing industry</b></li> </ul>	Yes/No
	<ul style="list-style-type: none"> <li><b>Self-attested copies of PAN Card &amp; GST Registration</b></li> </ul>	Yes/No
ii)	Signed and stamped copies of <b>Annexure- IA, IB, IC (Specifications &amp; Scope of Work); Annexure-IIA (Special Terms &amp; Conditions); Annexure-IIB (General Terms &amp; Conditions) and Annexure-III (Printing &amp; Dispatch Schedule) as a token of acceptance</b>	Yes/No
iii)	No-Deviation Certificate as per <b>Annexure – IV</b> on your letter head	Yes/No

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iv)	Declaration (Infrastructure/ Machinery) as per <b>Annexure V</b> <i>Photographs of infrastructure &amp; machinery installed at the printing facility can be sought from the bidders as per BHEL's discretion.</i>	Yes/No
v)	<b>Paper Samples for all versions of the Annual Reports along with Envelopes, as per specifications given in Annexure-I, to be submitted along with Part I of the offer. On the paper samples for each version, the bidder should indicate specifications for different materials (grammage, type, make) and sign &amp; stamp on each.</b>	Yes/No
2.	<b>Letter for authorization issued by Owner/Director of the participating bidder to the signatory empowered to sign documents</b>	Yes/No
3.	<b>Price Proforma (duly filled in) As per Annexure VI</b>	Yes/No

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