

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कॉर्पोरेट संचार
Corporate Communication



No. CC/ PCAL/2017-18
18.9.2017

Sir/Madam,

Subject: Tender for printing of BHEL Wall Calendars 2018

BHEL invites two part quotations i.e. Part I (Techno-commercial Bid) and Part II (Price Bid) in individual sealed covers for printing of following items:

- (A) BHEL Wall Calendar 2018 - **Standard Version** as per detailed Specifications/Scope of Work given in the enclosed SL.No. A of Annexure – I (1,01,600 Nos)
- (B) BHEL Wall Calendar 2018 – **Deluxe Version** as per detailed Specifications/ Scope of Work given in the enclosed Sl. No. B of Annexure – I (2,000 Nos)

Your offer, in the prescribed manner as detailed in Annexure-VII, complete in all respects, and super-scribed with 'Quotation for printing of BHEL Wall Calendars 2018' should reach us on or before **10:30 Hrs on 27.09.2017**, at the following address:

Additional General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
BHEL House, Siri Fort,
New Delhi-110049

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

Part 'I' i.e. Techno-commercial Bid shall be opened at **11:30 Hrs** at the above mentioned address, on the same day i.e. 27.09.2017 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 Bid'. 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 (as per clause no 1.0 of Annexure-II A), the bid is liable to be disqualified and it would not be considered further for evaluation.


जया मित्रा / JAYA MITRA
वरिष्ठ कार्यपालक / Sr Executive

पंजीकृत कार्यालय: बीएचईएल हाउस, सीरी फोर्ट, नई दिल्ली-110049
Regd. Office: BHEL House, Siri Fort, New Delhi-110049

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BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after Techno-commercial evaluation. All bidders shall have to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue

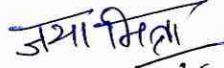
The attached **Annexure – II C** of Terms and Conditions of Reverse Auction may be read carefully. The date and time of "RA" shall be intimated to the bidders after completing the formalities of the process in consultation with "RA" Service Provider.

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.

You are free to inspect/collect samples of both types of BHEL Wall Calendars 2017 for your reference on any working day between 10 AM to 5 PM, before the last date of submission of offers, at our Corporate Office, BHEL House, Siri Fort, New Delhi – 110049

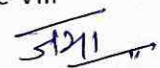
Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited


Jaya Mitra
Sr. Executive (CC)

Enclosed:

- | | |
|---------------|---|
| Annexure-I | : Specifications/ Scope of Work |
| Annexure-II A | : Special Terms & Conditions |
| Annexure II B | : General Terms & Conditions |
| Annexure-II C | : Terms and Conditions of Reverse Auction |
| Annexure-IID | : No Demand Certificate (to be submitted only by successful bidder for release of Security Deposit) |
| Annexure-II E | : Printing Schedule |
| Annexure-III | : Price Proforma |
| Annexure-IV | : No Deviation Certificate |
| Annexure-V | : Declaration Certificate (Infrastructure & Machinery) |
| Annexure-VI | : Declaration Certificate (Legal) |
| Annexure –VII | : Submission of Offer |
| Annexure-VIII | : Checklist |


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

SPECIFICATIONS / SCOPE OF WORK
(A) SPECIFICATIONS FOR 'BHEL Wall Calendar-2018 – STANDARD VERSION'

1	QUANTITY	1,01,600 (One Lakh One Thousand Six Hundred) Change in quantity subsequent to tender by $\pm 10\%$, if any, shall be confirmed at the time of ordering.
2	SIZE	17" x 22" (Finished size)
3	NO. OF LEAVES	6 + 1 Flyleaf In addition to above, one backing board strip in size 17" x 2 ½" size
4	PAPER	
	i Flyleaf	250 GSM C2S Art Card - Matt (17" x 22") Paper quality specifications should be identical or better than paper used in BHEL's Wall Calendar 2017 – Standard version, sample of the same can be collected from BHEL's office on any working day.
	ii Inside Leaves	130 GSM C2S Art Paper Matt (17" x 22") Paper quality specifications should be identical or better than paper used in BHEL's Wall Calendar 2017 – Standard version, sample of the same can be collected from BHEL's office on any working day.
	iii Backing Board	250 GSM Duplex Board White Back (17" x 2 ½" size) Paper quality specifications should be identical or better than paper used in BHEL's Wall Calendar 2017 – Standard version, sample of the same can be collected from BHEL's office on any working day.
5	PRINTING	
	i Flyleaf	4 + 4 Colour
	ii Inside Leaves	4 + 4 Colour throughout
	iii Backing Board	NIL
6	EPSON PROOFS	Epson Proofs of fly leaf and inside leaves from Printer which is calibrated with the offset Printing Machine are required to be submitted to BHEL or its authorized advertising agency for approval.
7	INPUTS	
	Designs on CD/DVD	Print Ready File of Designs on CD/DVD shall be provided by the advertising agency.
8	Color Correction of Images	Colour correction of images in actual size for excellent quality reproduction.
9	FABRICATION & BINDING	Metallic Wiro Binding of adequate gauge on 17" axis for the full width of 17". Colour of Wiro shall be specified to the successful bidder at a later date. Galvanized/Powder Coated hanger made from rod of 3mm diameter and of 17" in length (finished size).

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		Colour of hanger shall be specified to the successful bidder at a later date.
10	PACKING	Largely in multiples of 100s (or smaller quantity, as may be specified later) wrapped together in waterproof material and packed in 7 ply corrugated box duly strapped thrice in PVC straps on longer axis and twice on the shorter axis of the box.
12	TERMS OF DELIVERY	FREIGHT ON RECEIPT (FOR) – Works, duly packed. For outstation consignments transportation shall be arranged by the respective consignees through their nominated/ authorized agencies at their cost. No extra charges shall be payable for loading on the vehicles.

Notes:

- i. No extra charges shall be payable for change in language of the text matter in the quantities (tentative) of calendars for following Units which forms part of the scope. Separate print-ready files would be provided for each set:

- a) In Tiruchirappalli Qty. of 15,000 nos. from Hindi-English to Hindi-Tamil-English with name of holidays
b) In Ranipet Qty. of 3,000 nos. from Hindi-English to Hindi-Tamil- English
c) In EDN, Bengaluru Qty. of 4,100 nos. from Hindi-English to Hindi-Kannada-English
d) In EPD, Bengaluru Qty. of 1,500 nos. from Hindi-English to Hindi-Kannada-English
e) In ISG, Bengaluru Qty. of 1,700 nos. from Hindi-English to Hindi-Kannada-English

The above quantities are part of the total quantity of 1, 01,600 Calendars only, and are to be stored separately for dispatch to the respective Units

Quantities at Sl. No. C, D & E are in same language i.e., Kannada at a total of 7,300. In all there would be four versions including above as per break-up given under:

- Hindi-English : 76,300
 - Hindi-Tamil-English for Tiruchirappalli with name of holidays inscribed : 15,000
 - Hindi-Tamil-English for Ranipet : 3,000
 - Kannada for Bengaluru based Units : 7,300
- ii. Designs/ Photographs/ supplied by BHEL or its advertising agency are to be returned to BHEL immediately after completion of printing.
- iii. Your offer must include samples of papers / card as per specification above for each item.

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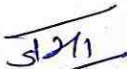
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(B) SPECIFICATIONS FOR 'BHEL Wall Calendar-2018 – DELUXE VERSION'

1	QUANTITY	2,000 (Two Thousand only) Change in quantity subsequent to tender by $\pm 10\%$, if any, shall be confirmed at the time of ordering. ALL OTHER SPECIFICATIONS EXCEPT THE FOLLOWING WILL REMAIN IDENTICAL TO BHEL WALL CALENDAR 2018 - STANDARD VERSION GIVEN ABOVE: i. Paper for inside pages to be 170 GSM C2S Art Paper Matt (17" x 22") Paper quality specifications should be identical or better than paper used in BHEL's Wall Calendar 2017 – Deluxe version, sample of the same can be collected from BHEL's office on any working day. There will be no language versions ii. Die-cut Envelope: 2000 copies, in 17 ½" x 22 ½" size on White Back Duplex Board of 250 GSM with printing in 2+0 colour, opening from the Top (Portrait Format) Paper quality specifications should be identical or better than paper used in BHEL's Wall Calendar 2017 – Deluxe version, sample of the same can be collected from BHEL's office on any working day. Note: Entire quantity of 2000 Wall Calendars- DELUXE version to be delivered in Delhi/ NCR Region only.
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SPECIAL TERMS & CONDITIONS**1.0 ELIGIBILITY CONDITIONS/ PQR**

- 1.1 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

- 1.1.1 Printer should possess Printing machines, i.e., 4- colour sheet-fed offset of size 23" X 36" or 25" X 36" or 28" X 40" – Minimum 2 numbers in excellent working condition

OR

4- colour sheet-fed offset of size 19" X 28" – Minimum 4 numbers of Printing Machines in excellent working condition OR machine size(s) suitable for printing calendar of size 17" X 22" (minimum 4 numbers of sheet-fed offset machines) in excellent working condition

OR

4+ 4 colour (Perfecter) Sheet-fed offset machine : 1 Nos of size 23" X 36" or 25" X 36" or 28" X 40" in excellent working condition + 4-Colour sheet-fed offset machine : 1 Nos of size 23" X 36" or 25" X 36" or 28" X 40 - in excellent working condition

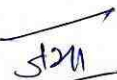
Note: The successful bidder should be in a position to deploy a minimum of specified no. of machines in required sizes exclusively for the BHEL job.

- 1.1.2 CTP facility in-house
1.1.3 Gathering, fabrication & binding facilities with minimum capability for producing 12,000 multi-leaf Wall Calendars per day on Wiro binding machines. **(Declaration of the capability to be provided on bidders letterhead)**
1.1.4 Bidders should have Quality Management Systems conforming to ISO 9001 standards. **Copy of valid certificate of the same to be provided along with the offer**

The bidders are required to enclose a list of all equipments and machinery available in-house, with brief description reg. Make, Model, Capacity etc., essentially, including the items/ machinery mentioned under Sl. No. 1.1.1, 1.1.2 and 1.1.3 above.

In addition, the bidders should submit a declaration on their letter head as per Proforma enclosed in Annexure-V.

Note: BHEL reserves the right to visit the bidders' premises for physical verification of the list of machineries/ facilities submitted.



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EXPERIENCE

- 1.1.5 Experience of having successfully completed printing of multi-leaf 4-colour Calendars with Wiro Binding for Govt. Depts./ PSUs/ MNCs/ Listed Companies during last 3 years
- 1.1.6 Attach at least two such self attested copies of purchase/release orders for printing & supply of Calendars (1 lakh or more numbers) in the past 3 years.

FINANCIAL

- 1.1.7 Average annual financial turnover of the bidders of last three financial years should be at least Rs.32 Lakh. Also, provide certified true copies of balance sheets, Profit & Loss Account, Income Tax Returns duly vetted by CA for last 3 financial years 2014-15, 2015-16 and 2016-17
- 1.1.8 Copy of proof of registration of GST & self-attested copy of PAN Card

UNSATISFACTORY PAST PERFORMANCE

- 1.1.9 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.

2.0 EARNEST MONEY DEPOSIT (EMD)

- 2.1 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:
 - 2.1.1 EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.
 - 2.1.2 EMD of the successful tenderer can be converted and adjusted against the Security Deposit.
- 2.2 Bidders may please note that EMD **carries no interest**.
- 2.3 EMD shall be forfeited in the following cases:
 - 2.3.1 If after opening of tender, the tenderer revokes his tender within the validity period or increases his earlier quoted price.
 - 2.3.2 The tenderer does not commence the work **within** the specified period of LOI/ Contract. In case the LOI/Contract is silent in this regard, within 15 days after reward of contract.

3.0 VALIDITY

- 3.1 The offers of parties shall be valid for a period of 3 months from the date of opening of Part-I bid and 2 months from the date of opening Part-II bid. Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, BHEL reserves the right to reject the offer of bidder(s) without assigning any reason.

4.0 AWARD OF WORK

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

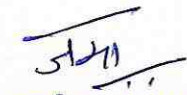
4.1.1 PART I (TECHNO-COMMERCIAL BID) Opening comprising :

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

- a. Earnest Money Deposit as given in clause 2.0 of Special Terms and Conditions – Annexure II A. **Offers received without EMD will be rejected** and Envelope containing **Part I - B** of the Techno-commercial Bid shall not be opened.

Part I – B (Techno-Commercial Bid in a Separate Sealed Envelope) containing:

- a. Documents and information required for ascertaining the qualification of the printer as per clause 1.0 of Annexure-II (A) of **Eligibility Conditions/ Pre-Qualification Requirement (PQR)** 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 Bid'. 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 (Infrastructure and Machinery)** as per Annexure-V
- d. **Declaration Certificate (Legal)** as per Annexure-VI
- e. **Check List** as per Annexure-VIII.
- f. **Acceptance of 'Special Terms & Conditions'** as per Annexure II A, General Terms & Conditions' as per Annexure II B, "Delivery Schedule' as per Annexure II E and Conformity to 'Specifications/Scope of Work' as per Annexure I by way of signing and affixing rubber stamp on each page.



जया मित्रा / JAYA MITRA

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- g. **Samples of Papers/ Cards** as per requirement given in Specification. Each paper should bear **specification, signature and stamp of the bidder.**

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

Note:

- 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.
- 2) 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.

4.1.2 **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:

- 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.

- 4.1.3 **AWARD OF WORK** shall be made on the overall lowest bidder. The evaluation criteria has been detailed below (Clause 5.0):

5.0 PRICE EVALUATION

- 5.1 BHEL reserves the right to go for Reverse Auction (RA) (Refer RA Terms & Conditions at Annexure II C) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue. 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.

- 5.2 The bidders are required to quote essentially for the entire scope of work.

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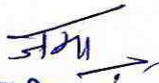
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- 5.3 Price evaluation of the lowest bidder (L-1) would be on the basis of the combined total price (all inclusive) of both types of Calendars: '**BHEL WALL CALENDAR 2018 – STANDARD VERSION**': 1,01,600 nos. as per specifications as at **Annexure-I (A)** + '**BHEL WALL CALENDAR 2018 – DELUXE VERSION**': 2,000 copies as per specifications as at **Annexure-I (B)**
- 5.4 Subsequent increase/decrease in quantities by 10% beyond specified quantities of both types of calendars will be governed by the unit rates quoted for the respective types by the successful bidder.
- 5.5 Prices to be submitted in a separate sealed cover in the enclosed Price Proforma /format only. Failing to do so shall lead to rejection of bid. (Annexure - III).

Bidder must note that the bid should be submitted as per the details given at Annexure VII (Submission of offers). Failing to do so shall lead to rejection of Bid.


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GENERAL TERMS & CONDITIONS**1.0 SUBMISSION OF OFFER**

Your offer should be complete in all respects (refer Annexure VII & 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 PRICE

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

2.2 All prices quoted including for the paper should be inclusive of all taxes, duties, etc., as applicable, except service tax if applicable, which should be indicated separately in the column (S.No. 2) provided in the Price Performa enclosed as Annexure-III

2.3 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.

2.4 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

2.5 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 to **S. No. 2.3 and 2.4** above

2.6 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

2.7 Price to be filled-in as per the Price Performa enclosed as Annexure-III. Change in Performa is not allowed

2.8 Offers not fulfilling any of the above conditions are liable for rejection.

2.9 Successful L1 bidder after receipt of Release Order/Work Order from BHEL has to share the breakup (Paper Cost and Production Cost separately) for each version of Wall Calendars (Standard and Deluxe).



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3.0 TAXES

- 3.1 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 Performa enclosed as Annexure-III.
- 3.2 To enable BHEL to avail GST Input tax credit, contractor shall submit GST complaint Tax 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.
- 3.3 Payment shall be made to contractor only after submission of GST complaint tax invoice as mentioned above and other relevant documents. However, to protect BHEL's interest for GST input tax credit, GST portion amount along with notional interest on GST credit for 2 months' period (presently rate of interest is @ 24%) shall be withheld and the same shall be released only after confirmation from GST website/portal that such invoice has been declared in GSTR-1 return filed by contractor within the stipulated time for relevant period and tax amount thereon has been paid by contractor to Govt. within the stipulated time period as per GST Law.
- 3.4 In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL due to non/delay in filing of GSTR-1 Return or delay in/non-payment of tax to Govt. by contractor 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 GST Credit along with interest levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from the contractor's bill and/or adjusted against GST amount not paid as indicated above.
- 3.5 Irrespective of refund of GST Credit and interest thereon to BHEL by GST portal upon subsequent declaration of such invoice by contractor in his GSTR-1 for any period after due date of such return and/or payment of GST thereon by contractor on GST portal, the notional interest for delayed period of GST credit (i.e. delay for the period when GST credit is actually allowed and the period when GST credit should have been allowed had contractor declared such invoice in his GSTR-1 and paid tax thereon in the relevant month as per GST law) shall be recovered from contractor.
- 3.6 GSTIN of BHEL will be provided to the contractor by respective office of BHEL within 30 days from the placement work order.
- 3.7 GST TDS, if applicable shall be deducted by BHEL.

4.0 SECURITY DEPOSIT (SD)

- 4.1 The successful bidder shall be required to furnish security deposit equivalent to 5% of the P.O./R.O/Work Order value, within 7 days from the date of LOI, and before commencement of the job, by way of demand draft drawn in favour of BHEL, payable at New Delhi. The EMD amount of the successful bidder will be retained by BHEL to 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 Cash/DD/Bank Guarantee (as per format provided/ approved



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by BHEL) from a Scheduled Bank. Bank Guarantees from co-operative banks/non-scheduled banks are not acceptable. Bidders to note that Security Deposit amount carries no interest.

- 4.2 The validity of Bank Guarantee towards Security Deposit shall be initially up to the completion period as stipulated in the LOI/PO + 45 days and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the bidder by BHEL.
- 4.3 Security deposit shall be forfeited in case the successful bidder refuses to commence the work within the period as per LOI / Contract and/or any default, failure or neglect on part of the bidder in fulfilment of performance of the order. BHEL also, reserves the right to encash the bank guarantee in case the SD is submitted in this form and forfeit the amount on aforesaid conditions.
- 4.4 Security Deposit shall be refunded/Bank Guarantee released to the bidder along with the 'Final Bill' after deducting all expenses/ other amounts due to BHEL under the contract and after submission of unconditional "No Demand Certificate" (enclosed as Annexure II-D) by the bidder towards full and final settlement.

5 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

- 5.2 Collection of inputs from our office at BHEL, Delhi and delivery of epon proofs to us would be the Printer's responsibility and all the expenses on this shall be borne by the Printer.

6 PRICE ESCALATION CLAUSE

- 6.2 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.

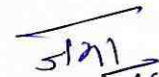
7 TRADE / CASH DISCOUNTS

- 7.2 Price offered by bidders in the Part II (Price Bid) should be after trade discounts, if any.

8 TERMS OF PAYMENT

- 8.2 Full payment shall be released within Forty-Five (45) days from the date of completion of the following:

- 8.2.1 Receipt of materials in good condition by all consignee/s to the satisfaction of BHEL as per order,
- 8.2.2 Return of all materials provided by BHEL to the printer along with copy of Epon Proof approved by BHEL or its advertising agency
- 8.2.3 Receipt of bills duly verified by the nominated Advertising Agency, if any.
- 8.2.4 A certificate from a reputed lab (third party) with regard to specification of the paper used in the Calendars delivered



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8.3 While making the payment, statutory deductions as applicable, shall be made by BHEL.

8.4 Payment shall be released for the actual quantity delivered and the applicable Unit rates shall be applied to derive the final amount.

8.5 BHEL reserves the right to make payment through E-mode

8.6 GST TDS, if applicable shall be deducted by BHEL.

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.

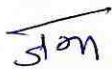
BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	
IFSC CODE	
PARTY'S eMAIL – ID	
PAN NO.	
CST NO., IF APPLICABLE	
VAT NO., IF APPLICABLE	
SERVICE TAX REGN. NO., IF APPLICABLE	
PARTY's NAME & ADDRESS	

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



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9 PAPER

- 9.2 Paper used by the printer should be strictly as per our specifications. **Samples enclosed should also bear brief specification, signature and stamp of the bidder.** Successful printer shall be required to submit a certificate from a reputed lab (third party) with regard to specification of the paper used in the Calendars delivered, after completion of the job, along with the bills.

10 PRODUCTION

- 10.2 Print-ready File on CD/DVD shall be supplied by BHEL or its authorized advertising agency.
- 10.3 Printing shall be supervised at all stages by BHEL representative or its authorized advertising agency, which shall be intimated in due course.
- 10.4 Printer shall return all materials (Photographs/ CD/DVD 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.
- 10.5 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.

11 PRINTING TIME AND DELIVERY SCHEDULE

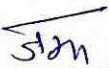
- 11.2 Printing time and delivery schedule has to be strictly adhered to as per the Printing Schedule given in the enclosed Annexure – II E.

12 PENALTY – QUALITY

- 12.2 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 both versions of Calendars.** Bidder shall be given reasonable opportunity to place his side before the penalty is applied.

13 PENALTY – DELAY

- 13.2 The printing schedules given at Annexure – II E will have to be strictly adhered to.
- 13.3 Any delay beyond specified schedule for completion of dispatches or job, as applicable for the both types of the Calendars, will invite imposition of penalty at the rate of 1% per day of the undelivered quantities of both types of calendars. BHEL reserves the right to refuse to accept delivery beyond delay of two weeks



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- 13.4 In case of any amendment/revision, the Penalty for Delay shall be linked to the amended/ revised PO value.

14 LATEST UPDATES

All corrigenda, addenda, amendments, time extension, clarifications, etc. to the tender will be hosted on BHEL's website <http://www.bhel.com> or <http://eprocure.gov.in>. Bidders should regularly visit the website(s) to keep themselves updated.

15 RISK PURCHASE

- 15.2 In the event the bidder has failed to deliver or dispatch whole of the goods or any part within the time stipulated, BHEL may purchase/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 no. 12.0 & 13.0 mentioned above (Annexure II B)
- 15.3 If the bidder fails to deliver good or any installment thereof within the period fixed for such delivery and failing to adhere to the contract specifications or at any time repudiates or refuses or is unable to supply goods or materials covered by the Order either in whole or in part or commits any breach of order not herein specifically provided for or in the event, 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 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.

16 FORCE MAJEURE

- 16.2 "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.
- 16.3 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 02 (two) days after the occurrence of such event.
- 16.4 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,

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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.

- 16.5 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.
- 16.6 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.

17 DISPATCH

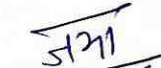
- 17.2 Instructions for dispatch of specified quantities of calendars for each Unit/ Division through specified transporters of BHEL shall be provided subsequently. No additional charges towards manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles, etc., shall be payable by BHEL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

18 CHANGE IN THE ORDERED QUANTITY

- 18.2 BHEL reserves the right to increase or decrease the ordered quantity by $\pm 10\%$ before completion of printing.

19 ARBITRATION

- 19.1 In case of failure to arrive at amicable settlement, dispute of any kind whatsoever which arises between BHEL and the bidder in connection with or arising out of the Order / Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contractual obligations whether before or after the termination, abandonment or breach of the Contract, shall be referred through prior notice in writing by either party to Arbitration.
- 19.2 Any dispute in respect of which a notice to commence arbitration has been given, in accordance with Sub-Clause 19.1, shall be finally settled by Arbitration.
- 19.3 Any dispute shall be referred to the sole arbitration of an arbitrator to be nominated by BHEL, within 45 days of the receipt of the notice invoking arbitration.
- 19.4 Subject as aforesaid, the Arbitration proceedings shall be conducted;



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- 19.4.1 In accordance with the rules of procedure of the Indian Arbitration and Conciliation Act 1996.
- 19.4.2 The place of Arbitration shall be New Delhi, India.
- 19.4.3 The language of the Arbitration proceedings shall be English.
- 19.4.4 The law governing the arbitration proceeding shall be the Indian law

The award of the Arbitrator shall be final and binding upon the parties to the dispute and shall be enforceable in any court of competent jurisdiction as decree of the court.

- 19.5 Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract not affected by the issues governing arbitration unless otherwise the obligations become impossible to perform due to the dispute having been referred to arbitration.

20 EFFECT AND JURISDICTION OF CONTRACT

- 20.1 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.

21 BHEL's FRAUD PREVENTION POLICY

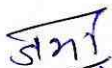
- 21.1 The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or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

22 CONFIDENTIALITY

- 22.1 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.

23 ACCEPTANCE OF TERMS AND CONDITIONS

- 23.1 The Printer should specifically mention that all the terms and conditions described above, including the penalty clauses, are unconditionally acceptable.
- 23.2 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.



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24 INCOMPLETE TENDERS

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

25 CANCELLATION/SCRAPPING OF TENDER

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

26 CONTRACT TERMINATION

- 26.1 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.

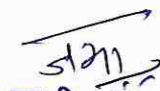
27 AUTHORISED OFFICER

- 27.1 Sr.DGM (Corporate Communication), BHEL, or any other officer nominated by BHEL, 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.

28 CONTACT PERSONS

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

- Sh. Rohit Inder Singh – Sr. DGM (CC)
Tel.: 011-66337374, e-mail: ccris@bhel.in
Fax: 011-66337563
- Ms. Jaya Mitra – Sr. Executive (CC)
Tel : 011 – 66337363, email : jayamitra@bhel.in
Fax: 011- 66337563
- Sh. Sayed Salahuddin – Sr. Executive (CC)
Tel.: 011-66337379, email: sayed@bhel.in
Fax: 011-66337563



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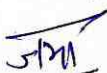
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TERMS & CONDITIONS OF REVERSE AUCTION

Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ONLINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder for any of the eligible items for which techno-commercially qualified will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet which will help to arrive at "Total Cost to BHEL".
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the "Business Rules of Reverse Auction", which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.



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15. In case BHEL decides to go for reverse auction, the H1 bidder(s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.
16. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates. If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com)."
17. As a reminder to the bidders, system will flash following message (in RED Color) during the course of 'online sealed bid': "Bidders to submit online sealed bid less than or equal to their envelope sealed bid already submitted to BHEL".

(Signature & Seal of the Firm)



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No Demand Certificate (WAM II)- To be provided to & filled in only by the successful bidder

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Form WAM II

BHARAT HEAVY ELECTRICALS LIMITED
DIVISION.....
Claim for Refund of Security Deposit
(Para 4.9.4 of Works Accounts Manual)

Ref. No. : _____ Date : _____

1. Name and address of the Contractor
2. Contract Agreement/Work Order No.
3. Date of contract agreement/work order
4. Name of the work undertaken
5. Date of commencement of the work
6. Date of completion of the work
7. Period of maintenance
8. Date on which the final bill was paid
9. Last date of making good the defect during maintenance period
10. Expenditure incurred by BHEL during maintenance period, if any, recoverable
11. Date on which security deposit refund falls due as per contract
12. Amounts deposited/recovered

Details	Amount
13. LESS amounts recoverable (with details)	
i) Amount spent by BHEL on maintenance	
ii) Payment made on behalf of contractor	
iii) Court dues/penalties/compensation	
iv) Other recoveries for services etc.	
v) Security deposit released with final bill (- %)	
14. Net amount recommended for release (12-13)	

Date : _____ Signature of Engineer in Charge

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Form WAM II (Contd.)

CERTIFICATE TO BE FURNISHED BY THE CONTRACTOR

I/We have no claim or demand outstanding against BHEL,.....for the work done or for labour or material supplied or any other account arising out of or connected with the contract agreement/work order (No.....dated.....) and the payment of this bill shall be in full and final settlement of all my/our claims and demands including the 'Deposits' in respect of the contract agreement/work order referred to.

Date : _____ Signature of Contractor

CERTIFICATE TO BE FURNISHED BY SENIOR ENGINEER

Certified that

- (a) the payment recommended for release is in order and there are no demands other than those included in the claim outstanding from the contractor;
- (b) the maintenance period as per the contract agreement is over and the contractor has carried out the works required to be carried out by him during the period of maintenance to our satisfaction, and all expenses incurred by the Company on carrying out such works have been included for adjustment;
- (c) all the objections raised so far have been settled;
- (d) a note of refund of security deposit has been made in the measurement book and contract agreement/work order.

Date : _____ Signature of Senior Engineer

FOR USE IN ACCOUNTS DEPARTMENT

Passed for Rs(Rupees.....only)

Accountant Accounts Officer

ACKNOWLEDGEMENT BY THE CONTRACTOR

Received Rsin full and final settlement of my/our claim.

Date : _____ Signature of Contractor

Name of _____
Date _____ Su _____

जया मित्रा / JAYA MITRA

वरि कार्यपालक / Sr Executive

कॉर्पोरेट संचार / Corporate Communication

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बी.एच.ई.एल हाऊस, सीरी फोर्ट / BHEL House, Sir Fort

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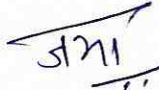
ANNEXURE II E**PRINTING SCHEDULE FOR WALL CALENDARS 2018 – STANDARD AND DELUXE VERSIONS**

1	Placement of LOI	0 th Day*
2	Delivery of the images & Print-ready file of Design by Advertising Agency/BHEL.	0 th Day
3	Submission of Epson Proofs by Printer	2 nd Day
4	Approval of final Epson Proofs by Agency/BHEL & release of the same for printing	3 rd Day
5	Completion of printing of ordered quantities for Wall Calendar for both versions (Standard: 1,01,600 & Deluxe : 2,000 nos)	12 th Day
6	Completion of Binding of Wall Calendar – Deluxe Version: and Commencement of binding, packing and delivery/ dispatch of Wall Calendar – Standard Version and Deluxe version.	14 th Day
7	Completion of dispatch of the entire ordered : Quantity, including various languages versions of Wall Calendars - Standard version	25 th Day

Note: Penalty/Price Reduction shall be applicable from the 26th day of the above Schedule. In case delay is arising due to BHEL at S. No. 2 and 4 above, the schedule for the subsequent steps shall be adjusted accordingly.

*Placement of order prior to handing over inputs at 2 above is only to facilitate sourcing of paper/ materials. However, this shall not be counted for the purpose of imposing LD/Penalty.

Signature and seal of the firm


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Bharat Heavy Electricals Limited

Annexure – III

PRICE PROFORMA (Price for Evaluation)

S. No.	Description of Items	Unit rate including all taxes, labour charges for handling and loading of calendar on vehicles etc. except GST for STANDARD VERSION of BHEL Wall Calendar 2018 (1,01,600 nos.) as per specifications given above (Rupees)	Unit rate including all taxes, labour charges for handling and loading of calendar on vehicles etc. except GST for DELUXE VERSION of BHEL Wall Calendar 2018 (2,000 nos.) as per specifications as given above (Rupees)
1	Unit Rate for both types of calendars, inclusive of all taxes & duties, labour charges for handling and loading of calendars on vehicles etc., except GST for both types of calendars (including cost for processing, plate making, proofing, printing, fabrication & binding, etc., for both types of calendars as per specifications in Annexure I. The cost should be inclusive of cost of paper/ card of all types & card board boxes, used as per specifications given in Annexure I	(A1)	(B1)
2	GST as applicable (in % and Rs.)		
3	Total Computed Price for Evaluation (inclusive of all taxes + GST, if any) i.e. = {(1,01,600 x A1) + (2,000 x B1)} + GST	Rs. (In Words) – Rupees	

Signature and seal of the firm


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NO DEVIATION CERTIFICATE
(to be given on bidder's letter head)

Certificate of Acceptance

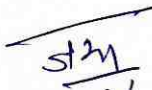
Certified that we have read and understood all the terms and conditions of the Tender No. CC/PCAL/2017-18 dated 18.09.2017 and that our company/ firm, namely, do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

Date:

Signature of Authorised Signatory

Place:

(Designation)



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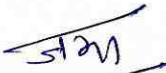
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Annexure-V

DECLARATION CERTIFICATE (Infrastructure and Machinery)
(to be given on 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, 1.1.2 & 1.1.3 under Infrastructure/ Capability of Special Terms & Conditions (Annexure –II A) of the Tender Enquiry. Further, we have no objection in case BHEL desires to inspect and physically verify Machinery/ Facilities/ Infrastructure listed under Sl. No. 1.1.1, 1.1.2 & 1.1.3 of Terms and Conditions (Annexure –II A) of this tender enquiry and shall provide the required assistance for the same.

(Signature & Seal of the firm)



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Annexure-VI

DECLARATION CERTIFICATE (LEGAL)
(to be given on Bidder's letter head)

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 either 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)



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Annexure – VII

SUBMISSION OF OFFER

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

i) PART 'I' : TECHNO-COMMERCIAL BID (Sealed Envelope)

Envelope superscribed with 'Part I', should contain two parts i.e Part I- A & Part I- B:

Part I – A (EMD in a Separate Envelope)

- a) Earnest Money Deposit (EMD) as given in Clause 2.0 of Special Terms & Conditions (Annexure II A). Offers received without EMD will be rejected and Part I – B of the Techno-commercial Bid shall not be opened

Part I – B (Techno-Commercial Bid in a Separate sealed Envelope)

- a. Documents and information required for ascertaining the qualification of the bidder as per Clause 1.0 of Annexure-II A of **Eligibility Conditions/ Pre Qualification Requirement (PQR)**.
- b. **No Deviation Certificate** as per Annexure-IV.
- c. **Declaration Certificate (Infrastructure and Machinery)** as per Annexure-V
- d. **Declaration Certificate (Legal)** as per Annexure-VI
- e. **Check List** as per Annexure-VIII.
- f. **Acceptance to 'Special Terms & Conditions'** as per Annexure II A, General Terms & Conditions' as per Annexure II B, "Delivery Schedule" as per Annexure II E and Conformity to 'Specifications/Scope of Work' as per Annexure I by way of signing and affixing rubber stamp on each page.
- g. **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.

5/21
जया मित्रा / JAYA MITRA

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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.

All Parts of the offer, i.e. Part I and II in an individual sealed covers, to be placed in a single sealed envelope, duly superscribed with:

1. **Quotation for printing of BHEL Wall Calendars 2018**
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.

जया

जया मित्रा / JAYA MITRA

वरि. कार्यपालक / Sr Executive

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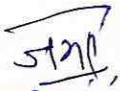
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Annexure – VIII

Checklist

S.No.	Description /Item	Enclosed Yes/No
1.	Earnest Money Deposit of Rs. 1.0 lakh as per Clause No. 2.0 of the Special Terms & Conditions (Annexure II A)	Yes/No
2.	No deviation Certificate as per Annexure – IV on your letter head.	Yes/No
3.	Declaration Certificate (Infrastructure and Machinery) as per Annexure-V on your letter head	
4.	Declaration Certificate (Legal) as per Annexure-VI	
5.	Documents/ Information required as per Clause-1.0 of Annexure-II A of ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR) - List of machinery including as mentioned under Sl. No. 1.1.1, 1.1.2 & 1.1.3 of Annexure II A - List of purchase order(s)/release order(s) for multi-leaves wall calendars as per clause 1.1.5 of Annexure II A - Balance sheets, P&L Account, Certified True Copy for financial year 2014-15, 2015-16 and 2016-17 - Valid certificate for conforming to ISO 9001 standards - Copy of proof of registration for various taxes, as may be applicable	Yes/No
6.	Signed and stamped copies of 'Specifications/Scope of Work' – (Annexure I), 'Special Terms & Conditions'– (Annexure II A), 'General Terms & Conditions' – (Annexure II B) and 'Printing Schedules' (Annexure II E) as token of acceptance.	Yes/No
7.	Papers/Card Sample as per specifications bearing specifications, sign and rubber stamp of the bidder for both types of Calendars	Yes/No
8.	Part I (Techno-commercial Bid) in Sealed Cover duly superscribed with Part I (Techno-commercial Bid) containing two separate envelopes superscribed with Part I A & Part I B	Yes/No
9.	Part 'II' sealed in a separate envelope duly superscribed with Part II (Price Bid) containing Price Bid as per proforma given in (Annexure III).	Yes/No



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