

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited
कॉर्पोरेट संचार
Corporate Communication



No. CC/VR/2016-17
June 13, 2017

Dear Sir/Ma'am,

Subject: Registration of vendors as Printer in Two Categories for BHEL

BHEL, India's largest engineering and manufacturing enterprise in the energy related/ infrastructure sectors with global presence, is registering vendors as printers in two categories viz.

Category A:

- All jobs which have quantities more than 1000
- All jobs which involve 'Perfect Binding' or 'Section Sewn Cover Drawn-on Binding' or 'Hard Case Binding'

Category B:

- All jobs which have quantities less than or equal to 1000 copies
- All jobs where type of binding is creasing & folder and centre pinning

who meet criteria as per Annexure A, Annexure B and Annexure C as attached. Same agency can be registered as vendor in both the categories as above subject to fulfilling the requirements and request for same by way of filling both Annexure B and Annexure C.

BHEL invites you to submit the filled in proforma wherever required and submit the required documents as mentioned against each item of the Annexures.

The bidder should have suitable infrastructure as a Printing Facility in Delhi NCR. After registration, limited tender enquiry will be issued to printer registered in the respective category as and when requirement arises. BHEL decision will be final in this regard.

The following enclosures form an integral part of this document:

- | | |
|--|--------------------|
| 1. PROFORMA FOR STATUTORY REQUIREMENT | Annexure A |
| 2. PROFORMA FOR PQR FOR AGENCIES IN CATEGORY A | Annexure B, AND/OR |
| 3. PROFORMA FOR PQR FOR AGENCIES IN CATEGORY B | Annexure C |

Your documents should be submitted zipped together with maximum size of email as 10MB. If required send the documents in more than one email. All the documents should reach us on or before **14:00 HRS on 04.07.2017 (Tuesday)** at the following email addresses:

1. pallavi@bhel.in
2. anupamc@bhel.in
3. ccag@bhel.in

You will be sent the acknowledgement of receipt of your documents. If in case you do not receive the acknowledgement within 2 working days, you may please contact the undersigned at 011-66337362.

पल्लवी
Pallavi
BHEL House, Siri Fort
New Delhi - 110049

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You also have an option of sending the documents by courier/by hand to the following address before the deadline:

Pallavi Chaudhuri, Executive (CC)
Corporate Communication,
Bharat Heavy Electricals Limited,
BHEL House, Asian Games Village,
Siri Fort, New Delhi-110 049

The documents will be evaluated by the BHEL committee. BHEL reserves the right to visit bidder's premises to physically verify the list of facilities/machineries submitted. In case any information given is found to be false or not meeting the minimum requirement mentioned and marked with * in the Annexures, the bid is liable to be disqualified and further participation in the registration process will be blocked in such specific case(s).

Thanking you,

Yours faithfully,

Pallavi

(Pallavi Chaudhuri)

Executive (CC)

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कार्यपालक / Executive
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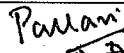
Annexure - A: STATUTORY INFORMATION (Common for Both Categories)

1.0	ADDRESSES		DOCUMENTS REQUIRED
1.1	NAME AND CORRESPONDENCE ADDRESS OF THE VENDOR SEEKING REGISTRATION WITH BHEL AS A PRINTER	Name of agency: Address: Contact Nos. Email IDs:	NA
1.2	REGISTERED OFFICE ADDRESS	Address: Telephone No. Website	Incorporation certificate as applicable
1.3	ADDRESS OF THE PRINTING FACILITY OF VENDOR SEEKING REGISTRATION WITH BHEL AS A PRINTER AT DELHI NCR REGION*		Latest paid Landline telephone bill or the latest paid Electricity bill in the name of the Printing Unit for NCR based location OR copy of lease agreement for the facility entered into atleast three months ago
2.0	DETAILS OF CHIEF EXECUTIVE OF THE PRINTER SEEKING REGISTRATION	Name: Designation: Email: Contact Nos.	NA
3.0	OWNERSHIP INFORMATION (FURNISH DOCUMENTS AS APPLICABLE)		
3.1	OWNERSHIP		
	Govt. of India Undertaking		-
	State Govt. Undertaking		-
	Public Limited Company		Memorandum of Association, Articles of Association & Certificate of Incorporation
	Private Limited Company		
	One Person Company		
	Limited Liability Partnership		Memorandum of Association, Articles of Association, LLP
	Partnership Firm		Registered Partnership Deed duly signed by Registrar or Firms
	Proprietorship		Profession Tax Regn./Municipal Regn./ PAN of Firm (Proprietor)
	Co-Operative Society		Certificate of Registration of society issued by Registrar of Societies along with Society Rules and Bye Laws (as per Extant Act)
	Trust		Registered Trust Deed
	Others (Please Specify)		Attach a copy of relevant Statutory Document
3.2	Year of Commencement of Business (company should have been incorporated/ registered at least 3 years before i.e. on or before 01.04.2014)		Work Order and job completion certificate for any job prior to 01.04.2014
4.0	REGISTRATION PARTICULARS (FILL WHATEVER APPLICABLE & SUBMIT DOCUMENTS AS APPLICABLE) of company seeking registration * starred item are mandatory		
	PARTICULARS	DETAILS	
4.1	PAN no. *		Copy of PAN Card
4.2	Central Sales Tax Regn. Number/TIN Number		Registration document
4.3	State Sales Tax/VAT/TIN Number		Registration document
4.4	Excise Control Code Number		Registration document
4.5	Service Tax Regn Number		Registration document
4.6	Whether Company is Micro/Small Enterprise Category (Yes/No)		MSME document
4.7	Compliance with Taxation Rules		Certified true copy of Income Tax Returns duly vetted by CA for last 3 years
5.0	QUALITY STANDARDS		
5.1	Whether ISO 9001 Certified (submit valid certificate) *		Enclose certificate. The valid certificate has to be submitted whenever current certificate expires. Bidders having valid certificate as on date of tender for any job only will be asked to quote.
5.2	Whether ISO 14000 Certified (submit valid certificate if applicable)		Enclose certificate
5.3	Whether OHSAS 18000 Certified (submit valid certificate if applicable)		Enclose certificate

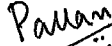
Pallavi
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ANNEXURE B: PRE QUALIFICATION REQUIREMENT FOR CATEGORY A for JOB for copies > 1000 nos.

S.NO.	REQUIREMENT	DOCUMENTS TO BE SUBMITTED
1.0	EXPERIENCE AS A PRINTER	
1.1	Work Order/ Purchase Order	1. Self-attested copy of three valid POs from PSUs/Govt. or Listed Companies executed during the last three years, ending 31.03.2017. The bidders are to enclose self-attested Work Order/PO copies executed along with satisfactory completion certificates issued by the parties, on their official letter-heads, for whom the said job has been successfully executed * 2. One Self Attested copy of Purchase Order for hard case job (if available)- Applicable only for those printers who have the available infrastructure for executing hard case jobs
1.2	Sample of jobs	1. Submission of at least one sample each of Leaflets, Brochures, Folders (in A4, A5 sizes) for the POs submitted as 1 above * 2. Submission of sample of any "Hard Case job with Printed Laminated Cover (PLC) duly pasted & tunneling with Book Block & End Covers printed by either of the two processes Digital or Offset & Section Sewn". Similar specimens can be inspected in BHEL Office during the working hours before submission, along with Purchase Order for same - if applicable
2.0	INFRASTRUCTURE/ CAPABILITY (in-House) Please note that Back-up of each of the machines and ancillary equipment mentioned below is implied and should be available with the printer	
2.1	CTP Facility *	Self-certified List of Machinery highlighting the machines required
2.2	One Drum/ Flat Bed Scanner 4000 DPI or above along with system having two or more work stations for planning *	Do
2.3	Offset Printing facility/ machine in adequate size *	Do
2.4	CPC Five colour machine in size 28" x 40" <i>Note: Five Colour Machine with provision for 4 Colour Printing + Online Silky Aquas Coating/Varnishing</i> <i>Note: Offers for jobs which require Silky Aquas Coating/Varnishing to be invited only from those printers who have the requisite facility as above</i>	Do
2.5	CPC Four colour M/C's in size 23" x 36" and 19" x 25" *	Do
2.6	Four colour machines in size 28" x 40" and 19" x 25" *	Do
2.7	Single colour machines in size 23" x 36" or Two Single colour machines in 19"x25" *	Do
2.8	At least One Sheet-fed 4-Colour Machine each in the following sizes: 23"x36" / 28" x 40" and 19"x25" size *	Do

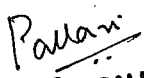

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2.9	Programmatic paper cutting machines *	Do
2.10	Automatic flow line machine for centre pinning (stitching) with in-built or separately installed 3 knife trimmers *	Do
2.11	Automatic Folding Machines *	Do
2.12	Automatic Section Sewing machines *	Do
2.13	Automatic Gathering & Perfect Binding machines *	Do
2.14	Online UV Coater (Provision for UV Spot Varnishing) NOTE: Offers for jobs which require UV Spot Varnishing to be invited only from those printers who have the requisite facility as above	Do
2.15	Hard Case fabrication with tunneling facility – NOTE: Offers for jobs with Hard case shall be invited only from printers with the requisite fabrication & tunneling facility	Do
2.16	At least One (01) No. - Two Colour Web Offset Machine in adequate size for carry out high volume jobs where the printed quantity exceeds 15,000 NOTE: Offers for jobs which require UV Spot Varnishing to be invited only from those printers who have the requisite facility as above	Do
2.17	DTP with four terminals with latest configurations along with A-3 size colour-ink jet /colour laser printer of 600 DPI or above *	Do
2.18	Epson Proofing Facility *	Do
2.19	Adequate Power back-up to run all machines mentioned above *	Do


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ANNEXURE C: PRE QUALIFICATION REQUIREMENT FOR CATEGORY B for JOB for copies < 1000 nos.

S.NO.	REQUIREMENT	DOCUMENTS TO BE SUBMITTED
1.0	EXPERIENCE AS A PRINTER	
1.1	Work Order/ Purchase Order	1. Self-attested copy of three valid POs from PSUs/Govt. or Listed Companies executed during the last three years, ending 31.03.2017. The bidders are to enclose self-attested Work Order/PO copies executed along with satisfactory completion certificates issued by the parties, on their official letter-heads, for whom the said job has been successfully executed *
1.2	Sample of jobs	1. Submission of at least one sample each of Leaflets, Brochures, Folders (in A4, A5 sizes) for the POs submitted as 1 above *
2.0	INFRASTRUCTURE/ CAPABILITY (in-House) Please note that Back-up of each of the machines and ancillary equipment mentioned below is implied and should be available with the printer	
2.1	CTP Facility *	Self-certified List of Machinery highlighting the machines required
2.2	Sheet-fed Printing Machines in adequate size suitable for executing print jobs (finished) size of up to 23.5" X 8.5" *	Do
2.3	Four Colour Sheet-fed Printing machine - 01 no. *	Do
2.4	Two Colour Sheet-fed Printing machine - 01 no. *	Do
2.5	Single Colour Sheet-fed Printing machine - 01 no. *	Do
2.6	Programmatic paper cutting machine - 01 no. *	Do
2.7	Automatic Gang Stitcher facility for centre pinning (Proline) *	Do
2.8	Automatic Folding Machines - 01 no. *	Do
2.9	Offline Varnishing/Coating machine- 01 no. NOTE: Offers for jobs which require Varnishing to be invited only from those printers who have the requisite facility as above	Do
2.10	Adequate Power back-up to run all machines mentioned above *	Do


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