



**BHARAT HEAVY ELECTRICALS LIMITED**  
(A Government of India Undertaking)  
**BOILER AUXILIARIES PLANT,**  
**RANIPET- 632 406 (Tamil Nadu)**  
**HRM::C&PR DEPARTMENT**  
**Ph.NO. 04172-284022**

Ref: HR:C&PR:NEWS:2014

Dated: 29/03/2014

**NOTICE FOR INVITING TENDER**

<b>Tender Notice No.</b>	<b>HR:C&amp;PR:NEWS:2014 dt: 29-03-2014</b>
<b>Nature of work</b>	<b>Printing of BHEL/BAP House Journal, Brochure, etc.</b>
<b>Period of Contract</b>	<b>Two Years</b>
<b>Last Date &amp; Time for receipt of Tender</b>	<b>16.04.2014 15:00 hrs</b>
<b>Date &amp; Time and Venue of Tender Opening</b>	<b>16.04.2014 15:30 hrs</b> <b>HRM Conference Hall, BHEL, Ranipet</b>
<b>The document contains:</b>	<b>14 pages i.e.</b> <b>i) Specifications/Scope - Annexure-I</b> <b>ii) Terms &amp; conditions - Annexure-II</b> <b>iii) No Deviation Certificate to be given on Printer's Letter Head - Annexure-IIA</b> <b>iv) Submission of offer - Annexure-IIB</b> <b>v) Price Proforma - Annexure-III</b> <b>vi) Bank Details to be furnished by the printer - Annexure IV</b> <b>vii) EFT details to be furnished by the printer - Annexure V</b> <b>vii) Check-list - Annexure-VI</b>
<b>Tenders shall be addressed to</b>	<b>Officer /HR-C&amp;PR</b> <b>Bharat Heavy Electricals Limited</b> <b>Indira Gandhi Industrial Complex,</b> <b>Ranipet – 632406 Vellore Dist. Tamil Nadu</b>

**ISSUING OFFICER**



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**Annexure – I**

**SPECIFICATIONS / SCOPE OF WORK FOR “BHEL/BAP HOUSE JOURNAL, MESSAGES, PHAMPLETS, BROCHURE, etc.”**

1.	<b>PERIODICITY</b>	BAP House Journal - Normally Monthly delivery. <i>BHEL reserves the right to change the periodicity of the House Journal at its sole discretion.</i>  Messages - Normally twice per annum. <i>BHEL reserves the right to change periodicity at its sole discretion.</i>  Pamphlets & brochures – As and when required by BHEL
2.	<b>DURATION OF CONTRACT</b>	24 months (2 years)  <b>Note:</b> <i>BHEL may increase/ decrease no. of issues to be Printed, as required, during the period of the contract at its sole discretion.</i>
3.	<b>QUANTITY</b>	1800 (appx) Tamil copies per month  <b>Note:</b> <i>BHEL may increase/ decrease no. of copies to be Printed, as required, during the period of the contract at its sole discretion. Payment for the same will be governed by the unit rate.</i>
4.	<b>NO. OF PAGES</b>	House Journal - 4, 6 or 8 pages as per quantity mentioned in Price Proforma (Annexure III)  Messages, Pamphlets Brochure, Etc., - Standard is – One sheet both side print ( 2 page). Size being common A4, the quoted rate for 2/4/6/8 page will be applicable as the case may be). In case of increase / decrease in the number of copies, payment shall be governed by the unit rate. The content of messages, pamphlets, etc. may be in Tamil, Hindi or English.
5.	<b>SIZE</b>	<b>A4 size – 210 mm Width x 297 mm Height</b>
6.	<b>PAPER</b>	130 gsm Sinarmas Art Paper
7.	<b>COLOUR</b>	Multi colour on all pages
8.	<b>INPUTS</b>	Print Ready File on CD / Zip Diskettes or through online link using design softwares like CorelDraw, Photoshop, etc. shall be provided by our authorised advertising agency or BHEL.
9.	<b>FINISHING</b>	2 Page print on one sheet ( for brochures three fold creasing) 4 Pages : Folding & creasing 6 pages : Folding, creasing and center single sheet pull-out 8 Pages : Folding, creasing and double stapling
10.	<b>PACKING</b>	Approx. 1800 copies sorted and packed into approx. 18 separate parcels
11.	<b>DELIVERY</b>	Delivery should be made to the following address; Officer / HR- C&PR, BHEL / BAP Ranipet- 632 406 Tamil Nadu.

**Note:**

- Designs/ Photographs/ Transparencies supplied by BHEL or its advertising agency are to be returned to BHEL immediately after completion of printing of each issue*
- Your offer must include samples of papers as per specifications above*

**Signature and seal of the printer**



**TERMS & CONDITIONS**

**1.0 SUBMISSION OF OFFER**

Your offer should be complete in all respects (refer Annexure II B). 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 are liable for rejection.

This is a limited tender. So, offers of only those bidders to whom tender has been sent by BHEL will be accepted. Offers from those bidders who download tender document from BHEL website or government website will not be accepted. However, those bidders will be considered for registration with BHEL for the next tender of this nature.

**2.0 VALIDITY**

- 2.1 Your offer should remain valid for a period of 90 days from the date of opening of the tender for our acceptance.

**3.0 AWARD OF WORK**

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

- a. **Submission of duly filled in entire tender document and signed on all pages with seal and date.**
- b. **No Deviation Certificate** as per Annexure-II A.
- c. **Check List** as per Annexure- VI.
- d. **Acceptance to “BHEL Terms & Conditions”** including “Delivery Schedule” and Conformity to “Specifications/ Scope of Work”, by way of signing and affixing rubber stamp on each page.
- e. **Samples of Papers** as per requirement given in Specification. Paper sample should bear specifications, signature and stamp of the bidder.
- f. **Duly filled in Rate Schedule in the Proforma given in the Annexure- III .** This part should have prices only. Any comments / deviations in this Part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.
- g. 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.

- 3.1.1 **Evaluation criteria: Evaluation** will be done on the total cost to the BHEL , quoted at sl. no. 7 of Annexure –III of Price Performa.

**Signature and seal of the printer**



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### 4.0 PRICE

- 4.1 Price quoted should be firm and exclusive of any commission throughout the contract period.
- 4.2 Price to be given in words as well as in figures without any correction/ overwriting. Care should be taken to ensure that the amount in words and figures match with each other.
- i) If there is a 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 BHEL, 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
  - 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 of (i) and (ii) above.
  - iv) 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 BHEL, the bid is liable to be ignored.
- 4.3 Price to be filled-in as per the Price Proforma enclosed as Annexure-III. **Change in Proforma is not allowed.**
- 4.4 Offers not fulfilling any of the above conditions are liable to be rejected.

### 5.0 TAXES

- 5.1 It is mandatory to comply with all taxes applicable for the required services. The price should be inclusive of all taxes, duties and levies. However, the amount towards VAT should be indicated separately in the specified place in Price Proforma enclosed as Annexure- III.

### 6.0 EARNEST MONEY DEPOSIT (EMD)

- 6.1 All the tenderers are required to submit an EMD amount of Rs. 10,000/- (ten thousand only) in a separate envelope in form of cash receipt / pay order / demand draft. The envelope should be super scribed with "EMD for BHEL / BAP Tender for Printing".
- 6.2 Bidders can submit the EMD amount in BHEL's cash office located in BHEL Ranipet's premises and submit the receipt of the same. EMD can also be remitted through Pay order or Demand Draft drawn in favour of Bharat Heavy Electricals Ltd., Ranipet- 632406 payable at SBI, Mukundarayapuram, (Branch Code 7013).
- 6.3 EMD given by all unsuccessful tenderers will be refunded normally within 15 days of acceptance of award of work by the successful tenderer.
- 6.4 EMD shall not carry any interest.

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### 7.0 SECURITY DEPOSIT (SD)

7.1 **Security Deposit** :The successful bidder shall be required to furnish security deposit at the rate of 10% of the order value before start of the work in one of the following forms :

- a) Cash deposit at BHEL's cash office located in the factory premises
- b) Demand draft or pay order drawn in favour of Bharat Heavy Electricals Ltd., Ranipet-632406 payable at SBI, Mukundarayapuram, (Branch Code 7013).
- c) Local cheques of scheduled banks subject to realization.
- d) Securities available from Post Offices such as National Saving Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- e) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
- f) Fixed Deposit Receipt issued by scheduled Banks / Public Financial Institutions as defined in the Companies Act. The bank guarantee format should have the approval of BHEL.
- g) SD can also be recovered at the rate of 10% from the running bills. However, in such cases, at least 50% of the Security Deposit should be submitted before start of the work and the balance 50% may be recovered from the running bills.
- h) Acceptance of SD against S.No. (d) and (f) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, 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 herewith.

7.2 EMD of the successful tenderer can be converted and adjusted against the SD

7.3 Security Deposit shall not carry any interest

7.4 SD will remain with BHEL till the tenure of the contract i.e. 2 years (24 months). Security deposit shall be forfeited in case the successful bidder refuses to commence the work within the period as per LOI / Contract and/or non-fulfillment of conditions of the order.

### 8.0 PRICE ESCALATION CLAUSE

8.1 All the prices quoted by the bidders shall be in Indian Rupees and shall be firm and binding and not subject to any price escalation. These rates are valid during the period of the contract and no increase in it will be considered.

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### 9.0 TERMS OF PAYMENT



## **BHARAT HEAVY ELECTRICALS LIMITED**

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- 9.1 Full payment shall be released for each issue within 45 days from the date of receipt of bills subject to the completion of the following:
    - 9.1.1 Delivery of ordered copies
    - 9.1.2 Return of all materials provided by BHEL to the printer
  - 9.2 While making the payment, statutory deductions as applicable, shall be made by BHEL.
  - 9.3 Payment shall be released for the ordered quantity or actual quantity delivered , whichever is less.
  - 9.4 BHEL reserves the right to make payment through E-mode
  - 9.5 Successful bidder is required to furnish his EFT payment details in the format attached as Annexure V.

### **10.0 PRICE EVALUATION**

- 10.1 The bidder is required to quote essentially for the entire scope of work. Evaluation of the lowest bidder (Overall L1) would be on the basis of the combined price quoted against **Sl. No. 7 of Annexure III** (Price Proforma).

### **11.0 PAPER**

- 11.1 Paper used by the printer should be strictly as per our specifications (Sinarmas Art Paper, 130 gsm). Sample enclosed should also bear brief specification, signature and stamp of the bidder.

### **12.0 PRODUCTION**

- 12.1 Print-ready File on CD / Zip Diskettes or through online link shall be supplied by BHEL or its authorized advertising agency.
- 12.2 Printing shall be supervised at all stages by BHEL representative or its authorized advertising agency, which shall be intimated in due course.
- 11.3 Printer shall return all materials (Transparencies/ Photographs/ CD of Design, etc., as applicable) to us in good condition. The printer's bills are to be routed directly to us on the following address : Officer / HR-C&PR, HRM Department, Bharat Heavy Electricals Limited, Boiler Auxiliaries Plant, Ranipet- 632 406, Tamil Nadu.
- 11.4 BHEL shall be the final authority for accepting the job and reserves the right to inspect printing and fabrication from proofing to the final stages.

### **13.0 PRINTING TIME AND DELIVERY SCHEDULE**

- 13.1 The entire material should be printed and delivered at BHEL/Ranipet within five days from the date of handing over the print ready file on CD / Zip Diskettes or through online link by BHEL or its authorized advertising agency.

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### **14.0 PENALTY – QUALITY**



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- 14.1 If the final product does not match the quality and specifications mentioned, BHEL will not be obliged to accept the goods. If at all the goods are accepted, penalty shall be imposed at a rate to be decided by BHEL. Bidder shall be given reasonable opportunity to place his side before the penalty is applied.

### **15.0 PENALTY – DELAY**

- 15.1 The printing schedules given in clause 13 will have to be strictly adhered to.
- 15.2 Any delay in completion of the job will invite imposition of penalty @ 2% of the total cost of the issue per day of delay for the first two days and 3% of the total cost of the issue per additional day of delay from the third day onwards at the sole discretion of BHEL.

### **16.0 RISK PURCHASE**

- 16.1 BHEL at its option will be entitled to terminate the contract and get the printing done elsewhere at the risk and cost of the printer either the whole of the goods or part thereof which the printer has failed to deliver or dispatch within the stipulated time as aforesaid or if the same are not available, with the best and the nearest available substitute thereof.
- 16.2 The printer shall be liable for any loss which BHEL may sustain by way of such risk purchases, in addition to penalty at the rate mentioned in Clause 14 & 15 above.

### **17.0 DESPATCH**

Approx. 1800 copies per month sorted and packed into approx. 18 separate parcels is to be delivered to **Officer/HR- C&PR,BHEL/BAP,Ranipet- 632 406 Tamil Nadu**. 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.

### **18.0 CHANGE IN THE ORDERED QUANTITY**

- 18.1 BHEL reserves the right to increase or decrease the ordered quantity indicated in the Scope of work depending upon the actual requirement. Payment for the same will be governed by the unit rate.

### **19.0 ARBITRATION**

- 19.1 Any dispute or difference whatsoever, arising between the parties, out of or relating to the construction, meaning and operations or effect of this contract or breach thereof shall be settled referred to the sole arbitration of the Head of Human Resource Department of BHEL, Ranipet whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason (s) for the award. The venue of the arbitration proceedings shall be Ranipet or any other place as may be decided by the arbitrator.
- 19.2 Subject to the above, the provisions of Arbitration Act 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

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### **20.0 EFFECT AND JURISDICTION OF CONTRACT**



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- 20.1 The law applicable to this contract shall be the laws in force in India. The courts in Ranipet, Tamilnadu, India shall have exclusive jurisdiction in all matters arising under and on account of this contract.

## **21.0 CONFIDENTIALITY**

- 21.1 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.

## **22.0 ACCEPTANCE OF TERMS AND CONDITIONS**

- 22.1 The Printer should specifically mention that all the terms and conditions described above, including the penalty clauses, are unconditionally acceptable.
- 22.2 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.

## **23.0 INCOMPLETE TENDERS**

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

## **24.0 SCRAPPING THE TENDER**

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

## **25.0 CONTRACT TERMINATION**

- 25.1 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.

## **26.0 AUTHORISED OFFICER**

- 26.1 Manager/HR- C&PR , BHEL/BAP, Ranipet , 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.

**Signature and seal of the printer**





**Annexure - II A**

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

**Certificate of Acceptance**

"Certified that we have read and understood all the terms and conditions of the Tender No. HR:C&PR:NEWS:2014 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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## **Annexure – II B**

### **SUBMISSION OF OFFER**

Your offer has to be submitted as follows:

- a. **The entire tender document along with annexure should be duly filled in, signed on all pages with official seal and date.**
- b. **Samples of Papers** as per requirement given in Specifications. Paper should bear specification, signature and stamp of the bidder
- c. The entire tender documents along with sample paper as above should be put into a envelope, sealed properly and super scribed with “Offer for BHEL / BAP Printing Tender”. The EMD in form of cash receipt / pay order / DD should be put in a separate envelope, sealed properly and super scribed with “EMD for BHEL / BAP Printing Tender”.

Both the envelopes should be put in a separate bigger envelope, sealed properly and super scribed with “Tender for Printing BHEL House Journal”

- d. The envelope should be addressed to;

Officer / HR - C&PR  
BHEL / BAP  
Ranipet- 632 406  
Tamil Nadu.

- e. 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.

**Signature and seal of the printer**

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Kindly quote your lowest rate inclusive of all taxes (Excluding VAT which should be quoted in the separate column provided) for printing, binding/fabrication, scanning/ system work, packing, delivery, making of pdf file for web hosting for each issue as per scope of work and specifications enclosed as Annexure-I. The work involves printing of BHEL's monthly in-house journal (once in a month) and messages (generally twice in a year). The volume of printing work mentioned below is required over a period of two years, i.e. April 2014 – March 2016 :

Sl.No	Description (No. of Pages)	Approximate Qty. for entire two years (number of copies)	Unit Rate per copy	Total Amount
1	2 Page on 1 sheet (both side printing)	3000 copies, 3 times = 9000 copies		
2	4 Pages	1800 copies, 8 times = 14,400 copies		
3	6 Pages	1800 copies, 14 times = 25,200 copies		
4	8 Pages	1800 copies, 6 times = 10,800 copies		
5	Sub Total ( Sl. Nos 1 to 5)			
6	VAT : %_____ and tax amount on Sl. No. 5			
7	Total Amount ( Sl. Nos 6+7)			

**Note: Quoted rates remain valid for two year. No escalation in the rate will be allowed during the contract period.**

Signature\_\_\_\_\_

Seal of Printer \_\_\_\_\_

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<b>PARTY's NAME &amp; ADDRESS</b>	
<b>PARTY'S eMAIL – ID</b>	
<b>PAN NO.</b> (Self attested Xerox copy should be attached)	
<b>CST NO., IFAPPLICABLE</b> (Self attested Xerox copy should be attached)	
<b>VAT NO., IFAPPLICABLE</b> (Self attested Xerox copy should be attached)	
<b>SERVICE TAX REGN. NO., IFAPPLICABLE.</b> (Self attested Xerox copy should be attached)	

**Signature and seal of the printer**

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01	NAME & ADDRESS OF THE SUPPLIER / VENDOR	
02	VENDOR CODE (as in PURCHASE ORDER)	
03	Details of Bank Account:	
A)	NAME & ADDRESS OF THE BANK (WITH PIN CODE)	
B)	BANK TELEPHONE NUMBER (WITH STD CODE)	
C)	<u>BANK BRANCH CODE</u>	
D)	MICR CODE	
E)	ACCOUNT NUMBER	
F)	TYPE OF ACCOUNT	CURRENT A/C / OD / CASH CREDIT
G)	VENDOR NAME AS PER BANK RECORDS	
H)	BANK BRANCH RTGS IFSC CODE	
I)	BANK BRANCH NEFT IFSC CODE	
J)	VENDOR'S EMAIL ID (give two ids)	
K)	NAME OF AUTHORISED SIGNATORY	

**CERTIFICATE**

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED, RANIPET by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account are a valid discharge of the liability of Bharat Heavy Electricals Limited, Ranipet. I / we also agree to bear the applicable Bank Charges for the above mode of transfer.

AUTHORISED SIGNATORY OF VENDOR WITH SEAL

**Banker's Certification**

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of \_\_\_\_\_ (Name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

DATE:

\_\_\_\_\_  
(Manager / Officer's  
signature Under Bank stamp)



**Annexure – VI**

**Checklist**

<b>S.No.</b>	<b>Description /Item</b>	<b>Enclosed Yes/No</b>
1.	No deviation Certificate as per Annexure – II A on your letter head.	Yes/No
2.	Details of the Bidder as per Annexure IV	Yes/No
3.	The entire tender document duly signed on each page along with the seal of the printer as a token of acceptance	Yes/No
4.	Paper Sample bearing specifications, sign and rubber stamp of the bidder	Yes/No
5.	Tender document and EMD sealed in separate envelopes. Both envelopes sealed and packed in a separate bigger envelope.	Yes/No

**Signature and seal of the printer**