



भारत हेवी इलेक्ट्रिकल्स लिमिटेड ए झाँसी

BHARAT HEAVY ELECTRICALS LIMITED, JHANSI

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : **CPR/PRAGATI/PUB/20-21**

For Bi Month Publication of Unit House Journal "PRAGATI" for two years.

TENDER DOCUMENT

For Tender Enquiry No.: CPR/PRAGATI/PUB/20-21

For

Tender for Publication of Unit House Journal "PRAGATI" for two years

Contact Persons:

Name: Anshuman Sharma

Designation: Dy. Manager (CMM)

Email: anshuman.sharma@bhel.in

PH: 0510-2412784

Tender Due Date: 10.07.2020 at 13:15 Hrs.

Tender Opening Date: 10.07.2020 at 14:00 Hrs.

Communications & Public Relations

BHARAT HEAVY ELECTRICALS LIMITED,

PO: BHEL, Jhansi 284120

Accepted

Signature and Seal of Bidder



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Schedule "A"

NOTICE INVITING TENDER

Sealed Tenders are invited for the work: Publication of House Journal "PRAGATI" for two years

Important Information

S. No.	Particulars	Description
1	Name of Work	"E" Publishing of Unit House Journal "PRAGATI" against Rate Contract" for two years.
2	Tender Evaluation Criteria	As per Annexure "F"
3	Duration of Rate Contract	Two years from the date of award, extendable for six more months. Rates shall be kept valid for two year.
4	Last date of receipt of the Tender	10.07.2020 on 13.15 Hours.
5	Date of opening of Techno - Commercial Bid.	10.07.2020 on 14.00 Hours.
6	Address for submitting the tender	Tender Box at CISF office Administrative Building gate BHEL, Jhansi-284120.
7	Earnest Money Deposit	Nil
8	Cost of Tender	Nil
9	Security Deposit	Nil
10	Validity of Offer	21 Days from tender opening date.

Accepted

Signature and Seal of Bidder



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Schedule -"B"

SCOPE OF WORK

1. Sealed Bids are invited in single parts for Rate Contract of "E" Publishing/Designing of House Journal "PRAGATI" s as under:
 - A) Publication/Designing of Bi month Unit House Journal "PRAGATI" for two years.
2. The commencement date of the contract shall be the date of the LOI or LOA, whichever is earlier.

Instructions for furnishing of offer

1. Offer to be submitted in single Price Bid only. Bid consist of General Terms & Conditions (14 pages attached with TD), and all its sections, all enclosures in support of various clauses and Pre - Qualifying requirements as per Schedule-C, and blank price bid as per Schedule - G.
4. Price bid to be submitted duly filled as per schedule – H.
3. Price bid shall be opened as scheduled according to tender.
4. Bidders must properly sign all documents, on each page.
5. **Price bid (Only Page no.23)** along with supporting documents attached by bidder to be submitted in sealed envelopes mentioning/ boldly super-scribing "**PRICE Bid FOR** tender enquiry no. & tender opening date respectively. The price bid to be kept in envelop mentioning tender no. and tender due date with the name of bidder, addressed to Manager CPR BHEL Jhansi. This offer to be dropped in tender box located at CISF post ADM Gate BHEL Jhansi.
6. Overwriting /correction may attract for rejection of offer.
7. Tender Cost –NIL
8. EMD - NIL

For relevant details, please visit our website "www.bhel.com" & "www.
<https://jhs.bhel.com/>"

Note: BHEL takes no responsibility for any delay/loss of documents or correspondence sent by courier or post. Late tenders shall be rejected outright.

Accepted

Signature and Seal of Bidder



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Schedule -"C"

Detail of Bidder and Documents to be submitted along with Price Bid

S.No.	Particular	Detail (Please mention)
1.	Name of the firm	
2.	Name of the Proprietor/Partners	
3.	Address	
4.	Mobile No.	
5.	E-mail ID	

Pre - Qualifying Requirements

Essential documents to be submitted as per PQRs. & mention the detail in the last column of table shown below-

SL. No.	Particulars	Supporting documents (Pl. attach copies)	Detail of attached docs. (Pl. fill)
1.	Valid GSTIN	Certificate copy of GST Registration.	
2.	PAN No.	Copy of PAN	
3.	AADHAR	Copy of AADHAR Card (in case of Proprietor/ Partnership).	
5.	Average Annual Financial turnover during the last 3 years ending 31 st march of the previous F.Y. should be at least- Rs.1.00 lakhs	Audited and certified Balance Sheet of related financial years or ITR copies of related years.	
6.	Having experience of "E" Publishing/ Designing work during last 07 years ending 31.05.2020 of following value(s) (i) one work of min Rs.1.00 Lakhs. (ii) Two works of min Rs 0.85 Lakhs each. (iii) Three works of min Rs.0.60 Lakhs each.	Work completion certificates or copy of invoices or TDS certificates or copies of work orders.	
7.	Self-declaration regarding not guilty/not black listed and timely publishing of "E" journals..	Affidavit on stamp paper of Rs.100/- as per attached annexure	Submitted / Not submitted
9.	Blank Price Bid	Signed copy of blank price bid.	Submitted / Not submitted

We will fulfill all the obligations of the contractor and abide by the terms & Conditions mentioned in the enquiry.

Self Declaration

I declare that i will provide all as quoted above.

Sign & Seal.

Accepted

Signature and Seal of Bidder



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कार्य का नाम : दर संविदा (Rate Contract) के आधार पर दो वर्ष हेतु गृह पत्रिका "प्रगति" की डिजायनिंग

निविदा खुलने का दिनांक: 10.07.2020 अपराह्न (14:00 बजे)

क्र. .	डिजायनिंग विवरण	वांछित सामग्री /मदों की संख्या	मूल्यदर/ प्रति पेज ए जीएसटी सहित (रुप्त्र)	समेकित लागत मूल्य ,रुप्त्र
1	प्रगति (नियमित अंक)	06) अंक ए12 पेज प्रति अंक		
2	प्रगति नियमित) (विशेषांक	08) अंक ए04 पेज प्रति अंक		
3	प्रगति अतिरिक्त) (विशेषांक	08) अंक ए04 पेज प्रति अंक		
	कुल योग			

निविदाकार के हस्ताक्षर दिनांक सहित :

निविदाकार का नाम व पता:

दूरभाष नं: .

Accepted

Signature and Seal of Bidder



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गृह पत्रिका "प्रगति" ई-पत्रिका-द्व हेतु विवरण शर्ते एवं निबंधन

SPECIFICATION /TERMS & CONDITION FOR "PRAGATI" HOUSE JOURNAL

1	नाम /Name	प्रगति / PRAGATI
2	अवधि / Periodically	द्विमासिक / Every Two Month I
3	साइज /Size	ए4 (A4)
4	पेज /pages	6 OR 8 (AS PER Magazine MATERIAL)
5	पेज कॉलम /page Column	3 OR 2 Without Column (One Column = 6cms)
6	ई-पत्रिका- रंग/ Colour of E-Magazine	बहुरंगी /Multi Colour
7	ई-पत्रिका प्रति ; सॉफ्ट की संख्या/ No. of Soft copy	One final soft copy for loading on BHEL Web page shall be required every time on CD/DVD
8	ई-पत्रिका हेतु टाइपिंग- Typography For E-Magazine	All Matter Hindi/English spread over in all pages are to be composed by DTP/Photo Composing.
9	पिक्चरएनेगेटिवएस्क्रीनिंगएस्क्रेनिंग Picture, Negative, screening/ scanning	A) Photographs to be copied/scanned from the given photographs, Art work, Cartoons etc. to be supplied by CPR Dept. B) On art work visual , there may be addition of Hindi along with English or vice-Versa with special effects as required in photographs. C) Tenderer will prepare art- work and it should be approved by CPR Dept.
10	ई-पत्रिका प्रक्रिया-E-Magazine Process	Both side of E-Magazine will be in multi colour
11	स्क्रीन सुपर इम्पोजिंग / Screen super imposing	Different grade of screens will be used or super imposing will be done for Special effects as per the subject matter.
12	प्रूफ/proof	A) Proof of E-Magazine (i.e. each page should be supplied at every stage. B) Proofs to be read by the Tenderer and a certificate to this effect should be recorded in the proof by the Tenderer and final page proofs (2copies) free from all mistakes with all photographs pasted in given size to be sent to CPR Dept. and got approved. C) Second corrected proof, if demanded will have to be submitted by the Tenderer immediately i.e. next day. D) Typography and photo proof should be of top quality. It should be clear and legible. photo proof should be properly identifiable photo side should be correct.
13	ई-पत्रिका क्रम- E-Magazine Schedule	Manuscript for first issue including Photographs, sketches, Art-work and other related material will be given to the Tenderer by CPR as per schedule given below. Handing over the manuscript to the Tenderer .Submission of proof within 3days.

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		<p>Return of proof within 2 days.</p> <p>Supply/Delivery of E-magazine within 5 days of proof returned.</p> <p>If the dates/date mentioned in the E-Magazine schedule happens to before holiday in BHEL Jhansi . The schedule action will be taken on the next working day.</p> <p>Tenderer is liable to collect all the above items from CPR Dept.</p> <p>Tenderer will bring the proofs duly read and free from all mistake..</p>
14	सम्पादन /Editing	The Tenderer may be required. If necessary for adding /Subtracting/ modifying some item(s) relating to editing etc. between the time of collection manuscripts and starting of E-Magazine.
15	पूरक / अतिरिक्त पेजों /का भुगतानPayment of Supplementary / Extra Pages	In case E-Magazine of extra pages, if desired by CPR deptt. payment will be on prorate basis.
16	भाषा /Language	The matter for the manuscript will comprise Hindi & English both. Hindi or English news items will be spread over on all pages or as required from time to time by the Editor. The requirement will be indicated in the Layout enclosed with the manuscript for each issue.
17	निर्धारित समय में विलम्ब / Delay in time	<p>A) The Tenderer has to ensure timely publication of PRAGATI.</p> <p>B) In case of any delay either in submitting proofs or supply of E-Magazine. 1% amount will be deducted from supplier's bill for delay up to 72 hours.</p> <p>C) The supplier has to ensure mistake free proofs. In case any mistake is found at initial stage or in final E- Magazine . Suitable deduction will be made as per the discretion of the management.</p> <p>D) Tenderer has to manage alternative arrangement in case of machine Breakdown, Power failure, Strike in the press etc.</p>
18	ई / पत्रिका त्रुटि- omission in E-Magazine	If any omission is found in E-Magazine, the entire lot is subject to rejection and supplier has to supply the same at his own cost. Any omission of word, line or paragraph the management reserves the rights to impose a suitable penalty on the supplier's bill . If the E-Magazine are not up to the standard and presentable, the entire lot is a subject to rejection. If mistakes are within acceptable limits, the Tenderer will have to carryout corrections as directed by the Editor immediately .
19	सम्पत्ति / Property	Any printed material such as photographs, manuscript, cartoons, artworks, visuals etc. will be the sole property of BHEL Jhansi and not to be leaked out or given to any outside agency for use before or after E-Magazine of publication .

Accepted

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(संचार एवं जन सम्पर्क विभाग)**प्रस्तावित कार्य हेतु नियम एवं शर्तें**

- 1^व निविदादाता को संलग्न सूची के अनुरूप प्रति आइटम की दर कोट करनी होगी।
- 2^व पार्टी यह सुनिश्चित करेगी कि जो भी सामग्रीए डिजायनिंग पीडीएफ स्वरूप एवं अन्य कार्य हेतु प्रयुक्त होगी/जेपीजी/ए उसकी गुणवत्ता उच्चकोटि की होगी।
- 3^व कम्पनी द्वारा कार्य हेतु फोन द्वारा सूचित करने पर बीएचईएल आना होगा एवं तत्सम्बंधी कार्य निर्धारित समय के अंदर पूरा करना होगा।
- 4^व डिजायनिंग पीडीएफ स्वरूप/जेपीजी/आदि अपेक्षानुसार बनाने होंगे। इनमें खराबीए गुणवत्ता की कमी तथा अन्य त्रुटियां पाए जाने पर निविदादाता की यह जिम्मेदारी होगी कि वह इनको दोबारा बनाकर देए जिसका कोई अतिरिक्त भुगतान नहीं किया जाएगा।
- 5^व यदि कार्यविधि मानक स्तर से नीचे की पायी गई तो भेल प्रबंधन का यह अधिकार सुरक्षित होगा कि वह समस्त कायदिश निरस्त कर दें।
- 6^व निविदा कायदिश की अवधि से दो वर्ष हेतु मान्य होगी।
- 7^व पार्टी अपने कोटेशन में टैक्स संबंधित व अन्य शर्तें जो भी लागू होंए स्पष्ट रूप से लिखें।
- 8^व एल 1-पार्टी का निर्णय करने के लिए प्राइस विड में दिए गए प्रत्येक कार्य की मात्रा को उसके लिए प्रस्तुत की गई दर से गुणा किया जाएगा। इस प्रकार सभी कार्यों के लिए प्रस्तुत दरों का योग करने पर जिस पार्टी की दरें सबसे कम होगीए उसे एल 1-माना जाएगा। कार्यों की यह मात्रा पूर्णतया अनुमानित है तथा यह घट या बढ़ सकती है। इस संदर्भ में पार्टी का कोई दाव मान्य नहीं होगा।
- 9^व बिल मानक आधार पर प्रस्तुत करना होगा जिसका भुगतान बिल प्राप्त होने के उपरांत दिन की अवधि 60में करने का प्रयास किया जाएगा।
- 10^व निविदाकार को कुल निविदा राशि का 5धरोहर राशि के रूप में भेल झांसी के खाते में जमा करना होगा %ए जिसको निविदा की समाप्ति एवं कार्य संतोषजनक रूपेण पूर्ण करने के उपरांत वापस कर दिया जाएगा। उक्त धरोहर राशि पर कोई ब्याज देय नहीं होगा।
- 11^व निविदा हेतु जमानत राशि एवं निविदा प्रपत्रों का क्रय मूल्य शन्य रहेगा।
- 12^व पार्टी बिल के नियम एवं कानूनों का पालन करना होगा। सु. औ. निविदाकार को के/ भेल प्रबंधन के पास किसी भी या समस्त निविदाओं को निरस्त करने का अधिकार सुरक्षित है।
- 13^व मैंने सभी नियम एवं शर्तें पढ़ ली हैं तथा भलीभांति समझ ली है। मुझे सभी नियम व शर्तें पूर्णतस्वीकार्य हैं।

मैंने सभी नियम एवं शर्तें पढ़ ली हैं तथा भलीभांति समझ ली है। मुझे सभी नियम व शर्तें पूर्णतस्वीकार्य हैं। :

Accepted

Signature and Seal of Bidder



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Schedule - E

Special Terms & Conditions

1. Contractor/Operator will have to fulfill all legal obligations regarding minimum wages, PF, ESI, Pollution Norms, Motor Vehicle Act (Amendment) - 2019, GST etc. as may be applicable to him. The vehicles should have valid taxi permit issued by R.T.O., Jhansi. The vehicle must be comprehensively insured for driver, passengers & the third party for the period of the contract.
2. The contractor has to abide by all laws, rules & regulations of Government, applicable to this type of work. Ignorance of the same does not entitle him to any concessions or claims.
3. The vehicle(s) may be required to go outside Jhansi. Permit charges/Toll tax of other States shall be reimbursed against documentary proof.
4. Driver should have valid driving license for light Motor vehicles. Driver without license shall not be permitted.
5. The Vehicle will have to be properly maintained as per RTO norms, dust proof and in good running condition, which includes at least the following:
 - i. Upholstery in good condition including washed and ironed white seat covers;
 - ii. Dusting of dashboard, rear board, matting, windscreen, windows and body.

iii. BHEL may inspect the vehicle for above parameters and reserves the right to call replacement, if the vehicle is not found satisfying the above conditions, LD/Penalty shall be levies as mentioned on price bid.
6. Penalty/ LD: As mentioned in 2nd table of price bid.
7. In case a road accident occurs it shall be the total responsibility of the contractor to deal with the Police and administrative/legal authorities, affected parties, staff deployed, courts etc. BHEL shall not be responsible for any such incidences.
8. Offer with any deviation or any comments/additional remark/condition on price bid shall be liable for rejection of offer.
9. Security Deposit: Contractor shall be liable to Security Deposit @ 5% of the contract value.

Mode of deposit: As per General Terms & Conditions.

(Any other conditions related to security deposit shall be applicable as per General Terms & Conditions).

10. Monthly Bills will have to be submitted along with a copy of logbook to Transport Pool. Certified bill will be routed for payment to CPR department & CPR will make appropriate necessary corrections (if required) before forwarding the bills for payment to finance dept.
11. **Payment Terms:** As mentioned in 'General Terms & Conditions'.
Taxes & Duties: GST shall be paid extra as applicable.

Accepted

Signature and Seal of Bidder



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Schedule - F

AFFIDAVIT

(On Rs.100/- Non Judicial Stamp paper.)

I / We M/s..... proprietorship / Pvt. Ltd. / partnerships firm represented by Shri..... s/o..... aged about resident of do here by solemnly affirm and state as follows:

1. That the firm stated hereinabove holds all statutory requirements such as under: -
 - A. PAN number in the name of the firm.
 - B. Income Tax Return for the last three years (Desirable).
 - C. GST number.
2. That the deponent declares that no criminal trial/prosecution for any offence involving fraud dishonesty and moral turpitude is pending against the deponent in any court of law. Further no penalty/guilty/conviction was awarded against the deponent by any court of law/statutory authority in India.
3. That the deponent hereby declares that neither myself & my firm was declared as insolvent by any court of law nor any insolvency proceedings pending in any court of law.
4. That the deponent declares that the firm referred herein above never been blacklisted/banned/delisted on the date of tender by any establishment of any PSU / State Govt. / Govt. of India.
5. That the deponent declares that he is not Blacklisted / under hold from BHEL Jhansi OR banned by any unit / region / office of BHEL.

Deponent

VERIFICATION

The facts stated herein above are true and correct to the best of my knowledge and nothing has been concealed. Verified on/...../2020 at Jhansi (U.P.).

Accepted

Signature and Seal of Bidder



भारत हेवी इलेक्ट्रिकल्स लिमिटेड झाँसी

BHARAT HEAVY ELECTRICALS LIMITED, JHANSI

(संचार एवं जन सम्पर्क विभाग)

Tender Enquiry No : CPR/PRAGATI/PUB/20-21

For Bi Month Publication of Unit House Journal "PRAGATI" for two years.

Schedule – G

Blank Price Bid

(Not to be filled, but to be signed only)

NAME OF WORK: Tender for "E" Publishing of Unit House Journal "PRAGATI". for two years

Item	Description	UNIT *	Quoted rates Rs. (to be filled in by the cont.) in figures & words
1	"E" Publishing of Unit House Journal "PRAGATI"	Per issue	(Please fill)
2	GST	%	(Please fill)

PENALTY / L.D (Pl. refer clause no. 8 of schedule D) Penalty/LD may be levied in case of the following lapses take place. However, penalty can also be levied for other lapses.

Sl.No.	Description of Lapses	Unit	Deduction/Penalty Amount
1	Not providing of E – journal at prescribed time by BHEL management (beyond 05 days late on each issue publishing; prescribed time means reporting time in function given by concerned officer of BHEL). If publishing of issue is late by more than 10 days, deductions made accordingly.	Each occasion	Rs. 2000/-
2	Not providing Photo/Name/Content at accurate prescribed place	Each occn.	Rs. 500/-
3	Not maintaining publishing pics/images in good condition	Each Image	Upto Rs.500/-
4	Misbehaving/loose/harsh talking with Concerned officers	Each occn.	Upto Rs.500/-
5	Admitting un-authorized persons/things in BHEL premises	Each occn.	500/-
6	Identity card indicating name of publisher, name of Firm etc.	Each occn.	Rs.100/-

The penalty can be waived off at the sole discretion of BHEL subject to satisfactory written explanation submitted by the contractor. However, repetitive defaults by the contractor may entail cancellation of contract by giving one-month notice period.

Accepted

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Annexure 'H'

Price Bid

NAME OF WORK: Tender for "E" Publishing of Unit House Journal "PRAGATI", for two years.

Item	Description	UNIT *	Quoted rates Rs. (to be filled in by the cont.) in figures & words
1	"E" Publishing of Unit House Journal "PRAGATI"	Per issue	(Please fill)
2	GST	%	(Please fill)

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