



**Bharat Heavy Electricals Limited, Jhansi**  
**CENTRAL CONTRACTING CELL, CENTRAL MATERIAL**  
**MANAGEMENT**

Tender Enquiry No : **CPR/Printing/ 20-21**  
For Printing of Visiting Cards, Rubber Seal and Banners for Two years.

**TENDER DOCUMENT**  
For Tender Enquiry No.: **CPR/Printing /20-21**

For

**“Tender for Printing of Visiting Cards, Rubber Seal and Banners**  
**for Two years**

Contact Persons:

Name: Anshuman Sharma  
Designation: Dy. Manager (CMM)  
Email: anshuman.sharma@bhel.in  
PH: 0510-2412784  
Or  
Name: P B S Ekka  
Designation: AGM (CMM)  
Email: anshuman.sharma@bhel.in  
PH: 0510-2418549

Tender Due Date: 14.08.2020 at 13:15 Hrs.  
Tender Opening Date: 14.08.2020 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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**CONTENTS**

<b>Sl No.</b>	<b>Description</b>	<b>Schedule</b>	<b>Page No.</b>
1.	Cover Page	-	1
2.	Contents	-	2
3.	Notice Inviting Tender	A	3
4.	Scope of Work / Instructions for furnishing of offer.	B	4
5	Pre-Qualifying Requirements & Detail of documents to be submitted along with Technical Bid.	C	5
6.	General Terms and Conditions (Separately attached 1 to 14 pages)	D	6 - 19
7	Special Terms & Conditions	E	20
8	Blank Price Bid	F	21
9.	Price Bid	G	22

**Accepted**

**Signature and Seal of Bidder**



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**Schedule “A”**

**NOTICE INVITING TENDER**

Sealed Tenders are invited for the work: - Printing of Visiting Cards, Flex/Banners, Letter Head pads and making of Rubber stamps.

**Important Information**

<b>S. No.</b>	<b>Particulars</b>	<b>Description</b>
1	Name of Work	Printing of Visiting Cards, Flex/Banners, Letter Head pads and making of Rubber stamps.
2	Estimated Value	Rs.2.99 Lakhs.
2	Tender Evaluation Criteria	As per Annexure “F”
3	Duration of Contract	Two Years.
4	Last date of receipt of the Tender	14.08.2020 on 13.15 Hours.
5	Date of opening of Techno - Commercial Bid.	14.08.2020 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	5% of contract value. As per Para 9 of schedule “D” of tender documents.
10	Validity of Offer	120 Days from tender opening date.

**Accepted**

**Signature and Seal of Bidder**



# Bharat Heavy Electricals Limited, Jhansi

## CENTRAL CONTRACTING CELL, CENTRAL MATERIAL MANAGEMENT

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### Schedule -“B”

#### SCOPE OF WORK

1. Sealed Bids are invited in **two parts** for Contract of Printing of Visiting Cards, Flex/Banners, Letter Head pads and making of Rubber stamps
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 two bid, i.e. Techno Commercial Bid and Price Bid. Techno commercial 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.
2. Price bid to be submitted duly filled as per schedule – H.
3. Price bid shall be opened of the technically qualified bidders only.
4. Bidders must properly sign all documents, on each page.
5. **Techno commercial bid** (From page no. 01 to 21) along with supporting documents attached by bidder and **Price bid (Only Page no.22)** to be submitted in separate sealed envelopes mentioning/ boldly super-scribing **“PART-I TECHNO COMMERCIAL BID FOR** tender enquiry no. & tender opening date and **“PART-II PRICE Bid FOR** tender enquiry no. & tender opening date respectively. Both the envelop (price bid and Techno commercial bid) to be kept in **third** 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
  - .. The contractors may physically visit the work place before quoting their rates. For relevant details, please visit our website “[www.bhel.com](http://www.bhel.com)” & “[www. https://jhs.bhel.com/](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



**Bharat Heavy Electricals Limited, Jhansi**  
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**Schedule -“C”**

**Detail of Bidder and Documents to be submitted along with Techno-commercial Bid**

<b>S.No.</b>	<b>Particular</b>	<b>Detail (Please mention)</b>
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. And mention the detail in the last column of table shown below-

<b>SL. No.</b>	<b>Particulars</b>	<b>Supporting documents (Pl. attach copies)</b>	<b>Detail of attached docs. (Pl. fill)</b>
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).	
4.	Having experience of printing works during last 07 years- one or more works totaling to Rs.10,000.00	Work completion certificates/copy of invoices/TDS certificates/copies of work orders.	
5.	Blank Price Bid	Signed copy of blank price bid.	Submitted / Not submitted

**Accepted**

**Signature and Seal of Bidder**



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**GENERAL TERMS AND CONDITIONS OF ENQUIRY (JHS2055C R00)**

**UPLOADED IN SEPERATE FILE - PAGE NO 01 TO 14**  
**(To be signed by contractor and submitted along with bid)**

**Accepted**

**Signature and Seal of Bidder**



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**Schedule - E**

**Special Terms & Conditions**

1. Contractor will have to fulfill all legal obligations regarding minimum wages, PF, ESI, GST etc. as may be applicable to him.
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. Quantities indicated in the price bid are for estimate purpose only. However, these quantities can vary to any extent during execution of the contract.
4. Total Charges payable for Making a self-ink seal = cost as per sl.no. 4 + cost as per Sl. No.1 or 2 or 3
5. Offer with any deviation or any comments/additional remark/condition on price bid shall be liable for rejection of offer.
6. 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).

7. **Payment Terms:** As mentioned in 'General Terms & Conditions'.
8. **Taxes & Duties:** GST shall be paid extra as applicable.

**Accepted**

**Signature and Seal of Bidder**



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**MANAGEMENT**

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**Blank Price Bid**

**Schedule F**

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

**NAME OF WORK: Printing of Visiting Cards, Flex/Banners, Letter Head pads and making of Rubber stamps.**

<b>Sl. No.</b>	<b>Description of work</b>	<b>UOM</b>	<b>Estimated Qty. For 2 Years</b>	<b>Estimated Rate/Unit (INR)</b>	<b>Estimated Amount (INR)</b>
1	SELF INKING STAMP <b>SMALL</b> (Without Rubber Seal) (Stamp Plate Size- 38MMX14MM)	Nos.	15	39.90	598.50
2	SELF INKING STAMP <b>MEDIUM</b> (Without Rubber Seal) (Stamp Plate Size- 52MMX23 MM)	Nos.	550	44.10	24,255.00
3	SELF INKING STAMP <b>BIG</b> (Without Rubber Seal) (Stamp Plate Size- 60.5MMX27.5MM)	Nos.	15	53.55	803.25
4	RUBBER SEAL	No. of Lines	4800	13.65	65,520.00
5	COMPLETE ROUND SEAL ORDINARY (30 MM to 60 MM Dia)	Nos.	18	73.50	1,323.00
6	COMPLETE ROUND SEAL WITH DATE, MONTH, YEAR	Nos.	18	134.40	2,419.20
7	VISITING CARDS (Both sides Bilingual printing on 300 GSM Art paper)	Per Packet of 100 cards	480	157.50	75,600.00
8	LETTER HEAD PAD A4 SIZE (100 GSM Bond paper)	Per 50 Sheets	10	131.25	1,312.50
9	LETTER HEAD PAD A6 SIZE (100 GSM Bond paper)	Per 50 Sheets	10	105.00	1,050.00
10	DESIGN OF FLEX ON COMPUTER	Nos.	130	160.00	20,800.00
11	COLOURED PRINTING OF FLEX (Normal Flex -220 to 250 GSM)	Square Feet	6000	16.00	96,000.00
12	PRINTING OF FLEX (Star Flex -Above 300 GSM)	Square Feet	400	25.60	10,240.00
<b>Total Amount</b>					<b>2,99,921.45</b>

<b>Note:</b> PLEASE QUOTE SINGLE OVERALL PERCENTAGE (%) BELOW OR ABOVE OR AT PAR WITH OUR ESTIMATED RATES. STRIKE OFF NOT APPLICABLE WORD i.e. BELOW OR ABOVE IN CASE AT PAR IS NOT CHOOSEN	<b>% Below →</b>	<b>Quoted by the Bidder %</b> Below/Above (Strike off not applicable option)
	<b>% Above →</b>	
	<b>At par, please ✓ here</b>	

<b>Note:</b> In case Below or Above is not struck off, then the rates shall be considered to be below our estimate. Bidder shall not be allowed to make changes/corrections after tender opening.	In case Below or Above is not struck off, then the rates shall be considered to be below our estimate. Bidder shall not be allowed to make changes/corrections after tender opening.
	Individual Item rates shall be derived based on the quoted % Below or Above the estimated amount and same shall be deemed as the contract rates.
	Quantities indicated above are estimated. However, these quantities can vary to any extent during execution of the contract.

**Accepted**

**Signature and Seal of Bidder**



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**PRICE BID**

**Schedule G**

**NAME OF WORK: Printing of Visiting Cards, Flex/Banners, Letter Head pads and making of Rubber stamps.**

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	<b>% Above →</b>	
	<b>At par, please ✓ here</b>	

0.00%

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