



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कार्पोरेट संचार
Corporate Communication

No. CC/DIRY/2017-18

16.09.2017

Dear Sir,

Sub: Tender for Printing of BHEL Diary –2018

BHEL invites two-part quotations i.e. **Part I (Techno-commercial Bid)** and **Part II (Price Bid)** in individual sealed covers for printing & supply of BHEL Diaries for the year 2018 as per break-up given under:

- A. BHEL Customer Diary 2018: 41,100 nos.
B. BHEL Employee Diary 2018: 41,400 nos.

Your offer, in the prescribed manner as detailed in Annexure-VII, complete in all respects, and superscribed with '**Offer for Printing of BHEL Diary 2018**' should reach us on or before **03.10.2017 (Tuesday) 14:00 Hrs.** at the following address:

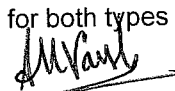
**Additional General Manager
Corporate Communication
'D' Wing, Ground Floor
Bharat Heavy Electricals Limited
BHEL House, Sirifort
New Delhi – 110049**

It may be handed over to any of the following officials at the above stated address on or before **14.00 Hrs. on 03.10.2017 (Tuesday)**:

1. Ms. Anubha Vaish Srivastava, Sr. Executive (CC), Corporate Communication, BHEL
2. Shri Gaurav Verma, Sr. Executive (CC), Corporate Communication, BHEL
3. Ms. Pallavi Chaudhuri, Sr. Executive (CC), Corporate Communication, BHEL

Please note that the tenders received beyond the specified submission time/ date i.e. **14.00 Hrs. on 03.10.2017 (Tuesday)** shall be treated as **late tenders** and shall not be considered.

The combined total price (all-inclusive but excluding Goods & Service Tax, referred to hereafter as GST) given against Sl. No. 2 of Annexure-VI quoted by the compliant bidders for the two types of Diaries is the criteria for evaluation of price for award of work. It is, therefore, mandatory to quote for both types of Diaries. Incomplete offers shall not be accepted/ considered for further evaluation.


अनुभा वैश श्रीवास्तव / Anubha Vaish Srivastava
वरिष्ठ कार्यपालक / Sr. Executive
कार्पोरेट संचार / Corporate Communications
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
बी.एच.ई.एल.हाऊस, सीरी फोर्ट / BHEL House, Siri Fort
नई दिल्ली-110049 / New Delhi - 110049



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Part "I" i.e. Techno-commercial Bid shall be opened at 15:00 Hrs, on the same day i.e. 03.10.2017 (Tuesday) at the below mentioned address or on any subsequent day after prior intimation to all bidders, in the presence of the bidders, who may like to be present:

Corporate Communication
'D' Wing, Ground Floor
Bharat Heavy Electricals Limited
BHEL House, Sirifort
New Delhi – 110049

BHEL reserves the right to visit bidder's premises to physically verify the list of machineries/ facilities mentioned in the 'Techno-commercial Bids'. In case the information given in the 'Techno-commercial Bids' 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 further participation in the tendering process will be blocked in such specific case(s).

Please note that "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. Further, in case BHEL decides to go for RA, 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 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 (Refer clause no. 16 of Annexure IIC of Terms and Conditions of RA).

The attached Annexure – II C of Terms and Conditions of Reverse Auction (RA) 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.



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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.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited

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नई दिल्ली-110049 / New Delhi (110049)
Anubha Vaish Srivastava
Sr. Executive (CC)

Enclosed:

- Annexure-I A & I B : Specifications and Scope of Work for Customer & Employee Diaries
- Annexure-II A : Special Terms & Conditions
- Annexure-II B : General Terms & Conditions
- Annexure-II C : Terms and Conditions of Reverse Auction (RA)
- Annexure-II D : No Demand Certificate (to be submitted only by successful bidder for release of Security Deposit)
- Annexure-III : Printing & Delivery Schedule
- Annexure-IV : No Deviation Certificate
- Annexure-V : Declaration Certificate (Infrastructure & Machinery)
- Annexure-VI : Price Performa
- Annexure-VII : Submission of Offer
- Annexure-VIII : Checklist



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Corporate Communication

Annexure-I A

SPECIFICATIONS/ SCOPE OF WORK FOR BHEL CUSTOMER DIARIES 2018

1.	Quantity	41,100 Nos. (Forty-One Thousand, One Hundred Only)
2.	Size	
	Book Block (inside pages)	Approx. 240mm (height) x 176 mm (width) – Finished Size
	Front & Back End Covers	Approx. 240mm (height) x 352 mm (width) – Open Size
	Hard Case	Approx. 245mm (height) x 180mm (width) - Finished Size , apart from it, adequate margins have to be kept in cover materials in accordance to the size of the hard case specified above, for pasting the same on all sides, tunneling & spine
3.	Cover Materials	
	Hard Case Board	1.5 mm thick Smurfit Kappa Board or equivalent for Hard Case (Front, Back & Spine) which should not bend at the edges and should have required stiffness
	Cover Materials	Imported - Lotus STARITALY Covering Material of Type SYDENY S47 in Grey Shade with Colour Code S47 22 in Thermo-sensitive PU material as per material's technical characteristics or equivalent quality materials of same specifications, texture and color.
	Blind Embossing on Front Cover	Blind embossing of BHEL Logo & Year on the Front Cover in an area of approx. 52mm (height) x 40mm (width). Artwork files will be shared by BHEL with the successful bidder. Blind embossing has to be in excellent quality. Accordingly, die materials to be carefully selected for achieving the desired quality of blind embossing by the successful bidder.
4.	Paper/Printing	
	Paper	70 GSM A Grade White Maplitho of excellent quality & properties
	No. of inside pages	240 including around 40 pages of BHEL information & planner (print ready file of BHEL information & planner will be provided by BHEL, the remainder diary pages to be composed by the bidder)
	Printing	Single color black or in special color corresponding to approved pantone shade
5.	End covers	
	Paper	170 GSM Art Paper (Gloss) of excellent quality
	No. of End Covers	2 set of End covers each of 4 pages (Front & Back) in size specified above
	Printing	4+4 colors (Front & back end covers), out of which 1 page each of front & back-end cover to be pasted with hard case will not be printed
6.	Binding	Hard case, Sections-sewn Square Back. Head & Tail band with Ribbon.
7.	Other Items Specifications	

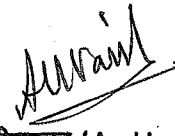


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	Book Marker	Synthetic silk ribbon (matching shade/color with the Cover) of 7 mm width and appropriate length, glued and fixed to the spine of the diary at one end, while the other end to be properly fused
8.	Packing	Individual diary to be packed in die-cut white carton made of one side coated duplex card of 250gsm of White Color with printing in 4+0 color and shrink wrapped. All diaries to be packed in lots of 20 nos. in each box, duly wrapped and sealed in polythene cover for water proofing and placed in 7 ply corrugated box to be finally strapped with PVC strips twice on one side and once on the other side for making it worthy of transportation to BHEL consignees all over the country.
9.	Delivery/Despatch	a. As such all the diaries except for BHEL offices in the same city, will be collected by BHEL consignees from the printer's end, where scope will include loading of packed boxes in the vehicles arranged by BHEL consignees or their authorized transporters. Costing for loading on vehicles to be included in the price quoted. b. Delivery of diaries in BHEL offices in the same city, that of printers establishment, to be arranged by the printer at no extra cost and to be included in the price quoted

(Signature of Printer with Seal)


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Annexure - IB

SPECIFICATIONS/ SCOPE OF WORK FOR BHEL EMPLOYEE DIARIES 2018

1.0	Quantity	41,400 Nos. (Forty-One Thousand, Four Hundred Only)
2.0	Size	
	Book Block (inside pages)	Approx. 208mm (height) x 135 mm (width) – Finished Size
	Front & Back End Covers	Approx. 208mm (height) x 266 mm (width) – Open Size
	Hard Case	Approx. 216mm (height) x 140mm (width) - Finished Size , apart from it, adequate margins have to be kept in cover materials in accordance to the size of the hard case specified above, for pasting the same on all sides, tunneling & spine
3.	Cover Materials	
	Board	1.5 mm thick Smurfit Kappa Board or equivalent for Hard Case (Front, Back & Spine) which should not bend at the edges and should have required stiffness
	Cover Materials	Imported - Lotus STARITALY Covering Material of Type SYDENY S47 in Grey Shade with Colour Code S47 22 in Thermo-sensitive PU material as per material's technical characteristics or equivalent quality materials of same specifications, texture and color.
	Blind Embossing on Front Cover	Blind embossing of a Year on the Front Cover in an area of approx. 10mm (height) x 30mm (width) at the right top position, and a logo tagline (Creating BHEL of Tomorrow) in an area of approx. 17mm (height) x 90mm (width) at the bottom centre. Artwork files will be shared by BHEL with the successful bidder. Blind embossing has to be of an excellent quality and die materials & quality for achieving the desired quality of blind embossing has to be ensured by the successful bidder within the quoted price.
4.	Paper/Printing	
	Paper	70 GSM A Grade White Maplitho of excellent quality & properties
	No. of inside pages	208 including around 40 pages of BHEL information & planner (print ready file of BHEL information & planner will be provided by BHEL, the remainder pages to be composed by the bidder)
	Printing	Single color black or in special color corresponding to approved pantone shade
5.	End covers	
	Paper	170 GSM Art Paper (Gloss) of excellent quality
	No. of End Covers	2 set of End covers each of 4 pages (Front & Back) in size specified above
	Printing	4+4 colors (Front & back end covers), out of which 1 page each of front & back-end cover to be pasted with hard case will not be printed
6.	Binding	Hard case, sections-sewn Square Back. Head & Tail band with Ribbon
7.	Other Items Specifications	



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	Book Marker	Synthetic silk ribbon (matching shade/color with the Cover) of 7 mm width and appropriate length, glued and fixed to the spine of the diary at one end, while the other end to be properly fused
8.	Packing	Individual diary to be packed in die-cut white carton made of one side coated duplex card of 250gsm of White Color with printing in 4+0 color and shrink wrapped. All diaries to be packed in lots of 40 nos. in each box, duly wrapped and sealed in polythene cover for water proofing and placed in 7 ply corrugated box to finally strapped with PVC strips twice on one side and once on the other side for making it worthy of transportation to BHEL consignees all over the country
9.	Delivery/Despatch	a. As such all the diaries except for BHEL offices in the same city, will be collected by BHEL consignees from the printer's end, where scope will include loading of packed boxes in the vehicles arranged by BHEL consignees or their authorized transporters. Costing for loading on vehicles to be included in the price quoted. b. Delivery of diaries in BHEL offices in the same city, that of printers establishment, to be arranged by the printer at no extra cost and to be included in the price quoted

(Signature of Printer with Seal)

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Annexure – II A

SPECIAL TERMS & CONDITIONS

1.0	ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)	
	Only those bidders who meet the PRE QUALIFICATION REQUIREMENT (PQR) in terms of INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL/ PAST PERFORMANCE as specified below, are eligible to quote:	
1.1	INFRASTRUCTURE/ CAPABILITY	
	The bidders must have the following machinery and ancillary equipment, as the minimum requirement:	
		Documents to be submitted for scrutiny for compliance
1.1.1	CTP facility in-house: ONE	Self-certified List of Machinery highlighting each set of the machines/facilities/set-up specified
1.1.2	Minimum one no. each of four-color sheet-fed machine for offset printing in size 30"x40" and 25"x36" or 2 nos. each in size 20"x30" or 18"x25" for printing end covers of the 2 types of diaries simultaneously	do
1.1.3	Minimum of 2 nos. each - Single Color (or more) Sheet-fed offset-printing machines in size 30"x 40" or in size suitable for printing 32 pages (16 pages' front & back) simultaneously in size as specified in Annexure-IA for customer diary and in 25"x36" size or suitable size for printing 32 pages (16 pages' front & back) simultaneously for employee diary in size as specified in Annexure-IB OR Minimum of one nos. each single color (or more) Perfector sheet-fed offset-printing machines in 30"x40" size and 25"x36" or each machine in size suitable for printing 32 pages simultaneously (16 pages each front & back)	do



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	OR Minimum of One no. single color (or more) Perfector sheet-fed offset-printing machines in size 30"x40" or 25"x36" plus Two Nos. Single color (or more) sheet-fed offset printing machines in 30"x40" or 25"x36" size for which perfector is not available for printing 32 pages (16 pages each front & back) simultaneously OR One no. Single Color (or more) Web Offset (Reel-Fed) printing machine of configuration suitable for excellent printing results with minimum cut-off size suitable for printing 32 pages simultaneously (16 pages each front & back) in the specified sizes Note: Printing machines requirement is for simultaneous printing of customer & employee diaries	
1.1.4	Four nos. Automatic Folding Machines to fold printed sheets simultaneously for customer & employee diaries	do
1.1.5	Three nos. Automatic Section Sewing Machines for simultaneously for customer & employee diaries	do
1.1.6	Two paper programmatic cutting machines for simultaneously for customer & employee diaries	do
1.1.7	One no. Online Automatic Machine for End Paper Pasting + Back Lining + 3 Knife Trimming for high speed output	do
1.1.8	One no. automatic case maker machine for high speed output	do
1.1.9	One no. automatic casing-in machine for high speed output	do
1.1.10	Two nos. blind embossing machines	do
1.1.11	DTP facility (adequate no. of workstations) with Laser printer suitable for Front/ Back printing	do
1.1.12	Adequate Power back-up to run all machines mentioned above	do
1.1.13	Bidders should have in-house Quality Management Systems. Bidder to produce valid ISO or equivalent certificate as applicable in the printing industry	Copy of Valid ISO OR equivalent certificate as applicable in the printing industry
Note:		
a	The number specified for each machine/ facility in excellent working condition is the minimum requirement to be available with the bidder for deployment on BHEL's job on dedicated basis. Back-	



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Corporate Communication

	up of each of the machines mentioned above is implied and should be made available as & when required.	
b	BHEL reserves the right to ask for photographs for the specified facilities/machineries if required to verify the details submitted by the bidder.	
c	BHEL reserves the rights to visit bidder's premises for physical verification of the list of machines submitted. 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	
1.2	EXPERIENCE	
1.2.1	Similar experience of at least 3 (three) years in printing of Hard Case Diaries for PSUs/Govt./Listed Companies. Please note that this does not include Telephone Index, Pocket Diaries, etc.	Self-attested copy of AT LEAST One such SINGLE LOT Purchase Order for Hard Case Diaries for value of Rs.62.0 lakh OR Two such Purchase Orders for Hard Case Diaries for value of Rs.39.0 lakh each OR Three such Purchase Orders for Hard Case Diaries for value of Rs.31.0 lakh each completed in the past 3 (three) years w.r.t. date of publication of this tender. Note: In case of PO submitted for the current year, bidder is also required to submit the Work Completion certificate for the same.
1.3	FINANCIAL	
1.3.1	Average Annual financial turnover of bidders of last three years should be more than Rs.77.0 lakh	Certified true copy of audited Balance Sheet, Profit & Loss



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		Account and Income Tax Returns duly vetted by CA (as may be applicable in the individual bidder's case) are required to be submitted by the bidder for the last three years.
1.3.2	Registration for GST	Self-attested copies of Pan Card & Proof of Registration with Registration number for GST.
1.4	UNSATISFACTORY PAST PERFORMANCE	
1.4.1	BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past or 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 AWARD OF WORK

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

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

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

- a. Earnest Money Deposit as given in clause 2.0 of General Terms and Conditions (Annexure IIB of the tender enquiry). Offers received without EMD will be rejected and Envelope containing Part I -B of the Technical 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-IIA of Eligibility Conditions/ Pre- Qualification Requirement (*Pre-Qualification 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 submitted in the 'Techno-commercial Bids'.* 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, 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.



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- c. Declaration Certificate (Infrastructure & Machinery) as per Annexure-V
- d. Check List as per Annexure-VIII
- e. Acceptance to 'BHEL Special Terms & Conditions' (Annexure-IIA); 'BHEL General Terms & Conditions' (Annexure-IIB); 'RA Terms & Conditions' (Annexure-IIC), 'Printing & Delivery Schedule' (Annexure-III) and Conformity to 'Specifications/ Scope of Work' (Annexure-I A & I B), by way of signing and affixing rubber stamp on each page.
- f. **Blank Dummies for Customer Diary and Employee Diary (*Complete Diary inclusive of hard case covers*)**, as per specifications given in Annexure-IA & IB for the respective Diaries with die embossed BHEL Logo and year for customer diary and die embossed year and tagline (Creating BHEL of Tomorrow) for employee diary as per files being provided along with the tender, to be submitted along with Part I of the offer. On the Blank Dummies for each type of Diaries, the bidder should indicate specifications for different materials, sign & stamp.

In case of non-availability of specified cover materials to the bidders during the tenure of tender duration and likely to impact tender submission by the given date, bidder may submit blank dummies of the two diaries as per specifications given in Annexure IA & IB with only exception to use cover materials in nearest matching grain and colour shade of PU materials as per specifications. However, the successful bidder will have to, in any case, submit the blank dummies with cover materials in identical specified shade without loss of time. As time is of essence for this job, all bidders are requested to arrange small quantity adequate to make dummy for two diaries of specified cover materials well in advance to avoid loss of time in arranging blank dummy for approval by BHEL without loss of time by the successful bidder.

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Note:

- a. BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past or 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.
- b. 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.

2.0.2 PART II (PRICE BID) COMPRISING:

Price Bid in a separate Sealed Envelope duly super scribed with **PART II (PRICE BID)**, should contain following:

- a. Price Bid as per Performa given in **Annexure VI**.

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.

2.0.3 AWARD OF WORK shall be made on the overall compliant lowest bidder.

3.0 PRICE EVALUATION

- 3.1 BHEL reserves the right to go for Reverse Auction (RA) (Refer RA Terms & Conditions at Annexure IIC) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders are 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.

- 3.2 Prices to be submitted in a separate sealed cover in the enclosed Price Performa (Annexure - VI)



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- 3.3 The bidders are required to quote essentially for the entire scope of work i.e. both for Customer & Employee Diary.
- 3.4 Price evaluation of the lowest bidder (L-1) would be on the basis of the **Combined Total Price** (all-inclusive but excluding GST) of **estimated 41,100 copies of Customer Diary (as per specifications given in Annexure-I A) + estimated 41,400 copies of Employee Diary (as per specifications given in Annexure-I B)**, given in **Sl. No. 2 of Price Performa (Annexure-VI)** i.e. Total Computed Price for Evaluation: $\{(41,100 \times D1) + (41,400 \times D2)\}$ where D1 is the per copy rate excluding GST for Customer Diary and D2 is the per copy rate excluding GST for Employee Diary - **Refer Annexure-VI.**
- 3.5 Subsequent increase in quantities up to 10% beyond specified quantities of the two types of Diaries will be governed by the Unit rates quoted for the respective Diary by the successful bidder.

4.0 SAMPLES

- a. **Blank Dummies for Customer Diary and Employee Diary (Complete Diary inclusive of hard case covers)**, as per specifications given in Annexure-IA & IB for the respective Diaries with die embossed BHEL Logo and year for customer diary and die embossed year and tagline (Creating BHEL of Tomorrow) for employee diary as per files being provided along with the tender, to be submitted along with Part I of the offer. On the Blank Dummies for each type of Diaries, the bidder should indicate specifications for different materials, sign & stamp.

In case of non-availability of specified cover materials to the bidders during the tenure of tender duration and likely to impact tender submission by the given date, bidder may submit blank dummies of the two diaries as per specifications given in Annexure IA & IB with only exception to use cover materials in nearest matching grain and colour shade of PU materials as per specifications. However, the successful bidder will have to, in any case, submit the blank dummies with cover materials in identical specified shade without loss of time. As time is of essence for this job, all bidders are requested to arrange small quantity adequate to make dummy for two diaries of specified cover materials well in advance to avoid loss of time in arranging blank dummy for approval by BHEL without loss of time by the successful bidder.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

कॉर्पोरेट संचार Corporate Communication

5.0 PRINTING TIME AND DELIVERY SCHEDULE FOR BOTH CUSTOMER & EMPLOYEE DIARIES

5.1 Printing time and delivery schedule specified is for both the diaries i.e. Customer & Employee, for simultaneous production and has to be strictly adhered as per the Printing Schedule given in the enclosed Annexure-III. **BHEL consignees will be collecting both the diaries together and hence have to be made ready together, accordingly all printing & production activities have to be planned for making both diaries ready simultaneously within the specified schedule.**

5.2 Post LOI, BHEL will be sharing the list of consignees along with quantities for each consignee and their priority order and bidder will be required to intimate this office the dates on which the consignments of all the consignees will be ready for delivery, within the tendered schedule as per Annexure III, well in advance, so as to enable them to make arrangements for taking delivery of the same, timely.

6.0 PENALTY – QUALITY

6.1 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, BHEL reserves the right to impose **maximum penalty @10% of the cost of respective diaries**. Bidder shall be given reasonable opportunity to place his side before the penalty is applied by BHEL.

7.0 PENALTY – DELAY

7.1 The printing schedules given at Annexure-III will have to be strictly adhered to.

7.2 Any delay beyond specified schedule for completion of dispatches or job, as applicable for the two types of Diaries, will invite imposition of penalty.

7.3 LD shall be @ 2% of combined value of the undelivered consignment of the customer & employee diaries per day irrespective of whether one diary was ready and the other diary was



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

कार्पोरेट संचार Corporate Communication

not, considering that each consignment will comprise Customer & Employee Dairy both, to be collected together by each consignee.

7.4 In case of any amendment/revision, the LD shall be linked to the amended/ revised PO value.

7.5 BHEL reserves the right to refuse to accept delivery beyond delay of one week.

8.0 DESPATCH

8.1 The printer shall be responsible for making diaries ready in duly packed to all BHEL Units/Divisions for dispatches of the ordered quantities of two types of Diaries:

- Outstation dispatches either will be through specified courier/ transporter appointed by BHEL, on **freight to pay basis** or by way of "personal collection" by representatives of BHEL Units/Divisions or their authorized representatives. In either case the concerned consignee will email the instructions accordingly.
- Dispatches within the same city to be carried out by the successful bidder at no extra cost, through its own arrangements, and the price quoted should be inclusive of the same.

In all the cases above, loading on the vehicles is in the bidder's scope, charges towards labour deployed for loading on the trucks/ vehicles & handling, etc., are not payable separately by BHEL, the price quoted should be inclusive of same.

8.2 Each corrugated box shall be affixed with pre-printed label with following matter:

From: Corporate Communication Department, BHEL, New Delhi and type of diary & quantity in each box.

9.0 INSPECTION

9.1 The bidder shall be solely responsible for adherence to specifications, quality of workmanship, and timely supplies. However, in case BHEL representatives desire to inspect the work at any stage during



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

काॅर्पोरेट संचार Corporate Communication

execution, the bidder shall provide all necessary assistance and arrangements for this purpose, however, bidder alone will be responsible for adhering to tender specifications & quality irrespective of visit by BHEL representative.

10.0 LATEST UPDATES

- 10.1 All corrigenda, addenda, amendments, time extensions, correspondences, clarifications, changes, errata, revisions etc. to the tender will be hosted on the websites (www.bhel.com and <http://eprocure.gov.in>) only and not in newspapers. Bidders should regularly visit the websites till the date of submission of the bids to keep themselves updated.

(Signature of Printer with Seal)

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भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

कॉर्पोरेट संचार Corporate Communication

Annexure – IIB

GENERAL TERMS & CONDITIONS

1.0 SUBMISSION OF OFFER

- 1.1 Your offer should be complete in all respects (Refer Check-list at Annexure-VIII).
- 1.2 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 EARNEST MONEY DEPOSIT (EMD)

- 2.1 Your offer shall be accompanied with a DD / Pay Order for **Rs.1,53,000/-** (Rupees One lakh and Fifty-three thousand only) drawn in favor 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 Bidders shall be refunded normally within fifteen days of acceptance of award of work by the successful Bidder.

2.1.2 EMD of the successful Bidder can be converted and adjusted against the Security Deposit on request in writing.

- 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 Bidder revokes his tender within the validity period or increases his earlier quoted price.


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Bharat Heavy Electricals Limited

कॉर्पोरेट संचार

Corporate Communication

2.3.2 The Bidder 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 award of contract.

3.0 SECURITY DEPOSIT (SD)

- 3.1 The successful bidder shall be required to furnish security deposit equivalent to 5% of the P.O. 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 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.


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भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

कॉर्पोरेट संचार Corporate Communication

4.0 PRICE

- 4.1 Price quoted should be firm and exclusive of agency commission.
- 4.2 All prices quoted including for the paper should be all inclusive, but except GST, if applicable, which should be indicated separately in the column provided in the Price Performa enclosed as Annexure-VI.
- 4.3 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.
- 4.4 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
- 4.5 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 **Sl. No. 4.3 and 4.4** above.
- 4.6 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.
- 4.7 Price to be filled-in as per the Price Performa enclosed as Annexure-VI. Change in Performa is not allowed.
- 4.8 Offers not fulfilling any of the above conditions are liable for rejection.

Anubha
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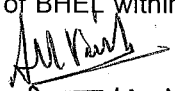


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कॉर्पोरेट संचार Corporate Communication

5.0 TAXES

- 5.1. 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- VI**.
- 5.2. To enable BHEL to avail GST Input tax credit, contractor shall submit GST compliant 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.
- 5.3. Payment shall be made to contractor only after submission of GST compliant 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.
- 5.4. 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.
- 5.5. 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.
- 5.6. GSTIN of BHEL will be provided to the contractor by respective office of BHEL within 30 days from the placement work order.


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काॅर्पोरेट संचार Corporate Communication

6.0 PRICE ESCALATION CLAUSE

- 6.1 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.

7.0 VALIDITY OF OFFER

- 7.1 Your offer should be valid for at least 60 days from the date of opening of the Bid.

8.0 TERMS OF PAYMENT

100% payment shall be made within 45 days from the date of receipt of bills duly supported with the acknowledge copies of challans for receipt of quantities in good conditions and return of all input materials like CD's, hard copies etc., provided by BHEL to the printer. All payments shall be subject to Statutory Deductions as per norms. Also refers clause no. 5.0 of Annexure IIB 'General Terms & Conditions', which forms an integral part of the payment terms.

GST TDS if applicable will be deducted.

BHEL reserves the right to make payment through e-mode.

Successful bidder shall be required to furnish the following information upon placement of order **on their letter head:**


अनुभा वैश श्रीवास्तव / Anubha Vaish Srivastava
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Bharat Heavy Electricals Limited

काॅर्पोरेट संचार
Corporate Communication

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 E-MAIL – ID	
PAN NO.	
GST REGISTRATION NO.	
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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भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

काॅर्पोरेट संचार Corporate Communication

9.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

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

10.0 RISK PURCHASE

- 10.1 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 6.0 & 7.0 in Annexure II A.
- 10.2 If the bidder fails to deliver goods 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.

11.0 FORCE MAJEURE

- 11.1 "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-



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कार्पोरेट संचार

Corporate Communication

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.

- 11.2 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.
- 11.3 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, 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.
- 11.4 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.
- 11.5 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.

12.0 CHANGE IN THE ORDERED QUANTITY

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

13.0 CONFIDENTIALITY

- 13.1 All the material sent to the Printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

कार्पोरेट संचार Corporate Communication

14.0 ACCEPTANCE OF TERMS AND CONDITIONS

- 14.1 The Printer should specifically mention that all the terms and conditions described above, including the penalty clauses, are unconditionally acceptable.
- 14.2 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.

15.0 INCOMPLETE TENDERS

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

16.0 SPLITTING THE WORK

- 16.1 BHEL reserves the right to split the work on one or more bidders. BHEL also reserves the right to cancel/ scrap the tender without assigning any reason whatsoever.

17.0 CONTRACT TERMINATION

- 17.1 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.

18.0 BHEL's FRAUD PREVENTION POLICY

- 18.1 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.

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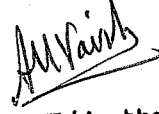


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कांफ़ोरेट संचार Corporate Communication

19.0 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;
- 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.


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20.0 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.

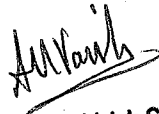
21.0 AUTHORISED OFFICER

21.1 The Addl. General Manager (Corporate Communication) / BHEL, or any other officer nominated by BHEL, shall be the authorized officer with regard to the Contract. The decision of the authorized officer shall be final and binding on the bidder. The authorized officer shall hold all the meetings in Delhi only.

22.0 CONTACT PERSONS:

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

- Mr. Gaurav Verma- Sr. Executive (CC)
Tel: 011-66337380 Email: gauravv@bhel.in
Fax: 011-66337563
- Ms. Anubha Vaish Srivastava – Sr. Executive (CC)
Tel.: 011-66337904 Email: anubhavaish@bhel.in
Fax: 011-66337563
- Sh. Ajay Gupta – DGM (CC)
Tel.: 011-66337370, Email: ccag@bhel.in
Fax: 011-66337563


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वरिष्ठ कार्यपालक / Sr. Executive
कार्पोरेट संचार / Corporate Communications
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बी.एच.ई.एल. हाऊस, सीरी फोर्ट / BHEL House, Siri Fort
नई दिल्ली-110049/ New Delhi - 110049

(Signature of Printer with Seal)



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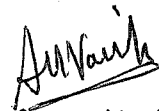
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Annexure II-C

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.


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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.
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 Colour) 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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Corporate Communication

Annexure – II-D

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

(127)

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) Payments 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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(128)

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

Name of :

Date Su

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 Rs.....in full and final settlement of my/our claim.

Date :

Signature of Contractor

balance

A

Date :



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Corporate Communication

Annexure - III

PRINTING AND DELIVERY SCHEDULE FOR BHEL DIARIES – 2018

SCHEDULE BELOW APPLIES FOR SIMULTANEOUS PRODUCTION OF BOTH DIARIES CONSIDERING THE FACT THAT EACH CONSIGNEE WILL BE COLLECTING BOTH DIARIES TOGETHER AS PER ALLOCATED QUANTITIES

PLACEMENT OF LOI- For the purpose of taking immediate action by the bidder for submission of Security Deposit within the stipulated time frame as per Clause No. 3.1 of Annexure II-B and procurement of materials as per the tender specifications.

1.0	Formatted matter on Company's information and Directory pages by BHEL:	0 th day
2.0	Submission of Digital Dummies of Customer & Employee Diaries by the bidder:	4 th day
3.0	Approval of digital proof of both diaries by BHEL for printing:	6 th day
4.0	Completion of printing of both diaries:	14 th day
5.0	Submission of sample of Customer & Employee Diaries complete in all respects with: printed pages in specified packing	15 th day
6.0	Approval of sample of Customer & Employee Diaries by BHEL:	16 th day
7.0	Commencement of dispatch as per dispatch instructions provided by BHEL:	18 th day
8.0	Completion of dispatch (Days are calendar days' basis):	30 th day

GENERAL NOTES:

1. Placement of LOI prior to handing over inputs above is only to facilitate sourcing of paper/ materials, etc. However, this shall not be counted for the purpose of imposing LD.

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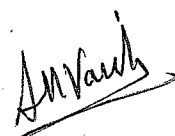
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2. For calculating number of days with respect to the schedule given, for the purpose of levying penalty (as applicable), date of handing over all inputs as listed at Sl. No. 1.0 of the schedule (for each Diary), will alone be considered as the 0th day.
3. Delay by BHEL in giving clearances/approvals during the intermittent stages shall be subtracted from the total number of days taken in completion of delivery of the Diaries.
4. Penalty shall be levied as per tender clauses on undelivered quantities beyond specified schedule at the specified rate. Pl. note that individual diaries readiness will not be taken into account and as such each consignment will comprise Customer & Employee Diaries both in specific quantities, even in case one type of diary is ready and the other is not, irrespective of this value of both will be counted for imposition of penalty beyond tendered schedule of 30 days.

(Signature & Seal of the Firm)


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Corporate Communication

Annexure - IV

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

Certificate of Acceptance

"Certified that we have read and understood all the Terms & Conditions of **Tender No. CC/DIRY/2017-18** dated **16.09.2017** 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."

Signature of Authorized Signatory

(Designation)

Date:

Place:


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Annexure - V

DECLARATION CERTIFICATE (INFRASTRUCTURE & MACHINERY)
TO BE GIVEN ON THE 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 -1.1.13 under **Infrastructure/ Capability of Terms & Conditions (Annexure-IIA)** of the Tender Enquiry. Further, we have no objection in case BHEL desires to inspect and physically verify Machinery/ Facilities/ Infrastructure etc. listed under Sl. No. 1.1.1–1.1.13 of Annexure-IIA of this Tender Enquiry and shall provide the required assistance for the same.

(Signature & Seal of the firm)


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Corporate Communication

ANNEXURE-VI

PRICE PERFORMA FOR PRINTING BHEL DIARIES-2018

S.No	Description	Unit Rate (inclusive of items described at sl. no. 1 below and annexed as tender specifications & scope) excluding GST for <u>Customer Diaries</u> 41,100 Copies, as per specifications given at Annexure-IA (Rs.)	Unit Rate (inclusive of items described at sl. no. 1 below and annexed as tender specifications & scope) excluding GST for <u>Employee Diaries</u> 41,400 Copies, as per specifications given at Annexure-IB (Rs.)
1.	Unit Rate including (a) Printing including Planning, Digital Proof, Plate-making, Binding etc., as per tender specifications; (b) Composing of diary pages (except, BHEL information pages, calendar, planner, telephone information & design of end covers) as per tender specifications; (c) Paper cost as per tender specifications; (d) Cost of other inputs viz., hard board casing, cover materials, book-marker, cartons packing material, etc., as per tender specifications; and (e) Labor charges for handling & loading of diaries on vehicles, etc., packing as per tender scope) but excluding GST	(D1)	(D2)
2.	Total Computed Price for Evaluation (excluding GST) i.e., {(41,100xD1) + (41,400xD2)}	Rs. Rupees _____)	
3.	GST as applicable (Payable subject to verification) indicate in %		

(Signature & Seal of the Firm)

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Corporate Communication

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 super scribed 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 General Terms & Conditions (Annexure IIB). Offers received without EMD will be rejected and Part I – B of the Technical 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 printer as per Clause 1.0 of Annexure-IIA of Eligibility Conditions/ Pre-Qualification Requirement (PQR).
- b. No Deviation Certificate as per Annexure-IV
- c. Declaration Certificate (Infrastructure & Machinery) as per Annexure-V
- d. Check List as per Annexure-VIII
- e. Acceptance to "BHEL Special Terms & Conditions" as per Annexure-IIA, "BHEL General Terms & Conditions" as per Annexure-IIB, "RA Terms & Conditions" as per Annexure-IIC, "Printing & Delivery Schedule" as per Annexure-III and conformity to "Specifications/ Scope of Work" as per Annexure-IA & IB, by way of signing and affixing rubber stamp on each page.
- f. Blank Dummies for Customer Diary and Employee Diary as per clause no. 4.0 a. of Annexure IIA (Complete Diary inclusive of hard case covers), as per specifications given in Annexure-IA & IB for the respective Diaries with die embossed BHEL Logo and year for customer diary



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Corporate Communication

and die embossed year and tagline (Creating BHEL of Tomorrow) for employee diary as per logo file being provided along with the tender, to be submitted along with Part I of the offer. On the Blank Dummies for each type of Diaries, the bidder should indicate specifications for different materials, sign & stamp.

In case of non-availability of specified cover materials to the bidders during the tenure of tender duration and likely to impact tender submission by the given date, bidder may submit blank dummies of the two diaries as per specifications given in Annexure IA & IB with only exception to use cover materials in nearest matching grain and colour shade of PU materials as per specifications. However, the successful bidder will have to submit, in any case, blank dummies with cover materials in identical specified shade without loss of time. As time is essence for this job, all bidders are requested to arrange small quantity adequate to make dummy for two diaries of specified cover materials well in advance to avoid loss of time in arranging blank dummy for approval by BHEL without loss of time by the successful 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 super scribed with 'PART II', should contain the following:

a) Price Bid as per Performa given in **Annexure VI**.

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 super scribed with:

- 'Tender no. CC/DIRY/2017-18'
- 'Due Time/ Date of Tender Submission 14:00 HRS/ 03.10.2017/Tuesday'
- 'Due Time/ Date of Tender Opening (Part I of the offer) 15:00HRS/03.10.2017/Tuesday'
- 'Offer for printing of BHEL Diaries 2018'



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Annexure –VIII

Checklist

S.No.	Description /Item	Enclosed Yes/No
1	Part I (Techno-commercial Bid) in Sealed Cover duly super scribed with Part I (Techno-commercial Bid) containing two separate envelopes super scribed with Part I A & Part I B (Sealed Envelope)	Yes/No
2	Part I A in a separate envelope to contain Earnest Money Deposit as per clause no. 2.0 of General Terms & Conditions (Annexure-IIB)	Yes/No
3	Part I B in a separate sealed envelope to contain following:	Yes/No
i	Documents/ Information for ELIGIBILITY CONDITIONS/ PQR as per clauses under clause no. 1.0 of Special Terms & Conditions (Annexure-IIA/IIB):	
	• List of Machineries required as per Sl. No. 1.1.1 to 1.1.13 of Annexure-IIA	Yes/No
	• Self-attested copies of Pan Card & Proof of Registration for GST (Clause 1.3.2 of Annexure IIA)	Yes/No
	• Self-attested copy of at least One such SINGLE LOT Purchase Order for value of Rs.62.0 Lakh OR Two such Purchase Orders for value of Rs.39.0 Lakh each OR Three such Purchase Orders for value of Rs.31.0 Lakh each completed in the past 3 (three) years w.r.t. date of publication of this tender. Note: In case of PO submitted for the current year, bidder is also required to submit work completion certificate for the same.	Yes/No
	• Certified true copy of audited Balance Sheet, Profit & Loss Account and Income Tax Returns duly vetted by CA (as may be applicable in the individual bidder's case) for the last three years.	Yes/No
	• Copy of valid ISO certificate as applicable to the printing industry	Yes/No
ii	Signed and stamped copies of Annexure-IA & IB (Specifications & Scope of Work for Customer & Employee Diary); Annexure-IIA (Special Terms & Conditions); Annexure-IIB (General Terms & Conditions), Annexure-IIC (RA Terms & Conditions) and Annexure-III (Printing & Dispatch Schedule) as a token of acceptance	Yes/No
iii	No-Deviation Certificate as per Annexure-IV on your letter head	Yes/No
iv	Declaration Certificate (Infrastructure/ Machinery) as per Annexure-V	Yes/No



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Corporate Communication

v	Blank Dummies for Customer Diary and Employee Diary as per clause no. 4.0 a. of Annexure IIA (<i>Complete Diary inclusive of hard case covers</i>), as per specifications given in Annexure-IA & IB for the respective Diaries with die embossed BHEL Logo and year for customer diary and die embossed year and tagline (<i>Creating BHEL of Tomorrow</i>) for employee diary as per files being provided along with the tender, to be submitted along with Part I of the offer. On the Blank Dummies for each type of Diaries, the bidder should indicate specifications for different materials, sign & stamp. In case of non-availability of specified cover materials to the bidders during the tenure of tender duration and likely to impact tender submission by the given date, bidder may submit blank dummies of the two diaries as per specifications given in Annexure IA & IB with only exception to use cover materials in nearest matching grain and colour shade of PU materials as per specifications. However, the successful bidder will have to submit, in any case, blank dummies with cover materials in identical specified shade without loss of time. As time is essence for this job, all bidders are requested to arrange small quantity adequate to make dummy for two diaries of specified cover materials well in advance to avoid loss of time in arranging blank dummy for approval by BHEL without loss of time by the successful bidder.	Yes/No
4	Part II (Price Bid) as per Annexure VI in a Sealed Envelope duly super scribed with Part II (Price Bid)	Yes/No


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