

भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

कापोरिट संचार
Corporate Communication



No. CC/AREP/01/2019-20

06/05/2019

Dear Sir,

Sub: Tender for printing of the BHEL's Annual Report 2018-19

BHEL invites two part quotations for printing of the following versions of the BHEL's Annual Report 2018-19

1. Shareholder version (English Language) as per Specifications/ Scope of Work given in the enclosed Annexure-I at Sl. No. A
2. Shareholder version (Hindi Language) as per Specifications/ Scope of Work given in the enclosed Annexure-I at Sl. No. B

Annexure-I to Annexure-IX enclosed herewith constitute the entire tender specs.

Your offer, in the prescribed manner as detailed in Annexure-VIII, complete in all respects, and superscribed with '**Offer for Printing of BHEL Annual Report 2018-19**' should reach us on or before **20.05.2019 (Monday) 14:00 Hrs.** at the following address:

Additional General Manager
Corporate Communication
'D' Wing, Ground Floor
Bharat Heavy Electricals Limited
BHEL HOUSE, SIRI FORT
New Delhi-110 049

The bid can be handed over to any of the following officials at the above stated address on or before the scheduled date & time, in case the size of tender packet is bigger:

1. Ms. Pallavi Chaudhuri, Sr. Executive (Corporate Communication), BHEL
2. Mr. Ujjwal Tomar, Sr. Engineer (Corporate Communication), BHEL

Please note that the tenders received beyond the specified submission time/ date i.e. **14.00 hrs. 20.05.2019 (Monday)** shall be treated as Late Tender and shall not be considered.

Tender for Printing of BHEL Annual Report 2018-19

Page 1 of 43
एम. मुकुन्दन / M. MUKUNDAN
अपर महाप्रबन्धक / Addl. General Manager
कापोरिट संचार / Corporate Communication
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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Total Combined Price for Evaluation (all-inclusive excluding GST), i.e. Sl. No. 6 of Price Proforma of Annexure- VII, for the two versions of Annual Report, is the criteria for evaluation of price for award of work. It is, therefore, mandatory to quote for all the two versions of Annual Report. Incomplete offers shall not be considered.

Part "I" i.e. Techno-commercial Bid is scheduled to be opened at 15:00 hrs. on the same day i.e. 20.05.2019 (Monday) at the above 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.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited

(M. Mukundan)

AGM (Corp. Comm.)

Enclosed:

- | | |
|---------------|--|
| Annexure-I | : Specifications and Scope of Work |
| Annexure-IIA | : Special Terms & Conditions |
| Annexure-IIB | : General Terms & Conditions |
| Annexure-IIC | : Terms and Conditions of Reverse Auction |
| Annexure-III | : Printing & Delivery Schedule |
| Annexure-IV | : No Deviation Certificate |
| Annexure-V | : Declaration Certificate (Infrastructure & Machinery) |
| Annexure - VI | : Information on Post Office |
| Annexure-VII | : Price Proforma |
| Annexure-VIII | : Submission of offer |
| Annexure-IX | : Checklist |

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Annexure – I

SPECIFICATIONS / SCOPE OF WORK

A: SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2018-19

ANNUAL REPORT

1.	QUANTITY	<p>Shareholder Version in English Language:</p> <p>I. Unit rate for the quantity band 1,06,000± 10% is required to be given:</p> <p>Note: ESTIMATED quantity to be printed will be intimated to the successful bidder in LOI</p> <p>Finally, depending upon the actual quantity printed, unit rate quoted multiplied by no. of copies printed shall be applicable for the purpose of payment.</p>
2.	SIZE	8.25" x 10.75" (Finished size)
3.	NO. OF PAGES	
	i	Covers: 4
	ii	Inside Pages: 336
4.	PAPER	
	i Cover	220 GSM Art Paper (Gloss - White)
	ii Inside Pages	
	a: Section of 4 colour pages	70 GSM Coated (LWC/Pigmented): 148 pages
	b: Section of 2 colour pages	70 GSM Coated (LWC/Pigmented): 188 pages
5.	PRINTING	
	i. Cover	4+ 4 Colour with Neutral Aqueous Coating on outer covers
	ii. Inside Pages	

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	a: Section of 4 colour pages	148 pages
	b: Section of 2 colour pages	188 pages
6.	LAMINATION	As mentioned at Sl. No.5. i above
7.	INPUTS	
	i Designs	Print-ready File would be provided by BHEL's authorized advertising agency directly or by BHEL. However, printer has to open and check the file from the point of view of production. Any corrections / system work for enhancing photographs quality, as required, in the Print-ready files shall be in printer's scope.
8.	PROOFING	Epson proofs for all pages including covers. Epson proofs to be taken out from printer calibrated with printing machines. Section-wise Imposed HP proofs for all pages including covers.
9.	BINDING	Perfect binding Note: Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding such that the pages do not come out even after using the Annual Report copies several times on a regular basis.
10.	PACKING	In multiples of 25 wrapped together in thick paper. Note: Bidders to note that the Annual Report copies of the Shareholders Version (English Language) and equal no. of envelopes to be sent separately to the Post Office/ Mailing agency. INSERTION OF ANNUAL REPORT COPIES FOR DISPATCH WILL BE IN THE SCOPE OF POST OFFICE/ MAILING AGENCY, EXCEPT FOR THE BALANCE QUANTITY WHICH WILL BE REQUIRED TO BE DULY INSERTED IN THE ENVELOPES AND DELIVERED AS PER INSTRUCTIONS GIVEN AT SL. NO. 11. ii BELOW.
11.	DELIVERY	
	i	Delivery of Shareholders' Version of the Annual Report (English language) to the nearest Post Office or any specific Post Office as decided by BHEL , will

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		<p>be in the scope of the bidder. Location/address of the Post Office will be intimated to the successful bidder at a later date. No additional charges towards loading/unloading, transportation, handling etc. for delivery to the Post Office, etc., shall be payable by BHEL and price quoted shall be deemed to be inclusive of all such activities.</p> <p>Note:</p> <p>a. It is mandatory to provide post office(s) information along with contact details, equipped to dispatch more than 30,000 copies per day, in the vicinity of printing press</p> <p>b. Address of the Post Office finalized by BHEL will be intimated to the successful bidder at a later date by BHEL</p>
	ii	<p>Out of total quantity printed of the Shareholder Version English, approximately 4,000 copies duly inserted in the envelopes will be required in BHEL's Office in New Delhi. Same shall be communicated to you at a later date. Per rate to be quoted for this version as per Annexure-VII should be inclusive of above, no extra cost will be payable separately. Address details for delivery in BHEL offices in New Delhi will be provided at a later date to the successful bidder.</p>

ENVELOPES

ENVELOPES FOR THE SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2018-19

1	QUANTITY	<p>Equal to number of copies printed of Shareholder Version in English Language</p> <p>Note:</p> <p>PER COPY RATE QUOTED OF THE SHAREHOLDER VERSION (ENGLISH LANGUAGE), (SI. No. 4 (A) of Price Proforma- Annexure VII) TO BE INCLUSIVE OF COST OF EQUAL NO. OF ENVELOPES.</p>
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2	SIZE	Approx. 242mm X 318mm with Self-adhesive flap of 1.5" width for top loading
3	PAPER	170 GSM Maplitho (white) – 'Century'
4	PRINTING	Single Color
5	FABRICATION	Die-cutting & pasting with good quality quick drying glue
6	LAMINATION	Envelopes to be laminated from inside
7	INPUTS	
	i Designs	Print-ready File would be provided by BHEL's authorized advertising agency directly or by BHEL. However, printer has to open and check the file from the point of view of production. Any subsequent correction required for size/ layout, etc., in the Print-ready file, shall be in printer's scope.
8	PROOFING	HP proof of the envelope matter
9	DELIVERY	
	i	<p>Delivery of Shareholders' Version of the Annual Report (English language) to the nearest Post Office or any specific Post Office as decided by BHEL, will be in the scope of the bidder. Location/address of the Post Office will be intimated to the successful bidder at a later date. No additional charges towards loading/unloading, transportation, handling etc. for delivery to the Post Office, etc., shall be payable by BHEL and price quoted shall be deemed to be inclusive of all such activities.</p> <p>Note:</p> <p>ENVELOPES WOULD BE REQUIRED TO BE DELIVERED IN ADVANCE TO ENABLE POST OFFICE/ MAILER TO FIX ADDRESS LABELS.</p>

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B: SHAREHOLDER VERSION (HINDI LANGUAGE) OF BHEL ANNUAL REPORT 2018-19-
NO ENVELOPES REQUIRED FOR THIS VERSION

1.	QUANTITY	Shareholder Version in Hindi Language: 300 copies
2.	SIZE	8.25" X 10.75" (Finished Size)
3.	NO. OF PAGES	
	i	Covers: 4
	ii	Inside Pages: 336
4.	PAPER	
	i Cover	220 GSM Art Paper (Gloss - White)
	ii Inside Pages	
	a: Section of 4 colour pages	70 GSM Coated (LWC/Pigmented): 148 pages
	b: Section of 2 colour pages	70 GSM Coated (LWC/Pigmented): 188 pages
5.	PRINTING	
	i. Cover	4+ 4 Colour with Neutral Aqueous Coating on outer covers
	ii. Inside Pages	
	a: Section of 4 colour pages	148 pages
	b: Section of 2 colour pages	188 pages
6.	LAMINATION	As mentioned at Sl. No. 5 i above
7.	INPUTS	
	i. Designs	Print-ready File would be provided by BHEL's authorized advertising agency directly or by BHEL. However, printer has to open and check the file from the point of view of production. Any subsequent correction required for size/ layout, etc., in the Print-ready file, shall be in printer's scope.
8.	PROOFING	Epson proofs for all pages including covers. Epson proofs to be taken out from printer calibrated with printing machines. Section-wise Imposed HP proofs for all pages including covers.

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9.	BINDING	Perfect binding Note: Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding such that the pages do not come out even after using the Annual Report copies several times on a regular basis.
10.	PACKING	In multiples of 25 wrapped together in thick paper.
11.	DELIVERY	All 300 copies of the Shareholder Hindi, to be delivered to BHEL's Office in New Delhi. Per copy rate to be quoted for this version as per Annexure-VII should be inclusive of above, no extra cost will be payable separately. Address details for delivery in BHEL offices in New Delhi will be provided at a later date to the successful bidder.

General Notes (applicable to all versions):

- Variation in number of inside pages vis-à-vis specified in respect of each type of Annual Report shall be calculated on pro-rata basis in accordance to the unit rates quoted for the respective versions of Annual Reports.
- Subsequent increase in quantities up to 10% beyond specified quantities of the two versions of the Annual Reports will be governed by the Unit rates quoted for the respective Version of the Annual Report by the successful bidder.
- PDF files of the English and Hindi Shareholder Versions of the Annual Report for web hosting application to be submitted immediately on acceptance of the initial copies.
- Designs/ Photographs supplied by BHEL to be returned immediately after completion of printing.
- Your offer must include samples of each type of Papers specified under items A & B of Annexure-I, as above.
- Corrected photographs used in the Report and Print Ready open file along with fonts for subsequent updation and reprints on CD, to be submitted along with the bills.

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Annexure – IIA

SPECIAL TERMS & CONDITIONS

1.0	<u>ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)</u>	
	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 as under + Self-attested certificate on Bidder's letterhead as per Annexure-V
1.1.2	<p>TWO nos. Heat- set Web Offset Machine suitable for 4 colour printing with minimum 22.75" or 578 mm cut off size</p> <p style="text-align: center;">+</p> <p>Minimum ONE no. Heat-set Web Offset Machine suitable for a minimum of 2-Colour or more printing with minimum 22.75" or 578 mm cut off size</p> <p style="text-align: center;">+</p> <p>Minimum ONE no. Sheet-fed 4-Colour Machine in minimum 23"x36" size in excellent working condition}</p> <p style="text-align: center;">OR</p>	<p>Self-certified List of Machinery highlighting each set of the machines/facilities/set-up specified as under</p> <p style="text-align: center;">+</p> <p>Self-attested certificate on Bidder's letterhead as per Annexure-V</p>

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	<p>Minimum ONE no. Roto Gravure Machine suitable for 4-colour printing</p> <p style="text-align: center;">+</p> <p>Minimum ONE no. Heat-set Web Offset Machine suitable for a minimum of 4 colour or more printing with minimum 22.75" or 578 mm cut off size</p> <p style="text-align: center;">+</p> <p>Minimum ONE no. Web Offset Machine suitable for a minimum of 2-Colour or more printing with minimum 22.75" or 578 mm cut off size</p> <p style="text-align: center;">+</p> <p>Minimum ONE no. Sheet-fed 4-Colour Machine in 23"x36" size in excellent working condition</p>	
1.1.3	<p>Automatic Gathering & Perfect Binding Facility:</p> <p>Minimum TWO nos., out of which at least one facility with automatic gathering with at least 18 stations for online binding & receiving copies cut in specified size having capacity of outputting a minimum of 30,000 copies per day of Shareholders' Version (English language) as per specifications given under Sl. No. A of Annexure-I.</p> <p>Single integrated Automatic Binding facility to perform all operations like gathering, binding & cutting with 3-Knife Trimmer online</p>	<p>Do</p> <p style="text-align: center;">+</p> <p>Self-attested certificate on Bidder's letterhead as per Annexure-V</p>
1.1.4	Suitable facility for Printing, die-cutting and fabrication of specified envelopes @ 25,000 pcs per day	Self-attested certificate on Bidder's letterhead as per Annexure-V
1.1.5	Bidders should have in-house Quality Management Systems. Bidder to produce valid ISO certificate	Copy of Valid ISO certificate
1.1.6	24x7 Power back-up to run all machines mentioned above	Self-attested list of machinery highlighting specified items

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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-up of each of the machines mentioned above is implied and should be made available as & when required.	
b	Photographs of infrastructure & machinery specified installed at the printing facility can be sought from the bidders at any time as per BHEL's discretion.	
c	<p>BHEL reserves the rights to visit bidder's premises for physical verification of the list of machines submitted.</p> <p>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 shall not be considered in such cases.</p>	
d	The paper procured to be used for printing shall have to be opened in front of person authorized by BHEL for supervision of printing.	
1.2	EXPERIENCE	
1.2.1	Experience in successful printing of Annual Reports (Shareholders' version) of PSUs/Govt./Listed Companies in the last 3 years ending 30.04.2019.	<p>Self-attested copy of AT LEAST TWO such Purchase Orders each for successful printing of 1,06,000 copies or more of Annual Report (Shareholders' Version) in the last 3 years ending 30.04.2019.</p> <p>Successful Work Completion certificates on the letter-head of the client for whom the said job (copy of PO submitted) has been executed need to be enclosed along with the bid.</p>

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1.3	FINANCIAL	
1.3.1	Average Annual financial turnover of bidders of last three years (ending 31.03.2018) should be more than Rs. 91.5 lakhs	<p>1) Self-attested copies of Balance Sheet and Profits & Loss Account statements of last three financial years ending on 31.03.2018. (i.e. FY 2015-16, 2016-17 & 2017-18) duly verified by CA. In case audited Balance Sheet and Profit & Loss Account statements of one or more year are not available with the bidder, a certificate consisting of Annual Turnover duly certified by a CA has to be submitted.</p> <p>2) Self-attested copies of acknowledgements of IT return (ITRs) of last three financial years ending on 31.03.2018. (i.e. FY 2015-16, 2016-17 & 2017-18).</p>
1.3.2	Registration for GST & PAN	Self-attested copies of PAN Card & GST Registration.
1.3.3	GST compliant invoice bearing SAC code shall have to be raised at the time of billing.	
1.4	INFORMATION ON POST OFFICE <ul style="list-style-type: none"> Name, complete address & contact details of at least three Post Office(s) equipped to dispatch 30,000 copies or more per day Whether Post Office is located in the vicinity of the printing press 	On bidders letter-head as per Annexure VI

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2.0 SUBMISSION OF BIDS:

2.1 Bid shall be submitted in following form:

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

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

- 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:

- 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.
- No Deviation Certificate as per Annexure-IV.
- Declaration Certificate (Infrastructure & Machinery) as per Annexure-V along with photographs of machineries (as and when sought by BHEL are required to be submitted as per Sl. No. 1.1 of Annexure IIA.
- Information on Post Office on Letter head as per Annexure – VI.
- Check List as per Annexure-IX.
- 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-IA, IB), by way of signing and affixing rubber stamp on each page.
- Paper Samples as per specifications given in Annexure-I for the respective versions of the Annual Report to be submitted along with Part I of the offer. On the Blank Samples for each type of paper,

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the bidder should indicate specifications (grammage, type and make) for different materials in line with requirements specified in the tender in Annexure IA, IB, sign & stamp.

Note:

- a. 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.
- b. **Price shall not be quoted anywhere in the techno-commercial bid.**

2.1.2 PART II (PRICE BID) COMPRISING:

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

- a. Price Bid as per Proforma given in **Annexure VII**.

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.

3.0 PRICE EVALUATION AND AWARD OF WORK

- 3.1 **"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. Bidders to give their acceptance with the offer 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. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com). The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and

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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)."

The attached Annexure – IIC of Terms and Conditions of Reverse Auction 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.

3.2 The right to conduct reverse auction shall be as per BHEL's discretion and extant policies. However, in case, BHEL opts for opening the Price bids of the Techno-commercially qualified bidders, AWARD OF WORK shall be made on the overall lowest compliant bidder on the lowest amount quoted through Sealed price bid opening. In case of tie between two or more bidders, quoting same total amount in the price bids, Snap bidding system will be followed to arrive at the L-1 bidder.

3.3 The bidders are required to quote essentially for the entire scope of work.

3.4 Price evaluation of the lowest bidder (L-1) would be as per **Sl. No. 6 of Annexure VII**, i.e. on the basis of the **Total Computed Price for Evaluation (ALL INCLUSIVE BUT EXCLUDING GST)** of the two versions of Annual Reports' Shareholder Version (English Language) – 1,06,000 copies', including equal number of envelopes as per specifications / scope of work given in "A" of Annexure-I + 'Shareholder Version (Hindi Language) – 300 copies as per specifications / scope of work given in "B" of Annexure-I i.e. Total Computed Price for Evaluation: $\{(1,06,000 \times A) + (300 \times B)\}$ where A is the per copy rate for Shareholder version English + Envelope, B is the per copy rate for shareholder version Hindi subject to clauses at **Sl. No. 4.0 of Annexure-II B**.

3.5 AWARD OF WORK shall be made on the overall lowest bidder (L1 bidder).

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4.0 PAPER

- 4.1 Paper used by the printer should be strictly as per our specifications. Samples enclosed should also bear brief specifications (grammage, type and make), signature and stamp of the bidder.
- 4.2 Upon completion of the job, printer shall be mandatorily required to submit a certificate from a reputed and authorized lab (third party) on their official letter-head with regard to specification of the paper used in each Version of the Report/Envelope delivered, along with the bills submitted, failing which bills will not be admissible.

5.0 PRINTING TIME AND DELIVERY SCHEDULE

- 5.1 Printing time and **delivery schedule has to be strictly adhered** to as per the Printing Schedule given in the enclosed Annexure – III for the respective versions of the Annual Report.
- 5.2 Owing to Annual Reports being statutory documents governed by SEBI guidelines, printing and completion of dispatch of Shareholder Version (English) of BHEL Annual Reports 2018-19 has to mandatorily completed **by/before 23.08.2019** or date specified by BHEL at the time of sharing of print-ready file.

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 total cost of respective versions**. Bidder shall be given reasonable opportunity to place his side before the penalty is applied by BHEL. *Any variation in grammage of paper used vis-à-vis the paper specified in the specification for Shareholder version (English) of the Report/Envelope (as per Annexure-I) should not be more than $\pm 2.5\%$. However, where 2.5% is less than 1.5GSM, the tolerance shall be $\pm 1.5\text{GSM}$. Any variation beyond as specified above shall not be acceptable and may be liable for attracting penalty @2% per GSM up to a maximum penalty @10% of the total cost of respective versions. Discretion to levy/waive off penalty lies solely with BHEL.*

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6.2 Penalty up to a maximum of 10% of the total cost of respective versions shall also be liable to be levied (solely on BHEL's discretion) if quality of final product delivered is found wanting on any of the following counts:

- i) Quality of images in the printed copies are inferior and appear blurred or smudged
- ii) Opacity of paper used is poor and see-through of text on reverse side is prominent
- iii) Pages (inside pages or outer covers) of multiple copies are smeared with unwanted spots/marks/impressions/thumbprints etc. due to poor handling during any of the intermittent processes
- iv) Pages (inside pages or outer covers) of multiple copies have crease marks, dog-ears etc.
- v) The binding of printed copies is fragile and the inside pages are falling apart loose

7.0 PENALTY – DELAY

7.1 The printing schedules given at Annexure–III will have to be strictly adhered to. Owing to Annual Reports being statutory documents governed by SEBI guidelines, printing and completion of dispatch of Shareholder Version (English) of BHEL Annual Reports 2018-19 has to be mandatorily completed by/before 23.08.2019 or date specified by BHEL at the time of sharing of print-ready file.

7.2 Any delay beyond specified schedule for completion of dispatches or job, as applicable for the respective versions of the Annual Report, will invite imposition of penalty and applicable legal action(s).

7.3 LD shall be levied @2% per day of delay on the total order value of the respective version.

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

7.5 On account of Annual Reports being statutory documents governed by SEBI guidelines, BHEL reserves the right to refuse to accept delivery of goods beyond delay of one week.

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8.0 DISPATCH

- 8.1 Instructions for delivering of specified quantities of Shareholders' Version of the Annual Report (English language) to a specific Post Office **as decided by BHEL** or the nearest Post Office, as applicable will be given to successful bidder at a later date. However, no additional charges towards loading/unloading, transportation, handling etc. for delivery to the Post Office, etc., shall be payable by BHEL and price quoted shall be deemed to be inclusive of all such activities.
- 8.2 No extra delivery charges shall be payable for delivery of the quantities mentioned below of the respective versions of the Annual Report in BHEL office in New Delhi, the same should be included in the per copy rate to be quoted as per Annexure- VII:
- 4,000 copies of Annual Report Shareholder Version English out of total copies printed, after completion of dispatch to post office, based on instructions from BHEL
 - 300 copies of Shareholder Version Hindi

9.0 INSPECTION

- 9.1 BHEL will engage a representative for supervision of the print job. Notwithstanding the same, 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 works at any stage during execution, the bidder shall have to provide all necessary assistance and arrangements for this purpose.
- 9.2 Paper needs to be procured within three weeks from the date of issuing of the LOI. BHEL reserves the right to send its representatives to the printer's facility to examine the quality of paper procured.

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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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Annexure – IIB

GENERAL TERMS & CONDITIONS

1.0 SUBMISSION OF OFFER

Your offer should be complete in all respects (Refer Check-list at Annexure-IX).

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 EMD is to be paid by tenderers for securing fulfilment of any obligations in terms of the NIT (Pre-qualification bid/Part-I). Each tenderer, participating in the subject has to deposit **EMD of Rs. 183040/-**.

Modes of deposit:

The EMD may be accepted only in the following forms:

- (i) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer) payable at New Delhi.
- (ii) Cash deposit as permissible under the extant Income Tax Act (before tender opening).
- (iii) Electronic Fund Transfer credited in BHEL account (before tender opening).
- (iv) Fixed Deposit Receipt (FDR) issued by Scheduled Banks/Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL).

Offers received without EMD shall be rejected.

2.2 EMD shall not carry any interest.

2.3 **EMD shall be forfeited in the following cases:**

- a) If after opening of tender, the tenderer revokes his tender within the validity period or increases his earlier quoted price or makes any other modification in his tender which is not acceptable to BHEL.

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- b) The tenderer fails to deposit the required Security Deposit or commence the work within the specified period as per the LOI/Contract.

EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.

2.4 Refund of EMD of the bidders shall be as follows:

- a) EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.
- b) EMD of the successful tenderer will be retained as part of the Security Deposit.

3.0 SECURITY DEPOSIT (SD)

- 3.1 Successful bidder has to submit a Security Deposit. The total amount of Security Deposit will be 5% of the total contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit. The balance amount to make up the required Security Deposit of 5% of the contract value shall be acceptable in any of the forms as per clause no. 3.2 below.

3.2 Modes of deposit:

Upon acceptance of tender, the successful tenderer must submit the security deposit in any of the following forms:

- i) Cash (as permissible under the extant Income Tax Act)
- ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL.
- iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL. {It is insisted upon the bidders that BGs to be submitted by them should be sent to BHEL directly by the issuing bank under Registered post (A.D.)}

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iv) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor/Bidder, a/c BHEL).

v) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor/Bidder furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL).

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

3.3 The security deposit shall not carry any interest. Security Deposit shall be released to the successful tenderer/bidder upon fulfilment of all contractual/statutory obligations as per terms of the contract/tender after completion of work/services.

4.0 PRICE

4.1. Price quoted should be firm during the entire duration of contract.

4.2. Price quoted shall be all inclusive **except GST** (as applicable), which should be indicated separately in the column provided in the Price Proforma enclosed as **Annexure-VII**.

4.3. Correction of arithmetic errors:

- i) 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.
- ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

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- iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to **Sl. No. i) and ii)** above.
- iv) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to 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.
- 4.4 Price to be filled-in as per the Price Proforma enclosed as Annexure-VII. Change in Proforma is not allowed.
- 4.5 The bidders are required to quote essentially for the entire scope of work.
- 4.6 Offers not fulfilling any of the above conditions are liable for rejection.
5. **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 Proforma enclosed as **Annexure- VII**.
- 5.2 **GST compliant invoice bearing SAC code shall have to be raised at the time of billing.**
To enable BHEL to avail GST Input tax credit, contractor/Bidder shall submit 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/bidder only after submission of GST complaint tax invoice as mentioned above and other relevant documents.

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- 5.4** In case of any loss incurred by BHEL on account of non-compliance of GST laws by vendor, the same shall be to vendor's account and the same shall be withheld/recovered from vendor.
- 5.5** Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.
- 5.6** Payment to the contractor will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act & GST, as amended from time to time and a certificate to this effect to be provided to contractor/bidder.
- 5.7** Applicable GST shall also be recoverable from the contractor/bidder in case of LD recovery/penalty on account of breach of terms of contract.
- 6.0 PRICE ESCALATION CLAUSE**
- 6.1** All the prices quoted by the bidders shall be in Indian Rupees and shall be FIRM and not subject to any price escalation.
- 7.0 VALIDITY OF OFFER**
- 7.1** Your offer should be valid for at least **90 days from the date of opening of the Bid.**
- 8.0 TERMS OF PAYMENT**
- 8.1** **100% payment (excluding the amount withheld as per Clause 5.4 above)** shall be made within 45 days from the date of receipt of admissible bills, duly verified by the BHEL-empanelled advertising agency engaged for supervision of printing of the Annual Reports, along with the acknowledged copies of challans for receipt of complete quantities in good conditions; lab report (on paper used in each version of report/envelope) from certified/authorized third party lab on their official letter-head and return of all input materials like CDs, hard copies etc., provided by BHEL to the printer. All payments shall be subject to Statutory Deductions as per norms.

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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:

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 REGN. NO.	
PARTY's NAME & COMPLETE 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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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 fails to procure paper as specified in Clause no. 9.2 of Annexure-IIA, BHEL may 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 IIA.
- 10.2 If the bidder fails to deliver goods or any installment thereof within the period fixed for such delivery or if for some reason, Purchaser is convinced that the bidder will default on scheduled delivery, or for any other breach of the contract, 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 the 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-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.

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- 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 15 (fifteen) 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 FRAUD PREVENTION POLICY

- 12.1** 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.

13.0 CONTRACT LAW, NOTICE AND ARBITRATION

13.1 ARBITRATION

- a) In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision

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between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable: -

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

13.2 LAWS GOVERNING THE CONTRACT

The Order/Contract shall be executed and governed by the laws of India and the courts of Delhi/New Delhi, India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

13.3 JURISDICTION OF COURT

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

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13.4 DEFAULT/ BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

- a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the services thereof within the period(s) fixed for such delivery of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply services covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the Performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

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- b) Cost of the purchases/service made by the Purchaser/Service taker at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of services so hired.

14.0 CONTRACT TERMINATION

- 14.1 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.

15.0 AUTHORISED OFFICER

- 15.1 Head of 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.

16.0 CONTACT PERSONS

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

- Ms. Pallavi Chaudhuri– Sr. Executive (Corp. Comm.)
Tel.: 011-66337362 Email: pallavi@bhel.in Fax: 011-66337563
- Mr. Ujjwal Tomar- Sr. Engineer(Corp. Comm.)
Tel: 011-66337399 Email: ujjwal@bhel.in Fax: 011-66337563
- Sh. M. Mukundan – AGM (Corp. Comm.)
Tel.: 011-66337373 Email: mmukundan@bhel.in Fax: 011-66337563

Signature of Printer with Seal

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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. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com).
14. 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.
15. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
16. 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.
17. **The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. 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).

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18. 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)

Date

Place

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Annexure - III

PRINTING AND DELIVERY SCHEDULE FOR BHEL ANNUAL REPORT 2018-19

A

PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION (ENGLISH LANGUAGE): 1,06,000 COPIES ($\pm 10\%$)

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 IIB and procurement of materials as per the tender specifications.

1.0	Delivery of the Print-ready file of Design for Annual Report and Envelope by Advertising Agency/BHEL	:	0 th Day
2.0	Submission of Proofs by Printer for Annual Report and Envelope	:	2 nd Day
3.0	Approval of final Proofs by Agency/BHEL & release of same for printing including page impositions & plate making	:	3 rd Day
4.0	Completion of printing of Envelopes and commencement of fabrication of envelopes	:	5 th Day
5.0	Delivery of Envelopes @ 25,000 per day	:	7 th Day
6.0	Completion of printing of Annual Report 1,06,000 Copies	:	8 th Day
7.0	Commencement of Binding and Delivery of Annual Report @ 30,000 copies per day	:	10 th Day
8.0	Completion of Delivery of 1,06,000 envelopes	:	12 th Day
9.0	Completion of delivery of Annual Report 1,06,000 copies	:	14 th Day

Penalty shall be applicable (as per clause no. 7.0 of Annexure-IIA) from the 15th day of the above Schedule on account of delay attributed to the bidder.

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B

PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION WITHOUT ENVELOPES (HINDI LANGUAGE): 300 COPIES

1.0	Delivery of Print-ready file of Design by Advertising Agency/BHEL	:	0 th Day
2.0	Submission of Proofs by Printer	:	3 rd Day
3.0	Approval of Proofs by Agency/BHEL	:	5 th Day
4.0	Completion of printing of the ordered quantity	:	9 th Day
5.0	Commencement of binding, packing and delivery	:	11th day
6.0	Completion of delivery of 300 copies	:	13th Day

Note: Penalty shall be applicable from the 14th day of the above Schedule

GENERAL NOTES:

1. For calculating number of days with respect to the schedule given for each version, 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 version), will alone be considered as the 0th day.
2. Owing to Annual Reports being statutory documents governed by SEBI guidelines, printing and completion of dispatch of Shareholder Version (English) of BHEL Annual Reports 2018-19 has to be mandatorily completed before 23.08.2019. Penalty shall be applicable (as per clause no. 7.0 of Annexure-IIA) from the 15th day of the Schedule (for A of Annexure III) or 23.08.2019 (whichever is applicable) for reasons attributable to the Bidder. However, 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 respective versions of the Annual Report.
3. Days in the above schedule means calendar days.

Schedule of the different Versions of Annual Report are independent of each other and have to be taken up in parallel and not necessarily one after the other.

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Annexure - IV

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

Certificate of Acceptance

Notwithstanding anything mentioned in our bid, we hereby accept all the terms & conditions of the above tender. We confirm that the offer submitted by us is conforming to all the terms & conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of work properly and shall carry out the job as mentioned in this tender in line with tender terms & conditions.

"I _____ hereby Certify that we have read and understood all the terms and conditions of the Tender No. CC/AREP/01/19-20 dated 06.05.2019, we do not have deviations to the same and that our company/ firm, namely..... do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including participation in RA (as may be the case), delivery schedule and penalty clauses therein. Deviations, if any mentioned elsewhere in our bid (whether Techno-commercial bid or Price-bid) may be treated as null and void by BHEL."

Signature of Authorized Signatory
Name/Designation and Seal of the firm

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 -1.1.6 under **Infrastructure/ Capability of Terms & Conditions (Annexure-IIA)** of the Tender Enquiry and possesses per day capacity to produce & deliver a minimum of 30,000 or more bound copies of the Shareholder version (English language) as per specifications given under 'A' of Annexure-I and facility for printing, die-cutting & fabrication of specified envelopes @ 25,000 units per day. Further, we have no objection in case BHEL desires to inspect and physically verify Machinery/ Facilities/ Infrastructure etc. listed under Sl. No. 1.1.1-1.1.6 of Annexure-IIA of this Tender Enquiry and shall provide the required assistance for the same.

Photographs of the respective machinery (as above) installed at our printing facility, shall be submitted as and when demanded by BHEL.

(Signature & Seal of the firm)

Date

Place

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Annexure - VI

INFORMATION ON POST OFFICE TO BE GIVEN ON THE BIDDER'S LETTER HEAD

Sl. No.	INFORMATION	DETAILS TO BE FILLED IN BY THE BIDDER
Option 1	Name, Complete Address & Contact details of the Post Office equipped to dispatch a minimum of 30,000 copies	Address of Post Office: _____ Contact Executive Name: _____ Landline No. _____ Mobile no. _____ Email ID _____ Dispatch capacity per day _____
	Whether Post office is in the vicinity of the printing press (YES/NO)	_____
	Distance of nearest Post Office from Printing Press (in kms.)	_____
Option 2	Name, Complete Address & Contact details of the Post Office equipped to dispatch a minimum of 30,000 copies	Address of Post Office: _____ Contact Executive Name: _____ Landline No. _____ Mobile no. _____ Email ID _____ Dispatch capacity per day _____
	Whether Post office is in the vicinity of the printing press (YES/NO)	_____
	Distance of nearest Post Office from Printing Press (in kms.)	_____
Option 3	Name, Complete Address & Contact details of the Post Office equipped to dispatch a minimum of 30,000 copies	Address of Post Office: _____ Contact Executive Name: _____ Landline No. _____ Mobile no. _____ Email ID _____ Dispatch capacity per day _____
	Whether Post office is in the vicinity of the printing press (YES/NO)	_____
	Distance of nearest Post Office from Printing Press (in kms.)	_____

(Signature & Seal of the firm)

Date

Place

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Annexure – VII

PRICE PROFORMA (Price for Evaluation)

S. N	Description of Items	Annual Report Shareholder Version (English Language) (1,06,000) ±10%	Annual Report Shareholder Version (Hindi Language) 300 ±10%
1	Qty. for evaluation purpose →	1,06,000	300
2	For processing, plate making, proofing, printing, fabrication, binding, packing, local delivery, etc., as per Specifications/ Scope given under sl. nos. A, B of Annexure-I, for each version of Annual Report	Unit rate including cost of Envelope, Delivery of 4,000 copies in New Delhi as per Specifications/ Scope as given under sl. no. A of Annexure-I and should be all inclusive excluding GST, each to be provided separately (Rupees)	Unit rate including cost of Delivery of 300 copies in New Delhi as per Specifications/ Scope as given under sl. no. B of Annexure-I and inclusive of all other taxes, duties, levies but excluding GST, each to be provided separately (Rupees)
3	For Paper/ Card as per specifications given under sl. no. A, B of Annexure-I for each version of Annual Report		
4	Unit Rate for each Version of Annual Report, all-inclusive excluding GST= (2+3)	A	B
5	Amount for respective items i.e. Qty. (sl. no. 1) x Unit Rates (sl. no.4): {(1,06,000xA) + (300xB)} (excl. GST)	(I)	(II)
6	Total Combined Price for Evaluation for all two versions (all-inclusive but excluding GST, each to be provided separately) i.e. = {(I) + (II)}		
7	GST, as applicable (%)		

Notes:

1. Evaluation will be on Sl. No. 6 above
2. GST compliant invoice bearing SAC code shall have to be raised at the time of billing by the Successful Bidder

एम. मुकुन्दन / M. MUKUNDAN
अपर महाप्रबन्धक / Addl. General Manager
कार्पोरेट संचार / Corporate Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
वी.एच.ई.एल. हाऊस, सीरी फोर्ट / BHEL House, Siri Fort
नई दिल्ली-110049/ New Delhi-110049

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Annexure – VIII

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

- i) 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).
- ii) No Deviation Certificate as per Annexure-IV
- iii) Declaration Certificate (Infrastructure & Machinery) as per Annexure-V (Photographs of infrastructure & machinery installed at the printing facility can be sought by BHEL and shall have to be submitted as and when demanded by BHEL.)
- iv) Information on Post Office as per Annexure – VI
- v) Check List as per Annexure-IX
- vi) 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 and every page of the complete tender document.
- vii) Paper Samples for all versions of the Annual Reports along with their Envelopes, as per specifications given in Annexure-I, to be submitted along with Part I of the offer. On the

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paper samples for each version, the bidder should clearly indicate specifications for different materials, sign & stamp.

Note:

- The representative authorized with power to sign the documents submitted for the subject tender on behalf of the participating bidder has to be duly appointed by the owner/director of the participating printing facility. An authorization letter to the same effect issued by the owner/director of the participating printing facility needs to be enclosed along with the bid.
- 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.
- All pages are to be duly numbered and signed and a proper index should be enclosed in your offer highlighting documents submitted against i) to vii) above.
- All entries in the tender documents should be in one ink. All cancellations and insertions should be duly attested by the tenderers concerned. No overwriting/correction in the Price Bid by the bidder shall be allowed. However, if correction is unavoidable, the same must be duly signed by the authorized signatory.
- Price Proforma (Annexure-VII) shall not form a part of PART I

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 Proforma given in **Annexure VII**.

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/AREP/01/2019-20**’
- ‘Due Time/ Date of Tender Submission **14:00 HRS/ 20.05.2019**’
- ‘Due Time/ Date of Tender Opening (Part I of the offer) **15:00 HRS/ 20.05.2019**’
- ‘Offer for Printing of BHEL Annual Reports 2018-19’

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Annexure – IX

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	Yes/No
2	Part I A in a separate envelope to contain Earnest Money Deposit of Rs. 183040/- 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):	
	<ul style="list-style-type: none"> List of Machineries required as per Sl. No. 1.1.1 to 1.1.6 of Annexure IIA (Photographs of infrastructure & machinery installed at the printing facility can be sought by BHEL and shall have to be submitted as and when demanded by BHEL) 	Yes/No
	<ul style="list-style-type: none"> Self-attested copy of AT LEAST TWO such Purchase Orders each for printing of 1,06,000 copies or more of Annual Report (Shareholders' Version) of PSUs/Govt./Listed Companies in the last 3 years ending 30.04.2019. Successful Work Completion certificates on the letter-head of the client for whom the said job (copy of PO submitted) has been executed need to be enclosed along with the bid. 	Yes/No
	<ul style="list-style-type: none"> Self-attested copies of Balance Sheet and Profits & Loss Account statements of last three financial years ending on 31.03.2018. (i.e. FY 2015-16, 2016-17 & 2017-18) duly verified by CA. In case audited Balance Sheet and Profit & Loss Account statements of one or more year are not available with the bidder, a certificate consisting of Annual Turnover duly certified by a CA has to be submitted. 	Yes/No

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	<ul style="list-style-type: none"> Self-attested copies of acknowledgements of IT return (ITRs) of last three financial years ending on 31.03.2018. (i.e. FY 2015-16, 2016-17 & 2017-18). 	
	<ul style="list-style-type: none"> Copy of valid ISO certificate as applicable to the printing industry 	Yes/No
	<ul style="list-style-type: none"> Self-attested copies of PAN Card & GST Registration 	Yes/No
ii)	Signed and stamped copies of Annexure- IA, IB (Specifications & Scope of Work for both versions of Annual Report); 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 (Infrastructure/ Machinery) as per Annexure V Photographs of infrastructure & machinery installed at the printing facility can be sought from the bidders as per BHEL's discretion.	Yes/No
v)	Information of Post Office as per Annexure VI	
vi)	Paper Samples for all versions of the Annual Reports along with their Envelopes, as per specifications given in Annexure-I, to be submitted along with Part I of the offer. On the paper samples for each version, the bidder should indicate specifications for different materials (grammage, type, make) and sign & stamp on each.	Yes/No
4	Part II (Price Bid- Annexure VII) in a Sealed Envelope duly super scribed with Part II (Price Bid)	Yes/No
5	Letter for authorization issued by Owner/Director of the participating printing facility to the signatory empowered to sign documents	Yes/No