

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कापरेट संचार

Corporate Communication



No. CC/PUBL/01/2014-15
22/05/2014

Dear Sir,

Sub: Tender for printing of the BHEL's Annual Report 2013-14

BHEL invites two part quotations for printing of the following versions of the BHEL's Annual report 2013-14:

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
3. Deluxe version (English Language) as per Specifications/ Scope of Work given in the enclosed Annexure-I at Sl. no. C

Your offer, in the prescribed manner as detailed in Annexure-VI, complete in all respects, and superscribed with 'Offer for Printing of BHEL Annual Report 2013-14' should reach us on or before **11/06/2014 (Wednesday) 14:00 Hrs.** at the following address:

Additional General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
Jeevan Tara Building, 5 Sansad Marg,
New Delhi-110 001

The combined total price (all taxes, Octroi, duties & levies but excluding service tax) quoted by the compliant bidders for the three versions of Annual Report is the criteria for evaluation of price for award of work. It is, therefore, mandatory to quote for all the three versions of Annual Report. Incomplete offers shall not be considered.

Part "I" i.e. Techno-commercial Bid shall be opened at 15:00 Hrs, on the same day i.e. 11/06/2014 (Wednesday) 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.

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),

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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 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 of "RA" shall be intimated to the bidders after completing the formalities of the process in consultation with "RA" Service Provider.

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


(Ajay Gupta)
Sr. Manager (CC)

Enclosed:

Annexure-I	: Specifications and Scope of Work
Annexure-II A	: Special Terms & Conditions
Annexure-II B	: General Terms & Conditions
Annexure-II C	: Printing & Delivery Schedules
Annexure-III	: Price Proforma
Annexure-IV	: No Deviation Certificate
Annexure-V	: Declaration Certificate
Annexure - VI	: Submission of offer
Annexure - VII	: Checklist

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Annexure – I

SPECIFICATIONS / SCOPE OF WORK

A: SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2013-14

ANNUAL REPORT

1.	QUANTITY	Shareholder Version in English Language: i. Unit rate for the quantity band 1,45,000 to 1,65,000 \pm 10% is required to be given. Finally, depending upon the actual quantity printed, unit rate quoted multiplied by no. of copies printed shall be applicable for the purpose of payment
2.	SIZE	8.25" x 10.75" (Finished size)
3.	NO. OF PAGES	
	i	Covers : 4
	ii	Inside Pages: 256
4.	PAPER	
	i. Cover	170 GSM BILT Royal Art Paper (Gloss)
	ii. Inside Pages	40 or 41 GSM white Bible paper
5.	PRINTING	
	i. Cover	4+ 4 Colour with Neutral Aqueous Coating on outer and inner covers
	ii. Inside Pages	2-Colour throughout including one special colour
6.	LAMINATION	As mentioned at Sl. No. 5. i above
7.	INPUTS	
	i Designs on CD	Print-ready File would be provided by BHEL's authorized advertising agency or by BHEL directly. 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
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

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		BE REQUIRED DULY INSERTED IN THE ENVELOPES AND DELIVERED AS PER INSTRUCTIONS GIVEN AT SL. NO. 11. ii BELOW.
11.	DELIVERY	
	i	Instructions for delivering of specified quantities of Shareholders' Version of the Annual Report (English language) to a specific Post Office in the same Octroi Zone or the nearest Post Office as decided by BHEL (whether in the same octroi zone or not) , as applicable, will be given to successful bidder at a later date. However, no additional charges towards octroi, manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles/ delivery to the Post Office, etc., shall be payable by BHEL and price quoted shall be deemed to be inclusive of all such activities. Note: a. It is mandatory to provide post office(s) information along with contact details, equipped to dispatch more than 35,000 copies per day, in the vicinity of printing press b. Address of the Post Office finalized by BHEL will be intimated to the successful bidder at a later date by BHEL
	ii	Out of total quantity printed of the Shareholder Version English, 4,000 copies duly inserted in the envelopes will be required in BHEL's Office in New Delhi. Per copy rate to be quoted for this version as per Annexure-III 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.

ENVELOPES

ENVELOPES FOR THE SHAREHOLDER VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2013-14

1	QUANTITY	Equal to no. of copies printed of Shareholder Version in English Language Note: PER COPY RATE QUOTED OF THE SHARE HOLDER VERSION (ENGLISH LANGUAGE) TO BE INCLUSIVE OF COST OF EQUAL NO. OF ENVELOPES.
2	SIZE	Size matching with Annual Report size with flap of appropriate width for top loading
3	PAPER	120 GSM Maplitho (white) – 'Century'
4	PRINTING	Single Colour
5	FABRICATION	Die-cutting & pasting with good quality quick drying glue
6	INPUTS	
	i Designs on CD	Print-ready File would be provided by BHEL. However, printer

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		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.
7	PROOFING	HP proof of the envelope matter
8	DELIVERY	
		<p>i Instructions for delivering of specified quantities of envelopes for the Shareholders' Version of the Annual Report (English language) to a specific Post Office in the same Octroi Zone or the nearest Post Office as decided by BHEL (whether in the same octroi zone or not), as applicable will be given to successful bidder at a later date. However, no additional charges towards octroi, manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles/ 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: ENVELOPES WOULD BE REQUIRED IN ADVANCE TO ENABLE POST OFFICE/ MAILER FIX ADDRESS LABELS.</p>

B: SHAREHOLDER VERSION (HINDI LANGUAGE) OF BHEL ANNUAL REPORT 2013-14 - NO ENVELOPES REQUIRED FOR THIS VERSION

1.	QUANTITY	Shareholder Version in Hindi Language: 400 copies
2.	PAPER	
	Cover	170 GSM BILT Royal Art Paper (Gloss)
	Inside Pages	60 GSM White Maplitho 'Century' (Woodfree)
	<p>Note: PL. NOTE THAT HINDI VERSION OF THE REPORT WOULD BE IDENTICAL TO ENGLISH SHAREHOLDER VERSION EXCEPT CHANGE IN LANGUAGE AND PAPER FOR INSIDE PAGES</p>	
3.	PACKING	In multiples of 25 wrapped together in thick paper.
4.	DELIVERY	
		<p>i All 400 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-III 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>

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C: DELUXE VERSION (ENGLISH LANGUAGE) OF BHEL ANNUAL REPORT 2013-14

DELUXE ANNUAL REPORT

1.	QUANTITY	600 copies
2.	SIZE	8.25" x 10.75" (Finished size)
3.	NO. OF PAGES	
	i	Covers : 4
	ii	Inside Pages : 248
4.	PAPER	
	i Cover	280 GSM Gruppo Natural Evolution White
	ii Inside Pages	
	a: Section of 4 colour pages	130 GSM BILT Royal Art Paper (Gloss): 88 pages
	b: Section of 2 colour pages	90 GSM White Mapliitho (Century): 160 pages
5.	PRINTING	
	i. Cover	4+ 4 Colour with Neutral Aqueous Coating on outer and inner covers
	ii. Inside Pages	
	a: Section of 4 colour pages	88 pages
	b: Section of 2 colour pages	160 pages
6.	LAMINATION	As mentioned at Sl.No.5 i above
7.	INPUTS	
	i Designs on CD	Print-ready File would be provided by BHEL's authorized advertising agency or by BHEL directly. 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 4 colour pages on calibrated machine. Section-wise Imposed HP proofs for all pages including covers.
9.	BINDING	Perfect Binding
10.	PACKING	In multiples of 20 wrapped together in thick paper.
11.	DELIVERY	All 600 copies of the Deluxe Version duly inserted in the envelopes, to be delivered to BHEL's Office in New Delhi. Per copy rate to be quoted for this version as per Annexure-III 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.

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ENVELOPES FOR DELUXE ANNUAL REPORT 2013-14

1	QUANTITY	600 copies For deluxe version of BHEL Annual Report in English Language. RATES TO BE INCLUDED IN THE PER COPY COST QUOTED FOR DELUXE VERSION OF BHEL ANNUAL REPORT
2	SIZE	Size matching with Annual Report size with flap of 1.5" width for top loading
3	PAPER	120 GSM 'Century' white Maplitho
4	PRINTING	Single Colour
5	FABRICATION	Die-cutting & pasting with good quality quick drying glue
6	INPUTS	
	i Designs on CD	Print-ready File would be provided 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 printer's scope.
7	PROOFING	
	i	HP/ Epson Proofs as applicable, depending upon no. of colours it is printed finally.
8	PACKING	Insertion of the copies in envelopes will be the bidders scope

Note :

- 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. Subsequently, PDF File of the Deluxe Version will also be required.
- 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 & C 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 – II A

SPECIAL TERMS & CONDITIONS

1.0 ELIGIBILITY CONDITIONS/ PQR

Only those bidders who meet the **PRE QUALIFICATION REQUIREMENT (PQR)** in terms of **INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL** as specified below, are eligible to quote:

1.1 INFRASTRUCTURE/ CAPABILITY

a. Printing machines:

Minimum **2nos. Web Offset Machine** suitable for **2-Colour** printing with 22.75" or 578 mm cut off size + Minimum **1nos. Heat-set Web Offset Machine** suitable for **2-Colour** printing with 22.75" or 578 mm cut off size + minimum **1no. Sheet-fed 4-Colour Machine** in 23"x36" size in excellent working condition

Or

minimum 1 no. **Roto Gravure Machine** suitable for **2-Colour** printing + 1 no. **Heat-set Web Offset Machine** suitable for **2-colour printng** + minimum **1no. Sheet-fed 4-Colour Machine** in 23"x36" size in excellent working condition

b. CTP facility in-house

c. Automatic Gathering & Perfect Binding Facility: Minimum 2 nos., out of which at least one facility with automatic gathering with 18 stations + binding + 3-knife trimmer for outputting a minimum of 35,000 copies per day of Shareholders' Version (English Language) of specifications given under sl. no. A of Annexure-I

d. Printing, die-cutting and fabrication of specified envelopes @ 25,000 pcs per day

e. In-house quality control set-up to ensure quality control in all stages of the job

NOTE:

- In **Techno-commercial Bids**, bidders have to submit **list of machineries** specifically highlighting the above specified machines/ facilities (with regard to sl. no. 1.1 a., b. & c.) for ease of scrutiny. With regard to **Envelopes** (sl. no. 1.1

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- d.) bidders have to submit a certificate on letter head stating that bidder has the required infrastructure for printing, die-cutting and fabrication of specified envelopes @ 25,000 per day and **In-house quality (sl.no.1.1 e.)** above, whose operations are compliant with ISO or similar quality certifications, to enclose a **self attested copy of valid certificate or else submit a Certificate on letter head detailing dedicated infrastructure/ manpower/ labs available in-house for ensuring quality**
- BHEL reserves the rights to visit bidder's premises to physically verify list of machineries/ facilities mentioned in their 'Techno-commercial Bids'. 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

- a. Similar experience in printing of Annual Reports (Shareholders' version) of listed companies (PSUs or MNCs or Private Sector) in the last 3 years. Attach self attested copy of **at least two such purchase orders** for printing of 1,50,000 copies or more of Annual Report (Shareholders' Version) in the last 3 years

1.3 FINANCIAL

- a. Average Annual Turnover of last three years should be more than or equal to Rs.65.0 lakh – certified true copy of Audited Balance Sheet, Profit and Loss Account and Income Tax Returns duly vetted by a CA (as may be applicable in the individual bidder's case) are required to be submitted by the bidders.
- b. Self attested copies of proof of registration for various taxes as may be applicable and PAN card

1.4 INFORMATION ON POST OFFICE

- a. It is mandatory to provide information including contact details and the complete address of the Post Office(s) in the vicinity of the printing press adequately equipped to deal for dispatching a minimum of 35,000 copies per day. It is also required to indicate in your offer whether the Post Office is located within the same Octroi zone or not

1.5 UNSATISFACTORY PAST PERFORMANCE

- a. 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.

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1.6 EARNEST MONEY DEPOSIT (EMD)

- 1.6.1 Your offer shall be accompanied with a DD / Pay Order for Rs.1,00,000/- drawn in favour 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 - :
- EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer
 - EMD of the successful tenderer can be converted and adjusted against the Security Deposit.
- 1.6.2 Bidders may please note that EMD carries no interest.
- 1.6.3 EMD shall be forfeited in the following cases:
- If after opening of tender, the tenderer revokes his tender within the validity period or increases his earlier quoted price
 - The tenderer does not commence the work within the specified period of LOI/ order

2.0 AWARD OF WORK

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

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

- 2.1.1 **Part I-A (EMD in a Separate Sealed Envelope)**
- Earnest Money Deposit as given in clause 1.6.1 **Offers received without EMD will be rejected** and Envelope containing **Part I - B** of the Technical-commercial Bid shall not be opened.
- 2.1.2 **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 clauses under 1.1 to 1.6 above of **Eligibility Conditions/ Pre- Qualification Requirement** will be scrutinized first & 4.1 below. **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 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**
 - No Deviation Certificate** as per Annexure-IV
 - Declaration Certificate** as per Annexure-V
 - Check List** as per Annexure-VII

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- e. Acceptance to BHEL's 'Special Terms & Conditions' (Annexure-IIA) & 'General Terms & Conditions' (Annexure-IIB), 'Printing & Delivery Schedule' (Annexure-IIC) and Conformity to 'Specifications/ Scope of Work' (Annexure-I), by way of signing and affixing rubber stamp on each page.
- f. **Samples of Papers/ Cards** as per requirement given in Specification. Each paper sample should bear specification, signature and stamp of the bidder.

Notes:

- i. BHEL reserves the right to reject the bidders whose services have not been found satisfactory in the past/penalty has been levied, their bids may not be opened even if received
- ii. 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

2.2 PART II (PRICE BID) COMPRISING:

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

- a. Price Bid as per proforma given in Annexure III.

Notes:

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.

- 2.3 **AWARD OF WORK** shall be made on the overall lowest bidder. The evaluation criteria have been detailed in Clause 3.0 below

3.0 PRICE EVALUATION

- 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. All bidders 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.

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- 3.2 Prices to be submitted in a separate sealed cover in the enclosed Price Proforma (Annexure - III)
- 3.3 The bidders are required to quote essentially for the entire scope of work as per attached Price Proforma (Annexure-III)
- 3.4 Price evaluation of the lowest bidder (L-1) would be on the basis of the **Combined Total Price** (all taxes, Octroi, duties & levis but excluding service tax) of the three versions Annual Reports 'Shareholder Version (English Language) – 1,55,000 copies', including equal number of envelopes as per specifications / scope of work given in "A" of Annexure – I + 'Shareholder Version (Hindi Language) – 400 copies as per specifications / scope of work given in "B" of Annexure – I + 'Deluxe Version (English Language) – 600 copies including equal number of envelopes as per specifications / scope of work given in "C" of Annexure – I i.e. Total Computed Price for Evaluation: $\{(1,55,000 \times A) + (400 \times B) + (600 \times C)\}$ where **A** is the per copy rate for Shareholder version English, **B** is the per copy rate for shareholder version Hindi and **C** is the per copy rate for Deluxe Version – refer sl. no. 4 of Annexure-III **subject to clauses at sl. no. 3.0 of Annexure-II B**
- 3.5 Any variation in number of pages and color denominations of pages (both printing and paper) vis-à-vis specified shall be calculated on pro rata basis of the unit rates quoted for printing, etc. and paper for each version of the Annual Report by the successful bidder
- 3.6 Subsequent change in quantities by 10% beyond specified quantities of the three different versions will be governed by the Unit rates quoted for the respective versions by the successful bidder.

4.0 PAPER

- 4.1 Paper used by the printer should be strictly as per our **specifications. Samples enclosed should also bear brief specification, signature and stamp of the bidder.** Successful printer shall be required to submit a certificate from a reputed lab (third party) with regard to specification of the paper used in each Version delivered, after completion of the job, along with the bill

5.0 PRINTING TIME AND DELIVERY SCHEDULE

- 5.1 Printing time and delivery schedule has to be strictly adhered as per the Printing Schedule given in the enclosed Annexure – II C for the respective versions of the Annual Report.

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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 versions**. 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 – II C will have to be strictly adhered to.
- 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 at the rate of 2% per day of the total cost of the respective versions. BHEL reserves the right to refuse to accept delivery beyond delay of one week.

8.0 DESPATCH

- 8.1 Instructions for delivering of specified quantities of Shareholders' Version of the Annual Report (English language) to a specific Post Office in the same Octroi Zone or the nearest Post Office **as decided by BHEL (whether in the same octroi zone or not)**, as applicable will be given to successful bidder at a later date. However, no additional charges towards octroi, manpower, labour, taxes/ duties/ levies, etc., for loading on the vehicles/ 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-III:
- a. 4,000 copies of Annual Report Shareholder Version English out of total copies printed, after completion of dispatch to post office
 - b. 400 copies of Shareholder Version Hindi
 - c. 600 copies of Deluxe Version

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Annexure – II B

GENERAL TERMS & CONDITIONS

1.0 SUBMISSION OF OFFER

Your offer should be complete in all respects (refer Annexure VI & VII).

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 VALIDITY

2.1 Your offer should remain valid for a period of 90 days from the date of opening of the tender (Part – I Bid) for our acceptance.

3.0 PRICE

3.1 Price quoted should be firm and exclusive of agency commission.

3.2 All prices quoted including for the paper should be inclusive of all taxes, duties, etc., as applicable, except service tax if applicable, which should be indicated separately in the column provided in the Price Proforma enclosed as Annexure-III.

3.3 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.

3.4 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

3.5 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 of 3.3 and 3.4 above.

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3.6 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.

3.7 Price to be filled-in as per the Price Proforma enclosed as Annexure-III. Change in Proforma is not allowed.

3.8 Offers not fulfilling any of the above conditions are liable for rejection.

4.0 TAXES

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

5.0 SECURITY DEPOSIT (SD)

The successful bidder shall be required to furnish security deposit equivalent to Rs. 4 Lakh + 5% of the amount exceeding Rs. 50 Lakhs within 7 days from the date of LOI, and before commencement of the job, by way of demand draft drawn in favor of BHEL, payable at New Delhi. The EMD amount can 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 Bank Guarantee, as per format provided/ approved by BHEL. Bidders to note that Security Deposit amount carries no interest. Security deposit shall be forfeited in case the successful bidder refuses to commence the work within the period as per LOI / Contract and/or non-fulfillment of conditions of the order.

6.0 CHARGES FOR COLLECTION OF INPUTS AND DELIVERY OF PROOFS

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.

7.0 PRICE ESCALATION CLAUSE

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.

8.0 TERMS OF PAYMENT

8.1 Full payment shall be released within thirty days from the date of completion of the following:

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- a. Receipt of materials in good condition by all consignee/s to the satisfaction of BHEL as per order,
 - b. Return of all materials provided by BHEL to the printer ALONG WITH APPROVED EPSON/ HP PROOFS BY BHEL OR ITS AUTHORIZED AGENCY
 - c. Receipt of bills duly verified by the nominated Advertising Agency, if any.
- 8.2 While making the payment, statutory deductions as applicable, shall be made by BHEL.
- 8.3 Payment shall be released for the actual quantity delivered and the applicable Unit rates shall be applied to derive the final amount.
- 8.4 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 eMAIL – ID	
PAN NO.	
CST NO., IFAPPLICABLE	
VAT NO., IFAPPLICABLE	
SERVICE TAX REGN. NO., IF APPLICABLE	
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,

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Yours sincerely"

9.0 PRODUCTION

- 9.1 Print-ready File on CD shall be supplied by BHEL or its authorized advertising agency.
- 9.2 Printing shall be supervised at all stages by BHEL representative or its authorized advertising agency, which shall be intimated in due course.
- 9.3 Printer shall return all materials (Photographs/ CD of Design, etc., as may be applicable) to us in good condition. The printer's bills are to be routed through our Advertising Agency for due verification by it, as soon as the job is satisfactorily completed. However, in case BHEL decides to directly supervise the printing and fabrication, the printer's bills shall be submitted directly to us.
- 9.4 BHEL shall be the final authority for accepting the job and reserves the right to inspect printing and fabrication from proofing to the final stages.

10.0 RISK PURCHASE

- 10.1 BHEL at its option will be entitled to terminate the contract and get the printing done elsewhere at the risk and cost of the printer either the whole of the goods or part thereof which the printer has failed to deliver or dispatch within the stipulated time as aforesaid or if the same are not available, with the best and the nearest available substitute thereof.
- 10.2 The printer shall be liable for any loss which BHEL may sustain by way of such risk purchases, in addition to penalty at the rate mentioned in Clause 6 & 7 Annexure-II A.

11.0 CHANGE IN THE ORDERED QUANTITY

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

12.0 ARBITRATION

- 12.1 Any dispute or difference, whatsoever arising between the parties out of or relating to the construction, meaning and operations or effect of this contract or breach thereof shall be referred to the sole arbitration of the Head of Corporate Communication of BHEL whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason (s) for the award.

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12.2 Subject to the above, the provisions of Arbitration Act 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

13.0 EFFECT AND JURISDICTION OF CONTRACT

13.1 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.

14.0 CONFIDENTIALITY

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

15.0 ACCEPTANCE OF TERMS AND CONDITIONS

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

15.2 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.

16.0 INCOMPLETE TENDERS

16.1 Incomplete tenders, which do not contain all the information called for, are liable to be rejected.

16.2 The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.

17.0 SPLITTING THE WORK

17.1 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.

18.0 CONTRACT TERMINATION

18.1 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.

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19.0 AUTHORISED OFFICER

- 19.1 Sr. Manager (Corporate Communication)/ BHEL, or any other officer nominated by him, shall be the authorised officer with regard to the Contract. The decision of the authorised officer shall be final and binding on the printer. The authorised officer shall hold all the meetings at Delhi only.

20.0 CONTACT PERSONS

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

- Sh. Hemant Kumar Agarwal, Dy. Manager (CC)
Tel.: 011-23742886, email: hemantkumar@bhel.in
Fax: 011-23342769
Or
- Sh. Ajay Gupta – Sr. Manager (CC)
Tel.: 011-23340473, email: ccag@bhel.in
Fax: 011-23342769

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ANNEXURE – II C

A

**PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION
(ENGLISH LANGUAGE): 1,55,000 COPIES**

1.0	Placement of LOI	:	0 th Day *
2.0	Delivery of the transparencies & Print-ready file of Design for Annual Report and Envelope by Advertising Agency/ BHEL	:	0 th Day
3.0	Submission of Proofs by Printer for Annual Report and Envelope	:	2 nd Day
4.0	Approval of final Proofs by Agency/ BHEL & release of same for printing	:	4 th Day
5.0	Completion of printing of Envelopes and commencement of fabrication of envelopes	:	8 th Day
6.0	Delivery of Envelopes @ 25,000 per day	:	10 th Day
7.0	Completion of printing of Annual Report - 1,55,000 Copies	:	12 th Day
8.0	Commencement of Binding and Delivery of Annual Report @ 35,000 copies per day	:	14 th Day
9.0	Completion of Delivery of 1,55,000 envelopes	:	18 th Day
10.0	Completion of delivery of Annual Report 1,55,000 copies	:	20 th Day

Note: Penalty shall be applicable from the 21st day of the above Schedule.

B

**PRINTING SCHEDULE FOR ANNUAL REPORT SHAREHOLDERS' VERSION
WITHOUT ENVELOPES (HINDI LANGUAGE): 400 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	:	11 th day
6.0	Completion of delivery of 400 copies	:	13 th Day

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

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C

PRINTING SCHEDULE FOR ANNUAL REPORT DELUXE VERSION (ENGLISH LANGUAGE): 600 COPIES

1.0	Delivery of the transparencies & 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	3 rd Day
3.0	Approval of final Proofs by Agency/ BHEL & release of same for printing	5 th Day
4.0	Completion of printing of Envelopes and commencement of fabrication of envelopes	7 th Day
5.0	Readiness of all Envelopes	9 th Day
6.0	Completion of printing of Annual Report – 600 Copies	9 th Day
7.0	Commencement of Binding and Delivery	11 th Day
8.0	Completion of delivery of Annual Report 600 copies	13 th Day

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

* Placement of order prior to handing over inputs at 2.0 above is only to facilitate sourcing of paper/ materials. However, this shall not be counted for the purpose of imposing LD.

Schedule of the different Versions of Annual Report are independent of each other, irrespective of National Holidays, other Holidays, Weekly Offs and have to be taken-up in parallel and not necessarily one after the other.

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Annexure – III

PRICE PROFORMA (Price for Evaluation)

S. No.	Description of Items	Annual Report Shareholder Version (English Language) 1,45,000 to 1,65,000	Annual Report Shareholder Version (Hindi Language) 400	Annual Report Deluxe Version (English Language) 600
1	For processing, plate making, proofing, printing, fabrication, binding, packing, local delivery, etc., as per Specifications/ Scope given under sl. nos. A, B & C 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 all taxes, octroi, duties, levies except service tax (Rupees)	Unit rate including cost of Delivery of 400 copies in New Delhi as per Specifications/ Scope as given under sl. no. B of Annexure-I and all octroi, duties, levies taxes except service tax (Rupees)	Unit rate including cost of Envelope, Delivery of 600 copies in New Delhi as per Specifications/ Scope as given under sl. no. C of Annexure-I and all taxes, octroi, duties, levies except service tax (Rupees)
2	For Paper/ Card as per specifications given under sl. no. A, B & C of Annexure-I for each version of Annual Report			
3	Unit Rate for each Version of Annual Report, inclusive of all taxes, octroi, duties & levies, except service tax = (1+2)	A	B	C
4	Total Computed Price for Evaluation (inclusive of all taxes, octroi, duties, levies but excluding service tax) i.e. = $(1.55,000 \times A) + (400 \times B) + (600 \times C)$	Rs. (Rupees.....)		
5	Service Tax, if applicable	Rs.		
6	Total Computed (inclusive of all taxes, octroi, duties, levies + service tax) i.e. = (4+5)	Rs. (Rupees.....)		

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Annexure - IV

No Deviation Certificate

(to be given on Bidder's letter head)

Certificate of Acceptance

It is certified that we have read and understood all the terms and conditions of the Tender No. CC/PUBL/01/2014-15 dated 22/05/2014

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

Date:

Signature of Authorized Signatory

Place:

(Designation)

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Annexure - V

DECLARATION CERTIFICATE (LEGAL)

(TO BE GIVEN ON PRINTER'S LETTER HEAD)

I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that our firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

(Signature & Seal of the firm)

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Annexure – VI

SUBMISSION OF OFFER

Your offer has to be submitted in **two parts** as follows:

i) **PART "I" : TECHNICAL BID (Sealed Envelope)**

Envelope superscribed with "Part I", should contain two parts i.e Part I- A & Part I- B:

Part I – A (EMD in Separate Envelope)

- a) Earnest Money Deposit (EMD) as given in Clause 1.6.1 of 'Special Terms & Conditions', Annexure-II A. 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 Separate 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) as below:
- Self attested copy of List of Infrastructure/ Machinery highlighting specifically each & every item mentioned under sl. no. 1.1 a. to c. (Annexure-II A)
 - A certificate on letter head stating that bidder has the required infrastructure for printing, die-cutting and fabrication of specified envelopes @ 25,000 per day sl. no. 1.1 d. (Annexure-II A)
 - Self attested valid ISO or similar certificate issued by reputed organizations for adhering to international quality standards (1.1 e., Annexure-IIA)
OR
Certificate on letter head detailing dedicated infrastructure/ manpower/ labs available in-house (1.1 e., Annexure-IIA)
 - Self attested copies of Two POs in the last 3 years, each for 1,50,000 copies or more of Shareholders' version of Annual Reports of listed companies (PSUs or MNCs or Pvt. Sector) refer 1.2 a., Annexure-IIA
 - Certified true copy of Audited Balance Sheet, Profit and Loss Account and Income Tax Returns duly vetted by a CA (as may be applicable in the individual bidder's case) for last three years showing an average turnover of last three years as more or equal to Rs.65.0 lakh (1.3 a. Annexure-IIA)
 - Self attested copies of proof of registration for various taxes as may be applicable and PAN card (1.3 b. Annexure-IIA)
 - Self attested copy of 'Information on Post Office' equipped to dispatch a minimum of 35,000 copies per day along with Contact details & Complete Address of the Post Office and confirming whether named Post Office(s) is in the same Octroi zone or not (1.4 a., Annexure-IIA)

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- viii. **Samples of Papers/ Cards** as per requirement given in Specifications in Annexure-I duly superscribed with specifications, signed and stamped by the bidder (Sl. no. 4.1 Annexure-II A)
- ix. **No Deviation Certificate** as per Annexure-IV
- x. **Declaration Certificate (Legal)** as per Annexure-V
- xi. **Check List** as per Annexure-VII.
- xii. Acceptance to '**Special Terms & Conditions**' – Annexure-II A, '**General Terms & Conditions**' – Annexure-II B, '**Delivery Schedule**' – Annexure-II C and '**Specifications/ Scope of Work**' – Annexure-I, by way of signing and affixing rubber stamp on each page.

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.

PART – "II": PRICE BID (Sealed Envelope)

Envelope duly sealed and superscribed with "PART II", should contain the following:

- a) Price Bid as per proforma given in Annexure III.

All Parts of the offer, i.e. Part I-A, Part I-B and Part II in an individual sealed covers, to be placed in a single sealed envelope, duly superscribed with:

1. Quotation for printing of 'BHEL Annual Report 2013-14'
2. Due date and time of submission of offers
3. Name and address of the bidder
4. BHEL address as given in the covering letter

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Annexure – VII

Checklist

S. No.	Description /Item	Enclosed Yes/No
1.	Part I – A Envelope to contain following	
a.	Earnest Money Deposit as per Clause No. 1.6.1. of Annexure-II A	Yes/No
2.	Part I – B Envelope to containing documents/ Information required for ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)	
a.	Self-attested copy of List of Machineries highlighting machineries required as per 1.1 a.; b.; c. of Annexure-II A	Yes/No
b.	A certificate on letter head stating that bidder has the required infrastructure for printing, die-cutting and fabrication of specified envelopes @ 25,000 per day 1.1 d. of Annexure-II A	Yes/No
c.	Self attested valid ISO or similar certificate issued by reputed organizations OR Certificate on letter head detailing dedicated infrastructure/ manpower/ labs available in-house ref. 1.1 e. of Annexure-II A	Yes/No
d.	Self attested copies of two Purchase Orders for 1,50,000 copies or more of shareholder versions of Annual Reports for listed companies (PSUs or MNCs or Pvt. Sector) in the last 3 years (as per 1.2 a. of Annexure-II A)	Yes/No
e.	Certified true copy of Audited Balance Sheet, Profit and Loss Account and Income Tax Returns duly vetted by a CA (as may be applicable in the individual bidder's case) for last three years showing an average turnover of last three years as more or equal to Rs. 65.0 lakh (as per 1.3 a. of Annexure-II A)	Yes/No
f.	Self attested copies for registration of applicable taxes (as per 1.3 b. of Annexure-II A) & PAN Card	Yes/No
g.	Self attested copy of Information on Post Office in the vicinity of printing press containing <ul style="list-style-type: none"> Whether Post Office is equipped to dispatch 35,000 copies or more per day Name, address & contact details of Post Office Whether Post Office is located within the same Octroi Zone or not (as per 1.4 of Annexure-II A) 	Yes/No
h.	Paper Samples for Deluxe & Shareholder Versions & their Envelopes, each duly superscribed with specifications as per Annexure-I (A.; C.)	Yes/No

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	signed & stamped (as per 4.1 of Annexure-II A)	
i.	No Deviation Certificate as per Annexure	Yes/No
j.	Declaration Certificate (Legal) as per Annexure	Yes/No
k.	Acceptance to 'Special Terms & Conditions' – Annexure-II A, 'General Terms & Conditions' – Annexure-II B, 'Delivery Schedule' – Annexure-II C and 'Specifications/ Scope of Work' – Annexure-I, by way of signing and affixing rubber stamp on each page	Yes/No
PART I – A & PART I – B TO BE PLACED IN A SINGLE ENVELOPE TO BE SUPERSCRIBED WITH PART I (TECHNO-COMMERCIAL BID) OF THE OFFER		
3.	Part II Envelope to contain following	
a.	Price Bid in Price Proforma as per Annexure-III	Yes/No